

18 November 2020

SUBJECT : Invitation to Submit Proposal for the Procurement of Training Provider for the Conduct of In-House Training on Effective Communications (Project Reference No. 2020-SVP-TP-ITEC-050-02)

Dear _____:

The Power Sector Assets and Liabilities Management (PSALM) Corporation is procuring a third-party training provider for the conduct of an In-House training on Effective Communications with an Approved Budget for the Contract (ABC) in the amount on Two Hundred Seventy Thousand Pesos (Php270,000.00), inclusive of VAT.

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

Your proposal shall 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 the equivalent document in case of foreign bidders.		
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 2019 filed in 2020. 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.		
4	Latest Business Tax Return refers to the following, whichever is applicable:		
	a) Value Added Tax (VAT) - BIR Form No. 2550 covering the: i. latest quarter (2550Q); AND ii. latest month (2550M) prior to the bid opening.	and/or	b) Quarterly Percentage Tax Returns BIR Form No. 2551

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

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	Bidders filing both VAT and Percentage Tax Returns must submit both returns, or the equivalent documents in case of foreign bidders.
5	Notarized Omnibus Sworn Statement (Annex C). 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.
6	Curriculum Vitae of the Resource Person/Facilitator with information providing his or her educational attainment, work experience and relevant numbers of trainings/lectures conducted.
7	Brief description and course outline of each e-learning module.
8	Company profile indicating the years of rendering training services and engagement in similar and/or related contracts.
9	Detailed Bid Price Schedule (Annex B) / Total Bid Price in Figures (PhP)

All proposals shall be evaluated using the Quality-Based Evaluation Criteria as stated in TOR (Annex A). The minimum required technical score is eighty-five percent (85%). The bidder with the Highest Rated and Responsive Proposal shall be awarded with the contract.

In addition, the 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 GPBB Resolution No. 1-2014.
3. Original of the notarized Omnibus Sworn Statement.

The Invitation to Submit Proposal may be downloaded free of charge from the websites of the Philippine Government Electronic Procurement System (PhilGEPS) (<https://www.philgeps.gov.ph>) and the PSALM (<https://www.psalm.gov.ph>), provided that Bidder shall pay the applicable fee of **Five Hundred Pesos (PhP500.00)** not later than the submission of proposals.

Payment may be made online by depositing the applicable fee to PSALM Land Bank of the Philippines (LBP) account with following details:

Name of Bank:	Land Bank of the Philippines
Branch:	Paseo de Roxas Branch

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Account Name:	Power Sector Assets and Liabilities Management Corporation (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 bacsec2020Group@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 **10:00 AM, 24 November 2020**. Thereafter, proposals will be opened at **10:15 AM** on the same date through video conferencing/webcasting via Zoom Cloud Meetings. The BAC Secretariat will 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 should be given only three tries until the BAC could declare it to be disqualified. 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 F).

As a rule, please be informed that PSALM reserves the right to accept or reject proposal, and/or annul this procurement, at any time prior to contract award, without incurring liability. Further, PSALM will not be responsible for any costs or expenses encountered by your company in the preparation of your proposal.

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

North Avenue, 1105 Quezon City

Telephone No.: (02) 7902-9000

Tel. Fax: (02) 8248-4879

e-mail: BAC2020@psalm.gov.ph

BACSec2020Group@psalm.gov.ph

Very truly yours,



MARIA ILYN G. ALBITO

Chairperson

BIDS AND AWARDS COMMITTEE

TERMS OF REFERENCE (TOR)

Procurement of Training Provider for the Conduct of In-House Training on Effective Communications

I. RATIONALE

The Power Sector Assets and Liabilities Management (PSALM) Corporation continues to enhance the competencies of its employees thru its Learning and Development Program. As part of the L&D program for CY 2020, the PSALM Corporation intends to procure training provider for the conduct of an In-House training on Effective Communications, which was determined by the Competency-Based Human Resource Framework (CBHRF) as one of PSALM’s organizational competencies.

II. OBJECTIVE

The overall objective for the conduct of the In-House training is to enhance the organizational competencies of PSALM employees on Effective Communications which is identified by CBHRF as vital in performing tasks across all job level.

Specific details are as follows:

- Enable participants with better understanding on workplace communications and apply such to everyday interactions with stakeholders and employees;
- Effectively apply the learning techniques and tools and exhibit the target behavioral indicator for each area of competency as determined by CBHRF; and
- Address competency gaps of employees on Effective Communications as determined by 2019 CBHRF re-assessment.

III. APPROVED BUDGET FOR THE CONTRACT

The supplier shall bid for all items described in this Terms of Reference, which shall not exceed the Approved Budget for Contract (ABC) in the amount on Two Hundred Seventy Thousand Pesos (Php270,000.00), inclusive of all applicable taxes, bank and government charges.

