



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: Hiring of Service Provider for the Maintenance Agreement for the Department of Health (DOH) Document Management and Archiving System (DMAS)

Delivery Site: Knowledge Management and Information Technology Service - DOH Central Office

SVP No. 2023-003

Name of Company

Address

Please submit your lowest price quotation on the lot listed below duly signed by your representative not later **13 March 2023; 9:00 A.M.** at Ground Floor, Building No. 6, Department of Health, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila:

Lot No.	Description	Qty.	Unit	Total Approved Budget for the Contract (ABC) (PhP)
1	Service Provider for the Maintenance Agreement for the Department of Health (DOH) Document Management and Archiving System (DMAS)	1	Lot	800,000.00

Your quotation is subject to the following General Conditions:

- Price validity shall be for a period of Ninety (90) calendar days.**
- Delivery Period:** The maximum project duration is twelve (12) months and shall commence immediately upon receipt of approved Notice to Proceed (NTP).
- Delivery Site:** Knowledge Management and Information Technology Service - DOH Central Office
- Bidders are entitled to one (1) bid only, otherwise, all bids made shall automatically be rejected.**
- Proposed Terms of Payment by Major Outputs:**

PAYMENT #	DELIVERABLES	PERCENTAGE
1	Upon submission and acceptance of Inception Report, signed Non-Disclosure Agreement and Service Level Agreement including support and escalation procedures	15%

PAYMENT #	DELIVERABLES	PERCENTAGE
2	Upon submission and acceptance of: First (1st) quarter progress report Back-up copy of database	20%
3	Upon submission and acceptance of: Second (2nd) quarter progress report Back-up copy of database	20%
4	Upon submission and acceptance of: Third (3rd) quarter progress report Back-up copy of database	20%
5	Upon submission and acceptance of: Fourth (4th) quarter progress report Back-up copy of database Project terminal report	25%
	TOTAL	100%

6. **The prospective bidder shall submit three (3) sets of true copies of the original certified as such by the bidder or his duly authorized signatory each of the following requirements in one envelope:**

- a. Duly accomplished and signed Price Quotation inclusive of all taxes;
- b. Duly accomplished and signed Technical Specifications using the attached form;

NOTE: *In case of award, kindly send a soft copy of technical specifications being offered (word & pdf format) to this e-mail address: cobacc@doh.gov.ph;*

- 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 are as together with the corresponding copy of the receipt of payment for 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 LRCB after the award of contract but before payment (GPPB Circular No. 09-2020)

- 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 (per Revenue Regulation 3-2015), if applicable;
- g. Omnibus Sworn Statement using the attached form; and
- h. Duly notarized authority of the signatory:
 1. Secretary's Certificate (i.e. corporation; joint venture agreement); or
 2. Special Power of Attorney (i.e. sole proprietor, partnership); or

3. In case the signatory is the sole proprietor, copy of the DTI Registration Certificate.

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 **13 March 2023; 9:00 A.M.** to the COBAC-C Secretariat through any of the following options:

1. In printed copy to be submitted at the *Ground Floor, Building No. 6, Department of Health, San Lazaro Compound, Sta. Cruz, Manila*; or
2. In soft copy via e-mail to **cobacc@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 Revised 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 Revised IRR of RA No. 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.

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



KENNETH G. RONQUILLO, MD, MPH, CESO III
Undersecretary of Health
COBAC-C Chairperson

ELIGIBILITY REQUIREMENTS CHECKLIST

HIRING OF SERVICE PROVIDER FOR THE MAINTENANCE AGREEMENT FOR THE DEPARTMENT OF HEALTH (DOH) DOCUMENT MANAGEMENT AND ARCHIVING SYSTEM (DMAS) SVP NO. 2023-003

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 (CV) of the Technical Support Team with addresses and contact number to be assigned to the project. B.3 Performance Evaluation of at least satisfactory rating from the previous work.
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 RA No. 9184) together with corresponding copy of the receipt of payment of the said permit; <i>NOTE: 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, <u>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)</u></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"> 1. Secretary's Certificate (i.e. corporation; joint venture agreement); or 2. Special Power of Attorney (i.e. sole proprietor, partnership); or 3. In case the signatory is the sole proprietor, copy of the DTI Registration Certificate.

