



PHILIPPINE MERCHANT MARINE ACADEMY

**PROCUREMENT OF
EQUIPMENT AND
SERVICES FOR THE
ESTABLISHMENT OF
SMART CAMPUS
ADVANCED LEARNING
SYSTEM**

PID NO. 2021-015

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations

Section I. Invitation to Bid



INVITATION TO BID

Procurement of Equipment and Services for the Establishment of Smart Campus Advanced Learning System

1. The PHILIPPINE MERCHANT MARINE ACADEMY, intends to apply the sum of **TWENTY FOUR MILLION PESOS (Php 24,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Equipment and Services for the Establishment of Smart Campus Advanced Learning System**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

3. The PHILIPPINE MERCHANT MARINE ACADEMY now invites bids for Procurement of Equipment and Services for the Establishment of Smart Campus Advanced Learning System. Delivery of Works is 365 days. Bidders should have completed within ten (10) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instruction to Bidders).

4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/ fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

5. Prospective bidders may obtain further information from PHILIPPINE MERCHANT MARINE ACADEMY and inspect the Bidding Documents at the address given below 8:00 a.m. to 5:00 p.m. (Mondays- Thursday) and 8a.m. to 3p.m. during Fridays.

6. A complete set of Bidding Documents may be acquired by interested Bidders on October 11, 2021 from the PMMA Complex, Brgy. Natividad, San Narciso, Zambales and at PMMA website (www.pmma.edu.ph) and upon payment of the applicable fee for the Bidding Documents, Pursuant to the latest Guidelines issued by the GPPB. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means. It may also be downloaded free of charge from the websites of the PhilGEPS and the PMMA, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids at the PMMA Cashier Office or thru PMMA Landbank Account (PMMA Miscellaneous Account 0382-1033-86).

7. The PMMA will hold a **Pre-Bid Conference on October 20, 2021 , 1:30 PM. at OOS Conference Hall, Admin Bldg, San Narciso, Zambales** which shall be open to prospective bidders via Google meet: meet.google.com/ygz-xzbf-qcn

8. Submission of required finished samples will depend on the agreement of the bidders and BAC during the Pre-Bid Conference.

9. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before November 2, 2021, 1:30 PM, Late bids shall not be accepted.

10. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 16.


11. Bid opening shall be on November 2, 2021, 1:30 P.M., at the Sandagat Hall, PMMA Complex, San Narciso Zambales, and/or via Google Meet: meet.google.com/ygz-xzbf-qcn. Bids will be opened in the presence of the bidder's representatives who choose to attend the activity and/or via Google Meet.

12. The PMMA reserves the right to reject any and all bids, declare a failure of bidding, or not to award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

13. For further information, please refer to:

BAC Secretariat
PMMA Complex, San Narciso, Zambales
Email-Address: pmmabac@gmail.com
PMMA Website :www.pmma.edu.ph
Contact No.(047) 913 4396 .

Date of Issue: October 11, 2021


ENGR. EDMUND J. SALMON
BAC CHAIRPERSON

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *PHILIPPINE MERCHANT MARINE ACADEMY*, wishes to receive Bids for the *Procurement of Equipment and Services for the Establishment of Smart Campus Advanced Learning System*, with identification number *PID No. 2021-015*.

The Procurement Project (referred to herein as “Project”) is composed of One (1) Lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *FY 2021* in the amount of *P24,000,000.00*.

2.2. The source of funding is:

a. NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- b. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address, **October 20, 2021 , 1:30 PM, at OOS Conference Hall, Admin Bldg, San Narciso, Zambales** and/or through Google meet meet.google.com/ygz-xzbf-qcn , as indicated in paragraph 7 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *ten (10) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;

iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

iv. The price of other (incidental) services, if any, listed in **BDS**.

b. For Goods offered from abroad:

i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **March 1, 2022**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 10 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. <i>Supply and Delivery of Management Information System</i> b. completed within ten (10) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP [state place of destination] or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than <u>P480,000.00</u>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <u>P1,200,000.00</u>, if bid security is in Surety Bond.
19.3	<i>Procurement of Equipment and Services for the Establishment of Smart Campus Advanced Learning System with an ABC amounting to P24,000,000.00</i>
20.2	Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)
21.2	<i>No further instructions.</i>

Section IV. General Conditions of Contract

1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. **Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p><i>No additional requirement.</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [*indicate here the time period specified. If not used indicate a time period of three times the warranty period*].

Spare parts or components shall be supplied as promptly as possible, but in any case, within [*insert appropriate time period*] months of placing the order.

	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>No further instructions.</i>
4	The inspections and tests that will be conducted are: <i>based on the technical specifications indicated.</i>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
	<i>Procurement of Equipment and Services for the Establishment of Smart Campus Advanced Learning System</i>			1 year upon receipt of NTP
	Part I. PIMS –PMMA Integrated Management System			
	Part II. Online Bridge and Engine Room Simulator			
	Part III. E-Learning			

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

SPECIFICATIONS	STATEMENT OF COMPLIANCE
<p><i>Part I. PIMS –PMMA INTEGRATED MANAGEMENT SYSTEM</i> TECHNICAL TERM OF REFERENCE (ToR) PROJECT NAME: Enhancing Guide Management System</p> <p>1. TECHNICAL TERMS AND CONDITIONS</p> <p>a. Software User Requirements User requirement is defined in the scope of work under Annexure I.</p> <p>b. System Architecture</p> <p>The Architecture of the system should be component based where the components can be separated or integrated easily. The components must be well defined so that modules can be reused where and when required, with adoption of the Modular approach of design. The vendor must identify some of these modules and describe in his technical proposal document how this would be achieved.</p> <p>It is expected that vendors would add more value to our solution by incorporating suggestions and recommendations, which will address Performance, High Availability, Security, Scalability, and Manageability.</p> <p>c. Audit Trails and Time Series Data The audit trail feature would be available in the proposed system, which will inform when and who has created or modified the data. The system should also be able</p> <p>to capture and preserve time series data so that certain information is not lost with passage of time and repeated updating.</p> <p>d. Platform and Technology</p> <p>i. The proposed system would run on Linux Server using MariaDB version database server. The data will be stored into MariaDB database Server after necessary validation.</p> <p>ii. The proposed system must be a web-based system and should have features to work in LAN environment with appropriate built-in facility to capture and store data at centralized database at TCB. In absence of LAN connectivity, the system should be also accessible through Internet. Data from the system is needed for the purpose of consolidation as well as for MIS reports.</p>	

iii. The entire system will be implemented in any framework. The choice of the front-end programming language and back-end platform will be php, javascript and MySQL. The necessary inputs and the possible outputs that could be generated from the system should strictly conform to what has been finalized in the SRS document and subsequently the prototype.

iv. The system must also make use of any popular front-end UI frameworks [such as Twitter Bootstrap, Foundation, Google Material Design, Semantic UI and etc]

v. The reporting will have to be done graphically as well as in text/tabular form. The report generation in the proposed system would have two categories, the standard reports and ad hoc reports. The standard reports will be designed and uploaded during the implementation and for ad hoc reports; the system will have a customized Query Builder feature. In every report there must be facility to generate the report as MS Excel Sheet, or as HTML format.

In case the vendor choose to propose any third-party tool(s) for the solution for tuning performance, adding security features, or rapid application development, or any specific add-in software package required for analysis and processing data, full justifications and cost must be provided in the proposal.

e. Security Features

The software must have standard security features inbuilt so that the software has all the checks and balances to ensure integrity of data and the software does not have any flaws or bugs which inadvertently or by design, permit the users to tamper, alter or modify any data without the appropriate permissions.

The software should provide highest degree of security in the architecture. The vendor must suggest a suitable security components required in software. In case of any failure, vendor shall be liable for penalty. The following are some of the security issues, but not limited to, which must be addressed in the proposal.