IV. SCOPE OF WORK

- A. The supplier should be able to discuss the following modules based on the competencies identified by the Competency Based Human Resource Framework, guided by the following:

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

Target dates and duration : 17, 18, 21, 22 December 2020, 4 consecutive days, 9:00AM - 12:00NN, 1 module per day
Participants : 50 pax, 2nd level employees
Venue : Zoom Application

Organizational Competencies		
Communicating Effectively	The ability to articulate information to others in a manner that is accurate, concise and easy to understand to reach goals and objectives.	
Modules	Level	Target Behavioral Indicator
1) Negotiation Skills	Advanced	<p>Takes on complex and controversial conflicts, issues and concerns within and/or outside of PSALM, and derives at creative solution/s to satisfy all parties involved without damaging relationships</p> <p>Advanced level enables target employees to be involve in Analysis, Planning and Coordination, and Recommendation of various work topics.</p>
2) Oral Communication Skills	Superior	<p>Responds calmly with confidence to the ideas and concern of others with the use of verbal and non-verbal communication to address their needs.</p> <p>Superior level enables target employees in Synthesis, Evaluation, and Strategic Action on complex issues.</p>
3) Public Relations	Superior	<p>Established and maintains mutually productive partnerships with domestic and international/global community, whichever is applicable, in order to build a mutually healthy relationship.</p> <p>Superior level enables target employees in Synthesis, Evaluation, and Strategic Action on complex issues.</p>
4) Written Communication Skills	Advanced	<p>Distinguishes correct use of grammar, spelling and punctuation, improves the contents of all written documents, and produces written communication clearly and concisely without the need for revisions.</p>

		Advanced level enables target employees to be involve in Analysis, Planning and Coordination, and Recommendation of various work topics.
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B. Other Services

1. The bidder shall ensure that the following tasks were performed:
 - **On Pre-Training**
 - Collaborate in designing the Program for the In-House Training on Effective Communications
 - **On Training Proper**
 - Facilitate the conduct of the Training on Effective Communications and ensure that there will be substantive and meaningful discussions and activities, and active participation within employees to achieve the objectives previously enumerated.
 - **On Post Training**
 - Submit a Post Program Report and other documentations which are deemed necessary for the training and form as substantial element in PSALM's Learning and Development.
2. For the In-House training, the bidder shall also provide the following to the participants:
 - a. Program design and facilitation
 - b. Training Handouts
 - c. Digital Certificate
3. The bidder shall also provide PSALM Corporation the registration details thru Zoom application.

V. MODE OF PROCUREMENT

The mode of Procurement shall be Negotiated Procurement - Small Value Procurement as provided under Section 53.9 of the 2016 Revised Implementing Rules and Regulations (IRR) of the Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

VI. GENERAL CONDITIONS OF THE CONTRACT

- A. The proposal shall be duly signed by the Service Provider or its authorized representative.

- B. The Service Provider shall be held liable for the effect or consequence of providing learning materials which do not meet the specifications under Item III upon PSALM's inspection, including the resulting consequences for the delay in conduct of training. The Provider shall be liable to pay for any provisional relief that PSALM may opt to secure until the reconduct of training and issuance of learning materials is made.

The replacement learning materials shall be: (a) at no cost to PSALM; and, (b) made within ten (10) days from the date of inspection unless PSALM should be determine otherwise.

The Service Provider shall hold PSALM free and harmless from any claim, damage, obligation, liability or injury caused to a third party resulting from the act, omission, fault or negligence of the Service Provider, its officers, personnel, agents or representatives in relation to the implementation of this Contract.

If any stipulation, term or condition of this Contract is held invalid by competent authority, the validity of other stipulations, terms and conditions shall not be affected and shall remain valid and binding upon the parties.

The Parties represent that they have the requisite power, authority and capacity to enter into this Contract, to perform their obligations under, and to comply with all its terms and conditions.

- C. Liquidated Damages. Pursuant to Section 68 of the 2016 Revised IRR of RA 9184, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- D. Force Majeure. The Service Provider shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Service Provider's delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.

For purposes of this Contract the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which the Service Provider could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Service Provider. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a force majeure situation arises, the Service Provider shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless

otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure.

- E. Termination. The following shall be grounds for termination: (a) that the Service Provider's failure to deliver the required materials or to remedy any defect in its delivery; (b) that PSALM shall be entitled to Liquidated Damages under Item V (E) of the TOR and/or other resultant costs; and (c) the procedure by such termination shall be implemented.

