



19 April 2022

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\_\_\_\_\_  
\_\_\_\_\_

**SUBJECT : Invitation to Submit Quotation for the Procurement of Lease of Venue for PSALM’s Plant Visit at the Casecnan Hydroelectric Power Plant, Regular Board Meeting and Transition Planning (Project Reference No. 2022-NP-LRPV-BTPVC-015-02)**

Dear \_\_\_\_\_:

The Power Sector Assets and Liabilities Management (PSALM) Corporation is procuring services for the **LEASE OF VENUE FOR PSALM’S PLANT VISIT AT THE CASECNAN HYDROELECTRIC POWER PLANT, REGULAR BOARD MEETING AND TRANSITION PLANNING** with an Approved Budget for the Contract (ABC) in the amount of **THREE HUNDRED THOUSAND PESOS (PHP300,000.00)**, inclusive of Value-Added Tax (VAT).

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

Your quotation should include certified true copies of the following documents:

1	Certification of PhilGEPS Registration or PhilGEPS Registration Number <sup>1</sup>
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>

<sup>1</sup> 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><b>OR</b></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%; padding: 5px;">                     a) Value Added Tax (VAT) - BIR Form No. 2550 covering the following:                     <ul style="list-style-type: none"> <li>i. last quarter of 2021 (2550Q)</li> <li>ii. February 2022 (2550M)</li> </ul> </td> <td style="width: 10%; text-align: center; vertical-align: middle;">and/ or</td> <td style="width: 40%; padding: 5px;">                     b. Percentage Tax Returns BIR Form No. 2551 covering the following:                     <ul style="list-style-type: none"> <li>i. last quarter of 2021 (2551Q)</li> <li>ii. February 2022 (2551M)</li> </ul> </td> </tr> </table> <p><b>Note: Bidders filing both VAT and Percentage Tax Returns must submit both returns, or the equivalent documents in case of foreign bidders.</b></p>	a) Value Added Tax (VAT) - BIR Form No. 2550 covering the following: <ul style="list-style-type: none"> <li>i. last quarter of 2021 (2550Q)</li> <li>ii. February 2022 (2550M)</li> </ul>	and/ or	b. Percentage Tax Returns BIR Form No. 2551 covering the following: <ul style="list-style-type: none"> <li>i. last quarter of 2021 (2551Q)</li> <li>ii. February 2022 (2551M)</li> </ul>
a) Value Added Tax (VAT) - BIR Form No. 2550 covering the following: <ul style="list-style-type: none"> <li>i. last quarter of 2021 (2550Q)</li> <li>ii. February 2022 (2550M)</li> </ul>	and/ or	b. Percentage Tax Returns BIR Form No. 2551 covering the following: <ul style="list-style-type: none"> <li>i. last quarter of 2021 (2551Q)</li> <li>ii. February 2022 (2551M)</li> </ul>		
4	Notarized Annex C [Conformity with Annex A (Terms of Reference)].			
5	Notarized Omnibus Sworn Statement (Annex D). 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	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 quotation, 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 quotation.

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.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](mailto:bid.submission@psalm.gov.ph) on or before **22 April 2022, 10:00 AM**. Thereafter, quotations will be opened at **22 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 ACTING CORPORATE SECRETARY**

Office of the Corporate Secretary  
Power Sector Assets and Liabilities Management Corporation  
24<sup>th</sup> Floor Vertis North Corporate Center 1, Astra cor. Lux Drives,  
Vertis North, North Avenue, 1105 Quezon City  
Telephone No.: (02) 8248-4833  
Tel. Fax: (02) 8248-4833  
e-mail: [mbmnera@psalm.gov.ph](mailto:mbmnera@psalm.gov.ph)  
[ddcruz@psalm.gov.ph](mailto:ddcruz@psalm.gov.ph)

Very truly yours,

SIGNATURE REDACTED

**MARIA BELEN P. MONTES-NERA**  
Acting Corporate Secretary

## Annex "A"

### TERMS OF REFERENCE (TOR) LEASE OF VENUE FOR PSALM'S PLANT VISIT AT THE CASECNAN HYDROELECTRIC POWER PLANT, REGULAR BOARD MEETING AND TRANSITION PLANNING

#### RATIONALE

The Power Sector Assets and Liabilities Management Corporation is conducting its PSALM Board Plant Visit at the Casecnan Hydroelectric Power Plant (Casecnan HEPP), Board Meeting and Transition Planning at the Pantabangan, Nueva Ecija on 28-29 April 2022.

