



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: Renewal of Support and Services for A10 Link Load Balancer

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

SVP No. 2023-010

Name of Company

Address

Please submit your lowest price quotation on the lot listed below duly signed by your representative not later **02 May 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	Renewal of Support and Services for A10 Link Load Balancer	1	Lot	121,132.93

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 & Expected Outputs to Support System:** One Hundred (100%) percent payment of the total amount of the project upon completion of Renewal of Support and Services for A10 Link Load Balancer. Payment shall be made upon issuance of the Certificate of Final Acceptance

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;
- 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.

NOTE: Bidders may submit their bid proposal on or before **02 May 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 Bidder is determined as the Single/Lowest Calculated and Responsive Quotation, 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

RENEWAL OF SUPPORT AND SERVICES FOR A10 LINK LOAD BALANCER SVP NO. 2023-010

ITEM NO.	REQUIREMENTS
A.	Duly accomplished and signed Price Quotation inclusive of all taxes;
B.	<p>Duly accomplished and signed Technical Specifications using the attached form</p> <p>B.1 Certificate that the bidder shall provide a backup unit in case the equipment is pulled-out or if the replacement part is not yet available:</p> <p>B.2. Certification that the Bidder has the capacity for corrective and preventive maintenance of the DOH LLB; and that that technical support staff/engineer must be well trained, experience, and available locally under its direct employment.</p> <p>B.3 Company Profile.</p> <p>B.4 The Bidder shall submit any of the following whichever is applicable:</p> <ol style="list-style-type: none"> i. If the bidder is the manufacturer, certificate that the bidder manufactures the products/item; or ii. If the bidder is an exclusive/authorized distributor or dealer of the products/items, a Certificate or Contract from the manufacturer must be provided as proof that they are an Exclusive/Authorized Distributor or Dealer of the products/items; or iii. iii. If the bidder is an agent of the exclusive distributor or dealer, the following must be provided: <ol style="list-style-type: none"> 1. Certificate or Distributor/Dealership Agreement by the Manufacturer with the distributor or dealer; and 2. Contract between the distributor/dealer and the bidder. <p>B.5 Composition of the proposed staff team that will be providing technical support must be a certified engineer of the DOH existing redundant Link Load Balancer. Include the certificate of training, Curriculum Vitae, Company ID, and certificate of training, Curriculum Vitae, Company ID, and Certificate of Employment (COE) that will prove that the technical support is under its direct employment.</p>
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;
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.	<p>Duly notarized authority of the signatory using the attached form, whichever is applicable:</p> <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

**RENEWAL OF SUPPORT AND SERVICES FOR A10 LINK LOAD BALANCER
SVP NO. 2023-010**

Lot No.	Description	Qty.	Unit	Total Cost (PhP)
1	Renewal of Support and Services for A10 Link Load Balancer	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

Title: **RENEWAL OF SUPPORT AND SERVICES FOR A10 LINK LOAD BALANCER**

Type: Contract of Service

TA Client: Knowledge Management and Information Technology Service (KMITS)

I. ABC:PHP 121,132.93

II. DURATION OF THE PROJECT:

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

III. Delivery Sites

DEPARTMENT OF HEALTH

Knowledge Management and Information Technology Service

Department of Health Bldg. 9, 2nd Floor, San Lazaro Compound Rizal Ave Manila

IV. Background and Rationale:

Internet connectivity is at the core of DOH operation to run mission-critical business applications that drive productivity and delivers public service. Internet access is a major component of DOH overall network infrastructure that must be highly reliable and always available. This is a significant initiative from DOH which is closest to the public in terms of health service, health information and dissemination and this accomplishment places DOH in an advanced position on Philippines e-Government map.

Currently DOH existing setup is a redundant Internet Link Load Balancer (ILLB) that host DOH Internet Service Providers (ISP), ASTI-DOST, Eastern Telecoms, Converge and PLDT. The ILLB will automatically transfer DOH internet traffic to a much better link and that is not congested whenever any of the four ISP encounters problem or goes down. This ensures DOH internet connection up and running and with no down time that will affect DOH critical services

The hardware warranty, software and licenses of one of DOH Internet Link Load Balancer expired last 07 February 2023. To ensure stability and continuous operation of DOH internet connections/links without interrupting DOH mission critical services, this TOR provides prospective contractors a general understanding of the requirements for the proposed renewal of support and services of Internet Link Load Balancer

V. Scope of Work

A. General Requirement

The Bidder shall;

1. Provide twelve (12) months corresponding upgrade and update with the latest hot fixes, firmware and patches when known vulnerabilities arise or if the need arises
2. Provide twelve (12) months unlimited checking and preventive, corrective and Remedial

Maintenance with assurance on the following:

