

**PHILIPPINE BIDDING DOCUMENTS**

# **Procurement of GOODS**

Government of the Republic of the Philippines

**“Commercial System Modernization”**

**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 projects 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.



## INVITATION TO BID FOR COMMERCIAL MODERNIZATION SYSTEM

1. The **Plaridel Water District**, through the **Corporate Budget approved by the Board of Directors** intends to apply the sum of **Three Million Two Hundred Thousand Pesos (Php 3,200,000.00)** being the ABC to payments under the contract for **Commercial Modernization System**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Plaridel Water District** now invites bids for the above Procurement Project. Delivery of the Goods is required by **three (3) months from the issuance of the Notice to Proceed (NTP)**. Bidders should have completed, within **One (1) year** 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 proprietorships, 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 **Plaridel Water District** and inspect the Bidding Documents at the address given below during **Monday to Friday, from 8:00 AM to 5:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **May 16, 2025 until June 09, 2025** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos Only (Php 5,000.00)**.
6. The **Plaridel Water District** will hold a Pre-Bid Conference<sup>1</sup> on **May 28, 2025, 1:00 P.M.** at **Plaridel Water District, AC Reyes St., Poblacion, Plaridel, Bulacan** and/or through video conferencing or webcasting *via Google Meet* (<https://meet.google.com/sgf-sgtv-cpy>), which shall be open to prospective bidders.

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<sup>1</sup>

7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below, on or before **June 09, 2025, 1:30 P.M.** Late bids shall not be accepted.
  - a. Participating Bidders are requested to submit their contact information and email addresses to be used for the videoconferencing to the email address indicated below at least one (1) day before the scheduled opening of bids.
  - b. Precautionary measures, participating bidders are strongly advised to wrap/enclose their respective bidding documents with plastic, preferably clear, to facilitate disinfection/sanitation and quick evaluation on the proper sealing and marking of bid envelopes.
  - c. Scheduled deadline of submission to allow time for possible queuing due to conduct of thermal scanning, and for sanitation of the bid envelope(s) and transit of the documents to the designated bidding room.
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 on **June 09, 2025, 1:31 P.M.** at the given address below and/or via *Google Meet*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Plaridel Water District** 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:  
  
**Engr. Alberto A. Mendoza – BAC Secretariat Head**  
**Plaridel Water District**  
**AC Reyes St., Poblacion, Plaridel, Bulacan**  
**(044) 795-0102**  
**0945-346-0808**  
**[www.plaridelwaterdistrict.ph](http://www.plaridelwaterdistrict.ph)**
12. For downloading of Bidding Documents: <https://plaridelwaterdistrict.ph/bac2024/>

*May 16, 2025*

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**Justin Michael B. Berango**

BAC - 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, *Plaridel Water District* wishes to receive Bids for the *Commercial System Modernization* with identification number **[indicate number]**.

The Procurement Project (referred to herein as “Project”) is composed of *1 Lot Commercial System Modernization*, 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 **2025** in the amount of *Three Million Two Hundred Thousand Pesos Only (Php 3,200,000.00)*.

2.2. The source of funding is:

a. GOCC and GFIs, the Corporate Operating Budget.

## 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**

- 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 not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a Pre-bid Conference for this Project on **May 28, 2025, 1:00 P.M.** at **A.C Reyes St., Poblacion, Plaridel, Bulacan** and/or through videoconferencing/webcasting 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 **One (1) year** 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>2</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**.

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<sup>2</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.

- 14.2. The Bid and bid security shall be valid until *120 calendar days upon bid opening*. 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**

- 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 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.

## **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 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**

- 20.1. 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	<p>For this purpose, contracts similar to the Project shall be:</p> <p><b>a.</b> Contracts involving the design, development, implementation, and integration of IT systems for water utilities, public service providers, or similar entities, which must include of the following core components that were <b>seamlessly integrated into a unified platform</b>:</p> <p><input type="checkbox"/> <b>Billing &amp; Collection System:</b> For automated water billing, collection, and reporting (including functionalities such as meter reading schedule, water bill generation, adjustments, collection remittance, and various detailed reports).</p> <p><input type="checkbox"/> <b>Customer Relations Management System:</b> To manage new connection applications, service requests, maintenance orders, electronic approvals, and customer account queries with digital signature capabilities.</p> <p><input type="checkbox"/> <b>Automated Messaging System:</b> To enable SMS blasts and automated messaging for water bill notifications, disconnection alerts, service updates, and consumer inquiries.</p> <p><b>b.</b> Completed within <b>One (1) year</b> prior to the deadline for the submission and receipt of bids.</p>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <b>Plaridel Water District, A.C Reyes St., Poblacion, Plaridel, Bulacan</b> for this Project.
14.1	<p>The bid security shall be in the form of a <b>Bid Securing Declaration</b>, or any of the following forms and amounts:</p> <p><b>a.</b> The amount of not less than <b>Php 64,000.00, two percent (2%) of ABC</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p><b>b.</b> The amount of not less than <b>Php 160,000.00, five percent (5%) of ABC</b>, if bid security is in Surety Bond.</p>
15	<p>Each Bidder shall submit <b>One (1) original</b> and <b>Two (2) copies</b> of the first and second components of its bid.</p> <p>Each Bidder shall enclose their original eligibility and technical documents in one sealed envelope marked "ORIGINAL TECHNICAL COMPONENT" and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "ORIGINAL BID"</p> <p>Each <b>copy</b> of the <b>first</b> and <b>second envelopes</b> shall be similarly sealed duly marking the inner envelopes as "COPY NO. ____ - TECHNICAL COMPONENT" and "COPY NO. ____ - FINANCIAL COMPONENT" and the outer envelope as "COPY NO. ____", respectively. These envelopes</p>

	<p>containing the original and the copies shall then be enclosed in one single envelope.</p> <p>All envelopes shall be marked with:</p> <p>(a) "COMMERCIAL SYSTEM MODERNIZATION;</p> <p>(b) PLARIDEL WATER DISTRICT A.C REYES ST., POBLACION PLARIDEL, BULACAN;</p> <p>(c) PUBLIC BIDDING</p>
16.1	<p>The Bidders shall submit their bids only through <b>manual submission</b> to the address specified below. Online or electronic submissions <b>will not</b> be accepted.</p> <p><b>Address for Manual Submission:</b> Plaridel Water District, A.C. Reyes St., Poblacion, Plaridel, Bulacan</p> <p><b>Deadline for Submission:</b> The deadline for submission of bids is on or before <b>June 9, 2025 at 1:30 PM</b></p>
17.1	<p>The bid opening shall be conducted physically at:</p> <p><b>Plaridel Water District, A.C. Reyes St., Poblacion, Plaridel, Bulacan</b></p> <p>Date: <b>June 9, 2025</b></p> <p>Time: <b>1:31 PM</b></p> <p><b>Virtual Participation:</b></p> <p>Google Meet Link: <a href="https://meet.google.com/fbd-bpyw-bva">https://meet.google.com/fbd-bpyw-bva</a></p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> <li>• <i>The physical bid opening at the stated address remains the official proceeding.</i></li> <li>• <i>Observers attending virtually may not interrupt or participate in the proceedings but may witness the process in real-time.</i></li> <li>• <i>Technical issues with the virtual platform will not invalidate or delay the bid opening.</i></li> </ul>