The privatization of the Casecnan HEPP is scheduled to commence this year with the turn-over in 2023. A plant visit to the Casecnan HEPP is essential for the PSALM Board's proper and complete appreciation of its unique design, Casecnan HEPP being a multi-purpose power plant with an irrigation component. An on-site dialogue with the current Operations and Maintenance Service Contract (OMSC) provider, Soosan ENS, is equally important for a full understanding of the ongoing stand-off with the Bugkalot Indigenous Peoples (Bugkalot IPs) that endangers the integrity of the power plant and its operations and the supply of 165 MW electricity in the Luzon grid for the next critical months.

Considering the presence of the PSALM Board, it will also be the opportune time for the conduct of the April Board Meeting and the preparation of the Transition Plan. With the National Elections on 9 May 2022, the PSALM Board needs to prepare a comprehensive Transition Plan that will guide the next Board as it lays down policies that the Management Team will implement during the last four (4) years of PSALM's corporate life.

To maximize attainment of the objective of the event, a lessor will be contracted with the following terms and conditions:

**I. Approved Budget for the Contract**

The lessor 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 **THREE HUNDRED THOUSAND PESOS (PHP300,000.00)**, inclusive of all applicable bank and government charges.

**II. Scope of Service**

The lessor should be able to provide PSALM the activity venue inclusive of meals, drinks, and other requirements specified in item III.

**III. General Requirements**

1. Event Date: 28 to 29 April 2022
2. Guaranteed number of persons: 30 pax.

3. Location should be within One (1)-kilometer radius from the Intang Riverside, Pantabangan View Deck.
4. Well-secured place with 10 secured parking spaces for the participants.
5. Waived electricity charges for IT equipment brought by PSALM.
6. Price quotation should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.
7. Bid should be valid for at least 60 calendar days from the deadline of submission in case of any change in alert level as recommended by the Inter-Agency Task Force (IATF).

### Specific Requirements

#### A. Venue

The lessor shall provide the use of activity venue within 1 kilometer radius from the Intang Riverside, Pantabangan View Deck and the following items/facilities shall also be available:

1. Use of Function Room for Four (4) Hours (Boardroom style for 30 pax) with *al fresco* area (Minimum 200 sq.m. floor area) with exclusive comfort rooms on Day 1.
2. Use of exclusive dining area for 30 pax with *al fresco* area (Minimum 200 sq.m. floor area) with exclusive comfort rooms.
3. Overnight room accommodation for 30 pax with the following details: (i) five (5) single occupancy, (ii) 5 double occupancies, and (iii) three (3) triple occupancies. At least 40 square meters room with toilet and bath, high speed Wi-Fi access, television with cable, complete toiletries, bathroom towels, complimentary drinks).
4. Room accommodation for seven (7) drivers with breakfast.
5. High speed Wi-Fi Internet Access in the function room for the duration of the board meeting and transition planning.
6. Generator set in case of power interruption.

#### B. Food

1. The lessor shall provide the following meal requirements for a minimum of 30 pax:
  - i. Day 1
    - Afternoon Snacks
    - Managed dinner buffet
      - Appetizers;
      - Salad;
      - Soup;
      - Main Course (Chicken, Pork/Beef, Fish, Pasta, Rice); and
      - Desserts
    - Various Drinks
    - Free flowing coffee and/or tea for the duration of the Board meeting.
  - ii. Day 2
    - Breakfast buffet
    - Snacks

2. The lessor will be held liable for supplying spoiled food products caused by the use of expired ingredients, unsanitary packaging, improper food storage and contaminated utensils; and will be responsible for compensating the injured consumers by paying monetary damages.

