BIDDING DOCUMENTS

for

PROVISION OF ONLINE SCHOOL MANAGEMENT SYSTEM

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – "Free Carrier" shipping point.

FOB – "Free on Board" shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Mountain Province State Polytechnic College

Bontoc, Mountain Province

BIDS AND AWARDS COMMITTEE

INVITATION TO BID

The Mountain Province State Polytechnic College invites interested contractors/suppliers to bid for the following project:

Name of Project	Location	ABC	Duration	Fund Source	Bid Documents Fee
PROVISION OF ONLINE SCHOOL MANAGEMENT SYSTEM	Bontoc Campus, Bontoc, Mountain Province	*Php 6,300,000.00*	90 CD	Fund 05	P10,000.00

Bids received in excess of the ABC shall be automatically rejected at bid opening.

Prospective bidders should possess a valid Business Permit applicable to the contract and have completed a similar contract with a value of at least 50% of the ABC, and have key personnel and equipment (listed in Eligibility forms) available for the delivery of the equipment, parts, and other peripherals. The BAC will use non-discretionary pass/fail criteria in the Eligibility Check/Screening as well as the Preliminary Examination of Bids. The BAC will conduct post qualification of the lowest calculated bid.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference, Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of the Revised R.A. 9184 and its Implementing Rules and Regulation (IRR).

In the interest of the efficient and effective implementation of the project, all prospective bidders are encouraged to attend the scheduled Pre-bid Conference.

Interested bidders may obtain further information from the Procurement Services at the 2nd Floor, Administration Building, Bontoc Campus and inspect the Bidding Documents from *8 o'clock a.m. to 5 o'clock p.m.*

The schedules of activities are as follows:

BAC Activities	Schedule
1. Advertisement/Posting of Invitation to Bid	May 15 - 22, 2024

2. Issuance and availability of Bidding Documents Eligibility Forms	May 15 – June 3, 2024 (from 8:00 am – 5:00 pm)

3. Pre-bid Conference
      Time:
      Place:
	May 23, 2024
	10:30 A.M
	Conference Hall, 3rd Floor, Administration Bldg.
	Bontoc Campus, Bontoc, Mtn. Prov.

4. Request for clarification	May 26 - 27, 2024

5. Submission, receipt, and opening of Bids
      Closing Time:
      Opening of Bids:
      Place:
	June 4, 2024
	9:30 A.M.
	10:00 A.M.
	Conference Hall, 3rd Floor, Administration Bldg.
	Bontoc Campus, Bontoc, Mtn. Prov.

6. Bid Evaluation	June 4, 2024 Start at 10:00 A.M. to 5:00 P.M.
7. Post – qualification	June 6, 2024
8. Approval of resolution/ Issuance of Notice of Award	June 7, 2024
9. Contract preparation and signing	Upon receipt of Notice of Award by the winning bidder
10. Approval of Contract by higher authority	After the signing of the contract by both parties
11. Issuance of Notice to Proceed	Upon approval of the contract

The BAC will issue to prospective bidders the Bidding Documents at the *Procurement Services, 2nd Floor, Administration Building, Bontoc Campus,* upon payment of a non-refundable amount indicated above at *Cashier's Office*. Prospective bidders shall submit the Bid Documents to the BAC at the same address stated above.

The *Mountain Province State Polytechnic College* assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

Further, the Bids and Awards Committee (BAC) assumes no responsibility in case of non-awarding of the contract for reasons outside the control of the College.

Approved by:

REYNALDO P. GAYO, JR.
Chairperson

For further inquiries,
Please contact:

KAREN B. CUE
Head, BAC Secretariat
09208967740

Section II. Instructions to Bidders

1. **Scope of Bid**

   The MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE wishes to receive Bids for the <mark>PROVISION OF ONLINE SCHOOL MANAGEMENT SYSTEM.</mark>

   The Procurement Project 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 *FY 2022* in the amount of ***One Million Five Hundred Thousand Pesos (Php1,500,000.00)***.

   2.2. The source of funding is:

       a. GOCC and GFIs, the proposed Corporate Operating Budget, General Appropriations Act and Special Project.

