



Social Security System
East Avenue, Diliman, Quezon City

PHILIPPINE BIDDING DOCUMENTS

**Procurement of
GOODS**

**SUPPLY, DELIVERY, INSTALLATION INTO
OPERATIONAL STATE, AND MAINTENANCE OF
AN INVESTMENT MANAGEMENT SYSTEM (IMS)**

ITB-SSS-GOOS-2019-043
AUGUST -2019

Government of the Republic of the Philippines

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Chairperson, TWG

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Section I. Invitation to Bid



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM
 East Avenue, Diliman, Quezon City

Tel. Nos. (632)920 -6401*(632)920-6446

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Invitation to Bid **ITB-SSS-Goods-2019-043**

SUPPLY, DELIVERY, INSTALLATION INTO OPERATIONAL STATE, AND MAINTENANCE OF AN INVESTMENT MANAGEMENT SYSTEM (IMS)

Approved Budget for the Contract (ABC) & Source of Fund	Delivery/ Completion Period	Price of Bid Documents (nonrefundable)	Schedule of Activities Date/Time	
			Pre-bid Conference	Deadline of submission and receipt of bids
<p>₱ 66,400,000.00 Breakdown as follows:</p> <p>₱ 4,500,000.00 – Hardware (Acquisition Cost) Capital Outlay (CO)</p> <p>₱ 30,000,000.00 – Software (Acquisition Cost) - Capital Outlay (CO)</p> <p>₱ 22,900,000.00 – Project Implementation – Capital Outlay (CO)</p> <p>₱ 9,000,000.00 – Maintenance Cost (Hardware and Software) – MOOE</p> <p>Corporate Operating Budget Capital Outlay (CO) and MOOE</p>	<p>Installation of the IMS into fully operational status is required within ten (10) calendar months after issuance of Notice to Proceed (NTP) and signing of contract</p>	<p>₱ 27,500.00</p>	<p>September 2, 2019 (Monday) 10:00am</p>	<p>September 16, 2019 (Monday) 2:00pm</p>

1. The **SOCIAL SECURITY SYSTEM** now invites Bids for the above item. Delivery of the Goods is required within the period specified above. **Bidders should have completed within five (5) years prior to 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 - Instruction to Bidders.
2. Bids received in excess of the total ABC (inclusive of *Value Added Tax, Out-of-Pocket Expenses and all other related expenses*), shall be automatically rejected at bid opening.
3. Bidding shall be conducted through open competitive bidding procedures using a non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and

Regulations (RIRR) of Republic Act 9184 (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

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 5183.

4. Interested bidders may obtain further information from the SSS and inspect the Bidding Documents at the address in the last item of the ITB from Monday to Friday, 8:00 a.m. to 5:00 p.m.
5. **A complete set of Bidding Documents may be acquired by interested bidders starting 24 August 2019 up to the scheduled submission & receipt of bids** from the address stated in the last item of the ITB and upon payment of the applicable fee for the Bidding Documents in the amount specified above.

The mode of payment will be on a cash basis payable at the SSS Cash Department, Ground Floor, SSS Main Bldg., upon accomplishment of SSS Form R-6. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the SSS, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The SSS will hold a Pre-Bid Conference on the date and time specified above at the Green Room, 12th Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City which shall be open to prospective bidders, but attendance shall not be mandatory. To ensure completeness and compliance of bids, bidders are advised to send their authorized technical and/or administrative representatives who will prepare the bid documents.
7. Bids must be duly received by the BAC Secretariat at the Green Room, 12th Floor, SSS Main Building, East Avenue, Diliman, Quezon City on the deadline specified above. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 18.

Bid opening shall be on the deadline specified above at the Green Room, 12th Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Bids will be opened in the presence of the bidders’ representatives who choose to attend at the address above. Late bids shall not be accepted.

8. References to the dates and times shall be based on Philippine Standard time. Should any of the above dates fall on a holiday, the deadline shall be extended to the same time of the immediately succeeding business day in Quezon City.
9. The SSS 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. The SSS assumes no obligation to compensate or indemnify parties for any expense or loss that they may incur as a result of their participation in the procurement process, nor does SSS guarantee that an award will be made as a result of this invitation. Furthermore, the SSS reserves the right to waive any defects or formality in the responses to the eligibility requirements and to this invitation and reserves the right to accept the proposal most advantageous to the agency.
11. For further information, please refer to:

Bids & Awards Committee
The Secretariat

**THE CHAIRPERSON
BIDS & AWARDS COMMITTEE**

ref.: itb-sss-goods-2019-043-SDI into Operational State & Maintenance of an IMS

Section II. Instructions to Bidders

A. General

1. Scope of Bid

- 1.1. The Procuring Entity named in the **BDS** invites bids for the supply and delivery of the Goods as described in Section VII. Technical Specifications.
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in **ITB** Clause 28.

2. Source of Funds

The Procuring Entity has a budget or has received funds from the Funding Source named in the **BDS**, and in the amount indicated in the **BDS**. It intends to apply part of the funds received for the Project, as defined in the **BDS**, to cover eligible payments under the contract.

3. Corrupt, Fraudulent, Collusive, and Coercive Practices

- 3.1. Unless otherwise specified in the **BDS**, 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. In pursuance of this policy, the Procuring Entity:
 - (a) defines, for purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA 3019.
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.

- (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, noncompetitive levels.
- (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
- (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
 - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

3.2. Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 3.1(a).

3.3. Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a bidder or supplier in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 3.

4. Conflict of Interest

4.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (g) below:

- (a) A Bidder has controlling shareholders in common with another Bidder;

- (b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
- (c) A Bidder has the same legal representative as that of another Bidder for purposes of this bid;
- (d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process;
- (e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid;
- (f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid; or
- (g) A Bidder who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.

4.2. In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity (HoPE), members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the Bidder, this Clause shall apply to the following persons:

- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
- (b) If the Bidder is a partnership, to all its officers and members;
- (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders;
- (d) If the Bidder is a cooperative, to all its officers, directors, and controlling shareholders or members; and
- (e) If the Bidder is a joint venture (JV), the provisions of items (a), (b), (c), or (d) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.

5. Eligible Bidders

5.1. Unless otherwise provided in the **BDS**, the following persons shall be eligible to participate in this bidding:

- (a) Duly licensed Filipino citizens/sole proprietorships;

- (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- (c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- (d) Cooperatives duly organized under the laws of the Philippines; and
- (e) Persons/entities forming themselves into a Joint Venture (JV), *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the JV concerned shall be at least sixty percent (60%).

5.2. Foreign bidders may be eligible to participate when any of the following circumstances exist, as specified in the **BDS**:

- (a) When a Treaty or International or Executive Agreement as provided in Section 4 of RA 9184 and its IRR allow foreign bidders to participate;
- (b) Citizens, corporations, or associations of a country, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- (c) When the Goods sought to be procured are not available from local suppliers; or
- (d) When there is a need to prevent situations that defeat competition or restrain trade.

5.3. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

5.4. Unless otherwise provided in the **BDS**, the Bidder must have completed a Single Largest Completed Contract (SLCC) similar to the Project and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be at least equivalent to a percentage of the ABC stated in the **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**, and completed within the relevant period stated in the Invitation to Bid and **ITB** Clause 12.1(a)(ii).

5.5. The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder’s current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

6. Bidder's Responsibilities

- 6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VIII. Bidding Forms as required in **ITB** Clause 12.1(b)(iii).
- 6.2. The Bidder is responsible for the following:
 - (a) Having taken steps to carefully examine all of the Bidding Documents;
 - (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
 - (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
 - (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) as provided under **ITB** Clause 10.4.
 - (e) Ensuring that it is not "blacklisted" or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
 - (f) Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
 - (g) Authorizing the HoPE or its duly authorized representative/s to verify all the documents submitted;
 - (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;
 - (i) Complying with the disclosure provision under Section 47 of RA 9184 and its IRR in relation to other provisions of RA 3019;
 - (j) Complying with existing labor laws and standards, in the case of procurement of services; Moreover, bidder undertakes to:
 - (i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by

national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers' wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations. (ii) Comply with occupational safety and health standards and to correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, bidder undertakes to suspend contract implementation pending clearance to proceed from the DOLE Regional Office and to comply with Work Stoppage Order; and

(iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises; and

(k) Ensuring that it did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

- 6.3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.
- 6.4. It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.
- 6.5. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity. However, the Procuring Entity shall ensure that all information in the Bidding Documents, including bid/supplemental bid bulletin/s issued, are correct and consistent.
- 6.6. Before submitting their bids, the Bidder is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.
- 6.7. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

- 6.8. The Bidder should note that the Procuring Entity will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

7. Origin of Goods

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of goods other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, subject to **ITB** Clause 27.1.

8. Subcontracts

- 8.1. Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Goods to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 8.2. Subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.
- 8.3. The Bidder may identify the subcontractor to whom a portion of the Goods will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

B. Contents of Bidding Documents

9. Pre-Bid Conference

- 9.1. (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.
- (b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the posting of the invitation to bid/bidding documents in the PhilGEPS website. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GOP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the **BDS**.
- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the Supplemental/Bid Bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.

- 9.3. Decisions of the BAC amending any provision of the bidding documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

10. Clarification and Amendment of Bidding Documents

- 10.1. Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.
- 10.2. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.
- 10.3. Supplemental/Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.4. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS and the website of the Procuring Entity concerned, if available, and at any conspicuous place in the premises of the Procuring Entity concerned. It shall be the responsibility of all Bidders who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 23.

C. Preparation of Bids

11. Language of Bids

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and 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. The English translation shall govern, for purposes of interpretation of the bid.

12. Documents Comprising the Bid: Eligibility and Technical Components

- 12.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:
- (a) Eligibility Documents –
Class "A" Documents:
 - (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR. For procurement to be

performed overseas, it shall be subject to the Guidelines to be issued by the GPPB.

- (ii) Statement 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

Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the **BDS**.

The two statements required shall indicate for each contract the following:

- (ii.1) name of the contract;
 - (ii.2) date of the contract;
 - (ii.3) contract duration;
 - (ii.4) owner's name and address;
 - (ii.5) kinds of Goods;
 - (ii.6) For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
 - (ii.7) For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
 - (ii.8) date of delivery; and
 - (ii.9) end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.
- (iii) NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank.

Class "B" Document:

- (iv) If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.
- (b) Technical Documents –
 - (i) Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:
 - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or

- (i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;
- (ii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
- (iii) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.
- (iv) For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

13. Documents Comprising the Bid: Financial Component

13.1. The financial component of the bid shall contain the following:

- (a) Financial Bid Form, which includes bid prices and the applicable Price Schedules, in accordance with **ITB** Clauses 15.1 and 15.4;
- (b) If the Bidder claims preference as a Domestic Bidder, a certification from the DTI issued in accordance with **ITB** Clause 27, unless otherwise provided in the **BDS**; and
- (c) Any other document related to the financial component of the bid as stated in the **BDS**.

13.2. (a) Unless otherwise stated in the **BDS**, all bids that exceed the ABC shall not be accepted.

- (b) Unless otherwise indicated in the **BDS**, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:
 - (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
 - (ii) The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the responsible unit of the procuring entity and that the estimates reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.
 - (iii) The procuring entity has trained cost estimators on estimating prices and analyzing bid variances.
 - (iv) The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
 - (v) The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

14. Alternative Bids

14.1 Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding.

A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.

14.2 Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

15. Bid Prices

15.1. The Bidder shall complete the appropriate Schedule of Prices included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.

15.2. The Bidder shall fill in rates and prices for all items of the Goods described in the Schedule of Prices. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be accomplished.

15.3. The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), Delivered Duty Paid (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.

15.4. 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 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, listed in the **BDS**.

(c) For Services, based on the form which may be prescribed by the Procuring Entity, in accordance with existing laws, rules and regulations

15.5. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to **ITB** Clause 24.

All bid prices for the given scope of work in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances. Upon the recommendation of the Procuring Entity, price escalation may be allowed in extraordinary circumstances as may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon approval by the GPPB. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

16. Bid Currencies

16.1. Prices shall be quoted in the following currencies:

(a) For Goods that the Bidder will supply from within the Philippines, the prices shall be quoted in Philippine Pesos.

(b) For Goods that the Bidder will supply from outside the Philippines, the prices may be quoted in the currency(ies) stated in the **BDS**. 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 *Bangko Sentral ng Pilipinas* (BSP) reference rate bulletin on the day of the bid opening.

16.2. If so allowed in accordance with **ITB** Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the foregoing exchange rates.

16.3. Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Pesos.

17. Bid Validity

17.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.

17.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described

in **ITB** Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

18. Bid Security

18.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount stated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the Bidder shall enter into contract with the procuring entity and furnish the performance security required under ITB Clause 33.2, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

18.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

18.3. No bid securities shall be returned to Bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a request for reconsideration and/or protest, or upon the lapse of the reglementary period to file a request for reconsideration or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the Bidder with the Lowest Calculated Responsive Bid (LCRB) has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in **ITB** Clause 18.2.

18.4. Upon signing and execution of the contract pursuant to **ITB** Clause 32, and the posting of the performance security pursuant to **ITB** Clause 33, the successful Bidder's bid security will be discharged, but in no case later than the bid security validity period as indicated in the **ITB** Clause 18.2.

18.5. The bid security may be forfeited:

- (a) if a Bidder:
 - (i) withdraws its bid during the period of bid validity specified in **ITB** Clause 17;
 - (ii) does not accept the correction of errors pursuant to **ITB** Clause 28.3(b);
 - (iii) has a finding against the veracity of any of the documents submitted as stated in **ITB** Clause 29.2;
 - (iv) submission of eligibility requirements containing false information or falsified documents;
 - (v) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
 - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
 - (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the LCRB;
 - (viii) refusal or failure to post the required performance security within the prescribed time;
 - (ix) refusal to clarify or validate in writing its bid during postqualification within a period of seven (7) calendar days from receipt of the request for clarification;
 - (x) any documented attempt by a Bidder to unduly influence the outcome of the bidding in his favor;
 - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
 - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- (b) if the successful Bidder:
 - (i) fails to sign the contract in accordance with **ITB** Clause 32; or
 - (ii) fails to furnish performance security in accordance with **ITB** Clause 33.

19. Format and Signing of Bids

- 19.1. Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII. Bidding Forms on or before the deadline specified in the **ITB** Clauses 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.
- 19.2. Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3. The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4. Each and every page of the Bid Form, including the Schedule of Prices, under Section VIII hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- 19.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

20. Sealing and Marking of Bids

- 20.1. Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12 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".
- 20.2. Each copy of the first and second envelopes 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 containing the original and the copies shall then be enclosed in one single envelope.
- 20.3. The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.
- 20.4. All envelopes shall:
- (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the Bidder in capital letters;
 - (c) be addressed to the Procuring Entity's BAC in accordance with **ITB** Clause 21;
 - (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and

- (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with **ITB** Clause 21.

20.5. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

D. Submission and Opening of Bids

21. Deadline for Submission of Bids

Bids must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the **BDS**. In case the deadline for submission of bids fall on a non-working day duly declared by the president, governor or mayor or other government official authorized to make such declaration, the deadline shall be the next working day.

22. Late Bids

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared “Late” and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of bid submission and opening, the Bidder’s name, its representative and the time the late bid was submitted.

23. Modification and Withdrawal of Bids

23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed and properly identified in accordance with **ITB** Clause 20, linked to its original bid marked as “TECHNICAL MODIFICATION” or “FINANCIAL MODIFICATION” and stamped “received” by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

23.2 A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Letter of Withdrawal must be executed by the duly authorized representative of the Bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter.

23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder, who has acquired the bidding documents, may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.

23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the

Bidder's bid security, pursuant to **ITB** Clause 18.5, and the imposition of administrative, civil and criminal sanctions as prescribed by RA 9184 and its IRR.

24. Opening and Preliminary Examination of Bids

- 24.1. The BAC shall open the bids in public, immediately after the deadline for the submission and receipt of bids, as specified in the **BDS**. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and reschedule the opening of Bids on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.
- 24.2. Unless otherwise specified in the **BDS**, the BAC shall open the first bid envelopes and determine each Bidder's compliance with the documents prescribed in **ITB** Clause 12, using a non-discretionary "pass/fail" criterion. If a Bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 24.3. Unless otherwise specified in the **BDS**, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated "passed". The second envelope of each complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as "failed". Only bids that are determined to contain all the bid requirements for both components shall be rated "passed" and shall immediately be considered for evaluation and comparison.
- 24.4. Letters of Withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened.
- 24.5. All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.
- 24.6. In the case of an eligible foreign bidder as described in **ITB** Clause 5, the following Class "A" Documents may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned, which shall likewise be uploaded and maintained in the PhilGEPS in accordance with Section 8.5.2 of the IRR:
- (a) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
 - (b) Mayor's/Business permit issued by the local government where the principal place of business of the bidder is located; and
- Audited Financial Statements showing, among others, the prospective bidder's total and current assets and liabilities stamped "received" by the Bureau of Internal Revenue or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of bid submission.

- 24.7. Each partner of a joint venture agreement shall likewise submit the requirements in **ITB** Clause 12.1(a)(i). Submission of documents required under **ITB** Clauses 12.1(a)(ii) to 12.1(a)(iii) by any of the joint venture partners constitutes compliance.
- 24.8. The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.
- 24.9. The bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids as read and the minutes of the bid opening shall be made available to the public upon written request and payment of a specified fee to recover cost of materials.
- 24.10. To ensure transparency and accurate representation of the bid submission, the BAC Secretariat shall notify in writing all bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The notice shall be issued within seven (7) calendar days from the date of the bid opening.

E. Evaluation and Comparison of Bids

25. Process to be Confidential

- 25.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of **ITB** Clause 26.
- 25.2. Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder's bid.

26. Clarification of Bids

To assist in the evaluation, comparison, and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered.

27. Domestic Preference

- 27.1. Unless otherwise stated in the **BDS**, the Procuring Entity will grant a margin of preference for the purpose of comparison of bids in accordance with the following:
 - (a) The preference shall be applied when the lowest Foreign Bid is lower than the lowest bid offered by a Domestic Bidder.
 - (b) For evaluation purposes, the lowest Foreign Bid shall be increased by fifteen percent (15%).
 - (c) In the event that the lowest bid offered by a Domestic Bidder does not exceed the lowest Foreign Bid as increased, then the Procuring Entity shall award the contract to the Domestic Bidder at the amount of the lowest Foreign Bid.

- (d) If the Domestic Bidder refuses to accept the award of contract at the amount of the Foreign Bid within two (2) calendar days from receipt of written advice from the BAC, the Procuring Entity shall award to the bidder offering the Foreign Bid, subject to post-qualification and submission of all the documentary requirements under these Bidding Documents.

27.2. A Bidder may be granted preference as a Domestic Bidder subject to the certification from the DTI that the Bidder is offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.

28. Detailed Evaluation and Comparison of Bids

28.1. The Procuring Entity will undertake the detailed evaluation and comparison of bids which have passed the opening and preliminary examination of bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.

28.2. The Lowest Calculated Bid shall be determined in two steps:

- (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
- (b) The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.

28.3. 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 following in the evaluation of bids:

- (a) Completeness of the bid. Unless the **BDS** allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Procuring Entity, except those required by law or regulations to be provided for; and
- (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications. Any adjustment shall be calculated in monetary terms to determine the calculated prices.

28.4. Based on the detailed evaluation of bids, those that comply with the abovementioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.

28.5. The Procuring Entity's evaluation of bids shall be based on the bid price quoted in the Bid Form, which includes the Schedule of Prices.