- i. The system would ensure that the users follow login procedures.
- ii. The access to the database should be based on the user roles of the organization.
- iii. A proper audit trail must be built within the proposed system.
- iv. SSL Certificate should be installed.

f. Concurrency, Browser Compatibility and Bandwidth Optimization

Since, bandwidth of the network through which the application is going to be used is low; the software developed must run optimally on a PC connected to a network with minimum

network bandwidth of 56 kbps. The system including the database must provide at least 100 concurrent accesses.

The system developed must be compatible with and well rendered in Microsoft Internet Explorer 11 and above, Mozilla Firefox 50.0 and above, Google Chrome 55.0 and above, and safari.

The system must run on any screen sizes. Using modern UI frameworks for responsive design is highly recommended.

g. Development Methodology

Modular based approach based on prototyping model must be used for the design and development of the system.

i. The Vendor will initially carry out a detailed requirement study including Process Re-engineering wherever possible, which will result in formulation of a Software Requirement Specification (SRS) document, Software Design document and associated AS-IS and TO-BE workflows.

ii. On acceptance of SRS, workflows and Design document by the client/procuring agency, the vendor will develop and present a non-functional prototype (HTML, CSS prototype) of the system to the client and obtain approval for each module. This will help in better user acceptance of the system.

The vendor should propose suitable methods for transfer of knowledge to the ICT personnel of the client for the sustainability of the system.

iii. After the development is over, the developed software will be first tested in the premises of the vendor by the testers from vendor's

side. Any bugs reported will be asked to fix based on the clause mentioned in 2.11.6.

iv. The bugs are classified into two categories: Critical and Non-Critical. The Critical bugs are those which freeze the system and the normal functioning of procuring agency or any other Agency is affected by the system's malfunction. Otherwise, it will be Non-Critical. The vendor must give immediate attention to the Critical bugs and attend to them within 24 hours of receiving the complaint from the client in any form of media. The critical bugs must be fixed within 5 working days. However, in some exceptional cases, the vendor may negotiate for time extension if acceptable to the client. The Non-critical bugs should be fixed within two weeks.

v. The final testing of the software package with sample test data will be done at the premises of the procuring and other agencies' premises. After the user acceptance test succeeds, the software

will be deployed for live operation at TCB after migration of the data from the existing system to the new system.

h. Network connectivity requirement

The proposed system would use the existing Local Area Network (LAN) covering all. The external agencies should connect and communicate with the premises using leased line facilities and/or web-based interfaces.

The client will be responsible for initial setting up of the Linux Server and Database Server and providing connectivity to the LAN. However, uploading of the system, maintenance of the server once the application is uploaded will be done by the Developer under the Warranty Support and Annual Maintenance Contract thereafter.

i. Training of Master Trainers/ Users

The Developer must provide comprehensive training to Master Trainers in the operation of the information system. The terms and conditions to be followed are indicated in Annexure II.

j. Warranty, Support, Maintenance & Change Management

a. The Developer must provide free support for a period of 1 year from the time of acceptance of the software by PMMA (Warranty support).

b. During the above mentioned warranty period, the Developer will be responsible for making minor changes as well as to fix the bugs, if any.

c. For the major changes, a separate change management contract will be agreed and signed between the client and the Developer.

k. Backup and Recovery

There will be one Main Web Server, one main Database Server and one third Server which will serve as the backup of both the Web and Database servers. The synchronization of the Databases will be scheduled and a hot backup will be done on a daily basis.

If any one or both of the servers fail, the backup server(s) should take charge within 2 hours of the failure of the main system. The main system has to be fixed by the Developer within 2-5 working days depending on the degree of the problem.

The problems other than hardware failure will be addressed by the Developer under warranty support for first 1 years from the user acceptance. The system failure due to hardware failure will be addressed by the Developer under the schemes mentioned

above once the new hardware is replaced by the client.

The Developer will also provide adequate training to the System Administrator from the Procuring Agency so that routine checks and basic recovery can be handled in-house. In addition, the Developer must address the following during the warranty period:

- i) The backup of the database should be taken on daily and/or weekly incremental basis.
- ii) Full backup of relational database and source code files should be taken on monthly basis whenever changes take place.
- iii) A full (cold) backup should always be kept in a safe location.

The Developer must also ensure that adequate training is provided to the System Administrator so that procuring agency can handle the backup and recovery issues in-house after the expiry of the warranty period.

l. Conformity with Standards

The to-be developed management system should strictly adhere to the following standards:

- 1) ISO 27001
- 2) Information Management Security Policy of the Academy

m. Use of Source Code Management Tools

The Developer must manage its source codes through a source code management tools like Subversion (SVN) and GIT or any other source code management tools, so that many programmers can work in parallel without duplication of work. It will also be a useful tool to track previous versions of the codes and will be useful for debugging purpose.

n. Ownership of Source Code and other Intellectual Property

The Academy will be the rightful owners of the Source Code and all Intellectual Property associated with the system and they will have full rights over the ways they can use these resources. The management system so developed will be the sole property of the Academy or any agencies designated by them. The Software Developer (SD) will have no right to commercially use or apply the software elsewhere without the written agreement of Academy.

o. Re-engineering of the Processes

The Developer must try to re-engineer the processes wherever possible so that system can be optimally utilized instead of merely automating the manual procedures.

p. Obsolescence

The Developer undertakes to continuously and unfailingly advise the Client of new technologies (hardware & system software) in regard to the Solution during the currency of this Contract. If the Client decides to introduce any such new technologies in replacement of the Solution or along with the Solution or as the case may be, the work that may arise therefrom shall be considered beyond the purview of this Contract. The Client shall enter into a change request contract (CRC) for the purpose; provided that such work scope is not being covered under the license agreement.

q. Naming Convention /standard

In order to keep source codes organized, Developer must strictly follow standards for forms, reports, database, triggers, views, stored procedures, coding etc.

r. Project Development Team

The minimum requirements for the Project Development Team from the Developer's side are as specified in Part IV of this document. The Developer may propose any additional professionals that may be required for the successful implementation of the project with proper justifications.

s. Project Governance

The management structure for the project has been proposed in this document based on identification of specific players, their responsibilities and the degree of interaction required between them during execution of this project.

Under the project, the Academy proposes to set up the working groups to aid the implementation of the project. In this regard, the Project Manager, which is to be fielded by the Developer, is fully responsible for conducting a thorough study of the project, and accordingly come up with a comprehensive project governance structure (including the teams from the Developer's side) that is mutually acceptable by the PMMA.

k. Backup and Recovery

There will be one Main Web Server, one main Database Server and one third Server which will serve as the backup of both the Web and Database servers. The synchronization of the Databases will be scheduled and a hot backup will be done on a daily basis.

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The Developer will also provide adequate training to the System Administrator from the Procuring Agency so that routine checks and basic recovery can be handled in- house. In addition, the Developer must address the following during the warranty period:

- i) The backup of the database should be taken on daily and/or weekly incremental basis.
- ii) Full backup of relational database and source code files should be taken on monthly basis whenever changes take place.
- iii) A full (cold) backup should always be kept in a safe location.

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Developer (SD) will have no right to commercially use or apply the software elsewhere without the written agreement of Academy.

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The Developer must try to re-engineer the processes wherever possible so that system can be optimally utilized instead of merely automating the manual procedures.

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The Developer undertakes to continuously and unfailingly advise the Client of new technologies (hardware & system software) in regard to the Solution during the currency of this Contract. If the Client decides to introduce any such new technologies in replacement of the Solution or along with the Solution or as the case may be, the work that may arise therefrom shall be considered beyond the purview of this Contract. The Client shall enter into a change request contract (CRC) for the purpose; provided that such work scope is not being covered under the license agreement.

q. Naming Convention /standard

In order to keep source codes organized, Developer must strictly follow standards for forms, reports, database, triggers, views, stored procedures, coding etc.

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Under the project, the Academy proposes to set up the working groups to aid the implementation of the project. In this regard, the Project Manager, which is to be fielded by the Developer, is fully responsible for conducting a thorough study of the project, and accordingly come up with a comprehensive project governance structure (including the teams from the Developer's side) that is mutually acceptable by the PMMA.

