

08 April 2022

SUBJECT : Invitation to Submit Quotation for the Lease of Venue for the Conduct of PSALM Corporate Strategic Planning Workshop for CY 2022 (Project Reference No. 2022-NP-LRPV-CSPW-009-02)

Dear _____:

The Power Sector Assets and Liabilities Management (PSALM) Corporation is procuring services for the **Lease of Venue for the Conduct of the PSALM Corporate Strategic Planning Workshop (CSPW) for CY 2022** with an Approved Budget for the Contract (ABC) in the amount of **Five Hundred Twenty-Three Thousand Pesos Only (PHP523,000.00)**, inclusive of VAT.

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

Your quotation shall include copies of the following documents:

1	Certification of PhilGEPS Registration or PhilGEPS Registration Number ¹
2	<p>Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.</p> <p>A recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal shall be accepted by the PHilGEPS for the purpose of updating the PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the Revised Implementing Rules and Regulations (IRR).</p>

¹ Note: Only PhilGEPS registration number (Red Membership) is required for this project and not necessarily Platinum membership. Nevertheless, in view of the State of Emergency, expired PhilGEPS Certificate of Registration and Membership (Platinum Membership) with application for renewal and official receipt shall be accepted, subject to submission of PhilGEPS Certificate after award of contract but before payment.

3	<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 2020 filed in 2021 [and for the year 2021 filed in 2022, if readily available]. 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> <p>OR</p> <p>Latest Business Tax Return, which refers to the Value Added Tax (VAT) and/or Percentage Tax Returns covering the previous six (6) months:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>a) Value Added Tax (VAT) - BIR Form No. 2550 covering the following:</p> <p style="margin-left: 20px;">i. latest quarter (2550Q) ii. latest month (2550M)</p> </td> <td style="width: 10%; text-align: center; vertical-align: middle;"> <p>and/ or</p> </td> <td style="width: 40%; vertical-align: top;"> <p>b. Percentage Tax Returns BIR Form No. 2551 covering the following:</p> <p style="margin-left: 20px;">i. latest quarter (2551Q) latest month (2550M)</p> </td> </tr> </table> <p>Note: Bidders filing both VAT and Percentage Tax Returns must submit both returns, or the equivalent documents in case of foreign bidders.</p>		<p>a) Value Added Tax (VAT) - BIR Form No. 2550 covering the following:</p> <p style="margin-left: 20px;">i. latest quarter (2550Q) ii. latest month (2550M)</p>	<p>and/ or</p>	<p>b. Percentage Tax Returns BIR Form No. 2551 covering the following:</p> <p style="margin-left: 20px;">i. latest quarter (2551Q) latest month (2550M)</p>
<p>a) Value Added Tax (VAT) - BIR Form No. 2550 covering the following:</p> <p style="margin-left: 20px;">i. latest quarter (2550Q) ii. latest month (2550M)</p>	<p>and/ or</p>	<p>b. Percentage Tax Returns BIR Form No. 2551 covering the following:</p> <p style="margin-left: 20px;">i. latest quarter (2551Q) latest month (2550M)</p>			

The Lessor with the Lowest Calculated Quotation and passed the rating of eighty-five percent (85%) in accordance with Annex A-1 shall submit certified true copies of the above documents during post-qualification. In addition, the Bidder shall submit the following documents during post-qualification:

1. 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.
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.

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

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 BACSEC2022@psalm.gov.ph.

Kindly submit your sealed quotation in electronic form (PDF with complete attachments) or password-protected quotation in a compressed archive folder to the email address: bid.submission@psalm.gov.ph on or before **12 April 2022, 10:00 AM**. Thereafter, quotations will be opened at **12 April 2022, 10:15 AM** 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 quotations.

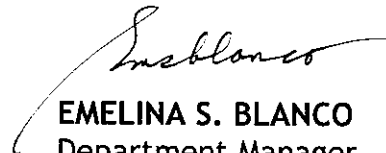
The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening. If the password fails to open the file, the Bidder shall be given only three tries until the BAC shall declare it to be disqualified. Bid envelopes not in compressed archive folders and are not password 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 Quotation, 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 D).

