

24 June 2021

MR. EARL H. ABADA
Manager
METASYSTEMS DEVELOPMENT, INC.
3/F and 4/F Metasystems Bldg.
2 Acacia Lane corner Shaw Blvd.
Mandaluyong City, Philippines
Tel. No. (02) 534-2136
eabada@metadev.com

SUBJECT : Invitation to Submit Proposal for the Comprehensive Maintenance Service Agreement of Laserfiche Software Assurance Plan (LSAP) (Project Reference No. 2021-DC-LSAP-015-02)

Dear Mr. Abada:

The Power Sector Assets and Liabilities Management (PSALM) Corporation is procuring services for the **Comprehensive Maintenance Service Agreement of Laserfiche Software Assurance Plan (LSAP)** with an Approved Budget for the Contract (ABC) in the amount of **ONE MILLION FOUR HUNDRED FIFTY-EIGHT THOUSAND THREE HUNDRED THIRTY-THREE PESOS (Php1,458,333.00)**, inclusive of VAT.

In this regard, may we invite your company to submit a proposal for this project based on the requirements set forth in the *Schedule of Requirements* (Annex A), *Technical Specifications* (Annex B) and the *Detailed Bid Price Schedule* (Annex C).

Your proposal should include copies of the following documents:

1	Certification of PhilGEPS Registration or PhilGEPS Registration Number ¹
2	Current and valid business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document in case of an economic zone.
3	Latest income tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS). Latest annual Income Tax Return (ITR) shall refer to the ITR for the year 2020 filed in 2021. For new establishments which have no annual ITR yet, it shall refer to the most recent quarter's ITR. Further, for areas where e-filing is yet to be implemented, a Certification to that effect from BIR main office is acceptable.

¹ Note: Only PhilGEPS registration number (Red Membership) is required for this project and not necessarily Platinum membership.

4	<p>Latest Business Tax Returns, which refers to the Value Added Tax (VAT) and/or Percentage Tax Returns covering the previous six (6) months:</p> <table border="1" data-bbox="304 338 1382 651"> <tr> <td data-bbox="304 338 799 651"> <p>a) VAT Returns - BIR Form No. 2550 covering the following:</p> <p>i. the latest quarters (2550Q) (i.e. 4th Quarter of 2020 and 1st Quarter of 2021)</p> <p>ii. the latest months (2550M) (i.e. April 2021 and May 2021)</p> </td> <td data-bbox="799 338 906 651" style="text-align: center;"> <p>and/ or</p> </td> <td data-bbox="906 338 1382 651"> <p>b) Quarterly Percentage Tax Returns - BIR Form No. 2551 covering the following:</p> <p>i. the latest quarters (2551Q) (i.e. 4th Quarter of 2020 and 1st Quarter of 2021)</p> <p>ii. the latest months (2551M) (i.e. April 2021 and May 2021)</p> </td> </tr> </table> <p>Notes: Bidders filing both VAT and Percentage Tax Returns must submit both returns, or the equivalent documents in case of foreign bidders.</p>	<p>a) VAT Returns - BIR Form No. 2550 covering the following:</p> <p>i. the latest quarters (2550Q) (i.e. 4th Quarter of 2020 and 1st Quarter of 2021)</p> <p>ii. the latest months (2550M) (i.e. April 2021 and May 2021)</p>	<p>and/ or</p>	<p>b) Quarterly Percentage Tax Returns - BIR Form No. 2551 covering the following:</p> <p>i. the latest quarters (2551Q) (i.e. 4th Quarter of 2020 and 1st Quarter of 2021)</p> <p>ii. the latest months (2551M) (i.e. April 2021 and May 2021)</p>
<p>a) VAT Returns - BIR Form No. 2550 covering the following:</p> <p>i. the latest quarters (2550Q) (i.e. 4th Quarter of 2020 and 1st Quarter of 2021)</p> <p>ii. the latest months (2550M) (i.e. April 2021 and May 2021)</p>	<p>and/ or</p>	<p>b) Quarterly Percentage Tax Returns - BIR Form No. 2551 covering the following:</p> <p>i. the latest quarters (2551Q) (i.e. 4th Quarter of 2020 and 1st Quarter of 2021)</p> <p>ii. the latest months (2551M) (i.e. April 2021 and May 2021)</p>		
5	<p>Notarized Omnibus Sworn Statement (Annex E).</p> <p>The Omnibus Sworn Statement must be accompanied by a duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable, stating that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract.</p>			
6	<p>Notarized Annex D (Conformity with Annex A (Schedule of Requirements) and Annex B (Technical Specifications)).</p>			
7	<p>Detailed Bid Price Schedule (Annex C) / Total Bid Price in Figures (PHP)</p>			
8	<p>Certificate of Exclusivity and/or relevant documented information showing the proof as exclusive dealer/manufacturer.</p>			

In addition, the winning bidder shall submit the following documents during post-qualification:

1. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, charter for government entity, or any proof of such registration.
2. Latest Tax Clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR). Provisionary tax clearance is not acceptable under GPPB Resolution No. 1-2014.
3. Original Copy of the notarized Omnibus Sworn Statement (Annex E).
4. Original Copy of the notarized Annex D.
5. Original Copy of the Detailed Bid Price Schedule (Annex C).

