



Republic of the Philippines  
Department of Health

## CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

Name of the Procuring Entity: **Department of Health**

Name of the Project: **Procurement of Service Provider for Hosting and Maintenance of ASEAN Website**

**SVP No. 2022-007-A**

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Name of Company

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Address

Please submit your lowest price quotation on the lot listed below, stating the shortest time of delivery duly signed by your Representative not later than **01 June 2022; 9:00 A.M. at the Ground Floor, Bldg. No. 6, Department of Health, San Lazaro Compound, Sta. Cruz, Manila:**

Lot No.	Item Description	Qty.	Unit	Total ABC (PhP)
1	Service Provider for Hosting and Maintenance of ASEAN Website	1	lot	500,000.00

Your quotation is subject to the following General Conditions:

- Price validity shall be for a period of Ninety (90) calendar days from the Opening of Bids.**
- Delivery period/Contract Duration:** The maximum project duration shall be for a period of twelve (12) months from the issuance of approved Notice to Proceed (NTP).
- DELIVERY SITE:** Knowledge Management and Information Technology Service (KMITS) Bldg. 9, DOH, San Lazaro Compound, Sta. Cruz, Manila.
- Bidders are entitled to one (1) bid only; otherwise, all bids made shall automatically be rejected.**
- The prospective bidder shall submit three (3) sets of the original certified as such by the bidder or his duly authorized signatory the following requirements arranged, numbered and tabbed in one sealed envelope as enumerated below:**

a) Duly accomplished and signed Price Quotation, inclusive of all taxes;

b) Duly accomplished and signed Technical Specifications;

Note: In case of award, kindly send a soft copy of the technical specification being offered (in "Word" and PDF" format) to this email address: **[cobacbsecretariat@doh.gov.ph](mailto:cobacbsecretariat@doh.gov.ph)**

c) Duly signed Schedule of Requirements;

d) PhilGEPS Registration Number;

e) Mayor's/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 (2016 Revised IRR of RA No. 9184) together with the corresponding copy of receipt of payments of the said permit.

*In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, Acceptability of the recently expired Mayor's or Business permits and the Official Receipt as proof that the Bidder has applied and paid for the renewal of the permit ; Provided that, the current and valid Mayor's or Business Permit as renewed, will be submitted by the bidder with the LCRB after the award of contract but before payment (GPPB Circular No. 09-2020)*

- f) Latest Annual Income Tax/Business Tax Return also refers to Value Added Tax (VAT) or Percentage Tax Return covering the previous six (6) months;
- g) Omnibus Sworn Statement (Refer to the attached forms); and
- h) Duly notarized authority of the signatory, whichever is applicable:
  - 1. Secretary's Certificate (i.e. Corporation; Joint Venture Agreement); or
  - 2. Special Power of Attorney (i.e Sole Proprietorship; Partnership); or
  - 3. In case the signatory is the sole proprietor, copy of the DTI Certificate of Registration

**Acceptability of Unnotarized Omnibus Sworn Statement and Authority of the Signatory subject to compliance therewith after award of contract but before payment, for procurement activities during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the PE or of the Bidder. (GPPB Resolution No. 09-2020)**

**NOTE:** Bidders may submit their bid proposal on or before **01 June 2022, 9:00 AM** to the COBAC-B Secretariat through any of the following options:

- 1. **Preferably**, in printed copy to be submitted at the *G/F, Bldg. No. 6, Department of Health, San Lazaro Compound, Sta. Cruz, Manila*; or
- 2. In soft copy via e-mail to **cobacbsecretariat@doh.gov.ph** provided that it complies with the following condition:
  - i. It should be in a clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format, and shall be in password protected Bidding Documents in compressed archive folders *pursuant to GPPB Resolution No. 09-2020 and Section 25.1 of the 2016 Revised IRR of RA No. 9184*;
  - ii. A generated bid receipt page or email acknowledgement indicating the time of submission must be secured and printed as a reference;
  - iii. The documentary requirements are arranged accordingly based on the Eligibility Checklist using the standard file name indicated therein.
  - iv. *For electronic bid submission, the password for accessing the Bidding Documents will be disclosed by the Bidders only during the*

*actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology. (GPPB Resolution No. 09-2020 and Section 29 of the 2016 IRR of RA No. 9184)*

The BAC shall open the bid envelopes using a non-discretionary “pass/fail” criterion. *In case of electronic bid submission, Bidding Documents not in compressed archive folders and are not password protected, shall be rejected. However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, as required in the Request for Quotation, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or improperly compressed or password-protected folder, or for its premature opening. (GPPB Resolution No. 09-2020 and Section 25.9 of the 2016 IRR of RA 9184)*

Further, once the Community Quarantine is lifted or the Bidder is determined as the Single/Lowest Calculated and Responsive Quotation, whichever comes first, the Bidder shall submit three (3) sets of printed copies of the eligibility documents, certified as such by the bidder or his duly authorized representative.