**C. Payment Scheme**

The payment for the Lease of Venue for PSALM's Plant Visit at the Casecnan Hydroelectric Power Plant, Regular Board Meeting and Transition Planning shall be made on the day of the event, subject to the issuance of the certificate of final acceptance duly signed by the End-User.

**D. 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 the Lease of Venue under Appendix B of the 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184. Compliance rating with technical specifications may be conducted through ocular inspection, interviews, or other forms of due diligence. (Appendix A of Annex A or the *Implementing Guidelines for Lease of Privately-Owned Real Estate and Venue* of the R.A. 9184 known as the *Government Procurement Reform Act*)

Annex "A-1"

**TABLE OF RATING FACTORS FOR LEASE OF VENUE**

	<b>RATING FACTORS</b>	<b>WEIGHT (%)</b>	<b>RATING</b>
<b>I.</b>	<b>Availability</b>	<b>100</b>	
<b>II</b>	<b>Location and Site Condition</b>		
	1. Accessibility	(80)	
	2. Parking space	(20)	
		<b>100</b>	
<b>III.</b>	<b>Neighborhood Data</b>		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking (Automated Teller Machine)	(25)	
		<b>100</b>	
<b>IV.</b>	<b>Venue</b>		
	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)	
		<b>100</b>	
<b>I.</b>	<b>Availability</b>	X (.5) =	
<b>II.</b>	<b>Location and Site Condition</b>	X (.2) =	
<b>III.</b>	<b>Neighborhood Data</b>	X (.05) =	
<b>IV.</b>	<b>Venue</b>	X (.25) =	
	<b>FACTOR VALUE</b>		
Note: The qualified lessor should at least get a rating of eighty-five percent (85%) for the award of the Contract			

ANNEX "B"

Detailed Bid Price Schedule

Date: \_\_\_\_\_

Project: Procurement of Lease of Venue for PSALM's Plant Visit at the Casecnan Hydroelectric Power Plant, Regular Board Meeting and Transition Planning (Project Reference No. 2022-NP-LRPV-BTPVC-015-02)

Code: Project Reference No. 2022-NP-LRPV-BTPVC-015-02

(Bidder Name/Address/Tel. No.)

\_\_\_\_\_

\_\_\_\_\_

Date of Submission: \_\_\_\_\_

Time of Submission: \_\_\_\_\_

Item Description	Scheduled Dates	No. of Pax
Procurement Lease of Venue for PSALM's Plant Visit at the Casecnan Hydroelectric Power Plant, Regular Board Meeting and Transition Planning	28-29 April 2022	30

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.
- 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 Quotation 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 Lessor/  
Authorized Representative

Position: \_\_\_\_\_

Date: \_\_\_\_\_



**ANNEX "C"**

**CONFORMITY WITH ANNEX A (TERMS OF REFERENCE)**

(Name of Bidder) hereby undertakes that it shall COMPLY with the general requirements stated in the Terms of Reference (Annex A).

\_\_\_\_\_  
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 \_\_\_\_\_, 2022, 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

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Book No. \_\_\_\_;  
Series of 2022.

ANNEX "D"

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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. \_\_\_\_\_;

