



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216

**INVITATION FOR  
NEGOTIATED PROCUREMENT FOR TWO-FAILED BIDDINGS**

**PROCUREMENT OF OFFICE EQUIPMENT FOR THE NATIONAL AMNESTY  
COMMISSION (NAC)**

1. The Office of the Presidential Adviser on Peace Reconciliation and Unity (OPAPRU), intends to apply the sum of **Two Million One Hundred Nineteen Thousand Pesos Only (PHP2,119,000.00)** being the ABC to payments under the contract for the **Procurement of Office Equipment for the National Amnesty Commission (NAC)**.
2. The OPAPRU Bids and Award Committee (BAC) now invites technically, legally, and financially capable suppliers for the said project.
3. The Procurement procedure for this requirement is Negotiated Procurement for Two-Failed Bidding pursuant to Section 53.1 of 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The selection of the successful offer shall be based on the best and final offer that will be submitted on the set deadline by the BAC and which would meet the minimum technical specifications required.

4. The interested bidders may obtain further information from the BAC Secretariat at the address given below from **18 August 2023 to 29 August 2023**, Monday to Friday, at 8:00AM to 5:00PM.
5. The OPAPRU will hold a Negotiation Meeting on **23 August 2023 2:00PM** at 3<sup>rd</sup> Floor Conference Room, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, Pasig City or via video teleconferencing, which shall be open to prospective bidders.
6. Two (2) copies of the proposals (one original and one copy) must be submitted to the BAC which must be duly received by the BAC Secretariat through manual submission at the office address indicated above **on or before 10:00 AM of 29 August 2023**. Late submission shall not be accepted.
7. Interested bidders shall submit the following documents in sealed envelopes, labeled as “Negotiated Procurement for Two-Failed Biddings”, with the title of the procurement project, name of the bidder, address, the contact details of the bidder, addressed to the BAC.

***A. Eligibility and Technical Documents***

- a) Valid PhilGEPS Registration Certificate (Platinum Membership), including the Annex/es;
- b) Statement of Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid. For this purpose, the definition of similar contracts shall refer to Supply of Petroleum Fuel, Oil and Lubricant (POL) which shall be completed within the last 5 years prior to the date of submission of the best and final offer.
- c) Bid Security in any of the following form as prescribed under the 2016 revised IRR of RA 9184:
  - i. In case of cash, Manager's Check, Bank Guarantee (2% of the ABC or PhP42,380.00)
  - ii. In case if Surety Bond, submit also a certification issued by the Insurance Commission or Original Copy Notarized Bid Securing Declaration (5% of the ABC or PhP105,950.00)
  - iii. Bid Securing Declaration.
- d) Conformity with the Schedule of Requirements (Annex "A");
- e) Conformity with the Technical Specifications (Annex "B");
- f) Notarized Omnibus Sworn Statement (OSS) supported with Notarized Secretary's Certificate in case of a corporation or cooperative; in case of partnership or single proprietorship, the bidder shall submit Special Power of Attorney executed by the partners or single proprietorship; whichever is applicable.

In case of Joint Venture, Special Power of Attorney shall be submitted by all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

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

***B. Financial Documents***

- a) Bid Form
- b) Price Schedule

8. The Head of the Procuring Entity reserves the right to reject and all Bids, declare failure of bidding, or not award the contract in accordance with Section 41 of the 2016 revised Implementing Rules and Regulations.

9. For further information, please refer to:

**Bids & Awards Committee Secretariat**  
3rd Floor Agustin I Bldg.  
F.Ortigas Jr. Road, Ortigas Center, Pasig City  
(02) 8636 0706 local 871

Issued on 18<sup>th</sup> day of August 2023, Pasig City.

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**EDIR. ANDRES S. AGUINALDO, JR.**  
*Chairperson*  
Bids & Awards Committee

**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	ITEM	QUANTITY	Delivered, Weeks/Months
<b>1</b>	Laptop Computer (Lightweight)	<b>20</b>	Thirty (30) Calendar Days from the Receipt of Notice to Proceed (NTP)
	Heavy-duty Multifunction Colored Printer	<b>1</b>	
	High-resolution Projector	<b>2</b>	
	6-bay Network Attached Storage	<b>1</b>	
	DSLR Mirrorless Camera with 18-155mm lens	<b>1</b>	

*I hereby verify to comply with all the above requirements.*

\_\_\_\_\_  
*Signature over the printed name of the authorized representative*

\_\_\_\_\_  
*Company name*

\_\_\_\_\_  
*Date*

## TECHNICAL SPECIFICATIONS

LOT	ITEM	QTY	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	Laptop Computer (Lightweight)	20	<ol style="list-style-type: none"> <li>1. Processor: 8-core CPU with 4 performance cores and 4 efficiency cores</li> <li>2. Graphics: 7-core GPU</li> <li>3. Memory: 8GB</li> <li>4. Storage: 256GB SSD</li> <li>5. Display: 13” up to 14” LED-backlit display with IPS technology, 2560x1600 resolution @ 227ppi with support for 1 million colors, 400 nits brightness</li> <li>6. I/O ports: display port, USB ports up to 40Gbps, 3.5mm headphone jack</li> <li>7. Connectivity: WiFi 6, Bluetooth 5.0</li> <li>8. Camera: 720p HD camera</li> <li>9. Audio: multiple speaker sound system, wide stereo sound, microphone array with directional beamforming</li> <li>10. Keyboard: 79 (ISO) keys, 12 function keys with ambient light sensor</li> <li>11. Trackpad features precise cursor control and pressure-sensing capabilities and multi-touch gestures</li> <li>12. Up to 18 hours of battery power, fast charge capable</li> <li>13. Weight: must be under 1.30kg</li> <li>14. Warranty: 3 years warranty on both parts and labor from authorized service center with global coverage</li> </ol>	
	Heavy-duty Multifunction Colored Printer	1	<ol style="list-style-type: none"> <li>1. Color laser multifunction printer</li> <li>2. Print/copy/scan and send</li> <li>3. Print speed up to 22 pages per minute</li> <li>4. Print resolution: 600x600dpi / 1200x1200dpi</li> <li>5. Duplex Printing Supported</li> <li>6. Direct Printing Supported</li> <li>7. Copy Speed up to 22 pages per minute</li> <li>8. Copy Resolution: 300dpi to 600dpi</li> </ol>	

			<ol style="list-style-type: none"> <li>9. Scan Speed 25 to 30 pages per minute 1-sided scanning; 8 to 10 pages per minute 2-sided scanning</li> <li>10. Send destination: Email/internet Fax (SMTP), SMB2.0, FTP</li> <li>11. Communications Protocol: FTP (TCP/IP), SMB 3.0 (TCP/IP) Email/iFax: SMTP</li> <li>12. Multiple Copies up to 999 copies</li> <li>13. Memory: 1GB</li> <li>14. Paper Supply Capacity: 480 sheets per cassette</li> <li>15. Paper Output Capacity: 220 sheets</li> <li>16. Document Feeder Capacity: up to 50 sheets</li> <li>17. Paper Media Sizes: A3, A4, A4R, A5R</li> <li>18. Control Panel: LCD color touch panel</li> <li>19. Connectivity: Wired LAN, WiFi, USB</li> <li>20. Includes additional 2 toners for each color (CYMK)</li> <li>21. Warranty: 3 years warranty on parts and labor</li> </ol>	
	High-resolution Projector	2	<ol style="list-style-type: none"> <li>1. 4000 lumens</li> <li>2. 1920 x 1080 Full HD resolution</li> <li>3. RGB liquid crystal projection system</li> <li>4. 16,000:10 contrast ratio</li> <li>5. Supports screen mirroring technology</li> <li>6. Interfaces: VGA, HDMI, USB</li> <li>7. Up to 12,000 hours of lamp life</li> <li>8. Built-in wireless LAN connectivity</li> <li>9. Includes projection screen with tripod</li> <li>10. Warranty: 1 year</li> </ol>	
	6-bay Network Attached Storage	1	<ol style="list-style-type: none"> <li>1. 4-Core 2.2GHz 64-bit</li> <li>2. 4GB RAM</li> <li>3. 6-Drive Bays</li> <li>4. Hardware Encryption Engine (AES-NI)</li> <li>5. Hot Swappable Drive</li> <li>6. 4 x Gigabit Port (with Link Aggregation/Failover Support)</li> <li>7. 3 x USB 3.2 Gen 1 Port</li> </ol>	

			<ul style="list-style-type: none"> <li>8. 2 x eSATA Port</li> <li>9. Supported File System: Btrfs, EXT4, EXT3, FAT, NTFS, HFS+, exFAT</li> <li>10. FCC, CE, BSMI, EAC, CCC, KC, VCCI, RCM Certified</li> <li>11. 5 x 4TB Enterprise-grade and high-performance storage (SATA 6.0 Gbit/sec, 7200rpm, 256/512 buffer, 24/7 operation, high reliability, and enhanced real-time performance)</li> <li>12. 1-year warranty on parts and on-site services</li> </ul>	
	<p>DSLR Mirrorless Camera with 18-155mm lens</p>	<p><b>1</b></p>	<ul style="list-style-type: none"> <li>1. 24.1 megapixels CMOS up to 25.8 megapixels</li> <li>2. 60p full HD movie recording</li> <li>3. 3:2 aspect ratio</li> <li>4. AF Modes: one-shot and servo</li> <li>5. AF System/Points: max 3875 positions/ 25 max frames</li> <li>6. ISO 100 expandable up to 25600</li> <li>7. Electronically controlled focal-plane shutter</li> <li>8. 30-1/4000 sec total shutter speed range</li> <li>9. OLED electronic view finder approx. 2.36 million dots</li> <li>10. Built-in/fixed low-pass filter</li> <li>11. Includes camera strap</li> <li>12. Includes camera bag</li> <li>13. Includes 128GB SD card</li> <li>14. Warranty: 1 year</li> </ul>	

# Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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

## AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working



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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

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

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

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

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT**

*(within five (5) years from the date of submission and receipt of bids)*

<b>Name of Client</b>	<b>Name of the Contract</b>	<b>Date and Status of the Contract</b>	<b>Kind of Goods</b>	<b>Amount of Contract</b>	<b>Value of Outstanding Contracts</b>	<b>Date of Delivery</b>

*I hereby verify to comply with all the above requirements.*

\_\_\_\_\_  
*Signature over the printed name of the authorized representative*

\_\_\_\_\_  
*Company name*

\_\_\_\_\_  
*Date*

## **Bid Securing Declaration Form**

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

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

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

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

I/We, the undersigned, declare that:

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

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

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

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

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

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

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

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**Bid Form for the Procurement of Goods**  
*[shall be submitted with the Bid]*

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**BID FORM**

Date : \_\_\_\_\_  
 Project Identification No. : \_\_\_\_\_

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

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

If our Bid is accepted, we undertake:

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

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

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

Name and address of agent	Amount and Purpose of Commission or gratuity
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(if none, state "None" ) ]

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

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

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

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

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

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_