

COMPLIANCE WITH 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)
1	Procurement of One (1) Lot Software Subscriptions of DOST-ASTI	One (1) Lot	One (1) Lot	<p>a. Testrail Professional Cloud Subscription - Activation period shall be made by April 2023.</p> <p>b. GPT-3 Davinci Subscription - Activation period should be made on or before 22 February 2023.</p> <p>c. Subscription to Online Graphic Design Software - Activation period shall be made within thirty (30) calendar days upon issuance of Notice to Proceed (NTP).</p> <p>d. Subscription to Online Collaborative Whiteboard Platform and Wireframing Tool - Activation period shall be made within thirty (30) calendar days upon issuance of NTP.</p> <p>e. Subscription to a Runtime Engine and Test Execution Add-on of Katalon Studio - Activation period shall be made within thirty (30) calendar days upon issuance of NTP.</p> <p>f. Subscription to Cloud-based Cross-browser Testing Tool for Different OS and Mobile Devices - Activation period shall be made within thirty (30) calendar days upon issuance of NTP</p>
2	PCB Design Commercial License	Two (2) License	Two (2) License	Fifteen (15) calendar days upon issuance of NTP
3	Project Management Tool	One (1) Lot	One (1) Lot	Five (5) calendar days upon issuance of NTP

This is to certify that we hereby commit to comply and deliver all the above.

Name of the Representative of the Bidder: _____

Position: _____

Name of the Bidder: _____

COMPLIANCE WITH TECHNICAL SPECIFICATIONS

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.

ITEM NO.	SPECIFICATION	STATEMENT OF COMPLIANCE
1	PROCUREMENT OF ONE LOT SOFTWARE SUBSCRIPTIONS FOR THE DOST-ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE	
	1. GENERAL OVERVIEW	
	1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply and delivery of one (1) lot software subscriptions. Said software subscriptions and their respective budgets are as follows:	
	1.1.1. Testrail Professional Cloud Subscription (Renewal of Existing Subscription) - P605,000.00	
	1.1.2. GPT-3 Davinci Subscription (Renewal of Existing Subscription) - P330,000.00	
	1.1.3. Subscription to Online Graphic Design Software - P11,000.00	
	1.1.4. Subscription to Online Collaborative Whiteboard Platform and Wireframing Tool - P264,000.00	
	1.1.5. Subscription to a Runtime Engine and Test Execution Add-on of Katalon Studio - P132,000.00	
	1.1.6. Subscription to Cloud-based Cross-browser Testing Tool for Different OS and Mobile Devices - P264,000.00	
	1.2. The technical specifications indicated herein are minimum requirements, unless otherwise specified.	
	2. TECHNICAL SPECIFICATIONS	
	2.1. Renewal of existing Testrail Professional Cloud subscription	
	2.1.1. The supplier should provide a consumable balance usable by fifteen accounts for a period of twelve (12) months	
	2.1.2. Should have a comprehensive test case management available on cloud	
	2.1.3. With project-level administration	
	2.1.4. With progress monitoring	
	2.1.5. Has customizable forms for test case writing	
	2.1.6. Allows organization of test cases in test suites	
	2.1.7. Can execute test run and record test results	
	2.2. Renewal of existing GPT-3 Davinci	
	2.2.1. The supplier should provide a total of 50 million tokens for a period of twelve (12) months	
	2.2.2. Twenty-five (25) million tokens per account	