- 28.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.
- 28.7. If so indicated pursuant to **ITB** Clause 1.2, Bids are being invited for individual lots or for any combination thereof, provided that all Bids and combinations of Bids shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid prices quoted shall correspond to all items specified for each lot and to all quantities specified for each item of a lot. Bid Security as required by **ITB** Clause 18 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in BDS Clause 28.3.

29. Post-Qualification

- 29.1. The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 13.
- 29.2. 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**.
- Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.
- 29.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.
- 29.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, and recommend to the HoPE the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.
- 29.5. A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid with a fresh period to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the LCRB is determined for recommendation for contract award.
- 29.6. Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the LCRB and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.

29.7. In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Bidder in writing of such decision and the grounds for it. When applicable, the BAC shall conduct a post-qualification of the Bidder with the next Lowest Calculated Bid. A request for reconsideration may be filed by the bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

30. Reservation Clause

30.1. Notwithstanding the eligibility or post-qualification of a Bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.

30.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:

- (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the Bidders, or if the collusion is between or among the bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
- (b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
- (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:
 - (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the HoPE;
 - (ii) If the project is no longer necessary as determined by the HoPE; and
 - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.

30.3. In addition, the Procuring Entity may likewise declare a failure of bidding when:

- (a) No bids are received;
- (b) All prospective Bidders are declared ineligible;
- (c) All bids fail to comply with all the bid requirements or fail post-qualification; or

- (d) The bidder with the LCRB refuses, without justifiable cause to accept the award of contract, and no award is made in accordance with Section 40 of the IRR of RA 9184.

F. Award of Contract

31. Contract Award

- 31.1. Subject to **ITB** Clause 29, the HOPE or its duly authorized representative shall award the contract to the Bidder whose bid has been determined to be the LCRB.
- 31.2. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award duly received by the Bidder or its representative personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.
- 31.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
 - (a) Submission of valid JVA, if applicable, within ten (10) calendar days from receipt of the Notice of Award;
 - (b) Posting of the performance security in accordance with **ITB** Clause 33;
 - (c) Signing of the contract as provided in **ITB** Clause 32; and
 - (d) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184.
- 31.4. At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified in Section VI. Schedule of Requirements.

32. Signing of the Contract

- 32.1. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 32.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to the Procuring Entity.
- 32.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 32.4. The following documents shall form part of the contract:
 - (a) Contract Agreement;
 - (b) Bidding Documents;
 - (c) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request

for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

- (d) Performance Security;
- (e) Notice of Award of Contract; and
- (f) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

33. Performance Security

33.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.

33.2. The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank.	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

33.3. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall have a fresh period to initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the LCRB is identified and selected for recommendation of contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement, if necessary.

34. Notice to Proceed

Within seven (7) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue the Notice to Proceed

(NTP) together with a copy or copies of the approved contract to the successful Bidder. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

35. Protest Mechanism

Decisions of the procuring entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is SOCIAL SECURITY SYSTEM .
1.2	<p>The name of the Contract is <i>Supply, Delivery, Installation into Operational State, and Maintenance of an Investment Management System (IMS)</i>.</p> <p>The identification number of the Contract is ITB No. _____GOODS.</p> <p>The lot(s) and reference is/are: <i>One (1) lot bidding for Supply, Delivery, Installation into Operational State, and Maintenance of Investment Management System (IMS)</i></p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through <i>SSS' 2019 Corporate Operating Budget for CO and MOOE in the amount of Php66,400,000.00 (inclusive of Value Added Tax, Out-of-Pocket Expenses and all other related expenses)-broken down as follows:</i></p> <ul style="list-style-type: none"> • <i>₱ 57,400,000.00 - Hardware/Software & Project Implementation – Capital Outlay (CO)</i> • <i>₱ 9,000,000.00 - Maintenance Cost - Hardware and Software (MOOE)</i> <p>The name of the Project is: <i>SUPPLY, DELIVERY, INSTALLATION INTO OPERATIONAL STATE, AND MAINTENANCE OF AN INVESTMENT MANAGEMENT SYSTEM (IMS)</i>.</p>
3.1	No further instructions.
5.1	The Bidder should not have any pending case filed against the SSS, its employees and officials.
5.2	<p>Foreign bidders may be eligible to participate in this Project when any of the following circumstance(s) exist:</p> <p>(a) When a Treaty or International or Executive Agreement as provided in Section 4 of RA 9184 and its IRR allow foreign bidders to participate;</p> <p>(b) Citizens, corporations, or associations of a country, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;</p> <p>(c) When the Goods sought to be procured are not available from local suppliers; or</p> <p>(d) When there is a need to prevent situations that defeat competition or restrain trade.</p>
5.4	<p>The Bidder must have completed, within <u>five (5)</u> years prior to the submission and opening of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to Investment Management Software dealing with Trust Operations, Financial Management, Asset Management, and/or Treasury Management.</p>

7	No further instructions.
8.1	<i>Subcontracting is not allowed.</i>
8.2	<i>Not applicable.</i>
9.1	The SOCIAL SECURITY SYSTEM will hold a pre-bid conference for this Project as indicated in the Advertisement.
10.1	<p>The Procuring Entity's address is:</p> <p><i>The Chairperson</i> <i>BIDS AND AWARDS COMMITTEE</i> <i>2nd Floor, SSS Main Building</i> <i>East Avenue, Diliman, Quezon City</i> <i>Tel No: (632) 922-1070, 920-6401 loc. 5492</i> <i>E-mail: bac@sss.gov.ph</i> <i>Website: http://www.sss.gov.ph</i></p>

12.1(a)	<p><i>First Envelope:</i></p> <ul style="list-style-type: none"> (i) PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of the Revised IRR of RA9184. For procurement to be performed overseas, it shall be subject to the Guidelines to be issued by the GPPB. (ii) Statement 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. The statement shall include, for each contract, the following: <ul style="list-style-type: none"> (ii.1) name of the contract; (ii.2) date of the contract; (ii.3) contract duration; (ii.4) owner's name and address; (ii.5) kinds of Goods; (ii.6) amount of contract and value of outstanding contracts; (ii.7) date of delivery; and (ii.8) end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements. (iii) Statement of Single Largest Completed Contract similar to the project to be bid within the period of five (5) years prior to the date of submission and receipt of bids and equivalent to at least fifty (50) percent of the ABC. (iv) NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank; (v) JVA or the Duly Notarized Statement in accordance with Section 23.1 (b) of the 2016 Revised IRR of RA9184, if applicable
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(vi) Bid Securing Declaration or any form of Bid Security in the amount stated in the BDS, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)
Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%) or <u>Php1,328,000.00</u>
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) or <u>Php3,320,000.00</u>

*Bank issued securities must be issued by a universal/commercial bank.

*Surety Bonds must be accompanied by a certification from Insurance Commission that issuer is authorized to issue such security.

*Bid Securing Declaration must be notarized by a duly commissioned Notary Public.

(vii) Technical Proposal/Specifications

(a) Statement of Compliance with the Technical Specifications, as enumerated and specified in Sections VI (Schedule of Requirements) and VII (Technical Specifications) of the Bidding Documents;

(viii) Omnibus Sworn Statement (form supplied in the BTB)

(a) Sworn statement by the Bidder or its duly authorized representative in accordance with Section 25.3 of RA 9184 and its 2016 Revised IRR notarized by a duly commissioned Notary Public.

(i) Statement attesting to the Bidder's responsibilities pursuant to ITB Clause 6.

(ii) That it is not "blacklisted" or barred from bidding the GOP or any of its agencies, offices, corporations or LGUs, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;

(iii) That each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

	<ul style="list-style-type: none"> (iv) That it authorizes the SOCIAL SECURITY SYSTEM or its duly authorized representative(s) to verify all the documents submitted; (v) That the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute, and perform any and all acts necessary and/or to represent the Bidder in the bidding; (vi) That it complies with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of RA 3019; and (vii) That it complies with existing labor laws and standards. The winning/supplier shall also: <ul style="list-style-type: none"> a. Comply with the provisions of the Social Security Act (Republic Act No. 11199) and all labor and social legislations, rules and regulations. b. SSS has the option to deduct from the contract price any delinquency amount due to SSS. (viii) That it did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel, or representative of the government in relation to any procurement project or activity.
12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed within five (5) years prior to the deadline for the submission and receipt of bids.
13.1(a)	<p><i>Second Envelope</i></p> <p>Financial Proposal</p> <ul style="list-style-type: none"> 1. Cost Proposal (Form Supplied) 2. Bid Breakdown (Form Supplied)
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	<p>The ABC is ₱66,400,000.00 (inclusive of Value Added Tax, Out-of-Pocket Expenses and all other related expenses), broken down as follows:</p> <p>₱ 4,500,000.00 – Hardware (Acquisition Cost) – Capital Outlay (CO)</p> <p>₱ 30,000,000.00 – Software (Acquisition Cost) – Capital Outlay (CO)</p> <p>₱ 22,900,000.00 – Project Implementation – Capital Outlay (CO)</p> <p>₱ 9,000,000.00 – Maintenance Cost (Hardware and Software) – (MOOE)</p> <p>Any bid with a financial component exceeding the amount per item (Capital Outlay/MOOE) shall not be accepted.</p>
15.4(a)(iv)	No incidental services are required.

15.4(b)(i)	Not applicable.
15.4(b)(ii)	No incidental services are required.
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	Not applicable.
17.1	Bids will be valid for one hundred twenty (120) calendar days reckoned from the date of the submission and opening of bids.
18.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ol style="list-style-type: none"> 1. The amount of not less than <i>Php1,328,000.00</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than <i>Php3,320,000.00</i> if bid security is in Surety Bond.
18.2	The bid security shall be valid for one hundred twenty (120) calendar days reckoned from the date of the submission and opening of bids.
20.3	Each Bidder shall submit five (5) sets. <ol style="list-style-type: none"> 1. One (1) Envelope marked ORIGINAL; and 2. Four (4) Envelopes marked COPY NO. ____ .
21	The address for submission of bids is the Social Security System's: BIDS AND AWARDS COMMITTEE <i>Green Room, 12TH Floor, SSS Main Building</i> <i>East Avenue, Diliman, Quezon City</i> The deadline for submission of bids is indicated in the Bid Bulletin.
24.1	The place of bid opening is the Social Security System's: BIDS AND AWARDS COMMITTEE <i>Green Room, 12TH Floor, SSS Main Building</i> <i>East Avenue, Diliman, Quezon City</i> The date and time of bid opening is indicated in the Bid Bulletin.
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.

28.3 (a)	<p>Grouping and Evaluation of Lots –</p> <p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p>
28.4	No further instructions.
29.2	<p>The bidder with the lowest calculated bid as evaluated shall submit within non-extendible five (5) calendar days upon written notice the following documentary requirements:</p> <ol style="list-style-type: none"> 1. Latest income tax return corresponding to the Audited Financial Statements submitted, filed electronically (EFPS); 2. Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last six (6) months filed electronically (EFPS);
32.4(f)	No additional requirement.

Section IV. General Conditions of Contract

1. Definitions

1.1. In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) “The Goods” means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.
- (d) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) “GCC” means the General Conditions of Contract contained in this Section.
- (f) “SCC” means the Special Conditions of Contract.
- (g) “The Procuring Entity” means the organization purchasing the Goods, as named in the **SCC**.
- (h) “The Procuring Entity’s country” is the Philippines.
- (i) “The Supplier” means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the **SCC**.
- (j) The “Funding Source” means the organization named in the **SCC**.
- (k) “The Project Site,” where applicable, means the place or places named in the **SCC**.
- (l) “Day” means calendar day.
- (m) The “Effective Date” of the contract will be the date of signing the contract, however the Supplier shall commence performance of its obligations only upon receipt of the Notice to Proceed and copy of the approved contract.
- (n) “Verified Report” refers to the report submitted by the Implementing Unit to the HoPE setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

2. Corrupt, Fraudulent, Collusive, and Coercive Practices

2.1. Unless otherwise provided in the **SCC**, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
 - (iii) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, noncompetitive levels.
 - (iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
 - (v) "obstructive practice" is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
 - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any

foreign government/foreign or international financing institution herein.

- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

2.2. Further the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in **GCC** Clause 2.1(a).

3. Inspection and Audit by the Funding Source

The Supplier shall permit the Funding Source to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

4. Governing Law and Language

4.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.

4.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

5. Notices

5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.

5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the **SCC** for **GCC** Clause 5.1.

6. Scope of Contract

6.1. The Goods and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.

6.2. 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. Any additional requirements for the completion of this Contract shall be provided in the **SCC**.

7. Subcontracting

7.1. Subcontracting of any portion of the Goods, if allowed in the **BDS**, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents,

servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.

7.2. If subcontracting is allowed, the Supplier may identify its subcontractor during contract implementation. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract. In either case, subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.

8. Procuring Entity's Responsibilities

8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.

8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with **GCC** Clause 6.

9. Prices

9.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.

9.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

10. Payment

10.1. Payments shall be made only upon a certification by the HoPE to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. At least one percent (1%) but shall not exceed five percent (5%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in **GCC** Clause 17.

10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the **SCC** provision for **GCC** Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract.

10.3. Pursuant to **GCC** Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier. Payments shall be in accordance with the schedule stated in the **SCC**.

10.4. Unless otherwise provided in the SCC, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.

10.5. Unless otherwise provided in the SCC, payments using Letter of Credit (LC), in accordance with the Guidelines issued by the GPPB, is allowed. For this purpose, the amount of provisional sum is indicated in the SCC. All charges for the opening of the LC and/or incidental expenses thereto shall be for the account of the Supplier.

11. Advance Payment and Terms of Payment

11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex “D” of RA 9184.

11.2. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.

11.3. For Goods supplied from abroad, unless otherwise indicated in the SCC, the terms of payment shall be as follows:

- (a) On Contract Signature: Fifteen Percent (15%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.
- (b) On Delivery: Sixty-five percent (65%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.
- (c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity’s authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity’s authorized representative within forty five (45) days of the date shown on the delivery receipt, the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity’s own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

12. Taxes and Duties

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

13. Performance Security

13.1. Within ten (10) calendar days from receipt of the Notice of Award 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 the **ITB** Clause 33.2.

- 13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- 13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:
- (a) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;
 - (b) The Supplier has no pending claims for labor and materials filed against it; and
 - (c) Other terms specified in the **SCC**.
- 13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

14. Use of Contract Documents and Information

- 14.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 14.2. Any document, other than this Contract itself, enumerated in **GCC** Clause 14.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

15. Standards

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications; and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

16. Inspection and Tests

- 16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The **SCC** and 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.
- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production

data, shall be furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.

- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to **GCC** Clause 5.
- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

17. Warranty

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.
- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the **SCC**. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) but shall not to exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but shall not exceed five percent (5%) of the total Contract Price or other such amount if so specified in the **SCC**. The said amounts shall only be released after the lapse of the warranty period specified in the **SCC**; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.4. 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, within the period specified in the **SCC** and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in **GCC** Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

18. Delays in the Supplier's Performance

- 18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.
- 18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under GCC Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.
- 18.3. Except as provided under GCC Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 19, unless an extension of time is agreed upon pursuant to GCC Clause 29 without the application of liquidated damages.

19. Liquidated Damages

Subject to GCC Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the Procuring Entity may rescind or terminate the Contract pursuant to GCC Clause 23, without prejudice to other courses of action and remedies open to it.

20. Settlement of Disputes

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.
- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

21. Liability of the Supplier

- 21.1. The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the SCC.
- 21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

22. Force Majeure

- 22.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Supplier's delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.
- 22.2. For purposes of this Contract the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Supplier could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Supplier. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 22.3. If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

23. Termination for Default

- 23.1. The Procuring Entity may rescind or terminate a contract for default, without prejudice to other courses of action and remedies available under the circumstances when, outside of force majeure, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
- 23.2. The Procuring Entity may terminate the contract when, as a result of force majeure, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased;
- 23.3. The Procuring Entity shall terminate the contract when the Supplier fails to perform any other obligation under the Contract.

23.4. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under GCC Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.

23.5. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

24. Termination for Insolvency

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

25. Termination for Convenience

25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The HoPE may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.

25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:

- (a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.

25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

26. Termination for Unlawful Acts

26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:

- (a) Corrupt, fraudulent, and coercive practices as defined in **ITB** Clause 3.1(a);
- (b) Drawing up or using forged documents;
- (c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and (d) Any other act analogous to the foregoing.

27. Procedures for Termination of Contracts

27.1. The following provisions shall govern the procedures for termination of this Contract:

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by the Implementing Unit, the HoPE shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
 - (i) that this Contract is being terminated for any of the ground(s) aforementioned, and a statement of the acts that constitute the ground(s) constituting the same;
 - (ii) the extent of termination, whether in whole or in part;
 - (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
 - (iv) special instructions of the Procuring Entity, if any.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
- (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the HoPE a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating this Contract;
- (e) The Procuring Entity may, at any time before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;

- (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
- (g) The HoPE may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the HoPE; and
- (h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

28. Assignment of Rights

The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

29. Contract Amendment

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

30. Application

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.

Section V. Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is SOCIAL SECURITY SYSTEM .
1.1(i)	The Supplier is <i>[to be inserted at the time of contract award]</i> .
1.1(j)	<p>The Funding Source is the Government of the Philippines (GOP) through SSS' 2019 Corporate Operating Budget for CO and MOOE in the amount of Php66,400,000.00 (inclusive of Value Added Tax, Out-of-Pocket Expenses and all other related expenses)-broken down as follows:</p> <ul style="list-style-type: none"> • ₱57,400,000.00 - Hardware/Software & Project Implementation – Capital Outlay (CO) • ₱ 9,000,000.00 - Maintenance Cost - Hardware and Software (MOOE)
1.1(k)	The Project Site is <i>Social Security System Main Building, East Avenue, Diliman, Quezon City</i> .
2.1	No further instructions.
5.1	<p>The SOCIAL SECURITY SYSTEM's address for Notices is:</p> <p>THE CHAIRPERSON BIDS AND AWARDS COMMITTEE <i>2nd Floor, SSS Main Building East Avenue, Diliman, Quezon City Tel. No. (632) 922-1070; 920-6401 local 5492 Email: bac@sss.gov.ph Website: http://www.sss.gov.ph</i></p> <p>The Supplier's address for Notices refers to winning bidder.</p>
6.2	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>For Goods Supplied from Abroad, state “The delivery terms applicable to the Contract are DDP delivered [insert place of destination]. In accordance with INCOTERMS.”</i></p> <p><i>For Goods Supplied from Within the Philippines, state “The delivery terms applicable to this Contract are delivered at SSS Main Building, East Avenue, Diliman, Quezon City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</i></p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are as follows:</p> <p><i>For Goods supplied from within the Philippines:</i></p>

	<p>Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p>
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- (i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) Original and four copies delivery receipt/note, railway receipt, or truck receipt;
- (iii) Original Supplier's factory inspection report;
- (iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;
- (v) Original and four copies of the certificate of origin (for imported Goods);
- (vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;
- (vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and
- (viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.

For Goods supplied from abroad:

Upon shipment, the Supplier shall notify the Procuring Entity and the insurance company by cable the full details of the shipment, including Contract Number, description of the Goods, quantity, vessel, bill of lading number and date, port of loading, date of shipment, port of discharge etc. Upon delivery to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents as applicable with the documentary requirements of any letter of credit issued taking precedence:

- (i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) Original and four copies of the negotiable, clean shipped on board bill of lading marked "freight pre-paid" and five copies of the nonnegotiable bill of lading ;
- (iii) Original Supplier's factory inspection report;
- (iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;
- (v) Original and four copies of the certificate of origin (for imported Goods);
- (vi) Delivery receipt detailing number and description of items received signed by the Procuring Entity's representative at the Project Site;
- (vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and
- (viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.