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 23, 2024 at 10:30 in the morning**== at its physical address in **Conference Hall, 3rd Floor, Administration Building, Bontoc Campus, Bontoc, Mountain Province** 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 50% of the ABC prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of 50interpretation of the bid.

11. Documents comprising the Bid: Financial Component

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

   a. For Goods offered from within the Procuring Entity's country:

i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

ii. The cost of all customs duties and sales and other taxes already paid or payable;

iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

iv. The price of other (incidental) services, if any, listed in e.

b. For Goods offered from abroad:

i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

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

13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration[1] or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until 120 calendar days from the date of the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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[1] 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.

15. **Sealing and Marking of Bids**

    ==Each Bidder shall submit one copy of the original component and 3 copies of the 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 or before ==*June 4, 2024, at 9:30 in the morning at the Procurement Service Office, 2nd Floor, Administration Building, Bontoc Campus, Bontoc, Mountain Province*== 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 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. 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.

19.3. The Project shall be awarded as follows:

Option 3 - One Project having several items, which shall be awarded as separate contracts per item.

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: ==PROVISION OF ONLINE SCHOOL MANAGEMENT SYSTEM==
7.1	*No further instructions.*
12	The price of the Goods shall be quoted DDP or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less than *2% of ABC*, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than *5% of ABC* if bid security is in Surety Bond.
19.3	*The project will be awarded by lot or item, list each item indicating its quantity and ABC.*
20.2	*No further instructions.*
21.2	*No further instructions.*

Section IV. General Conditions of Contract

1. **Scope of Contract**

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

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

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

2. **Advance Payment and Terms of Payment**

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

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

3. **Performance Security**

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

4. **Inspection and Tests**

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

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

5. Warranty

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	

1	**Delivery and Documents –**
	
	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:
	
	[For Goods supplied from abroad, state:] "The delivery terms applicable to the Contract are DDP delivered *[indicate place of destination]*. In accordance with INCOTERMS."
	
	[For Goods supplied from within the Philippines, state:] "The delivery terms applicable to this Contract are delivered *[indicate place of destination].* Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination."
	
	Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).
	
	For purposes of this Clause the Procuring Entity's Representative at the Project Site is *[indicate name(s)].*
	
	Incidental Services –
	
	The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:
	
	   a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;
	   b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;
	   c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
	   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

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

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

Spare Parts –

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

   a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and

   b. in the event of termination of production of the spare parts:

      i.   advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and

      ii.   following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

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

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of one year.

Spare parts or components shall be supplied as promptly as possible, if needed. |
| | **Packaging –**

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. |

| | 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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

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 |
| | 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.

Transportation –

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.

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. |
| | 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. |

	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. **Intellectual Property Rights –** 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.
2.2	The terms of payment shall be upon completion of the project.
4	The inspections and tests that will be conducted the delivery of items.

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.

ITEM NO.	DESCRIPTION	TOTAL	UNIT	Delivery, Weeks/Months
1	ONLINE SCHOOL MANAGEMENT SYSTEM **Main Modules:** 1. Online Application and Admission Management 2. Online Pre-Enlistment and Automatic Promotion 3. Class Scheduling Wizard 4. Online Enrollment and Auto-Advising 5. Assessment, Discounts and Scholarships (UNIFAST support) 6. Online Class Record and Grading System 7. Automatic Curriculum Evaluation 8. Teachers Evaluation 9. Centralized Clearance System 10. Class Attendance 11. Gate Entry Monitoring using Turnstiles 12. Online Parent Access 13. Visitor Management System 14. Information Kisosk and Queuing System 15. SMS Notifications/ Broadcast **Technologies Used:** 1. Online/ Browser-based/ Cloud 2. Mobile Handheld Device 100% compatibility 3. Visual Studio 2019 v16.11.x 4. C#.NET /Micrsoft .NET Framework 4.8 5. Microsoft ASP.NET Web API 2.2 6. MariaDB 10.6.x Database Server 7. Microsoft TypeScript 4.3 8. QooxDoo Javascript Framework 7.5.0 9. Qx-Typed by jbaron 10. Javascript Obfuscator 2.47 11. PDFmake 0.1.64 12. ExcelJS 1.6.2 **General Features:** 1. AUTOMATIC MIGRATION OF OLD DATA FOR OLD CUSTOMERS 2. VERY ACTIVE DEVELOPMENT 3. DOWNLOADABLE 4. UPGRADABLE-BY-DESIGN 5. MOBILE APP READY 6. 100% CLIENT-SIDE UI TECHNOLOGY 7. NOT PROGRAMMER DEPENDENT	1	lot	90 CALENDAR DAYS