	2.2.3. Can understand and generate natural language	
	2.3. Subscription to online graphic design software	
	2.3.1. Twelve (12) month-subscription for 5 users	
	2.3.2. With millions of templates for different formats such as presentations, custom prints, images, and videos, social media, cards and invitations	
	2.3.3. Allows team collaboration with approval workflows, activity logging, assign tasks and roles	
	2.3.4. Can create dedicated folders for specific projects	
	2.3.5. Can organize a branding kit for a certain project	
	2.3.6. Can plan designs using a Calendar feature	
	2.3.7. Can set which elements can team edit and lock templates	
	2.3.8. Generate team reports and insights	
	2.3.9. With 1 TB cloud storage	
	2.4. Subscription to online collaborative whiteboard platform and wireframing tool	
	2.4.1. Twelve (12) month-subscription for 30 users	
	2.4.2. Unlimited editable boards	
	2.4.3. Can invite unlimited number of collaborators of public boards without sign-in required	
	2.4.4. Can use, build, and share custom templates	
	2.4.5. Can create individual and team boards and share private boards when ready	
	2.4.6. Can run collaborative estimation sessions on sticky notes, Miro Cards and Jira Cards	
	2.5. Subscription to a runtime engine and test execution add-on of Katalon Studio	
	2.5.1. Twelve (12) month-subscription only	
	2.5.2. One license usable across multiple machines	
	2.5.3. Allows test automation in CLI mode	
	2.5.4. Can be used for scheduling tests, integrating with CI/CD system, or running tests in virtual containers	
	2.6. Subscription to cloud-based cross-browser testing tool for different OS and mobile devices	
	2.6.1. Twelve (12) month-subscription for a team of 10 users	
	2.6.2. Can be used across thousands of Real iOS & Android Device Units	
	2.6.3. Can perform test across mobile browsers including Chrome, Firefox, Safari, and Edge	
	2.6.4. Offers proprietary mobile dev tools for quick debugging	
	2.6.5. With localhost, staging and private website testing across devices	
	2.6.6. With over 15 data centers across the globe for high availability	
	3. TECHNICAL SUPPORT SERVICES	
	3.1. Technical support should be available at least 8 hrs from Monday to Friday	
	3.2. End-user must be able to request technical support by phone, email, or ticketing system	
	4. DELIVERY AND PAYMENT TERMS	
	4.1. Supplier/External Provider must submit a breakdown of price quotations for each software subscription	

	following the corresponding budget provided in Section 1.1.	
	4.2. Activation of the software subscriptions are as follows:	
	4.2.1. Testrail Professional Cloud Subscription (Renewal of Existing Subscription) - Activation period shall be made by April 2023.	
	4.2.2. GPT-3 Davinci Subscription (Renewal of Existing Subscription) - Activation period should be made on or before 22 February 2023.	
	4.2.3. Subscription to Online Graphic Design Software - Activation period shall be made within 30 calendar days upon release of Notice to Proceed (NTP).	
	4.2.4. Subscription to Online Collaborative Whiteboard Platform and Wireframing Tool - Activation period shall be made within 30 calendar days upon release of NTP.	
	4.2.5. Subscription to a Runtime Engine and Test Execution Add-on of Katalon Studio - Activation period shall be made within 30 calendar days upon release of NTP.	
	4.2.6. Subscription to Cloud-based Cross-browser Testing Tool for Different OS and Mobile Devices - Activation period shall be made within 30 calendar days upon release of NTP.	
2	PCB DESIGN COMMERCIAL LICENSE SUBSCRIPTION	
	1. GENERAL	
	1.1. The Advanced Science and Technology Institute (DOST-ASTI) seeks qualified and competent bidders for PCB Designer Commercial term-based license Subscription which is a vital tool in the operations of the EPIIC Garage in delivering goods and services to clients.	
	1.2. The above software subscription is necessary for the continuous use of the tool as the EPIIC GARAGE engages with research and development activities that involve Electronics Designing Solutions for EPIC Clients.	
	1.3. Duration of License Subscription: Twelve (12) months	
	1.4. The contract's approved budget includes all applicable government taxes and services charges.	
	1.5. The Bidder shall supply all items with the specifications equal to or better than as shown below.	
	2. FUNCTIONAL REQUIREMENTS	
	2.1. Basic Specifications:	
	2.1.1. License Type: Private Server	
	2.1.2. Usage Type: Commercial Single Site	
	2.1.3. Software Subscription: One (1) year (including upgrade, updates & online software support)	
	2.2. Technical Specifications:	
	2.2.1. PCB and electronic design automation software package	
	2.2.2. With four (4) main features: schematic capture, 3D PCB design, FPGA development and release/data management	
	2.2.3. With hierarchical schematic and design reuse in one (1) cohesive user interface.	