## ***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 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***

### **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>The delivery terms applicable to this Contract are delivered <i>Plaridel Water District</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>Plaridel, Bulacan</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:</p> <ul 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> </ul>
	<ul style="list-style-type: none"> <li>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.</li> </ul>

	<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>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> <li>1. 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</li> <li>2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ol> </li> </ol> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used, indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</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. 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>
	<p><b>Regular and Recurring Services –</b>  <i>[In case of contracts for regular and recurring services, state:]</i> “The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.”</p>
2.2	<p><b>The terms of payment shall be as follows:</b></p> <p>30% - 1<sup>st</sup> month – Data Gathering, requirements specification definition, installation and configuration of the system, training, customization, system tests.  30% - 2<sup>nd</sup> month – Parallel run and testing with old system customization.  40% - 3<sup>rd</sup> month – Production run, acceptance and de-briefing.</p>
4	<p>The inspections and tests that will be conducted are:</p> <ol style="list-style-type: none"> <li>1. <b>System Installation and Configuration Testing</b> <ul style="list-style-type: none"> <li>○ Verification that the system is properly installed on designated hardware and software environments.</li> <li>○ Confirmation that all necessary configurations and integrations are applied.</li> </ul> </li> <li>2. <b>Functionality Testing</b> <ul style="list-style-type: none"> <li>○ Testing each module (Billing &amp; Collection, Customer Relations Management System, and Messaging System) to ensure all required features are working as specified.</li> <li>○ Checking compliance with technical specifications outlined in Section VII.</li> </ul> </li> <li>3. <b>User Acceptance Testing (UAT)</b> <ul style="list-style-type: none"> <li>○ Test cases include billing computations, customer information retrieval, and message broadcasting.</li> </ul> </li> <li>4. <b>Parallel Run with Old System</b> <ul style="list-style-type: none"> <li>○ Running both the new and old systems side-by-side for <b>one month</b> to compare output accuracy and reliability.</li> <li>○ Ensuring billing computations, customer data handling, and transaction records match between both systems.</li> </ul> </li> <li>5. <b>Security Testing</b> <ul style="list-style-type: none"> <li>○ Verifying that sensitive customer and financial data are protected against unauthorized access.</li> <li>○ Testing system resilience against possible cyber threats.</li> </ul> </li> <li>6. <b>Performance Testing</b> <ul style="list-style-type: none"> <li>○ Measuring system response time under normal and peak conditions.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>Ensuring system stability and speed during high transaction loads.</li> </ul> <p><b>7. Final Acceptance Testing</b></p> <ul style="list-style-type: none"> <li>Conducted at the end of the <b>Production Run (Month 3)</b> to verify that all issues identified during previous tests have been addressed.</li> <li>If the system passes all acceptance criteria, final payment and turnover will proceed.</li> </ul>
5	<p><b>Warranty and Technical Support</b></p> <ul style="list-style-type: none"> <li>The Supplier shall provide a <b>warranty period of 12 months</b> from the date of <b>final system acceptance</b>.</li> <li>During the warranty period, the Supplier shall provide <b>FREE bug fixes, security patches, and technical support</b>.</li> <li>The Supplier shall maintain a <b>helpdesk/contact person</b> available during business hours to handle technical concerns.</li> </ul>
6	<p><b>Maintenance and Upgrades on a Per-Visit Basis</b></p> <ul style="list-style-type: none"> <li>Upon the expiration of the warranty, the Procuring Entity <b>may avail of maintenance and support services on a per-visit basis</b> for system updates, troubleshooting, and technical support.</li> <li>The Supplier shall provide <b>software updates, security patches, and performance improvements</b> upon request at an agreed service fee <b>per visit</b>.</li> <li>The Procuring Entity <b>shall request maintenance services as needed</b> and is under no obligation to commit to a fixed number of visits.</li> <li>The Procuring Entity reserves the right to <b>engage the Supplier's maintenance services</b>.</li> </ul>
6	<p><b>Software Source Code and Documentation Custodianship</b></p> <p>The Winning Bidder shall ensure that the Procuring Entity has access to the software's <b>source code, system documentation, database structure, and other critical software assets</b> in case of supplier default or inability to provide support. Before the release of the <b>final payment upon system acceptance on the third (3rd) month</b>, the Supplier shall <b>secure and deposit</b> the required materials through one of the following methods, at its discretion:</p> <ol style="list-style-type: none"> <li><b>Software Escrow Services</b> – The Supplier may enter into a <b>Software Escrow Agreement</b> with an independent and accredited escrow service</li> </ol>

	<p>provider. The Procuring Entity shall be designated as a <b>beneficiary</b> of the escrow deposit.</p> <p>2. <b>Safe Deposit Box in a Bank</b> – The Supplier may deposit the materials in a <b>sealed package</b> inside a <b>safe deposit box at a reputable bank</b> in the Philippines, with the Procuring Entity designated as a <b>co-owner or authorized beneficiary</b>.</p> <p>3. <b>Notary Public or Law Office Custodianship</b> – The Supplier may deposit the materials with a <b>licensed notary public or a law office</b> acting as a neutral third-party custodian, ensuring <b>secure storage and accessibility</b> under the defined conditions.</p> <p>The Procuring Entity may access the deposited materials in the following events:</p> <ul style="list-style-type: none"> <li>• The Supplier fails to provide <b>maintenance and support for sixty (60) days or more</b>.</li> <li>• The Supplier <b>declares bankruptcy, insolvency, or ceases operations</b>.</li> <li>• The Supplier commits a <b>breach of contract</b> or fails to meet service obligations.</li> </ul> <p>The Supplier shall deposit the required materials <b>as a one-time submission</b>, and all costs associated with the chosen custodianship method shall be <b>shouldered by the Supplier</b>. The Procuring Entity reserves the right to <b>verify compliance</b> with the agreed custodianship terms.</p>
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## ***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>
<b>1</b>	<b>Commercial System Modernization</b>	<b>1</b>	<b>lot</b>	<b>Three (3) months from the issuance of the Notice to Proceed (NTP)</b> <i>1<sup>st</sup> month – mobilization, installation, data gathering, system tests, customization &amp; training.</i> <i>2<sup>nd</sup> month – Parallel run testing with old system and customization.</i> <i>3<sup>rd</sup> month – full production run, acceptance and de-briefing.</i>
	*nothing follows*			

