



# **DEPARTMENT OF FOREIGN AFFAIRS**

## **BIDS AND AWARDS COMMITTEE**

### **Name of the Project:**

**Procurement of the Services of Outsourced Personnel of the  
Office of Consular Affairs**

### **Approved Budget for the Contract:**

**Twenty Million Six Hundred Thirty-One Thousand One Hundred  
Sixty-Three Pesos and Eight Centavos  
(PhP 20,631,163.08)**

**PB-GS-OCA-07-2020**

**Sixth Edition  
July 2020**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.





DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**INVITATION TO BID FOR THE PROCUREMENT OF THE SERVICES OF OUTSOURCED PERSONNEL OF THE OFFICE OF CONSULAR AFFAIRS**

1. The Department of Foreign Affairs, through the authorized appropriations under the National Expenditure Program (NEP) for FY 2021, intends to apply the sum of Twenty Million Six Hundred Thirty-One Thousand One Hundred Sixty-Three Pesos and Eight Centavos (PhP 20,631,163.08) only being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of the Services of Outsourced Personnel of the Office of Consular Affairs. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Department of Foreign Affairs now invites bids for the “Procurement of the Services of Outsourced Personnel of the Office of Consular Affairs”, described as follows:

Lot No.	Project Specification	Approved Budget for the Contract (PhP)	Non-refundable Bid Fee (PhP)
1	<i>Procurement of the Services of Outsourced Personnel of the Office of Consular Affairs</i>	PhP 20,631,163.08	PhP 25,000.00

3. The Department of Foreign Affairs now invites bids for the above Procurement Project. Delivery of the Goods shall begin thirty (30) working days upon receipt of Notice to Proceed (NTP). The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.Prospective Bidders may obtain further information from the Department of Foreign Affairs and inspect the Bidding Documents at 2330 Roxas Boulevard, Pasay City, 1300 during 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on 07 December 2020 from the Office of the BAC Secretariat and at <https://www.dfa.gov.ph/transparency-dfa/procurements/bids-and-awards> It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
6. The DFA-BAC has scheduled the following activities for the said Project:

2330 Roxas Blvd., Pasay City, 1300 Philippines  
Tel. No. 834 - 4000  
[www.dfa.gov.ph](http://www.dfa.gov.ph)

Pre-bid	Deadline for Submission and Receipt of Bids	Bid Opening	Post-Qualification
11 December 2020, Friday, 2:00 p.m.	28 December 2020, Monday, 9:00 a.m.	28 December 2020, Monday, 10:00 a.m.	29 December 2020 Tuesday, 10:00 a.m.
Venue: Bids and Awards Committee (BAC) Conference Room, 12th Floor, DFA Main Building, Roxas Boulevard, Pasay City and Online Video Conference			

The DFA-BAC will hold a Pre-Bid Conference on the above-stated date, which shall be open to all interested bidders.

7. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through physical submission, facsimile, or email submissions.
8. Bids must be duly received by the BAC Secretariat through at the address below on or before 28 December 2020. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on 28 December 2020, 10:00 a.m. at the given address below and/or via *BAC Video Conferencing*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity through online video conference. Late bids shall not be accepted.
11. The Department of Foreign Affairs reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:  
DFA-BAC Secretariat  
Department of Foreign Affairs  
12<sup>th</sup> Floor, DFA Main Building,  
2330 Roxas Boulevard, Pasay City 1300  
Tel. No. 834-4854 or 834-4823; Fax no. 831-9584  
Email address: **bac.secretariat@dfa.gov.ph**
13. You may visit the following websites:  
For downloading of Bidding Documents: **<https://www.dfa.gov.ph/transparency-dfa/procurements/bids-and-awards>**

03 December 2020,  
Pasay City

  
**MARIA THERESA S.M. LAZARO**  
 OCA-BAC VICE-CHAIRPERSON 

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## **1. Scope of Bid**

The Procuring Entity, Department of Foreign Affairs, wishes to receive Bids for the Procurement of the Services of Outsourced Personnel of the Office of Consular Affairs, with identification number PB-GS-OCA-07-2020.

The Procurement Project (referred to herein as “Project”) is one lot, the details of which are described in Section VII (Technical Specifications).