For further information, please refer to:

THE MANAGER

Strategic Communications and Performance Management Office
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
E-mail: esblanco@psalm.gov.ph
cppmd@psalm.gov.ph

Very truly yours,


EMELINA S. BLANCO
Department Manager
SCPMO

Annex "A"

TERMS OF REFERENCE **Lease of Venue for the Conduct of** **PSALM Corporate Strategic Planning Workshop** (inclusive of room accommodation and meals)

RATIONALE

The PSALM Corporate Strategic Planning Workshop (CSPW) is scheduled on **04 to 06 May 2022** and will be conducted outside of PSALM office. To maximize attainment of the objective of the event, an external service provider will be contracted with the following terms and conditions:

I. 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 of **Five Hundred Twenty-Three Thousand Pesos Only (PHP523,000.00)**, inclusive of VAT and all applicable bank and government charges.

II. Scope of Service

The Supplier should be able to provide PSALM the activity venue, accommodation for three (3) days and two (2) nights inclusive of meals, drinks, and other requirements specified in item III.

III. General Requirements

1. Event Date: 04 - 06 May 2022
Ingress: 9:00 AM (04 May 2022) Egress: 5:00 PM (06 May 2022)
2. Guaranteed number of persons: Sixty (60) pax.
3. Location should be within the vicinity of Rizal.
4. At least ten (10) free parking spaces for the participants.
5. Waived electricity charges for IT equipment brought by PSALM.
6. Assistance of technical staff for the setting up of equipment.
7. Price quotation should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.

Specific Requirements

A. Venue

The Supplier shall provide the use of activity venue and the following items/ facilities shall also be available:

- i. Use of Function Rooms for three (3) days for eight (8) Hours or until 10 hours (if needed) that can accommodate 120 pax inclusive of social distancing
- ii. Use of two (2) LCD Projectors and Wide Screen
- iii. Public Address System, three (3) microphones
- iv. Extra extension cords for the participants' laptop
- v. Free and reliable Wi-Fi Internet
- vi. Available/Equip with alcohol and sanitizers inside the conference room and other applicable areas

B. Accommodation

- i. Five (5) Single Occupancy
- ii. 28 Twin Occupancy (Two (2) separate beds)

C. Food

The Supplier shall provide the following meal requirements for a minimum of sixty (60) pax:

Particular	04 May	05 May	06 May
Buffet Breakfast	x	✓	✓
AM Snack	✓	✓	✓
Buffet Lunch	✓	✓	✓
PM Snack	✓	✓	✓
Buffet Dinner	✓	✓	x

D. Contract Implementation

The implementation of contract will be on 04 - 06 May 2022, however, this will be subject to the new Guidelines to be issued by the Inter Agency Task Force (IATF) for COVID-19 during that period particularly in the location of the service provider and lessee.

E. Payment Scheme

The payment for the lease of venue shall be made on the day of event.

F. Liquidated Damages

Failure to comply with the terms and conditions of the Contract shall be subject to liquidated damages at least equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the Contract. Once the maximum is reached, PSALM may rescind or terminate the Contract without prejudice to other courses of action and remedies open to it.

IV. Evaluation and Selection Criteria (Rating Scheme)

Bid quotations shall be subjected to the Rating Factors for Lease of Venue (see Annex A-1) under Appendix B of Annex H of the 2016 Revised IRR of RA 9184. Compliance rating with technical specifications may be conducted through ocular inspection, interviews, or other forms of due diligence.

Annex "A-1"

TABLE OF RATING FACTORS FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	
II	Location and Site Condition		
	1. Accessibility	(50)	
	2. Parking space	(50)	
		100	
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking (Automated Teller Machine)	(25)	
		100	
IV.	Venue		
	a. Structural condition	(20)	
	b. Functionality		
	i. Conference Rooms	(15)	
	ii. Room arrangement (e.g., single, double, etc.)	(5)	
	iii. Light, ventilation, and air conditioning	(5)	
	iv. Space requirements	(5)	
	c. Facilities		
	i. Water supply and toilet	(4)	
	ii. Lighting system	(5)	
	iii. Elevators	(4)	
	iv. Fire escapes	(4)	
	v. Firefighting equipment	(4)	
	vi. Internet	(4)	
	vii. Audio visual equipment	(5)	
	d. Other requirements		
	i. Maintenance	(5)	
	ii. Attractiveness	(5)	
	iii. Security	(5)	
	e. Catering Services	(5)	
		100	
I.	Availability	X (.5) =	
II.	Location and Site Condition	X (.1) =	
III.	Neighborhood Data	X (.05) =	
IV.	Venue	X (.35) =	
	FACTOR VALUE		
<p>Note: The qualified lessor should at least get a rating of eighty-five percent (85%) for the award of the Contract</p>			