## ***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.

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

# Technical Specifications

Item	Specification	Statement of Compliance
1	<p><b>BILLING AND COLLECTION SYSTEM</b></p> <ul style="list-style-type: none"> <li>● Consumer Subsidiary Ledger <ul style="list-style-type: none"> <li>➤ Water Bill</li> <li>➤ Other Charges</li> <li>➤ Service Guarantee Deposit</li> <li>➤ Water Meter Maintenance Fee</li> <li>➤ Septage Fee</li> <li>➤ Services</li> </ul> </li> <li>● Account Number <ul style="list-style-type: none"> <li>✓ 10-digit number</li> <li>✓ Unique number for every customer (example: 0112125471)</li> <li>✓ First two (2) digits for zoning (Zone 01 to 21)</li> <li>✓ 3<sup>rd</sup> digit for books (example: Book 1 to 3)</li> <li>✓ 4<sup>th</sup> digit for meter size <ul style="list-style-type: none"> <li>➤ 2 - ½ water meter</li> <li>➤ 3 - ¾ w.m.</li> <li>➤ 4 - 1 w.m.</li> <li>➤ 5 - 1.5 w.m.</li> <li>➤ 6 - 2 w.m.</li> <li>➤ 7 - 3 w.m.</li> <li>➤ 8 - 4 w.m.</li> </ul> </li> <li>✓ 5<sup>th</sup> digit for classification <ul style="list-style-type: none"> <li>➤ 1 – Residential</li> <li>➤ 2 - Commercial</li> <li>➤ 3 – Commercial A</li> <li>➤ 4 – Commercial B</li> <li>➤ 5 – Commercial C</li> <li>➤ 6 - Bulk/Wholesale</li> <li>➤ 7 - Government</li> </ul> </li> </ul> </li> </ul>	<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</i></p>