	2.2.4. Create and search for components with the most-up-to-date pricing and availability from certified suppliers.	
	2.2.5. Verify design with built-in mixed analog/ digital circuit simulation (analyze pre- and post-layout signal and DC power delivery).	
	2.2.6. Easily maneuver objects on the board layout with controlled component placement and create layer stack templates for reuse.	
	2.2.7. Define and modify rigid-flex layer stacks using electrical checking and synchronization of multi-board connections.	
	2.2.8. Route complex topologies with user-guided, constraint-driven routing automation.	
	2.2.9. Simplify MCAD collaboration through integrated electrical and mechanical domains with native 3D PCB editing.	
	2.2.10. Generate fabrication and assembly outputs faster with multi-process executions and seamless, streamlined documentation.	
	2.2.11. Compare documentation changes and revisions using Work-In-Progress data management views and version control.	
	2.3. Features:	
	2.3.1. DXP Platform: Software integration platform with a consistent GUI for all supporting editors and viewers. Design insight for document preview, release management, compiler, file management, version control interface, and scripting engine.	
	2.4. Schematic	
	2.4.1. Viewer: Open, view, and print schematic documents and libraries	
	2.4.2. Editing: All schematic and schematic library, schematic library documents	
	2.4.3. Soft Design Editing: All schematic and schematic library editing capabilities (except in PCB Projects and Free Documents), netlist generation.	
	2.5. CAM File	
	2.5.1. Viewer: Open CAM, manufacturing (Gerber, Drill Drawing, ODB++) and mechanical files	
	2.5.2. Importer (Gerber, ODB++): Import CAM and Mechanical Files	
	2.5.3. Editor (Gerber, ODB++): Panellise, NC route definition, DRC, export CAM and mechanical files, Netlist extraction, import and reverse-engineering	
	2.6. Import/Export: Supports import and/or export of designs and library data created in other design tools platforms (such as OrCAD, Allegro, Expedition, PADS, xDx Designer, Cadstar, Eagle, P-CAD, Protel, etc.).	
	2.7. Library Management: Unified library management based on a single data source for all component models and linked data including 3D models, data sheets, and supplier links. Single point of contact for version control and external project management systems.	
	2.8. Ability to read, edit and publish design data to a centralized server which secures storage and enables re-release of data as distinctly separate revisions	

	(essentially tracking design changes over time, without overwriting any previously released data).	
	2.9. Includes support for: component models, pricing and availability data, managed sheets, and sub-circuits, complete projects, and fabrication/assembly files.	
	2.10. Simulation - Mixed Signal: SPICE extension that provides additional C language code models to support analog behavioral modeling and co-simulation of digital components through a fast event-driven algorithm	
	2.11. Compatible with simulation technology that offers a single, unified design environment for both simulation and PCB design.	
	2.12. Signal Integrity	
	2.12.1. Schematic Level: Pre-layout signal integrity analysis (includes a full analysis engine and uses defaults for PCB parameters)	
	2.12.2. Layout Level: Post-layout signal integrity analysis supports reflection and crosstalk analysis.	
	2.13. PCB	
	2.13.1. Viewer: Open, view, and print PCB documents. Additionally view and navigate 3D PCBs.	
	2.13.2. Board Definition and Rules: Place/edit objects on mechanical layers, design rules for high-speed design, user-definable layer stack, design transfer from schematic, position components, real-time manufacturing rule checking.	
	2.13.3. Native 3D PCB Viewing and Editing: A realistic and 3D rendered view of the board includes MCAD-ECAD support with direct linking for STEP models and real-time clearance checking, view configurations for both 2D and 3D, editing of board shape and component models in 3D, 3D measurements for all primitives and texture mapping of 2D/3D PCB models.	
	2.14. Layout: High productivity PCB layout editor, support for customizable polygons, board cut-outs, real-time rule checking, design re-use, auto-dimensioning, with intuitive and efficient user interface.	
	2.15. Interactive & Guided Routing: Interactive, guided routing (Push and Shove, Hugging, and Auto-Complete modes), differential pairs, interactive/auto-placement, pin/part swapping, track glossing, and obstacle avoidance during drag operations.	
	2.16. Manufacturing File Outputs: Multiple output publishing allows the consolidation of multiple outputs into a single media type for better data management.	
	2.16.1. Publish to PDF/A, print or web with a controlled view of a project's history and dependencies.	
	2.16.2. Generate Gerber, NC Drill, ODB++, 3D video animations, and STEP files.	
	2.17. Advanced Layer Stack Management: Ability to define multiple, complex layer stacks in a single design with different layer stack sections in different regions of the PCB, allowing for embedded components and rigid-flex arrangements.	
	2.18. Support for Rigid-Flex Design: Complete system for designing flex and rigid-flex PCBs. The ability to define and characterize multiple PCB bending	