ANNEX "B"

Detailed Bid Price Schedule

Date: _____

Project: Procurement of Lease of Venue for the Conduct of PSALM Corporate Strategic Planning Workshop (Project Reference No. 2022-NP-LRPV-CSPW-009-02)

Code: Project Reference No. 2022-NP-LRPV-CSPW-009-02

(Bidder Name/Address/Tel. No.)

Date of Submission: _____

Time of Submission: _____

Item Description	Scheduled Dates	No. of Pax
Procurement of Lease of Venue for the Conduct of PSALM Corporate Strategic Planning Workshop for CY 2022	04 - 06 May 2022	60

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: _____

¹ Note: Only PhilGEPS registration number (Red Membership) is required for this project and not necessarily Platinum membership. Nevertheless, in view of the State of Emergency, expired PhilGEPS Certificate of Registration and Membership (Platinum Membership) with application for renewal and official receipt shall be accepted, subject to submission of PhilGEPS Certificate after award of contract but before payment.

ANNEX "C"

Omnibus Sworn Statement

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

AFFIDAVIT

I, [Name of Affiant], 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. [Select one, delete the other:]

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. [Select one, delete the other:]

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have 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 duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] 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. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not 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;

[If a partnership or cooperative:] None of the officers and members 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;

[If a corporation or joint venture:] 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; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
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 *[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 2022.

ANNEX "D"

**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 BACSec2022@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:

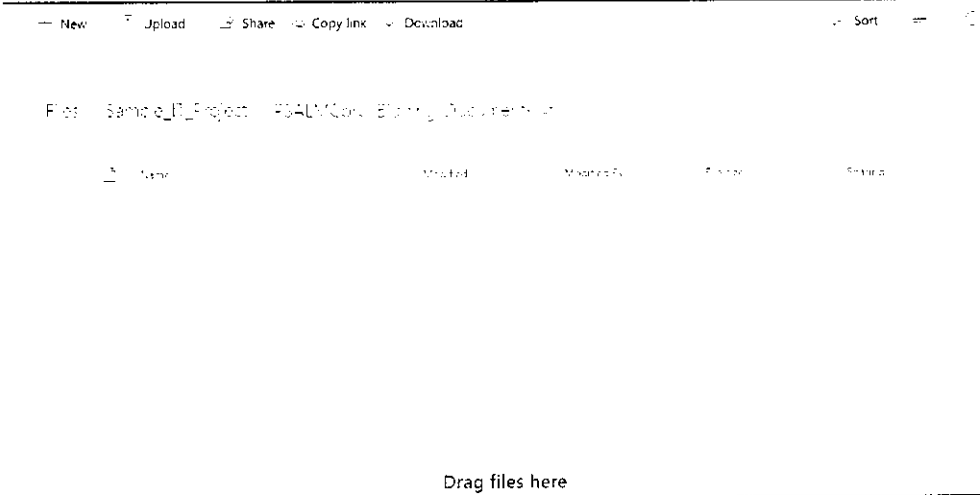
Name of Bank: Land Bank of the Philippines
Branch: Paseo de Roxas Branch
Account Name: Power Sector Assets and Liabilities Management Corporation (PSALM)
Account Number: 1802-1019-68
LBP Swift Code: TLBPPHMM

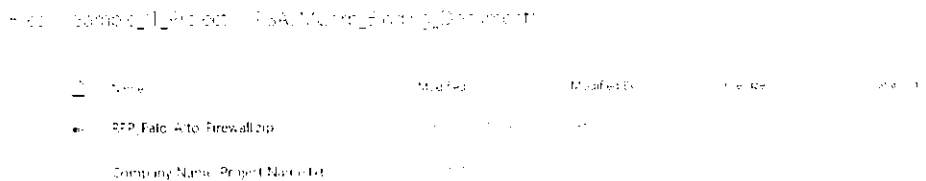
Submission of Bids

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.