PRICE QUOTATION

HIRING OF SERVICE PROVIDER FOR THE MAINTENANCE AGREEMENT FOR THE DEPARTMENT OF HEALTH (DOH) DOCUMENT MANAGEMENT AND ARCHIVING SYSTEM (DMAS) SVP NO. 2023-003

Lot No.	Description	Qty.	Unit	Total Cost (PhP)
1	Service Provider for the Maintenance Agreement for the Department of Health (DOH) Document Management and Archiving System (DMAS)	1	Lot	

- All price offered (price per item and total bid price) must be type or written in indelible ink.
- Price validity shall be for a period of Ninety (90) calendar days.

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]
[Contact No./ Fax No.]
[Email Address]

TERMS OF REFERENCE

Project Title: Hiring of Service Provider for the Maintenance Agreement for the Department of Health (DOH) Document Management and Archiving System (DMAS)

I. Background/Rationale

Republic Act No. 9470 or the National Archives Act of 1997 mandated all government agencies to properly manage and organize its records and archives and to make these records readily available and accessible to the general public and stakeholders to promote transparency and good governance.

Pursuant to this mandate, the Department of Health (DOH) implemented a document management and archiving system in CY 2004 thru the procurement of Alchemy Document and Archiving System. The said system had a limited build and search functionality which confines the search and retrieval of documents only within the Records Section.

In 2009, the DOH embarked on the Digitization of Archives Project (Phase I) to improve and expand the system of search and retrieval of records thru the purchase of the web-based Onbase Document Archiving System and the scanning and uploading of documents involving 5 pilot offices within the DOH Central Office. However, after five (5) years of implementation, certain functionalities need to be improved such as a more user-friendly interface, better search and retrieval capability and compatibility with the different web browsers.

Phase II of the project started in 2015 with the scanning of documents of the remaining fifteen (15) offices within the Central Office (CO). However, due to some technical problems with the Onbase system, the scanned documents produced during this phase were temporarily stored in a separate database named DocuVu. This reinforce the need to procure another document management and archiving system that will meet the identified functionalities by the end users.

In 2017, a new system using InfoRouter was procured which is now called the DOH Document Management and Archiving System (DMAS). The databases from the Onbase and DocuVu systems were migrated to this new system. The DMAS has proven to be an efficient system and is now being used by the different CO Bureaus and Services to upload their vital documents which they use as references in the conduct of their daily business processes.

To date, nineteen (19) offices within the DOH Central Office have access to the system with over 700,000 records and documents uploaded and managed by the system. Moreover, electronic processing of selected documents using the Workflow module of the DMAS will be implemented. With the increasing use of the system, its security and functionality must be guaranteed at all times.

To ensure efficiency of the DMAS, it is necessary that the system should be updated with the latest system versions and enhancements and comprehensive adaptive, preventive and corrective maintenance be conducted regularly. As such, a service provider that could perform expert technical maintenance and support services for the DMAS should be hired.

II. Objectives

General objective:

To provide one (1) year comprehensive preventive and corrective maintenance of the DOH DMAS.

Specifically, this service aims to:

1. Provide expert technical maintenance and support for the DOH DMAS;

2. Enhance the system with the installation of updated version of the system;
3. Provide assistance/training to the system administrators/end users in the management of the new versions/releases of the system

III. Scope of Work

The Service Provider (SP) shall:

1. Ensure service availability
 - 24/7 telephone and email technical support
 - Onsite support within four (4) hours response time on regular office days/hours
2. Provide system update or upgrade software components as soon as a new version/release of the current DMAS (InfoRouter) is available.
3. Train/assist concerned DOH staff with new system versions of the current DMAS (InfoRouter) when needed.
4. Conduct onsite visit to check and do preventive/adaptive/corrective maintenance of the current DMAS (InfoRouter) as needed.
5. Conduct regular system and database backups of current DMAS (InfoRouter).
6. Submit Service Level Agreement (SLA) together with the procedures on support and problem escalation and contact persons/numbers.
7. Provide progress report on all works done.