	8. Modern, interactive and consistent UI & MULTIPLE windows in one page 9. All requests sent to the server are Authenticated and ENCRYPTED even without SSL (https). This ensures that the system protects itself from hacking. 10. Javascript code is minimized and OBFUSCATED to prevent debugging or reverse engineering. Another layer of protection from hacking. 11. All reports (PDF and Excel) are 100% generated by the client browser (0% SERVER LOAD) 12. Automatic gzip compression for faster retrieval of both static and dynamic data 13. Browser automatically downloads the latest version of the application 14. Client schools can securely download 100% of the databases using any device including Mobile devices (protected by 256-bit AES encryption) 15. Automatically checks and repairs corrupted table without human intervention 16. Ability to search or filter for specific Account in Activity Log 17. Integrated Caching technology using Microsoft FASTER.Core for faster data access **Online Admission** 1. Integrated Online Admission (no re-encoding unlike using Google Forms). All data are automatically transferred to the Student Profile when the accounts are approved/passed. 2. Admission applicants input required data as well as preferred and secondary course. 3. Admission applicants are given a system generated Control No. where they can check for approval for exam schedule, examination results, and system generated ID number and initial Password. 4. Admission applicants are required to check/uncheck from the list of admission requirements for Freshman and Transferees. 5. Application for Admission entries are automatically disabled when already acted by Admission Officer (approved, disapproved or pending). 6. When an admission requirement is checked, the system will show an UPLOAD button where students upload these documents right away. 7. Admission Officers can PREVIEW the uploaded documents anytime anywhere. 8. Admission Officers can approve, disapprove or reject applications for Entrance Examination. 9. Admission Officers input of exam score where the system detects if student passed the Preferred course, if failed will check if student passed the Secondary course. 10. Automatic creation of new student accounts for those who passed. 11. Automatic generation of new ID Nos (using a pre-defined ID No. format) and Initial Password for newly created accounts. 12. Uploaded document with code "PHOTO" will automatically be saved as student photo for Official Transcript of Records, Information Kiosk, Entry Monitoring System, Point of Sale, etc. 13. Students can access and complete their own personal data (Student Profile) using their ID number and password. **Online Pre-Enlistment** 1. Students are automatically presented with ready-to-enroll subjects. 2. Automatic computation of the curriculum year level of students.			