	lines in a design. Full 3D folded and unfolded viewing and clearance design rule checking. Ability to export folded or partially folded 3D STEP models of a board for MCAD collaboration.	
	2.19. Embedded Components: Support embedding discrete components within the PCB stack-up. Embedding components within a PCB can improve reliability, increase performance, provide significant space and save weight.	
	2.20. Documentation Tool: Create complete documentation for fabrication and assembly in the design workspace. Includes linked PCB design and documentation data, customizable templates, intuitive mark-up tools, and customizable drawing views.	
	3. TECHNICAL SUPPORT	
	3.1. License Subscription offered must have real-time support, user communities, comprehensive product documentation, training videos, and a knowledge base of targeted solutions for common user experiences.	
	3.2. Technical support must be available 24/5 in all time zone.	
	3.3. Response Time For Ticket/Issue: Average of Five (5) Hours upon End-user raise of Issue/Ticket.	
	3.4. Resolution time For Ticket/Issue: Average of Six (6) Days upon End-user raise of Issue/Ticket.	
	4. WARRANTY	
	4.1. Access to online software features supports, version upgrades, new releases, bug fixes, and critical security patches must be made available for one (1) year from the date of user acceptance.	
	5. DELIVERY AND PAYMENT TERMS	
	5.1. The winning bidder is required to deliver the items within fifteen (15) calendar days upon issuance of Notice to Proceed (NTP).	
	5.2. Price must be inclusive of government taxes and other charges.	
	5.3. Payment shall only be made upon certification/acceptance of the end-user that the goods have been delivered in accordance with the terms of this contract.	
3	PROJECT MANAGEMENT TOOL	
	1. General	
	1.1. The Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the Supply and Delivery of one (1) Lot of one (1) year license-based subscription to online project management tool with powerful, intuitive drag and drop UI capable gantt chart timeline maker feature.	
	1.1.1. Extension of ASTI's existing Ganttpro licenses.	
	1.2. The specifications written herein are of minimum requirements, unless otherwise stated.	
	1.3. Number of licenses: 15	
	1.4. Duration: Twelve months	
	2. Features	

	2.1. Plan Views	
	2.1.1. Gantt chart - quick and functional way to plan, schedule, manage, and assign all of your project tasks with the drag & drop simplicity.	
	2.1.2. Grid view - instant view of all task parameters in one place. Easily keep information about personal and team assignments at hand, with the quick access.	
	2.1.3. Board view	
	2.1.4. Portfolio view - gives an additional way to manage your project's tasks. With the drag & drop features that allows managing statuses, priorities, and assignees quickly and browsing all required information.	
	2.2. Task Management	
	2.2.1. Bulk/multiple changes	
	2.2.2. Project customization	
	2.2.3. Task color customization	
	2.2.4. Wide filter options	
	2.2.5. Task prioritization	
	2.3. Collaboration	
	2.3.1. Attachments - can attach files to your tasks to fully cover your workflow. Attachment can be added from your desktop or Google Drive	
	2.3.2. Comments and mentions - user receive immediate notifications	
	2.3.3. Notifications - enables email and push notifications.	
	2.3.4. Real-time data synchronization - allows all team members to stay updated and track the current state of the project.	
	2.4. Import, Export, and Sharing	
	2.4.1. Allows import of projects at least from Excel, MS Project and JIRA cloud	
	2.4.2. Allows export of charts to at least PNG, PDF, XML or Excel format	
	2.4.3. Allows sharing of plans with stakeholders, clients and anyone else through a public URL	
	2.5. Team and Resources Management	
	2.5.1. Resource types	
	2.5.2. Log actions	
	2.5.3. Multiple assignee	
	2.5.4. Permissions	
	2.5.5. Personal calendar	
	2.5.6. Team members	
	2.5.7. Virtual resources	
	2.5.8. Workload	
	2.6. Time Management	
	2.6.1. Deadlines	
	2.6.2. Duration and estimation	
	2.6.3. Task time tracker	
	2.6.4. Time log report	
	2.7. Templates	
	2.7.1. Custom templates	
	2.7.2. Pre-configured templates	
	2.7.3. Reusable blocs of tasks	
	2.8. Budget Tracking	
	2.8.1. Resource types	