- a. Technical support on 24x7 availability
- b. One (1) hour response time for phone support and within 4hours response time onsite and 4 hours' response time after office hours
3. Technical support must ALSO be available via the Internet and/or email.
4. Maintenance and technical support for system components must be locally available for immediate assistance upon receipt of DOH technical request through call, mail or fax, etc
5. During the on-site support, the Service Provider Technical Support Engineer shall:
 - a. Personally check the health, performance, availability and effectiveness of the LLB to ensure that the system is running in good operating conditions.
 - b. Consolidate systems report and analysis to be submitted to KMITS-ICTISD.
6. Availability of procedures on the provision of support and problem escalation.
7. Locally available maintenance and technical support staff for system components upon receipt of call
8. Service Level Agreement (SLA) to be submitted together with the documented escalation procedure and contact persons with specific details;
 - a. Service Provider must have a single point of contact and an on-call technical staff to provide support within one hour for critical service calls.
 - b. Dedicated hot line number for its service support or helpdesk email system.
9. Ensure that there will be no impact or downtime to the operation of DOH systems during the updates and configuration. Any needed outage for migration purposes must be performed coordinated to DOH-KMITS Administrator and performed during their preferred scheduled.
10. Must provide a back-up unit in case the equipment is pulled-out or if the replacement part is not yet available.
11. Conduct comprehensive training for KMITS staff.
12. Provide draft and final reports or documentations for all the above scopes of work as basis for acceptance of services rendered, and payment.
13. Monthly report of Services rendered
14. Evaluation or assessment report on DOH LLB which based on the following;
 - a. Current placement
 - b. Current operating mode
 - c. Current installed licenses and module configuration
 - d. Interconnection with other DOH network devices
15. Recommendation if re-installation or upgrade are needed to answer DOH security requirement

VI. Qualification of the Service Provider (SP):

- A. Extensive knowledge, background, and technical experience in a great number of projects covering DOH existing link load balancer equipment installation, configuration, and maintenance.
- B. Should have been at least engaged for three (3) years in various ICT services such as IT project management, network, and server security implementation and devices, computer networking operation, and management.
- C. Must be a partner of DOH existing Link Load Balancer for at least 3 years in the Philippines. This must be supported by a Certification from the LLB Manufacturer
- D. Must have manufacturer-certified technical support engineers/technical staff, who are regular and locally-based employees.
- E. With a 24x7 (including holidays) helpdesk system that accepts cases and monitors the progress of each open case incident
- F. Must have been in the business or working in the IT services sector and must have experience in designing, implementing, and maintaining DOH Link Load Balancer for the last 3 years

VII. Implementation Arrangements Including Roles and Responsibilities:

- A. All communications and reports must be addressed to:

GLORIA NENITA V. VELASCO, MD, DipEpi, MScPH

OIC - Director IV

Knowledge Management and Information Technology Service

Department of Health

Building 9, San Lazaro Compound, Rizal Avenue,

Sta. Cruz, 1003 Manila

Tel No. 6517800 local 1926, 1927

Email: gvvelasco@doh.gov.ph

ATTENTION:

ENGR. ROBERT S. MANUEL

Chief, Information and Communication Technology and Infrastructure Security Division

Knowledge Management and Information Technology Service

Tel No. 6517800 local 1925,1934

Email: rsmanuel@doh.gov.ph

- B. Within the Project duration, the DOH shall:

- 1. Provide a technical working committee to supervise and monitor the project to be headed by:

KRISTOFFERSON A. CRUZ

Administrative Assistant VI

Information and Communication Technology and Infrastructure Security Division
Knowledge Management and Information Technology Service (KMITS)
Tel Nos.: 6517800 ext. 1934 and 1925
Email: kacruz@doh.gov.ph

2. Provide a contact person for administrative matters such as access to site, permits, payment and other requirement needed.
3. Provide a day-to-day contact person for the duration of the project, namely:

MICHAEL G. OLIVEROS

Information System Analyst II
Information and Communication Technology and Infrastructure Security Division
Knowledge Management and Information Technology Service (KMITS)
Tel No. 6517800 local 1925 and 1934
Email: mgoliveros@doh.gov.ph

4. Facilitate access to information, documents, facilities and others needed by winning contractor to perform scope of work.
5. Approve the proposed working schedule of the provider.
6. Provide temporary ID to all personnel involved.
7. Grant authorized representative access to premises as well as equipment and all facilities located therein to perform the winning contractor's obligations.
8. Help secure working permit during scheduled visit.
9. Pay the winning contractor amount due upon submission and receipt of claim supported with the required documents/reports subject to outputs completeness and acceptance by the DOH through ITISD-KMITS.