Procedures / Steps on How to Submit a Bidding Documents and Other Required Documents	
<ul style="list-style-type: none"> • Verification Page 	<p>Request Verification Code</p> <p>You've received a secure link to:</p> <p>ABC Company</p> <p>To verify your identity, we'll send a code to you at eytinaan@yahoo.com</p> <div style="border: 1px solid black; background-color: black; color: white; padding: 5px; display: inline-block; margin: 10px 0;">Send Code</div> <p><small>By clicking Send Code you allow Power Sector Assets and Liabilities Management Corporation to use your email address in accordance with their privacy statement. Power Sector Assets and Liabilities Management Corporation has not provided links to their form for you to review.</small></p>
<p>6. After clicking the "Send Code" button, the verification code will be sent to the Bidder's registered email address.</p> <ul style="list-style-type: none"> • Verification Code email message 	<p>83642335 is your Microsoft OneDrive verification code.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>N no-reply@sharepointonline.com Wed 6/11/2020 3:45 PM To: you</p> <p>OneDrive</p> <p>Hi,</p> <p>For security purposes, you must enter the code below to verify your account to access PSALMCorp_Bidding_Documents. The code will only work for 15 minutes and if you request a new code this code will stop working.</p> <p>Account verification code: 83642335</p> <p>Having problems with the code? <small>View the error and make sure that the email identifier is ZYWS02C. It's not look for an updated email entry requesting a new code.</small></p> </div>
<p>7. Input the verification code to the Verification Page and click verify.</p> <ul style="list-style-type: none"> • Verification Page • The Bidder should enter the code immediately since it has an expiration time. An error will occur once the code has expired. <p>"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."</p>	<p>Enter Verification Code</p> <p>You've received a secure link to:</p> <p>_____ PSALMCorp_Bidding_Documents</p> <p>To open this link, enter the code we just emailed to juan.delacruz.psalmcorp@outlook.com. Send again</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; display: flex; justify-content: space-between;"> <input style="width: 80%; border: none;" type="text" value="Enter code"/> ⓘ </div> <div style="border: 1px solid black; background-color: black; color: white; padding: 10px; display: inline-block; margin: 10px 0;">Verify</div>

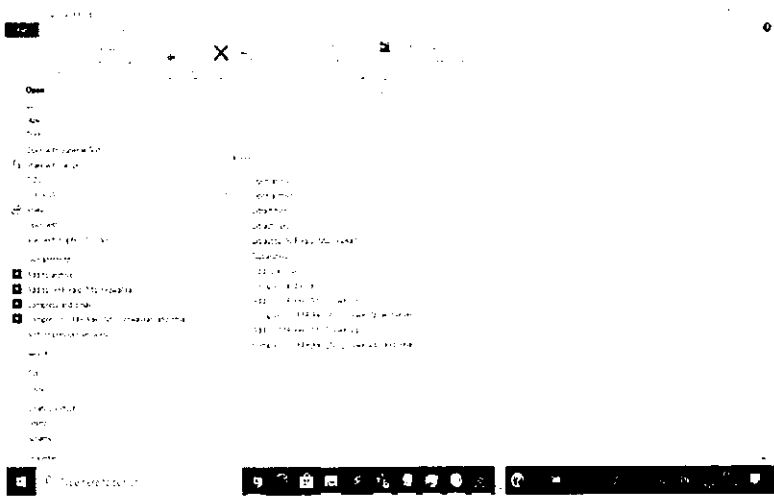
Procedures / Steps on How to Submit a Bidding Documents and Other Required Documents	
<p>8. After verifying the code, the Bidder will be redirected to the shared folder page.</p>	 <p>The screenshot shows a cloud storage interface. At the top, there are navigation options: 'New', 'Upload', 'Share', 'Copy link', and 'Download'. Below this, the path is 'Files > Sample_Bidding Documents'. A 'New' button is visible. At the bottom, there is a 'Drag files here' area.</p>
<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	