For purposes of this Clause the Procuring Entity's Representative at the Project Site is *Ms. Gilda Victoria G. Mendoza, Vice President, Investments Support Division.*

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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:

Select appropriate requirements and delete the rest.

- (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:

Select appropriate requirements and delete the rest.

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

The spare parts 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 spares for the Goods for a period of six (6) years.

Other spare parts and components shall be supplied as promptly as possible, but in any case within two (2) months of placing the order.

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.

Insurance –

The Goods supplied under this Contract shall be fully insured by the Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery. The Goods remain at the risk and title of the Supplier until their final acceptance by the Procuring Entity.

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.

	<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 <i>force majeure</i> in accordance with GCC Clause 22.</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>Patent Rights –</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>Compliance with SS Law –</p> <p>The Winning Supplier shall report all its employees to SSS for coverage and their contribution, as well as, all amortization for salary/education/calamity and other SSS loans shall be updated. Failure to comply during contract award or implementation shall be a ground for cancellation/termination of the contract.</p>
10.4	Not applicable.
10.5	Payment using LC is not allowed.

11.3	<p>The terms of payment shall be as follows:</p> <p>Mode of payment shall be progress billing based on the proposed payment schedule specified in Annex A. Payment Milestones.</p> <p>No payment will be made until the completion and subsequent user acceptance of the respective milestone deliverable. The Winning Bidder is required to submit with each request for payment, a certification of the completion of the performance milestone deliverable for which the payment is requested.</p> <p>All warranties shall start after date of user acceptance/ IMS Go live.</p>
13.4(c)	No further instructions.

16.1	<p>The inspections and tests that will be conducted are:</p> <p>A. <u>DURING POST-QUALIFICATION</u></p> <p>The SSS Technical Working Group (TWG) shall conduct site visits of the bidder's existing completed installations to evaluate the system based on the mandatory requirements of this bid.</p> <p>For the hardware requirements (desktop computers/workstations and server), lowest calculated bidder must submit demo unit, which shall meet the minimum requirement specified in Section VII. Technical Specifications and must be submitted to SSS within five (5) working days after issuance of Notice to Proceed (NTP) and signing of contract.</p> <p>B. <u>PERFORMANCE / ACCEPTANCE TESTING</u></p> <p>For purposes of acceptance, the Winning Bidder must supply, deliver, implement, and test all components. (See Annex B for Acceptance Criteria)</p> <p>The test/acceptance shall be conducted by the SSS TWG/ Process Owners/Implementation Team/ All IMS Users, and designated ITMG technical staff.</p> <p>Immediately upon successful completion of the performance period, SSS shall notify the Winning Bidder in writing of acceptance of the product and authorize payment subject to the usual COA rules and regulations.</p> <p>If successful completion of the performance period is not attained within thirty (30) calendar days from installation date, SSS shall have the option of terminating the contract or continuing the performance test.</p> <p>However, in continuing the performance test, a daily penalty of 1/10 of 1% of the contract price shall be imposed on the bidder.</p> <p>The SSS' option to terminate the contract shall remain in effect until such time a successful completion of the performance test is attained. However, when the penalty amount has reached 10% of the total contract price, the SSS shall have the option to automatically terminate the contract.</p> <p>Upon cancellation of the contract, SSS will forfeit the performance security and the contract may be awarded to the next bidder with Lowest Calculated and Responsive Bid.</p> <p>In awarding the contract to the bidder with the next Lowest Calculated and Responsive Bid, the forfeited performance security will be applied to the difference in the bid price. If the forfeited performance security is insufficient, the bidder whose bond was forfeited shall shoulder the remaining difference in cost.</p>
17.3	<p>A two (2) year warranty is required on all delivered goods and shall take effect immediately after the date of user acceptance/ IMS Go live and upon the favorable recommendation of the Implementation Team/Process Owners/All IMS Users. Said warranty, in addition to the provisions of GCC Clause 17 and to the expressed or implied warranties, as provided for under Philippine Laws, shall include, as follows:</p>

	<ul style="list-style-type: none"> a) The winning bidder should warrant that should there be announced improvements on the proposed product and/or any of its components, after date of submission of proposals and before date of implementation, such improved product or its components should be delivered to and installed at the SSS by the winning bidder without affecting the submitted bid price proposal. b) If announced improvement is made within six (6) months after installed product has already been accepted for SSS use, the winning bidder must replace already installed product or its components with the improved product or its components at no additional cost to SSS. c) During the warranty period, SSS should be entitled to all applicable software version upgrades (OS, bundled software), security patches, and feature packs at no additional cost to SSS. d) During the warranty period, winning bidder must provide maintenance support, consisting of Preventive and Remedial Services on all delivered products and/or its components. Details of said preventive and remedial services are described in Item 6 of Section VII. Technical Specifications.
17.4	<p>The period for correction of defects in the warranty period is within two (2) hours upon receipt of notice, either through phone, electronic communication, or in writing. The Winning Bidder's technicians/engineers must address the problem by making a phone call to the concerned SSS unit. If the problem persists, the Winning Bidder's technicians/engineers must address the problem onsite.</p>
21.1	<p>No additional provision.</p>

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 Number	Description	Quantity	Delivered, Weeks/Months
1	<p>Supply, Delivery, and Installation into Operational State of one (1) unit of Investment Management System (IMS)</p> <p>KEY FEATURES OF SSS REQUIRED SYSTEM SOLUTION ARE AS FOLLOWS:</p> <p>A. Should have a module for equity and fixed income investments that has, among others, the following features/ capabilities:</p> <ul style="list-style-type: none"> ▪ Front-, middle-, and back-end trading support (<i>Refer to Annex D for Conceptual IMS Framework</i>) ▪ Performs simulations for trading/ risk management ▪ Automates portfolio / profits monitoring ▪ Automates reports generation ▪ Facilitates compliance and settlement activities ▪ Audit trail <p><i>Refer to Annex E for Organizational Structure</i></p> <p>B. Should integrate information held by SSS investment units thereby providing senior officers and technical staff with up-to-date information on investments in various types of investment instruments as well as automate manual aspects of investment-related activities</p>	1	<p>Installation of the IMS into fully operational status is required within ten (10) calendar months after issuance of Notice to Proceed (NTP) and signing of contract.</p>

<p>C. Should have the ability to handle the trading and management of other investment instruments such as government securities, bonds, currencies, derivatives, etc.</p>		
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<p>D. For existing systems not covered by this project of the SSS, both internal and external (e.g., Loans Management System, Financial Accounting System (FAS), GL System (SAP-FI), Real Property and Lease Management System (RPLMS), Bloomberg, Technistock, Reuters, PDTC, Registry of Scripless Securities (ROSS), PDEX, PSE, Bureau of Treasury), the bidder must ensure that these are considered in the design and implementation of the IMS.</p>		
<p>E. The system functions shall be compliant with applicable standards and legal requirements (e.g., IAS/PAS 39, IFRS/PFRS 9, and other applicable standards and tax laws).</p>		
<p>F. Should provide users with the capability to create query screens</p>		
<p>G. Should provide users with the capability to modify workflow processes within the system</p>		

<p>H. Should support the requirements such as:</p> <ul style="list-style-type: none"> • Can generate customized Accounting reports based on user's specification; • Has the capability to upload and download data thru text file; • Reports must be viewable and exportable to spreadsheets and text format; • Can efficiently compute mark to market gain/loss; and • Can generate report upon manual trigger or scheduled job. 	
<p>I. Should support mobile devices for viewing of executive management dashboards and real-time positions of securities, as well as for trading securities</p>	

<p>HARDWARE REQUIREMENTS</p>		
<p>a. The application must support minimum of 30 concurrent users. Licensing structure of the application should be specified.</p>	<p>30</p>	
<p>b. There will be three (3) servers or sets of servers and software that should be sized for the SSS IMS production roll-out, and these are defined as follows:</p> <ul style="list-style-type: none"> • One for Production (PROD) • One for either On-line hot backup (BACKUP PROD) or loadbalanced as Production 2 (PROD 2) • One for the Disaster Recovery Center (DRC), to be located off-site <p><i>Refer to Annex F for Information Communications Technology (ICT) Infrastructure.</i></p>	<p>3</p>	
<p>c. 30 sets of Desktop Computers/Workstations</p>	<p>30</p>	

2	Documentation		
	a. Installation and Systems Manual		
	☐ Hard Copies	1	
	☐ USB Copies	1	
	b. User's Operations Manual		
	☐ Hard Copies	1	
	☐ USB Copies	1	
	c. Application Source Code (IMS) Note: The winning bidder will be required to provide source code of customized features to suit SSS requirements.		
	☐ USB Copies	1	
	d. System Administrator's Manual		
	☐ Hard Copies	1	
☐ USB Copies	1		
3	Training		
	a. Manufacturer Certified Technical Training	5 pax	Simultaneous with Application Development
	b. Administration Technical Training	5 pax	
	c. End-user Application Training	60 pax to be trained by the winning bidder	To commence immediately after product has been accepted
4	Preventive and Remedial Services within the required 2-year warranty period for Hardware and Software.		Semi-annual Maintenance to commence after acceptance of product
5	3-year Maintenance Service for Hardware and Software.		Quarterly maintenance to commence beginning the lapse of the two (2) year warranty period.

6	Project Management Preparation of a Project Plan and comanaging the implementation project.		To commence three (3) days immediately after issuance of Notice to Proceed (NTP) and signing of contract
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Section VII. Technical Specifications

Bidders must state in the Statement of Compliance below 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 Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii).

Item	Specification	Statement of Compliance
1	HARDWARE TECHNICAL SPECIFICATIONS	

	SERVER	
1	Database Server & Application Server	
1.1	MEMORY: at least 64 GB RAM of RDIMM DDR3 with Active Memory Expansion for both Database and Application Server	
1.2	DISK CAPACITY: 2 TB HDD - RAID 1/10 for Database Server	
	DISK CAPACITY: 1 TB HDD - RAID 1/10 for Application Server	
1.3	CPU: 8-core 3.6 GHz	
1.4	MEDIA BAYS: Slim-line for DVD-RAM Half height for tape drive, LTO drive for LTO6 or removable disk	
1.5	SOLID-STATE DRIVE (SSD): up to Eight SSF drives	
1.6	POWER REQUIREMENTS: 100 V to 240 V ac, single phase	
1.7	Level 2 (L2) cache 256 kb per core; Level 3 (L3) cache 10 Mb per core	
	DESKTOP COMPUTERS/WORKSTATIONS	
1.8	PROCESSOR: 4 Cores, 8 Threads, 8MB L3 Cache, 7th Generation chipset	
1.9	MEMORY: 16 GB 2133 MHz DDR3 (2 x 8 GB DIMMs – Dual Channel)	
1.10	HARD DRIVE: 1 TB SATA 7200 RPM HDD and 250 GB SATA 6Gbps Solid State Drive (SSD)	
1.11	VIDEO CARD: Dedicated, with at least 1GB RAM capable of dual display	
1.12	NETWORK INTERFACE CARD: On-board Ethernet 10/100/1000 mbps	
1.13	USB PORT: 6 On-board USB ports - At least two (2) ports located at the front panel - At least two (2) USB 3.0 ports	
1.14	AUDIO PORT: On-board Audio ports - Line/Audio-in and –out - Headphone and microphone connector or combo on front panel	
1.15	CASING: SFF Desktop: Maximum height is 6 inches SFF Tower: Maximum width is 6 inches	
1.16	MONITOR: 23” Wide LED,1920X1080, DVI or HDMI or Display Port (<i>must be the same brand with CPU</i>)	
1.17	VIDEO INTERFACE: DVI or HDMI or Display Port	
1.18	MOUSE: USB Optical Wheel Mouse with Mouse Pad (<i>must be the same brand with CPU</i>)	
1.19	KEYBOARD: USB QWERTY – 104 Keys (<i>must be the same brand with CPU</i>)	
1.20	OPERATING SYSTEM: - Must be able to support SSS existing applications running on WINDOWS 10 and IE11/Edge - Must be Original Equipment Manufacturer (OEM) License	
2	FEATURES	
2.1	Must have backup media drive	
2.2	High Availability feature	

2.3	Operating System: UNIX or Windows Server	
2.4	Hot plug disk bays	
2.5	Hot plug and redundant power supplies and cooling fans	
2.6	Dynamic component deallocation	
2.7	Rack mount type	
2.8	Server Rack provided by the vendor	
2.9	Standard Ethernet, Four Ethernet 10/100/1000 Mbps ports	
2.10	Other integrated ports, disabled USB ports, two console, two system ports	
2.11	Other PCI Adapters supported include; SAS, SCSI, WAN/Async, USB ports, Crypto, Iscsi	
3	DEVELOPMENT PLATFORM	
3.1	A development platform should be provided for customized functionalities of the IMS.	

Item	Specification		Statement of Compliance			
			Yes		No	
			Standard Feature	Customized Feature		
4	FUNCTIONAL REQUIREMENTS	Description				
	<i>A. Front Office – Equities – Research and Portfolio Management</i>					
	PORTFOLIO MANAGEMENT					
	1. Portfolio Optimization	The system should be able to generate reports from various master files within the IMS for use in the equity portfolio optimization process.	Able to extract the following data from various databases: <ul style="list-style-type: none"> • Stock Code • Target Price • Expected Dividend Yield • Charter Limits • Stock Limits • Concentration Limits 			

		<p>The system should have the facility to capture information from user-defined worksheet(s) in the equity portfolio optimization process.</p>	<p>Able to extract / pull the following data from user-defined worksheets for equity portfolio optimization</p> <ul style="list-style-type: none"> • Model Portfolio (per stock) <ul style="list-style-type: none"> ○ Current Shares ○ Proposed Value ○ Proposed Shares ○ Required Value ○ Shares to Sell/Buy ○ Action • Sharpe Ratio • PSEI Sharpe Ratio • Value at Risk (VaR) • Sectoral Allocation • Sensitivity Analysis • Target Price • Expected Yield • Latest Close 			
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		<p>The system should perform completeness check for mandatory information needed for the optimal portfolio report.</p>	<p>Checks the completeness of mandatory fields from the uploaded excel file</p>			
		<p>The system should be able to generate an optimal portfolio report.</p>	<p>Generates optimal portfolio report incorporating data from the Excel-based equity portfolio optimization worksheet</p>			

2. Stock Assignment	The system should be able to generate reports from various master files within the IMS for use in the daily stock assignment process.	Able to extract the following data from various databases: <ul style="list-style-type: none"> • Stock code • Trader identities • Trader limits • Broker allocation • Previous trader-stock allocations • Stock performance to date for the month • Trader percentage of transactions for the month/year (per trader) 			
	The system should have the facility to capture information from user-defined worksheet(s) in the daily stock assignment process.	Able to extract / pull the stock assignment data from userdefined worksheets			
	The system should be able to link the stock assignments with the order routing process, trader control rating and transaction database file (trade blotter).	Limit stocks available for order per trader only on the stock assignments for the day			
3. Broker Allocation	The system should be able to generate reports from various master files within the IMS for use in the daily broker allocation process.	Able to extract the following data from various databases: <ul style="list-style-type: none"> • Accredited Brokers • Broker Limits • Broker Ratings • Broker Status 			
	The system should have the facility to capture information from user-defined worksheet(s) in the broker allocation process.	Able to extract / pull the broker allocation data from userdefined worksheets			
	The system should be able to verify if the broker has been accredited.	Verifies if the broker has already been created in Stock Master File			

		The system should be able to capture numerical values for the amount allocated to brokers.	Performs edit checks for the broker allocation from the uploaded excel file			
		The system should be able to keep track the remaining broker allocation amount.	Maintains and shows the remaining broker allocation			
RESEARCH						
1. Fundamental Analysis		The system should be able to accept the fundamental analysis data entered by the user.	Captures data input such as: <ul style="list-style-type: none"> • Stock code • Recommendation (Select - hold, sell, buy) • Other fundamental analysis data 			
		The system should be able to verify if the stock have been accredited.	Verifies if the stock code has already been created in Stock Master File			
		The system should be able to extract/pull the market data from MDV.	Captures the following data from MDV and allows modification by the user <ul style="list-style-type: none"> • Stock target price • Expected dividend yield • Other market data 			
		The system should be able to reflect the system date upon fundamental analysis update.	Displays the system date when the recommendation was entered			
		The system should be able to accept the financial ratio entered by the user.	Captures and stores the following data input: <ul style="list-style-type: none"> • Debt ratio • Debt to equity ratio • Liquidity ratio • Return on equity • Return on assets • Net profit margin • Other financial ratios (user-defined) 			

	The system should maintain a document repository.	Able to store the following files on a per company basis: <ul style="list-style-type: none"> • Brokers' fundamental reports • Company financial documents • In-house fundamental analysis <input type="checkbox"/> Other files 			
	The system should have a makerchecker facility for the fundamental analysis.	Notifies the reviewer/checker for the fundamental analysis entered in the system			
		Requires the reviewer/checker to approve the fundamental analysis entered in the system before it can be viewed by the Portfolio Managers / Traders			
	The system should be able to tag each fundamental research output with a status.	Shows the following status of fundamental research output: <ul style="list-style-type: none"> • For review • For approval • For amendment • Other status 			
	The system should be able to present the fundamental analysis data in tabular format for the users.	Generates summary tables for Portfolio Manager / Trader which contain the following: <ul style="list-style-type: none"> • Stock code • Stock target price • Expected dividend yield • Recommendation (hold, sell, buy) • Recommendation date • Other details as deemed necessary 			
	The system should be able to accept the broker's recommended price entered by the user.	Captures broker's recommended stock price			
		Able to generate graphs indicating the date of a broker's fundamental analyst target price, as well as the stock price behavior thereafter			

	2. Technical Analysis	The system should be able to accept the technical analysis data entered by the user.	Captures data input such as: <ul style="list-style-type: none"> • Stock code • Trend (Select - up, down, sideways) indicators • Momentum • Volume indicators 			
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			<ul style="list-style-type: none"> • Volatility indicators • Recommendation (Select - hold, sell, buy and other recommendations) <input type="checkbox"/> Others 			
		The system should be able to reflect the system date upon technical analysis update.	Displays the system date when the recommendation was entered			
		The system should maintain a technical research repository.	Able to store the following files on a per company basis: <ul style="list-style-type: none"> • Brokers' technical reports • In-house technical reports • Other files 			
		The system should have a makerchecker facility for the technical analysis.	Notifies the reviewer/checker for the technical analysis entered in the system.			
			Requires the reviewer/checker to approve the technical analysis entered in the system before it can be viewed by the Portfolio Managers / Traders.			
		The system should be able to tag each technical research output with a status.	Shows the following status of fundamental research output: <ul style="list-style-type: none"> • For review • For approval • For amendment • Other status 			

		The system should be able to present the technical analysis data in tabular format for the users.	Generates summary tables for fund manager / trader which contain the following: <ul style="list-style-type: none"> • Stock code • Trend • Momentum • Volume indicators • Volatility indicators • Recommendation per stock • Others 			
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		The system should be able to accept the broker's recommended price entered by the user.	Captures broker's recommended stock price			
			Able to generate graphs indicating the date of a broker's technical analyst target price, as well as the stock price behavior thereafter			
	3.Security Accreditation	The system should be able to set-up and maintain a list of accredited securities by fund.	Captures the following data being inputted by user: <ul style="list-style-type: none"> • Stock code • Stock information • "New" or "Existing" • Applicable fund • Other data 			
		The system should have a makerchecker facility for the security accreditation.	Notifies the reviewer/checker for the data entered in the system.			
			Requires the reviewer/checker to approve the data entered in the system before it can be viewed by all users			
	<i>B. Front Office – Equities – Trading</i>					
	TRADING					