The Invitation to Submit Proposal may be downloaded from the websites of the Philippine Government Electronic Procurement System (PhilGEPs) (<https://www.philgeps.gov.ph>) and PSALM (<https://www.psal.gov.ph>), provided

that Bidder shall pay the applicable fee of **Five Hundred Pesos (PHP500.00)**, not later than the deadline for submission of proposals.

Payments can be deposited thru PSALM LBP account with details below:

Name of Bank:	Land Bank of the Philippines
Branch:	Paseo de Roxas Branch
Account Name:	Power Sector Assets and Liabilities Mgt. Corp. (PSALM)
Account Number:	1802-1019-68
LBP Swift Code:	TLBPPHMM

Thereafter, the Bidder must send the proof of payment and register its email address to the BAC Secretariat at BACSEC2021@psalm.gov.ph.

Kindly submit your sealed proposal in electronic form (PDF with complete attachments) or password-protected proposal in a compressed archive folder to the email address: bid.submission@psalm.gov.ph on or before **2:30 PM, 29 June 2021**. Thereafter, proposals will be opened at **2:45 PM, 29 June 2021** through videoconferencing/webcasting via Zoom Cloud Meetings application. The BAC Secretariat will provide and send the meeting ID to the bidder/s prior to the opening of proposals.

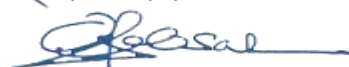
The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening. If the password fails to open the file, the Bidder shall be given only three tries until the BAC shall declare it to be disqualified. Bidding Documents not in compressed archive folders and are not password protected, shall be rejected. However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, as required in the Request for Proposal, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The detailed procedure for electronic/online bid opening is contained in the General Policies and Procedures for Electronic/Online Submission and Receipt of Bids (Annex G).

For further information, please refer to:

THE CHAIRPERSON

Bids and Awards Committee
Power Sector Assets and Liabilities Management Corporation
24th Floor Vertis North Corporate Center 1, Astra cor. Lux Drives
Vertis North, North Avenue, 1105 Quezon City
Telephone No.: (02) 7902-9000
Tel. Fax: (02) 8248-4879
e-mail: BAC2021@psalm.gov.ph
BACSec2021@psalm.gov.ph

Very truly yours,



GLENN B. SANTOS
Chairperson
BIDS AND AWARDS COMMITTEE

ANNEX “A”

SCHEDULE OF REQUIREMENTS

- 1) Maintenance Service Agreement (MSA) Period
 - The comprehensive MSA shall cover the software and firmware components, including the labor and onsite visits for one (1) year; and
 - The maintenance service agreement period shall commence upon the issuance of Certificate of Effectivity by the Procuring Entity.

- 2) Required Documents
 - The winning bidder must submit/deliver the Proof of MSA Enrollment to the Principal (if applicable);
 - MSA Certificate indicating the MSA period, Preventive Maintenance and Health Check Schedule; and
 - Support Procedures and Problem Escalation.

- 3) Liquidated Damages
 - Liquidated Damages will be imposed if the winning bidder will not accomplish the delivery of the required documents and/or any deliverables after fifteen (15) days upon receipt of the Notice to Proceed.
 - The liquidated damages' applicable rate is one-tenth (1/10) of one (1) percent of the winning bidder's total bid price for every day of delay.

- 4) Payment Terms
 - Payments shall be made on a staggered basis in accordance with the following schedule and, in any case, within thirty (30) days from PSALM's receipt of the Required Documents for Laserfiche Software Assurance Plan and conduct of preventive maintenance. Payments shall be based on proportionate rate of the Total Contract Price as indicated below or the price quotation in Annex “C”, whichever is lower.
 - The processing of payments will entail the approval by PSALM of the winning bidders' output and preventive maintenance report before invoices may be processed for payment. PSALM likewise reserves the right to validate billing/invoice before payment of fees.

Item No.	Particular	Proportionate Rate (%) of Total Contract Price
I	Upon completion of Required Documents and Deliverables as stated in Annex B, Technical Specification, item I	80%
II.A	Preventive maintenance for 1 st quarter	5%
II.B	Preventive maintenance for 2 nd quarter	5%
II.C	Preventive maintenance for 3 rd quarter	5%
II.D	Preventive maintenance for 4 th quarter	5%
	Total	100%

5) Retention

- The 5% retention money shall be deducted every staggered payment in accordance with the schedule in Item 4 above.