VII. EVALUATION AND SELECTION CRITERIA (Rating Scheme)

Bid proposals shall be evaluated using the Quality-Based Evaluation Criteria based on the Rating Factors for Training Provider (see Annex A-1). The minimum required technical score is eighty-five percent (85%). The bidder with the Highest Rated and Responsive Proposal shall be awarded with the contract. Compliance rating with technical specifications may be conducted through interviews, or other forms of due diligence.

All proposals shall be evaluated as stated in TOR (Annex A).

VIII. PAYMENT SCHEME

The payment for the training provider shall be on a send bill arrangement upon submission and receipt of the Statement of Account addressed to the Manager, Human Resource and Administrative Services Department and subject to the issuance of the certificate of final acceptance.

IX. PERFORMANCE SECURITY

To guarantee the faithful performance by the winning training provider 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	

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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 successful bidder to comply with the abovementioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event PSALM shall have a fresh period to initiate negotiation and if successful, complete post-qualification of the second Highest Rated Bid. The procedure shall be repeated until the Highest Responsive Rated Bid is identified and selected for recommendation of contract award. However, if no bidder had a successful negotiation or passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement, if necessary.

In addition, per GPPB Resolution No. 09-2020, Performance Securing Declaration (PSD) [Annex "D"] shall be accepted in lieu of a performance security to guarantee the winning bidder's faithful performance of obligations under the contract.

Lastly, PSALM may require the bidder to replace the submitted PSD with a performance security in any of the prescribed form under Section 39.2 of the 2016 revised IRR of RA No. 9184 upon lifting of the State of Calamity, or community quarantine or similar restrictions, as the case may be.

ANNEX “A-1”

The proposal will be evaluated based on the following criteria and using the corresponding numerical weights indicated below:

	RATING FACTORS	WEIGHT (%)	RATING
I.	Resource Person/Facilitator		
	Educational Attainment	(30)	
	Work Experience	(40)	
	Relevant Trainings Conducted	(30)	
		100	
II.	Content		
	Module Content	(100)	
III.	Training Institution		
	Length in service as Training Institution	(100)	
I.	Resource Person/Facilitator	X (.4) =	
II.	Content	X (.4) =	
III.	Training Institution	X (.2) =	
	<u>FACTOR VALUE</u>		
Note: The qualification lessor should at least get a rating of eighty-five percent (85%) for the award of the Contract			

The numerical weight and the minimum required for each criterion are as follows:

RATING FACTOR	PERCENT WEIGHT
I. Resource Person/Facilitator	100%
a. Educational Attainment	30%
	<ul style="list-style-type: none"> • Doctorate : 30% • Masteral : 25% • Bachelor’s Degree : 15% • High School and below : 0%
b. Work Experience	40%
Years of experience as lecturer	
Above 10 Years :	40%
Between 7 to 9 Years :	37%
Between 4 to 6 Year :	35%
Less than 4 Years :	0%
c. Relevant Training Conducted	30%
Number of Trainings	
Above 20 :	30%
Between 15 to 19 :	25%
Between 10 to 14 :	20%
Less than 10 :	0%

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RATING FACTOR	PERCENT WEIGHT
II. Contents	100%
Brief description and course outline of each e-learning module.	<ul style="list-style-type: none">• Complete: 100%• Incomplete: 0
III. Training Institution	100%
Above 10 Years : Between 6 to 9 Years : Between 3 to 5 Years : Less than 3 Years :	100% 95% 90% 0%

Detailed Bid Price Schedule

Date: _____

Project: Procurement of Training Provider for the In-House Training on Effective Communications

Code: Project Reference No. 2020-SVP-TP-ITEC-050-02

Date of Submission: _____

Time of Submission: _____

(Bidder Name/Address/Tel. No.)

After having carefully read, examined and accepted the terms and conditions in the Terms of Reference for the Procurement of Training Provider for the In-House Training on Effective Communications (Project Reference No. 2020-SVP-TP-ITEC-050-01), I/we submit our quotation/s on the item/s as follows:

In-House training on Effective Communications	
Module 1)	Negotiation Skills
Module 2)	Oral Communication Skills
Module 3)	Public Relations
Module 4)	Written Communication Skills

Bid Price (PhP)

In figure

Add: 12% VAT

Total Bid Price (PhP)

In figure

Total Bid Price (PhP)

In words

Note: Total Bid Price shall not exceed with the Approved Budget for the Contract with the amount of Two Hundred Seventy Thousand Pesos (Php270,000.00).

Signature Over Printed Name of Bidder/
Authorized Representative

Position: _____

Date: _____

ANNEX “C”

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

Omnibus Sworn Statement

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, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting.
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 in compliance with the Philippine Bidding Documents, which includes:
- 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.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN TO before me this ___ day of _____ 20__, Philippines.