## **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for the National Expenditure Program CY 2021 in the amount of Twenty Million Six Hundred Thirty-One Thousand One Hundred Sixty-Three Pesos and Eight Centavos (PhP 20,631,163.08) only.

2.2. The source of funding is:

a. NGA, the National Expenditure Program or Special Appropriations.

## **3. Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## **4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## **5. Eligible Bidders**

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. 5.2.

- a. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

- a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- b. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: The Bidder should comply with the following requirements: [*Select either failure or monopoly of bidding based on market research conducted*]
  - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*] of the ABC for this Project; and
  - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.
- 7.2. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address on 11 December 2020, 2:00 p.m., through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**. Kindly email the BAC Secretariat at [bac.secretariat@dfa.gov.ph](mailto:bac.secretariat@dfa.gov.ph) for the link of the videoconference.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the **IB**]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must

be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers

registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### **13. Bid and Payment Currencies**

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
  - a. Philippine Pesos.

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until 23 May 2020. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

### **16. Deadline for Submission of Bids**

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.



- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## 17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case of videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat. Kindly email the BAC Secretariat at [bac.secretariat@dfa.gov.ph](mailto:bac.secretariat@dfa.gov.ph) for the videoconferencing link.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## 18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. completed within 5 years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<i>No further additional provisions</i>
12	The price of the Goods shall be quoted DDP or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of not less than Four Hundred Twelve Thousand Six Hundred Twenty-Three Pesos and Twenty-Six Centavos (PhP 412,623.26) only, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than One Million Thirty-One Thousand Five Hundred Fifty-Eight Pesos and Fifteen Centavos (PhP 1,031,558.15) only if bid security is in Surety Bond.</li> </ul>
15	<i>Bidders shall submit One (1) Original and Two (2) copies of their Bids</i>
19.3	<i>Only one lot</i>
20.2	The Bidder shall submit the required licenses and permits as stated in the Technical Specifications.
21.2	The DFA-BAC reserves the right to require additional contract documents relevant to the Project.

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Section V. Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.



## Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol>

- e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

**Spare Parts –**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

*Select appropriate requirements and delete the rest.*

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [*indicate here the time period specified. If not used indicate a time period of three times the warranty period*].

Spare parts or components shall be supplied as promptly as possible, but in any case, within [*insert appropriate time period*] months of placing the order.

	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be as follows:</p> <ol style="list-style-type: none"> <li>1. The Contractor shall submit ALL supporting documents based on the services rendered in a month within the first week of the following month: <ol style="list-style-type: none"> <li>a. Monthly Statement of Account and billing register (e.g. one (1) bill for the month covering the period 01-31 January 2021);</li> <li>b. Certificates of Service Rendered (signed by the Head of the Office of Consular Affairs or his duly authorized representatives - Officers-in-Charge / Heads of various Divisions/ Sections);</li> <li>c. Reports of Absences, Tardiness and Undertime/Attendance Summary Sheets;</li> <li>d. Daily Time Cards/Time Sheet Reports;</li> <li>e. Pay slips; and</li> <li>f. Other documents that may be required by the Office of Financial Management Services (OFMS) e.g. Provisional Receipt, etc.</li> </ol> </li> </ol>

The above documents shall be grouped according to the following:

- g. OCA-Aseana;
  - h. Consular Offices in NCR;
  - i. Regional/Provincial Consular Offices; and,
  - j. Other Work Sites.
2. The processing of payment by the Department shall commence upon receipt of **ALL SUPPORTING DOCUMENTS** stated in **ITEM VII, NO. 1**.
  3. Payments shall be made within thirty (30) working days from receipt of the supporting documents, provided **ALL SUPPORTING DOCUMENTS ARE IN ORDER** and upon submission of a **Provisional Receipt**. Payment will be made through the List of Due and Demandable Accounts Payable (LDDAP).
  4. All taxes withheld shall form part of the amount paid to the Contractor. A Certificate of Tax Withheld shall be issued by the Department to accompany each payment.
  5. The Contractor shall provide wages to all outsourced personnel based on the prevailing minimum wage rate in the applicable region and such other compensation, as may be applicable, and the computation of wages is based on *three hundred ten* (310) working days.

In the event of adjustments in the minimum wage rate in any or all regions where outsourced consular personnel are deployed, the Contractor shall give formal notification and basis to support its claim to the Department at the earliest opportunity.

6. No payment shall be made to the Contractor for services not yet rendered.
7. The Contractor guarantees the payment of salaries/wages/allowances and benefits as prescribed by law to the outsourced personnel in a timely manner to ensure the efficient delivery of services.
8. All payments shall be made to the Contractor, and shall be in Philippine pesos.

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The inspections and tests that will be conducted are: *inspection of goods upon deliver as specified in the Terms of Reference.*



## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.



# Technical Specifications

## TERMS OF REFERENCE FOR THE PROCUREMENT OF THE SERVICES OF OUTSOURCED PERSONNEL OF THE OFFICE OF CONSULAR AFFAIRS

<b>I.</b>	<b>Background</b>	<p>The Department of Foreign Affairs (DFA, the “Department”), represented by the Office of Consular Affairs (“OCA”, the “End-User”), provides passport and authentication services to the public nationwide at the following consular sites:</p> <ol style="list-style-type: none"> <li>a. Office of Consular Affairs, Aseana Business Park, Parañaque City (including Mobile Passport Program and Passport-on-Wheels);</li> <li>b. Consular Offices in the NCR;</li> <li>c. Regional/ Provincial Consular Offices; and,</li> <li>d. Other Work Sites.</li> </ol>	
<b>II.</b>	<b>Objective</b>	To augment the limited human resources of OCA and to deliver efficient and cost-effective encoding operations and other tasks for the OCA’s consular services.	
<b>III.</b>	<b>Scope of Work</b>	<b>Statement of Compliance</b>	
	<b>A. General</b>		
	<p>1. Section 2.0 of CSC-COA-DBM Joint Circular No. 1, series of 2017 or the “<i>Rules and Regulations Governing Contract of Service and Job Order Workers in the Government</i>” (“Joint Circular”) authorizes Government agencies to enter into service contracts with other government agencies, private firms, non-government agencies or individuals for services related or incidental to their respective functions and operations, whether on a part-time or full-time basis.</p> <p>Under Section 6.1 of the Joint Circular, government agencies may avail of outsourced services through institutional contract of service, subject to conditions provided in the above-mentioned Joint Circular.</p> <p>In accordance with Section 6.1.2. of the same Joint Circular, workers hired through institutional contract of service shall remain to be employees of the Contractor or Service Provider.</p> <p>Hence, the Department shall have no employer-employee relationship with the outsourced personnel. The Contractor shall hold the Department free and harmless from any and all liabilities as a result of the employer-employee relationship between the Contractor and the outsourced personnel.</p>		

	<p>Sections 7.1 and 7.2. of the same Joint Circular prescribe the limitations on the functions that can be assigned to outsourced personnel, i.e. the project or job assigned to the outsourced personnel is not part of the regular functions of the Department, and that the outsourced personnel should not, in any case, be made to perform functions which are part of the job description of the Department’s existing regular employees.</p> <p>The above notwithstanding, the Department has the right to investigate and prosecute outsourced personnel violating passport laws, laws on anti-graft and corrupt practices, and other applicable laws and rules and regulations.</p>	
	<p>2. The Contractor shall comply with existing Philippine labor laws, rules and regulations, issuances, and orders. This includes its registration with the Department of Labor and Employment (DOLE) as an Independent Contractor as required under DOLE D.O. 174, s. 2017, as applicable.</p>	
<p><b>B. Contractor’s Qualifications:</b></p>		
	<p>1. The Contractor shall be a corporation or company duly organized and existing under Philippine laws, and has been duly accredited/licensed by appropriate government authorities for a minimum of five (5) years.</p>	
	<p>2. The Contractor shall have the necessary capability, expertise, equipment, manpower, financial resources and experience to provide the human resources for the needs of the Department and all its Consular Offices (COs), as well as other offices and work sites that may be created and/or opened, for the duration of the contract and any extensions thereof.</p>	
<p><b>C. Contractor’s Obligations:</b></p>		
	<p>1. The Contractor shall provide a total of <b>one hundred fifty-four (154)</b> outsourced personnel, four (4) of whom shall be designated as on-site team leaders. The outsourced personnel may be deployed interchangeably from one site to another, as needed.</p> <p>The Department may increase or decrease the number of outsourced personnel, as needed, so long as it does not exceed the contract price.</p>	
	<p>2. The outsourced personnel shall be deployed to the following offices: Office of Consular Affairs in Aseana (OCA-Aseana), including mobile passport program and Passport-on-Wheels (POW), Consular Offices in the National Capital Region (NCR), the Regional/Provincial Consular Offices, and other work sites.</p>	

<p>The Department may redistribute the number of outsourced personnel, as deemed necessary.</p>	
<p>3. Upon valid and justifiable reasons, the Department may request the Contractor for the re-assignment of the outsourced personnel, subject to the evaluation by OCA. The Contractor shall effect the re-assignment within three (3) hours from the receipt of the request of the Department.</p> <p>Reassignment shall be at no additional cost to the Department.</p>	
<p>4. The Contractor shall immediately supply the Department with qualified relievers as substitutes for absent outsourced personnel. For absences without prior notice, the reliever must be substituted within two (2) hours from the request.</p> <p>The relievers shall secure the same security clearances and undergo training as do the assigned outsourced personnel.</p>	
<p>5. The Contractor shall ensure that four (4) on-site team leaders are available at all times during operation hours.</p> <p>On-site team leaders should have a minimum of two (2) years relevant supervisory/management experience or possessing the skill sets needed for consular encoding and customer service, as approved by the End-user, prior to the team leader's deployment.</p>	
<p>6. The designated team leaders shall, in addition to overseeing the work of the outsourced personnel, be required to deal with queries and complaints from the clients pertaining exclusively to the encoding process and troubleshoot other technical problems on the floor before they are elevated to concerned Department personnel and officers. They shall also perform the same duties as the outsourced personnel they supervise, if necessary.</p>	
<p>7. The Contractor shall provide the Department with outsourced personnel, including relievers, with the following minimum standard qualifications and skills:</p> <ul style="list-style-type: none"> <li>a. Filipino citizen;</li> <li>b. Completion of at least two (2) years college education or its equivalent;</li> <li>c. At least twenty-one (21) years old at the beginning of assumption of duty;</li> <li>d. Holders of NBI and Police clearances issued six (6) months prior to the date of assumption of duty/date of assignment;</li> </ul>	

<p>e. Typing speed of forty-five (45) words per minute at one hundred (100%) percent accuracy;</p> <p>f. Computer literate;</p> <p>g. Must be neat, presentable, courteous, hard-working, team player, and possesses good moral character; and</p> <p>h. Completion of the necessary customer service and other trainings referred to in Item IIIC, Section 8.</p> <p>Upon release of Notice to Proceed (NTP), the Contractor shall submit to the Department, through OCA, the credentials and clearances of each outsourced consular personnel for consideration and acceptance.</p>	
<p>8. The Contractor shall provide a certification, with other supporting documents (<i>e.g.</i>, attendance sheet, pictures), that all its outsourced consular personnel have undergone basic orientation on customer relations, gender sensitivity, and anti-sexual harassment policies, within thirty (30) days after the issuance of the Notice to Proceed (NTP).</p>	
<p>9. The Contractor shall allow the outsourced personnel to attend appropriate trainings, as may be required by the Department.</p>	
<p>10. The Contractor shall maintain work shifts for each outsourced personnel to ensure continuous and uninterrupted daily processing of documents including during lunch breaks.</p>	
<p>11. The Contractor shall not require any outsourced personnel to render service beyond eight (8) working hours a day, unless duly approved in writing by the Department. Violation of this condition shall be sufficient ground for termination of the contract.</p>	
<p>12. The Contractor shall warrant that all of its outsourced personnel shall comply with pertinent Philippine laws and Department regulations, policies, guidelines and procedures as applicable. Violation of this paragraph shall subject the Contractor to liabilities under Item V, Section 2.</p>	
<p>13. The Contractor shall undertake the necessary background security checks for its outsourced personnel, including relievers, to be assigned to the Department.</p>	
<p>14. The Contractor shall provide identification cards, lanyards, basic personal protective equipment (PPEs), such as but not limited to face masks and face shields, as approved by the Department, which shall be worn at all times, as well as adequate supply of isopropyl alcohol or hand sanitizers to their personnel at no extra cost to the Department and the Contractor's employees.</p>	
<p>15. In conformity with the provisions of R.A. 10173 or the Data Privacy Act of 2012, the Contractor and all the outsourced personnel,</p>	

<p>including relievers, shall keep the confidentiality of all the information or records encountered during their deployment in the Department. They shall not discuss, disclose, copy, share, distribute or otherwise make available to any other persons or organizations, any and all information including but not limited to names, addresses, phone numbers and personal history, made available during the course of the performance of their duties.</p> <p>Any personnel of the Contractor found in violation of the R.A. 10173 or the Data Privacy Act of 2012 shall be immediately replaced and a recommendation for the termination of service of the erring personnel will be submitted, without prejudice to the filing of any applicable civil and criminal action.</p> <p>The confidentiality obligation under this Section and Section 16 below shall remain in effect after the termination or expiration of this Terms of Reference, or applicable contract.</p>	
<p>16. The Contractor shall ensure that the information and data obtained by the outsourced personnel in the course of performing their duties under the Contract are confidential and shall remain the sole and exclusive property of the Department.</p> <p>Any violation of this term of confidentiality and/or any unauthorized use of the Department’s exclusive property shall be subject to penalty, including removal and barring of the Contractor and its personnel from the Department premises, termination of contract by the Department, and legal action against the Contractor.</p>	
<p>17. The Contractor shall ensure that outsourced personnel shall sign a contract, which shall include their agreement, commitment, and accountability to abide by the Department’s rules and regulations on the handling of confidential and proprietary information.</p> <p>To this end, the Contractor shall furnish the Department with a copy of the individual contracts with outsourced personnel which shall contain the provision on protection of confidentiality of personal data of consular applicants, or the Contractor shall facilitate the signing of a conforme on confidentiality of data by each outsourced personnel before their deployment to OCA.</p>	
<p>18. The Contractor shall hold the Department free and harmless from any and all liabilities for any offense that any of their outsourced personnel may commit against any party during the performance of their assigned task, or from any liability for injury, loss, or damage</p>	

	committed against any party arising from the outsourced personnel's fault, fraud or negligence.	
	19. The Contractor shall attend meetings whenever requested by the Department.	
<b>D. Scope of Work of the Outsourced Consular Personnel</b>		
	<p>The additional staff shall be referred to as "outsourced personnel" and deployed to various consular sites, as outlined in ANNEX A.</p> <p>The responsibilities of the outsourced personnel shall include, but shall not be limited to, the following consular functions:</p> <p>a. <u>Passport Services</u> - encoding of vital information of the applicant, photographing and capturing the biometric data of the passport applicant, checking the typed biometrics, encoding of Master List of Passport Enrolment Certificates, and other passport service-related tasks that may be assigned, as needed, and may include mobile passport program and Passport-on-Wheels.</p> <p>b. <u>Authentication Services</u> - encoding of data for Authentication Certificates and preparing the Master List of documents. They may be assigned to the assembly line to perform other tasks such as affixing the seal, riveting the eyelet for authentication certificates, as well as other authentication-related tasks deemed necessary.</p>	
<b>IV.</b>	<b>Reservation Rights</b>	
	<p><u>Removing Personnel for Misconduct or Security Reasons</u></p> <p>The Contractor shall, upon the request of the Department, immediately replace any outsourced personnel for misconduct, breach of confidentiality, and security reasons. The newly-assigned personnel shall secure the same security clearances and undergo training similar to regular outsourced personnel.</p> <p>The Contractor shall institute the necessary investigations and submit to the Department a report of its findings within thirty (30) calendar days, at no additional cost to the Department.</p>	

<b>V.</b>	<b>Penalty Clause</b>	
	1. In case of errors by the outsourced personnel in the performance of their assigned tasks, the Contractor shall immediately bear the cost equivalent to the amount paid by the passport applicant or the cost of the authentication certificate, and any additional charges.	
	2. In case the Contractor violates or fails to comply with any of the provisions of this Terms of Reference and/or applicable contract, the Department shall impose a penalty on the Contractor, without prejudice to the filing of civil and criminal charges.	
	3. The Department shall collect penalties and liquidated damages directly from the Contractor in the event that the damages exceed the amount of the performance security posted.	
	4. The Contractor and its outsourced personnel shall not engage in any personal or pecuniary transaction related to the consular services of the Department and are prohibited from soliciting or benefiting from, or conducting any act or activity with the clients of the Department. Doing so will result in the filing of appropriate charges/cases in proper courts by the Department.	
<b>VI.</b>	<b>Contract Duration</b>	
	The contract period shall be from <b>01 January 2021 to 30 June 2021.</b>	
<b>VII.</b>	<b>Terms of Payment</b>	
	<p>9. The Contractor shall submit ALL supporting documents based on the services rendered in a month within the first week of the following month:</p> <ol style="list-style-type: none"> <li>a. Monthly Statement of Account and billing register (e.g. one (1) bill for the month covering the period 01-31 January 2021);</li> <li>b. Certificates of Service Rendered (signed by the Head of the Office of Consular Affairs or his duly authorized representatives - Officers-in-Charge / Heads of various Divisions/ Sections);</li> <li>c. Reports of Absences, Tardiness and Undertime/Attendance Summary Sheets;</li> <li>d. Daily Time Cards/Time Sheet Reports;</li> <li>e. Pay slips; and</li> <li>f. Other documents that may be required by the Office of Financial Management Services (OFMS) e.g. Provisional Receipt, etc.</li> </ol> <p>The above documents shall be grouped according to the following:</p> <ol style="list-style-type: none"> <li>a. OCA-Aseana;</li> </ol>	

	<p>b. Consular Offices in NCR;  c. Regional/Provincial Consular Offices; and,  d. Other Work Sites.</p>	
	<p>10. The processing of payment by the Department shall commence upon receipt of <b>ALL SUPPORTING DOCUMENTS</b> stated in <b>ITEM VII, NO. 1</b>.</p>	
	<p>11. Payments shall be made within thirty (30) working days from receipt of the supporting documents, provided <b>ALL SUPPORTING DOCUMENTS ARE IN ORDER</b> and upon submission of a <b>Provisional Receipt</b>. Payment will be made through the List of Due and Demandable Accounts Payable (LDDAP).</p>	
	<p>12. All taxes withheld shall form part of the amount paid to the Contractor. A Certificate of Tax Withheld shall be issued by the Department to accompany each payment.</p>	
	<p>5. The Contractor shall provide wages to all outsourced personnel based on the prevailing minimum wage rate in the applicable region and such other compensation, as may be applicable, and the computation of wages is based on <i>three hundred ten</i> (310) working days.</p> <p>In the event of adjustments in the minimum wage rate in any or all regions where outsourced consular personnel are deployed, the Contractor shall give formal notification and basis to support its claim to the Department at the earliest opportunity.</p>	
	<p>6. No payment shall be made to the Contractor for services not yet rendered.</p>	
	<p>7. The Contractor guarantees the payment of salaries/wages/allowances and benefits as prescribed by law to the outsourced personnel in a timely manner to ensure the efficient delivery of services.</p>	
	<p>8. All payments shall be made to the Contractor, and shall be in Philippine pesos.</p>	
<b>VIII.</b>	<b>Miscellaneous</b>	
	<p>1. <u>Periodic services quality reviews</u></p> <p>The Department shall conduct formal quality review on a periodic basis. The review shall include an evaluation of the Contractor’s operations including compliance with its obligations.</p>	
	<p>2. The Department shall undertake periodic reviews of performance of the outsourced personnel vis-a-vis agreed performance requirements. This is to ascertain quality level attainment and co-develop improvements on the quality levels, processes, service delivery, etc.</p>	



3. Client Feedback Mechanism

As the Department maintains a Client Feedback Mechanism, any negative feedback concerning outsourced personnel shall be communicated to the Contractor for appropriate action. The Contractor shall submit to the Department a compliance report on the action taken on said negative feedback within five (5) working days from the receipt of the Department's feedback.

**ANNEX A**

**OUTSOURCED PERSONNEL OF THE OFFICE OF CONSULAR AFFAIRS**

**Summary of Distribution**

<b>Consular Site</b>	<b>TOTAL</b>
<b>OCA-Aseana</b>	75
<b>Consular Offices in NCR</b>	44
<b>Regional/Provincial Consular Offices</b>	35
<b>Other Work Sites</b>	
<b>TOTAL</b>	<b>154</b>

**Distribution Plan**

<b>OFFICE / SITE</b>	<b>LOCATION</b>	<b>NO. OF CONTRACTED OUTSOURCED CONSULAR PERSONNEL</b>	<b>SUPERVISOR</b>	<b>TOTAL</b>
<b>I. OCA-Aseana</b>				<b>75</b>
Passport Division – Passport Enrolment Center (PEC)	Aseana Business Park, Macapagal Ave., Cor. Bradco Ave., Parañaque City	37	1	38
Passport Releasing Section	Aseana Business Park, Macapagal Ave., Cor. Bradco Ave., Parañaque City	8		8
Consular Affairs Public Assistance Center (CAPAC)	Aseana Business Park, Macapagal Ave., Cor. Bradco Ave., Parañaque City	7		7
Consular Information Center (CIC)	Aseana Business Park, Macapagal Ave., Cor. Bradco Ave., Parañaque City	4		4

Authentication Division	Aseana Business Park, Macapagal Ave., Cor. Bradco Ave., Parañaque City	10	1	11
Consular Records Division (CRD)	Aseana Business Park, Macapagal Ave., Cor. Bradco Ave., Parañaque City	1		1
Consular Offices Coordinating Division (COCD)	Aseana Business Park, Macapagal Ave., Cor. Bradco Ave., Parañaque City	2		2
Diplomatic and Official Passport Section (DOPS)	Aseana Business Park, Macapagal Ave., Cor. Bradco Ave., Parañaque City	3		3
Courtesy Lane	Aseana Business Park, Macapagal Ave., Cor. Bradco Ave., Parañaque City	1		1
<b>II. Consular Offices in the NCR</b>				<b>44</b>
DFA CO NCR-East at Mandaluyong	7/F SM Megamall Bldg. C, Edsa cor. J. Vargas Ave., Mandaluyong City	11	1	12
DFA CO NCR-West at Manila	5/F SM Manila, Concepcion St. cor. Arroceros and Sn. Marcelino, Manila	14	1	15
DFA CO NCR-South at Muntinlupa	4/F Metro Alabang Town Center, Alabang-Zapote Road, Muntinlupa City	10		10
DFA CO NCR-Northeast at Quezon City	Ali Mall Araneta Center Cubao, Quezon City	5		5
DFA CO NCR-North at Novaliches	Robinsons Nova Market Brgy. Pasong Putik, Quirino Highway cor Maligaya,	2		2

	Novaliches, Quezon City			
<b>III. Provincial Consular Offices</b>				<b>35</b>
DFA CO Cebu (Mandaue)	4/F Pacific Mall – Metro Mandaue, UN Avenue cor. MC Briones St., Brgy. Estancia, Mandaue City	14		14
DFA CO Cotabato	3F Annex 1 Mall of Alnor, Rosario Heights, Malagapas Sinsuat Avenue, Cotabato City	2		2
DFA CO Davao	3/F SM City Davao, Quimpo Blvd., Ecoland Subd., Brgy. Matina, Davao City	9		9
DFA CO Pampanga	2/F Robinsons StarMills, San Fernando City, Pampanga	8		8
DFA CO Puerto Princesa	2 <sup>nd</sup> Level Robinsons Place Palawan, National Highway, Brgy. San Manuel, Puerto Princesa City 3500	2		2
<b>TOTAL NO. OF PERSONNEL</b>				<b>154</b>

Note: Outsourced Personnel shall render services from Monday to Saturday, eight (8) working hours a day.

Computation of wages is based on *three hundred ten* (310) working days.

**Note:**

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule to Requirements. The **STATEMENT OF COMPLIANCE** must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint

venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of a 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 is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1 (a)(ii) and/or **GCC** Clause 2.1 (a)(ii)

Conformé:

[Signature/s]

[Name of Bidder’s Authorized Representative/s]

[Position]

[Date]

[Use this form for Framework Agreement:]

## ***Technical Specifications***

<b><i>TECHNICAL SPECIFICATIONS</i></b>			
<b><i>Item / Service</i></b>	<b><i>Maximum Quantity</i></b>	<b><i>Technical Specifications / Scope of Work</i></b>	<b><i>Statement of Compliance</i></b>
			<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]</i></p>

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of 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.

#### Financial Documents

- (k) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);



**OR**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class “B” Documents***

- (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

**OR**

duly notarized statements 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.

**Other documentary requirements under RA No. 9184 (as applicable)**

- (n) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