IV. Expected Outputs or Deliverables

ACTIVITY #	SCOPE OF WORK	DELIVERABLES
1	Development/submission of the following: a. Inception Report b. Non-Disclosure Agreement c. Service Level Agreement (SLA) including procedures on support and problem escalation	a. Inception Report b. Signed Non-Disclosure Agreement c. SLA including procedures on support and problem escalation
2	a. Installation and configuration of DMAS updates/enhancements b. Conduct of adaptive, preventive and corrective maintenance of the system c. Training of system administrators and end-users (if applicable) d. Regular system and database back-up	a. 1 st quarter Progress Report (for activities a, b & c) b. Back-up copy of database (DVD or external drive)
3	a. Installation and configuration of DMAS updates/enhancements b. Conduct of adaptive, preventive and corrective maintenance of the system c. Training of system administrators and end-users (if applicable) d. Regular system and database back-up	a. 2 nd quarter Progress Report (for activities a, b & c) b. Back-up copy of database (DVD or external drive)
4	a. Installation and configuration of DMAS updates/enhancements b. Conduct of adaptive, preventive and corrective maintenance of the system c. Training of system administrators and end-users (if applicable) d. Regular system and database back-up	a. 3 rd quarter Progress Report (for activities a, b & c) b. Back-up copy of database (DVD or external drive)

5	<ul style="list-style-type: none"> a. Installation and configuration of DMAS updates/enhancements b. Conduct of adaptive, preventive and corrective maintenance of the system c. Training of system administrators and end-users (if applicable) d. Regular system and database back-up e. End of Project 	<ul style="list-style-type: none"> a. 4th quarter Progress Report (for activities a, b & c) b. Back-up copy of database (DVD or external drive) c. Project Terminal Report
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Standard Requirements:

- Progress reports are reportorial requirements for monitoring the project. Progress reports shall be submitted once every quarter.
- Three (3) hard copies and softcopy of database (stored in external hard drive) of the deliverables shall be provided. The hard drive will be provided and will be kept at the Central Records and Archives Unit for security purposes.

Additional Requirements:

- Company Profile
- Curriculum Vitae (CV) of the Technical Support Team with addresses and contact number to be assigned to the project
- Performance Evaluation of at least satisfactory rating from the previous work

V. Project Duration

The maximum project duration is twelve (12) months and shall commence immediately upon receipt of approved Notice to Proceed (NTP).

VI. Project Sites: Knowledge Management and Information Technology Service - DOH Central Office.

VII. Implementation Arrangement

A. Contact persons:

All communications and reports must be addressed to:

DR. GLORIA NENITA V. VELASCO
 OIC - Director IV
 Knowledge Management and Information Technology Service (KMITS)
 Department of Health
 Bld. 9 San Lazaro Compound, Sta. Cruz, Manila
 Tel. 6517800 loc. 1926 & 1927

ATTENTION:

MS. CHARITY L. TAN
 Chief, Knowledge Management Division
 Knowledge Management and Information Technology Service (KMITS)
 Department of Health
 Bldg. 9 San Lazaro Compound, Sta. Cruz, Manila
 Tel. 86517800 loc. 1904 & 1905

CORAZON S. DELA CRUZ
Information Officer III
Knowledge Management and Information Technology Service (KMITS)
Department of Health
Bldg. 9 San Lazaro Compound, Sta. Cruz, Manila
Tel. 86517800 loc. 1903

B. Project Management or Contract Administration Arrangement

The Head of the Knowledge Management Division shall provide clear directions in the development of the outputs required in the TOR, and manage and supervise the SP in their implementation of the project.