	<p>✓ 6<sup>th</sup> to 10<sup>th</sup> digit is the unique account number for customer (auto generate of 5-digit number based on the number of applicants)</p> <ul style="list-style-type: none"> <li>● Customer Profile <ul style="list-style-type: none"> <li>✓ Account Number</li> <li>✓ Account Name</li> <li>✓ Old Account Number</li> <li>✓ Address</li> <li>✓ Barangay</li> <li>✓ Classification</li> <li>✓ Mobile Number (provide checkbox for gcash number)</li> <li>✓ Type of connection (mainline/cluster)</li> </ul> </li> <li>● To Do List Monitoring Dashboard</li> <li>● Meter History <ul style="list-style-type: none"> <li>➤ Date of Installation</li> <li>➤ Reconnection Date</li> <li>➤ Disconnection Date</li> <li>➤ Change Meter (reason for change)</li> </ul> </li> <li>● Water Bill Collection (cash, check, LDDAP-ADA, Scan to Pay(QR Code)) <ul style="list-style-type: none"> <li>➤ Morning &amp; Afternoon Collections</li> <li>➤ Change SI number</li> <li>➤ with minimum requirement for customers with promissory note</li> <li>➤ with type of consumer (Regular, PWD &amp; Senior)</li> <li>➤ Collection for the following based on level of priority: <ol style="list-style-type: none"> <li>1. water meter maintenance fee (w/ franchise tax)</li> <li>2. Installation Fee – Installment</li> <li>3. Arrears</li> <li>4. Promissory (if any)</li> <li>5. Penalty</li> <li>6. Current water Bill (w/ franchise tax),</li> </ol> </li> <li>➤ Less PWD &amp; Senior Citizen Discount</li> </ul> </li> </ul>	<p><i>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 subject to the applicable laws and issuances.]</i></p>
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	<p>Other Fees</p> <ul style="list-style-type: none"> <li>● Other Income Collection <ul style="list-style-type: none"> <li>➤ New Connection Application &amp; Installation Fee (full &amp; partial payment)</li> <li>➤ Reconnection Fee</li> <li>➤ Miscellaneous Fee – Reconnection</li> <li>➤ Transfer Fee</li> <li>➤ Application Fee</li> <li>➤ Change of Name Fee</li> <li>➤ Meter Test</li> <li>➤ Guarantee Deposit</li> <li>➤ Pilferage Fee</li> <li>➤ Installation Fee – Installment</li> <li>➤ Damage WM Fee – Installment</li> <li>➤ Fittings</li> <li>➤ Inspection Fee</li> <li>➤ Production Assessment Fee</li> <li>➤ Penalty on Illegal Connection</li> <li>➤ Other Charges</li> </ul> </li> <li>● Printing/Re-printing of Water Bill &amp; Other Income Collection <ul style="list-style-type: none"> <li>➤ Includes payment details and senior citizen discount (if any)</li> <li>➤ Includes Senior Citizen ID # (dedicated space for signature of senior citizen/representative)</li> <li>➤ Includes water consumption</li> </ul> </li> <li>● Batch Collection (ECPay, Bayad Center and other online payments) <ul style="list-style-type: none"> <li>➤ Upload CSV file from ECPay</li> <li>➤ Upload file from Bayad Center and other online payment</li> </ul> </li> <li>● Customer with Promissory Note with reminder for overdue promissory note <ul style="list-style-type: none"> <li>➤ Date of Promissory Note</li> <li>➤ Account Number</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>➤ Account Name</li> <li>➤ Reason for promissory</li> <li>➤ Balance with promissory</li> <li>➤ Amount due per payment</li> <li>➤ Months Payable</li> <li>➤ Date of Full Payment</li> </ul> <ul style="list-style-type: none"> <li>● Check status of Accounts with Promissory Note <ul style="list-style-type: none"> <li>➤ Account Number</li> <li>➤ Account Name</li> <li>➤ Date of Promissory</li> <li>➤ Promissory Balance</li> <li>➤ Status (overdue, for delete (zero promissory balance))</li> <li>➤ Include in dashboard for reminder to delete overdue promissory</li> </ul> </li> <li>● Meter Reading Schedule <ul style="list-style-type: none"> <li>➤ Zone</li> <li>➤ Assigned Meter (depending on the Meter Reader Schedule for the month)</li> </ul> </li> <li>● Generate meter reading sheet <ul style="list-style-type: none"> <li>➤ Per Zone &amp; Book</li> </ul> </li> <li>● Data Entry for Meter Reading</li> <li>● Printing of Water Bill <ul style="list-style-type: none"> <li>➤ Based on Reading Date</li> <li>➤ Next working day for reading date fall on holiday or weekend</li> <li>➤ Office copy and customer copy</li> <li>➤ Pre format form which includes the following details: <ul style="list-style-type: none"> <li>✓ Water Bill w/ Franchise Tax</li> <li>✓ Arrears</li> <li>✓ Promissory Balance</li> <li>✓ WM Maintenance Fee w/ Franchise Tax</li> </ul> </li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>✓ Installation Fee – Installment / Other Installment</li> <li>✓ Penalty (10% of the total bill)</li> <li>✓ Other Deductions <ul style="list-style-type: none"> <li>● Advancement Payment</li> <li>● PWD / Senior Citizen Discount</li> <li>● Billing Adjustment/Debit/Credit Memo</li> </ul> </li> <li>✓ Disconnection Date <ul style="list-style-type: none"> <li>● 5 days after due date</li> <li>● No disconnection date for account with no arrears</li> </ul> </li> <li>✓ Due Date (15 days grace period or next working day for due date who fall in holiday and weekends)</li> <li>✓ Previous Reading, Present Reading, Consumption</li> <li>✓ Additional Fee in the Future (tentative) <ul style="list-style-type: none"> <li>● Septage/Sewerage Fee</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>● Printing of water billing statement (SOA) <ul style="list-style-type: none"> <li>➤ Water Bill</li> <li>➤ Other Charges</li> </ul> </li> <li>● Assign SI <ul style="list-style-type: none"> <li>➤ Inventory personnel shall assign the sales invoice to the collector as per request</li> <li>➤ Bill collector 1 shall not be allowed to use bill collector 2 SI</li> <li>➤ Automatic checking for possible duplicate data</li> </ul> </li> <li>● Billing Adjustment <ul style="list-style-type: none"> <li>➤ Erroneous Posting/Reading of Water Meter</li> <li>➤ Over Registration of water meter</li> <li>➤ Underground Leakage</li> <li>➤ Cancellation/Adjustment of Water Bill and Other Income</li> <li>➤ Water Expense</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>➤ Franchise Tax</li> <li>➤ Maintenance Expense</li> <li>➤ Defective Water Meter</li> <li>➤ Other Adjustments</li> </ul> <ul style="list-style-type: none"> <li>● Credit/Debit Memo <ul style="list-style-type: none"> <li>➤ Cancellation of Water Bill/Other Income Payments</li> <li>➤ Erroneous Posting of Payment</li> <li>➤ Bounced Check</li> <li>➤ Overpayment Refund</li> <li>➤ Transfer of Payment</li> <li>➤ Other Charges</li> </ul> </li> <li>● Cancellation of Sales Invoice (same day cancellation)</li> <li>● File Maintenance Inquiry and Information Bills Payment</li> <li>● Summary of Bills</li> <li>● Summary of Sales Reports – (cash, check, LDDAP-ADA, Scan to Pay, ECPay, Bayad Center and other online payments)</li> <li>● System User Permissions/System User Audit</li> <li>● System permissions to edit encoded data (due to error in encoding) <ul style="list-style-type: none"> <li>➤ Edit the following date: <ul style="list-style-type: none"> <li>✓ Date of reconnection, disconnection, payment date, billing</li> <li>✓ other errors may be encountered by the district.</li> </ul> </li> </ul> </li> <li>● ON-LINE Collections Data Entry (Pay Trail Reports anywhere capability)</li> <li>● Unbilled Consumer List</li> <li>● Data Entry for Other Collections</li> <li>● Consumer Account and Bill Inquiry</li> <li>● Posting of Penalty Per Zone (a day after the due date)</li> <li>● Posting and committing of water bill with franchise tax and water meter maintenance fee (w/ franchise tax)</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Restore and Backup Database</li> <li>• Change and Transfer of Water Meter</li> <li>• Change account number</li> <li>• Change of name</li> <li>• Reclassification of account</li> <li>• Create Billing record (for bulk sale)</li> <li>• Disconnection of Active Account</li> <li>• Transfer Disconnected Accounts for more than 2 years to Disconnected-Dormant Account</li> <li>• Reconnection of Disconnected Account</li> <li>• Generate accounts for disconnection per zone (3 days after reading date)</li> <li>• Write off disconnected accounts (more than 2 years)</li> <li>• Generate demand letter (for disconnected accounts for more than 1 year with unpaid balance) (3 notices/demand letters)</li> <li>• Monitors and prepares accurate reports on Meter Reading and Daily Collections.