	2.8.2. Actual cost	
	2.8.3. Cost based on duration, resource type, and value	
	2.8.4. Project budget	
	3. Technical Support Service	
	3.1. Technical support service must be available 9 hours per day, Monday to Friday (including holidays), during business hours, 9-6PM Philippines Standard Time (UTC+8).	
	3.2. End-user must be able to request technical support by phone, email, or through a website.	
	3.3. Response Time: 8 business hours and updates every 5 business days for high severity issues that incur serious degradation to application performance or functionality.	
	4. Warranty Service	
	4.1. Access to software features, supports, version upgrades, new releases, bugfixes, and critical security patches must be made available for one (1) year from the date of user acceptance.	
	5. Notes:	
	5.1. The service must be delivered within five (5) calendar days upon issuance of Notice to Proceed (NTP).	
	5.2. Administrator account information will be provided by the end-user prior to activation.	
	5.3. The price of the bid must be inclusive of government tax.	
	5.4. Charging: GAA - arQ 2.0	

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 and Currency	Purpose of Commission or gratuity
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_____	_____	_____
_____	_____	_____

(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: _____

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 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]

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]

Performance Securing Declaration (Revised)
[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

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

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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

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

[Jurat]

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

Single Largest Completed Contract

Within three (3) years from the date of submission of bids which is similar in nature and the amount of which should be equivalent to at least fifty percent (50%) of the ABC.

Please fill out the required information below:

1	Name of Contract :	
2	Date of Contract :	
3	Contract Duration :	
4	Owner's Name :	
5	Owner's Address :	
6	Kinds of Good / Services :	
7	Amount of Completed Contract/s:	
8	Date of Delivery :	
9	Official Receipt / Sales Invoice No. :	

NOTE:

The bidder shall:

1. For #7, the amount of the completed contracts can be adjusted by the Bidder to the current prices using PSA's consumer price index, if necessary, for the purpose of meeting the SLCC Requirement.
2. It is required for the Bidder to submit **one** of the following documents:
 - a. Official Receipt;
 - b. Sales Invoice; or
 - c. Statement of End-user's Acceptance with Contract Amount.

Choose only **one** to submit, not all.

3. For #9, indicate the Official Receipt or Sales Invoice No. of the supporting document attached, for easier reference. If the Bidder opts to submit a statement of end-user's acceptance, indicate not applicable.

Computation of Net Financial Contracting Capacity

This is to certify that our **Net Financial Contracting Capacity (NFCC)** is **Philippine Pesos** _____ (_____ PhP) which is at least equal to the Approved Budget for the Contract (ABC). The amount 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.

Issued this _____ day of _____, 2023.

NOTES:

1. The values of the bidder's current assets and current liabilities be based on the latest Audited Financial Statements which includes the data submitted to BIR through its Electronic Filing and Payment System.
2. Value of all outstanding or uncompleted contracts refers those listed in your Statement of All its Ongoing Government and Private Contracts.
3. The detailed computation using the required formula must be shown as provided above.

Statement of Ongoing Government and Private Contracts

Example:

No.	Contract Name	Contract Date & Contract Duration	Owner's name & address	Kinds of Goods / Services	Amount of Contract	Value of Outstanding Contract	Date of Delivery	Government or Private ("G" or "P")
1	XYZ Plan	01 Jan 2017, 5 Years	Juan Dela Cruz, Quezon City	Subscription Service	P99,000,000.00	P38,000,000.00	02 Jan 2017	G
Total Value of All Outstanding Contracts: P38,000,000.00								

No.	Contract Name	Contract Date & Contract Duration	Owner's name & address	Kinds of Goods / Services	Amount of Contract	Value of Outstanding Contracts	Date of Delivery	Government or Private ("G" or "P")
1								
2								
3								
4								

Total Value of All Outstanding Contracts:

NOTE: Supporting documents are not required.