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 BACSec2022@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 following details:</p> <ul style="list-style-type: none"> Address bar: Sample_11_Project - PSALM - Bidding Documents File Name: BPP-Falc-Ato-Firewall.zip Modified: 11/11/2022 11:58:00 AM Modified By: Admin Size: 100 KB Type: ZIP Archive
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

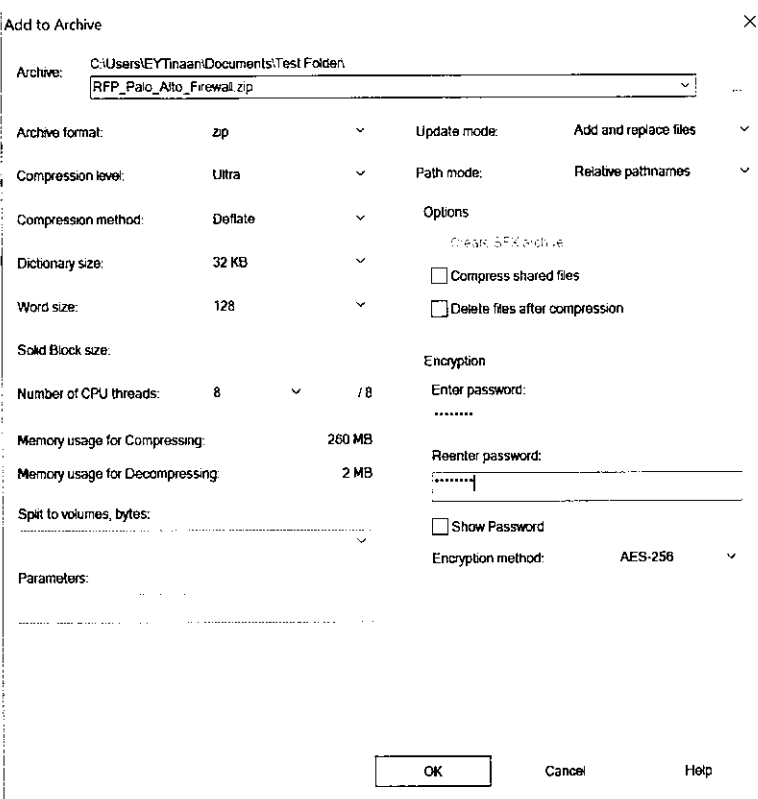
6. Make sure to choose the following:

- Archive format - ZIP
- Encryption method - AES-256
- Compression level - ULTRA
- 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

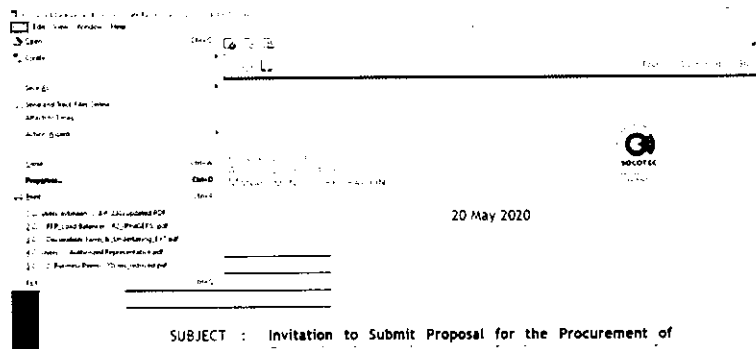


Procedures / Steps on How to Protect a PDF File

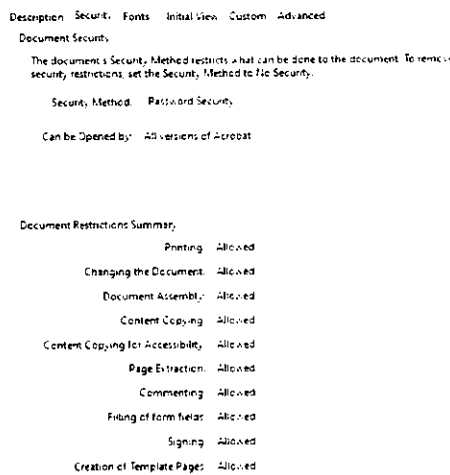
1. Before protecting or putting a password into a PDF file, the user must have an Adobe Acrobat paid version installed or any software that can protect a PDF file.