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**ANNEX “D”**

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

**Legal Basis**

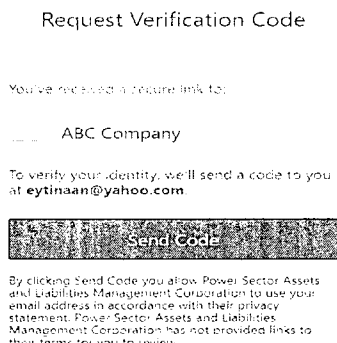
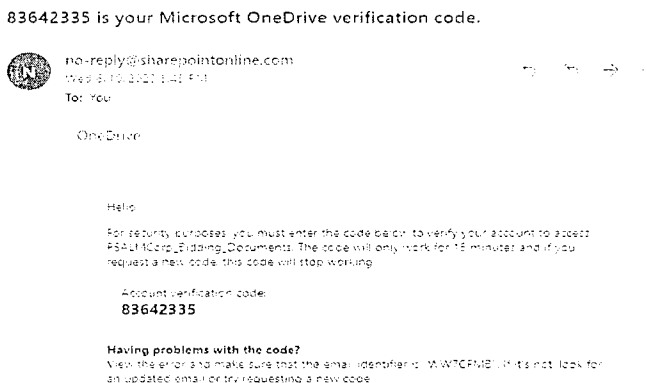
The GPPB issued Resolution No. 09-2020 dated 07 May 2020 Approving Measures for The Efficient Conduct of Procurement Activities During A State of Calamity, or Implementation of Community Quarantine or Similar Restrictions. Among the measures introduced by the said Resolution are the following:

- 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.

**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.

<b>Procedures / Steps on How to Submit a Bidding Documents and Other Required Documents</b>
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.

Procedures / Steps on How to Submit a Bidding Documents and Other Required Documents	
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.	<p>The verification page will appear. The Bidder will need to click the “Send Code” button.</p> <ul style="list-style-type: none"> <li>Verification Page</li> </ul> 
6.	<p>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"> <li>Verification Code email message</li> </ul> 
7.	Input the verification code to the Verification Page and click verify.

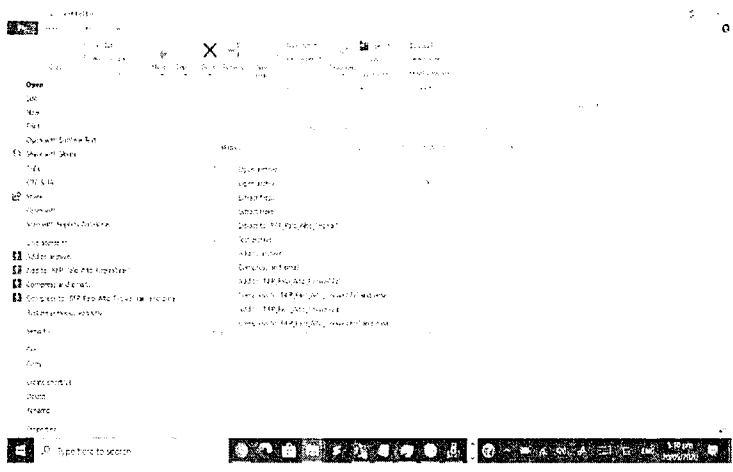
Procedures / Steps on How to Submit a Bidding Documents and Other Required Documents	
<ul style="list-style-type: none"> <li>• Verification Page</li> <li>• The Bidder should enter the code immediately since it has an expiration time. An error will occur once the code has expired.</li> </ul> <p>“The existing code expired, we’ve sent an email with a new code to <b>juan.delacruz.psalmcorp@outlook.com</b>. Please use the latest email that has the email identifier <b>ZYWS02C</b>.”</p>	<p>Enter Verification Code</p> <p>You’ve received a secure link to:</p> <p><a href="#">PSALMCorp_Bidding_Documents</a></p> <p>To open this link, enter the code we just emailed to <b>juan.delacruz.psalmcorp@outlook.com</b>. <a href="#">Send again</a></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <input type="text" value="Enter code"/> ⓘ         </div> <div style="background-color: #ccc; padding: 5px; width: fit-content; margin: 10px auto; text-align: center;">             Verify         </div>
<p>8. After verifying the code, the Bidder will be redirected to the shared folder page.</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"> <li>• 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.</li> </ul>	
<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>	