6) Penalty

- A penalty of PhP100.00 for every hour of delay in the repair of the problem or issues reported. See service level agreement in Annex B for the resolution time and replacement of defective parts.
- The penalty will be deducted from the 5% retention.

7) Performance Security

- To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from PSALM and in no case later than the signing of the contract.
- The performance security shall be denominated in Philippine Pesos and posted in favor of PSALM in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank;	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank;	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

- Failure of the winning Bidder to comply with the abovementioned requirement shall constitute sufficient ground for the annulment of the award.
- In addition, Per GPPB Resolution No. 09-2020, the Performance Securing Declaration (PSD) [see Annex F] shall be accepted in lieu of performance security to guarantee the winning bidder's faithful performance of obligations under the contract.
- Lastly, PSALM may require the winning bidder to replace the submitted PSD with performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 upon lifting the State of Calamity or community quarantined or similar restrictions, as the case may be.

8) Delivery Schedule and Address

- The winning bidder must submit/deliver the Required Documents not more than fifteen (15) days upon receipt of the Notice to Proceed and must be delivered at 24th Floor Vertis North Corporate Center 1, Astra corner Lux Drives, North Avenue, Quezon City 1105.

ANNEX “B”

TECHNICAL SPECIFICATIONS

PSALM TECHNICAL STANDARD SPECIFICATION			
Comprehensive Maintenance Service Agreement of Laserfiche Software Assurance Plan (LSAP)			
ITEM	DESCRIPTION	QTY	U/M
The following shall be covered in the MSA:			
I	Laserfiche Software	75	cals
II	Other Requirements		
	Scope of Work		
	a) Software upgrade for new software releases.		
	b) 24/7 access to Laserfiche Knowledge Base articles and educational sites.		
	c) Provide unlimited technical phone consultation.		
	d) Provide RCA (Root Cause Analysis) after solving the problem		
	Service Level Agreement		
	a) On-call support shall be available 24 hours a day, 7 days a week.		
	b) One (1) hour response through telephone call or email shall be provided from the time of the first call or email by PSALM Personnel		
	c) Onsite support must have a response time of not more than four (4) hours from the time of the call-in cases where in the phone or email support could not solve the problem.		

ANNEX "C"

DETAILED BID PRICE SCHEDULE

Date: _____

Project: **Comprehensive Maintenance Service Agreement of Laserfiche Software Assurance Plan (LSAP)**

Code: **Project Reference No. 2021-DC-LSAP-015-02**

(Supplier's Name/Address/Tel. No.)

Date of Submission: _____

Time of Submission: _____

ITEM	PARTICULAR	Unit Price (without RVAT)	QTY	U/M	Total Price (without RVAT)
I	Laserfiche Software		75	calcs	
II	Other requirements		1	Lot	

TOTAL PRICE (PHP) = _____

PLUS: 12% VAT = _____

TOTAL BID PRICE (PHP) = _____

Total Amount of Bid Price in Words:

Note:

1. Total Bid Price shall not exceed the Approved Budget for the Contract.
2. Section 32.2.1(a) of the 2016 Revised IRR of RA 9184 states that "[u]nless the Instructions to Bidders specifically allow partial bids, bids not addressing or providing all of the required items in the Bidding Documents/Request for Proposal including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be provided."

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____

Date: _____

ANNEX "D"

**CONFORMITY WITH ANNEX A (SCHEDULE OF REQUIREMENTS)
AND ANNEX B (TECHNICAL SPECIFICATIONS)**

(Name of Bidder) hereby undertakes that it shall COMPLY with the general requirements stated in Schedule of Requirement (Annex A) and Technical Specifications (Annex B).

Name and Signature of Authorized Official

Position

Date

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in _____, Philippines, this ___ day of _____, 2020, personally appeared:

Name	Government-Issued ID & No.	Issued on	Issued at
(SUPPLIER)			

known to me and to me known to be the same person who executed the foregoing instrument consisting of _____ (__) page/s, including the page whereon this Acknowledgment is written, all pages signed by both parties and their instrumental witnesses, and they acknowledged before me that the same is their free and voluntary act and deed and that of the Corporation they represent.

WITNESS MY HAND AND NOTARIAL SEAL, on the date and place first above written.

Notary Public

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of 2021.