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**.

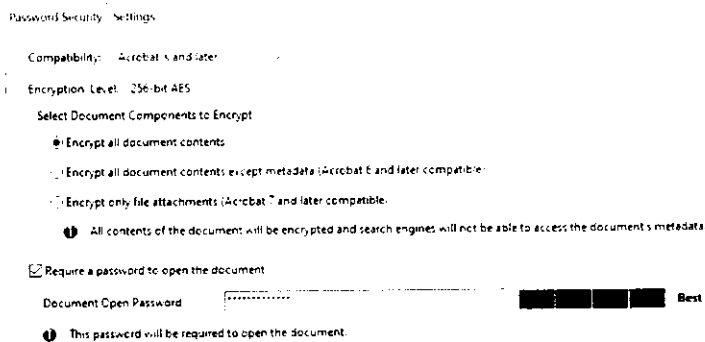


4. Select the **Security Tab**.
5. In **Security Method** field, select **Password Security**.



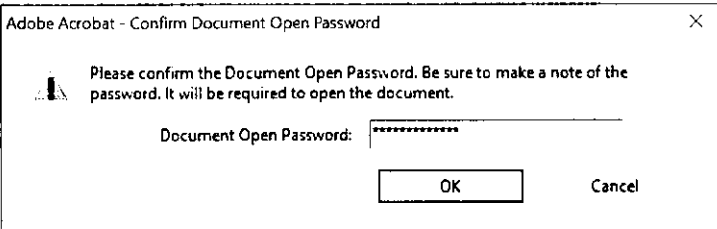
6. In **Password Security** settings, select the **Acrobat X and Later** for the **Compatibility** field.

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.

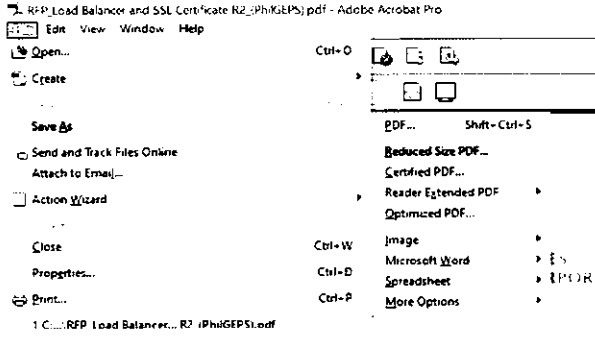


Procedures / Steps on How to Reduce the Size of the PDF File

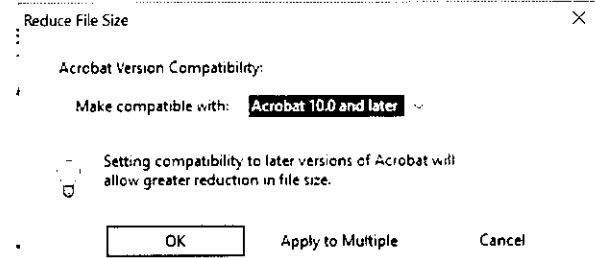
1. Before reducing the capacity/size of the PDF file, the user must have an Adobe Acrobat paid version installed or any software that can reduce the size of the PDF file.

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 is the lowest bidder.