	1. Order Routing	The system should have a trading desk.	Shows the following information and their sources: <ul style="list-style-type: none"> • Current position - Securities Inventory • Current working buy orders - Trade Blotter • Current working sell orders • Market data - MDV • Market news - MDV • Trade ticket generator - Trade Details • Other trading information 			
		The system should have a facility for encoding trade details.	Captures the following trade details: <ul style="list-style-type: none"> • Instrument Type (Select: Equity, Corporate Bonds, Government Securities and other instruments) • Stock Code/ISIN (Select from Accredited Equity and Corporate Bonds Master File or data entry for Government Securities - Primary) • Security classification (AFS/HFT/HTM per PAS 39 or FVPL/FVOCI/Amortized Cost per PFRS 9) 			
			<ul style="list-style-type: none"> • Broker Name (Select from Broker Master File) • Volume • Buy/Sell • Order type • Order duration • Basis for trade • Selection of lot/acquisition cost • Initial trade allocation to funds • Other trade details 			
			Automatically uses the system date as the transaction date			
			Automatically checks the completeness of the data entered in the system			

		The system should automatically perform limit checks upon data entry.	Rejects orders that have breached the charter limits			
			Requires online approval for orders that exceeded all other limits except charter limits			
			Capable of showing a limit check summary with the following details for every order encoded: <ul style="list-style-type: none"> • All limit types • Amount/units of excess over the limits • Remaining margin before limits are breached 			
		The system validates the availability of securities to be sold.	Automatically checks the availability of securities to be sold whether it is certificated or scripless			
		The system automatically assigns a sequential Trade ID.	Automatically assigns a sequential Trade ID for each type of security			
			Does not allow overwriting of the assigned Trade ID			
		The system should have an online facility that allows brokers to view the trades for the day, i.e., a Web Browser-Based Interface (WBBI). (For Equities, and Government Securities and Corporate Bonds - Secondary)	Shows only the following information to the broker: <ul style="list-style-type: none"> • Instrument Type (Select: Equity, Corporate Bonds, Government Securities and other instruments) • Stock Code/ISIN (Select from Accredited Equity and Corporate Bonds Master File or data entry for Government Securities Primary) • Broker Name (Select from Broker Master File) • Volume • Buy/Sell • Order type • Order duration • Initial trade allocation to funds 			

		<p>The system should be able to tag each trade with a status.</p>	<p>Tags each trade for Equities with a corresponding status as follows:</p> <ul style="list-style-type: none"> • Pending Approval (Orders awaiting approval) • Unfilled (Default status upon approval and remain unexecuted) • Rejected (Orders that have not been approved) • Accepted (Broker has accepted thru WBBi the assigned trades) • Cancelled (Unexecuted orders that have been cancelled) • Filled (Broker has confirmed thru Web BrowserBased Interface (WBBi) that 100% of the order has been executed) • Partially Filled (Broker has confirmed thru WBBi that less than • 100% of the order has been executed) • Confirmed (Trader has confirmed based on manual checking of broker confirmation) • Settled (Payment has been made) • Optional (user-defined) 			
			<p>Tags each Government Securities primary issuance with a corresponding status as follows:</p> <ul style="list-style-type: none"> • Pending Approval (Orders awaiting approval) • Rejected (Orders that have not been approved) • Confirmed (Confirmed by BoT) • Settled (Payment has been made) • Optional (user-defined) 			
		<p>The system should have a facility to update trade status either automatically or via manual input.</p>	<p>Updates the trade status automatically or upon manual trigger</p>			

		The system should have a facility to update trade status either automatically or via manual input.	Allows direct market access to exchanges such as: <ul style="list-style-type: none"> • Philippine Dealing Exchange (PDEX) • Philippine Stock Exchange (PSE) • Others 			
		The system should be able to follow standard status work-flow.	Allows status changes consistent with predetermined status work-flow			
	2. Trade Approval	The system should have a facility to show the list of trades per status.	Capable of showing a trade listing for each of the following status: <ul style="list-style-type: none"> • Pending Approval • Unfilled • Rejected <input type="checkbox"/> Accepted • Cancelled • Filled • Partially Filled • Confirmed • Settled • Optional (user-defined) 			
		The system should have a facility for automatic routing of trades for approval.	Routes trades directly to the appropriate approvers based on their pre-defined authority levels			
		The system should have a facility for re-routing of trades only to authorized personnel.	Sends the trade order back to the trader if modification is needed			

		<p>Allows the following modifications from the trader:</p> <ul style="list-style-type: none"> • Change price • Change broker • Change security classification (AFS/HFT/HTM per PAS 39 or FVPL/FVOCI/Amortized Cost per PFRS 9) • Changes stock Code/ISIN • Change order volume • Change order instruction (buy/sell) • Change order type • Change duration of the order • Change basis for trade 				
		<p>The system should be able to display the order history.</p>	<p>Captures the following information for each order</p> <ul style="list-style-type: none"> • Trade ID • Order Number • Transaction Date • Stock • Number of Shares • Matched Shares • Price • Transaction Type • Status • Remarks • Others 			
	3. Order Management	<p>The system should have a notification facility for broker's/dealer-arranger's acceptance of trade order. (For Equities and Government Securities - Secondary and Corporate Bonds - Secondary).</p>	<p>Automatically prompts the trader for pending broker's delivery notifications (e.g. receipt and/or acceptance) after a period of time</p>			
			<p>Automatically sends an online notification upon broker's receipt and/or acceptance of the trade order</p> <ul style="list-style-type: none"> • Trade Allocations / Instructions • Others 			

		The system should have a facility that summarizes status of orders per broker/dealer-arranger. (For Equities and Government Securities - Secondary and Corporate Bonds - Secondary).	Generates a status report of orders per broker upon execution or as needed. The report should include the following details per broker: <ul style="list-style-type: none"> • Broker name • Date and time of each order • Type of order (Buy/Sell, Market/Limit/Others) • Status of order (Unfilled, Partially filled, Filled, Confirmed) • Date and time of execution • Time from order to execution • Executed price • Average price per broker • Broker percentage of total transactions per trader and per broker 			
	4. Trade Allocation	The system is capable of tagging investment instruments to each fund maintained in the system. <ul style="list-style-type: none"> • SSS Fund • EC Fund • EP Fund • Provident Fund for OFW's • Provident Fund for SSS Members • Other funds maintained in the system 	Allows setting an initial allocation of trades to the funds			
			Allows tagging of trades based on two levels: <ul style="list-style-type: none"> • Fund source • Instrument type 			
			Generates a summary of the trades/investment securities attributable to each fund which shows the following details <ul style="list-style-type: none"> • Unrealized Gain/Loss • Interest income • Dividend income • Portfolio mix/structure • Others 			
		The system allows allocating trades using different methods.	Allows allocating buying/selling transactions through: <ul style="list-style-type: none"> • Equal allocation • User defined allocation • Predetermined allocation • Pro rata based on relative size of each fund 			

		The system allows modifying of the initial trade allocation.	Has the facility for reallocating trades made or investment securities among the funds maintained in the system			
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	C. Front Office – Corporate Bonds – Primary					
	TRADING					
1. Issuer Credit Scoring	The system should have a trading desk.	Shows the following information and their sources: <ul style="list-style-type: none"> • Current position - Securities Inventor • Current working buy orders - Trade Blotter • Current working sell orders • Market data - MDV • Market news - MDV • Trade ticket generator - Trade Details • Other trading information 				
	The system should be able to capture the issuer credit score criteria and weights.	Captures the issuer credit score criteria and weights as defined by the management				
	The system should be able to capture the score details inputted by the user.	Captures the score inputted per criteria set in the system				
		Checks the completeness of all inputted scores based on the set criteria in the system				
		Captures the following details: <ul style="list-style-type: none"> • System date when scores were given and approved • User ID of analyst who computed and recommended the score Other information, as deemed fit				
	The system should be able to compute an issuer credit score based on a predefined weighting scheme.	Automatically computes the issuer credit score based on the predefined weighting scheme and financial and other inputs				
The system should allow modification of the issuer credit scoring weighting scheme.	Allows modification of the issuer credit score weightings by authorized personnel from the Middle Office.					

	The system should be able to tag each credit scoring result with a status.	Shows the validated status of credit scoring report after the online review and approval of Senior Fundamental Analyst			
	The system should automatically calculate the score upon update of the weights.	Computes the score of all unvalidated issuer credit score using the updated weights			

	The system should support a makerchecker review facility for the issuer credit score proposed.	Notifies reviewer / checker for the computed scores Requires the reviewer/checker to approve the issuer credit scoring computed in the system			
2. Investment Proposal	The system should be able to capture bond details inputted by the user and stores in Non-GS Fixed Income Master File.	Captures and requires the details of non-GS issuances including the following: <ul style="list-style-type: none"> • Type of issue • Issuing entity • Joint issue managers • Issue size • Use of proceeds • Tenor • Interest rate • Base Rate • Spread • External credit rating (if any) • Payment frequency • Day basis • Default interest rate • Target issue date • Evaluation status - Pre-approval, Approved, for Bidding, Accepted, Rejected • Collateral and credit enhancements available • Other term details of corporate fixed income issuances 			

	The system should be able to assign unique issuance ID upon inputting issuance details.	Automatically assigns sequential and unique issuance ID			
	The system should be able to link the issuance ID in the Non-GS Fixed Income Master File with the data stored per company.	Captures all issuance ID from Non-GS Fixed Income Master File and associates to the company defined in Data Repository			
	The system should be able to capture the issue credit score criteria and weights.	Captures the issue credit score criteria and weights as defined by the management			

	The system should maintain a document repository.	Able to store the following files per issuance ID and company <ul style="list-style-type: none"> • Offering circular • Other issuance documents 			
	The system should be able to capture the score details inputted by the user.	Captures the issue credit score inputted per criteria set in the system			
		Checks the completeness of all inputted scores based on the set criteria in the system			
		Captures the following details: <ul style="list-style-type: none"> • System date when scores were given and approved • User ID of analyst who computed and recommended the score • Other information, as deemed fit 			
	The system should be able to compute an issue credit score based on a predefined weighting scheme.	Automatically computes the issue credit score based on the predefined weighting scheme and facility terms			

	The system should maintain details of issue credit score as part of the NonGS Fixed Income Master File.	Able to store other details of the issue credit scores, including the following: <ul style="list-style-type: none"> • Dates when scores were given and approved • Name of analyst who computed and recommended the score • Other information, as deemed fit 			
	The system should allow modification of the issue credit scoring weighting scheme.	Allows modification of the issue credit scoring weightings by authorized personnel			
	The system should be able to compute a composite credit score including the issuer and issue credit score based on a predefined weighting scheme.	Computes the composite credit score based on the predefined weighting scheme and the issuer and credit scores			
	The system should be able to compute a credit spread from a predetermined model.	Computes the credit spread from a predetermined model			

	The system should maintain details of composite credit scores as part of the Non-GS Fixed Income Master File.	Able to store other details of the composite credit scores, including the following: <ul style="list-style-type: none"> • Dates when scores were given and approved • Name of analyst who recommended and computed the score • Other information, as deemed fit 			
	The system should be able to tag each issue credit scoring result with a status.	Shows the validated status of credit scoring report after the online review and approval			
		Notifies reviewer / checker for the computed scores			

		The system should support a makerchecker review facility for the credit scores proposed.	Requires the reviewer/checker to approve the credit scoring			
EXECUTION						
1. Bidding		The system should maintain a document repository.	Able to store the following files per issuance ID and company <ul style="list-style-type: none"> • Letter of Firm Commitment • Investment Proposal 			
		The system should be able to tag the status of each issue.	Tags issue the following status: <ul style="list-style-type: none"> • Approved for Bidding • Accepted • Rejected 			
<i>D. Front Office – Govt Securities and Corp Bonds – Second</i>						
RESEARCH						
1. Fixed Income Analysis		The system should accept the analysis data being entered by the user.	Captures data input such as: <ul style="list-style-type: none"> <input type="checkbox"/> Benchmarking <input type="checkbox"/> From the Bureau of Treasury (BTr) <ul style="list-style-type: none"> - Tenor - Yield - Maturity 			
			<ul style="list-style-type: none"> • From competitors <ul style="list-style-type: none"> - Tenor - Yield - Maturity • Fixed income target price • Recommendation (hold, sell, buy) • Other analysis data 			

		The system should maintain a document repository.	Generates reports containing the following information: <ul style="list-style-type: none"> • Fixed income code • Fixed income target price • Recommendation (hold, sell, buy) <input type="checkbox"/> Others 			
E. Middle Office						
RISK MANAGEMENT						
1. Market Risk Management		The system should be able to capture data from different Market Data Vendors (MDV).	Automatically captures the following information from MDVs: (e.g., Bloomberg, PDEX, etc.) <ul style="list-style-type: none"> • Historical Rates • Fixed Income Prices • Equity Closing Prices • Stock Volume Trading Value • Market Data Values <ul style="list-style-type: none"> - Volatility - Price Correlations - Other Market Data Values 			
		The system should be able to calculate market risk measurement.	Automatically computes for the Value-at-Risk (VaR), counterparty risk metrics (e.g., credit spread) and presettlement risk metrics on a portfolio and individual security level by considering the following: <ul style="list-style-type: none"> • Equity Price Risk • Interest Rate Risk • Foreign Exchange Risk • Other established Risk Parameters 			
			Automatically computes for the hypothetical profit and loss using the following: <input type="checkbox"/> Historical Prices <input type="checkbox"/> Current Prices			

	The system should generate the VaR report.	Generates the VaR report containing the following <ul style="list-style-type: none"> • VaR for portfolio and significant securities • Matching of VaR value and VaR limits • Comparison between VaR value, hypothetical profit or loss, and actual trading gain or loss • Integrated risk measure across risk factors and asset types 			
	The system should be able to perform simulation testing with a facility for manual inputs if needed.	Has a facility to perform the following simulation testing: <ul style="list-style-type: none"> • Performs Monte Carlo simulation for VaR calculation using: <ul style="list-style-type: none"> - Historical Market Data • Performs Stress Testing based on different variables <ul style="list-style-type: none"> - Historical Market Data - User-defined scenarios (via manual input) • Other model development and refinement methods 			
2. Liquidity Risk Management	The system has a facility to extract data manually or via scheduled job.	Has a facility for data extraction of cash flow (inflows and outflows).			
		Has a facility to compile all trades to be settled.			
		Generates the Fund Flow Summary report containing the following: <ul style="list-style-type: none"> • Contractual cash flow data • Liquidity stress testing results 			

	3. Concentration Risk Management	The system should automatically compute for concentration risk measures.	<p>Automatically computes for the concentration utilization for each of the following:</p> <ul style="list-style-type: none"> • Charter • Portfolio • Industry • Broker • Issuer / Counterparty • Stock • Currency • Product • Other exposures of similar risk characteristics 			
	4. Limits Maintenance and Monitoring	The system should be able to set-up and maintain the limits.	<p>Captures and allows setting of limits such as:</p> <ul style="list-style-type: none"> • Charter <ul style="list-style-type: none"> - As stated in Republic Act 8282 • Portfolio <ul style="list-style-type: none"> - As stated in Republic Act 8282 • Industry <ul style="list-style-type: none"> - Exposure to a single industry sector • Trader <ul style="list-style-type: none"> - Number of transactions per day • Issuer (equities) <ul style="list-style-type: none"> - Exposure to a single issuer / family conglomerate • Counterparty <ul style="list-style-type: none"> - Exposure to a single counterparty • Issuer (fixed income) <ul style="list-style-type: none"> - Exposure to a single issuer / family conglomerate • Broker (equities) <ul style="list-style-type: none"> - Number of trades per broker - Transactions amount ceiling 			

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			<ul style="list-style-type: none"> • VaR <ul style="list-style-type: none"> - Acceptable VaR values - Acceptable stressed VaR values • Stock <ul style="list-style-type: none"> - Number of shares or total market value of one stock • Depository Bank <ul style="list-style-type: none"> - Ratings-based deposit amount per bank • Currency <ul style="list-style-type: none"> - Exposure to a single currency • Product <ul style="list-style-type: none"> - Exposure to a single product - Other limits 			
		The system should have an online facility, i.e., a Web Browser-Based Interface (WBBI) that allows external fund managers to change or update the portfolio and security allocation	Updates the portfolio and security allocation upon manual input of external fund manager			
		The system should be able to link the different limits masterfiles.	Automatically rejects limits values entered in the other masterfiles if the limit value exceeds the value set in the following: <ul style="list-style-type: none"> • Charter masterfile (for all limits) • Trade blotter (for product limit) 			
		The system should be able to incorporate Management Action Triggers (MAT).	Automatically sends signal to system-defined users when limits are near breach			
PERFORMANCE MONITORING						

	1. Portfolio Performance Evaluation	The system should be able to display market risk analysis.	Captures the mark-to-market valuation of all investments			
		The system should be able to capture investment targets for the current period.	Captures data for the investment targets budget via manual input			
		The system should generate a variance report.	Generates a variance report by comparing: <ul style="list-style-type: none"> • Investment Targets • Actual Investments 			
		The system should generate portfolio performance report.	Generates Portfolio Performance Report based on the following: <ul style="list-style-type: none"> • Portfolio Market Value • VaR Reports • Concentration Reports • Gain/Loss Report • Variance Report <input type="checkbox"/> Dividend Report • Daily monitoring of market volume participation • Daily maturities (for fixed income investments) • Cash flows (for fixed income investments) • Other performance attributes 			
	2. Trading Participants Maintenance	The system should be able to set and update the percentage for each trading participant evaluation criteria.	Captures and allows manual data selection for the ratio/weights of the following broker evaluation criteria: <ul style="list-style-type: none"> • Operational support • Execution • Research support • Other applicable criteria 			

		<p>Captures and allows manual data selection for the ratio/weights of the following depository bank evaluation criteria:</p> <ul style="list-style-type: none"> • Liquidity • Solvency • Profitability • Collection efficiency • Other applicable criteria 			
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		<p>Captures and allows manual data selection for the ratio / weights for arranger-dealer evaluation criteria.</p>			
	<p>The system should be able to set-up and maintain trading participants.</p>	<p>Captures and allows manual data inputs for setup and maintenance of the following:</p> <ul style="list-style-type: none"> • Broker information • Arrange-dealer information • Depository bank information • Daily compliance on broker management • Done Trades for the day • Net Value for settlement • Daily trading limits • 200 Day Simple Moving Average • 5 Day Exponential Moving Average 			

3. Trading Participants Evaluation	The system should evaluate trading participants' performance using set criteria.	Set criteria yield the following results: <ul style="list-style-type: none"> • Broker's performance rating <ul style="list-style-type: none"> - Operation - Execution - Research ability - Other performance indicators • Arranger-Dealer's performance rating • Depository Bank's performance rating <ul style="list-style-type: none"> - Liquidity - Solvency - Profitability - Other ratios 			
	The system should compute for the trading participants' weighted average score.	Automatically computes for the weighted performance score of the following (based on pre-defined ratio / weights): <ul style="list-style-type: none"> • Brokers • Arranger-Dealers • Depository Banks 			

	The system should generate trading participants report.	Generates rating and performance reports for the following: <ul style="list-style-type: none"> • Brokers • Arranger-Dealers • Depository Banks 			
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F. Back Office