Notary Public

Doc. No. ___;
Page No. ___;
Book No. ___;
Series of 2020.

ANNEX “D”

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

PERFORMANCE SECURING DECLARATION
Request for Proposal:
[Project reference No. 2020-SVP-TP-ITEC-050-02]

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 2020.

Annex "E"

CONTRACT

PROCUREMENT OF TRAINING PROVIDER FOR THE CONDUCT OF IN-HOUSE
TRAINING ON EFFECTIVE COMMUNICATIONS
(Project Reference No. 2020-SVP-TP-ITEC-050-01)

Signed in the Presence of:

GLENN B. SANTOS
Department Manager, HRASD
PSALM Corporation

This CONTRACT is executed on the ___ day of _____ 2020, at Quezon City between:

The **POWER SECTOR ASSETS AND LIABILITIES MANAGEMENT CORPORATION (PSALM)**, with principal office address at the 24th Floor, Vertis North Corporate Center 1, Astra corner Lux Drives, North Avenue, Diliman, 1101 Quezon City, Philippines, represented by its President and Chief Executive Officer, **IRENE JOY BESIDO-GARCIA**, duly authorized for this purpose under Board Resolution No. 2015-0616-10, dated 16 June 2015 as evidenced by the Secretary's Certificate dated 13 September 2019, a copy which is attached as Annex "A", hereinafter referred to as "PSALM";

-and-

The _____ with principal office address at _____, Philippines, represented by its Authorized Representative, _____ duly authorized for this purpose (Annex "B"), hereinafter referred to as "the SUPPLIER";

Supplier

Representative

ANTECEDENTS:

PSALM submitted a request to its Bids and Awards Committee (BAC) for the **Procurement of Training Provider for the Conduct of In-house Training on Effective Communications (Project Reference No. 2020-SVP-TP-ITEC-050-01)**, through Negotiated Procurement (Small Value Procurement), with an Approved Budget for the Contract of Two Hundred Seventy Thousand Pesos (PhP270,000.00), inclusive of taxes.

Pursuant to such request, the BAC sent out Requests for Proposal (RFP) to at least three suppliers of known qualifications and at the same time, posted the RFP in the Philippine Government Electronic Procurement System (PhilGEPs) and PSALM's websites and at conspicuous areas of its premises for three (3) calendar days.

Based on the Abstract of Quotations gathered from the proposals submitted, the BAC recommend the SUPPLIER as the one who submitted the Highest Rated and Responsive Quotation in the amount of _____ Pesos (PhP_____) ("Contract Price"), which recommendation was approved by PSALM.

PSALM Corporation

IRENE JOY BESIDO-GARCIA
President and CEO

ACCORDINGLY, the PARTIES hereby agree as follows:

1. All words and expressions shall have the same meaning as are respectively assigned to them in this CONTRACT and all documents deemed of it, unless the context of the use of words and expressions require otherwise.
2. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:
 - (a) The Supplier's proposal, including the Technical and Financial Proposals, and all other documents/statements submitted, including corrections to the bid resulting from PSALM's bid evaluation;
 - (b) the RFP, including Terms of Reference;
 - (c) the BAC Resolution No. SBAC-2020-_____;
 - (d) the Office of the Government Corporate Counsel (OGCC) Contract Review No. _____, Series of 2020 dated _____;
 - (e) the Notice of Award; and
 - (f) the Notice to Proceed.
3. In consideration of the payments to be made by PSALM to the Supplier as hereinafter mentioned, the Supplier hereby covenants with PSALM to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. PSALM hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.
5. The failure of PSALM to insist upon a strict performance of any of the terms, conditions and covenants hereof shall not be deemed a relinquishment or waiver of any of the rights or remedies that PSALM may have, nor shall it be construed as a waiver of any subsequent breach or default of its terms, conditions and covenants which shall continue to be in full force and effect. Silence on the part of PSALM shall not be considered as condonation or waiver of any breach or default by the Supplier of any covenant or condition herein provided. No waiver by PSALM of its rights under this Contract shall be deemed to have been made unless expressed in writing and signed by PSALM through its duly authorized representative.
6. This Contract shall be subject to the review and approval of the OGCC. Any of its ensuing comments, recommendations, or directives shall form part of this Contract.

Signed in the Presence of:

GLENN B. SANTOS
Department Manager, HRASD
PSALM Corporation

Supplier

Representative

PSALM Corporation

IRENE JOY BESIDO-GARCIA
President and CEO

The Parties have signed this Contract on _____ at Quezon City.
Signed, sealed, and delivered by Irene Joy Besido-Garcia, the President and
CEO of PSALM

IRENE JOY BESIDO-GARCIA

Signed, sealed, and delivered by _____, the Authorized
Representative of _____.