4. TERMS AND CONDITION- GENERAL

a. Information

The Developer should submit a brief description of the firm's organization and outline of recent experience. Experience on assignments of Human Resource Management System both functional and technical will be of an added advantage. Copy of credential certificates must be enclosed.

b. Collaboration, Partnerships with Foreign Firms & Subcontracting

1. The local Developer is encouraged to go into long term partnerships with reputed international firms based on resource sharing and transfer of technology.
2. The Developer who wish to enter the partnerships with foreign firms must ensure proper transfer of technology to the extent of building the local capacity for long term sustainability of the local Developer. Project based tie- ups and short term partnerships are not encouraged because it doesn't ensure the long term sustainability of the project.
3. A Developer, who wishes to terminate partnerships with foreign firms due to unavoidable circumstances, must ensure that there is competent local capacity already built, so that the development of the system including the change management is not hampered.
4. The Developer, who wishes to partner with foreign firms, must have adequate local staffs working with the staffs of the foreign firms, so that there is better transfer of experiences, knowledge & technology. This is done, so as to enhance the capacity & competitiveness of the local firms, who can confidently undertake similar projects in the future without partnerships.
5. Presence of local staff as key members in the project team is necessary conditions to accept the proposal for evaluation.
6. The Developer awarded the contract shall not subcontract the awarded work partly or in full to any National/International Firms. This clause nullifies all the clauses pertaining to subcontracting that contradict this one, in any part of the document.

c. Patent and Copyright

i. The Developer represents that the Solution or any product/component, supplied by the Developer does not infringe any patents and copyright. If, however, a third party claims that the Solution or any product/component thereunder, supplied by the Developer under this Contract, infringes a patent or copyright (“IP Claim”), the Developer will defend the Client against the IP Claim at the Developer’s expense and pay all costs, damages and legal fees that a court finally awards.

ii. If the Developer determines that no alternative is reasonably available, and the Client agrees to return the Product/Component/Solution to the Developer on the Developer’s written request, an appropriate compensation has to be proposed and be acceptable to the client.

iii. The Developer has and will have no obligation to the Client regarding any “IP Claim” based on:

a. the Client’s modification of a Product/Component under the Solution unilaterally ;

b. use of the program in other than its specified operating environment

c. the combination, operation or use of a product/component under the Solution with any other product, program, data or apparatus, not furnished by the Developer, provided that the use of such product, program, data or apparatus has not been envisaged in this Contract and such product, program, data or apparatus is solely responsible for such infringement.

d. Quality of Work

The Developer must ensure quality while implementing the system at all times. This will be evaluated by the PMMA in long run, and this will have bearing on awarding similar Government Projects that are in pipeline and also those projects that will be taken by the Government in the future.

e. Timely Completion

The entire work of software development and testing should be completed within 12 months from the date of receipt of letter of award of work.

The time period of 12 months for the Developer is for collecting requirements, designing, development and testing of the

software. Training of Master Trainers may be conducted within the testing and acceptance of the software by the TCB.

f. Confidentiality of offer

The details of the offer proposed by the Developer or its acceptance thereof with or without modifications by PMMA shall not be passed in part or full to any third party

without prior written approval of the parties involved. This applies to both client as well as the Developer.

5. MINIMUM REQUIREMENTS FOR THE BIDDER

The bidder desirous of quoting for the work should satisfy the following minimum requirements:

1. The bidder should have the valid experience for performing the consultancy service or software development work in the Philippines.
2. The bidder should have adequate technical manpower to carry out the project and complete it on time. All the professionals should be employed on full time basis and their responsibilities delegated based on the standard software development team
3. The bidder must be of local manpower to build up the capacity and competitiveness of the local firm to provide Maintenance support to the system as and when required.
4. There must be at least 1 full time Project Manager with sound technical knowledge of IT Project Management, 1 Senior System Analysts with sound knowledge of System and Database Architecture and Design and 2 Senior Developers having thorough knowledge on recent IT technologies. PMMA will monitor and verify them through CV and in person.
5. In addition to clause 4 above, the firm must have minimum of 3 Developers who are employed on a full time basis. The client (PMMA) will verify and monitor them through their CV and in person time to time.
6. The Project Manager, System Analysts, Developers or any other technical member of the team must be involved in the

project full time and shouldn't leave until the product is accepted by the client, unless under unavoidable circumstances whereby permission to replace a particular resource may be sought in written form, from the client (PMMA) on a condition that there would not be a major impact on the project. Thus, it is advisable for the bidder to have a bond signed with the personnel involved in the project at least for the period of the execution of the project.

The proposals which do not meet above conditions will not be evaluated. The verification of these minimum requirements may involve visits of the PMMA officials to the bidder's premises.

ANNEXURE TO THE TERMS OF REFERENCE

ANNEXURE I : SCOPE OF WORK

PMMA invite Tender for development, training and maintenance of the software package for PMMA Management System at from reputed Software Developer (SD). The scope of the work is as under:

- i. Study the existing procedure of the various stages of work of different divisions at PMMA and document it with workflow diagrams and get acceptance of the client.
- ii. Apply process re-engineering wherever possible and propose TO-BE workflow diagrams. Obtain a user acceptance on the TO-BE workflow diagrams from the client.
- iii. Prepare Software Requirement Specifications (SRS) or Functional Specifications (FS) document and Software Design document (SDD) for the computerized web-based system and submit the same along with workflow diagrams.
- iv. On acceptance of the SRS/FS by PMMA, design and develop a non-functional prototype (HTML, CSS based) that is in line with the requirements indicated so that client gets the feel of the system that is being developed and provide necessary feedback on the front- end aspects.
- v. On acceptance of the non-functional prototype by PMMA, design and develop an appropriate software package that is in line with the requirements indicated.
- vi. Guide Management System includes following Modules:
 - a) Register new guide.
 - b) Renewal of guide license annually.
 - c) Report Generation as per client's requirement.

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| <p>d) Printing license.</p> <p>e) System integration with SCS system, RBP.</p> <p>f) System integration with DCRC.</p> <p>vii. Provide Online Help facility in the software as and when required.</p> <p>viii. Test the software by SDV (software development and validation) at least in three locations and revise the software to the extent needed on the basis of the test reports generated by the SDV and the independent tester from PMMA.</p> <p>ix. Provide comprehensive training to master trainers in the operation of the software, backup, configuration, etc. The terms and conditions to be followed are indicated in Annexure III.</p> <p>x. Provide complete source code along with software drivers and other system files needed for installation and execution of the package.</p> <p>xi. Provide detailed installation and operations/user manual which will facilitate the users in successfully using the software package.</p> <p>xii. Provide detailed technical manual incorporating the System Design and other technical features incorporated in the software package.</p> <p>xiii. The SDV, after initial training of master trainers, must provide assistance to master trainers for a period of at least six months so that the master trainers gains necessary expertise and confidence in deploying the software developed by SDV.</p> <p>xiv. Provide free support for a period of one year from the time of acceptance of the software by PMMA and carry out revisions, if any, arising out of bugs or minor changes during the said one year period (Warranty support).</p> <p>xv. Provide services for Change Request on demand of the client whenever major changes are required in the system under CRC.</p> <p>xvi. Implement and provide the software with all the standard security features inbuilt to ensure integrity of data. The SDV will be responsible for the recovery of the data that is tempered because of lack of standard security features. The software package must have user access roles through which can assign or revoke rights of a user to a function or data.</p> <p>xvii. Provide the Plan for recovery, if the software package or the database fails, which includes managing backups of the database</p> | |
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and the package itself. Perform necessary recovery of the system when needed.