<b>Procedures / Steps on How to Submit a Bidding Documents and Other Required Documents</b>															
<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"> <li>a. A password protected zipped file containing the two PDF files.</li> <li>b. The two PDF files must be named with the following format:                             <ol style="list-style-type: none"> <li>i. First Envelope</li> <li>ii. Second Envelope</li> </ol> </li> <li>c. 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.</li> <li>d. The second PDF file must be also password protected and should contain the financial bid.</li> </ol> <ul style="list-style-type: none"> <li>• Note: The two PDF files should have different passwords. This is to avoid opening the two files at the same time, and when the documentary bid fails during its opening, the financial bid would remain intact and unopened.</li> </ul>															
<p>12. The Bidder must also upload a text file or notepad file with the following details:</p> <p><b>File Name: <i>Bidder's Company Name_ProjectName.txt</i></b>  <b>Contents of the File:</b>                  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 <a href="mailto:BACSec2022@psalm.gov.ph">BACSec2022@psalm.gov.ph</a> and <a href="mailto:bid.submission@psalm.gov.ph">bid.submission@psalm.gov.ph</a> to confirm the uploaded documents and requirements. The Bidder must attach the picture or screenshot of the uploaded documents and requirements.</p> <p>Files &gt; Sample_T_Project &gt; PSALMCorp_Bidding_Documents</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Modified</th> <th>Modified By</th> <th>File size</th> <th>Share</th> </tr> </thead> <tbody> <tr> <td>APP_Palo_Ato_Firewall.zip</td> <td>1/10/2022 11:59</td> <td>psalm\psalm\psalm\psalm</td> <td>197 KB</td> <td>0 Shares</td> </tr> <tr> <td>Company Name_Project Name.txt</td> <td>1/10/2022 11:59</td> <td>psalm\psalm\psalm\psalm</td> <td>1 KB</td> <td>0 Shares</td> </tr> </tbody> </table>	Name	Modified	Modified By	File size	Share	APP_Palo_Ato_Firewall.zip	1/10/2022 11:59	psalm\psalm\psalm\psalm	197 KB	0 Shares	Company Name_Project Name.txt	1/10/2022 11:59	psalm\psalm\psalm\psalm	1 KB	0 Shares
Name	Modified	Modified By	File size	Share											
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Company Name_Project Name.txt	1/10/2022 11:59	psalm\psalm\psalm\psalm	1 KB	0 Shares											
<p>14. The BAC Secretariat shall send an email to the bidder acknowledging and confirming the bidder's submission.</p>															
<p>15. The BAC shall bar all incoming bids 30 minutes after the closing date and time. Upon reaching the deadline of the certain project,</p>															



Procedures / Steps on How to Submit a Bidding Documents and Other Required Documents
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 <a href="https://www.7-zip.org/">https://www.7-zip.org/</a>
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

Add to Archive
✕

Archive: C:\Users\EYTinaan\Documents\Test Folder\

RFP\_Paio\_Aito\_Firewall.zip

Archive format:	zip	Update mode:	Add and replace files
Compression level:	Ultra	Path mode:	Relative pathnames
Compression method:	Deflate	Options	
Dictionary size:	32 KB	<input type="checkbox"/> Create SFX archive <input type="checkbox"/> Compress shared files <input type="checkbox"/> Delete files after compression	
Word size:	128	Encryption	
Solid Block size:		Enter password:	
Number of CPU threads:	8	Reenter password:	
Memory usage for Compressing:	260 MB	<input type="checkbox"/> Show Password Encryption method: AES-256	
Memory usage for Decompressing:	2 MB		
Split to volumes, bytes:			
Parameters:			