AUTHORIZED REPRESENTATIVE

Witnessed by:

GLENN B. SANTOS
Department Manager, HRASD
PSALM Corporation

Certification of Funds Availability:

SOFE A. SOTERAÑA
Manager, Controllership
PSALM Corporation

Republic of the Philippines)
_____) s.s.

ACKNOWLEDGMENT

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

Name	Identification Document	Issued on	Issued at
IRENE JOY BESIDO-GARCIA			

known to me and to me known to be the same person who executed the foregoing instrument consisting of four (4) pages, 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 Corporations 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 2020.

Signed in the Presence of:

GLENN B. SANTOS
Department Manager, HRASD
PSALM Corporation

Supplier

Representative

PSALM Corporation

IRENE JOY BESIDO-GARCIA
President and CEO

ANNEX “F”

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 BACSec2020Group@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 may be made online by depositing the applicable fee to PSALM Land Bank of the Philippines (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

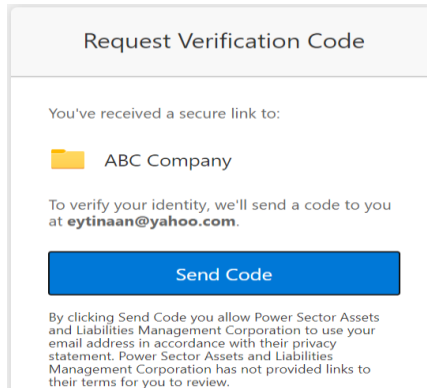
Submission of Bids

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.

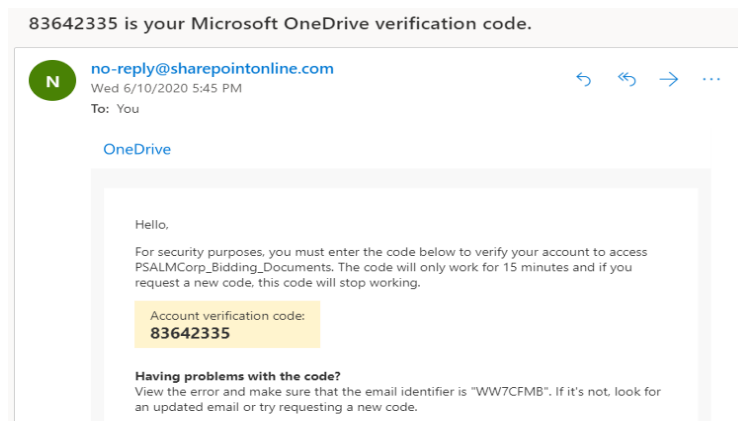
Procedures / Steps on How to Submit a Bidding Documents and Other Required Documents

- Verification Page



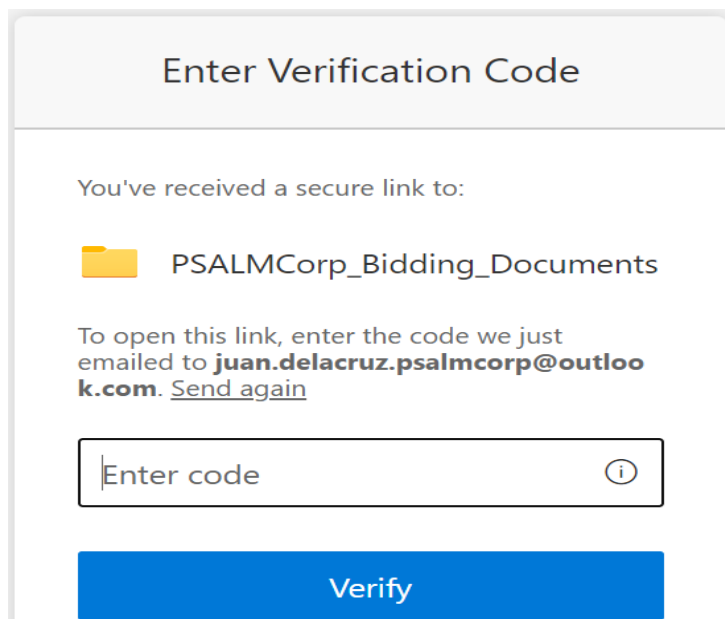
6. After clicking the “Send Code” button, the verification code will be sent to the Bidder’s registered email address.

- 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.