ANNEX “E”

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____ of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of *(Name of Bidder)* with office address at *(address of Bidder)*;
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;
3. *(Name of Bidder)* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *(Name of Bidder)* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of *(Name of Bidder)* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *(Name of Bidder)* complies with existing labor laws and standards;
8. *(Name of Bidder)* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;

- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and
9. *(Name of Bidder)* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 2021 at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____;
Page No. _____;
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ANNEX “F”

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
X-----X

PERFORMANCE SECURING DECLARATION
Request for Proposal:
[Project Reference No. 2021-DC-LSAP-015-02]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years for the second offense, upon receipt of your Blacklisting Order if I/we have violated my/our obligations under the Contract.
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER’S AUTHORIZED REPRESENTATIVE]

[Insert signatory’s legal capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines.

[Select one of the two following paragraphs and delete the other]

Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC).

Affiant/s exhibited to me his/her [insert type of government identification card used] with no. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, [date issued], [place issued]

IBP No. __, [date issued], [place issued]

Doc. No. ___;
Page No. ___;
Book No. ___;
Series of 2021.

ANNEX “G”

**GENERAL POLICIES AND PROCEDURES ON ELECTRONIC/
ONLINE SUBMISSION AND RECEIPT OF BIDS**

Legal Basis

The GPPB issued Resolution No. 09-2020 dated 07 May 2020 Approving Measures for The Efficient Conduct of Procurement Activities During A State of Calamity, or Implementation of Community Quarantine or Similar Restrictions. Among the measures introduced by the said Resolution are the following:

- a. All Procuring Entities (PE) are now encouraged to maximize the use of videoconferencing, webcasting and similar technology in the conduct of any of the BAC meetings and the determination of a quorum by the Bids and Awards Committee (BAC). The use of digital signatures in procurement related documents is also encouraged.
- b. Bids may now be submitted through on-line submission. The online or electronic submission and receipt of bids for procurement modalities where a two-envelope procedure or sealed price quotation and use a two-factor security procedure consisting of an archive format compression and password protection is required.
- c. The BAC shall decide whether to allow the online or electronic submission and receipt of bids based on the PE’s procurement needs and capabilities. It shall ensure the security, integrity and confidentiality of the bids submitted and generate an audit trail of transactions for the security, integrity and authenticity of the bid submissions.

User Registration and Payment of Bidding Document Fee

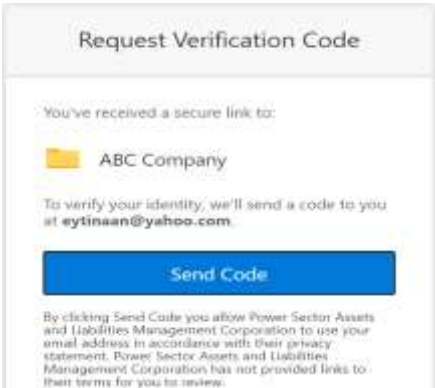
1. The Bidder must pay for the amount indicated in the Invitation to Bid before the Bidder can send their bids through the PSALM online bidding system.
2. After paying the bidding document fee, the Bidder must send an email to the BAC Secretariat at BACSec2021@psalm.gov.ph and must attach the following:
 - The picture or screenshot of the transaction or deposit slip
 - The valid email address that will be used in sending the bid
3. After receiving the above email, the BAC Secretariat will inform the PSALM ISTD to whitelist the provided email address and create and share the folder for the particular bidder.
4. The BAC Secretariat will email the Bidder to confirm the receipt of the above information together with the link of the shared folder created by the PSALM ISTD.
5. Only bidders who pay the Bid Document Fee shall be allowed to participate in the e-bidding activities and submit a bid.

Payments can be deposited thru PSALM LBP account with details below:

Name of Bank: Land Bank of the Philippines
 Branch: Paseo de Roxas Branch
 Account Name: Power Sector Assets and Liabilities Management Corporation (PSALM)
 Account Number: 1802-1019-68
 LBP Swift Code: TLBPPHMM

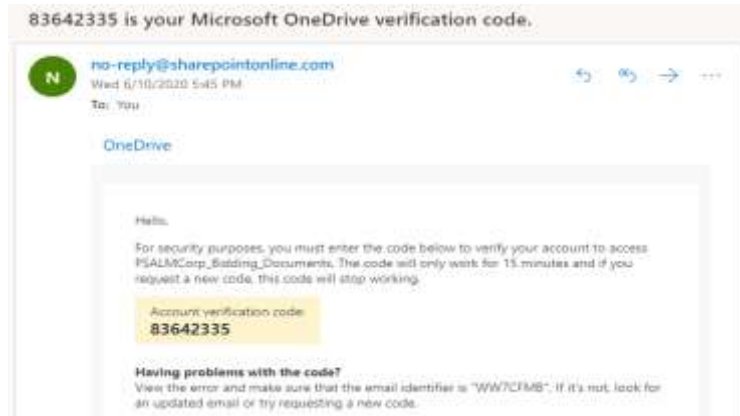
Submission of Bids

1. The Invitation to Bid, including the Bidding Documents shall clearly state whether the submission and receipt of bids through electronic means is available for the procurement opportunity.
2. The Bidder shall submit their Bids by uploading it to the provided shared folder at any time before the closing date and time specified in the Bidding Documents.
3. Below are the procedures on how to upload the bidding documents, its format, and the documents it must contain.