ANNEXURE II - TOR FOR TRAINING OF MASTER TRAINER

- i. The master trainers refer to all those system users including System Administrator, Data Administrator, Network Administrator, Managers and other end users specified by the client. The list of Master Trainers will be provided by the client one week before the trainings begins.
- ii. The Developer must provide a sufficiently detailed training plan before the start of training to PMMA. The plan should contain an indicative list of resources that would be allocated from the Developer's side.
- iii. The SDV shall provide the necessary infrastructure for the training at a suitable location in Thimphu.
- iv. The PMMA shall be responsible for identifying the master trainers and other trainees.
- v. The training will be conducted for 10-15 days as required and decided by PMMA in consultation with SDV. The training should not take more than 1 month.
- vi. The trainees must be provided with training materials/manuals that would cover all the facets of the software and installation. The trainees must also be provided with other training aids and tools, which would help them to receive proper trainings and better understand the system modules and usage.
- vii. The Developer will provide adequate training to the System Administrators, Data Administrators or Managers from PMMA on system deployment & operation, server and system configuration and installation, backup services, Directory Management, security requirements, and other necessary technical services, which will enable them to use the system for timely and accurate production of required information within their area of authority and responsibility.
- viii. A minimum of two representatives from each division of PMMA will be trained as master trainers on the usage and operation of the System.
- ix. The deployment of two/three developers from PMMA for the project will also be part of training of master trainers. The SDV must actively involve them in all the phases of system development, so that there will be better transfer of technology

and build in-house capacity to manage small corrections at later stage.

x. On completion of the training, the master trainers and Users will be performing a rigorous test on the system and submit their observation(s). The observations will cover the following topics:

- Comments on the training - lecture, coverage, materials & lab sessions;
- Comments on User Interface and suggestions for betterment;
- Comments on operational flow;
- Response time of the system;
- Bugs encountered and error management facilities;
- Data validation and security measures; and
- Documentations

xi. The PMMA would review the above feedbacks and direct the Developer to take necessary corrections or remedies. Based on the observations/comments made by the training participants, should the PMMA feel that the training is not satisfactory or not adequately covered, then the Developer is liable for providing additional trainings.

ANNEXURE III - CHANGE REQUEST CONTRACT (CRC)

i. If there is a major change(s) in the requirements of the system, the Developer must provide post implementation support under a Change Request Contract for 1 year from the date of acceptance of the software package by PMMA

ii. The Change Request is completely need based and payments are made only based on the major changes agreed between the parties.

iii. The Developer must use all reasonable efforts to study the requirements of the system thoroughly during the initial implementation period.

iv. The Developer shall not entertain frequent changes in the system from the client, once the requirements are finalized, which will adversely affect the project completion date and delay the project. However, the changes that come through the change management shall be executed by the Developer under the terms and conditions of Change Request Contract (CRC).

v. Whenever there are major new requirements due to change in the procedures/guidelines of the PMMA, the client will ask for additional requirements through a Change Request Document.

The work involved in the change request and the cost will be worked out by both clients and Developer and a cost will be agreed within the framework of the Change Request Contract (CRC).

vi. The CRC will be initiated, if the change is considered major, bringing in a major impact on the database or adds more input screens.

vii. The minor modifications of fields within an existing screen or changes having minor or no impact on the database will be handled as specified in the Warranty Support. The minor changes will not be handled by Change Management Contract.

viii. The CRC will also be initiated, if the Client decides to introduce any new technologies in replacement of the Solution or along with the Solution, due to advancement of the technologies, as may deem necessary for the system by the Developer Such CRC will occur, provided that the above work scope is not being covered under the license agreement.

ix. The provider will be in binding to carry out the Change Request Contract made by the client for 3 years after the acceptance of the system by the PMMA. An agreement will be signed for this contract.

ANNEXURE V: CHECKLIST OF PROJECT DELIVERABLES

1. The vendor must propose a full functional ready to use solution called PIMS –PMMA Integrated Management System.
2. The proposed system must be a Webbased School Management that includes all the system software from Operating System, Database, Application server, and all related applications.
3. The proposed system must be a centralized system, developed single programming language, able to manage multiple departments.
4. The proposed system must be able to run in the cloud computing and existing Local Area Network (LAN) environment of PMMA. (Loaded in the HCI Server)
5. The vendor shall install in the HCI server.
6. The system provider shall provide one (1) year technical support after project implementation.
7. The proposed system must be designed to accommodate client access inside and outside the university network.
8. The proposed project must use all open-source systems including operating system, SQL database, webserver, application server, and programming tools.

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| <ol style="list-style-type: none"> 9. The application must run on latest Linux Operating System. 10. The programming language must be in PHP. 11. Database must be MySQL Sever, including all applicable license required. 12. The proposed system must be accessible using Windows, MAC, Linux clients and any other web browsers available in the market such as Firefox, Google Chrome, Netscape, Opera, Safari, etc. 13. The proposed system must satisfy the detailed requirements as shown in the accompanying document entitled. “Detailed Technical Specifications of the PMMA- Information Management System”. However, any report and system module features that may be identified in the future must be incorporated at no cost to PIMS –PMMA Integrated Management System within the contract period. 14. There are unlimited numbers of users (administration, support, faculty, and students). 15. The System must be integrated in the Existing Learning Management System 16. During receipt and opening of bids, the bidder must demonstrate a customized working version of the systems and explain each function. 17. The winning provider/bidder will provide copy of the system’s Source Code to the PMMA as a requirement for final acceptance. 18. System Must be load in the On Premises server 19. User and Administrator Manuals for the system including Online Help 20. Training of trainers / Knowledge Transfer with Certifications 21. Any other relevant documents, supporting software, etc. | |
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Procurement of system for Development of PMMA INFORMATION MANAGEMENT SYSTEM.

1. Admission System
2. Registration/Enrollment System
3. Academic Financial Management System
4. Academic Management Information System
5. Midshipmen Affairs Information's System
6. Shipboard Training Information System
7. Alumni Tracker Registry Information System
8. Human Resource Management System
9. Records Management System
10. Inventory and Assets Management System
11. Financial Management System
12. Library Management Information System
13. E-Library
14. Research Management System
15. Graduate Schools
16. Grading System Management
17. Cashier Management
18. Scholarship Management
19. Reports Management
20. Admin and Security Management
21. Block Chain Certification System
22. Mobile Application System (Learning Management System)
23. Smart ID /RFID
24. Mobile Application System
25. Shipboard Training Information System (Electronic Training Record Book)

SERVER – HCI INFRASTRUCTURE

- CPU 2*Intel Xeon Silver 4210R 2.4G, 10C/20T, 128G (32G*4) Memory, 12*3.5in disk slots, 2*128G OS disks (configured with RAID1), 6*GE+2*10GE, no cache disk or data disk - 2 unit
- 4TB 7200RPM 3.5" SATA HDD (Enterprise). - 6 pcs
- 960GB SSD Intel S4600 3D NAND TLC SSD 2.5", SATA 3.0 6Gbps - 2 pcs
- SFP+ 10GE Multimode Optical Transceiver, for short distance transmission (850nm, 300M). - 2 pcs
- LC-LC, Multi mode, 3 meters. - 4
- Superdog USB Key for license activation, one key per cluster, please do specify the quantity, mandatory item - 4 pcs

Hyper Converge Infrastructure for 2 Nodes with CPD

- Server virtualization, HA, DRS, Automated Hot Add, Backup, Clone, ... - 4

- Network virtualization, Distributed Firewall, Drawable topology, Visualized network, aSwitch, aRouter... - 4

- Storage Virtualization, 2-3 copies, SSD read and write acceleration, Data locality - 4

- CDP main software engine, mandatory for CDP function, one per cluster, CDP can be enabled for 5 VMs by default with this license Activated - 1

Hyper Converge Infrastructure and Services

- Software license subscription & upgrade, upgrade license included for 3 years, CTI technical support 7*24 for 3 years - 1

- Repair and maintenance within warranty, RTF service 3 years - 1

- Onsite technical support for installation per node, including 2 VMs migration - 2

NETWORK SWITCHES

- 28 10/100/1000BASE-T ports, 4 100/1000BASE-X SFP ports (combo), 4 1G/10GBASE-X SFP+ ports, 2 extension slots, 2 modular power slots, required to purchase at least 1 power module - 1

- 1-port QSFP+ stacking module (stacking module for QSFP+ BASE-X ports, only for stacking between S5750C-H Series) - 4

- 40G QSFP+ optical stack cable (included both side transceivers) for S5750-H Series, S6220 Series, S8600E Series and N18000 Series Switches, 5 meters - 2

- 10GBASE-SR, SFP+ transceiver, MM (850nm, 300m, LC) - 8

- 1000BASE-GT mini GBIC transceiver - 8

- AC power module, 70W power budget, for RG-S5750C-28GT4XS-H - 4

- Battery Backup - 1

- •UPS ,6KVA 0.9PF 220Vac (New Segment Code(colar screen),USB/RS232 Communication,with PDU interface,E panelRight,801 small card slot) -

- •Battery Box, RTII-BR 20009,±120VdcBlack fine grain, (with 20pcs 9AH/12V battery) -

SERVER - HCI INFRASTRUCTURE

- Rapid Deployment
- Low cost of ownership
- Centralized Management
- Plug and play. Full Compatibility
- Auto-adaptive LMS specs adjustment with Intellisense to address business-traffic spike.
- Automatic hardware failover with IntelliSense to host failure
- Automated LMS data reconstruction with Intellisense to fix any file corruption
- Non-disruptive LMS host expansion with IntelliSense to computing power consumption

Structured Cabling and Installation

- 6units of 24G POE Ports with 4 fiber Port Switch
- Vendor must adopt in the existing network infrastructure
- Can run 4-5 applications simultaneously

Breakdown of System Development**Admissions System****a. Application System****b. Examination Management System****c. Medical Information System****d. Proby Management System**

1. Allows students to apply online applicant login page
2. Online login page linked to Academy website verification page
3. Verify the identity of the applicant online application form
4. allow students to fill-up the online application form personal data capture
5. Entrance Examination
6. Birthday, address, contact numbers family info capture – parents, siblings
educational background capture schools attended primary, secondary, tertiary
7. confirmation page / ensure that the application is complete
8. applicant status show if the student is accepted, waitlisted or denied
9. Allow admission to accept applicants online Admission Module
10. This module should store applicant's master data
11. Manage Applicants
12. Applicant List
13. Application Processing
14. Exam List – list of all exams
15. Exam Score – exam score
16. Interview – encode the texts of interview
17. Document submission monitoring - applicants

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| <ul style="list-style-type: none"> 18. Application number generation automatically generates number for the applicants Application per semester 19. accepts the applicant if all criteria are met 20. Approval status shows the status of the applicant 21. Admission reports 22. Medical System linked to registration system 23. Data capture linked to academy requirements 24. Neuro examination results 25. Blood Chem and other medical fields 26. Allows admission staffs to review and approve applicants online 27. Sends acceptance letter/message to applicants <p>Registration/Enrollment System</p> <ul style="list-style-type: none"> a. Student Information System b. Online Payment System <ul style="list-style-type: none"> 1. Course Management – add and edit course 2. Topics Management – add and edit Topics 3. Curriculum Management – add and edit curriculum 4. Pre-requisite Setup – set pre-requisite and co-requisite for each Course 5. Automated Advising – strictly follow curriculum pre-requisite 6. Course/Section Offering – add and edit section offering 7. Registration – direct register or enroll students 8. Slot Monitoring – check the slots available for enrollment 9. Student Enrollment – activates/deactivates enrollment 10. Student Schedule – shows student’s schedule 11. Section Merging – merge two section 12. Dissolve Section – dissolve section with low enrollment count 13. Pre-enrollment Procedures – setup system for enrollment 14. Class Schedule Conflicts – display and prevent schedule conflict 15. Time/Room Conflicts – display and prevent time/room conflicts 16. Add Subject – add or enroll subject by the registrar 17. Drop Subject – drop a subject by the registrar 18. Withdraw Subject – withdraw subject by the registrar 19. Change Section – change section already enrolled 20. Change Subject – change subject already enrolled 21. Manage New Students – applicants, returnees, transferees 22. Override Functions – override the student enrollment 23. Room Schedules – display room schedules in graphics form 24. UNIFAST | |
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Academic Financial Management System**a. Assessment and Billing System****b. Scholarship Management System**

1. Curriculum Versions – supports multiple curriculum versions
2. Class List – show or print class lists
3. Grading Periods – enter grading period
4. Grading Sheet – encoding grades
5. Grades Deficiency – grades deficiency
6. Faculty Loads – faculty load
7. Student Population – number of students
8. Transcript of Records – transcript of records
9. Student Evaluation – evaluation of students for graduation

10. College/Department Name – college/ department names

11. Building & Room Listings – building and rooms listing

12. Student Grades – show students grades
13. Student Accounts – shows students credit/debits accounts

14. Student Discounts – setup discount
15. Class Schedules – set class schedules
16. Student Profile Management – comprehensive student profile management
17. Student List – master list of students, old, current, and new students
18. Student Equivalents Setup – subject equivalent setup
19. Student Year Level – auto promote year level based on school policy
20. Student Academic Status – manage status such as regular, irregular, probation, warning
21. Graduates – evaluate and manage graduating Students
22. GPA Computation – compute average, grades, Per term, year and all
23. List of Inactive Students – list of all students that are not active anymore
24. Evaluation Report of Transferees – evaluation of transferees, crediting of grades
25. Enrollment Breakdown – number of enrollments Per subject, section, curriculum
26. List of Graduating Students – list of graduating students

27. Grade Sheet – display sample grading sheet
28. Revised Curriculum – print the new curriculum

Academic Management Information System**a. Learning Management System**

<p>b. Faculty Management System</p> <p>c. Attendance Tracking System</p> <p>d. Graduate School</p> <ol style="list-style-type: none"> 1. Faculty Load – show faculty load 2. Faculty Class List – show class list of current load 3. Messaging – communicate with students, faculty members, deans, registrar 4. Faculty Profile – edit personal profile 5. Grading Sheet – entering grades 6. Grades Deficiency – grades deficiency 7. Academic Calendar – academic calendar 8. Formative examination and assessment 9. Summative examination and assessment for courses 10. Validation examination system for shipboard training 11. Use of Practical site or laboratory equipment 12. Supports component grades, quizzes, recitation, etc. 13. Conformant of Degree 14. Question Banking 15. Competency Framework Achievement 16. Gamified System unlocking <p>Midshipmen Affairs Information System</p> <ol style="list-style-type: none"> 1. Monitoring of status of the students inside and outside campus 2. Leadership monitoring 3. Survey systems and aptitude 4. Tracking of merits and demerits 5. Penalty monitoring system under regimental rules and regulations 6. Link to registration system 7. Link to academics operations 8. Link to Management Information system <p>Shipboard Training Information System</p> <ol style="list-style-type: none"> 1. Selection process 2. Training requirements 3. Shipboard monitoring 4. Post evaluation 5. Announcement, Notifications and reminders 6. Embarkation 7. Workshop Skills categories <p>Electronic Training Record Book - ETRB</p> <ol style="list-style-type: none"> 1. Selection process 2. Training requirements 3. Shipboard monitoring 4. Post evaluation 5. Announcement, Notifications and reminders 6. Embarkation 	
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7. Workshop Skills categories

Alumni Tracker Registry Information System

8. Student Evaluation – self-evaluation by the students
9. Determine Progress/year Level – automatic promotion to next year level
10. Determine Graduate Eligibility – check if the student is eligible for graduation
11. Tracer program of the career outcomes of the graduates of PMMA
12. Data capture and filtration of collected Data
13. Big Data Analytics for generation of statistics of the Tracer Program

Human and Resource Management Information System

- a. Attendance Management
- b. Employee Information Management
- c. Payroll Management
- d. Appraisal System
- e. Ranking/Promotion Management
- f. Application Management

1. Attendance management of employees
2. RFID cards system or Face recognition attendance system to prevent hamster touch
3. Historical data for employees
4. Payroll link to Financial System based on attendance management
5. Appraisal and system for career development
6. Ranking and Promotion Management
7. Application management for job matching and opening

Records Management System

1. A system that will maintain and manage all important files and records
2. Records Archiving
3. Disposals
4. Document Creation
5. Document Tracking

Inventory and Assets Management System

Plan Maintenance system

1. Tracks PMMA assets and inventory throughout their lifecycle
2. Ensures assets are regularly inspected, maintained and repaired
3. Tracks asset performance and utilization
4. Includes asset procurement, asset upgrades, and asset disposal processes
5. Tracks inventory levels

6. Executed with the help of inventory management software

7. Inventory forecasts and purchases

8. Scheduling of Maintenance requirements

9. Compiles material and equipment history

Financial Management System

1. Mandatory Fees – mandatory fees

2. Laboratory Fees – library fees

3. Energy Fees – energy fees

4. Tuition Fee Per Unit – Tuition fee per unit

5. Fee(s) Per Subject – fee(s) per subject

6. Management of Fees add and remove fees

7. View Fees – view fees for verification

8. Payment Modes – payment modes

9. Accounts Receivable – accounts receivable

10. Multiple Scholarships – multiple scholarship

11. Chart of Accounts - chart of accounts configuration

12. Scholarship – manage scholarships

13. Change Mode of Payment – Change Mode of cash or installment

Library Management Information System

E-Library

1. books will be catalogued by title, subject, author and date of publishing.

2. records the name, id and password of each user which helps movement

3. the location of any book at any point of time can be tracked. misplaced or missing

4. to acquire new books and add them digitally. irrelevant and outdated books

5. bar-coding to give specific identification to each book

6. barcode scanning to read the barcode easily using rfid sensors

7. search function to enable both the librarian and the members to search books

8. web based library management system software linked to LMS

9. self-management to check in and check out books by oneself

Research Management System

1. Compiled all research projects

2. Published books and copyrighted Instructional Packages shall

3. Journal of Maritime Research

4. Academy Frontier newsletter

Grading System Management

1. Multiple Grade Format

2. Quizzes – enter grades for quizzes, recitation, class standing, etc.
3. Exams – enter grades for exams, long test
4. Final Grade Computation – automatic final grade computation
5. Final Grade Editing – change the final computed grade to “final” final grade
6. Percentage Settings – flexible setup of percentage For quiz or exam
7. Grading Sheet Submission – controls the submission Schedule of grades

Cashier Management

1. Student List – student list
2. Scholarship – process scholarships
3. Discounts – process discounts
4. Subject Reservation – accepts payment only for reserved or enrolled subjects
5. Reservation for Next Semester – reservation for next semester
6. Apply Reservation as Payment – apply reservation as payment
7. OR Series Setup – ranges of OR numbers that can be used by the cashier
8. List OR – List OR that have been used
9. Receive Payment – accept payment
10. Payment Summary – payment summary
11. Payment Details – payment details
12. Payment Distribution – distribute payment according to tuition, misc, and others
13. Printing of Receipts – printing of receipts
14. Reprinting of Receipts – reprinting of receipts
15. Payment Cash, Credit Card, Check – form of payments cash, credit card or check
16. Debit-Credit Entry – Debit – Credit Entry
17. Generate Promissory Notes – generate promissory notes
18. Billing Statement – prints billing statements
19. Bouncing Check – bouncing check
20. Control No. – control no.
21. Partial Payment – partial payment
22. Cancellation of OR – cancellation of OR
23. Change Mode of Payment – routine that enable to change mode of payment
24. Online Payment Support
25. Over the Counter Bank Payment – supports over the counter landbank payment
26. Bank Report Processing – upload and process payments thru banks

Reports Management

1. CHED E-Form B/C 2002 - CHED E-Form B/C 2002
2. CHED Form A1-2002 - CHED Form A1-2002
3. CHED ICT Form NO 1 - CHED ICT Form NO. 1
4. CHED E-Form E7 (Faculty Data) - CHED E-Form E7 (Faculty Data)
5. CHED Form F 2002 (Indicators) - CHED Form F 2002 (Indicators)
6. CHED Form B (Curricular Program Profile) – CHED Form B (Curricular Program Profile)
7. School Calendar – school calendar
8. Enrollment List for all Programs – enrollment list for all programs
9. Addendum for Enrollment List – addendum for enrollment list
10. UNIFAST

Block Chain Certification System

1. Tamper-proof document issuance
2. Verification system using QR Code
3. Portal system of issuance and verification
4. Integrated with the LMS and learners information system
5. Supports unlimited number and level of users (administration, technical support, and focal staff)
6. Ready gate way for e-payment upon issuance of Certificates

Mobile Application System

1. Manage Scholarships
2. Manage Discounts
3. Guidance Counseling
4. Disciplinary Records
5. Health Records
6. Self-Service Module – This module facilitates Online records of students
7. Online Payment – pay online
8. Online Enrollment – enroll online
9. Section Offering – view sections being offered
10. Student Accounts – historical transactions of all students
11. Online Messaging
12. Students Profile – edit personal profile
13. Online Grades
14. Online Schedules
15. Academic Calendar – shows academic calendar

Mobile Application System (Learning Management System)

1. Learners can still access content through Application

2. Progress through their Learning application
3. Reminders and Notifications
4. Available in google play or app store
5. PMMA logo must be the branded App
6. Automatic login via QR Code and site finer enable for learners to switch effortlessly from desktop to mobile learning

Smart ID /RFID

1. ensures authentication of the user using tap systems
2. stores the digital signature of the student
3. linked to the whole data base infrastructure of the academy
4. linked to attendance system of the academy
5. QR Code with Blockchain Credential system for Cadet Registration
6. Requirements for IATF Tracer Program

Administration And Security Tool

1. Configuration – system configuration page
2. User Accounts – create users and set access rights
3. Module Control – control access per module
4. Access Control – access control per Department, course
5. Academic Calendar – display school calendar
6. Messaging – internal email like communication tool
7. User Groups – registrar, deans, cashier
8. Secured Access – lock sensitive module to workstations

Part II. ONLINE BRIDGE AND ENGINE ROOM SIMULATOR

General Specifications

Students shall be able to train using the simulators anytime – anywhere

Access the simulation through the use of Academy’s personal computers or the use of student’s laptop.

Must be able to run on Windows 10 with google chrome web browsers

The instructor must be able to manage the simulations for planning, assignment, and the student’s performance

Must be a cloud – based system

The software must be able to add and manage the student’s account in the portal through the use of time slot booking

The software shall be able to allow the instructors manage simulation models and exercise

The system shall be readily available for download and installation the personal computers

The software shall be able to monitor the licenses used by the student

Review the assessments of the completed exercises

Continued updating of versions and compatibility of software of content shall be part of the offer of the bidder.

The system must be able to run on a single platform for the management of the simulation covering both engine and deck required task.

A readily made set of exercises and assessment shall be accessible in the system complete with documentary requirements based on CHED – MARINA.

The provider must have an experience of installation in the Philippines of at least 6 months or more.

The provide eLearning simulations with emphasis on the specifications stated in Item 2 – 3

The provider shall provide an instructor station software for the design and development of the exercises and assessment which shall be installed in the Academy’s hardware.

- o Navigation Simulator Software with Instructor Function

- o ME Engine Model with Instructor Function

- Steam Turbine Simulator with Instructor Function

Online Radar Simulator

- The radar application must be designed to comply with the IMO Model Course 1.07 - Radar Navigation, Radar Plotting and Use of ARPA and the IMO Model course 1.08 - Radar, ARPA, Bridge Teamwork and Search and Rescue.

- o Basic theory and operational principles of a marine radar system

- o Radar setting and operation

- o Using radar to ensure safe navigation

- o Manual radar plotting

- o Operation of ARPA or radar target tracking (TT) and AIS reporting functions

- o Application of COLREGs when using radar

- Use of Radar in Search and Rescue (SAR)

- The Instructor Software must have the following features:

- o At least 18 ship models areas

- o At least 5 exercise areas

- o Instrumentation

- § RADAR with ARPA

- § Throttle

- § Steering system

- § Autopilot

- § Heading monitor

- § Speed log

Electronic ME Engine Simulator

- The model is based on real engine data which makes the dynamic behavior of the simulator close to the response of a real engine. The electrical power plant includes three (3) diesel generators. The steam plant includes two auxiliary oil-fired boilers as well as a composite boiler.