	3. Automatic year-level promotion and pre-enlistment of students 4. Pre-enlistment automatically detects if the student is a candidate for graduation based on his curriculum. 5. Pre-enlistment automatically detects if the student has finished all subjects in his curriculum. 6. Allows Pre-enlistment of both Regular and Irregular students. 7. Ability to enable/disable Student Access based on Pre-Enlistment Schedule. **Online Enrollment:** 1. Support for Multi-Campus single database. 2. User-defined schedules for Enrollment of Regular, Irregular, Cross-Enroll and Extension. 3. Automatic detection of block or best section for student (One click "Auto" enrollment). 4. Interactive selection of schedule of classes for both Admin and Students. 5. Automatic detection of conflict in the schedule as well as full or closed classes. 6. Automatic detection of unfinished pre-requisites. 7. Automatic checking of pre-requisites' equivalents. 8. Check pre-requisite of manually Selected subject. 9. Integration with Scheduling Wizard which supports automatic color-coded visual detection of conflict-free schedules for easy selection of desired schedules. 10. Support for classes with multiple lecture and laboratory schedules. 11. A module for changing Enrollment Data after enrollment is encoded with Activity Log. 12. Add/Edit Classes: A button "Copy To" to copy all subjects from the current section to another. 13. Support for the expiration of incomplete grades. 14. Support for Student initiated online request for Adding/Dropping of subjects. 15. Online approval/disapproval of requested Adding/Dropping of subjects by Deans. 16. Easily transfer students from one section to another. 17. Support for User Privilege who can Override Full or Conflict of Schedules. 18. Support for the unique management of MAPEH subjects: 1) Merged Subjects (One teacher teaches all subjects) and 2) Averaged Subjects (Different teacher can teach any subject). 19. Generation of Enrollment List which supports for filters by Level, Department, Course, Section, Year, Status, Validation, Cancellation, Ordering, etc. 20. Generates WebMail Accounts List for easy generation of students' e-mail accounts. 21. Generates Advise to Start Classes with filter on Dept, Section, Inst and Subject. 22. Send SMS broadcast to currently enrolled students where recipients can be filtered by Parents, Guardian, Sponsor, Students or All. **Online Assessment and Accounts:** 1. User-defined fees – not programmer dependent. 2. User-defined assessment computation – not programmer dependent. 3. User-defined downpayment options – not programmer dependent. 4. Automatic computation of assessment of enrolled subjects. 5. Automatic computation of adding and dropping charges. 6. Automatic computation of late enrollment charges (fixed or per day). 7. Support for individual student assessment override.			

	8. Support for laboratory and other fees attached to subjects. 9. Added parent access (view) to student assessment and accounts. 10. Added administrator access (view) to student's statement of accounts. 11. Administrators, students and parents can check Amount Due. 12. Integration with Online Payment gateway DragonPay.ph for automatic and real-time updating of student ledger. 13. User-defined note which appears at bottom of assessment report. 14. Admin can Enable/Disable student access to PDF, COE and COR buttons. 15. Generates reports: Assessment report (PDF button), Certificate of Registration (COR button) and Certificate of Enrollment (COE button). 16. Copy all assessment of fees from one period to another. 17. Express Payment: A module where Student can upload image of online payment. 18. Express Payment: A module where Cashier can upload image of Official Receipt. 19. Generates reports: Summary of Accounts and Statement of Accounts Listing. 20. Generates reports: Account Receivables (Enrollment), Masterlist of Receivables and Aging of Receivables. **Online Discounts and Scholarships:** 1. User-defined discounts and scholarship computation – not programmer dependent. 2. Support for single/multiple discounts per student. 3. Support for fixed amount (availed or paid by student). 4. Support for maximum tuition fee units that can be discounted. 5. Support for the required minimum no. of units enrolled to avail. 6. Support for fees which are excluded or a different rate is applied. 7. Support for automatic validation of enrollment. 8. Support for Scholarship Exclusions (students who are permanently excluded from scholarship). 9. Encoding of students who are permanently Excluded in the UNIFAST scholarship. 10. Support for rates on specific fees instead of fee types. 11. Detects enrollment changes to ensure optimal re-computation of assessment. 12. Generates report of UNIFAST reports in PDF and Excel-like One-row per student or Single-column for All subjects. 13. Enrollment List (UNIFAST): Can upload e-signatures of Registrar and Accountant. 14. Enrollment List (UNIFAST): Generates one (1) PDF per student Certification of Registration. 15. Generates per student Certification of Registration using CHED format for the Filename and uploaded e-signatures of Registrar and Accountant. 16. Generates List of Grantees for any discount/scholarship with filter by Department and Course. **Online Grading System:** 1. User-defined and programmer-independent grading system setup. 2. Entry of RAW scores with automatic computation and transmutation of grades. 3. Automatic computation of General Weighted Average based on Curriculum.			