C. Within the Project duration the winning Service Provider(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. Provide a list of certified engineers/technical support team with addresses and contact numbers, involved and other activities related to the project.
3. Secure for the DOH permits, licenses and approvals which are or maybe necessary to perform services.
4. Provide a chief officer or program manager who will be directly in charge of managing the project, and some day-to-day contact personnel in charge of operations.
5. Submit a proposed working schedule for approval in order for DOH to inform the involved parties and secure security pass and working permit.
6. Ensure that all personnel involved in the project must be in proper uniform, because it will be their identification from the rest of DOH.

Protect privacy of DOH and ensure that all confidential information and data on its ICT infrastructure are kept confidential. A Non-Disclosure Agreement shall be signed by the authorized representative of the supplier firm and duly notarized.

VIII. Instruction for Proposal Preparation:

A. The bidder is expected to examine all terms and instructions included in the bid documents. Failure to provide all requested information will be at the proponent's risk and may result in the rejection of his proposal

B. During proposal preparation, the proponent must give particular attention to the following:

1. A 99% target service uptime must be a part of the proposal's presentation.
2. The proposed staff must have the experience similar to the requirement of the project. No alternative to key professional staff may be proposed and only one curriculum vitae may be submitted for each position.
3. Majority of the key professional staff must be full time employees of SP.
4. Composition of the proposed staff team, the tasks, that would be assigned, and their timing, CV, PRC license if any, certifications specific for DOH equipment under this project focusing on qualifications and degree of responsibilities held for the last ten years must be provided.
5. In addition to the required information, the proponents may include other information deemed necessary or pertinent to the proposed undertaking. The proponents are requested to prepare their respective proposals in accordance with the sequence specified.

6. Maintenance Proposal

The Maintenance proposal should have the following minimum content and format:

a. Table of Contents

b. Overview and Proposal Summary

This is a brief statement of the prominent features of the proposal include comments, suggestions or general recommendations relative to the proper conduct of the project or the Terms of Reference and the benefits of KMITS - DOH can derive if the proponent's proposal is accepted. It should show how the proponent intends to meet the project requirements.

c. A Project Management/organizational and implementation system or arrangements or structure description depicting placement of the proposed management and technical staff with in the management and operations/implementation strategy

d. Maintenance methodologies, activities, manpower deployment and timelines and strategies and methodologies for comprehensive maintenance, software subscription renewal and technical support service including standard maintenance and escalation procedures.

e. Project and maintenance schedules, work/activities breakdown, critical paths, milestones and reporting patterns. This also must conform to the DOH

Proposed Maintenance Schedules.

- f. Help Desk Management Proposal & Escalation Procedures
- g. Project standards and quality assurance program

C. Financial Proposal Instructions

1. The Bidder must indicate separately the cost for processing payment for the renewal of licenses for DOH existing LLB and the Support and Services including Preventive and corrective maintenance for one (1) year.

Cost Details	Amount
One (1) year of Support and Services including Preventive and Corrective Maintenance of DOH LLB Inclusive of the following: i. every three months on-site Service Preventive Maintenance ii. Professional Staff Documentation iii. Other miscellaneous expenses (Specify)	
Sub-Total	
Taxes	
Grand Total	

D. Project standards and quality assurance program must be elaborated

E. Project implementation arrangements. If a consortium or joint venture, an additional discussion must be provided on working arrangements among parties to meet the project requirements.

F. Company Profile that must show evidence that the firm is in the IT solution provider sector and must at least be engaged for two (2) years in various ICT services and operations with background and technical experience in Link Load Balancer.

G. The Bidder must include in their proposal their preferred schedule for the submission of the reports for that would be the basis for the processing of payment. The Bidder should visit the project site and the end-user must approve their inception report for their monitoring.

IX. Additional Documentary Requirements to be attached in the Technical Specification form arranged, numbered, and tabbed as enumerated below:

A. Technical

1. Certificate that the bidder shall provide a backup unit in case the equipment is pulled-out or if the replacement part is not yet available:
2. Certification that the Bidder has the capacity for corrective and preventive maintenance of the DOH LLB; and that technical support staff/ engineers must be well trained,

experienced, and available locally under its direct employment.

3. Company Profile

4. The Bidder shall submit any of the following whichever is applicable:

i. If the bidder is the manufacturer, certificate that the bidder manufactures the products/item; or

ii. If the bidder is an exclusive/authorized distributor or dealer of the products/items, a Certificate or Contract from the manufacturer must be provided as proof that they are an Exclusive/Authorized Distributor or Dealer of the products/items; or

iii. If the bidder is an agent of the exclusive distributor or dealer, the following must be provided:

1. Certificate or Distributor/Dealership Agreement by the Manufacturer with the distributor or dealer; and

2. Contract between the distributor/dealer and the bidder.

5. Composition of the proposed staff team that will be providing technical support must be a certified engineer of the DOH existing redundant Link Load Balancer. Include the certificate of training, Curriculum Vitae, company ID, and Certificate of Employment

(COE) that will prove that the technical support is under its direct employment.

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: 121,132.93			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
		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.</u> 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.	

Technical Specifications

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Renewal of Support and Services for A10 Link Load Balancer	Qty./Unit	1 Lot
ABC for the Lot: PhP121,132.93			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
I. Detailed Technical Specifications:			
A. Scope of Work:			
The Bidder shall:			
1. Provide twelve (12) months corresponding upgrade and update with the latest hot fixes, firmware and patches when known vulnerabilities arise or if the need arises.			
2. Provide twelve (12) months unlimited checking and preventive, corrective and Remedial Maintenance with assurance on the following: <ul style="list-style-type: none"> a. Technical Support on 24x7 availability b. One (1) hour response time for phone support and within 4 hours response time onsite and 4 hours response time after officer hours. 			
3. Technical support must ALSO be available via the Internet and/or email.			
4. Maintenance and technical support for system components must be locally available for immediate assistance upon receipt of DOH technical request through call, mail or fax, etc			
5. During the on-site support, the Service Provider Technical Support shall: <ul style="list-style-type: none"> a. Personally check the health, performance, availability and effectiveness of the LLB to ensure that the system is running in good operating conditions. b. Consolidate systems report and analysis to be submitted to KMITS-ICTISD 			
6. Availability of procedures on the provision of support and problem escalation.			
7. Locally available maintenance and technical support staff for system components upon receipt of call			

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Renewal of Support and Services for A10 Link Load Balancer	Qty./Unit	1 Lot
ABC for the Lot: PhP121,132.93			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
8. Service Level Agreement (SLA) to be submitted together with the documented escalation procedure and contact persons with specific details: a. Service Provider must have a single point of contact and on-call technical staff to provide support within one hour for critical service calls. b. Dedicated hot line number for its service support or helpdesk email system.			
9. Ensure that there will be no impact or downtime to the operation of DOH Systems during the updates and configuration. Any needed outage for migration purposes must be performed during their preferred schedule.			
10. Must provide a back-up unit in case the equipment is pulled-out or if the replacement part is not yet available			
11. Conduct comprehensive training for KMITS staff.			
12. Provide draft and final reports or documentations for all of the above scopes of work as basis for acceptance of services rendered, and payment.			
13. Monthly report of Services rendered.			
14. Evaluation or assessment report oh DOH LLB which based on the following: a. Current placement b. Current operating mode c. Current installed licenses and module configuration d. Interconnection with other DOH network devices			
15. Recommendation if re-installation or upgrade are needed to answer DOH security requirement.			
B. Qualification of the Service Provider (SP):			
a. Extensive knowledge, background, and technical experience in a great number of projects covering DOH existing link load balancer equipment installation, configuration, and maintenance.			
b. Should have been at least engaged for three (3) years in various ICT services such as IT project			

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Renewal of Support and Services for A10 Link Load Balancer	Qty./Unit	1 Lot
ABC for the Lot: PhP121,132.93			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
management, network, and server security implementation and devices, computer networking operation, and management.			
c. Must be a partner of DOH existing Link Load Balancer for at least 3 years in the Philippines. This must be supported by a Certification from the LLB Manufacturer.			
d. Must have manufacturer-certified technical support engineers/technical staff, who are regular and locally-based employees.			
e. With a 24x7 (including holidays) helpdesk system that accepts cases and monitors the progress of each open case incident.			
f. Must have been in the business or working in the IT services sector and must have experience in designing implementing, and maintaining DOH Link Load Balancer for the last 3 years.			

C. Additional Documentary Requirements to be attached in the Technical Specifications form arranged, numbered, and tabbed as enumerated below:

1. Certificate that the bidder shall provide a backup unit in case the equipment is pulled-out or if the replacement part is not yet available:
2. Certification that the Bidder has the capacity for corrective and preventive maintenance of the DOH LLB; and not technical support staff/engineers must be well trained, experienced, and available locally under its direct employment.
3. Company Profile
4. The Bidder shall submit any of the following whichever is applicable;
 - i. If the bidder is the manufacturer, certificate that the bidder manufacturers the products/item; or
 - ii. If the bidder is an exclusive/authorized distributor or dealer of the products/items, a Certificate or Contract from the manufacturer must be provided as proof that they are an Exclusive/ Authorized Distributor or Dealer of the Products/items; or
 - iii. If the bidder is an agent of the exclusive distributor or dealer, the following must be provided:
 - a. Certificate or Distributor/Dealership Agreement by the Manufacturer with the distributor or dealer; and
 - b. Contract between the distributor/dealer and the bidder.
5. Composition of the proposed staff steam that will be providing technical support must be a certified engineer of the DOH existing redundant Link Load Balancer. Include the certificate of training, Curriculum Vitae, company ID, and certificate of Employment (COE) that will prove that the technical support is under its direct employment.

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	Renewal of Support and Services for A10 Link Load Balancer	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*]

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