Procedures / Steps on How to Submit a Bidding Documents and Other Required Documents	
1.	The Bidder must follow the “User Registration and Payment of Bidding Document Fee” procedure before submitting the bidding documents.
2.	The BAC Secretariat will email the link of the shared folder to the registered email address of the bidder.
3.	The Bidder needs to check the email (including the SPAM/Junk folder) from the PSALM BAC Secretariat that contains the link of the shared folder that the Bidder may use in submitting the required Bidding Documents and other requirements.
4.	After receiving the email, the Bidder will need to click the link sent by the PSALM BAC Secretariat or copy and paste it to the address bar of any browser.
5.	The verification page will appear. The Bidder will need to click the “Send Code” button. <ul style="list-style-type: none"> • Verification Page
	
6.	After clicking the “Send Code” button, the verification code will be sent to the Bidder’s registered email address.

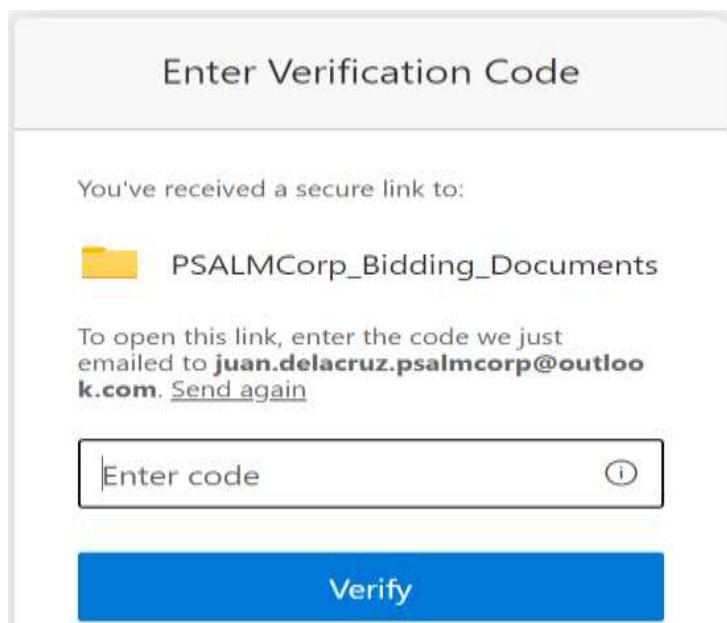
Procedures / Steps on How to Submit a Bidding Documents and Other Required Documents

- Verification Code email message



7. Input the verification code to the Verification Page and click verify.

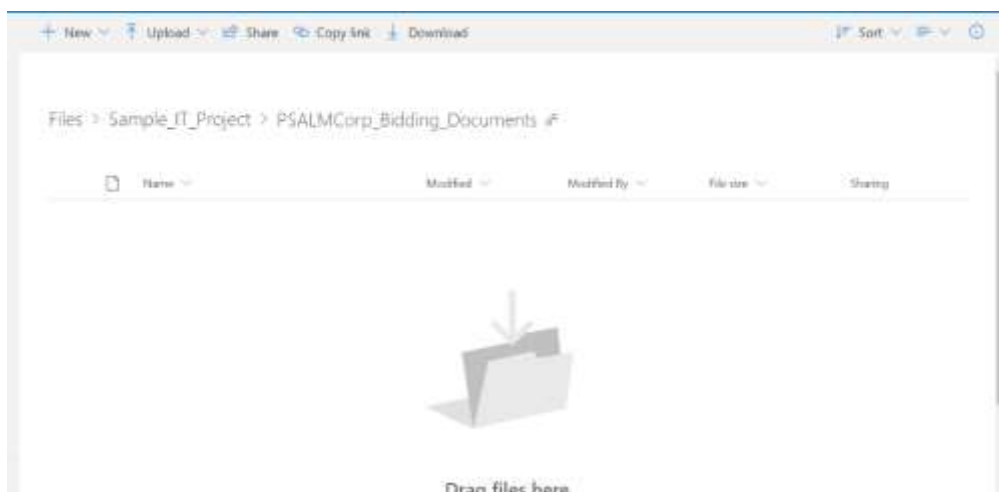
- Verification Page
- The Bidder should enter the code immediately since it has an expiration time. An error will occur once the code has expired.