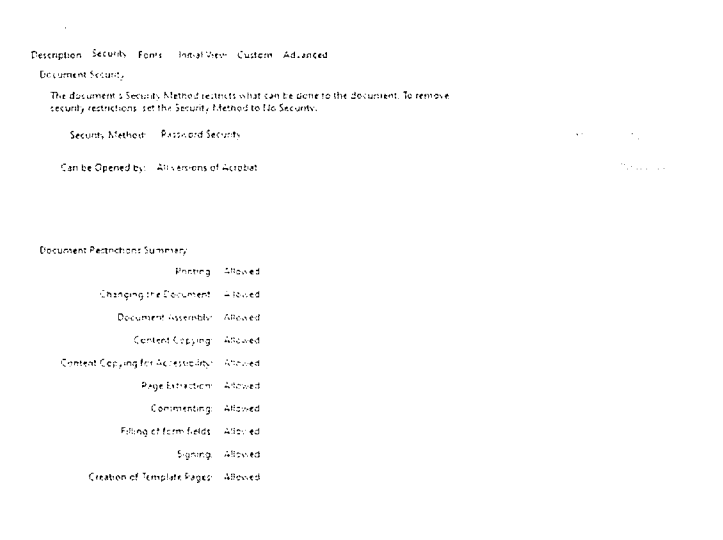
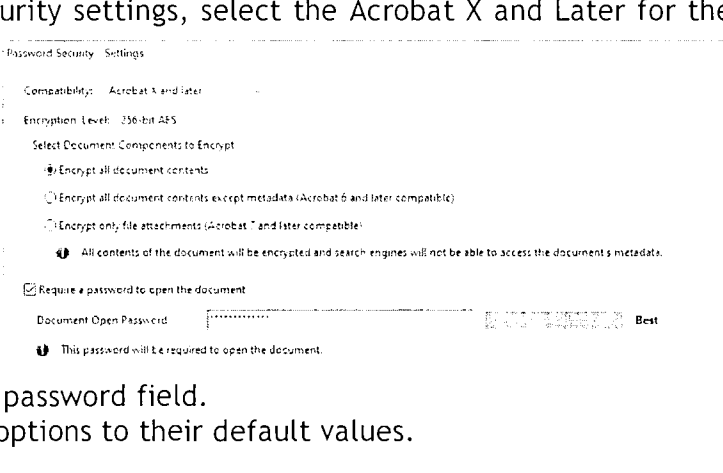
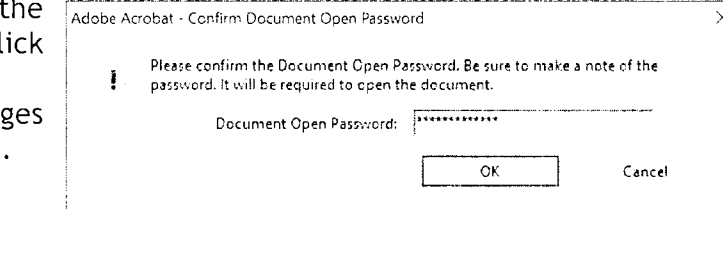
OK Cancel Help

### 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.

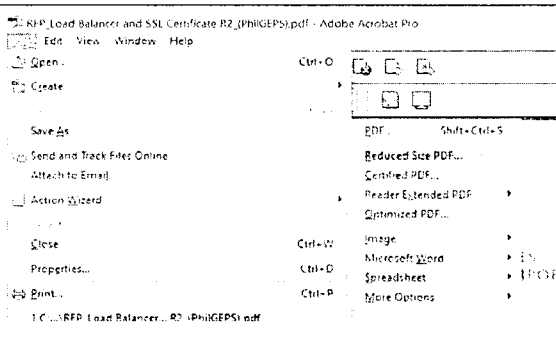
20 May 2020

SUBJECT : Invitation to Submit Proposal for the Procurement of

<p>4. Select the Security Tab.</p> <p>5. In Security Method field, select Password Security.</p>	
<p>6. In Password Security settings, select the Acrobat X and Later for the Compatibility field.</p> <p>7. Tick the checkbox of Require a password to open the document and input the desired password in the password field.</p> <p>8. Leave all other options to their default values.</p>	
<p>9. Confirm the password and click OK.</p> <p>10. Save the changes made to the file.</p>	