</li> <li>• Responds promptly to consumer inquiries.</li> <li>• Generates various accurate reports on a daily/weekly/monthly/yearly basis.</li> <li>• Collection Remittance</li> <li>• Billing Edit List Reports.</li> <li>• Multiple Remote Transactions capability.</li> <li>• District Meter Area/Flow Meter Reading</li> <li>• Convert report to pdf and Microsoft offices</li> <li>• Indicate time and date for approval/disapproval</li> <li>• List of working days</li> </ul> <p><b>GENERATED REPORTS</b></p> <ul style="list-style-type: none"> <li>• Account Receivable Summary- Customers <ul style="list-style-type: none"> <li>➤ Beginning Balance</li> <li>➤ Total Billings (water bill w/ franchise tax, water maintenance fee w/ franchise tax, bulk sales &amp; penalty)</li> <li>➤ Final Billing</li> <li>➤ Deferred Credits (summary of customers with advanced payment for the current month)</li> <li>➤ Total Collections (water bill w/ franchise tax, water maintenance fee w/ franchise tax, bulk sales &amp; penalty)</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>➤ BAM (Account Receivables (121) Billing Adjustment &amp; Credit/Debit Memo)</li> <li>➤ Senior Citizen Discount</li> <li>➤ DV/JV RA (summary of customers with advanced payment for the previous month)</li> <li>➤ Ending Balance</li> </ul> <ul style="list-style-type: none"> <li>● Account Receivable Listing – Customers <ul style="list-style-type: none"> <li>➤ Account Number</li> <li>➤ Classification</li> <li>➤ Zone</li> <li>➤ Barangay</li> <li>➤ Beginning Balance</li> <li>➤ Total Billings (water bill w/ franchise tax, water maintenance fee w/ franchise tax, bulk sales &amp; penalty)</li> <li>➤ Final Billing</li> <li>➤ Deferred Credits (summary of customers with advanced payment for the current month)</li> <li>➤ Total Collections (water bill w/ franchise tax, water maintenance fee w/ franchise tax, bulk sales &amp; penalty)</li> <li>➤ BAM (Account Receivables (121) Billing Adjustment &amp; Credit/Debit Memo)</li> <li>➤ Senior Citizen and PWD Discount</li> <li>➤ DV/JV RA (summary of customers with advanced payment for the previous month)</li> <li>➤ Ending Balance</li> </ul> </li> <li>● Account Receivable Summary- Others (includes balances for Installation Fee Installment &amp; Others) <ul style="list-style-type: none"> <li>➤ Beginning Balance</li> <li>➤ Total Billings (other charges such as installation fee, reconnection fee, meter test, etc.)</li> <li>➤ Total Collections (collection from other charges)</li> <li>➤ BAM (Other Receivables (149) Billing Adjustment &amp; Credit/Debit Memo)</li> <li>➤ Ending Balance</li> </ul> </li> <li>● Account Receivable Listing - Others <ul style="list-style-type: none"> <li>➤ Account Number</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>➤ Classification</li> <li>➤ Zone</li> <li>➤ Barangay</li> <li>➤ Beginning Balance</li> <li>➤ Total Billings (other charges such as installation fee, reconnection fee, meter test, etc.)</li> <li>➤ Total Collections (collection from other charges)</li> <li>➤ BAM (Other Receivables (149) Billing Adjustment &amp; Credit/Debit Memo)</li> <li>➤ Ending Balance</li> </ul> <ul style="list-style-type: none"> <li>● Aging of Account Receivable Summary <ul style="list-style-type: none"> <li>➤ For the month <ul style="list-style-type: none"> <li>✓ No. of Days from Billing (1-19 Days, 20 – 30 Days, 31 – 60 Days, 61 – 90 Days, over 90 Days, Promissory Note)</li> <li>✓ Classification (Commercial/Industrial, Residential, Government)</li> <li>✓ Active &amp; Inactive</li> <li>✓ Number of Overdue Accounts</li> <li>✓ Number of Not-due Accounts</li> </ul> </li> <li>➤ YTD (for COA report) <ul style="list-style-type: none"> <li>✓ No. of Days from Billing (Less than 90 Days, 91 – 365 Days, over 1 year, over 2 years, over 3 years)</li> <li>✓ Classification (Commercial/Industrial, Residential, Government)</li> <li>✓ Active &amp; Inactive</li> <li>✓ Number of Overdue Accounts</li> <li>✓ Number of Not-due Accounts</li> </ul> </li> </ul> </li> <li>● Aging of Accounts Listing Per Zone (Active &amp; Inactive) <ul style="list-style-type: none"> <li>➤ For the month <ul style="list-style-type: none"> <li>✓ Classification (Commercial/Industrial, Residential, Government)</li> <li>✓ Active &amp; Inactive</li> <li>✓ Account Number</li> </ul> </li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>✓ Zone</li> <li>✓ Barangay</li> <li>✓ No. of Days from Billing (1-19 Days, 20 – 30 Days, 31 – 60 Days, 61 – 90 Days, over 90 Days, Promissory Note)</li> <li>✓ Classification (Commercial/Industrial, Residential, Government)</li> <li>✓ Active &amp; Inactive</li> <li>✓ Number of Accounts</li> </ul> <p>➤ YTD (for COA report)</p> <ul style="list-style-type: none"> <li>✓ Classification (Commercial/Industrial, Residential, Government)</li> <li>✓ Active &amp; Inactive</li> <li>✓ Account Number</li> <li>✓ Zone</li> <li>✓ Barangay</li> <li>✓ No. of Days from Billing (Less than 90 Days, 91 – 365 Days, over 1 year, over 2 years, over 3 years)</li> <li>✓ Classification (Commercial/Industrial, Residential, Government)</li> <li>✓ Active &amp; Inactive</li> <li>✓ Number of Accounts</li> </ul> <ul style="list-style-type: none"> <li>● Final Bill Summary <ul style="list-style-type: none"> <li>➤ Classification</li> <li>➤ Account Number</li> <li>➤ Barangay</li> <li>➤ Account Name</li> <li>➤ CU.M Consumed</li> <li>➤ Final Bill Account</li> <li>➤ Summary per Classification</li> </ul> </li> <li>● Monthly Water Bill Summary Per Zone &amp; Class <ul style="list-style-type: none"> <li>➤ Zone</li> <li>➤ Classification</li> <li>➤ Number of Connections</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>➤ Usage</li> <li>➤ Water Bill (w/ franchise tax)</li> <li>➤ Water Meter Maintenance Fee (w/ franchise tax)</li> <li>➤ Summary by Classification</li> </ul> <ul style="list-style-type: none"> <li>● Monthly Water Bill Summary Per Barangay <ul style="list-style-type: none"> <li>➤ Barangay</li> <li>➤ Classification</li> <li>➤ Number of Connections</li> <li>➤ Usage</li> <li>➤ Water Bill (w/ franchise tax)</li> <li>➤ Water Meter Maintenance Fee (w/ franchise tax)</li> <li>➤ Summary by Classification</li> </ul> </li> <li>● Daily/Monthly Water Bill Listing (Per Zone &amp; Barangay) <ul style="list-style-type: none"> <li>➤ Classification</li> <li>➤ Account Name</li> <li>➤ Account Number</li> <li>➤ Zone</li> <li>➤ Barangay</li> <li>➤ Previous Reading</li> <li>➤ Present Reading</li> <li>➤ Consumption</li> <li>➤ Water Bill (w/ franchise tax)</li> <li>➤ Arrears</li> <li>➤ Water Meter Maintenance Fee (w/ franchise tax)</li> </ul> </li> <li>● Daily Billing Summary (per zone) <ul style="list-style-type: none"> <li>➤ Zone</li> <li>➤ Book</li> <li>➤ Bill Sequence (from &amp; to)</li> <li>➤ Total Connections</li> <li>➤ Total Consumption</li> <li>➤ Water Bill (w/franchise tax)</li> <li>➤ Water Meter Maintenance Fee (w/ franchise tax)</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>➤ Totals</li> </ul> <ul style="list-style-type: none"> <li>● Other Charges Listing &amp; Summary <ul style="list-style-type: none"> <li>➤ Classification</li> <li>➤ Account Name</li> <li>➤ Account Number</li> <li>➤ Zone</li> <li>➤ Barangay</li> <li>➤ Type of Other Charges</li> <li>➤ Summary BY Classification</li> <li>➤ Summary BY Type of Charges</li> <li>➤ Summary BY Zone</li> </ul> </li> <li>● Deferred Credit (advanced payment) <ul style="list-style-type: none"> <li>➤ Zone</li> <li>➤ Barangay</li> <li>➤ Account Number</li> <li>➤ Account Name</li> <li>➤ Balance</li> </ul> </li> <li>● Senior Citizen Discount <ul style="list-style-type: none"> <li>➤ Zone</li> <li>➤ Barangay</li> <li>➤ Account Number</li> <li>➤ Account Name</li> <li>➤ Previous Reading</li> <li>➤ Present Reading</li> <li>➤ Consumption</li> <li>➤ Water Bill</li> <li>➤ Discount</li> <li>➤ Discounted Water Bill</li> </ul> </li> <li>● Service Closure <ul style="list-style-type: none"> <li>➤ Date of Disconnected</li> <li>➤ Account Number</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>➤ Account Name</li> <li>➤ Zone</li> <li>➤ Barangay</li> <li>➤ Amount Due</li> </ul> <ul style="list-style-type: none"> <li>● Active Connection Summary <ul style="list-style-type: none"> <li>➤ New Connection</li> <li>➤ Reconnection</li> <li>➤ Disconnection</li> </ul> </li> <li>● Active Connection Listing (new connection, reconnection &amp; disconnection) <ul style="list-style-type: none"> <li>➤ New Connection <ul style="list-style-type: none"> <li>✓ Account Name</li> <li>✓ Account Number</li> <li>✓ Installation Date</li> <li>✓ Initial Reading</li> <li>✓ Water Meter #</li> <li>✓ Address</li> </ul> </li> <li>➤ Reconnection <ul style="list-style-type: none"> <li>✓ Account Name</li> <li>✓ Account Number</li> <li>✓ Reconnection Date</li> <li>✓ Initial Reading</li> <li>✓ Water Meter #</li> </ul> </li> <li>➤ Disconnection <ul style="list-style-type: none"> <li>✓ Account Name</li> <li>✓ Account Number</li> <li>✓ Disconnection Date</li> <li>✓ Initial Reading</li> <li>✓ Water Meter #</li> </ul> </li> </ul> </li> <li>● For Disconnection (Listing) <ul style="list-style-type: none"> <li>➤ Zone</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>➤ Book</li> <li>➤ Account Name</li> <li>➤ Address</li> <li>➤ Account Number</li> <li>➤ Meter #</li> <li>➤ Last Reading</li> <li>➤ Due Amount</li> <li>➤ Remarks (number of months)</li> </ul> <ul style="list-style-type: none"> <li>● Review for Disconnection List <ul style="list-style-type: none"> <li>➤ Zone</li> <li>➤ Book</li> <li>➤ Account Name</li> <li>➤ Account Number</li> <li>➤ Notices</li> <li>➤ Disconnection/Reconnection</li> <li>➤ Promissory</li> <li>➤ Date</li> </ul> </li> <li>● Disconnection Status <ul style="list-style-type: none"> <li>➤ Classification</li> <li>➤ Zone</li> <li>➤ Account Number</li> <li>➤ Account Name</li> <li>➤ Amount Due</li> <li>➤ No. of Months</li> <li>➤ Status (unpaid, with promissory, paid, disconnected)</li> <li>➤ Date (Payment/Disconnection)</li> </ul> </li> <li>● Disconnection Team Accomplishment Report <ul style="list-style-type: none"> <li>➤ Date</li> <li>➤ Number of notices made</li> <li>➤ Zone</li> <li>➤ Number of disconnections made</li> <li>➤ Others</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>➤ Time</li> <li>➤ Account #</li> <li>➤ Water meter</li> <li>➤ Water meter brand/kind</li> <li>➤ Reading</li> </ul> <ul style="list-style-type: none"> <li>● Penalty Summary Per Zone <ul style="list-style-type: none"> <li>➤ Zone</li> <li>➤ Classification</li> <li>➤ Penalty</li> </ul> </li> <li>● Penalty Summary Per Barangay <ul style="list-style-type: none"> <li>➤ Barangay</li> <li>➤ Classification</li> <li>➤ Penalty</li> </ul> </li> <li>● Penalty Listing Per Zone &amp; Barangay <ul style="list-style-type: none"> <li>➤ Zone</li> <li>➤ Barangay</li> <li>➤ Classification</li> <li>➤ Account Number</li> <li>➤ Account Name</li> <li>➤ Penalty Amount</li> </ul> </li> <li>● Water Billed Summary Per Zone, Barangay &amp; Classification <ul style="list-style-type: none"> <li>➤ Zone</li> <li>➤ Water Bill (w/ franchise tax)</li> <li>➤ Penalty</li> <li>➤ Final Bill</li> <li>➤ BAM (Water Bill (639) &amp; Penalty (649))</li> <li>➤ Senior Citizen</li> <li>➤ Total Billed</li> <li>➤ Summary By Classification</li> </ul> </li> <li>● Water Billed Summary Per Barangay</li> </ul>	
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	<ul style="list-style-type: none"> <li>➤ Barangay</li> <li>➤ Water Bill (w/ franchise tax)</li> <li>➤ Penalty</li> <li>➤ Final Bill</li> <li>➤ BAM (Water Bill (639) &amp; Penalty (649))</li> <li>➤ Senior Citizen</li> <li>➤ Total Billed</li> <li>➤ Summary By Classification</li> </ul> <ul style="list-style-type: none"> <li>● Water Consumption Per Zone &amp; Classification <ul style="list-style-type: none"> <li>➤ Zone</li> <li>➤ Water Bill Consumption (cubic meter)</li> <li>➤ Final Bill (cubic meter)</li> <li>➤ BAM (consumption)</li> <li>➤ Total Billed</li> <li>➤ Summary By Classification</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>● Water Consumption Per Barangay &amp; Classification <ul style="list-style-type: none"> <li>➤ Barangay</li> <li>➤ Water Bill Consumption (cubic meter)</li> <li>➤ Final Bill (cubic meter)</li> <li>➤ BAM (consumption)</li> <li>➤ Total Billed</li> <li>➤ Summary By Classification</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>● Report of Accountability for Accountable Forms (RAAF) (Bill Collector) <ul style="list-style-type: none"> <li>➤ For the month <ul style="list-style-type: none"> <li>✓ Name of Form (cash sales invoice)</li> <li>✓ Beginning Balance</li> <li>✓ Receipt</li> <li>✓ Issue</li> <li>✓ Ending Balance</li> <li>✓ Name of Bill Collector</li> </ul> </li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>● Cash Receipts and Deposits Record (Bill Collector) <ul style="list-style-type: none"> <li>➤ For the month <ul style="list-style-type: none"> <li>✓ Accountable Officer (Bill Collector)</li> <li>✓ Official Designation</li> <li>✓ Date</li> <li>✓ Reference OR No./DS</li> <li>✓ Name of Payor (name of first payer, et al)</li> <li>✓ Nature of Collection (water bill payment, reconnection fee, application and installation fee &amp; other charges)</li> <li>✓ Collection</li> <li>✓ Deposit</li> <li>✓ Undeposited</li> </ul> </li> </ul> </li> <li>● Meter Reading Validation (per zone) <ul style="list-style-type: none"> <li>➤ Reading Date</li> <li>➤ Water Meter #</li> <li>➤ Account Number</li> <li>➤ Previous Reading</li> <li>➤ Current Reading</li> <li>➤ Consumption</li> <li>➤ Total Due</li> <li>➤ Previous Reading</li> <li>➤ Increase/Decrease</li> <li>➤ Remarks</li> </ul> </li> <li>● Meter Reading Sheet (per Zone &amp; Book) <ul style="list-style-type: none"> <li>➤ Account Number</li> <li>➤ Account Name</li> <li>➤ Meter Number</li> <li>➤ Address</li> <li>➤ Previous Reading</li> <li>➤ Current Reading</li> <li>➤ Consumption</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>● Billing Adjustment Memo Listing &amp; Summary <ul style="list-style-type: none"> <li>➤ For the month <ul style="list-style-type: none"> <li>✓ BAM Number</li> <li>✓ Date</li> <li>✓ Account Number</li> <li>✓ Classification</li> <li>✓ Zone</li> <li>✓ Barangay</li> <li>✓ Account Name</li> <li>✓ Amount</li> <li>✓ Water Bill Adjustment</li> <li>✓ Penalty Adjustment</li> <li>✓ WM. Maintenance Fee Adjustment</li> <li>✓ Franchise Tax Adjustment</li> <li>✓ Water Expense Adjustment</li> <li>✓ Other Charges Adjustment</li> <li>✓ Consumption</li> <li>✓ Transaction Type</li> <li>✓ Reason</li> <li>✓ Details</li> <li>✓ Summary by Classification (per Billing type)</li> </ul> </li> </ul> </li> <li>● Billing Adjustment Memo Summary (per reasons/type) <ul style="list-style-type: none"> <li>➤ For the month <ul style="list-style-type: none"> <li>✓ Transaction Type</li> <li>✓ Total Adjustment</li> <li>✓ Water Bill Adjustment</li> <li>✓ Penalty Adjustment</li> <li>✓ WM. Maintenance Fee Adjustment</li> <li>✓ Franchise Tax Adjustment</li> <li>✓ Water Expense Adjustment</li> <li>✓ Other Charges Adjustment</li> <li>✓ Consumption</li> <li>✓ Summary by Classification (per transaction type)</li> </ul> </li> </ul> </li> </ul>	
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- Debit/Credit Memo Summary
  - For the month
    - ✓ BAM Number
    - ✓ Date
    - ✓ Account Number
    - ✓ Classification
    - ✓ Zone
    - ✓ Barangay
    - ✓ Account Name
    - ✓ Amount
    - ✓ Water bill Adjustment
    - ✓ Other Charges Adjustment
    - ✓ Consumption
    - ✓ Transaction Type
    - ✓ Reason
    - ✓ Details
    - ✓ Summary by Classification (per Billing type)
  