“The existing code expired, we’ve sent an email with a new code to

juan.delacruz.psalmcorp@outlook.com. Please use the latest email that has the email identifier **ZYWS02C.**”

8. After verifying the code, the Bidder will be redirected to the shared folder page.

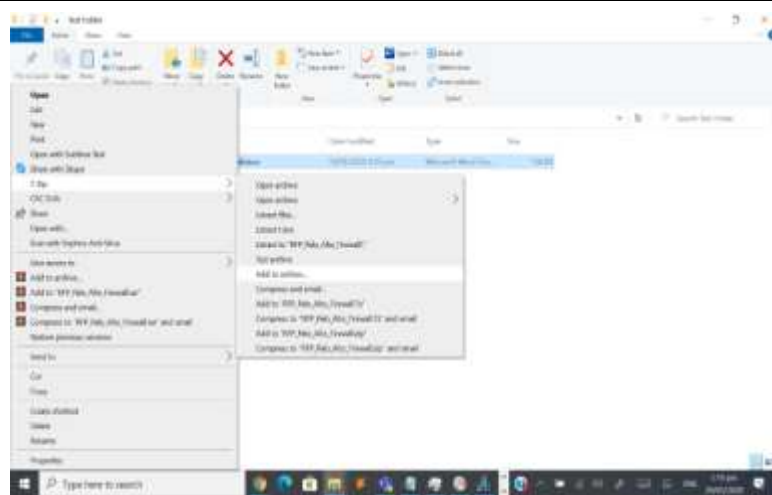


Procedures / Steps on How to Submit a Bidding Documents and Other Required Documents
<p>9. The Bidder can now start uploading the Bidding Documents and other requirements until the deadline of submission.</p> <ul style="list-style-type: none">• Bidder is advised to upload the bidding documents before or at least 30 minutes ahead of the deadline. This approach will prevent the Bidder from rushing the Bidding Documents uploads and will have time in reporting if any problem is encountered.
<p>10. An On-line Bidder may modify its bid at any time before the closing date and time for the submission and receipt of bids. The Bidder can delete and upload another Bid equally secured and properly identified. The time indicated in the latest uploaded Bid shall be the official time of submission. Bids submitted after the deadline shall not be accepted.</p>
<p>11. The Bidder must use a two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the bids submitted. The bids shall be composed of the following:</p> <ol style="list-style-type: none">a. A password protected zipped file containing the two PDF files.b. The two PDF files must be named with the following format:<ol style="list-style-type: none">i. First Envelopeii. Second Envelopec. The first PDF file should be password protected and corresponds to each section of the documentary and legal requirements, i.e. PhilGEPs Registration, Business Permit, Tax Returns, Conformity with Annexes "A" and "B", Omnibus Sworn Statement, Forms and Annexes, etc.d. The second PDF file must be also password protected and should contain the financial bid. <ul style="list-style-type: none">• Note: The two PDF files should have different passwords. This is to avoid opening the two files at the same time, and when the documentary bid fails during its opening, the financial bid would remain intact and unopened.
<p>12. The Bidder must also upload a text file or notepad file with the following details:</p> <p>File Name: <i>Bidder's Company Name_ProjectName.txt</i> Contents of the File:</p> <ul style="list-style-type: none">Procurement Project Title:Project Reference No.:Company Name:Address:Name of the bidder's authorized representative:Contact Nos.:Email address:
<p>13. After uploading all the requirements, the Bidder must send an email to the BAC Secretariat at BACSec2021@psalm.gov.ph and bid.submission@psalm.gov.ph to confirm the uploaded documents and requirements. The Bidder must attach the picture or screenshot of the uploaded documents and requirements.</p>