	4. Support for computation of GWA based on user-defined Conversion Tables from ANY Grading System to a SINGLE Grading System per educational level. 5. Entry module for Pre-requisites or Co-requisites of subjects. 6. Entry module for Curricula Development. 7. Checks if the input grade is invalid (displayed in Red color). 8. Curriculum Evaluation with support for Credited and Equivalent subjects. 9. Curriculum Evaluation has checkbox to display the Unfinished subjects only in the curriculum. 10. A module for Crediting of Subjects for both External and Internal subjects. 11. Entry of Requests for Change Grade (Instructor Module). 12. Approvals of Request for Change Grade with automatic posting of grade. 13. Automatically enables or expires grade entry for any grading term. 14. Automatically computes Final Grade based on configured percentages. 15. Automatic conversion of the final grade to numerical equivalent. 16. Caches the Grade Conversion table for optimal retrieval. 17. Support for automatic detection of passing remark based on the Category of the subject i.e. the passing grade of regular subjects is 75, but some major subjects is 80 or 85. 18. Support both Internal and External (from other schools) conversion of grades. 19. Unofficially dropped students will be automatically given a failed grade. 20. Class Record - Teachers can define and input quizzes, recitation, project, periodic test etc. where term grade is automatically computed based on user-defined rates. 21. Grading Sheet: Display "***" prefix of names of students which are unofficially enrolled. 22. Teachers can generate the grade report in PDF ready for printing or download. 23. Administrators can upload school logo of grade report. 24. Teachers can input/save two (2) signatories (recalled automatically) of the grade report. 25. Posting of grades for merged classes of different subjects. 26. Module to Delete Unenrolled Grades (subjects with grades but not enrolled) with Activity Log. 27. Added parent access (view) to student grades and evaluation. 28. Added administrator's access (view) to student periodic grades. 29. Automatic transmutation of grades. 30. Curriculum-based computation of General Weighted Average. 31. Added entry of Class Absences with SMS Notification to parents. 32. Added reports "Periodic Average Grades" match/ignore curriculum; filter by Period, Level, Course & Year; order by Name, Average Ascending, Average Descending. 33. Added report "General Weighted Average" match/ignore curriculum; filter by Period, Level, Course & Year; order by Name, Average Ascending, Average Descending. 34. Generates the Periodic Grades Listing report. 35. Generates report on Learners Proficiency Levels. 36. In the Class List module, the teacher can broadcast SMS Notification to all students			

	in any of his classes with just one send. **Class Scheduling Wizard:** 1. Assists deans or registrar in developing class schedules visually. 2. Detects conflicts in schedule for all instructors, classes and rooms. 3. Detects and displays available (conflict-free) schedule for both Instructor, classes and room. 4. Easy schedule selection by simply clicking pre-computed available schedule. 5. Merging of class schedules (single and multiple). 6. Displays other sections with same subject where to possibly merge. 7. Supports user-defined or custom days in finding available schedule. 8. Ability to ignore conflict in schedule for Section, Instructor and Room. 9. Copy all class schedules from one period to another. 10. Support for "To Be Assigned" schedules. **Online Teacher Evaluation:** 1. Questions data bank. 2. User-defined rating criteria. 3. Design of evaluation items. 4. Answers of students are saved real-time. 5. Students can review and change his/her answers. 6. Evaluation report shows average per item and weighted average per class. 7. User-defined categories and sub-categories with % weight. 8. Generates summary report per teacher with the comments inputted by students.			

Section VII. Technical Specifications

Technical Specifications

ITEM NO.	DESCRIPTION	STATE OF COMPLIANCE
1	ONLINE SCHOOL MANAGEMENT SYSTEM **Main Modules:** 1. Online Application and Admission Management 2. Online Pre-Enlistment and Automatic Promotion 3. Class Scheduling Wizard 4. Online Enrollment and Auto-Advising 5. Assessment, Discounts and Scholarships (UNIFAST support) 6. Online Class Record and Grading System 7. Automatic Curriculum Evaluation 8. Teachers Evaluation 9. Centralized Clearance System 10. Class Attendance 11. Gate Entry Monitoring using Turnstiles 12. Online Parent Access 13. Visitor Management System 14. Information Kisosk and Queuing System 15. SMS Notifications/ Broadcast **Technologies Used:** 1. Online/ Browser-based/ Cloud 2. Mobile Handheld Device 100% compatibility 3. Visual Studio 2019 v16.11.x 4. C#.NET /Micrsoft .NET Framework 4.8 5. Microsoft ASP.NET Web API 2.2 6. MariaDB 10.6.x Database Server 7. Microsoft TypeScript 4.3 8. QooxDoo Javascript Framework 7.5.0 9. Qx-Typed by jbaron 10. Javascript Obfuscator 2.47 11. PDFmake 0.1.64 12. ExcelJS 1.6.2 **General Features:** 1. AUTOMATIC MIGRATION OF OLD DATA FOR OLD CUSTOMERS 2. VERY ACTIVE DEVELOPMENT 3. DOWNLOADABLE 4. UPGRADABLE-BY-DESIGN 5. MOBILE APP READY 6. 100% CLIENT-SIDE UI TECHNOLOGY 7. NOT PROGRAMMER DEPENDENT 8. Modern, interactive and consistent UI & MULTIPLE windows in one page 9. All requests sent to the server are Authenticated and ENCRYPTED even without SSL (https).	*Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.*