- Debit/Credit Memo Summary (per reasons/type)
  - For the month
    - ✓ Transaction Type
    - ✓ Total Adjustment
    - ✓ Water Bill Adjustment
    - ✓ Other Charges Adjustment
    - ✓ Consumption
    - ✓ Summary by Classification (per transaction type)
  
- Collection Summary (water bill) (per zone)
  - Zone
  - No. Transaction
  - Amount Paid
  - Current Bill
  - Current Year Arrears (penalty)
  - Current Year Arrears (water bill)

	<ul style="list-style-type: none"> <li>➤ Previous years (penalty)</li> <li>➤ Previous years Arrears (water bill)</li> <li>➤ Water Meter Maintenance Fee w/ Franchise Tax</li> <li>➤ Others</li> <li>➤ Senior citizen discount</li> <li>➤ Total bill</li> <li>➤ Summary for type payment (cash, check, LDDAA-ADA, Scan to Pay (QR CODE), ECPay, Bayad Center, and other online payment)</li> </ul> <ul style="list-style-type: none"> <li>● Collection (other charges) Summary <ul style="list-style-type: none"> <li>➤ Zone</li> <li>➤ No. of Transaction</li> <li>➤ Installation Fee- Installment</li> <li>➤ Damage WM Fee - Installment</li> <li>➤ Application &amp; Installation Fee</li> <li>➤ Meter Test</li> <li>➤ Change of Name</li> <li>➤ Transfer Fee</li> <li>➤ Application Fee</li> <li>➤ Guarantee Deposit</li> <li>➤ Pilferage Fee</li> <li>➤ Damage Water Meter Fee</li> <li>➤ Other Receivables</li> </ul> </li> <li>● Collection Listing <ul style="list-style-type: none"> <li>➤ SI Number</li> <li>➤ Account #</li> <li>➤ Consumer</li> <li>➤ Zone</li> <li>➤ Barangay</li> <li>➤ Amount</li> <li>➤ Current Bill</li> <li>➤ Current Year Arrears (penalty)</li> <li>➤ Current Year Arrears (water bill)</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>➤ Previous years (penalty)</li> <li>➤ Previous years Arrears (water bill)</li> <li>➤ Others</li> <li>➤ Senior citizen discount</li> <li>➤ Total bill</li> </ul> <ul style="list-style-type: none"> <li>● Collection Listing (others) <ul style="list-style-type: none"> <li>➤ SI Number</li> <li>➤ Account #</li> <li>➤ Consumer</li> <li>➤ Zone</li> <li>➤ Barangay</li> <li>➤ Type of charges</li> <li>➤ Amount</li> </ul> </li> <li>● Collection Report per Collector (listing) <ul style="list-style-type: none"> <li>➤ SI Number</li> <li>➤ Account #</li> <li>➤ Consumer</li> <li>➤ Zone</li> <li>➤ Barangay</li> <li>➤ Amount Paid</li> <li>➤ Type of Charges (water bill &amp; non water bill – reconnection fee, meter test, application and installation fee &amp; etc.)</li> </ul> </li> <li>● Total collections by day (water bill) (summary) <ul style="list-style-type: none"> <li>➤ Date</li> <li>➤ No. Transaction</li> <li>➤ Amount Paid</li> <li>➤ Current Bill</li> <li>➤ Current Year Arrears (penalty)</li> <li>➤ Current Year Arrears (water bill)</li> <li>➤ Previous years (penalty)</li> <li>➤ Previous years Arrears (water bill)</li> <li>➤ Water Meter Maintenance Fee w/ Franchise Tax</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>➤ Others</li> <li>➤ Senior citizen discount</li> <li>➤ Total bill</li> </ul> <ul style="list-style-type: none"> <li>● Total collections by day (other charges) <ul style="list-style-type: none"> <li>➤ Date</li> <li>➤ No. of Transaction</li> <li>➤ Installation Fee- Installment</li> <li>➤ Damage WM Fee - Installment</li> <li>➤ Application &amp; Installation Fee</li> <li>➤ Meter Test</li> <li>➤ Change of Name</li> <li>➤ Transfer Fee</li> <li>➤ Application Fee</li> <li>➤ Guarantee Deposit</li> <li>➤ Pilferage Fee</li> <li>➤ Damage Water Meter Fee</li> <li>➤ Other Receivables</li> </ul> </li> <li>● Promissory Note Listing <ul style="list-style-type: none"> <li>➤ Account Number</li> <li>➤ Account Name</li> <li>➤ Zone</li> <li>➤ Barangay</li> <li>➤ Date of Promissory</li> <li>➤ Amount of Promissory</li> <li>➤ Status</li> </ul> </li> <li>● List of Disconnected Accounts <ul style="list-style-type: none"> <li>➤ Disconnection Date</li> <li>➤ Zone</li> <li>➤ Barangay</li> <li>➤ Classification</li> <li>➤ Account Number</li> <li>➤ Balance</li> </ul> </li> </ul>	
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- List of New Connection
  - Account number
  - Account name
  - Zone
  - Barangay
  - Application Date
  - Installation Date
  - Number of working dates from application to installation
  - Payment Date
  - Amount
  - Type of Payment (Full/Partial)
  - Summary By Classification
  
- Customer Account Balances Summary
  - Active
    - ✓ Number of Months from Billing (1 Month (Not Due), 1 month (due), 2 months, 3 months, 4 months and more, promissory)
    - ✓ Number of Active Accounts
    - ✓ Classification (residential, government, commercial)
  - Inactive
    - ✓ Number of Years Disconnected (less than 1 year, over 1 year, over 2 years, over 3 years, over 4 years, over 5 years)
    - ✓ Number of Inactive Accounts
    - ✓ Classification (residential, government, commercial)
  