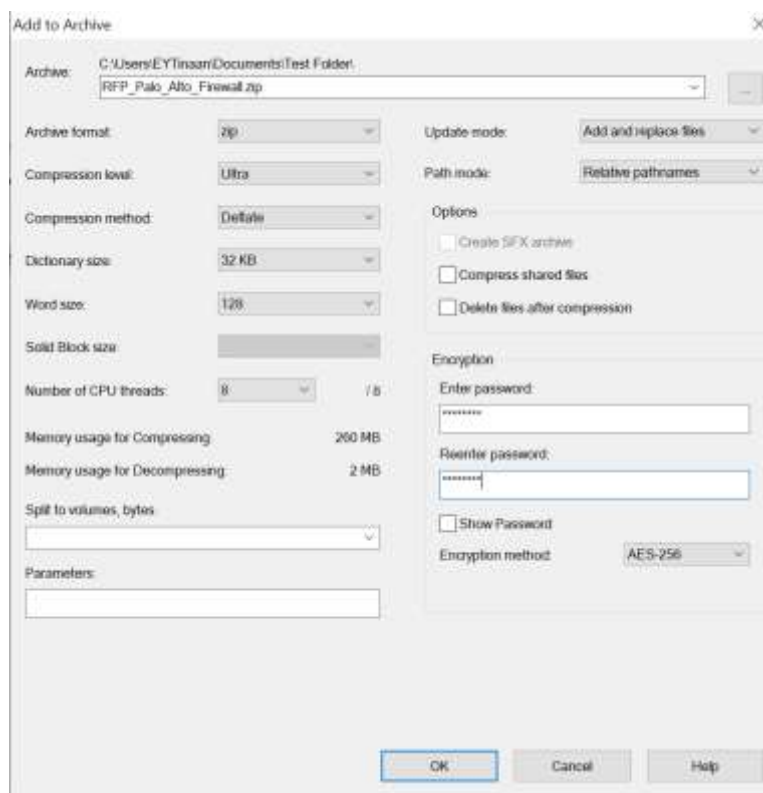
Procedures / Steps on How to Submit a Bidding Documents and Other Required Documents				
Files > Sample_IT_Project > PSALMCorp_Bidding_Documents				
	Name	Modified	Modified By	File size
	RFP_Palo_Alto_Firewall.zip	A few seconds ago	jaan.delaacruz@psalmcorp@	151 KB
	Company Name_Project Name.txt	51 minutes ago	jaan.delaacruz@psalmcorp@	159 bytes
14. The BAC Secretariat shall send an email to the bidder acknowledging and confirming the bidder's submission.				
15. The BAC shall bar all incoming bids 30 minutes after the closing date and time. Upon reaching the deadline of the certain project, the BAC Secretariat will inform the PSALM ISTD to remove the sharing of the folder.				
16. After removal of the sharing of the particular folder, the Bidder will not be able to submit any revised documents and requirements.				
17. An On-line Bidder may withdraw its bid before the deadline for the submission and receipt of bids.				

Procedures / Steps on How to ZIP a File with Password
1. User can download a free file archiver software though this link https://www.7-zip.org/
2. Install the downloaded software

3. Right click the document that needs to be archived
4. Select 7-zip > Add to archive...



5. Select the destination of the file
6. Make sure to choose the following:
 - a. Archive format - ZIP
 - b. Encryption method - AES-256
 - c. Compression level - ULTRA
 - d. Leave other options to their default value
7. Input the password to the two password fields
8. Make sure that the Show Password is unchecked
9. Click OK to continue



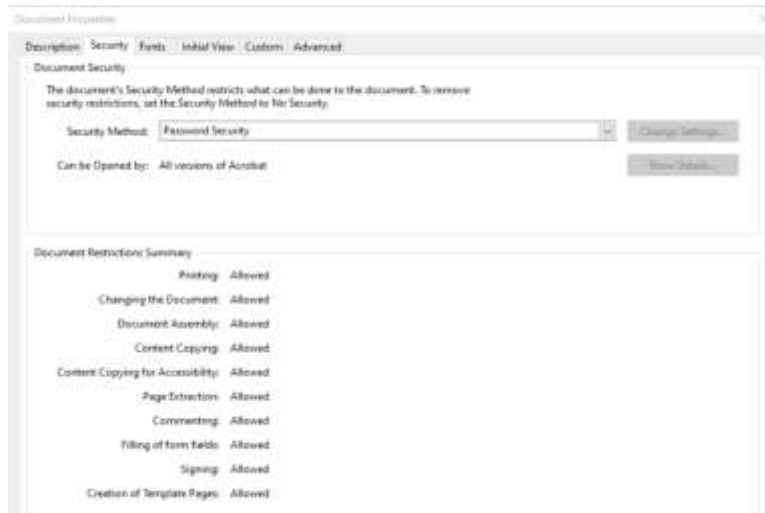
Procedures / Steps on How to Protect a PDF File

1. Before protecting or putting a password into a PDF file, the user must have an Adobe Acrobat paid version installed or any software that can protect a PDF file.
2. Open the PDF file that needs to be protected. Make sure to open the file to a software that can protect a PDF document. In this example, we used the Adobe Acrobat Pro (Paid Version).

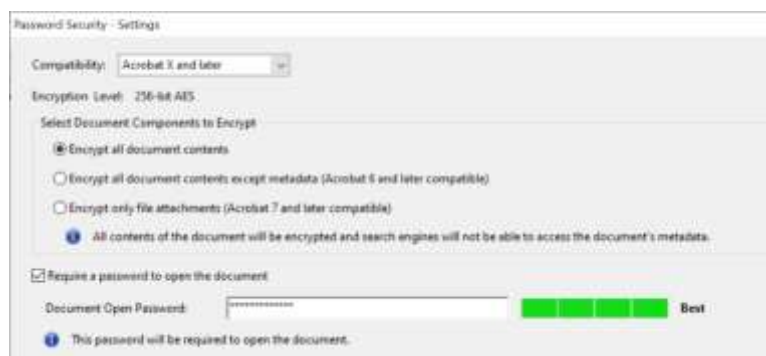
3. Click **File** > **Properties**.