This ensures that the system protects itself from hacking.

10. Javascript code is minimized and OBFUSCATED to prevent debugging or reverse engineering.

Another layer of protection from hacking.

11. All reports (PDF and Excel) are 100% generated by the client browser (0% SERVER LOAD)

12. Automatic gzip compression for faster retrieval of both static and dynamic data

13. Browser automatically downloads the latest version of the application

14. Client schools can securely download 100% of the databases using any device including

Mobile devices (protected by 256-bit AES encryption)

15. Automatically checks and repairs corrupted table without human intervention

16. Ability to search or filter for specific Account in Activity Log

17. Integrated Caching technology using Microsoft FASTER.Core for faster data access

Online Admission

1. Integrated Online Admission (no re-encoding unlike using Google Forms). All data are automatically
 transferred to the Student Profile when the accounts are approved/passed.

2. Admission applicants input required data as well as preferred and secondary course.

3. Admission applicants are given a system generated Control No. where they can check for approval for exam schedule, examination results, and system generated ID number and initial Password.

4. Admission applicants are required to check/uncheck from the list of admission requirements for
Freshman and Transferees.

5. Application for Admission entries are automatically disabled when already acted by Admission
Officer (approved, disapproved or pending).

6. When an admission requirement is checked, the system will show an UPLOAD button where students
 upload these documents right away.

7. Admission Officers can PREVIEW the uploaded documents anytime anywhere.

8. Admission Officers can approve, disapprove or reject applications for Entrance Examination.

9. Admission Officers input of exam score where the system detects if student passed the Preferred course,
 if failed will check if student passed the Secondary course.

10. Automatic creation of new student accounts for those who passed.

11. Automatic generation of new ID Nos (using a pre-defined ID No. format) and Initial Password for newly
 created accounts.

12. Uploaded document with code "PHOTO" will automatically be saved as student photo for Official Transcript of Records, Information Kiosk, Entry Monitoring System, Point of Sale, etc.

13. Students can access and complete their own personal data (Student Profile) using their ID number

and password.

Online Pre-Enlistment

1. Students are automatically presented with ready-to-enroll subjects.
2. Automatic computation of the curriculum year level of students.
3. Automatic year-level promotion and pre-enlistment of students
4. Pre-enlistment automatically detects if the student is a candidate for graduation based on his curriculum.
5. Pre-enlistment automatically detects if the student has finished all subjects in his curriculum.
6. Allows Pre-enlistment of both Regular and Irregular students.
7. Ability to enable/disable Student Access based on Pre-Enlistment Schedule.

Online Enrollment:

1. Support for Multi-Campus single database.
2. User-defined schedules for Enrollment of Regular, Irregular, Cross-Enroll and Extension.
3. Automatic detection of block or best section for student (One click "Auto" enrollment).
4. Interactive selection of schedule of classes for both Admin and Students.
5. Automatic detection of conflict in the schedule as well as full or closed classes.
6. Automatic detection of unfinished pre-requisites.
7. Automatic checking of pre-requisites' equivalents.
8. Check pre-requisite of manually Selected subject.
9. Integration with Scheduling Wizard which supports automatic color-coded visual detection of conflict-free
schedules for easy selection of desired schedules.
10. Support for classes with multiple lecture and laboratory schedules.
11. A module for changing Enrollment Data after enrollment is encoded with Activity Log.
12. Add/Edit Classes: A button "Copy To" to copy all subjects from the current section to another.
13. Support for the expiration of incomplete grades.
14. Support for Student initiated online request for Adding/Dropping of subjects.
15. Online approval/disapproval of requested Adding/Dropping of subjects by Deans.
16. Easily transfer students from one section to another.
17. Support for User Privilege who can Override Full or Conflict of Schedules.
18. Support for the unique management of MAPEH subjects: 1) Merged Subjects (One teacher teaches all subjects) and 2) Averaged Subjects (Different teacher can teach any subject).
19. Generation of Enrollment List which supports for filters by Level, Department, Course,
 Section, Year, Status, Validation, Cancellation, Ordering, etc.
20. Generates WebMail Accounts List for easy generation of students' e-mail accounts.
21. Generates Advise to Start Classes with filter on Dept, Section, Inst and Subject.

22. Send SMS broadcast to currently enrolled students where recipients can be filtered
 by Parents, Guardian, Sponsor, Students or All.

Online Assessment and Accounts:

1. User-defined fees – not programmer dependent.

2. User-defined assessment computation – not programmer dependent.

3. User-defined downpayment options – not programmer dependent.

4. Automatic computation of assessment of enrolled subjects.

5. Automatic computation of adding and dropping charges.

6. Automatic computation of late enrollment charges (fixed or per day).

7. Support for individual student assessment override.

8. Support for laboratory and other fees attached to subjects.

9. Added parent access (view) to student assessment and accounts.

10. Added administrator access (view) to student's statement of accounts.

11. Administrators, students and parents can check Amount Due.

12. Integration with Online Payment gateway DragonPay.ph for automatic and real-time
updating of student ledger.

13. User-defined note which appears at bottom of assessment report.

14. Admin can Enable/Disable student access to PDF, COE and COR buttons.

15. Generates reports: Assessment report (PDF button), Certificate of Registration
 (COR button) and Certificate of Enrollment (COE button).

16. Copy all assessment of fees from one period to another.

17. Express Payment: A module where Student can upload image of online payment.

18. Express Payment: A module where Cashier can upload image of Official Receipt.

19. Generates reports: Summary of Accounts and Statement of Accounts Listing.

20. Generates reports: Account Receivables (Enrollment), Masterlist of Receivables and
Aging of Receivables.

Online Discounts and Scholarships:

1. User-defined discounts and scholarship computation – not programmer dependent.

2. Support for single/multiple discounts per student.

3. Support for fixed amount (availed or paid by student).

4. Support for maximum tuition fee units that can be discounted.

5. Support for the required minimum no. of units enrolled to avail.

6. Support for fees which are excluded or a different rate is applied.

7. Support for automatic validation of enrollment.

8. Support for Scholarship Exclusions (students who are permanently excluded from scholarship).

9. Encoding of students who are permanently Excluded in the UNIFAST scholarship.

10. Support for rates on specific fees instead of fee types.

11. Detects enrollment changes to ensure optimal re-computation of assessment.

12. Generates report of UNIFAST reports in PDF and Excel-like One-row per student or Single-column for All subjects.

13. Enrollment List (UNIFAST): Can upload e-signatures of Registrar and Accountant.

14. Enrollment List (UNIFAST): Generates one (1) PDF per student Certification of Registration.

15. Generates per student Certification of Registration using CHED format for the Filename and uploaded e-signatures of Registrar and Accountant.

16. Generates List of Grantees for any discount/scholarship with filter by Department and Course.

Online Grading System:

1. User-defined and programmer-independent grading system setup.

2. Entry of RAW scores with automatic computation and transmutation of grades.

3. Automatic computation of General Weighted Average based on Curriculum.

4. Support for computation of GWA based on user-defined Conversion Tables from ANY Grading System to a SINGLE Grading System per educational level.