- Customer Account Balances Listing
  - Active
    - ✓ Account Number
    - ✓ Account Name
    - ✓ Classification
    - ✓ Zone
    - ✓ Barangay



	<ul style="list-style-type: none"> <li>✓ Amount</li> <li>✓ Number of Months from Billing (1 Month (Not Due), 1 month (due), 2 months, 3 months, 4 months and more, promissory)</li> <li>✓ Number of Active Accounts</li> <li>➤ Inactive <ul style="list-style-type: none"> <li>✓ Account Number</li> <li>✓ Account Name</li> <li>✓ Classification</li> <li>✓ Zone</li> <li>✓ Barangay</li> <li>✓ Amount</li> <li>✓ Disconnection Date</li> <li>✓ Number of Years Disconnected (less than 1 year, over 1 year, over 2 years, over 3 years, over 4 years, over 5 years)</li> <li>✓ Number of Inactive Accounts</li> </ul> </li> <li>● Collection Efficiency Reports <ul style="list-style-type: none"> <li>➤ For the month (computation based on MDS (LWUA))</li> <li>➤ YTD</li> </ul> </li> <li>● Collections Audit Trail Reports on Electronic Read and Bill System</li> <li>● Master File Information Reports</li> <li>● Memorandum of Bills</li> <li>● Yearly Performance of Meter Reader (number of readings, erroneous reading &amp; posting)</li> <li>● Official Receipt Accountability</li> <li>● Water Usage</li> <li>● Consumption Pattern</li> <li>● Bulk Sales Report</li> </ul>	
2	<p><b>CUSTOMER RELATIONSHIP MANAGEMENT SYSTEM</b></p> <ul style="list-style-type: none"> <li>● To generate and automate customer-related functions such as service request, customer account query and material costing.</li> <li>● New connection application process <ol style="list-style-type: none"> <li>1. Application of New Connection with submitted requirements, customer data information</li> <li>2. Estimation of materials</li> </ol> </li> </ul>	

	<ol style="list-style-type: none"> <li>3. Payment of installation Fee</li> <li>4. Approval of installation</li> <li>5. Installation of New connection</li> </ol> <ul style="list-style-type: none"> <li>● Ability to bypass payment first before estimation</li> <li>● Ability to bypass installation without payment</li> <li>● Creation of Service Request Form with digital signature</li> <li>● Creation of maintenance order form base on service request</li> <li>● Electronic Approval for Service Request (commercial)</li> <li>● Electronic Approval for Maintenance Order Form (engineering)</li> <li>● Different access to engineering personnel &amp; commercial personnel</li> </ul> <p><b>GENERATED REPORTS</b></p> <ul style="list-style-type: none"> <li>● <b>Engineering</b> <ul style="list-style-type: none"> <li>➤ Dashboard -To do List</li> <li>➤ Service Application and Construction Order</li> <li>➤ Materials cost Estimates</li> <li>➤ Maintenance Order Form</li> <li>➤ Electronic Maintenance Order Form</li> <li>➤ Variance Analysis bet. Estimated and Actual Materials used for Service Connections</li> <li>➤ Summary for Materials Used</li> <li>➤ List of Pending/Unattended Service Request/Job Order Form</li> <li>➤ Aging of Pending / Unattended Service Request / Job Order</li> <li>➤ Comparative Report on Service Request</li> <li>➤ Reports on acted service request on time &amp; not on time and unacted service request <ul style="list-style-type: none"> <li>✓ For the month</li> <li>✓ YTD</li> </ul> </li> </ul> </li> <li>● Report on Total Service Request Performed by Area by Team</li> <li>● <b>Commercial</b> <ul style="list-style-type: none"> <li>➤ Service Application and Construction Order</li> <li>➤ Materials cost Estimates</li> <li>➤ Service Request Form</li> <li>➤ Electronic Approval for Service Request Form</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>➤ Water Connection Contract</li> <li>➤ List of Water Connection Applications <ul style="list-style-type: none"> <li>✓ For the Month</li> <li>✓ YTD</li> </ul> </li> <li>➤ List of New Connection Installed <ul style="list-style-type: none"> <li>✓ For the Month</li> <li>✓ YTD</li> </ul> </li> <li>➤ List of Application not yet installed <ul style="list-style-type: none"> <li>✓ No inspection conducted</li> <li>✓ No requirements submitted</li> <li>✓ No payments made</li> <li>✓ Delayed installation</li> </ul> </li> <li>➤ Summary of New Connection Application with Full/partial payment (amount of promissory for partial payment)</li> <li>➤ List of Disapproved Applications &amp; Reasons for Disapproval</li> <li>➤ List of Complaints Received <ul style="list-style-type: none"> <li>✓ For the day</li> <li>✓ For the month</li> <li>✓ YTD</li> <li>✓ Classified as Leak or No Water or Dirty Water or Low/high Pressure, or Re-reading</li> </ul> </li> <li>➤ List of accomplished maintenance order <ul style="list-style-type: none"> <li>✓ For the day</li> <li>✓ For the month</li> <li>✓ YTD</li> <li>✓ Classified as: Leak, No Water, Dirty Water, Low/high Pressure, Re-reading</li> </ul> </li> <li>➤ List of Pending/Unaccomplished/Unattended Service Request/Job Order Form with reason</li> <li>➤ Aging of Pending / Unattended Service Request / Job Order</li> <li>➤ Comparative Report of Service Request <ul style="list-style-type: none"> <li>✓ Monthly</li> <li>✓ Yearly</li> </ul> </li> <li>➤ Reports on acted service request on-time &amp; not on time and unacted service request</li> </ul>	
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	<p>✓ For the month</p> <p>✓ YTD</p>	
3	<p><b>AUTOMATED MESSAGING SYSTEM</b></p> <ul style="list-style-type: none"> <li>• Send Water Bill reading (with disconnection date &amp; due date)</li> <li>• Send notice of disconnection <ul style="list-style-type: none"> <li>➤ one week before reading date</li> <li>➤ reading date (remind accounts subject for disconnection)</li> </ul> </li> <li>• Send message to disconnected account</li> <li>• Send result of billing adjustment</li> <li>• Receive complaint through text</li> <li>• Receive inquiry about consumer balance</li> <li>• Registration of contact number to the Client system (through text)</li> <li>• Dashboard: SMS Blast on water interruption</li> <li>• Monitoring the following: <ul style="list-style-type: none"> <li>➤ Incoming Complaints</li> <li>➤ Service Request</li> <li>➤ Gcash Payment</li> <li>➤ Inquiry on Bills,</li> <li>➤ Connection Status,</li> <li>➤ Approval/ Disapproval Status</li> <li>➤ Reconnection Status</li> <li>➤ Payment Status (Disconnection)</li> <li>➤ GM's Online Approval</li> </ul> </li> </ul>	

## ***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) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

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

- ☐ (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **or** committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class "B" Documents***

- ☐ (h) 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**

- ☐ (i) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (j) Original of duly signed and accomplished Price Schedule(s).

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

- ☐ (k) *[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.
- ☐ (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