4. Select the **Security Tab**.
5. In **Security Method** field, select **Password Security**.

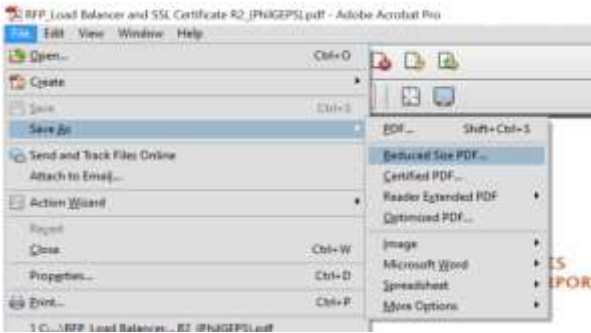

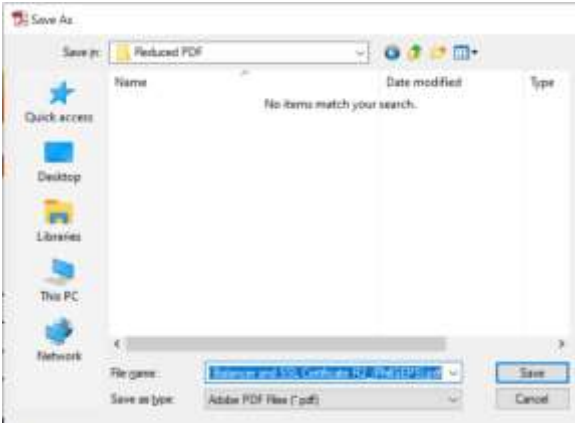


6. In **Password Security** settings, select the **Acrobat X and Later** for the **Compatibility** field.
7. Tick the checkbox of **Require a password to open the document** and input the desired password in the password field.
8. Leave all other options to their default values.



9. Confirm the password and click **OK**.
10. Save the changes made to the file.



Procedures / Steps on How to Reduce the Size of the PDF File	
1. Before reducing the capacity/size of the PDF file, the user must have an Adobe Acrobat paid version installed or any software that can reduce the size of the PDF file.	
2. Open the PDF file that needs to reduce the capacity/size. Make sure to open the file to a software that can reduce a PDF document. In this example, we used the Adobe Acrobat Pro (Paid Version).	
3. Click the File > Save As > Reduced Size PDF.	
4. In Make compatible with option, select Acrobat 10.0 and later. 5. Click OK to continue.	
6. The Save As window will occur. Select the folder/directory where you want to save the reduced file and enter the name of the file. 7. Compare the original file and the modified file by checking the property size. 8. If successful, the modified file capacity size should be smaller than the original.	

Opening of Bids

1. The BAC shall open the bids immediately after the deadline for submission and receipt of bids, and on the bid opening date.
2. During the bid opening, the BAC will make use of appropriate teleconferencing software wherein all bidders are invited to participate including the observers.

3. Before the decryption of electronic bids, the Bidder shall confirm that what the BAC received and what the BAC is about to open is the same file that the Bidder uploaded.
4. The passwords for accessing the files will be disclosed by the Bidder only during the actual bid opening through videoconferencing, webcasting or similar technology. If the password fails to open the file, the Bidder should be given only three tries until the BAC could declare it to be disqualified.
5. The BAC shall open the first PDF file of the Bidder who submitted bids electronically to determine each Bidder's compliance with the documents required to be submitted for eligibility, that is, legal, technical and financial eligibility documents; and for the technical requirements. For this purpose, the BAC shall check the submitted documents of each Bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. If a Bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the Bidder "passed" in relation to the eligibility and technical documents in the first PDF file.
6. Immediately after determining compliance with the requirements in the first PDF file, the BAC shall open the electronically submitted second PDF file of each eligible Bidder whose first PDF file was rated "passed." The second PDF file of each complying Bidder shall be opened within the same day.
7. The BAC shall thereafter proceed to decrypt the electronic Second PDF file of each On-line Bidders whose electronic first PDF file was rated "passed" to determine each Bidder's compliance with the required financial documents.
8. In case one or more of the requirements in the second PDF file of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC, the BAC shall rate the bid concerned as "failed".
9. Only bids that are determined to contain all the bid requirements for both components shall be rated "passed" and shall immediately be considered for evaluation and comparison.

The BAC shall then:

- a. Record all the financial bids but should not be visible to all participants.
- b. After all the financial bids were recorded, the BAC finally shows the financial bids of all bidders and declare who among the bidders.