INVESTMENT ACCOUNTING AND ADMINISTRATION

1. Confirmation	The system should have a notification facility for broker's acceptance of trade order through the WBBI.	Automatically sends an online notification upon broker's confirmation on the executed trade order through the WBBI			
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		<p>Captures the following details of each confirmed trade through the WBBI, pending final confirmation of the traders:</p> <ul style="list-style-type: none"> • Order Status • Selling / Buying Price • Settlement Date • Settlement Amount • Filled Quantity • Trade ID • Applicable taxes 			
	The system should automatically update the securities inventory and trade blotter.	Updates the securities inventory balance and trade blotter upon status change			
	The system should have a facility to change trade status via manual input.	Updates the trade status upon manual trigger			
	The system should automatically compute settlement amount.	<p>Computes settlement amount using the following</p> <ul style="list-style-type: none"> • Trade Value • Broker's Commission • Withholding Taxes • Other fees charged to SSS 			
	The system should enable manual input of dividend declaration.	<p>Enables manual input of dividend declared such as:</p> <ul style="list-style-type: none"> • Cash Dividend for each stock • Stock Dividends / Stock Splits • Stock Rights • Scrip Dividends • Liquidating Dividends • Property Dividends 			
	The system should automatically compute dividends.	Computes total dividend income			

		Updates Securities Inventory to effect stock dividends or stock splits			
	The system should have a report generation facility upon manual trigger or scheduled job.	Generates the following reports manually or as part of end of day procedures: <input type="checkbox"/> Dividend Reports based on Dividend Declared and Securities Inventory			
2. Reconciliation	The system should have a facility to receive files / data via manual upload.	Captures details of cash and stock movements via manual upload using: <ul style="list-style-type: none"> • Files in Text Format • Files in Spreadsheet Format • Others (user-defined) 			
	The system should automatically reconcile cash movements with confirmed trades via manual trigger or scheduled job.	Compares details of cash movements with confirmed trades as follows: <ul style="list-style-type: none"> • All Cash Movements (investment-related) • All Confirmed Trades <ul style="list-style-type: none"> - Trade ID - Trade Status - Amount 			
	The system should automatically reconcile investment / stock positions vis-à-vis custody.	Compares details of stock positions with confirmed trades as follows: <input type="checkbox"/> Stock Positions <ul style="list-style-type: none"> - IMS Stock Positions at T0 - PDTC Stock Positions at T3 			
	The system should have a report generation facility upon manual trigger or scheduled job.	Generates the following reports manually or as part of end of day procedures: <input type="checkbox"/> Daily Exception Reports, related to the following: <ul style="list-style-type: none"> - Cash Movements Reconciliation - Confirmed Trades - Stock Positions Reconciliation 			

	The system should have a facility to process adjustments via manual input.	Captures details of adjustments via manual input such as: <ul style="list-style-type: none"> • Adjustments in Trade Status • Adjustments in Stock Positions 			
	The system should have a makerchecker facility for the manual adjustments.	Notifies the reviewer/checker for the manual entry in the system			
		Requires the reviewer/checker to approve the manual entry in the system			
3. Valuation	The system should automatically compute Investment Cost.	Computes investment cost using the following methods: <ul style="list-style-type: none"> • Specific Identification • First-In, First-Out • Weighted Average 			
	The system should automatically compute applicable Realized Gain / Loss.	Computes realized gain / loss for traded securities			
	The system should have an interface with Market Data Vendors such as: <ul style="list-style-type: none"> o Reuters o Bloomberg o Technistock o PDEX o Philippine Stock Exchange o Bureau of Treasury 	Captures details of each market data feed on a real-time basis as follows: <ul style="list-style-type: none"> • Security • Market Price • Market Capitalization • Dividend Declaration / Details • Beta • Market rates • Other relevant market data 			
	The system should enable manual encoding of non-market data for complex securities.	Enables manual input of valuation data for complex securities			
	The system should automatically compute Carrying Value for each security type.	Computes carrying value of each investment using the following: <ul style="list-style-type: none"> • Valuation at Fair Value 			

			<ul style="list-style-type: none"> Valuation at Amortized Cost 			
		The system should automatically compute Fair Market Value.	Computes fair market value and unrealized gain / loss as of a given time for each investment using the following: <ul style="list-style-type: none"> Closing Prices Mid-Market Prices Best Prices 			
		The system should automatically compute mark-to-market gains or losses	Automatically determines gains/losses depending on security classification: <ul style="list-style-type: none"> at Fair Value through Profit/Loss at Fair Value through Other Comprehensive Income 			
		The system is able maintains amortization tables for Fixed Income Securities in original currency.	Maintains amortization tables for fixed income securities using original currency			
		The system should be able to properly accrue interest.	Computes interest income and taxes for fixed income securities <ul style="list-style-type: none"> Using Nominal Interest Rate Using Effective Interest Rate 			
		The system should automatically compute for gains/losses due to changes in foreign exchange.	Computes foreign exchange gains/losses in accordance with IAS 21			

		<p>The system should be able to value various financial instruments.</p>	<p>Values various financial instruments as follows:</p> <ul style="list-style-type: none"> • Zero Coupon CD, CP, and T-bills • Coupon-bearing CD, CP and T-bills • Commercial Paper and Deep Discount Notes • Plain Vanilla Bonds • Callable Bonds • Puttable Bonds • Convertible Bonds • Reversed Convertible Bonds 			
			<ul style="list-style-type: none"> • Floating Rate Notes • Cash Flow Tables • Coupon and Redemption Flows • Notes with Index or Inflation-linked Coupons • Currency Instruments • Spots and Forwards • Currency Swaps • Plain Vanilla, Put / Call Options • Barrier Options (knock-in/out, revers • Average Rate Options • Non-deliverable Forwards • Equities • Equity Options (Vanilla) • Treasury Shares • Commodities Instruments • Commodity Forward • Commodity Swaps (Vanilla) • Commodity Swaps (Asian) • Commodity Options (Vanilla) • Commodity Options (Asian) • Other financial instruments not mentioned above 			

	4. Financial Recording and Reporting	The system should be able to collect and present relevant financial data and disclosures.	Collects and presents accounting information (balances) using the following: <ul style="list-style-type: none"> • Journal Entries (in accordance with IFRS9 or other reporting standards) • Internal Subsidiary Ledger encompassing: <ul style="list-style-type: none"> - Unrealized Gain or Loss to Profit or Loss - Unrealized Gain or Loss to Other Comprehensive Income - Realized Gain or Loss - Forex Gain or Loss - Interest Income 			
			<ul style="list-style-type: none"> - Dividends - Daily Accruals - Provision for Impairment - Loss/Expected Credit Loss - Delinquency/Past Due Report - SL and GL Reconciliation Report 			

		<p>Generates the following information required for accounting disclosures as follows:</p> <ul style="list-style-type: none"> • Balance Sheet Information for Financial Instruments • Income & Expense / Gains & Losses for Financial Instruments • Fair Value of Financial Instruments at Amortized Cost • Sensitivity Analysis (stress testing) • Sensitivity Analysis (values at risk) • Concentration Risk Analysis • Market Risk Analysis • Interest Rate Risk • Liquidity Risk • Counterparty Risk • Other disclosure requirements applicable to SSS 			
	The system should be able to maintain foreign currency rates masterfile.	<p>Captures multiple currency rates and conversion via manual input such as:</p> <ul style="list-style-type: none"> • Peso • US Dollar • Euro • Japanese Yen • Other foreign currencies 			
	The system should be able to create journal entries using various foreign currency.	<p>Values journal entries using foreign currency rates/conversion using:</p> <ul style="list-style-type: none"> • Real Currency • Base Currency • Other currencies 			
	The system should have an interface with Financial Accounting System (i.e., SAP-FI).	<p>Classifies journal entries using various level of detail as follows:</p> <ul style="list-style-type: none"> • Transaction Level • Aggregated Level 			

	<p>The system should have a report generation facility upon manual trigger or scheduled job.</p>	<p>Generates the following reports manually or as part of end of day/month/quarter procedures:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Summary of total sales/purchases <ul style="list-style-type: none"> ○ Daily Trades <ul style="list-style-type: none"> - Securities - Volumes - Prices - Acquisition Cost - Securities Classification - Transaction Date - Settlement Date - Name of Broker - Commissions - EWT - VAT - Net Receivable/Net Payable 			
		<ul style="list-style-type: none"> <input type="checkbox"/> Daily Average Buying and Selling <ul style="list-style-type: none"> ○ Historical Data of Actual Trading <ul style="list-style-type: none"> - Securities - Volumes - Prices ○ Daily Trades 			
		<ul style="list-style-type: none"> <input type="checkbox"/> Daily Summary of Broker Transactions <ul style="list-style-type: none"> ○ Historical Data of Actual Trading <ul style="list-style-type: none"> - Stocks - Brokers - Prices ○ Daily Trades 			

			<input type="checkbox"/> Daily Monitoring of Buy and Sell Transactions Volume <ul style="list-style-type: none"> ○ Historical Data of Actual Trading <ul style="list-style-type: none"> - Buying Value - Buying Volume - Selling Value - Selling Volume 			
			<input type="checkbox"/> Daily Transactions Summary <ul style="list-style-type: none"> ○ Done Trades for the Day ○ Net Value for Settlement <ul style="list-style-type: none"> - Buying Value - Selling Value 			
			<input type="checkbox"/> Daily Funds Flow Summary <ul style="list-style-type: none"> ○ Investible Funds ○ Deployed Funds ○ Liquidity Buffer 			
			<input type="checkbox"/> Monthly Broker Transactions <ul style="list-style-type: none"> ○ Actual Volume of Broker Transactions ○ Paid Commissions to Broker 			
			<input type="checkbox"/> Monthly Summary of Broker Transactions and Commissions <ul style="list-style-type: none"> ○ Total Value Traded for Each Broker ○ Paid Commissions to Broker 			
			<input type="checkbox"/> Daily Monitoring of PCD <ul style="list-style-type: none"> ○ Shares ○ Daily Trades ○ Previous Day Inventory 			

			<input type="checkbox"/> Daily Selling and Buying Transactions <ul style="list-style-type: none"> ○ AFS/FVOCI Selling Transactions ○ AFS/FVOCI Buying Transactions ○ HFT/FVPL Selling Transactions ○ HFT/FVPL Buying Transactions 			
			<input type="checkbox"/> Monthly B-1: SSS Shares, Board Seats, and Ownership <ul style="list-style-type: none"> ○ Inventory of Shares Held 			
			<input type="checkbox"/> Summary of Withholding Taxes <ul style="list-style-type: none"> ○ Taxes withheld for each broker ○ In accordance with BIR form No. 2306 and 2307 			
			<input type="checkbox"/> Journal Vouchers <ul style="list-style-type: none"> ○ All Subsidiary Ledger entries 			
CUSTODY						
	1. Settlement	The system should be able to have a system prompt for trades to be settled.	Executes a prompt for each confirmed trade to be settled: <ul style="list-style-type: none"> • All Equities • All Corporate Bonds • All Government Securities • Other types of securities 			
		The system should be able to handle electronic fund transfer transactions (EFT).	Captures settlement amounts via electronic fund transfer using the following: <ul style="list-style-type: none"> • Credit Memo, with Bank Account Numbers and Amount • Debit Memo, with Bank Account Numbers and Amount 			

	The system should be able to update status of trade automatically or upon manual trigger.	Updates the status of each trade to Settled upon payment validation □ with Official Receipt (OR) Number			
	The system should automatically generate invoices and official receipt for all settlement transactions.	Generates invoices and/or upon completion of settlement instructions for the following: <ul style="list-style-type: none"> • Settlement Transactions – Buying • Settlement Transactions – Selling 			

G. System Administration				
INVESTMENT MANAGEMENT SYSTEM				
1. System Administration Masterfile Maintenance	The system should have the facilities that enable users to maintain masterfiles, system settings and others. <ul style="list-style-type: none"> • System Values and Parameters • Processing Calendar • Master file Maintenance <ul style="list-style-type: none"> ○ Market Data ○ Trade Blotter ○ Securities Inventory ○ Decision Support ○ Trader Stock Allocation <ul style="list-style-type: none"> ○ Limits ○ Broker 	Allows the set up of required parameters and system values based on existing laws, rules, regulations, policies, formulas, reference dates, etc.		
		Allows set up and maintenance of processing calendar. <ul style="list-style-type: none"> ○ Due Dates ○ Policies Coverage ○ Processing Dates ○ Others 		
		Allows modification to parameters by authorized users.		
		Provides a facility to customize reports as needed by the endusers.		

	<ul style="list-style-type: none"> ○ Broker Rating Criteria ○ Others • Adhoc Reporting Facilities 	Provides an audit trail/log of all system and parameter changes (e.g., date, type, access level, etc.)			
2. Isolation of Access of Information and Audit Control	The system should be able to restrict access to authorized personnel.	Uses its own secure directory service for user account management.			
		Allows definition and maintenance of access to authorized users <ul style="list-style-type: none"> • Definition and maintenance of unique user IDs and passwords • Definition and maintenance of user groups • Definition of access to field level, record, menu, transaction • Customizing user menus according to job function □ Others 			
		Allows definition and maintenance of access to external authorized users (brokers) for web browser-based interface			
	The system should have the facility for monitoring actions taken by users.	Supports both input and output validation.			
		Allows modification to parameters by authorized users.			
		Supports protection of user sessions from sniffing, eavesdropping, session hijacking, etc.			
		Logs off the current session after set time parameters.			
		Provides an audit trail/log of all system and parameter changes.			

3. Managing Information and Compliance	The system should be able to communicate with other systems/modules for faster retrieval of information.	Allows interfaces to other internal system/s such as: <ul style="list-style-type: none"> • Middleware for Liquidity Risk Management <ul style="list-style-type: none"> ○ Data from IMS are uploaded • GL System (SAP-FI) <ul style="list-style-type: none"> ○ End-of-day batch feedup of transactions from IMS to SAP • Other internal systems 			
	The system should be able to communicate with other systems/modules for faster retrieval of information.	Allows interfaces to other external system/s, which is triggered manually by authorized individual in IMS to capture or extract certain data: <ul style="list-style-type: none"> • Bloomberg • Technistock • Reuters • Philippine Depository and Trust Corporation (PDTC) • Philippine Dealing Exchange (PDEX) □ Philippine Stock Exchange (PSE) • Registry of Scripless Securities (ROSS) • Automated Debt Auction Processing System (ADAPS) • Bureau of Treasury • Other external systems 			
	The system should provide configurable parameters to properly store and retrieve records based on SSS policies.	Be able to define indexes for proper identification and retrieval of record series.			
		Be able to comply with information on asset classification scheme through provisions of fields for tagging. <ul style="list-style-type: none"> • Public • Restricted • Confidential • For Internal Use (default) 			

		The system functions shall be compliant with regulatory requirements, where applicable.	Compliant with applicable laws, policies, and standards (e.g., IAS/PAS 39, IFRS 9, Tax Laws, & other applicable standards)																		
H. Performance Requirement																					
		<i>Response Time</i>	<p>The bidder will also be responsible for ensuring that the SSS IMS adheres to the following performance requirements</p> <table border="1"> <thead> <tr> <th>Component</th> <th>Description</th> <th>Maximum Acceptable Performance</th> </tr> </thead> <tbody> <tr> <td>Sign In Time</td> <td>The amount of time it takes for a user to log into the application</td> <td>3 seconds</td> </tr> <tr> <td>Page Loading Time</td> <td>The amount of time it takes for the application to load a page for the user to view</td> <td>10 seconds</td> </tr> <tr> <td>Data Submissions</td> <td>Input data with a reasonable cell count (<1,000) that load within an acceptable performance threshold</td> <td>20 seconds</td> </tr> <tr> <td>Opening Reports/ Ad hoc Query</td> <td>Open Reports within an acceptable performance threshold</td> <td>20 seconds</td> </tr> </tbody> </table>	Component	Description	Maximum Acceptable Performance	Sign In Time	The amount of time it takes for a user to log into the application	3 seconds	Page Loading Time	The amount of time it takes for the application to load a page for the user to view	10 seconds	Data Submissions	Input data with a reasonable cell count (<1,000) that load within an acceptable performance threshold	20 seconds	Opening Reports/ Ad hoc Query	Open Reports within an acceptable performance threshold	20 seconds			
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			The bidder should ensure that their solution provide the necessary tools and training in their proposal for the SSS to maintain the IMS moving forward.																		
			The SSS should be equipped with necessary tools to gain the ability to change configurations as the need arises (e.g., future projects to integrate with third party systems of banks and government institutions).																		

* With customization workaround (but should not exceed 20% of all standard functionalities) to make the solution 100% compliant

5	<i>WARRANTY REQUIREMENTS</i>	
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	<p>5.1 A two (2) year warranty is required on all delivered goods and shall take effect immediately after the date of user acceptance/ IMS Go live and upon the favorable recommendation of the Implementation Team/Process Owners/All IMS Users. Said warranty, in addition to the provisions of GCC Clause 17 and to the expressed or implied warranties, as provided for under Philippine Laws, shall include, as follows:</p> <p>5.1.1 The winning bidder should warrant that should there be announced improvements on the proposed product and/or any of its components, after date of submission of proposals and before date of implementation, such improved product or its components should be delivered to and installed at the SSS by the winning bidder without affecting the submitted bid price proposal.</p> <p>5.1.2 If announced improvement is made within six (6) months after installed product has already been accepted for SSS use, the winning bidder must replace already installed product or its components with the improved product or its components at no additional cost to SSS.</p> <p>5.1.3 During the warranty period, SSS should be entitled to all applicable software version upgrades (OS, bundled software), security patches, and feature packs at no additional cost to SSS.</p> <p>5.1.4 During the warranty period, winning bidder must provide maintenance support, consisting of Preventive and Remedial Services on all delivered products and/or its components. Details of said preventive and remedial services are described in Item 6, below.</p>	
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6	<i>MAINTENANCE and REMEDIAL requirements WITHIN THE TWO (2)-YEAR WARRANTY PERIOD</i>	
	6.1 All maintenance and technical support must be available locally. Winning bidder must utilize experienced and trained technicians or engineers under its direct supervision and control in rendering the required maintenance. Hence, the winning bidder must provide a list of support personnel with detailed resume on experience and training. (See Annex C)	
	6.2 The winning bidder must provide the following maintenance support consisting of Remedial Maintenance services on all hardware and software components of the proposal onsite.	
	6.3 Maintenance Service during warranty period shall be conducted on a semi-annual basis	
	6.4 Remedial Service	
	6.4.1 Within two (2) hours upon receipt of notice, either through phone, electronic communication, or in writing, the Winning Bidder's technicians/engineers must address the problem by making a phone call to the concerned SSS unit. If the problem persists, the Winning Bidder's technicians/engineers must address the problem onsite.	
	6.4.2 The Winning Bidder's technicians/engineers must be onsite within two (2) hours after problem was not resolved over the phone	
	6.4.3 Once onsite, the Winning Bidder's technicians/engineers must repair the malfunctioning equipment, provided equipment has been operated in normal conditions.	

	<p>6.4.4 If malfunctioning machine part / component is diagnosed to be beyond repair, the Winning Bidder's technicians/engineers must replace said part /component. All replacement parts must be brand new and of equal quality and shall become the property of SSS. In the same manner, the parts replaced shall become the Contractor's property.</p>	
	<p>6.4.5 The Winning Bidder's technicians/engineers must at all times maintain a reasonable supply of replacement and spare parts to effect the remedial services required. The SSS may, at any time during the term of agreement, require the winning bidder to provide an inventory of such supply of Replacement and Spare Parts.</p>	
	<p>6.4.6 Reinstall corrupted software caused by hardware failure.</p>	
	<p>6.4.7 If within 24 hours, upon arriving onsite, the Winning Bidder's technicians/engineers fails to restore / repair the malfunctioning part / component, the Winning Bidder's technicians/engineers must supply and install a service unit within the next 12 hours. SSS use of service units must not exceed 15 calendar days from the date the problem was first reported to the winning bidder, defective units must be fixed or replaced within 15 days. All shipment / delivery fees must be charged against the account of the Winning Bidder's technicians/engineers.</p>	
	<p>6.4.8 SSS Representative (IT Support Group). A designated SSS representative shall always be present during the performance of the above-mentioned maintenance and remedial services to provide assistance especially in compliance with safety regulations. In the event that safety is compromised, the Winning Bidder's technicians/engineers must terminate the ongoing work and to resume the same only as soon as the danger to one's safety is eliminated and one's safety is assured.</p>	

	6.5 Service Report Requirements	
	<p>A. Remedial Services</p> <p>For each remedial service conducted, the Winning Bidder's technicians/engineers must provide the Investments Support Division (ISD) a copy of an accomplished service report, confirming the completed service. The report must be duly signed by a designated SSS representative and by his/her immediate supervisor.</p>	

	<p>The above mentioned service report must include the following information:</p> <ol style="list-style-type: none"> 1. Problem Notification Details <ul style="list-style-type: none"> • Name of Notifying SSS Personnel; <input type="checkbox"/> • Date and Time of Notification; and, <input type="checkbox"/> • Initially Reported Problem. 2. Winning Bidder's technicians/engineers' Response Details <ul style="list-style-type: none"> • Date and Time of the Service Crew's arrival onsite; • Diagnosed Problem; • Cause of Problem; • Resolutions Made; • Complete description of all replacement parts and the malfunctioning or faulty machine parts; • Winning Bidder's technicians/engineers' recommendations; as to how the problem may be prevented in the future; • Date and time the problem was resolved; and, • Description of the unit/s serviced, to include as follows: <ol style="list-style-type: none"> 1. Item Description; 2. Type; 3. Model; and 4. Serial Number / Part Number 	
	<p>6.6 The winning bidder acknowledges that the SSS will suffer loss by the delay or failure to have the services completed in all parts within the period stipulated under the contract. The contractor shall pay the SSS liquidated damages in the amount allowable by law.</p>	

7	Three (3) Year Maintenance Service																								
	7.1 Immediately after the expiration of the warranty, the winning bidder must provide maintenance support for three (3) years on a quarterly basis. An initial maintenance agreement for a period of three (3) years must therefore be submitted together with the bids.																								
	7.2 All maintenance and technical support must be available locally. Winning bidder must utilize experienced and trained technicians or engineers under its direct supervision and control in rendering the required maintenance. Hence, the winning bidder is required to provide a list of support personnel with detailed resume on experience and training. (see Annex C)																								
	7.3 The winning bidder must provide maintenance support consisting of Preventive and Remedial Maintenance services on all hardware components of the proposal.																								
8	Training Requirements																								
<table border="1"> <thead> <tr> <th></th> <th>No. Pax</th> <th>Type (Classroom/ Online)</th> <th>Location</th> <th colspan="2">No. Training hours/days</th> </tr> </thead> <tbody> <tr> <td>a. Manufacturer Certified Technical Training</td> <td>5 pax</td> <td>Classroom</td> <td>SSS</td> <td>40 hrs</td> <td rowspan="2">Simultaneous with Application Development</td> </tr> <tr> <td>b. Administration Technical Training</td> <td>5 pax</td> <td>Classroom</td> <td>SSS</td> <td>40 hrs</td> </tr> <tr> <td>c. End-user Application Training</td> <td>60 pax to be trained by the winning bidder</td> <td>Classroom</td> <td>SSS</td> <td>40 hrs</td> <td>To commence immediately after product has been accepted</td> </tr> </tbody> </table>			No. Pax	Type (Classroom/ Online)	Location	No. Training hours/days		a. Manufacturer Certified Technical Training	5 pax	Classroom	SSS	40 hrs	Simultaneous with Application Development	b. Administration Technical Training	5 pax	Classroom	SSS	40 hrs	c. End-user Application Training	60 pax to be trained by the winning bidder	Classroom	SSS	40 hrs	To commence immediately after product has been accepted	
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Section VIII. Bidding Forms

Bid Form

Date: _____
Invitation to Bid¹ N^o: _____

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform] [description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 17.1 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:²

Name and address Commission or gratuity	Amount and	Purpose of of agent	Currency
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(if none, state "None")

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

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

¹ If ADB, JICA and WB funded projects, use IFB.

2 Applicable only if the Funding Source is the ADB, JICA or WB.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

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

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Bid Breakdown

Name of Bidder _____ Invitation to Bid Number _____

Page _____ of _____

Cost Component (Note: Include all applicable components)	TOTAL COST
A. Capital Outlay (CO) (Must not exceed the amount of ₱57.4-M)	
1. Hardware (Acquisition Cost)	₱
2. Software (Acquisition Cost)	₱
3. Project Implementation	₱
SUB-TOTAL FOR CAPITAL OUTLAY	₱
B. Maintenance & Other Operating Expenses (MOOE) (Must not exceed the amount of ₱9-M)	
4. Training	FREE
5. Two-Year Warranty	FREE
6. Three-Year Maintenance Cost after the Two-Year Warranty period (Hardware and Software)	₱
SUB-TOTAL FOR MOOE	₱
GRAND TOTAL	₱

Note:

1. Fill up all required items/field (with ₱) in the bid breakdown. **Failure to indicate any of the following shall mean outright disqualification** since bid is considered Non-Responsive per Section II. Instructions to Bidders, items 15.2 and 28.3:
 - If the item is given for free, indicate dash (-), zero (0) or free
 - If the item is not applicable, indicate N/A
2. **Three-year maintenance costs (MOOE) after the two-year warranty period shall be paid in twelve (12) equal quarterly installments starting Year 3 up to Year 5.**
3. All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder per Section II. Instructions to Bidders, item 19.4.
4. Warranty requirement is at no cost to SSS.

Formula in the Computation of NFCC

NAME OF PROJECT

NAME OF COMPANY

NFCC = 15 (Current Assets – Current Liabilities) – Value of All Outstanding Works under Ongoing Contracts including Awarded Contracts yet to be started)

YEAR	CURRENT ASSETS	CURRENT LIABILITIES
TOTAL		

Value of Outstanding Works under On-going Contracts:

CONTRACT DESCRIPTION	TOTAL CONTRACT AMOUNT AT AWARD	PERCENTAGE OF PLANNED AND ACTUAL ACCOMPLISHMENT	ESTIMATED COMPLETION TIME
TOTAL			

Use additional sheet/s, if necessary

FORMULA:

$$15 \left(\frac{\text{Current Assets}}{\text{Current Assets minus Current Liabilities}} - \frac{\text{Total Outstanding Works}}{\text{NFCC}} \right) = \text{NFCC}$$

P. _____ NFCC

Prepared and Submitted by:

Signature over Printed Name

STATEMENT OF ON-GOING GOVERNMENT AND PRIVATE CONTRACTS

NAME OF CONTRACT	DATE OF CONTRACT	CONTRACT DURATION	CONTACT PERSON, ADDRESS, CONTACT NUMBER AND EMAIL ADDRESS	KINDS OF GOODS	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE PROJECT TO BE BID EQUIVALENT TO AT LEAST 50% OF THE ABC WITH ATTACHED SUPPORTING DOCUMENTS (i.e. P.O/CONTRACTS)

NAME OF CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	CONTACT PERSON & CONTACT NO.

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES) CITY/MUNICIPALITY
 OF _____) S.S.

AFFIDAVIT

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

1. *Select one, delete the other:*

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

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

2. *Select one, delete the other:*

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

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

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card]*

used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____ Page

No. _____

Book No. _____

Series of _____

* This form will not apply for WB funded projects.

BID SECURING DECLARATION FORM

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

BID SECURING DECLARATION
Invitation to Bid: [Insert Reference number]

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

I/We¹, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

¹ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]

[Insert Signatory's Legal Capacity]

Affiant

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Contract Agreement Form

THIS AGREEMENT made the ____ day of _____ 20____ between [*name of PROCURING ENTITY*] of the Philippines (hereinafter called “the Entity”) of the one part and [*name of Supplier*] of [*city and country of Supplier*] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz., [*brief description of goods and services*] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Supplier’s Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.* bidder’s response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity’s bid evaluation;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; (f) the Performance Security; and
- (g) the Entity’s Notice of Award.

3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Signed, sealed, delivered by _____ the (for the Entity)

Signed, sealed, delivered by _____ the _____ (for the Supplier).

Annex A. Payment Milestone

Schedule of Requirements Breakdown	Delivery Period	Payment Milestone	Required Certifications	Responsible Unit
1) Delivery of Hardware	1 st – 3 rd month	Full amount of Hardware component	Certificate of Acceptance on Hardware	Members of IMS Steering Committee and Chairman of the Working Committee
2) Delivery of IMS Application (including licenses) and Documentations; Installation and Configuration of IMS to Production; and, Trainings.	1 st – 10 th month	15% Software Cost and 15% of Project Implementation Cost	Certificate of Acceptance	Members of IMS Steering Committee and Chairman of the Working Committee
3) User Acceptance after Go Live and Performance Testing.		Remaining Software Cost and Project Implementation Cost	Certificate of Acceptance	Members of IMS Steering Committee and Chairman of the Working Committee
4) Maintenance	shall cover years 3 to 5, directly after the 2-year Free warranty period.	Per quarter upon submission of maintenance and billing reports. Aggregate amount shall not exceed Php9.0-M.	Certificate of Acceptance	Heads of the ff: Investments Sector (with recommendation from the Heads of concerned units within the Investments Sector), IAD and ITMG

Notes:

Payment Milestone shall be based on Contract Cost.

The above requirements are in addition to Procurement Planning and Management Department's (PPMD) checklist requirements for payment of billings.

No milestone payment will be made until the completion and subsequent user acceptance of the respective milestone deliverable. The Winning Bidder is required to submit with each request for payment, a certification of the completion of the performance milestone deliverable for which the payment is requested.

All warranties shall start after date of user acceptance/ IMS Go live.

*IMS = Investment Management System - Steering Committee

*IAD = Investments Accounting Department

*ITMG –Information Technology Management Group

Annex B. Acceptance Criteria

ITEM	DELIVERABLE ITEMS	ACCEPTANCE CHECKLIST
1)	<i>HARDWARE</i>	
	<i>Database Server & Application Server</i>	
	Memory: at least 64 GB RAM of RDIMM DDR3 with Active Memory Expansion	
	Disk Capacity: 2 TB HDD – RAID 1/10 for Database Server Disk Capacity: 1 TB HDD - RAID 1/10 for Application Server	
	CPU: 8-core 3.6 GHz	
	Media Bays: Slim-line for DVD-RAM Half height for tape drive, LTO drive for LTO6 or removable disk	
	Solid-State Drive (SSD): up to Eight SSF drives	
	Power requirements: 100 V to 240 V ac, single phase	
	Level 2 (L2) cache 256 kb per core; Level 3 (L3) cache 10 Mb per core	
	<i>NETWORK ATTACHED STORAGE (NAS) SERVER</i>	
	Memory: at least 16 GB RAM of RDIMM DDR3 with Active Memory Expansion	
	CPU: 2.5 Ghz and Above	
	Disk Capacity: 7 TB HDD – RAID 5	
	<i>FEATURES</i>	
	Must have backup media drive	
	High Availability feature	
	Operating System: AIX or Windows Server	
	Hot plug disk bays	
	Hot plug and redundant power supplies and cooling fans	
	Dynamic component deallocation	
	Rack mount type	
	Standard Ethernet, Four Ethernet 10/100/1000 Mbps ports	
	Other integrated ports, Three USB, two console, two system ports	
	Other PCI Adapters supported include; SAS, SCSI, WAN/Async,USB ports, Crypto, Iscsi	
	<i>DESKTOP COMPUTERS/WORKSTATIONS</i>	
	PROCESSOR: 4 Cores, 8 Threads, 8MB L3 Cache, 7 th Generation chipset	
	MEMORY: 16 GB 2133 MHz DDR3 (2 x 8 GB DIMMs – Dual Channel)	
	HARD DRIVE: 1 TB SATA 7200 RPM HDD and 250 GB SATA 6Gbps Solid State Drive (SSD)	

	VIDEO CARD: Dedicated, with at least 1GB RAM capable of dual display	
	NETWORK INTERFACE CARD: On-board Ethernet 10/100/1000 mbps	
	USB PORT: 6 On-board USB ports - At least two (2) ports located at the front panel	

	- At least two (2) USB 3.0 ports	
	AUDIO PORT: On-board Audio ports - Line/Audio-in and –out - Headphone and microphone connector or combo on front panel	
	CASING: SFF Desktop: Maximum height is 6 inches SFF Tower: Maximum width is 6 inches	
	MONITOR: 23” Wide LED, 1920X1080, DVI or HDMI or Display Port (<i>must be the same brand with CPU</i>)	
	VIDEO INTERFACE: DVI or HDMI or Display Port	
	MOUSE: USB Optical Wheel Mouse with Mouse Pad (<i>must be the same brand with CPU</i>)	
	KEYBOARD: USB QWERTY – 104 Keys (<i>must be the same brand with CPU</i>)	
	OPERATING SYSTEM: - Must be able to support SSS existing applications running on WINDOWS 10 and IE11/Edge - Must be Original Equipment Manufacturer (OEM) License	
2)	<i>IMS FUNCTIONALITIES (as specified in the BTD, plus other functionalities included in the SRS)</i>	
2.1	<i>General Requirements</i>	
2.1(a)	Should have a module for equity and fixed income investments that has, among others, the following features/ capabilities: <ul style="list-style-type: none"> ▪ Front-, middle-, and back-end trading support ▪ Performs simulations for trading/ risk management ▪ Automates portfolio / profits monitoring ▪ Automates reports generation ▪ Facilitates compliance and settlement activities Audit trail 	
2.1(b)	Should integrate information held by SSS investment units thereby providing senior officers and technical staff with up-to-date information on investments in various types of investment instruments as well as automate manual aspects of investment-related activities	
2.1(c)	Should have the ability to handle the trading and management of other investment instruments such as government securities, bonds, currencies, derivatives, etc.	
2.1(d)	For existing systems not covered by this project of the SSS, both internal and external (e.g., Loans Management System, Financial Accounting System (FAS), GL System (SAP-FI), Bloomberg, Technistock, Reuters, PDTTC, Registry of Scripless Securities (ROSS), PDEX, PSE, Bureau of Treasury), the bidder must ensure that these are considered in the design and implementation of the IMS.	

2.1(e)	The system functions shall be compliant with applicable standards and legal requirements (e.g., IAS/PAS 39, IFRS/PFRS 9, and other applicable standards and tax laws).	
2.1(f)	Should provide users with the capability to create query screens	
2.1(g)	Should provide users with the capability to modify workflow processes within the system	
2.1(h)	Should support the other requirements such as: <ul style="list-style-type: none"> • Can generate customized Accounting reports based on user's specification; 	
	<ul style="list-style-type: none"> • Has the capability to upload and download data thru text file; • Reports must be viewable and exportable to spreadsheets and text format; • Can efficiently compute mark to market gain/loss; and Can generate report upon manual trigger or scheduled job.	
2.1(i)	Should support mobile devices for viewing of executive management dashboards and real-time positions of securities, as well as for trading securities	
2.2	<i>Specific Requirements</i> (refer to next pages)	

ITEM	DELIVERABLE ITEMS		ACCEPTANCE CHECKLIST
2.2	FUNCTIONAL REQUIREMENTS		Description
	<i>A. Front Office – Equities – Research and Portfolio Management</i>		
	PORTFOLIO MANAGEMENT		
	1. Portfolio Optimization	The system should be able to generate reports from various master files within the IMS for use in the equity portfolio optimization process.	Able to extract the following data from various databases: <ul style="list-style-type: none"> • Stock Code • Target Price • Expected Dividend Yield • Charter Limits • Stock Limits • Concentration Limits

	<p>The system should have the facility to capture information from user-defined worksheet(s) in the equity portfolio optimization process.</p>	<p>Able to extract / pull the following data from user-defined worksheets for equity portfolio optimization</p> <ul style="list-style-type: none"> • Model Portfolio (per stock) <ul style="list-style-type: none"> ○ Current Shares ○ Proposed Value ○ Proposed Shares ○ Required Value ○ Shares to Sell/Buy ○ Action • Sharpe Ratio • PSEI Sharpe Ratio • Value at Risk (VaR) • Sectoral Allocation • Sensitivity Analysis • Target Price • Expected Yield • Latest Close 	
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	<p>The system should perform completeness check for mandatory information needed for the optimal portfolio report.</p>	<p>Checks the completeness of mandatory fields from the uploaded excel file</p>	
	<p>The system should be able to generate an optimal portfolio report.</p>	<p>Generates optimal portfolio report incorporating data from the Excel-based equity portfolio optimization worksheet</p>	

2. Stock Assignment	The system should be able to generate reports from various master files within the IMS for use in the daily stock assignment process.	Able to extract the following data from various databases: <ul style="list-style-type: none"> • Stock code • Trader identities • Trader limits • Broker allocation • Previous trader-stock allocations • Stock performance to date for the month • Trader percentage of transactions for the month/year (per trader) 	
	The system should have the facility to capture information from user-defined worksheet(s) in the daily stock assignment process.	Able to extract / pull the stock assignment data from user-defined worksheets	
	The system should be able to link the stock assignments with the order routing process, trader control rating and transaction database file (trade blotter).	Limit stocks available for order per trader only on the stock assignments for the day	
3. Broker Allocation	The system should be able to generate reports from various master files within the IMS for use in the daily broker allocation process.	Able to extract the following data from various databases: <ul style="list-style-type: none"> • Accredited Brokers • Broker Limits • Broker Ratings • Broker Status 	
	The system should have the facility to capture information from user-defined worksheet(s) in the broker allocation process.	Able to extract / pull the broker allocation data from user-defined worksheets	
	The system should be able to verify if the broker has been accredited.	Verifies if the broker has already been created in Stock Master File	
	The system should be able to capture numerical values for the amount allocated to brokers.	Performs edit checks for the broker allocation from the uploaded excel file	

		The system should be able to keep track the remaining broker allocation amount.	Maintains and shows the remaining broker allocation	
RESEARCH				
1. Fundamental Analysis		The system should be able to accept the fundamental analysis data entered by the user.	Captures data input such as: <ul style="list-style-type: none"> • Stock code • Recommendation (Select - hold, sell, buy) • Other fundamental analysis data 	
		The system should be able to verify if the stock have been accredited.	Verifies if the stock code has already been created in Stock Master File	
		The system should be able to extract/pull the market data from MDV.	Captures the following data from MDV and allows modification by the user <ul style="list-style-type: none"> • Stock target price • Expected dividend yield • Other market data 	
		The system should be able to reflect the system date upon fundamental analysis update.	Displays the system date when the recommendation was entered	
		The system should be able to accept the financial ratio entered by the user.	Captures and stores the following data input: <ul style="list-style-type: none"> • Debt ratio • Debt to equity ratio • Liquidity ratio • Return on equity • Return on assets • Net profit margin • Other financial ratios (user-defined) 	
		The system should maintain a document repository.	Able to store the following files on a per company basis: <ul style="list-style-type: none"> • Brokers' fundamental reports • Company financial documents • In-house fundamental analysis • Other files 	

		The system should have a maker-checker facility for the fundamental analysis.	Notifies the reviewer/checker for the fundamental analysis entered in the system	
			Requires the reviewer/checker to approve the fundamental analysis entered in the system before it can be viewed by the Portfolio Managers / Traders	
		The system should be able to tag each fundamental research output with a status.	Shows the following status of fundamental research output: <ul style="list-style-type: none"> • For review • For approval • For amendment • Other status 	
		The system should be able to present the fundamental analysis data in tabular format for the users.	Generates summary tables for Portfolio Manager / Trader which contain the following: <ul style="list-style-type: none"> • Stock code • Stock target price • Expected dividend yield • Recommendation (hold, sell, buy) • Recommendation date • Other details as deemed necessary 	
		The system should be able to accept the broker's recommended price entered by the user.	Captures broker's recommended stock price	
		Able to generate graphs indicating the date of a broker's fundamental analyst target price, as well as the stock price behavior thereafter		

	2. Technical Analysis	The system should be able to accept the technical analysis data entered by the user.	Captures data input such as: <ul style="list-style-type: none"> • Stock code • Trend (Select - up, down, sideways) indicators • Momentum • Volume indicators • Volatility indicators • Recommendation (Select - hold, sell, buy and other recommendations) • Others 	
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		The system should be able to reflect the system date upon technical analysis update.	Displays the system date when the recommendation was entered	
		The system should maintain a technical research repository.	Able to store the following files on a per company basis: <ul style="list-style-type: none"> • Brokers' technical reports • In-house technical reports • Other files 	
		The system should have a maker-checker facility for the technical analysis.	Notifies the reviewer/checker for the technical analysis entered in the system.	
			Requires the reviewer/checker to approve the technical analysis entered in the system before it can be viewed by the Portfolio Managers / Traders.	

	The system should be able to tag each technical research output with a status.	Shows the following status of fundamental research output: <ul style="list-style-type: none"> • For review • For approval • For amendment • Other status 	
	The system should be able to present the technical analysis data in tabular format for the users.	Generates summary tables for fund manager / trader which contain the following: <ul style="list-style-type: none"> • Stock code • Trend • Momentum • Volume indicators • Volatility indicators • Recommendation per stock • Others 	

	The system should be able to accept the broker's recommended price entered by the user.	Captures broker's recommended stock price	
		Able to generate graphs indicating the date of a broker's technical analyst target price, as well as the stock price behavior thereafter	
3. Security Accreditation	The system should be able to set-up and maintain a list of accredited securities by fund.	Captures the following data being inputted by user: <ul style="list-style-type: none"> • Stock code • Stock information • "New" or "Existing" • Applicable fund • Other data 	
		Notifies the reviewer/checker for the data entered in the system.	

		The system should have a maker-checker facility for the security accreditation.	Requires the reviewer/checker to approve the data entered in the system before it can be viewed by all users	
B. Front Office – Equities – Trading				
TRADING				
1. Order Routing		The system should have a trading desk.	Shows the following information and their sources: <ul style="list-style-type: none"> • Current position - Securities Inventory • Current working buy orders - Trade Blotter • Current working sell orders • Market data - MDV • Market news - MDV • Trade ticket generator - Trade Details • Other trading information 	
		The system should have a facility for encoding trade details.	Captures the following trade details: <ul style="list-style-type: none"> • Instrument Type (Select: Equity, Corporate Bonds, Government Securities and other instruments) • Stock Code/ISIN (Select from Accredited Equity and Corporate Bonds Master File or data entry for Government Securities - Primary) • Security classification (AFS/HFT/HTM per PAS 39 or FVPL/FVOCI/Amortized Cost per PFRS 9) 	
			<ul style="list-style-type: none"> • Broker Name (Select from Broker Master File) • Volume • Buy/Sell • Order type • Order duration • Basis for trade • Selection of lot/acquisition cost • Initial trade allocation to funds • Other trade details 	

			Automatically uses the system date as the transaction date	
			Automatically checks the completeness of the data entered in the system	
	The system should automatically perform limit checks upon data entry.	Rejects orders that have breached the charter limits		
		Requires online approval for orders that exceeded all other limits except charter limits		
		Capable of showing a limit check summary with the following details for every order encoded: <ul style="list-style-type: none"> • All limit types • Amount/units of excess over the limits • Remaining margin before limits are breached 		
	The system validates the availability of securities to be sold.	Automatically checks the availability of securities to be sold whether it is certificated or scripless		
	The system automatically assigns a sequential Trade ID.	Automatically assigns a sequential Trade ID for each type of security		

			Does not allow overwriting of the assigned Trade ID	
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		The system should have an online facility that allows brokers to view the trades for the day, i.e., a Web Browser-Based Interface (WBBI). (For Equities, and Government Securities and Corporate Bonds - Secondary)	Shows only the following information to the broker: <ul style="list-style-type: none"> • Instrument Type (Select: Equity, Corporate Bonds, Government Securities and other instruments) • Stock Code/ISIN (Select from Accredited Equity and Corporate Bonds Master File or data entry for Government Securities Primary) • Broker Name (Select from Broker Master File) • Volume • Buy/Sell • Order type • Order duration • Initial trade allocation to funds 	
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		<p>The system should be able to tag each trade with a status.</p>	<p>Tags each trade for Equities with a corresponding status as follows:</p> <ul style="list-style-type: none"> • Pending Approval (Orders awaiting approval) • Unfilled (Default status upon approval and remain unexecuted) • Rejected (Orders that have not been approved) • Accepted (Broker has accepted thru WBBI the assigned trades) • Cancelled (Unexecuted orders that have been cancelled) • Filled (Broker has confirmed thru WBBI that 100% of the order has been executed) • Partially Filled (Broker has confirmed thru WBBI that less than 100% of the order has been executed) • Confirmed (Trader has confirmed based on manual checking of broker confirmation) • Settled (Payment has been made) • Optional (user-defined) 	
			<p>Tags each Government Securities primary issuance with a corresponding status as follows:</p> <ul style="list-style-type: none"> • Pending Approval (Orders awaiting approval) • Rejected (Orders that have not been approved) • Confirmed (Confirmed by BoT) • Settled (Payment has been made) • Optional (user-defined) 	
		<p>The system should have a facility to update trade status either automatically or via manual input.</p>	<p>Updates the trade status automatically or upon manual trigger</p>	

		The system should have a facility to update trade status either automatically or via manual input.	Allows direct market access to exchanges such as: <ul style="list-style-type: none"> • Philippine Dealing Exchange (PDEX) • Philippine Stock Exchange (PSE) • Others 	
		The system should be able to follow standard status work-flow.	Allows status changes consistent with predetermined status workflow	
	2. Trade Approval	The system should have a facility to show the list of trades per status.	Capable of showing a trade listing for each of the following status: <ul style="list-style-type: none"> • Pending Approval • Unfilled • Rejected <input type="checkbox"/> Accepted • Cancelled • Filled • Partially Filled • Confirmed • Settled • Optional (user-defined) 	
		The system should have a facility for automatic routing of trades for approval.	Routes trades directly to the appropriate approvers based on their pre-defined authority levels	
		The system should have a facility for re-routing of trades only to authorized personnel.	Sends the trade order back to the trader if modification is needed	

			<p>Allows the following modifications from the trader:</p> <ul style="list-style-type: none"> • Change price • Change broker • Change security classification (AFS/HFT/HTM per PAS 39 or FVPL/FVOCI/Amortized Cost per PFRS 9) • Changes stock Code/ISIN • Change order volume • Change order instruction (buy/sell) • Change order type • Change duration of the order • Change basis for trade 	
		The system should be able to display the order history.	<p>Captures the following information for each order</p> <ul style="list-style-type: none"> • Trade ID • Order Number • Transaction Date • Stock • Number of Shares • Matched Shares • Price • Transaction Type • Status • Remarks • Others 	
	3. Order Management	The system should have a notification facility for broker's/dealer-arranger's acceptance of trade	Automatically prompts the trader for pending broker's delivery notifications (e.g. receipt and/or acceptance) after a period of time	

		order. (For Equities and Government Securities - Secondary and Corporate Bonds - Secondary).	Automatically sends an online notification upon broker's receipt and/or acceptance of the trade order <ul style="list-style-type: none"> • Trade Allocations / Instructions • Others 	
		The system should have a facility that summarizes status of orders per broker/dealerarranger. (For Equities and Government Securities - Secondary and Corporate Bonds - Secondary).	Generates a status report of orders per broker upon execution or as needed. The report should include the following details per broker: <ul style="list-style-type: none"> • Broker name • Date and time of each order • Type of order (Buy/Sell, Market/Limit/Others) • Status of order (Unfilled, Partially filled, Filled, Confirmed) • Date and time of execution • Time from order to execution • Executed price • Average price per broker • Broker percentage of total transactions per trader and per broker 	
	4. Trade Allocation	The system is capable of tagging investment instruments to each fund maintained in the system. <ul style="list-style-type: none"> • SSS Fund • EC Fund • EP Fund • Provident Fund for OFW's • Provident Fund for SSS Members • Other funds maintained in the system 	Allows setting an initial allocation of trades to the funds	
			Allows tagging of trades based on two levels: <ul style="list-style-type: none"> • Fund source • Instrument type 	
			Generates a summary of the trades/investment securities attributable to each fund which shows the following details <ul style="list-style-type: none"> • Unrealized Gain/Loss • Interest income • Dividend income • Portfolio mix/structure • Others 	

		The system allows allocating trades using different methods.	Allows allocating buying/selling transactions through: <ul style="list-style-type: none"> • Equal allocation • User defined allocation • Predetermined allocation • Pro rata based on relative size of each fund 	
		The system allows modifying of the initial trade allocation.	Has the facility for reallocating trades made or investment securities among the funds maintained in the system	

C. Front Office – Corporate Bonds – Primary				
TRADING				
1. Issuer Credit Scoring	The system should have a trading desk.	Shows the following information and their sources: <ul style="list-style-type: none"> • Current position - Securities Inventory • Current working buy orders - Trade Blotter • Current working sell orders • Market data - MDV • Market news - MDV • Trade ticket generator - Trade Details • Other trading information 		
	The system should be able to capture the issuer credit score criteria and weights.	Captures the issuer credit score criteria and weights as defined by the management		
	The system should be able to capture the score details inputted by the user.	Captures the score inputted per criteria set in the system		
		Checks the completeness of all inputted scores based on the set criteria in the system		
		Captures the following details: <ul style="list-style-type: none"> • System date when scores were given and approved • User ID of analyst who computed and recommended the score • Other information, as deemed fit 		

	The system should be able to compute an issuer credit score based on a predefined weighting scheme.	Automatically computes the issuer credit score based on the predefined weighting scheme and financial and other inputs	
	The system should allow modification of the issuer credit scoring weighting scheme.	Allows modification of the issuer credit score weightings by authorized personnel from the Middle Office.	
	The system should be able to tag each credit scoring result with a status.	Shows the validated status of credit scoring report after the online review and approval of Senior Fundamental Analyst	
	The system should automatically calculate the score upon update of the weights.	Computes the score of all unvalidated issuer credit score using the updated weights	

	The system should support a maker-checker review facility for the issuer credit score proposed.	Notifies reviewer / checker for the computed scores	
		Requires the reviewer/checker to approve the issuer credit scoring computed in the system	

2. Investment Proposal	The system should be able to capture bond details inputted by the user and stores in NonGS Fixed Income Master File.	Captures and requires the details of non-GS issuances including the following: <ul style="list-style-type: none"> • Type of issue • Issuing entity • Joint issue managers • Issue size • Use of proceeds • Tenor • Interest rate • Base Rate • Spread • External credit rating (if any) • Payment frequency • Day basis • Default interest rate • Target issue date • Evaluation status - Pre-approval, Approved, for Bidding, Accepted, Rejected • Collateral and credit enhancements available • Other term details of corporate fixed income issuances 	
	The system should be able to assign unique issuance ID upon inputting issuance details.	Automatically assigns sequential and unique issuance ID	
	The system should be able to link the issuance ID in the Non-GS Fixed Income Master File with the data stored per company.	Captures all issuance ID from Non-GS Fixed Income Master File and associates to the company defined in Data Repository	
	The system should be able to capture the issue credit score criteria and weights.	Captures the issue credit score criteria and weights as defined by the management	
	The system should maintain a document repository.	Able to store the following files per issuance ID and company <ul style="list-style-type: none"> • Offering circular • Other issuance documents 	

The system should be able to capture the score details inputted by the user.	Captures the issue credit score inputted per criteria set in the system	
	Checks the completeness of all inputted scores based on the set criteria in the system	
	Captures the following details: <ul style="list-style-type: none"> • System date when scores were given and approved • User ID of analyst who computed and recommended the score • Other information, as deemed fit 	
The system should be able to compute an issue credit score based on a predefined weighting scheme.	Automatically computes the issue credit score based on the predefined weighting scheme and facility terms	
The system should maintain details of issue credit score as part of the Non-GS Fixed Income Master File.	Able to store other details of the issue credit scores, including the following: <ul style="list-style-type: none"> • Dates when scores were given and approved • Name of analyst who computed and recommended the score • Other information, as deemed fit 	
The system should allow modification of the issue credit scoring weighting scheme.	Allows modification of the issue credit scoring weightings by authorized personnel	
The system should be able to compute a composite credit score including the issuer and issue credit score based on a predefined weighting scheme.	Computes the composite credit score based on the predefined weighting scheme and the issuer and credit scores	
The system should be able to compute a credit spread from a predetermined model.	Computes the credit spread from a predetermined model	

		The system should maintain details of composite credit scores as part of the Non-GS Fixed Income Master File.	Able to store other details of the composite credit scores, including the following: <ul style="list-style-type: none"> • Dates when scores were given and approved • Name of analyst who recommended and computed the score • Other information, as deemed fit 	
		The system should be able to tag each issue credit scoring result with a status.	Shows the validated status of credit scoring report after the online review and approval	
		The system should support a maker-checker review facility for the credit scores proposed.	Notifies reviewer / checker for the computed scores	
			Requires the reviewer/checker to approve the credit scoring	
EXECUTION				
	1. Bidding	The system should maintain a document repository.	Able to store the following files per issuance ID and company. <ul style="list-style-type: none"> • Letter of Firm Commitment • Investment Proposal 	
		The system should be able to tag the status of each issue.	Tags issue the following status: <ul style="list-style-type: none"> • Approved for Bidding • Accepted • Rejected 	
<i>D. Front Office – Govt Securities and Corp Bonds – Second</i>				
RESEARCH				

	1. Fixed Income Analysis	The system should accept the analysis data being entered by the user.	Captures data input such as: <ul style="list-style-type: none"> • Benchmarking • From the Bureau of Treasury (BTr) <ul style="list-style-type: none"> - Tenor - Yield - Maturity • From competitors <ul style="list-style-type: none"> - Tenor - Yield - Maturity • Fixed income target price • Recommendation (hold, sell, buy) • Other analysis data 	
		The system should maintain a document repository.	Generates reports containing the following information: <ul style="list-style-type: none"> • Fixed income code • Fixed income target price • Recommendation (hold, sell, buy) • Others 	
<i>E. Middle Office</i>				
RISK MANAGEMENT				

1. Market Risk Management	The system should be able to capture data from different Market Data Vendors (MDV).	Automatically captures the following information from MDVs: (e.g., Bloomberg, PDEX, etc.) <ul style="list-style-type: none"> • Historical Rates • Fixed Income Prices • Equity Closing Prices • Stock Volume Trading Value • Market Data Values <ul style="list-style-type: none"> - Volatility - Price Correlations - Other Market Data Values 	
	The system should be able to calculate market risk measurement.	Automatically computes for the Value-at-Risk (VaR), counterparty risk metrics (e.g., credit spread) and pre-settlement risk metrics on a portfolio and individual security level by considering the following: <ul style="list-style-type: none"> • Equity Price Risk • Interest Rate Risk • Foreign Exchange Risk • Other established Risk Parameters 	
		Automatically computes for the hypothetical profit and loss using the following: <ul style="list-style-type: none"> • Historical Prices • Current Prices 	
	The system should generate the VaR report.	Generates the VaR report containing the following <ul style="list-style-type: none"> • VaR for portfolio and significant securities • Matching of VaR value and VaR limits • Comparison between VaR value, hypothetical profit or loss, and actual trading gain or loss • Integrated risk measure across risk factors and asset types 	

	The system should be able to perform simulation testing with a facility for manual inputs if needed.	Has a facility to perform the following simulation testing: <ul style="list-style-type: none"> • Performs Monte Carlo simulation for VaR calculation using: <ul style="list-style-type: none"> - Historical Market Data • Performs Stress Testing based on different variables <ul style="list-style-type: none"> - Historical Market Data - User-defined scenarios (via manual input) • Other model development and refinement methods 	
2. Liquidity Risk Management	The system has a facility to extract data manually or via scheduled job.	Has a facility for data extraction of cash flow (inflows and outflows).	
		Has a facility to compile all trades to be settled.	
		Generates the Fund Flow Summary report containing the following: <ul style="list-style-type: none"> • Contractual cash flow data • Liquidity stress testing results 	
3. Concentration Risk Management	The system should automatically compute for concentration risk measures.	Automatically computes for the concentration utilization for each of the following: <ul style="list-style-type: none"> • Charter • Portfolio • Industry • Broker • Issuer / Counterparty • Stock • Currency • Product • Other exposures of similar risk characteristics 	

	<p>4. Limits Maintenance and Monitoring</p>	<p>The system should be able to set-up and maintain the limits.</p>	<p>Captures and allows setting of limits such as:</p> <ul style="list-style-type: none"> • Charter <ul style="list-style-type: none"> - As stated in Republic Act 8282 • Portfolio <ul style="list-style-type: none"> - As stated in Republic Act 8282 • Industry <ul style="list-style-type: none"> - Exposure to a single industry sector • Trader <ul style="list-style-type: none"> - Number of transactions per day • Issuer (equities) <ul style="list-style-type: none"> - Exposure to a single issuer / family conglomerate • Counterparty <ul style="list-style-type: none"> - Exposure to a single counterparty • Issuer (fixed income) <ul style="list-style-type: none"> - Exposure to a single issuer / family conglomerate • Broker (equities) <ul style="list-style-type: none"> - Number of trades per broker - Transactions amount ceiling • VaR <ul style="list-style-type: none"> - Acceptable VaR values - Acceptable stressed VaR values • Stock <ul style="list-style-type: none"> - Number of shares or total market value of one stock • Depository Bank <ul style="list-style-type: none"> - Ratings-based deposit amount per bank • Currency <ul style="list-style-type: none"> - Exposure to a single currency • Product <ul style="list-style-type: none"> - Exposure to a single product - Other limits 	
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		The system should have an online facility, i.e., a Web Browser-Based Interface (WBBI) that allows external fund managers to change or update the portfolio and security allocation	Updates the portfolio and security allocation upon manual input of external fund manager	
		The system should be able to link the different limits masterfiles.	Automatically rejects limits values entered in the other masterfiles if the limit value exceeds the value set in the following: <ul style="list-style-type: none"> • Charter masterfile (for all limits) • Trade blotter (for product limit) 	
		The system should be able to incorporate Management Action Triggers (MAT).	Automatically sends signal to system-defined users when limits are near breach	
PERFORMANCE MONITORING				
	1. Portfolio Performance Evaluation	The system should be able to display market risk analysis.	Captures the mark-to-market valuation of all investments	
		The system should be able to capture investment targets for the current period.	Captures data for the investment targets budget via manual input	
		The system should generate a variance report.	Generates a variance report by comparing: <ul style="list-style-type: none"> • Investment Targets • Actual Investments 	