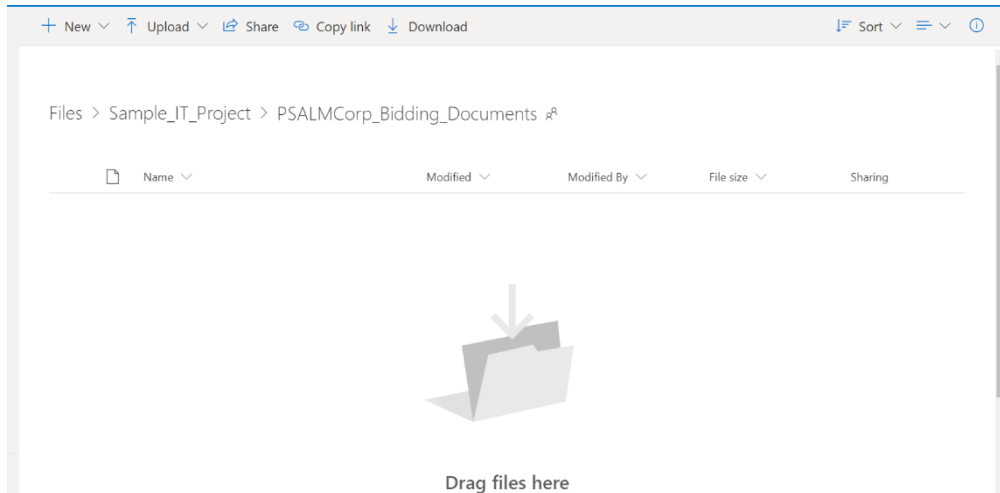


“The existing code expired, we've sent an email with a new code to

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

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

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

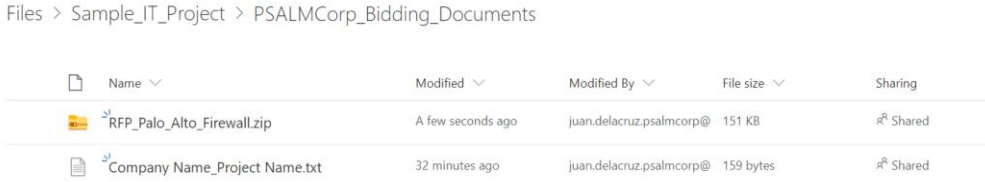


9. The Bidder can now start uploading the Bidding Documents and other requirements until the deadline of submission.
- Bidder is advised to upload the bidding documents before or at least 30 minutes ahead of the deadline. This approach will prevent the Bidder from rushing the Bidding Documents uploads and will have time in reporting if any problem is encountered.

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.

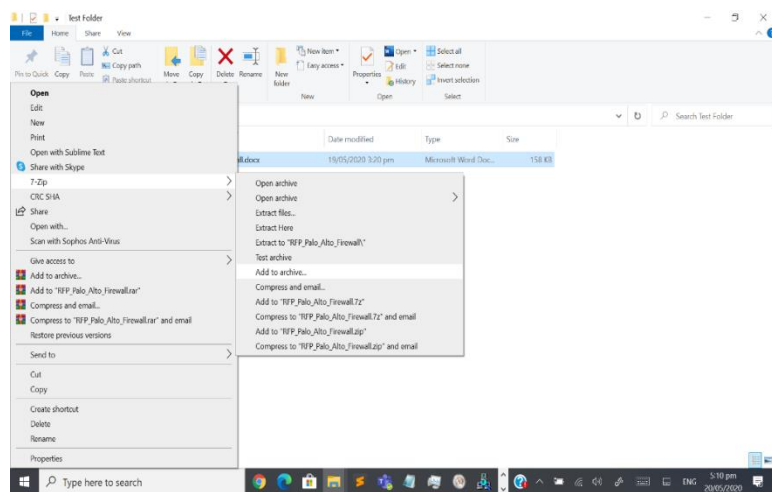
11. The Bidder must use a two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the bids submitted. The bids shall be composed of the following:

- a. A password protected zipped file containing the two PDF files.
 - b. The two PDF files must be named with the following format:
 - i. First Envelope
 - ii. Second Envelope
 - c. The first PDF file should be password protected and corresponds to each section of the documentary and legal requirements, i.e. SEC Registration, DTI or Business Permit, Tax Certificates, Section VII - Technical Specification, Brochures, Omnibus Sworn Statement, Forms and Annexes, etc.
 - d. The second PDF file must be also password protected and should contain the financial bid.
- Note: The two PDF files should have different passwords. This is to avoid opening the two files at the same time, and when the