C. Reporting Obligations, notices and approval process including minimum or essential reports' contents:

The SP shall report directly to the Head of KMITS who is the authorized person to approve notices and acceptance of deliverables based on the TOR, activities, and other related tasks.

VIII. Roles and Responsibilities

A. Within the duration of the project, Knowledge Management and Information Technology Service-Knowledge Management Division (KMITS-KMD) shall:

1. Be responsible for the timely provision of resources needed by the SP to implement the project;
2. Provide day-to-day contact person for the duration of the project namely:

CORAZON S. DELA CRUZ
Information Officer III
Knowledge Management and Information Technology Service (KMITS)
Department of Health
Bldg. 9 San Lazaro Compound, Sta. Cruz, Manila
Tel. 86517800 loc. 1903

MARIA CRISTINA P. RIVERA
Administrative Assistant VI
Knowledge Management and Information Technology Service (KMITS)
Department of Health
Bldg. 9 San Lazaro Compound, Sta. Cruz, Manila
Tel. 86517800 loc. 1901

3. Facilitate access to information, documents, facilities, among others needed by the SP to perform required services;
4. Approve the proposed working schedule of the SP;
5. Grant authorized representative access to premises as well as equipment and all facilities located therein to perform the SP's obligations;
6. Help secure working permit during scheduled visit of the SP;
7. Process the payment of the SP the amount due upon submission and receipt of claim supported with the required documents/reports.

B. Within the duration of the project the SP shall:

1. Perform services professionally based on industry standards and always protect the interest of the government in general and the DOH in particular.
2. Conduct training on DMAS (InfoRouter) to concerned DOH staff, including new system versions, when needed. Training expenses, if any, shall be shouldered by the SP.
3. Provide list of certified technical support team with addresses and contact numbers, involved in the project.
4. Secure working permits from the DOH which are necessary to perform services.
5. Provide a chief officer or program manager who will be directly in charge of managing the project, and day-to-day contact personnel in charge of operations.
6. Submit a proposed working schedule for approval in order for DOH to inform the involved parties and secure security pass and working permit.
7. Protect privacy of the DOH and ensure that all confidential information and data on its ICT infrastructure are kept confidential.
8. Ensure all documents necessary for processing of payments are submitted to the DOH on a timely manner.

IX. Qualification of the Service Provider:

1. Extensive knowledge, background and technical experience in document management and archiving system covering software installation, configuration and maintenance.
2. Should have been engaged for at least three (3) years in document automation system and project management.
3. Must have been in the business or working in IT services sector for at least five (5) years.

X. Proposed Terms of Payment by Major Outputs:

PAYMENT #	DELIVERABLES	PERCENTAGE
1	Upon submission and acceptance of Inception Report, signed Non-Disclosure Agreement and Service Level Agreement including support and escalation procedures	15%
2	Upon submission and acceptance of: a. First (1st) quarter progress report b. Back-up copy of database	20%
3	Upon submission and acceptance of: a. Second (2nd) quarter progress report b. Back-up copy of database	20%
4	Upon submission and acceptance of: a. Third (3rd) quarter progress report b. Back-up copy of database	20%
5	Upon submission and acceptance of: a. Fourth (4th) quarter progress report b. Back-up copy of database c. Project terminal report	25%
		100%

XI. Approved Budget:

The financial proposal shall not exceed the Approved Budget for the Contract of **Eight Hundred Thousand Pesos (PhP 800,000.00)** inclusive of taxes and duties.

XIII. Data Privacy

This project shall comply with the pertinent provisions of the Data Privacy Act of 2012.

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/Fax No.]