6. Pursuant to Section 62.1 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 a warranty security shall be required from the contract awarded for a minimum period of One (1) year, in case of Non-Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.

The Obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, after the consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been full met.

**Please use the attached Price Quotation, Technical Specifications, Schedule of Requirements, Sworn Statement and Authority of the Signatory Forms.**

**Sgd.**

**MAYLENE M. BELTRAN, MPA, CESO III**

Assistant Secretary of Health

COBAC-B Chairperson

## PRICE QUOTATION

**PROCUREMENT OF SERVICE PROVIDER FOR HOSTING AND MAINTENANCE  
OF ASEAN HEALTHCARE WEBSITE  
SVP NO. 2022-007-A**

<b>Lot No.</b>	<b>Item Description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Bid Price (PhP)</b>
1	Service Provider for Hosting and Maintenance of ASEAN Website	1	Lot	

- All price offered (unit price and total bid price) must be type or written indelible ink.
- Bids will be valid until *Ninety (90) calendar days from the Opening of Bids.*

After having carefully read and accepted your conditions, I / We quote you on the item/s at prices noted above.

\_\_\_\_\_  
Signature over Printed Name  
*[date of signing]*

In the capacity of:

Duly authorized to sign bid for and on behalf of:

*[Title or other appropriate designation]*

*[Name of Company]*

*[Complete office address]*

*[Telephone No./Facsimile No.]*

*[Official Email Address]*

## *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.

<b>Lot No.</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Total ABC (PhP)</b>	<b>Delivery Site</b>	<b>Delivery Schedule, on months</b>
1	Service Provider for Hosting and Maintenance of ASEAN Website	1	lot	500,000.00	Knowledge Management and Information Technology Service (KMITS) Bldg. 9 DOH, San Lazaro Compound, Sta. Cruz, Manila.	Maximum project duration of Twelve (12) months from the issuance of the approved Notice to Proceed (NTP).

**\*Please include the attached Terms of Reference with signature of the authorized representative as part of the submission of the bid proposal.**

\_\_\_\_\_  
Signature over Printed Name  
*[date of signing]*

In the capacity of:

Duly authorized to sign bid for and on behalf of:

*[Title or other appropriate designation]*

*[Name of Company]*

*[Complete office address]*

*[Telephone No./Facsimile No.]*

*[Official Email Address]*

# TERMS OF REFERENCE

	Project Title	Hosting and Maintenance of ASEAN Website
	Type of Service	Contract of Service
	TA Client	Department of Health – Knowledge Management and Information Technology Service
I.	Background or Rationale	<p>ASEAN Healthcare Services Website is a web based application which aims to provide comprehensive information for public users, especially ASEAN Healthcare Professionals related to licensing and registration rules for each of the MRA sub-sectors of medical, dental and nursing.</p> <p>This information is intended to facilitate coordination and collaboration among ASEAN member countries regarding healthcare professionals in accordance with Mutual Recognition Arrangements, e-health care services for ASEAN member states. Specifically, designed, developed, and implemented action lines on e-health care services on policies, and legal frameworks, regulation, research and development, capacity building and human resources, monitoring and evaluation, and collaboration and partnership. Information has been collected on a range of issues related to the requirements for the provision of professional services including:</p> <ul style="list-style-type: none"> <li>● General structure of the sub-sectors and their regulatory frameworks</li> <li>● General structure of the Professional Regulatory Authority of each AMS</li> <li>● Qualification requirements and procedures of each AMS</li> <li>● Registration and licensing requirements and procedures of each AMS</li> <li>● Regulations governing entry of persons providing professional services of each AMS</li> <li>● List of Recognised Basic and Specialist Qualifications/Institutions (foreign and local) of each AMS</li> <li>● Professional ethics of each AMS</li> <li>● Contact</li> <li>● Basic health and health personnel information of each AMS</li> <li>● Medical Dental and Nursing education system of each AMS</li> <li>● Health service system of each AMS</li> <li>● News and event</li> </ul> <p>The hosting of the website changes from every ASEAN country member every 5 years. The previous host nation was Indonesia, and now it is the Philippines turn to host this prestigious website. The Department of Health thru the Knowledge Management and Information Technology Service will be procuring a contract of service to host, maintain, and provide support for technical issues that are critical in the website implementation.</p>
II.	Objectives	<p><b>General Objective:</b> The main objective of the project is to hire a service provider to address technical support issues regarding the implementation and maintenance of the ASEAN Healthcare Website. The services will cover scheduled technical support, consulting on security and the general use of the Website.</p> <p><b>Specific Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Provide hosting and maintenance services for ASEAN Healthcare Website.</li> <li>2. Provide expert technical support for the ASEAN Healthcare Website in the production server.</li> <li>3. Provide assistance in troubleshooting and fixing bugs and errors.</li> <li>4. Provide website modifications/enhancements as needed by the end-user (DOH).</li> <li>5. Provide consultation and advice on application usage via telephone and/or email.</li> </ol>
III.	Scope of Services Work	<p>The service provider must provide the following Technical Support and Maintenance:</p> <p>A. <u>Provide Website Hosting (Microsoft Azure Cloud)</u></p> <ol style="list-style-type: none"> <li>a. Pay the subscription and renewal of the domain name (aseanhealthcare.org) for 12 months starting from the end of the existing renewal</li> <li>b. Implement the latest security available as of date.</li> <li>c. Ensure the accessibility of the website.</li> <li>d. Provide a detailed report for every downtime of the website.</li> <li>e. Backup of website and database.</li> </ol> <p>B. <u>Application Troubleshooting</u></p> <ol style="list-style-type: none"> <li>a. Ensure that the system/website was assessed for vulnerability and patches applied if needed.</li> <li>b. Ensure that the components needed for running the website and server e.g. (Apache, SQL) are up-to-date.</li> <li>c. Assistance in the identification of errors or issues</li> <li>d. Recommendations to resolve errors or issues.</li> <li>e. Delivery of bug fixes for application-related errors only for issues reported and which may actually be fixed within the first 11 months of the maintenance period. The 12<sup>th</sup> month shall cover the delivery and acceptance of all fixes for reported issues.</li> </ol>

f. Bugs shall be categorized by severity and dealt with following the Support Service Incident/Issue Classification Table below:

Severity Level	Definition	Service Commitment
1	<b>Critical – Service Affecting Defect.</b> Use of the Software has stopped or is severely impacted that Customer cannot reasonably continue working.	Report status (progress of rectification of the defect) every four hours. Work round-the-clock until problem has been resolved, or until a suitable workaround is implemented reducing service impact severity.
2	<b>Major Inconvenience - Serious Loss of Functionality</b> Important functionality is not operating properly, causing Customer to spend significant time and resources addressing the issue. (Example: Reporting tools have stopped working.)	Report status once daily. Work during normal business hours until problem is resolved, or until a suitable workaround is implemented reducing service impact severity.
3	<b>Causing Inconvenience –</b> Functionality is not operating in accordance with ordinary use and Customer must spend some time and expense dealing with the problem. User-Specific Defects.	Report status weekly as part of standard Weekly Incident/Issue Report. Work during normal business hours.
4	<b>Request for Information</b> Features/functionality available in current software version	Report status as part of the standard monthly support service report. Work during normal business hours.

C. Consultation and Assistance

- a. General advice on application usage covering functional scope and use cases.
- b. General review for application use cases not covered in the design documents.
- c. Primary medium of assistance will be via telephone and/or email during business hours;
- d. Minimal enhancement and customization of pages and systems requested by the end user, Contract of Service shall capacitate the administrators on the customization and enhancement if there's any.
- e. Daily backup of application and database. Contract of Service shall provide access to the end-user (DOH).
- f. Application of security patches for mysql, apache/IIS and php if found critical and will not have a major impact on the current functions of ASEAN Health Care Website. Service provider shall apply security patches on the server.

D. Abide by a Service Level Agreement (SLA) that it submitted

IV. Expected Outputs or Deliverables

The MINIMUM outputs or deliverables shall include the following during the Contract Execution Stage:

- a. Incident/Issue Classification Table below:

ACTIVITY #	SCOPE OF WORK	DELIVERABLES
1	Develop the Project Methodology and Design	Inception Report with work plan

		<p>2</p> <p>Conduct Comprehensive Maintenance, technical Support and remote assistance for the ASEAN Website</p> <p>Daily Backup of application and database</p> <p>Application of security patches for server, mysql, apache/IIS and php.</p>	<p>Monthly Accomplishment Report on Comprehensive Maintenance and Technical Support Conducted</p> <ul style="list-style-type: none"> <li>● Accomplishment report</li> <li>● Evaluation and assessment report</li> <li>● Uptime report</li> <li>● Security patches report</li> </ul> <p>Daily backup of application and database.</p> <p>Security patches on the server.</p>
		<p>3</p> <p>Website Hosting</p>	<p>*Azure hosted ASEAN healthcare website</p> <p>* SSL certified ASEAN healthcare website</p> <p>* Remote server access account</p> <p>* Subscription renewal of domain name</p>
		<p>4</p> <p>System Turnover</p>	<ul style="list-style-type: none"> <li>● Updated Source Codes</li> <li>● Updated functional and technical design documents</li> <li>● Database and software server configuration</li> <li>● Security patches report</li> <li>● Project Terminal Report</li> <li>● Bug Report Documentation</li> </ul>
		<p>Standard Requirements:</p> <ul style="list-style-type: none"> <li>▪ Technical outputs and/or system documentations shall conform to the standards, contents, and/or requirements of the Department of Health – Knowledge Management and Information Technology Service.</li> <li>▪ Five (5) hard copies and five (5) soft copies of the deliverables shall be provided.</li> </ul> <p>The DOH Technical Working Group assigned to the project shall issue Certificate of Acceptance for the required deliverables per scope of work</p>	
V.	Estimated Duration of Project	The maximum project duration is months (12) months from the issuance of the approved Notice to Proceed.	
VI.	Project Site	Project site will be at: Knowledge Management and Information Technology Service (KMITS) Building 9, Department of Health San Lazaro Compound, Rizal Avenue, Santa Cruz, Manila	
VII.	Implementation Arrangement, and Reporting and Communication Protocols	<p>A. All communications and reports must be addressed to:</p> <p><b>ENRIQUE A. TAYAG, PHSAE, FPSMID, CESO III</b>  Director IV  Knowledge Management and Information Technology Service  Department of Health  Bld. 9 San Lazaro Compound, Sta. Cruz, Manila  Tel. (02) 8651-7800 local 1928  Email address: eatayag@doh.gov.ph</p> <p><b>CHARITY L. TAN</b>  Chief, Knowledge Management Division (KMD)  Knowledge Management and Information Technology Service  Department of Health  Bldg. 9 San Lazaro Compound, Sta. Cruz, Manila  Tel. (02) 8651-7800 local 1910  Email address: cltan@doh.gov.ph</p> <p><b>KENNETH PIERRE B. QUIJALVO</b>  Information System Researcher I (KMD)  Knowledge Management and Information Technology Service  Department of Health</p>	



		<p>Bldg. 9 San Lazaro Compound, Sta. Cruz, Manila  Tel. (02) 8651-7800 local 1906  Email address: data@doh.gov.ph</p> <p>B. Project Management or Contract Administration Arrangement:  The Project Management shall be headed by the KMD Chief of KMITS who will provide clear direction and supervision in the project.</p> <p>C. Reporting obligations, notices, and approval process including minimum or essential reports' contents:  a. The Service Provider shall report to the Director of KMITS and the Chief of KMD. The KMD Chief will approve notices and acceptance of deliverables, activities and other related tasks.  b. The Service Provider shall have all its outputs presented to DOH-KMITS for approval.</p> <p>D. Ownership of outputs. All outputs of the project such as specifications, designs, reports, and other documents, materials, data and/or software developed by the Service Provider for the DOH shall become and remain the property of the DOH, and the Service Provider shall not later than upon termination or expiration of the Contract, deliver all outputs to the DOH, together with a detailed inventory thereof. The Service Provider may retain a copy of outputs but use of are subject to the approval of DOH.</p> <p>E. Copyright. "The Intellectual Property Rights in all System Software and General-Purpose Software and proprietary Materials or methodologies shall remain vested in the owner of such rights."</p> <p>F. Non-Disclosure Agreement. The Service Provider shall sign a Non-Disclosure Agreement to protect <i>information</i> that are confidential and/or sensitive information in which the loss of, misuse of, or unauthorized access to or modification can adversely affect the <i>national interest of the country, conduct of the DOH's programs, or the privacy</i> to which a Highly Technical Contract of Service is entitled.</p>
VIII.	Roles and Responsibilities, including Propriety Rights and Ownership	<ol style="list-style-type: none"> <li>1. <u>Knowledge Management and Information Technology Service (KMITS) – DOH shall:</u> <ol style="list-style-type: none"> <li>a. Oversee the overall conduct of activities, as well as the crafting of required deliverables as defined and agreed upon in the Contract.</li> <li>b. Be responsible for the timely provision of all resources, access, information, and decision making under its control which are necessary for the project and as identified in the Agreed Inception Report and/or Updated Project Plan, except where provision of such items is explicitly identified in the Contract as being the responsibility of the Service Provider. Delay by the concerned partner stakeholders may result in an appropriate extension of the time for operational acceptance or accomplishment/conclusion of the project as agreed by both parties.</li> <li>c. Designate appropriate staff to make all appropriate logistical arrangements, if necessary.</li> <li>d. Assume primary responsibility for the acceptance of deliverables or outputs.</li> <li>e. Make prompt reviews and revision of the work produced and presented by the Service Provider in the different phases of the works or services.</li> <li>f. Review and resolve issues, concerns and/or problems on project execution.</li> <li>g. Endorse payment of the Service Provider upon presentation of the Certificate of Acceptance of the required deliverables.</li> <li>h. Provide office space as may be required by the Service Provider.</li> <li>i. Photocopy and reproduce manuals and documentation, if necessary.</li> </ol> </li> <li>2. <u>The Service Provider shall:</u> <ol style="list-style-type: none"> <li>a. Conduct all activities with due care and diligence, in accordance with the Contract and Terms of Reference, and with the skill and care expected of a competent provider of the services required.</li> <li>b. Comply with all laws in force in the Philippines. The laws will include all national, provincial, municipal, or other laws that affect the performance of the Contract and are binding upon the Contract of Service. The Service Provider shall indemnify and hold harmless the DOH from and against any and all liabilities, damages, claims, fines, penalties, and expenses of whatever nature arising or resulting from the violation of such laws by the Service Provider or its personnel, including the subcontractors and their personnel. The Service Provider shall not indemnify the DOH to the extent that such liability, damage, claims, fines, penalties, and expenses were caused or contributed to by a fault of the DOH.</li> <li>c. Abide by all the terms and conditions stipulated in the project contract.</li> <li>d. Submit to the KMITS through the KMD Chief the final materials, reports and documents specified in the contract, terms of reference, and agreed upon during negotiation.</li> <li>e. Closely coordinate with KMD of DOH-KMITS technically, and with the KMD administratively for issues and concerns to ensure success of the activities.</li> <li>f. Copyright. All project outputs shall be the property of the DOH.</li> </ol> </li> </ol>

		The Service Provider will shoulder the venue, food, and materials, including incidental and miscellaneous expenses of all training/workshops, and special meetings arranged with key stakeholders.															
IX	Firm/Service Provider (SP) Capability/Expertise	<p>The following qualifications shall be required in evaluating the Service Provider:</p> <p>The Service Provider (Firm) shall have at least 5 years of experience, and with previous or on-going similar contract in website/system development.</p> <table border="1"> <tr> <td></td> <td>Project Manager / Team Leader</td> <td>Programmer</td> </tr> <tr> <td>Education</td> <td>Completion of a college degree related to Business / Computer / Systems / Process / Information Engineering / Information Technology, Systems / Software Development or other related course.</td> <td>Bachelor's degree related to Business / Computer / Systems / Process / Information Engineering / Information Technology, Systems / Software Development / Health Informatics or other related field with at least three (3) years similar experience</td> </tr> <tr> <td>Experience</td> <td>At least two (2) years working experience in website / system development</td> <td>At least two (2) years working experience in website / system development</td> </tr> <tr> <td>Skills / Competencies</td> <td>Project Management / Systems Analysis and Design, Software (Website) Development, Database design, System implementation, System enhancement, System Implementation</td> <td>with programming knowledge and skills on PHP Language, and MySQL Database Management, IIS, CodeIgniter and Server Administration with at least one year similar experience.</td> </tr> </table> <p>The Service Provider shall submit supporting documents as the basis for evaluating these qualifications, which include but not limited to:</p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. Curriculum vitae of key personnel/project team members</li> </ol>		Project Manager / Team Leader	Programmer	Education	Completion of a college degree related to Business / Computer / Systems / Process / Information Engineering / Information Technology, Systems / Software Development or other related course.	Bachelor's degree related to Business / Computer / Systems / Process / Information Engineering / Information Technology, Systems / Software Development / Health Informatics or other related field with at least three (3) years similar experience	Experience	At least two (2) years working experience in website / system development	At least two (2) years working experience in website / system development	Skills / Competencies	Project Management / Systems Analysis and Design, Software (Website) Development, Database design, System implementation, System enhancement, System Implementation	with programming knowledge and skills on PHP Language, and MySQL Database Management, IIS, CodeIgniter and Server Administration with at least one year similar experience.			
	Project Manager / Team Leader	Programmer															
Education	Completion of a college degree related to Business / Computer / Systems / Process / Information Engineering / Information Technology, Systems / Software Development or other related course.	Bachelor's degree related to Business / Computer / Systems / Process / Information Engineering / Information Technology, Systems / Software Development / Health Informatics or other related field with at least three (3) years similar experience															
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X.	Approved Budget	The financial proposal shall not exceed the Approved Budget for the Contract of Five Hundred Thousand Pesos (Php 500,000.00) for Twelve (12) Months inclusive of taxes. Those exceeding the ABC shall be automatically rejected.															
		<table border="1"> <thead> <tr> <th>PAYMENT #</th> <th>DELIVERABLES</th> <th>PERCENTAGE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Upon submission and acceptance of the outputs from activity # 1.</td> <td>10%</td> </tr> <tr> <td>2</td> <td>Upon submission and acceptance of the outputs from activities # 2 and 3.</td> <td>80% (Divided by number of quarters)</td> </tr> <tr> <td>3</td> <td>Upon submission and acceptance of the outputs from activities # 4.</td> <td>10%</td> </tr> <tr> <td>Total</td> <td></td> <td>100%</td> </tr> </tbody> </table>	PAYMENT #	DELIVERABLES	PERCENTAGE	1	Upon submission and acceptance of the outputs from activity # 1.	10%	2	Upon submission and acceptance of the outputs from activities # 2 and 3.	80% (Divided by number of quarters)	3	Upon submission and acceptance of the outputs from activities # 4.	10%	Total		100%
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3	Upon submission and acceptance of the outputs from activities # 4.	10%															
Total		100%															
XI.	Proposed Mode of Procurement	Small Value Procurement															
XII.	DPA Compliance and NDA	The contract of service shall submit a fully accomplished and notarized Non-Disclosure Agreement															

\_\_\_\_\_  
Signature over Printed Name  
*[date of signing]*

In the capacity of:  
Duly authorized to sign bid for and on behalf of:

*[Title or other appropriate designation]*  
*[Name of Company]*  
*[Complete office address]*  
*[Telephone No./Facsimile No.]*  
*[Official Email Address]*

# Technical Specifications

Republic of the Philippines Department of Health			
<b>TECHNICAL SPECIFICATIONS</b>			
Lot No. 1		Quantity	
Name of Manufacturer:		Country of Origin:	
ABC:			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
		<p><b>Bidders must state here either “Comply” or “Not Comply”</b> against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment/item offered. Statement 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.</p>	

\_\_\_\_\_  
 Signature over Printed Name  
*[date of signing]*

In the capacity of:  
 Duly authorized to sign bid for and on behalf of:

*[Title or other appropriate designation]*  
*[Name of Company]*  
*[Complete office address]*  
*[Telephone No./Facsimile No.]*  
*[Official Email Address]*

# Technical Specifications

Republic of the Philippines Department of Health		
<b>TECHNICAL SPECIFICATIONS</b>		
Lot No. 1	Service Provider for Hosting and Maintenance of ASEAN Healthcare Website	Qty/Unit: 1 Lot
Total ABC : <b>PhP500,000.00</b>		
<b>PURCHASER’S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>
<p><b>I. Technical Specifications</b></p> <p>The service provider must provide the following Technical Support and Maintenance:</p> <p><b>A. <u>Provide Website Hosting (Microsoft Azure Cloud)</u></b></p> <ol style="list-style-type: none"> <li>a. Pay the subscription and renewal of the domain name (aseanhealthcare.org) for 12 months starting from the end of the existing renewal.</li> <li>b. Implement the latest security available as of date.</li> <li>c. Ensure the accessibility of the website.</li> <li>d. Provide a detailed report for every downtime of the website.</li> <li>e. Back up of website and database.</li> </ol> <p><b>B. <u>Application Troubleshooting</u></b></p> <ol style="list-style-type: none"> <li>a. Ensure that the system/website was assessed for vulnerability and patches applied if needed.</li> <li>b. Ensure that the components needed for running the website and server e.g. (Apache, SQL) are up-to-date.</li> <li>c. Assistance in the identification of errors or issues.</li> <li>d. Recommendation to resolve errors or issues.</li> <li>e. Delivery of bug fixes for application-related errors only for issues reported and which may actually be fixed within the first 11 months of the maintenance period. The 12th month shall cover the delivery and acceptance of all fixes for reported issues.</li> <li>f. Bugs shall be categorized by severity and dealt with following the Support Service Incident/Issue Classification Table below:</li> </ol>		