Service Level Agreement for the Supply and Delivery of Various Office Productivity Tools

1. Introduction

- 1.1. This Agreement represents a Service Level Agreement (“SLA” or “Agreement”) between **<insert Company Name>** (herein referred to as “Service Provider”) and the **Advanced Science and Technology Institute (herein referred to as “DOST-ASTI”)** for the provisioning of IT services required to support and sustain their supplied product or service (“System”).
- 1.2. This Agreement shall be in effect for _____ or until the SLA is renegotiated after the date of end-user acceptance is determined.
- 1.3. This Agreement shall be for the following software subscription/s: **(insert software subscription/s)**

2. Service Agreement

- 2.1. The following detailed service parameters are the responsibility of the Service Provider in the ongoing support of this Agreement:
 - 2.1.1. Manned telephone, online video call support;
 - 2.1.2. Monitored email support;
 - 2.1.3. Remote assistance using remote desktop technology and a Virtual Private Network (VPN) where available; and

3. Service Management

- 3.1. Service Support Channels
 - 3.1.1. In the event that a software failure should develop during the ongoing support of this Agreement, and qualified technicians of DOST-ASTI cannot resolve it, the DOST-ASTI must in the first instance contact **<Name of Company>** support services, either:
 - 3.1.1.1. By telephone, cellphone on **<telephone-number>**; or
 - 3.1.1.2. By video call on **<video call services account>**; or
 - 3.1.1.3. By creating a new online Support Ticket at **<URL>**; or
 - 3.1.1.4. By email at **<email-address>**.
 - 3.1.2. The qualified technician of the DOST-ASTI will have the following information and materials ready when reaching out to the technical support team:
 - 3.1.2.1. The registered account user/s of the software subscriptions exhibiting a problem;
 - 3.1.2.2. The version of the operating System currently being used;
 - 3.1.2.3. The type of error message that appears when the fault occurs, work activity performed when the error occurred, and the procedure/steps attempted to solve the problem;
 - 3.1.2.4. Access to the System; and
 - 3.1.2.5. In the event that the problem or fault is not resolved remotely, the Service Provider must dispatch a service technician to attend the System on location to diagnose and, in its sole discretion, repair and/or reinstall the System, in accordance with the terms set out below.
- 3.2. Service Availability

- 3.2.1. Effective support of in-scope services is a result of maintaining consistent service levels. The following sections provide relevant details on service availability, monitoring of in-scope services and related components:
 - 3.2.1.1. Telephone support: 9:00 A.M. to 5:00 P.M. Monday – Friday (except official holidays)
 - 3.2.1.1.1. Calls received out of office hours will be forwarded to a mobile phone and best efforts will be made to answer / action the call.
 - 3.2.1.2. Email support: Monitored 9:00 A.M. to 5:00 P.M. Monday – Friday (except official holidays)
 - 3.2.1.2.1. Emails received outside of office hours will be collected and addressed on the next business day.
 - 3.2.1.3. Onsite assistance guaranteed within 72 hours during the business week
 - 3.2.1.3.1. If the attendance of a service technician was insufficient to determine a resolution to the problem or fault, the Service Provider must indicate, through any representation, a definitive timeline of the repair or replacement required to restore the System to normal operations to the DOST-ASTI.

3.3. Service Requests

- 3.3.1. In support of services outlined in this Agreement, the Service Provider will respond to service-related incidents and/or requests submitted by the DOST-ASTI within the following time frames:
 - 3.3.1.1. Zero (0) to eight (8) hours (during business hours) for issues classified as High priority severity level;
 - 3.3.1.2. Within forty-eight (48) hours for issues classified as Medium priority;
 - 3.3.1.3. Within five (5) working days for issues classified as Low priority; and

Severity Level	Definition
High Priority	Complete loss of user productivity
Medium Priority	Issue does not significantly impact current user productivity
Low	Issue requires minor investigation or monitoring; Request for training or information

- 3.3.2. Remote assistance or on-site service will be provided in line with the above timescales dependent on the priority of the support request.

4. Repair and Replacement

- 4.1. Standard and Extended Limited Warranty
 - 4.1.1. The Service Provider guarantees that the registered account users are entitled to software updates access to online resource repositories provided by the software subscriptions during the duration of this Agreement.

Conforme:

Name:
Title:

Company Name:

Date: