



**NATIONAL COMMISSION ON INDIGENOUS PEOPLES**  
**6<sup>TH</sup> & 7<sup>TH</sup> FLOORS, SUNNYMEDE IT CENTER, QUEZON AVE.,**  
**DILIMAN, QUEZON CITY**

**BIDDING DOCUMENTS**  
**FOR THE**

**PROCUREMENT OF ICT EQUIPMENT**

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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***



**Republic of the Philippines**  
**Office of the President**  
**NATIONAL COMMISSION ON INDIGENOUS PEOPLES**

*6<sup>th</sup> & 7<sup>th</sup> Floor Sunneymede IT Center, Diliman, Quezon City*  
*Trunk Line No. 8575-1200 | Telefax Nos. 8373-9534 /8373-9787*

## INVITATION TO BID FOR PROCUREMENT OF ICT EQUIPMENT

1. The *National Commission on Indigenous Peoples*, through the *General Appropriations Act* intends to apply the sum of **FORTY-SEVEN MILLION SIX HUNDRED NINETY-SEVEN THOUSAND PESOS (P47,697,000.00)** being the ABC to payments under the contract for the **Procurement of ICT Equipment**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Lot #	Lot Description	ABC
1	ICT Equipment	Php 42,057,000.00
2	Multimedia Equipment	Php 5,640,000.00

2. The National Commission on Indigenous Peoples (NCIP), now invites bids for the above Procurement Project. Delivery of the ICT Equipment is required within 180 days after receipt of Notice to Proceed. Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. 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 restricted to Filipino citizens/sole proprietorship, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from National Commission on Indigenous Peoples (NCIP) and inspect the Bidding Documents at the address given below from **Monday to Friday from 8:00 AM to 5:00 PM**.
5. A complete set of Bidding Documents may be purchased by interested Bidders on **February 21, 2024 to March 11, 2024 (9:00AM to 5:00PM)** from the address below and upon payment of a non-refundable fees for the Bidding Documents at the Cashier’s Office:

Lot #	Lot Description	Amount
1	ICT Equipment	Php 25,000.00
2	Multimedia Equipment	Php 10,000.00

6. The National Commission on Indigenous Peoples (NCIP) will hold a Pre-Bid Conference on **February 28, 2024, at 11:00AM** at **NCIP Conference Room or ICT Communication Center, 7<sup>th</sup> Floor Sunnymede IT Center, Quezon Avenue, Diliman, Quezon City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **March 11, 2024 at 5:00 PM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be conducted on **March 12, 2024 at 11:00AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The National Commission on Indigenous Peoples (NCIP) 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.
11. For further information, please refer to:  
  
**MR. RAFAEL B. BELISANO**  
Head, BAC Secretariat  
**6<sup>th</sup> and 7<sup>th</sup> Floor, Sunnymede IT Center, Quezon Avenue, Diliman, Quezon City**  
Telephone No. (02) 8575 1200 local 0019
12. For downloading of Bidding Documents, you may visit our website: **[www.ncip.gov.ph](http://www.ncip.gov.ph)**

*February 20, 2024*

  
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**ATTY. JOSEFINA S. RODRIGUEZ-AGUSTI**  
BAC Chairperson



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

## 1. Scope of Bid

The Procuring Entity, National Commission on Indigenous Peoples (NCIP) wishes to receive Bids for the Procurement of ICT Equipment under this Agreement, with identification number **NCIP 2024-02-002**.

The Procurement Project (referred to herein as “Project”) is composed Goods for the ICT Equipment, 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 *Fiscal Year 2023*, in the total amount of ***Forty-Seven Million Six Hundred Ninety-Seven Thousand Pesos Only (P47,697,000.00)***.

Lot #	Lot Description	ABC
1	ICT Equipment	Php 42,057,000.00
2	Multimedia Equipment	Php 5,640,000.00

2.2. The source of funding is:

- a. NGA, the General Appropriations Act 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. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 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 Non-Expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time at **NCIP Conference Room or ICT Communication Center, 7<sup>th</sup> Floor, Sunnymede IT Center, Quezon Avenue, Diliman, Quezon City** as indicated in paragraph 6 of the **IB**.

## 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 *two (2) years amounting to at least fifty percent (50%) of the ABC* 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 the **BDS**.
- 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 the **BDS**.

## **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 *July 10, 2024 (120 days from the date of opening of bids)*. 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 two copies (one original & one certified true 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

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address 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 videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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.

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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.

## 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 Entity's 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 may be. In this case, the Bid Security as required by **ITB** Clause 14 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:  
  
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

- 20.1. Within a non-extendable 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 (e-FPS) 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***



# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. Procurement of ICT Equipment using similar or almost similar materials required under this project.</li> <li>a. completed within two (2) years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	Sub-contract is not allowed for this procurement project.
12	The price of the Goods shall be quoted Delivery Duty Paid (DDP) or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>Lot 1:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <u>Php 841,140.00</u> (2%) of ABC, 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 <u>Php 2,102,850.00</u> (5%) of ABC if bid security is in Surety Bond.</li> </ul> <p>Lot 2:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <u>Php 112,800.00</u> (2%) of ABC, 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 <u>Php 282,000.00</u> (5%) of ABC if bid security is in Surety Bond.</li> </ul>
19.3	<i>No Further Instructions</i>
20.2	<i>No Further Instructions</i>
21.2	<i>No Further Instructions</i>

## ***Section IV. General 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 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 VII (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**

- 5.1 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.
- 5.2 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*

## Special Conditions of Contract

GCC Clause	
1	<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>“The delivery terms applicable to this Contract are delivered to NCIP located at 6<sup>th</sup> and 7<sup>th</sup> floors, Sunnymede IT Center, Quezon Avenue, Quezon City. 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 <b>Mr. Jaymell M. Historillo</b>.</p> <p>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.</p>
	<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.</p> <p>A packaging list identifying the contents and quantities of the package is to be placed at the outer packaging.</p>
	<p><b>Transportation –</b></p> <p>Prior to delivery, the NCIP reserves the right to inspect the equipment at the Supplier's warehouse to ensure compliance with specifications and quality standards. The Supplier must provide logistics means for the inspection of NCIP and the same shall be delivered to the respective NCIP Offices. Complete addresses are stated in Annex “A”.</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</p>

	<p>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	“The terms of payment can be referred to the attached Terms of Reference under VIII. PAYMENT SCHEME”
4	The inspections and tests that will be conducted should be in accordance with the Contract/P.O.

## *Section VI. Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/ Months</b>
Lot 1	<b>ICT Equipment</b>			<i>180 days</i>
	Desktop AIO	245 pcs	245 pcs	
	Laptop	149 pcs	149 pcs	
	Drone	50 pcs	50 pcs	
	Tablet	7 pcs	7 pcs	
	Printer	150 pcs	150 pcs	
	External Hard Drive	140 pcs	140 pcs	
	Uninterrupted Power Supply	249 pcs	249 pcs	
	Headset	245 pcs	245 pcs	
	Photocopier/Xerox-Photocopier	14 pcs	14 pcs	
Lot 2	<b>Multimedia Equipment</b>			<i>180 days</i>
	DSLR with Accessories	50 sets	50 sets	
	Video Camera	50 sets	50 sets	



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

# Technical Specifications

Item	Specification	Statement of Compliance
	<p><b>SCOPE OF WORK</b></p> <p>The Supplier shall provide the following ICT productivity equipment:</p> <p><b>Lot #1 ICT Equipment:</b> Desktops AIO, Laptops, Drones, Tablets, Printers, External Hard Drives, Uninterrupted Power Supplies, Headsets, Photocopiers/Xerox-Photocopiers</p> <p><b>Lot #2 Multimedia Equipment:</b> DSLR, Video Camera, Camera Gimbal/Camera Accessories</p> <p><b>Inspection and Delivery Process:</b></p> <p><b>Inspection:</b></p> <p>Prior to delivery, the NCIP reserves the right to inspect the equipment at the Supplier's warehouse to ensure compliance with specifications and quality standards. The Supplier must provide logistics means for the inspection of NCIP. The NCIP shall not incur any additional cost during the process.</p> <p><b>Delivery to Regional Offices:</b></p> <p>The items/equipment for delivery are still considered as Supplier's property until the items/equipment has been received by the NCIP Office.</p> <p>The Supplier shall be responsible for the safe and timely delivery of the equipment to the different regional offices of the NCIP. The NCIP shall not incur any additional cost during the process.</p> <p>Refer to the <b>Annex A</b> for the specific addresses of regional offices and the corresponding quantity of equipment to be delivered to each location.</p>	<p>State whether complied or not complied</p>

Lot 1	<b>ICT Equipment</b>	<b>Specifications</b>
	Desktop AIO	<p> <b>Processor: Intel® Core™ i7-1360P Processor 2.2GHz (18M Cache, up to 5.0 GHz, 12 cores)</b> </p> <p> <b>Memory (RAM): DDR4 16GB</b> </p> <p> <b>Storage: 512GB + 512GB M.2 NVMe™ PCIe® 4.0 SSD</b> </p> <p> <b>Video/Graphics: Intel® UHD Graphics</b> </p> <p> <b>Monitor:</b>  <b>Non-touch screen, 23.8-inch, FHD (1920 x 1080) 16:9, Wide view, Anti-glare display, LED Backlit</b> </p> <p> <b>Network:</b>  <b>Wireless: Wi-Fi 6E(802.11ax) (Dual band) 2*2 + Bluetooth® 5.3 Wireless Card</b>  <b>LAN: 10/100/1000 Mbps</b> </p> <p> <b>Camera: 1080p FHD camera</b> </p> <p> <b>Audio: Built-in array microphone, Built-in speakers</b> </p> <p> <b>I/O Ports:</b>  <b>2-in-1 card reader SD / MMC</b>  <b>3.5mm combo audio jack</b>  <b>USB 3.2 Gen 1 Type-A</b>  <b>USB 3.2 Gen 2 Type-C</b>  <b>USB 2.0 Type-A</b>  <b>Thunderbolt™ 4 supports display / power delivery</b>  <b>DC-in</b>  <b>RJ45 Gigabit Ethernet</b>  <b>HDMI in and HDMI out</b> </p> <p> <b>Operating System: Windows 11 Pro</b> </p> <p> <b>Office Suite: MS Office Perpetual License</b> </p> <p> <b>Included in the box:</b>  <b>Wired keyboard (USB)</b>  <b>Wired optical mouse (USB)</b> </p> <p> <b>Warranty: 3 Years on Service, Parts and Onsite</b> </p> <p> <b>Additional requirements:</b>  <b>-IDC top 5</b> </p>

Laptop	<p>Processor: <b>Intel® Core™ i7-1355U Processor 1.7GHz (12M Cache, up to 5GHz,10 cores)</b></p> <p>Memory (RAM): <b>16GB DDR4</b></p> <p>Storage: <b>1TB M.2 NVMe™ PCIe® 4.0 SSD</b></p> <p>Video/Graphics: <b>Intel® UHD Graphics</b></p> <p>Monitor: <b>14.0-inch FHD (1920 x 1080) 16:9 Anti-glare non-touch screen</b></p> <p>Network:  <b>Wireless: Wi-Fi 6E(802.11ax) (Dual band) 2*2 + Bluetooth® 5.3 Wireless Card</b></p> <p>Camera: <b>720p HD camera</b></p> <p>FingerPrint: <b>FingerPrint</b></p> <p>Keyboard type: <b>Backlit Chiclet Keyboard</b></p> <p>Audio: <b>Built-in speaker</b></p> <p><b>I/O Ports:</b>  <b>USB 2.0 Type-A</b>  <b>USB 3.2 Gen 1 Type-A</b>  <b>USB 3.2 Gen 1 Type-C support power delivery</b>  <b>USB 3.2 Gen 2 Type-C support display / power delivery</b>  <b>HDMI 1.4</b>  <b>3.5mm Combo Audio Jack</b>  <b>RJ45 Gigabit Ethernet</b></p> <p>Operating System: <b>Windows 11 Pro</b></p> <p>Office Suite: <b>MS Office Perpetual License</b></p> <p>Included in the box:  <b>Wireless optical mouse with the same brand</b></p> <p>Warranty: <b>3 Years on Service, Parts and Onsite</b>  Battery Warranty: <b>3 years warranty on battery</b></p> <p>Additional requirements:  <b>-US MIL-STD 810H military-grade standard</b>  <b>-IDC top 5</b></p>	
Drone	<p>Takeoff Weight: <b>&lt;249g</b></p> <p>Camera  Sensor: <b>1/1.3”CMOS Sensor</b></p>	

		<p>Effective Pixels: <b>48 MP</b>  Lens  FOV: <b>82.1°</b>  Aperture: <b>f/1.7</b>  Focus Range: <b>1m to ∞</b>  Video Resolution: <b>4K HDR (60fps), 2.7k (60fps), 1080p (120fps)</b></p> <p>Memory Card: <b>microSD</b>  Photo Resolution: <b>48MP (JPEG, RAW)</b>  Maximum Flight Time: <b>34 minutes (per battery)</b>  Maximum Flight Distance: <b>18km</b></p> <p><b>Free Micro SD 64GB compatible with the drone unit  In the Box</b>  <b>1pc Remote Controller (with screen)</b>  <b>3pcs Battery</b>  <b>1pc Two-Way Charging Hub</b>  <b>1pc Shoulder Bag</b>  <b>1pc USB-C Cable</b>  <b>3pcs Spare Propellers (Pair)</b>  <b>18pcs Screws</b>  <b>1pc Screwdriver</b>  <b>1pc Type-C to Type-C PD Cable</b>  <b>1pc Gimbal Protector</b>  <b>1pc Propeller Holder</b></p>	
	<p>Photocopier</p>	<p><b>Printing</b>  Print Direction: <b>Bi-directional printing</b>  Maximum Resolution: <b>4800x1200 dpi</b>  Automatic 2-sided printing: <b>Yes</b></p> <p><b>Copying</b>  Copy Paper Size (Flatbed): <b>A3, B4, Legal</b>  Maximum Copy Size: <b>A3</b></p> <p><b>Scanning</b>  Scanner Type: <b>Flatbed colour image scanner</b>  Scan Features: <b>Scan to Memory Device, Scan to Network Folder/FTP, Scan to Email, Scan to Computer (Document Capture Pro), Scan to Computer (WSD)</b></p> <p><b>ADF Function</b>  Automatic 2-sided Scan / Copy: <b>Yes</b></p> <p><b>Fax Function</b>  Type of FAX: <b>Walk-up black-and-white and colour fax capability</b></p> <p><b>Paper Handling</b></p>	

	<p>Number of Paper Trays: <b>2 (Front 1, Rear 1)</b></p> <p>Paper Size: <b>A4, Letter, Legal</b>  Maximum Paper Size: <b>A3+, 329 x 1200 mm (12.95 x 47.24")</b></p> <p><b>Printer Interface</b>  USB: <b>USB 3.0</b>  Network Ethernet: <b>(1000BASE-T/100BASE-TX/10BASE-T), Wi-Fi (IEEE 802.11b/g/n), Wi-Fi Direct</b></p> <p><b>Control Panel</b>  LCD Screen: <b>5.0 inch / 12.7cm TFT Colour LCD</b></p> <p><b>Printer Software</b>  Operating System Compatibility:  <b>Windows XP / Vista / 7 / 8 / 8.1 / 10</b>  <b>Windows Server 2003 / 2008 / 2012 / 2016 / 2019</b>  <b>Mac OS X 10.6.8 or later</b></p>	
Tablet	<p><b>NETWORK: GSM / HSPA / LTE</b>  <b>SIM: Nano-SIM</b>  <b>DISPLAY:</b>  Type: <b>IPS LCD</b>  Size: <b>10.61 inches</b>  Resolution: <b>1200 x 2000 pixels</b></p> <p><b>OS: Android 12</b>  <b>Chipset: Qualcomm Snapdragon 680</b>  <b>CPU Octa-core</b>  <b>GPU Adreno 610</b>  <b>MEMORY</b>  Card slot: <b>microSDXC (dedicated slot)</b>  Internal: <b>64GB 4GB RAM</b></p> <p><b>CAMERA</b>  Front: <b>8 MP</b>  Back: <b>8 MP</b></p> <p><b>SOUND: Yes, with stereo speakers (4 speakers)</b>  3.5mm jack: <b>Yes</b>  <b>WIFI: WLAN Wi-Fi 802.11 a/b/g/n/ac, dual-band, Wi-Fi Direct</b>  <b>Bluetooth: 5.0, A2DP, LE</b>  <b>BATTERY: Type Li-Po 7700 mAh, non-removable</b>  Charging: <b>20W wired</b></p>	
External Hard Drive	Storage: <b>1TB</b>	
Uninterruptible Power Supply	Capacity (VA/W): <b>650VA/390W</b> <b>Input</b> Voltage range: <b>162 – 290VAC, single-phase</b> Frequency range: <b>50Hz/60Hz automatic identification</b>	

	<p><b>Output</b> Voltage tolerance (Batt. Mode): <b>Simulated sine wave at nominal voltage ±10%</b> Frequency range (Batt. Mode): <b>50Hz/60Hz automatic identification</b></p> <p><b>Battery</b> Battery type &amp; Number: <b>12V/7Ah × 1</b> Typical recharge time: <b>4 hours to 90%</b> Sockets: <b>3×Universal, USB Charger *1 (5.0V/1.0A)</b> Runtime: Time (in minutes) Load%: <b>25% 15m</b> <b>50% 4m</b></p>	
Multi-functional Printer	<p><b>FUNCTIONS: Print, Scan, Copy, Fax with ADF</b></p> <p><b>PRINTER TYPE: Inkjet Printer</b></p> <p><b>PAPER SIZE: A4, Letter, Legal, Folio</b></p> <p><b>DISPLAY: 1.44” Color LCD Screen</b></p> <p><b>Connectivity</b> <b>USB: Hi-Speed USB 2.0</b> <b>Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct</b></p> <p><b>Operating System Compatibility:</b> <b>Windows XP / Vista / 7 / 8 / 8.1 / 10</b> <b>Windows Server 2003 / 2008 / 2012 / 2016 / 2019</b> <b>Mac OS X 10.6.8 or later</b></p>	
Headset	<p><b>Speaker Unit with Microphone</b> Port: <b>USB</b> Compatibility: <b>Windows 7 / 8 / 8.1 / 10 / 11</b></p>	

<p>Lot 2</p>	<p><b>Multimedia Equipment</b></p>	<p><b>Specifications</b></p>	
	<p>DSLR with accessories</p>	<p><b>Approx. 25.0 megapixels</b>  Interchangeable-lens  Alpha E-Mount Camera/Mirrorless APS-C sensor with 16-50mm Power Zoom lens kit</p> <p>Accessories:  E 35mm f/1.8 OSS lens kit  Gimbals Stabilizer</p>	
	<p>Video Camera</p>	<p>Storage  Media type: <b>Memory Card</b>  Compatible memory cards: <b>MicroSD (TransFlash), MicroSDHC, MicroSDXC</b></p> <p>Audio  <b>Built-in microphone</b>  <b>Built-in speaker(s)</b>  Audio formats supported: <b>AAC, PCM</b></p> <p>Ports and Interface  S-Video out  HDMI  USB 2.0 ports - 1  Composite video out - 1  USB charging</p> <p>Display  Built-in display: <b>2.7" LCD</b></p> <p>Add on:  - <b>Spare Battery</b>  - <b>Memory Card</b></p>	
<p><b>WARRANTY AND SUPPORT</b></p>			
<p>The Supplier must provide a minimum warranty of three (3) years for Desktops and Laptops, one (1) year for other ICT and multimedia equipment and six (6) months for accessories and computer peripherals.</p> <p>The warranty should include free-of-charge repairs, replacement of defective parts, and maintenance during the entire warranty period.</p> <p>The terms and conditions of the warranty, including coverage and procedures for availing services, must be clearly outlined in the proposal.</p> <p>After the warranty period, the Supplier should offer optional extended maintenance and support services, including but not limited to software updates, technical assistance, and troubleshooting.</p> <p>The Supplier must provide a specific list of authorized and active service centers or authorized technicians in all regions nationwide and have the capacity to provide nationwide onsite support.</p>			



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

# 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

- (e) 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**
- (f) 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**
- (g) 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**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) 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

- (j) 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**
- (k) 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***

- (l) 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.

**II. FINANCIAL COMPONENT ENVELOPE**

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

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

- (o) *[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.
- (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**BID PROPOSAL (Financial Bid Form)**  
**LOT 1**

ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
<b>ICT Equipment</b>			
a. Desktop AIO	245		
b. Laptop	149		
c. Drone	50		
d. Tablet	7		
e. Printer	150		
f. External Hard Drive	140		
g. Uninterrupted Power Supply	249		
h. Headset	245		
i. Photocopier/Xerox-Photocopier	14		
<b>TOTAL</b>			

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

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

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

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

**BID PROPOSAL (Financial Bid Form)**  
**LOT 2**

ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
<b>Multimedia Equipment</b>			
a. DSLR with Accessories	50		
b. Video Camera	50		
<b>TOTAL</b>			

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

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

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

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

**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: \_\_\_\_\_



REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
**NATIONAL COMMISSION ON INDIGENOUS PEOPLES**

**TERMS OF REFERENCE (TOR)  
PROCUREMENT OF ICT EQUIPMENT**

**I. RATIONALE**

The National Commission on Indigenous Peoples (NCIP) is initiating a procurement process for the acquisition of Information and Communication Technology (ICT) productivity equipment to enhance its operational efficiency and support the organization's objectives. This ToR serves as a guideline for potential suppliers bidding on this procurement project.

**II. OBJECTIVES**

The primary objective of this procurement is to acquire the latest ICT productivity equipment to improve the overall functionality and effectiveness of the National Commission on Indigenous Peoples.

**III. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The National Commission on Indigenous Peoples (NCIP) shall offer public bidding to all prospective bidders for the supply and delivery of ICT Equipment with an Approved Budget for the Contract (ABC) amounting to **FORTY-SEVEN MILLION SIX HUNDRED NINETY-SEVEN THOUSAND PESOS (P47,697,000.00)** chargeable to 2024 GAA.

Lot #	Description	ABC
1	<b>ICT Equipment:</b> Desktop AIO, Laptop, Drone, Tablet, Printer, External Hard Drive, Uninterrupted Power Supply, Headset Photocopier/Xerox-Photocopier	42,057,000.00
2	<b>Multimedia Equipment:</b> DSLR, Video Camera, Camera Gimbal/Camera Accessories	5,640,000.00
<b>TOTAL</b>		<b>47,697,000.00</b>

**IV. IMPLEMENTATION PERIOD**

Project Period: 180 Calendar Days  
Project Start Date: Effective Date of Notice to Proceed (NTP)

**V. SCOPE OF WORK AND DELIVERABLES**

The Supplier shall provide the following ICT productivity equipment:

**Lot #1 ICT Equipment:**

Desktops AIO, Laptops, Drones, Tablets, Printers, External Hard Drives, Uninterrupted Power Supplies, Headsets, Photocopiers/Xerox-Photocopiers

**Lot #2 Multimedia Equipment:**

DSLR, Video Camera, Camera Gimbal/Camera Accessories

**Inspection and Delivery Process:**

**Inspection:**

Prior to delivery, the NCIP reserves the right to inspect the equipment at the Supplier's warehouse to ensure compliance with specifications and quality standards. The Supplier must provide logistics means for the inspection of NCIP. The NCIP shall not incur any additional cost during the process.

**Delivery to Regional Offices:**

The items/equipment for delivery are still considered as Supplier's property until the items/equipment has been received by the NCIP Office.

The Supplier shall be responsible for the safe and timely delivery of the equipment to the different regional offices of the NCIP. The NCIP shall not incur any additional cost during the process.

Refer to the **Annex A** for the specific addresses of regional offices and the corresponding quantity of equipment to be delivered to each location.

**VI. TECHNICAL SPECIFICATIONS**

Refer to **Annex B** for detailed specifications of equipment.

**VII. WARRANTY AND SUPPORT**

The Supplier must provide a minimum warranty of three (3) years for Desktops and Laptops, one (1) year for other ICT and multimedia equipment and six (6) months for accessories and computer peripherals.

The warranty should include free-of-charge repairs, replacement of defective parts, and maintenance during the entire warranty period.

The terms and conditions of the warranty, including coverage and procedures for availing services, must be clearly outlined in the proposal.

After the warranty period, the Supplier should offer optional extended maintenance and support services, including but not limited to software updates, technical assistance, and troubleshooting.

The Supplier must provide a specific list of authorized and active service centers or authorized technicians in all regions nationwide and have the capacity to provide nationwide onsite support.

**VIII. PAYMENT SCHEME**

The contract is a fixed-price contract, and any unapproved extension of the contract time shall be subject to liquidated damages/penalties.

Payment for goods and services shall be made in tranches and shall be applicable to all lots:



Item #	Milestone	Payment Amount	Documents Required for Payment
2	Completed delivery and acceptance of ICT Equipment per NCIP Office	Total cost of the delivered equipment	<ul style="list-style-type: none"> <li>• Delivery Receipt</li> <li>• Acceptance Certificate</li> <li>• Copy of Property Acknowledgement Receipt from the receiving NCIP Office</li> </ul>

The Supplier may request for payment per complete delivery in every Regional Offices provided that the required documents were submitted.

Prepared by:

  
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**JAYMELL M. HISTORILLO**  
 Information Technology Officer II

Reviewed by:

  
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 Information Technology Officer III

Recommending Approval:

  
**MERVYN H. ESPADERO**  
 Executive Director

Approved by:

  
**JENNIFER PIA SIBUG-LAS**  
 Chairperson



REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
**NATIONAL COMMISSION ON INDIGENOUS PEOPLES**

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**Annex A: NCIP Office Addresses and ICT Equipment and Accessories Distribution List**

**List of NCIP Regional Offices and Address**

<b>NCIP Office</b>	<b>Address</b>
Central Office	1614 Quezon Avenue, South Triangle, Quezon City, 1103
CAR	3rd Floor, Lyman Ogilby Centrum, 358 Magsaysay Ave. Baguio City 2600
Region I	2nd & 3rd Floor, Braganza Building, Quezon Avenue, Sevilla, San Fernando City, 2500
Region II	Dalan Na Paccorofun, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan 3500
Region III	3rd Flr. KL Building, Consunji St., Sto. Rosario, City of San Fernando, Pampanga 2000
Region IV-A	3rd Floor 574 Argo Bldg., EDSA cor. P. Tuazon Ave. Cubao, Quezon City 1109
Region IV-B	3rd Floor 574 Argo Bldg., EDSA Cor. P. Tuazon Ave. Cubao, Quezon City 1109
Region V	Minnie T. Arroyo Center for Indigenous Peoples, Highway 1, San Nicolas, Iriga City 4431
Region VI/VII	3rd Flr. CPBC Centennial Bldg., Fajardo St., Jaro, Ilo-ilo City 5000
Region IX	Raiza Bldg., Rizal Avenue, Lumbia District, Pagadian City, Zamboanga del Sur
Region X	3rd Flr. Halasan Bldg. cor. Tiano Del Pilar St., Cagayan de Oro City, 9000
Region XI	E. Valeroso Bldg., Sandawa Plaza, New Matina, Davao City 8000
Region XII	2nd Floor, Jayven Bldg., General Santos Drive, cor. Posadas St., Koronadal City, South Cotabato 9506
Region XIII	First Floor Samping Building., J.C. Aquino, Butuan City 8600

**Distribution of ICT Equipment per Office**

<b>Regional Office</b>	<b>Desktop AIO</b>	<b>Laptop</b>	<b>Photocopier</b>	<b>Printer</b>	<b>Drone</b>	<b>Tablet</b>	<b>External Hard Disk</b>	<b>Uninterrupted Power Supply</b>	<b>Headset</b>
Central Office	80	15	1	20	2	0	10	80	80
CAR	23	14	1	10	7	0	10	23	23
Region I	24	25	1	10	3	0	10	24	24
Region II	13	30	1	10	4	0	10	13	13
Region III	10	10	1	10	5	0	10	10	10
Region IV-A	9	7	1	10	1	0	10	9	9
Region IV-B	9	7	1	10	3	7	10	9	9
Region V	3	3	1	10	2	0	10	3	3
Region VI/VII	5	14	1	10	2	0	10	9	5
Region IX	37	0	1	10	3	0	10	37	37
Region X	17	9	1	10	4	0	10	17	17
Region XI	3	3	1	10	6	0	10	3	3
Region XII	4	4	1	10	4	0	10	4	4
Region XIII	8	8	1	10	4	0	10	8	8
<b>TOTAL</b>	<b>245</b>	<b>149</b>	<b>14</b>	<b>150</b>	<b>50</b>	<b>7</b>	<b>140</b>	<b>249</b>	<b>245</b>

### Distribution of Multimedia Equipment per Regional Office

<b>Regional Office</b>	<b>DSLR with Accessories</b>	<b>Video Camera</b>
Central Office	2	2
CAR	7	7
Region I	3	3
Region II	4	4
Region III	5	5
Region IV-A	1	1
Region IV-B	3	3
Region V	2	2
Region VI/VII	2	2
Region IX	3	3
Region X	4	4
Region XI	6	6
Region XII	4	4
Region XIII	4	4
<b>TOTAL</b>	<b>50</b>	<b>50</b>