[Email Address]

Technical Specifications

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No.		Quantity	
ABC: 800,000.00			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
		<p>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. <u>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.</u></p>	

Technical Specifications

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Service Provider for the Maintenance Agreement for the Department of Health (DOH) Document Management and Archiving System (DMAS)	Qty./Unit	1 Lot
ABC for the Lot: PhP800,000.00			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
I. Detailed Technical Specifications:			
A. Scope of Work:			
The Service Provider (SP) shall:			
<ol style="list-style-type: none"> 1. Ensure service availability <ul style="list-style-type: none"> • 24/7 telephone and email technical support. • Onsite support within four (4) hours response time on regular office days/hours. 			
<ol style="list-style-type: none"> 2. Provide system update or upgrade software components as soon as a new version/release of the current DMAS (InfoRouter) is available. 			
<ol style="list-style-type: none"> 3. Train/assist concerned DOH staff with new system versions of the current DMAS (InfoRouter) when needed. 			
<ol style="list-style-type: none"> 4. Conduct onsite visit to check and do preventive/adaptive/corrective maintenance of the current DMAS (InfoRouter) as needed. 			
<ol style="list-style-type: none"> 5. Conduct regular system and database backups of current DMAS (InfoRouter). 			
<ol style="list-style-type: none"> 6. Submit Service Level Agreement (SLA) together with the procedures on support and problem escalation and contact persons/numbers. 			
<ol style="list-style-type: none"> 7. Provide progress report on all works done. 			
B. Standard Requirements:			
<ol style="list-style-type: none"> 1. Progress reports are reportorial requirements for monitoring the project. Progress reports shall be submitted once every quarter. 2. Three (3) hard copies and softcopy of database (stored in external hard drive) of the deliverables shall be provided. The hard drive will be provided and will be kept at the Central Records and Archives Unit for security purposes. 			

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Service Provider for the Maintenance Agreement for the Department of Health (DOH) Document Management and Archiving System (DMAS)	Qty./Unit	1 Lot
ABC for the Lot: PhP800,000.00			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
<p>C. Roles and Responsibilities of the Service Provider:</p> <p>1. Perform services professionally based on industry standards and always protect the interest of the government in general and the DOH in particular.</p> <p>2. Conduct training on DMAS (InfoRouter) to concerned DOH staff, including new system versions, when needed. Training expenses, if any, shall be shouldered by the SP.</p> <p>3. Provide list of certified technical support team with addresses and contact numbers, involved in the project.</p> <p>4. Secure working permits from the DOH which are necessary to perform services.</p> <p>5. Provide a chief officer or program manager who will be directly in charge of managing the project, and day-to-day contact personnel in charge of operations;</p> <p>6. Submit a proposed working schedule for approval in order for DOH to inform the involved parties and secure security pass and working permit;</p> <p>7. Protect privacy of the DOH and ensure that all confidential information and data on its ICT infrastructure are kept confidential.</p> <p>8. Ensure all documents necessary for processing of payments are submitted to the DOH on a timely manner.</p>			
<p>D. Qualification of the Service Provider:</p> <p>1. Extensive knowledge, background and technical experience in document management and archiving system covering software installation, configuration and maintenance.</p> <p>2. Should have been engaged for at least three (3) years in document automation system and project management;</p> <p>3. Must have been in the business or working in IT services sector for at least five (5) years.</p>			

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Service Provider for the Maintenance Agreement for the Department of Health (DOH) Document Management and Archiving System (DMAS)	Qty./Unit	1 Lot
ABC for the Lot: PhP800,000.00			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
E. Data Privacy: This project shall comply with the pertinent provisions of the Data Privacy Act of 2012.			
II. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below: 1. Company Profile 2. Curriculum Vitae (CV) of the Technical Support Team with addresses and contact number to be assigned to the project. 3. Performance Evaluation of at least satisfactory rating from the previous work.			

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/Fax No.]

[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.

Lot No.	Particular	Qty./ Unit	Delivery Site	Delivery Schedule
1	Service Provider for the Maintenance Agreement for the Department of Health (DOH) Document Management and Archiving System (DMAS)	1 Lot	Knowledge Management and Information Technology Service - DOH Central Office	The maximum project duration is twelve (12) months and shall commence immediately upon receipt of 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]
[Contact No./ Fax No]
[Email Address]

Omnibus Sworn Statement
[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]

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

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]*
IBP No. __, *[date issued]*, *[place issued]*

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