

26 February 2020

SUBJECT : Invitation to Submit Proposal for the Renewal of Laserfiche Software Assurance Plan (Project Reference No. 2020-DC-LSAP-014-02)

Dear _____:

The Power Sector Assets and Liabilities Management (PSALM) Corporation is procuring services for the **Renewal of Laserfiche Software Assurance Plan** with an Approved Budget for the Contract (ABC) in the amount of **ONE MILLION FIVE HUNDRED SIXTY-TWO THOUSAND FIVE HUNDRED PESOS (PhP1,562,500.00)**, 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 certified true copies of the following documents:

1	Certification of PhilGEPS Registration/ PhilGEPS Registration Number ¹
2	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.
3	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. In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal for CY 2020: Provided, that the renewed permit shall be submitted as a post-qualification requirement.
4	Notarized Annex D (Conformity with Annex A (Schedule of Requirements) and Annex B (Technical Specifications)).
5	Notarized Omnibus Sworn Statement (Annex E). 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	<p>Latest income tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS).</p> <p>Latest annual Income Tax Return (ITR) shall refer to the ITR for the year 2018 filed in 2019. 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.</p>
7	<p>Latest Business Tax Returns</p> <p>Latest Business Tax Return refers to Value Added Tax (VAT) and/or Percentage Tax Returns, whichever is applicable covering the last quarter and month prior to the bid opening. Bidders filing both the VAT and Percentage Tax Returns must submit both returns.</p>
8	<p>Detailed Bid Price Schedule (Annex C) / Total Bid Price in Figures (PhP)</p>
9	<p>Certificate of Exclusivity and/or relevant documented information showing the proof as exclusive dealer/manufacturer.</p>

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.

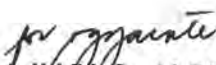
The Invitation to Submit Proposal may be downloaded free of charge from the websites of the Philippine Government Electronic Procurement System (PhilGEPs) (<https://www.philgeps.gov.ph>) and the PSALM (<https://www.psal.gov.ph>), provided that Bidders shall pay the applicable fee of **Five Hundred Pesos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

Kindly deliver your sealed proposal to the undersigned, at 24th Floor Vertis North Corporate Center I, Astra cor. Lux Drives, North Ave., Quezon City 1105 on or before **10:00 AM, 02 March 2020**. Thereafter, proposals will be opened at **10:45 AM**, of the same day and venue, in the presence of your authorized representative/s who will attend the same.

For further information, please refer to:

THE SECRETARIAT

Bids and Awards Committee
Power Sector Assets and Liabilities Management Corporation
24th Floor Vertis North Corporate Center Tower 1,
Astra cor. Lux Drives, North Ave., Quezon City 1105
Tel. No.: (02) 8248-4861
E-mail: BAC2019@psalm.gov.ph
BACSec2019@psalm.gov.ph


MARIA LYNN G. ALBITO
Chairperson
Bids and Awards Committee

Annex "A"**SCHEDULE OF REQUIREMENTS**

- 1) Maintenance Service Agreement (MSA) Period
 - The comprehensive MSA shall cover the software components including the labor and on-site 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
 - Winning Bidder must submit/deliver the Proof of MSA Enrollment to Principal (if applicable);
 - Certificate of Warranty including the MSA period, Preventive Maintenance and Health Check Schedule; and
 - Support Procedures and Problem Escalation.
- 3) Certification (Must be presented during post-qualification)
 - The winning bidder must secure a Certificate of Exclusivity and/or relevant documented information showing the proof as exclusive dealer/manufacturer.
- 4) Liquidated Damages
 - Liquidated Damages will be imposed if the delivery of the required documents and/or any deliverables will not be accomplished by the winning bidder after fifteen (15) days upon receipt of the Notice to Proceed.
 - The applicable rate for the liquidated damages is one tenth (1/10) of one (1) percent of the total bid price of the winning bidder for every day of delay.
- 5) Payment Terms
 - Payment shall be made within 30 days from the issuance of Certificate of Final Acceptance by the end-user to the effect that the goods/services have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.
- 6) Retention
 - The 5% retention bond shall be deducted from the payment.
- 7) 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.
 - Penalty will be deducted from the 5% retention.
- 8) Delivery Schedule and Address
 - 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			
Renewal of Laserfiche Software Assurance Plan			
ITEM	DESCRIPTION	QTY	U/M
The following shall be covered in the renewal:			
I	Laserfiche Software	75	calls
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			
II	Service Level Agreement		
a) On call support shall be available during office hours, 9-6PM, Monday to Friday, excluding national holidays.			
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: **Renewal of Laserfiche Software Assurance Plan**Code: **Project Reference No. 2020-DC-LSAP-014-01**(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	cals	
II	Other Requirements		1	lot	

TOTAL PRICE (PHP) = _____

PLUS: 12% VAT = _____

TOTAL BID PRICE (PHP) = _____

Total Amount of Bid Price in Words: _____

Note: Total Bid Price shall not exceed the Approved Budget for the Contract.

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 2020.

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 _____, 2020 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. _____;
Book No. _____;
Series of 2020.