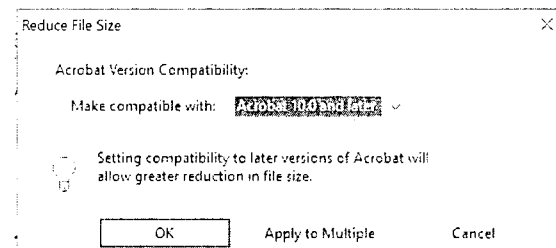
Procedures / Steps on How to Reduce the Size of the PDF File
<p>1. Before reducing the capacity/size of the PDF file, the user must have an Adobe Acrobat paid version installed or any software that can reduce the size of the PDF file.</p>
<p>2. Open the PDF file that needs to reduce the capacity/size. 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).</p>

3. Click the File > Save As > Reduced Size PDF.



4. In Make compatible with option, select Acrobat 10.0 and later.

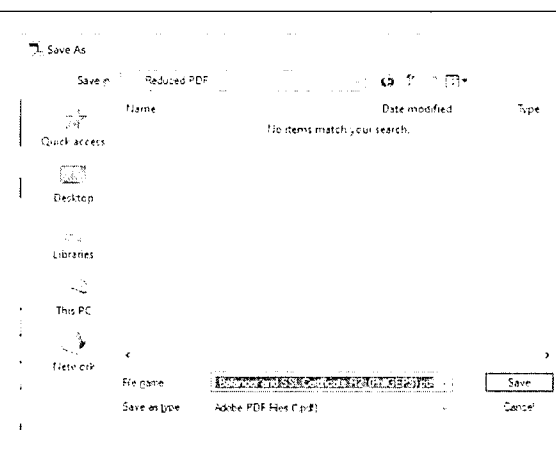
5. Click OK to continue.



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**

**Lease of Venue for PSALM's Plant Visit at the  
Casecnan Hydroelectric Power Plant, Regular Board Meeting and Transition  
Planning with Project Reference No. 2022-NP-LRPV-BTPVC-015-02**

\_\_\_\_\_

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 24<sup>th</sup> 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 Lessor] 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 LESSOR";

**ANTECEDENTS:**

PSALM invited Bids for certain Procurement of Lease of Venue for PSALM's Plant Visit at the Casecnan Hydroelectric Power Plant, Regular Board Meeting and Transition Planning (Project Reference No. 2022-NP-LRPV-BTPVC-015-02) and has accepted a Bid by the Lessor for the Lease of Venue for the Approved Budget for the Contract (ABC) amounting to **THREE HUNDRED THOUSAND PESOS ONLY (PHP300,000.00)**, inclusive of VAT.

Pursuant to such request, the End-user sent out Requests for Quotations (RFQ) to at least three lessors 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.

Signed in the Presence of:

**MARIA BELEN P. MONTES-NERA**  
Acting Corporate Secretary  
PSALM Corporation

LESSOR

[NAME]  
[Designation]

PSALM Corporation

**IRENE JOY BESIDO-GARCIA**  
President and CEO

Based on the Abstract of Quotations/Ratings gathered from the quotations submitted, the BAC recommended “the LESSOR” as the one who submitted the Lowest Calculated and Responsive Quotation 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 Lessor’s Bid, including the Technical and Financial Quotations, 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 Lessor 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:

MARIA BELEN P. MONTES-NERA  
Acting Corporate Secretary  
PSALM Corporation

[NAME]  
[Designation]

LESSOR

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 Lessor] the [Signatory's Legal Capacity].

---

[Name of Lessor]

Witnessed by:

**MARIA BELEN P. MONTES-NERA**  
Acting Corporate Secretary  
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			
(LESSOR)			

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:

MARIA BELEN P. MONTES-NERA  
Acting Corporate Secretary  
PSALM Corporation

LESSOR

[NAME]  
[Designation]

Notary Public

Doc. No. \_\_\_\_;  
Page No. \_\_\_\_;  
Book No. \_\_\_\_;  
Series of 2022.

PSALM Corporation

IRENE JOY BESIDO-GARCIA  
President and CEO