- The engine room simulator can be interfaced to the Kongsberg bridge simulator corresponding model. Control room operator stations with software mimics and panels, electrical switchboard mimic and panels, local control engine room mimics and bridge control and steering panels are included.

- The simulated engine room system must have the following:

- o Integrated Automation System incl.
- o Power Management
- o Auxiliary Machinery Control
- o Ballast Monitoring and Control
- o Cargo Monitoring
- o Alarm Handling
- o Trend System
- o Vessel Performance Monitor
- o Sankey Diagram
- o Main Engine Control System including Bridge, ECR and local control
- o 3 x Diesel Generators
- o Emergency Generator
- o Power Distribution
- o Steering Gear System
- o Stern Tube System
- o Main Engine Cylinder Monitoring
- o Cylinder Indication Diagrams (Pressure/Angle, Pressure/Volume)
- o Main Engine Hybrid Scrubber (Sox) and Exhaust Gas Recirculation System (NOx)
- o ME FO Supply System
- o FO Bunker, Settling and Service System
- o HFO Separators
- o LO Service and Transfer System, incl ME Alpha Lubricator

- o LO Separators
- o FW Cooling System
- o SW Cooling System
- o FW System with FW Generator
- o Compressed Air System with 3 start r compressors
- o Service Air System with one service r compressor
- o 2 x Steam Boilers including Aux Boiler Control System
- o Composite Boiler
- o 3 x Cargo Oil Turbines
- o Fire SW System
- o Fire Detection System
- o Water Mist System
- o Air Ventilation System for Engine Room and Engine Control Room
- o Ballast Water System including Ballast Water Treatment System

- o Bilge Water System incl Bilge Water Separator
 - o Sewage Treatment System
 - o Incinerator System
 - o Inert Gas System
 - o Marine Growth Protection System and Impressed Current Cathodic Protection System
 - o Mooring Winch
- Provision Refrigeration System
Gas Turbine Simulator

- The provider shall be able to provide a simulator that can simulates two gas turbines units. Each of these units can be connected to either an electric load or a water-brake via reduction gears. Hence the load can be changed with: Operation at constant speed when using the electric load, or Operation using the water brake at either the propeller law (Power

Speed 3) or power as a function of both speed and torque.

- o FO Supply System
- o GT 1 and 2 LO System
- o GT 1 and 2 Starting/Ignition System
- o GT 1 and 2 Fuel System
- o GT 1 and 2 Vent. Fire Extinguishing
- o GT 1 and 2 Load System
- o GT 1 and 2 Speed Controller
- o GT Status
- o GT 1 and 2 Local Operating Panel 1 and 2

Pen Recorder

Steam Turbine Simulator

- The Steam Dual Fuel Dual Boiler Steam Propulsion model simulates a Liquid Natural Gas (LNG) with two boiler systems with a compounded double reduction geared steam turbine connected to a fixed pitch propeller. The model shall be based on a real steam plant that makes the dynamic behavior of the simulator very close to real engine response. The electrical power plant includes two diesel generators and two turbo generators. The steam plant includes two boilers capable of running on Boil-Off Gas, MDO or HFO, condensate and fuel system. Control room operator station and panels, bridge and steering panels are included.

- The simulator shall have the following features:

- o Fuel Oil Service System
- o Boil Off Gas Supply System
- o Boiler 1 and 2, Fuel Supply, Burner System, Air/Flue Gas System, Heating Surface and Water/Steam System
- o Main Turbine Throttle Control, Drain/Heat System, Gland Sealing and LO Systems
- o Ship Propulsion/Load
- o Main Condenser System

<ul style="list-style-type: none"> o Condensate Feed System o High Pressure Feed System o Boiler Feed Water Pumps o Back Pressure Steam System o Boiler Steam Lines o Boiler Steam Dump System o General Service Steam System o Sea Water Cooled Distiller o Condensate Cooled Distiller o Electric Power Plant o Turbo Generators o Remote Panel, Main Turbine, Boiler 1 and 2 Control and Burners o Boiler 1 and 2 Feed Water Control, Combustion Control, Temperature Control o Steam Plant Overview <p>To include the following:</p> <ol style="list-style-type: none"> 1) Training and Certification of Instructors 2) Local Technical Support Technical support 3) Unit upgrade specifications 4) Upgradable Software built in the system 5) Included Design and Development and Assessment aligned to CHED MARINA Requirements 	
<p><i>Part III. E-LEARNING</i></p> <p>Training Content Products (16 licenses) - Generic titles online (75 E-learning titles)</p> <p>- Software Product and Services</p> <ul style="list-style-type: none"> - OCEAN learning platform <ul style="list-style-type: none"> - online administration - phone / email support - central database reporting tools - basic reporting - scheduling reports / statistics <ul style="list-style-type: none"> - compliance view requirement tools - basic matrix - individual requirements - scheduling of requirements - Training APP <ul style="list-style-type: none"> - Online library - Offline library bulletins - Company Notice (fleet circulars) - Document Manager (qualification scans) <p>Standard Maritime eLearning Content off the Shelf (16 Licenses) 1 license can accommodate 50 users therefore 16 licenses will be providing to 800 cadets.</p> <ol style="list-style-type: none"> 1. Personal Safety - Subscription 2. Ship General Safety - Subscription 3. ISM Code - Subscription 	

4. Steering gear, Operation - Subscription
5. Operation of generators - Subscription
6. Introduction to navigation - Subscription
7. Pumps and Pumping Operations - Subscription
8. Introduction to MARPOL - Subscription
9. International collision regulations - Subscription
10. Permit to work - Procedures and principles - Subscription

11. SOPEP - Your role - Subscription
12. Mooring - Safe handling and good practice - Subscription

13. Sewage treatment systems - Subscription
14. Garbage and waste management - Subscription
15. Enclosed space entry - Hazard awareness and preparations for entry - Subscription
16. Lockout tagout - Subscription
17. Fixed firefighting systems for engine rooms - Subscription

18. Pilot Ladders - Subscription
19. Chemicals in the engine room - Subscription
20. Electric Shock - Subscription
21. Back to basics - Engine room rounds, part one - Subscription
22. Back to basics - Engine room rounds, part two - Subscription
23. Seafarers' Mental health and wellbeing - Subscription
24. Tanker operations I - Subscription
25. Tanker operations II - Subscription
26. H2S Hydrogen Sulphide awareness - Subscription
27. Liquid cargo properties - Subscription
28. Gas carrier- Basic principles - Subscription
29. Ship general safety - Subscription
30. Slips, trips and falls - Subscription
31. Eye protection - Subscription
32. Hearing protection - Subscription
33. Workshop Safety - Subscription
34. Hand tool safety - Subscription
35. Hot work - Subscription
36. Mooring, Safe handling and good practice - Subscription
37. Portable Fire Extinguishers - Subscription
38. Use of PPE - Subscription

Custom Built eLearning

The Modules shall be custom built based on the equipment and resources of the academy. This shall involve interactive learning materials through the use of 3D Renders, animation and gamification

Electrical Modules

1. Basic Electrical Concepts - Perpetual
2. Electrical Hazards and Safety - Perpetual
3. Series and Parallel Circuit - Perpetual