Republic of the Philippines  
Department of Health

**TECHNICAL SPECIFICATIONS**

Lot No. 1	Service Provider for Hosting and Maintenance of ASEAN Healthcare Website	Qty/Unit: 1 Lot
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**Total ABC : PhP500,000.00**

<b>PURCHASER'S SPECIFICATION</b>	<b>STATEMENT OF COMPLIANCE</b>
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Severity Level	Definition	Service Commitment
1	<p><b>Critical – Service Affecting Defect.</b> Use of the Software has stopped or is severely impacted that Customer cannot reasonably continue working.</p>	Report status (progress of rectification of the defect) every four hours. Work round-the-clock until problem has been resolved, or until a suitable workaround is implemented reducing service impact severity.
2	<p><b>Major Inconvenience - Serious Loss of Functionality</b> Important functionality is not operating properly, causing Customer to spend significant time and resources addressing the issue. (Example: Reporting tools have stopped working.)</p>	Report status once daily. Work during normal business hours until problem is resolved, or until a suitable workaround is implemented reducing service impact severity.
3	<p><b>Causing Inconvenience –</b> Functionality is not operating in accordance with ordinary use and Customer must spend some time and expense dealing with the problem. User-Specific Defects.</p>	Report status weekly as part of standard Weekly Incident/Issue Report. Work during normal business hours.
4	<p><b>Request for Information</b> Features/functionality available in current software version</p>	Report status as part of the standard monthly support service report. Work during normal business hours.

**C. Consultation and Assistance**

- a. General advice on application usage covering functional scope and use cases.
- b. General review for application use cases not covered in the design documents.
- c. Primary medium of assistance will be via telephone and/or email during business hours;
- d. Minimal enhancement and customization of pages and systems requested by the end user, Service Provider (SP) shall capacitate the

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**TECHNICAL SPECIFICATIONS**

Lot No. 1	Service Provider for Hosting and Maintenance of ASEAN Healthcare Website	Qty/Unit: 1 Lot
Total ABC : <b>PhP500,000.00</b>		
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE
<p>administrators on the customization and enhancement if there's any.</p> <p>e. Daily backup of application and database. Service Provider shall provide access to the end-user (DOH).</p> <p>f. Application of security patches for mysql, apache/IIS and php if found critical and will not have a major impact on the current functions of ASEAN Health Care Website. Service provider shall apply security patches on the server.</p>		
<p><b>D.</b> Abide by a Service Level Agreement (SLA) that it submitted.</p>		
<p><b>II. Additional Requirements to be attached with this form arranged, numbered and tabbed as enumerated below:</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. Curriculum vitae of key personnel/project team members</li> </ol>		

\_\_\_\_\_  
Signature over Printed Name  
*[date of signing]*

In the capacity of:  
Duly authorized to sign bid for and on behalf of:

*[Title or other appropriate designation]*  
*[Name of Company]*  
*[Complete office address]*  
*[Telephone No./Facsimile No.]*  
*[Official Email Address]*

**ELIGIBILITY REQUIREMENTS CHECKLIST  
 PROCUREMENT OF SERVICE PROVIDER FOR HOSTING AND MAINTENANCE  
 OF ASEAN HEALTHCARE WEBSITE  
 SVP NO. 2022-007-A**