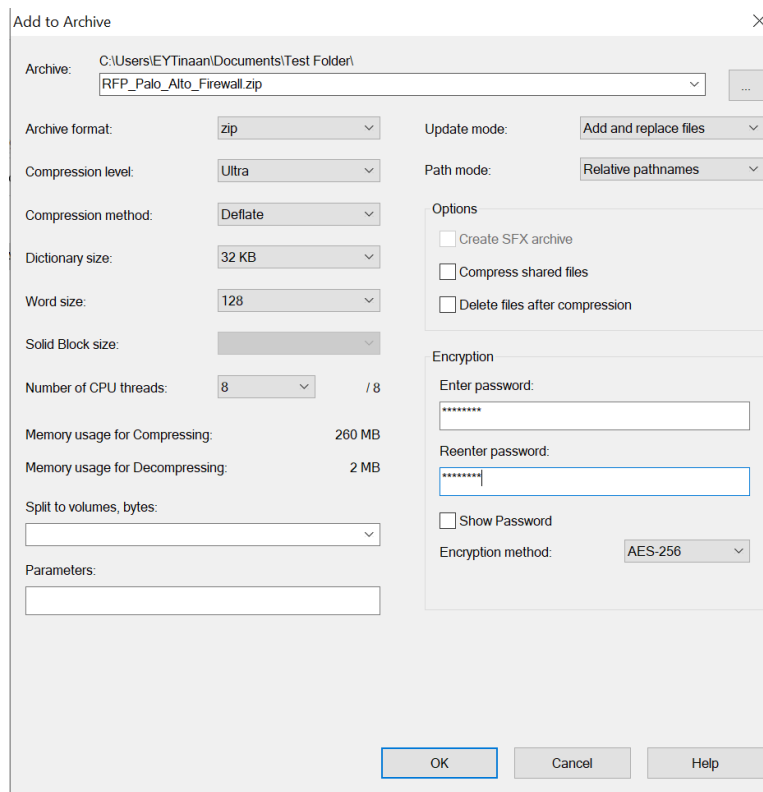
Procedures / Steps on How to Submit a Bidding Documents and Other Required Documents
documentary bid fails during its opening, the financial bid would remain intact and unopened.
<p>12. The Bidder must also upload a text file or notepad file with the following details:</p> <p>File Name: <i>Bidder's Company Name_ProjectName.txt</i> Contents of the File: Procurement Project Title: Project Reference No.: Company Name: Address: Name of the bidder's authorized representative: Contact Nos.: Email address:</p>
<p>13. After uploading all the requirements, the Bidder must send an email to the BAC Secretariat at BACSec2020@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>  <p>The screenshot shows a file explorer window with the path 'Files > Sample_IT_Project > PSALMCorp_Bidding_Documents'. It displays a table of files with columns for Name, Modified, Modified By, File size, and Sharing. The first file is 'RFP_Palo_Alto_Firewall.zip', modified 'A few seconds ago' by 'juan.delacruz.psalmcorp@', with a size of '151 KB' and is 'Shared'. The second file is 'Company Name_Project Name.txt', modified '32 minutes ago' by 'juan.delacruz.psalmcorp@', with a size of '159 bytes' and is 'Shared'.</p>
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 uncheck
9. Click OK to continue

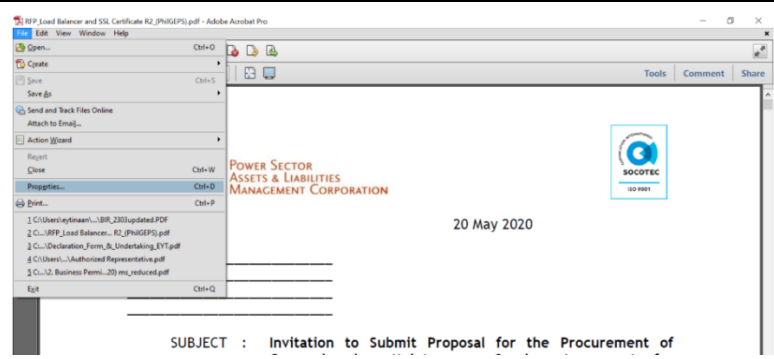


Procedures / Steps on How to Protect a PDF File

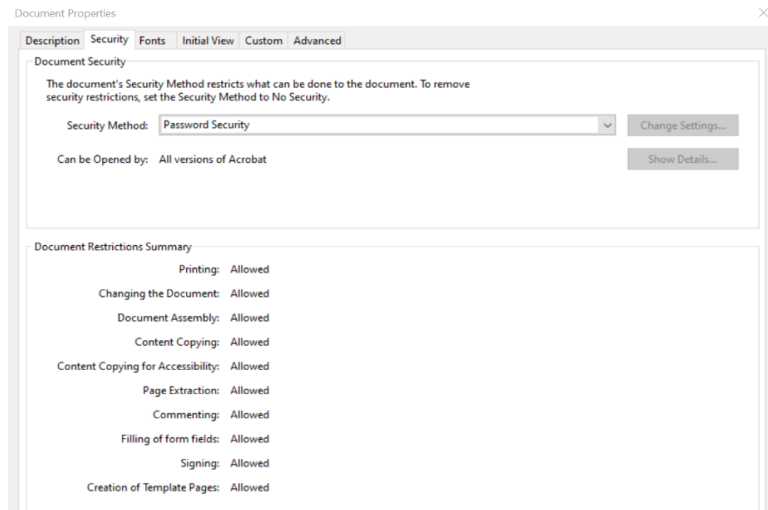
1. Before protecting or putting a password into a PDF file, the user must have an Adobe Acrobat paid version installed or any software that can protect a PDF file.
2. Open the PDF file that needs to be protected. Make sure to open the file to a software that can protect a PDF document. In this example,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