ANNEX "E"

CONTRACT AGREEMENT

**Procurement of Unified Storage
Project Reference No. 2022-NP-LRPV-CSPW-009-02**

Signed in the Presence of:

EMELINA S. BLANCO
Department Manager, SCPMO
PSALM Corporation

This AGREEMENT is executed on the ____ day of _____ 2022 by and between:

The **POWER SECTOR ASSETS AND LIABILITIES MANAGEMENT (PSALM) CORPORATION** with principal office address at the 24th Floor Vertis North Corporate Center 1, Astra cor. 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. 2020-0226-07, dated 26 February 2020 as evidenced by the Secretary's Certificate dated 01 March 2021, a copy which is attached as Annex "A", hereinafter referred to as "PSALM";

-and-

The **[name of Supplier]** with principal office address at _____, Philippines, represented by its **[authorized representative]** duly authorized for this purpose under _____, dated _____ as evidenced by the _____ dated _____ 2022, a copy which is attached as Annex "B", hereinafter referred to as "the SUPPLIER";

SUPPLIER

[NAME]
[Designation]

ANTECEDENTS:

PSALM invited Bids for certain Procurement of Lease of Venue for the Conduct of the PSALM Corporate Strategic Planning Workshop for CY 2022 (Project Reference No. 2022-NP-LRPV-CSPW-009-02) and has accepted a Bid by the Supplier for the supply of those Goods and Services for the Approved Budget for the Contract (ABC) amounting to **FIVE HUNDRED TWENTY-THREE THOUSAND PESOS ONLY (PHP523,000.00)**, inclusive of VAT.

PSALM Corporation

IRENE JOY BESIDO-GARCIA
President and CEO

Pursuant to such request, the End-user sent out Requests for Quotations (RFQ) to at least three suppliers of known qualifications and at the same time, posted its RFQ in the Philippine Government Electronic Procurement System (PhilGEPS) and PSALM's website and at conspicuous areas of its premises for three calendar days.

Based on the Abstract of Quotations/Ratings gathered from the quotations and proposals submitted, the BAC recommended "the SUPPLIER" as the one who submitted the Lowest Calculated and Responsive Quotation/Proposal in the sum of _____ (PHP _____) ("Contract Price"), which was approved by PSALM.

ACCORDINGLY, the Parties hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:
 - 1.1 the Invitation to Submit Quotation;
 - 1.2 all bidding forms and documents;
 - 1.3 the Supplier's Bid, including the Technical and Financial Proposals, and all other documents/statements submitted, including corrections to the bid resulting from PSALM's bid evaluation;
 - 1.4 the Terms of Reference;
 - 1.5 the BAC Resolution No. SBAC-2022-_____;
 - 1.6 the Entity's Notice of Award;
 - 1.7 the Entity's Notice to Proceed;
 - 1.8 the Office of the Government Corporate Counsel (OGCC) Contract Review No. _____, Series of 2022 dated _____; and
 - 1.9 Other contract documents that may be required by existing laws and/or PSALM. The Supplier agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution shall likewise form part of the Contract.

2. In consideration for the sum of _____ (PHP _____) or such other sums as may be ascertained, *[Name of the Bidder]* agrees to provide *[state the object of the contract]* in accordance to its Bid.

3. PSALM agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

4. OGCC Approval. This Contract shall be subject to the review and approval of the Office of the Government Corporate Counsel. Any of its ensuing comments, recommendations, or directives shall form part of this Contract.

IN WITNESS whereof, the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Signed in the Presence of:

EMELINA S. BLANCO
Department Manager, SCPMO
PSALM Corporation

SUPPLIER

[NAME]
[Designation]

PSALM Corporation

IRENE JOY BESIDO-GARCIA
President and CEO

Signed, sealed, and delivered by IRENE JOY BESIDO-GARCIA, the President and CEO of PSALM.

IRENE JOY BESIDO-GARCIA

Signed, sealed, and delivered by [Name of Supplier] the [Signatory's Legal Capacity].

[Name of Supplier]

Witnessed by:

EMELINA S. BLANCO
Department Manager, SCPMO
PSALM Corporation

Certification of funds availability:

SOFE A. SOTERANA
Department Manager, Controllership
PSALM Corporation

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in _____, Philippines, this ___ day
of _____, 2022, personally appeared:

Name	Identification Document	Issued on	Issued at
IRENE JOY BESIDO-GARCIA			
(SUPPLIER)			

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 Corporation they represent.

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

Signed in the Presence of:

EMELINA S. BLANCO
Department Manager, SCPMO
PSALM Corporation

SUPPLIER

[NAME]
[Designation]

Notary Public

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of 2022.

PSALM Corporation

IRENE JOY BESIDO-GARCIA
President and CEO