ITEM NO.	REQUIREMENTS
A.	Duly accomplished and signed Price Quotation inclusive of all taxes;
B.	Duly accomplished and signed Technical Specifications using the attached form
B.1	Company Profile
B.2	Curriculum vitae of key personnel/project team members
C.	Duly signed Schedule of Requirements using the attached form;
D.	Mayor's / 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 Executive Economic zones or areas (2016 Revised IRR of RA9184) together with corresponding copy of the receipt of payment of the said permit;  <b>NOTE:</b> Acceptability of the submission of the bidder's recently expired Mayor's Permit or Business Permit and the Official Receipt as proof that the bidder has applied and paid for the renewal of the permit within January 20 or of each subsequent quarter; Provided that, the current and valid Mayor's Permit, as renewed, will be submitted by the bidder with the LCRB as a condition to the award of contract ( <i>GPPB Circular No. 01-2015, dated 30 January 2015</i> ).
E.	PhilGEPS Registration Number;
F.	Latest Annual Income Tax / Business Tax Return also refers to Value Added Tax or Percentage Tax Return covering the previous six (6) months (if applicable);
G.	Omnibus Sworn Statement;
H.	Duly notarized authority of the signatory using the attached form, whichever is applicable: <ol style="list-style-type: none"> <li>1. Secretary's Certificate (i.e. corporation; joint venture agreement); or</li> <li>2. Special Power of Attorney (i.e. sole proprietor, partnership); or</li> <li>3. In case the signatory is the sole proprietor, copy of the DTI Registration Certificate</li> </ol>

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

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

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

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards



Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

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

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**  
Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_, *[date issued]*, *[place issued]*  
IBP No. \_\_, *[date issued]*, *[place issued]*

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Page No. \_\_\_\_  
Book No. \_\_\_\_  
Series of \_\_\_\_.

REPUBLIC OF THE PHILIPPINES )  
CITY OF \_\_\_\_\_ ) S.S.  
x-----x

**SECRETARY'S CERTIFICATE**

I, \_\_\_\_\_, a duly elected and qualified Corporate Secretary of \_\_\_\_\_, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office and place of business at [complete office address], **DO HEREBY CERTIFY**, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the Regular/Special meeting of the Board of Directors of the said Corporation duly convened and held on [dd mm yy] at which meeting a quorum was present and acted throughout, the following resolution was unanimously approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

**(Resolution No. \_\_\_\_\_)**

**RESOLVED**, that \_\_\_\_\_ be, as it hereby is, authorized to participate in the bidding of the [Name of the Project and reference number] by the **DEPARTMENT OF HEALTH (DOH)**; and that if awarded the project shall enter into a contract with the **DOH**; and in connection therewith hereby appoint \_\_\_\_\_, acting as duly authorized and designated representatives of \_\_\_\_\_, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent \_\_\_\_\_ in the bidding as fully and effectively as the \_\_\_\_\_ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

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

\_\_\_\_\_  
[Corporate Secretary]

**SUBSCRIBED AND SWORN** to before me this \_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**  
Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_, [date issued], [place issued]  
IBP No. \_\_, [date issued], [place issued]

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

**REPUBLIC OF THE PHILIPPINES )**  
**CITY OF \_\_\_\_\_ ) S.S.**  
**X-----X**

**SPECIAL POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS** that the undersigned *[name]*, *[title]* of *[name of Company]*, is lawfully authorized to represent and act on behalf of the *[name of company]*, a company registered under the laws of the Republic of the Philippines with its registered office at *[complete office address]*, do hereby APPOINT, NAME and CONSTITUTE, *[name]*, *[title]* of *[name of company]* as my true and lawful attorney-in-fact to act for and in my name and stead, to do, execute and perform any and all acts necessary and/or represent in the bidding and perform the following acts:

1. To participate and submit a bid to the **DEPARTMENT OF HEALTH** for the Procurement of *[Name of Project and reference number]*.
2. To make, sign, execute, deliver and receive contracts, agreements and any and all documents pertinent thereto, as may be necessary to carry into effect the foregoing authority and to bind myself with the DOH.

**HEREBY GIVING AND GRANTING** unto my said attorney-in-fact full power and authority to do and perform any and every act and thing whatsoever requisite or necessary or proper to be done in and about the premises as fully to all intents and purposes as I might or could lawfully do if personally present, with power of substitution and revocation, and hereby ratifying and confirming all that my said attorney-in-fact shall lawfully do or cause to done under and by virtue of these presents.

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

\_\_\_\_\_  
*[Principal]*

\_\_\_\_\_  
*[Legal Representative/s]*

Attorney-in-Fact SIGNED IN THE PRESENCE OF

\_\_\_\_\_  
\_\_\_\_\_  
**SUBSCRIBED AND SWORN** to before me this \_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, *[date issued]*, *[place issued]*

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