Invitation to Submit Proposal
Project Reference No. 2020-SVP-TP-ITEC-050-02

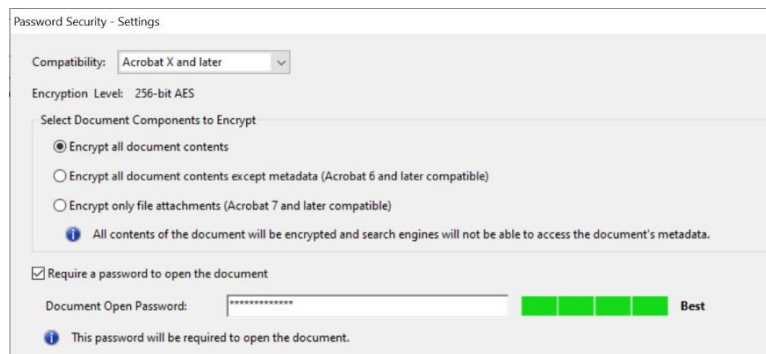
3. Click **File** > **Properties**.



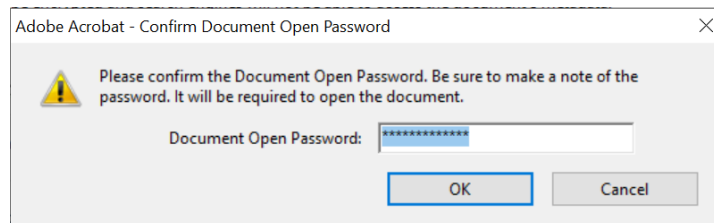
4. Select the **Security** Tab.
5. In **Security Method** field, select **Password Security**.

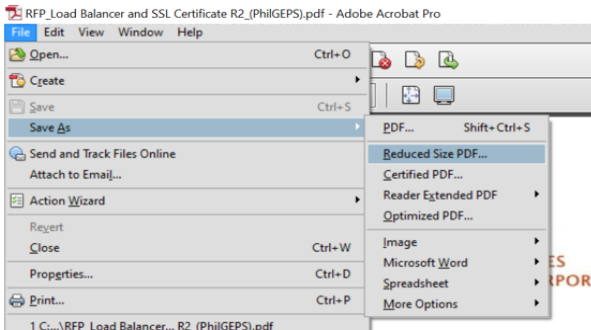
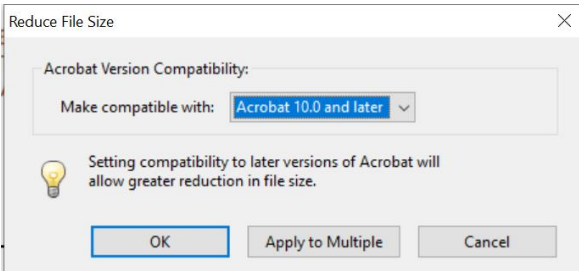
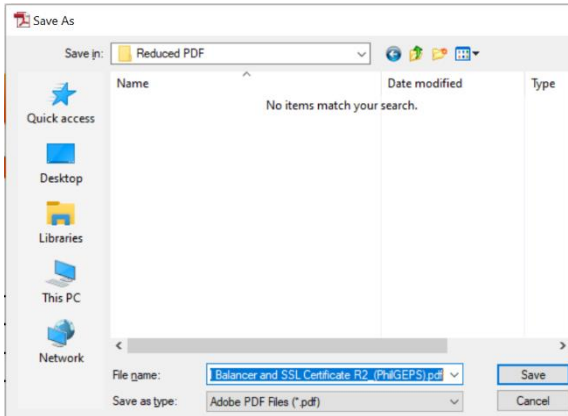


6. In **Password Security** settings, select the **Acrobat X and Later** for the **Compatibility** field.
7. Tick the checkbox of **Require a password to open the document** and input the desired password in the password field.
8. Leave all other options to their default values.



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 bidder is the lowest bidder.