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| <ul style="list-style-type: none"> 4. Interpreting Electrical Schematics - Perpetual 5. Open and Short Circuit Faults - Perpetual 6. Measuring Instruments - Perpetual 7. Conductors, Insulators and Cables - Perpetual 8. Marine Electrochemistry and Batteries - Perpetual 9. Magmatism and Electromagnetic Circuits - Perpetual 10. Alternating and Direct Current - Perpetual 11. Maritime Lightning - Perpetual Electronic Modules 12. Semi-conductors - Perpetual 13. Diodes - Perpetual 14. Transistors - Perpetual 15. Thyristors - Perpetual 16. Integrated Circuits - Perpetual 17. Optoelectronic Devices - Perpetual Maritime Electrical and Electronic Maintenance 18. Shipboard Electrical Distribution Systems - Perpetual 19. Paralleling of Generators - Perpetual 20. Fault Protection - Perpetual 21. High Voltage System - Perpetual 22. Electrical Survey and Vetting - Perpetual Hydraulics - Perpetual 23. Hydraulic Fundamentals - Perpetual 24. Hydraulics used onboard Ships - Perpetual Pneumatics - Perpetual 25. Fundamentals Pneumatics - Perpetual 26. Pneumatics used onboard Ships - Perpetual Automation - Perpetual 27. Basic Control Engineering - Perpetual 28. Process Control Engineering - Perpetual 29. Automation onboard ships - Perpetual Workshop Skills - Perpetual 30. Machine Shop Safety - Perpetual 31. Measuring Instruments - Perpetual 32. Hand Tools - Perpetual 33. Power Tools - Perpetual 34. Machine Tools - Perpetual Basic Training - Perpetual 35. Lifeboat - Perpetual 36. Life Saving Equipment - Perpetual 37. Free Fall Lifeboats - Perpetual | |
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SMART E-Blackboard (w/ Movable Floor TV Stand TV Bracket
Carts Mount) (3 Set)

Surface Treatment: Toughened multiple touch nano touch glass
(Anti-glare)

outline size: 1287 x 87.8 x 813 mm

Panel size: 65"

Viewable Area: 1649.7(H) x 927.9(V) mm

Pixel Pitch: 0.4296 x 0.4296 mm

Resolution: 3840 x 2160 (R.G.B)

Brightness: 400cd/m²

Contrast ratio: 1400:1

Response Time: 8 ms (Type on/off)

COLOR SUPPORT: 16.7M

Backlight: LED

lifespan: >50000 hours

Built-in speaker: 10W + 10W

Motherboard model: OPS NM70

Processor: INTEL CORE i5 3Gen

Memory: DDRIII 4GB

Storage: 128GB SSD

PC connector: USB*4, RJ45, VGA, HDMI, AUDIO, MIC IN

Extend connector: USB *3 (PC*2, touch*1), HDMI INPUT

Ethernet: 100/1000 mbps

WIFI: DUAL BAND (2.4G/5.2G)

OS: WIN7 + Android, dual system

TOUCH GLASS: 10 POINTS

TOUCH Accuracy: 32768 x 32768

VOLTage: AC 100-240V; 50/60 HZ

Accessories: 3mm power adapter, wall mounted kit, IC card,
warranty card

Orientation and trainings to End Users, Deans and Faculty

***Section VIII. Checklist of Technical and
Financial Documents***

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
Or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
And
- (c) 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;
And
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
and
- (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- (m) Original of duly signed and accomplished Financial Bid Form; **and**
- (n) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- (o) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

BIDDING FORMS

Contract Agreement Form for the Procurement of Goods (Revised)
[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Price Schedule for Goods Offered from Abroad

[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date : _____
 Project Identification No. : _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount	Purpose of Commission or gratuity
---------------------------	--------	-----------------------------------

(if none, state “None”)]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

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

BID SECURING DECLARATION **Project Identification No.: *[Insert number]***

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID

This is to certify that _____ (company) _____ has the following completed contracts for the past Ten (10) years.

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Date of Delivery	Date of End-User's Acceptance/ Official Receipt/ Sales Invoice	Amount of Completed Contract	Bidder is: A) Manufacturer B) Supplier C) Distributor

Name and Signature of
Authorized Representative

Date

*Instructions:

- a) Cut-off date as of:
 - (i) **Up to the day before the deadline of** submission of bids.
- b) **In the column under "Dates", indicate the dates of Delivery/ End-user's Acceptance and Official Receipt.**
- c) **"Name of Contract". Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand. Example: "Supply and Delivery of Generator Set"**

Note:

Please attached the following supporting documents:

- a. *End-user/s Letter of Acceptance*
- b. *Notice to Proceed*
- c. *Letter of Award*
- d. *Contract/Purchase Order*
- e. *Delivery Receipt/Sales Invoice*

STATEMENT OF ONGOING GOVERNMENT& PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

Business Name: _____

Business Address: _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Date of Delivery	Date of End-User's Acceptance/ Official Receipt/ Sales Invoice	Amount of Contract	Value of Outstanding Contracts	Bidder is: A) Manufacturer B) Supplier C) Distributor
GOVERNMENT									
PRIVATE									

Name and Signature of Authorized Representative

Date

***Instructions:**

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of:
 - i. **The day before the deadline of** submission of bids.
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
- d) **"Name of Contract". Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations. Example: "Supply and Delivery of Generator Set"**

Note: Please attached the following supporting documents:

- a. *Notice to Proceed*
- b. *Letter of Award*
- c. *Contract*

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:
 NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

NFCC = P _____

Or

Commitment from a licensed bank to extend to it a credit line if awarded the contract or a cash deposit certificate in the amount of at least 10% of the proposed project to bid.

Name of Bank: _____ Amount: _____

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

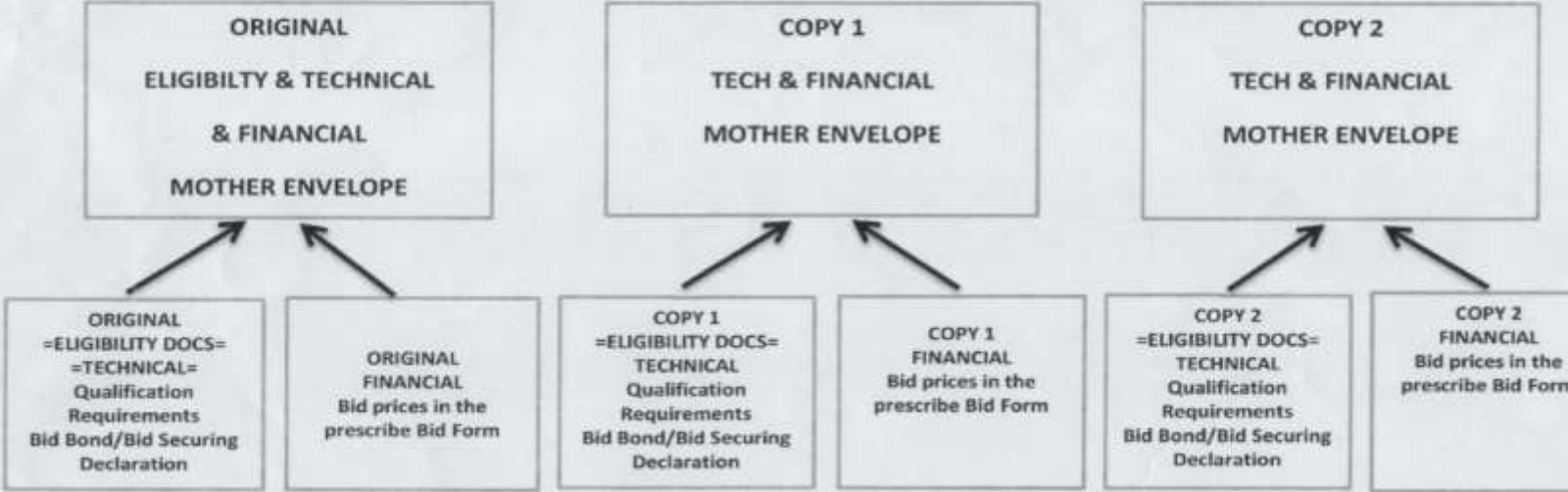
Name of Supplier/Distributor/Manufacturer

 Signature of Authorized Representative
 Date: _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint venture shall submit the above requirements.

SAMPLE ENVELOPE TECHNICAL & FINANCIAL



Note: All envelope must be sealed and signed.