5. Entry module for Pre-requisites or Co-requisites of subjects.

6. Entry module for Curricula Development.

7. Checks if the input grade is invalid (displayed in Red color).

8. Curriculum Evaluation with support for Credited and Equivalent subjects.

9. Curriculum Evaluation has checkbox to display the Unfinished subjects only in the curriculum.

10. A module for Crediting of Subjects for both External and Internal subjects.

11. Entry of Requests for Change Grade (Instructor Module).

12. Approvals of Request for Change Grade with automatic posting of grade.

13. Automatically enables or expires grade entry for any grading term.

14. Automatically computes Final Grade based on configured percentages.

15. Automatic conversion of the final grade to numerical equivalent.

16. Caches the Grade Conversion table for optimal retrieval.

17. Support for automatic detection of passing remark based on the Category of the subject
 i.e. the passing grade of regular subjects is 75, but some major subjects is 80 or 85.

18. Support both Internal and External (from other schools) conversion of grades.

19. Unofficially dropped students will be automatically given a failed grade.

20. Class Record - Teachers can define and input quizzes, recitation, project, periodic test
 etc. where term grade is automatically computed based on user-defined rates.
21. Grading Sheet: Display "***" prefix of names of students which are unofficially enrolled.
22. Teachers can generate the grade report in PDF ready for printing or download.
23. Administrators can upload school logo of grade report.
24. Teachers can input/save two (2) signatories (recalled automatically) of the grade report.
25. Posting of grades for merged classes of different subjects.
26. Module to Delete Unenrolled Grades (subjects with grades but not enrolled) with Activity Log.
27. Added parent access (view) to student grades and evaluation.
28. Added administrator's access (view) to student periodic grades.
29. Automatic transmutation of grades.
30. Curriculum-based computation of General Weighted Average.
31. Added entry of Class Absences with SMS Notification to parents.
32. Added reports "Periodic Average Grades" match/ignore curriculum; filter by Period, Level, Course & Year; order by Name, Average Ascending, Average Descending.
33. Added report "General Weighted Average" match/ignore curriculum; filter by Period,
 Level, Course & Year; order by Name, Average Ascending, Average Descending.
34. Generates the Periodic Grades Listing report.
35. Generates report on Learners Proficiency Levels.
36. In the Class List module, the teacher can broadcast SMS Notification to all students
in any of his classes with just one send.

Class Scheduling Wizard:
1. Assists deans or registrar in developing class schedules visually.
2. Detects conflicts in schedule for all instructors, classes and rooms.
3. Detects and displays available (conflict-free) schedule for both Instructor, classes and room.
4. Easy schedule selection by simply clicking pre-computed available schedule.
5. Merging of class schedules (single and multiple).
6. Displays other sections with same subject where to possibly merge.
7. Supports user-defined or custom days in finding available schedule.
8. Ability to ignore conflict in schedule for Section, Instructor and Room.
9. Copy all class schedules from one period to another.
10. Support for "To Be Assigned" schedules.

Online Teacher Evaluation:
1. Questions data bank.
2. User-defined rating criteria.
3. Design of evaluation items.

	4. Answers of students are saved real-time. 5. Students can review and change his/her answers. 6. Evaluation report shows average per item and weighted average per class. 7. User-defined categories and sub-categories with % weight. 8. Generates summary report per teacher with the comments inputted by students.	

BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL BID BULLETIN NO. 2024-002GOODS

May 23, 2024

Attention:

All prospective bidders for the project: **PROVISION OF ONLINE MANAGEMENT SYSTEM**

This supplemental bid bulletin is issued to clarify, modify, or amend the technical specification for the following project as discussed during the pre-bid conference of the said project:

Item No.	INCLUSION ON Technical Specifications:
1.	Second-Party Hosting for One (1) Year
2.	Trainings to be provided by the system provider to at least fifteen (15) participants

This shall form an integral part of the Bidding Documents.

REYNALDO P. GAYO JR.
Chairperson, Bids and Awards Committee

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or

☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and

☐ (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and

☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

☐ (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

☐ (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**

☐ (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**

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

☐ (j) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

☐ (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or

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

Class "B" Documents

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

25 FINANCIAL COMPONENT ENVELOPE

☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**

☐ (b) Original of duly signed and accomplished Price Schedule(s).