		<p>The system should generate portfolio performance report.</p>	<p>Generates Portfolio Performance Report based on the following:</p> <ul style="list-style-type: none"> • Portfolio Market Value • VaR Reports • Concentration Reports • Gain/Loss Report • Variance Report • Dividend Report • Daily monitoring of market volume participation • Daily maturities (for fixed income investments) • Cash flows (for fixed income investments) • Other performance attributes 	
<p>2. Trading Participants Maintenance</p>		<p>The system should be able to set and update the percentage for each trading participant evaluation criteria.</p>	<p>Captures and allows manual data selection for the ratio/weights of the following broker evaluation criteria:</p> <ul style="list-style-type: none"> • Operational support • Execution • Research support • Other applicable criteria <p>Captures and allows manual data selection for the ratio/weights of the following depository bank evaluation criteria:</p> <ul style="list-style-type: none"> • Liquidity • Solvency • Profitability • Collection efficiency • Other applicable criteria <p>Captures and allows manual data selection for the ratio / weights for arranger-dealer evaluation criteria.</p>	

	The system should be able to set-up and maintain trading participants.	<p>Captures and allows manual data inputs for setup and maintenance of the following:</p> <ul style="list-style-type: none"> • Broker information • Arrange-dealer information • Depository bank information • Daily compliance on broker management • Done Trades for the day • Net Value for settlement • Daily trading limits • 200 Day Simple Moving Average • 5 Day Exponential Moving Average 	
3. Trading Participants Evaluation	The system should evaluate trading participants' performance using set criteria.	<p>Set criteria yield the following results:</p> <ul style="list-style-type: none"> □ Broker's performance rating <ul style="list-style-type: none"> - Operation - Execution - Research ability - Other performance indicators 	
		<ul style="list-style-type: none"> • Arranger-Dealer's performance rating • Depository Bank's performance rating <ul style="list-style-type: none"> - Liquidity - Solvency - Profitability - Other ratios 	
	The system should compute for the trading participants' weighted average score.	<p>Automatically computes for the weighted performance score of the following (based on pre-defined ratio / weights):</p> <ul style="list-style-type: none"> • Brokers • Arranger-Dealers • Depository Banks 	

		The system should generate trading participants report.	Generates rating and performance reports for the following: <ul style="list-style-type: none"> • Brokers • Arranger-Dealers • Depository Banks 	
F. Back Office				
INVESTMENT ACCOUNTING AND ADMINISTRATION				
1. Confirmation		The system should have a notification facility for broker's acceptance of trade order through the WBBI.	Automatically sends an online notification upon broker's confirmation on the executed trade order through the WBBI	
			Captures the following details of each confirmed trade through the WBBI, pending final confirmation of the traders: <ul style="list-style-type: none"> • Order Status • Selling / Buying Price • Settlement Date • Settlement Amount • Filled Quantity • Trade ID • Applicable taxes 	
		The system should automatically update the securities inventory and trade blotter.	Updates the securities inventory balance and trade blotter upon status change	
		The system should have a facility to change trade status via manual input.	Updates the trade status upon manual trigger	
		The system should automatically compute settlement amount.	Computes settlement amount using the following <ul style="list-style-type: none"> • Trade Value • Broker's Commission • Withholding Taxes • Other fees charged to SSS 	

	The system should enable manual input of dividend declaration.	Enables manual input of dividend declared such as: <ul style="list-style-type: none"> • Cash Dividend for each stock • Stock Dividends / Stock Splits • Stock Rights • Scrip Dividends • Liquidating Dividends • Property Dividends 	
	The system should automatically compute dividends.	Computes total dividend income	
		Updates Securities Inventory to effect stock dividends or stock splits	
	The system should have a report generation facility upon manual trigger or scheduled job.	Generates the following reports manually or as part of end of day procedures: <ul style="list-style-type: none"> □ Dividend Reports based on Dividend Declared and Securities Inventory 	
2. Reconciliation	The system should have a facility to receive files / data via manual upload.	Captures details of cash and stock movements via manual upload using: <ul style="list-style-type: none"> • Files in Text Format • Files in Spreadsheet Format • Others (user-defined) 	
	The system should automatically reconcile cash movements with confirmed trades via manual trigger or scheduled job.	Compares details of cash movements with confirmed trades as follows: <ul style="list-style-type: none"> • All Cash Movements (investment-related) • All Confirmed Trades <ul style="list-style-type: none"> - Trade ID - Trade Status - Amount 	

	The system should automatically reconcile investment / stock positions vis-à-vis custody.	Compares details of stock positions with confirmed trades as follows: <input type="checkbox"/> Stock Positions <ul style="list-style-type: none"> - IMS Stock Positions at T0 - PDTC Stock Positions at T3 	
	The system should have a report generation facility upon manual trigger or scheduled job.	Generates the following reports manually or as part of end of day procedures: <input type="checkbox"/> Daily Exception Reports, related to the following: <ul style="list-style-type: none"> - Cash Movements Reconciliation - Confirmed Trades - Stock Positions Reconciliation 	
	The system should have a facility to process adjustments via manual input.	Captures details of adjustments via manual input such as: <ul style="list-style-type: none"> • Adjustments in Trade Status • Adjustments in Stock Positions 	
	The system should have a maker-checker facility for the manual adjustments.	Notifies the reviewer/checker for the manual entry in the system	
		Requires the reviewer/checker to approve the manual entry in the system	
3. Valuation	The system should automatically compute Investment Cost.	Computes investment cost using the following methods: <ul style="list-style-type: none"> • Specific Identification • First-In, First-Out • Weighted Average 	
	The system should automatically compute applicable Realized Gain / Loss.	Computes realized gain / loss for traded securities	

	<p>The system should have an interface with Market Data Vendors such as:</p> <ul style="list-style-type: none"> o Reuters o Bloomberg o Technistock o PDEX <ul style="list-style-type: none"> o Philippine Stock Exchange o Bureau of Treasury 	<p>Captures details of each market data feed on a real-time basis as follows:</p> <ul style="list-style-type: none"> • Security • Market Price • Market Capitalization • Dividend Declaration / Details • Beta • Market rates • Other relevant market data 	
	<p>The system should enable manual encoding of non-market data for complex securities.</p>	<p>Enables manual input of valuation data for complex securities</p>	
	<p>The system should automatically compute Carrying Value for each security type.</p>	<p>Computes carrying value of each investment using the following:</p> <ul style="list-style-type: none"> • Valuation at Fair Value • Valuation at Amortized Cost 	
	<p>The system should automatically compute Fair Market Value.</p>	<p>Computes fair market value and unrealized gain / loss as of a given time for each investment using the following:</p> <ul style="list-style-type: none"> • Closing Prices • Mid-Market Prices • Best Prices 	
	<p>The system should automatically compute mark-to-market gains or losses</p>	<p>Automatically determines gains/losses depending on security classification:</p> <ul style="list-style-type: none"> • at Fair Value through Profit/Loss • at Fair Value through Other Comprehensive Income 	
	<p>The system is able maintains amortization tables for Fixed Income Securities in original currency.</p>	<p>Maintains amortization tables for fixed income securities using original currency</p>	
	<p>The system should be able to properly accrue interest.</p>	<p>Computes interest income and taxes for fixed income securities</p> <ul style="list-style-type: none"> • Using Nominal Interest Rate • Using Effective Interest Rate 	

	The system should automatically compute for gains/losses due to changes in foreign exchange.	Computes foreign exchange gains/losses in accordance with IAS 21	
	The system should be able to value various financial instruments.	Values various financial instruments as follows: <ul style="list-style-type: none"> • Zero Coupon CD, CP, and T-bills • Coupon-bearing CD, CP and T-bills • Commercial Paper and Deep Discount Notes • Plain Vanilla Bonds • Callable Bonds • Puttable Bonds • Convertible Bonds • Reversed Convertible Bonds • Floating Rate Notes 	

			<ul style="list-style-type: none"> • Cash Flow Tables • Coupon and Redemption Flows • Notes with Index or Inflation-linked Coupons • Currency Instruments • Spots and Forwards • Currency Swaps • Plain Vanilla, Put / Call Options • Barrier Options (knock-in/out, reverse) • Average Rate Options • Non-deliverable Forwards • Equities • Equity Options (Vanilla) • Treasury Shares • Commodities Instruments • Commodity Forward • Commodity Swaps (Vanilla) • Commodity Swaps (Asian) • Commodity Options (Vanilla) • Commodity Options (Asian) • Other financial instruments not mentioned above 	
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	4. Financial Recording and Reporting	The system should be able to collect and present relevant financial data and disclosures.	Collects and presents accounting information (balances) using the following: <ul style="list-style-type: none"> • Journal Entries (in accordance with IFRS9 or other reporting standards) • Internal Subsidiary Ledger encompassing: <ul style="list-style-type: none"> - Unrealized Gain or Loss to Profit or Loss - Unrealized Gain or Loss to Other Comprehensive Income - Realized Gain or Loss - Forex Gain or Loss - Interest Income 	
			<ul style="list-style-type: none"> - Dividends - Daily Accruals - Loss/Expected Credit Loss - Delinquency/Past Due Report - SL and GL Reconciliation Report 	

		Generates the following information required for accounting disclosures as follows: <ul style="list-style-type: none"> • Balance Sheet Information for Financial Instruments • Income & Expense / Gains & Losses for Financial Instruments • Fair Value of Financial Instruments at Amortized Cost • Sensitivity Analysis (stress testing) • Sensitivity Analysis (values at risk) • Concentration Risk Analysis • Market Risk Analysis • Interest Rate Risk • Liquidity Risk • Counterparty Risk • Other disclosure requirements applicable to SSS 	
	The system should be able to maintain foreign currency rates masterfile.	Captures multiple currency rates and conversion via manual input such as: <ul style="list-style-type: none"> • Peso • US Dollar • Euro • Japanese Yen • Other foreign currencies 	
	The system should be able to create journal entries using various foreign currency.	Values journal entries using foreign currency rates/conversion using: <ul style="list-style-type: none"> • Real Currency • Base Currency • Other currencies 	
	The system should have an interface with Accounting System (i.e., SAP-FI).	Classifies journal entries using various level of detail as follows: <ul style="list-style-type: none"> • Transaction Level • Aggregated Level 	

		<p>The system should have a report generation facility upon manual trigger or scheduled job.</p>	<p>Generates the following reports manually or as part of end of day/month/quarter procedures:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Summary of total sales/purchases <ul style="list-style-type: none"> ○ Daily Trades <ul style="list-style-type: none"> - Securities - Volumes - Prices - Acquisition Cost - Securities Classification - Transaction Date - Settlement Date - Name of Broker - Commissions - EWT - VAT - Net Receivable/Net Payable 	
			<ul style="list-style-type: none"> <input type="checkbox"/> Daily Average Buying and Selling <ul style="list-style-type: none"> ○ Historical Data of Actual Trading <ul style="list-style-type: none"> - Securities - Volumes - Prices ○ Daily Trades 	
			<ul style="list-style-type: none"> <input type="checkbox"/> Daily Summary of Broker Transactions <ul style="list-style-type: none"> ○ Historical Data of Actual Trading <ul style="list-style-type: none"> - Stocks - Brokers - Prices ○ Daily Trades 	

			<ul style="list-style-type: none"> □ Daily Monitoring of Buy and Sell Transactions Volume <ul style="list-style-type: none"> ○ Historical Data of Actual Trading <ul style="list-style-type: none"> - Buying Value - Buying Volume - Selling Value - Selling Volume 	
			<ul style="list-style-type: none"> □ Daily Transactions Summary <ul style="list-style-type: none"> ○ Done Trades for the Day ○ Net Value for Settlement <ul style="list-style-type: none"> - Buying Value - Selling Value 	
			<ul style="list-style-type: none"> □ Daily Funds Flow Summary <ul style="list-style-type: none"> ○ Investible Funds ○ Deployed Funds ○ Liquidity Buffer 	
			<ul style="list-style-type: none"> □ Monthly Broker Transactions <ul style="list-style-type: none"> ○ Actual Volume of Broker Transactions ○ Paid Commissions to Broker 	
			<ul style="list-style-type: none"> □ Monthly Summary of Broker Transactions and Commissions <ul style="list-style-type: none"> ○ Total Value Traded for Each Broker ○ Paid Commissions to Broker 	
			<ul style="list-style-type: none"> □ Daily Monitoring of PCD <ul style="list-style-type: none"> ○ Shares ○ Daily Trades ○ Previous Day Inventory 	
			<ul style="list-style-type: none"> □ Daily Selling and Buying Transactions <ul style="list-style-type: none"> ○ AFS/FVOCI Selling Transactions ○ AFS/FVOCI Buying Transactions ○ HFT/FVPL Selling 	

			<ul style="list-style-type: none"> ○ HFT/FVPL Buying Transactions 	
			<ul style="list-style-type: none"> <input type="checkbox"/> Monthly B-1: SSS Shares, Board Seats, and Ownership <ul style="list-style-type: none"> ○ Inventory of Shares Held 	
			<ul style="list-style-type: none"> <input type="checkbox"/> Summary of Withholding Taxes <ul style="list-style-type: none"> ○ Taxes withheld for each broker ○ In accordance with BIR form No. 2306 and 2307 	
			<ul style="list-style-type: none"> <input type="checkbox"/> Journal Vouchers <ul style="list-style-type: none"> ○ All Subsidiary Ledger entries 	
	CUSTODY			
	1. Settlement	The system should be able to have a system prompt for trades to be settled.	<p>Executes a prompt for each confirmed trade to be settled:</p> <ul style="list-style-type: none"> • All Equities • All Corporate Bonds • All Government Securities • Other types of securities 	
		The system should be able to handle electronic fund transfer transactions (EFT).	<p>Captures settlement amounts via electronic fund transfer using the following:</p> <ul style="list-style-type: none"> • Credit Memo, with Bank Account Numbers and Amount • Debit Memo, with Bank Account Numbers and Amount 	
		The system should be able to update status of trade automatically or upon manual trigger.	<p>Updates the status of each trade to Settled upon payment validation</p> <ul style="list-style-type: none"> <input type="checkbox"/> with Official Receipt (OR) Number 	
		The system should automatically generate invoices and official receipt for all settlement transactions.	<p>Generates invoices and/or upon completion of settlement instructions for the following:</p> <ul style="list-style-type: none"> • Settlement Transactions – Buying • Settlement Transactions – Selling 	

	G. System Administration			
	INVESTMENT MANAGEMENT SYSTEM			
	1. System Administration Masterfile Maintenance	The system should have the facilities that enable users to maintain masterfiles, system settings and others. <ul style="list-style-type: none"> • System Values and Parameters • Processing Calendar 	Allows the set up of required parameters and system values based on existing laws, rules, regulations, policies, formulas, reference dates, etc.	
		<ul style="list-style-type: none"> • Master file Maintenance <ul style="list-style-type: none"> ○ Market Data ○ Trade Blotter ○ Securities Inventory ○ Decision Support ○ Trader ○ Stock Allocation <ul style="list-style-type: none"> ○ Limits ○ Broker ○ Broker Rating ○ Criteria ○ Others • Adhoc Reporting Facilities 	Allows set up and maintenance of processing calendar. <ul style="list-style-type: none"> ○ Due Dates ○ Policies ○ Coverage ○ Processing Dates ○ Others 	
			Allows modification to parameters by authorized users.	
			Provides a facility to customize reports as needed by the endusers.	
			Provides an audit trail/log of all system and parameter changes (e.g., date, type, access level, etc.)	
	2. Isolation of Access of	The system should be able to restrict access to authorized personnel.	Uses its own secure directory service for user account management.	

Information and Audit Control		Allows definition and maintenance of access to authorized users	
		<ul style="list-style-type: none"> • Definition and maintenance of unique user IDs and passwords • Definition and maintenance of user groups • Definition of access to field level, record, menu, transaction • Customizing user menus according to job function □ 	
		Allows definition and maintenance of access to external authorized users (brokers) for web browser-based interface	
	The system should have the facility for monitoring actions taken by users.	Supports both input and output validation.	
		Allows modification to parameters by authorized users.	
		Supports protection of user sessions from sniffing, eavesdropping, session hijacking, etc.	
		Logs off the current session after set time parameters.	
	Provides an audit trail/log of all system and parameter changes.		

3. Managing Information and Compliance	The system should be able to communicate with other systems/modules for faster retrieval of information.	Allows interfaces to other internal system/s such as: <ul style="list-style-type: none"> • Middleware for Liquidity Risk Management ○ Data from IMS are uploaded • GL System (SAP-FI) ○ End-of-day batch feedup of transactions from IMS to SAP • Other internal systems 	
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<p>The system should be able to communicate with other systems/modules for faster retrieval of information.</p>	<p>Allows interfaces to other external system/s, which is triggered manually by authorized individual in IMS to capture or extract certain data:</p> <ul style="list-style-type: none"> • Bloomberg • Technistock • Reuters • Philippine Depository and Trust Corporation (PDTC) • Philippine Dealing Exchange (PDEX) • Philippine Stock Exchange (PSE) • Registry of Scripless Securities (ROSS) • Automated Debt Auction Processing System (ADAPS) • Bureau of Treasury • Other external systems 	
<p>The system should provide configurable parameters to properly store and retrieve records based on SSS policies.</p>	<p>Be able to define indexes for proper identification and retrieval of record series.</p> <p>Be able to comply with information on asset classification scheme through provisions of fields for tagging.</p> <ul style="list-style-type: none"> • Public • Restricted • Confidential • For Internal Use (default) 	
<p>The system functions shall be compliant with regulatory requirements, where applicable.</p>	<p>Compliant with applicable laws, policies, and standards (e.g., IAS/PAS 39, IFRS 9, Tax Laws, & other applicable standards)</p>	
<p><i>H. Performance Requirement</i></p>		

		<i>Response Time</i>	<p>The bidder will also be responsible for ensuring that the SSS IMS adheres to the following performance requirements:</p> <table border="1"> <thead> <tr> <th>Component</th> <th>Description</th> <th>Maximum Acceptable Performance</th> </tr> </thead> <tbody> <tr> <td>Sign In Time</td> <td>The amount of time it takes for a user to log into the application</td> <td>3 seconds</td> </tr> <tr> <td>Page Loading Time</td> <td>The amount of time it takes for the application to load a page for the user to view</td> <td>10 seconds</td> </tr> <tr> <td>Data Submissions</td> <td>Input data with a reasonable cell count (<1,000) that load within an acceptable performance threshold</td> <td>20 seconds</td> </tr> <tr> <td>Opening Reports/ Ad hoc Query</td> <td>Open Reports within an acceptable performance threshold</td> <td>20 seconds</td> </tr> </tbody> </table>	Component	Description	Maximum Acceptable Performance	Sign In Time	The amount of time it takes for a user to log into the application	3 seconds	Page Loading Time	The amount of time it takes for the application to load a page for the user to view	10 seconds	Data Submissions	Input data with a reasonable cell count (<1,000) that load within an acceptable performance threshold	20 seconds	Opening Reports/ Ad hoc Query	Open Reports within an acceptable performance threshold	20 seconds	
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			The bidder should ensure that their solution provide the necessary tools and training in their proposal for the SSS to maintain the IMS moving forward.																
			The SSS should be equipped with necessary tools to gain the ability to change configurations as the need arises (e.g., future projects to integrate with third party systems of banks and government institutions).																

* With customization workaround (but should not exceed 20% of all standard functionalities) to make the solution 100% compliant

Annex C. Support Personnel

NAME	EDUCATIONAL ATTAINMENT	WORK EXPERIENCE (with Job Description)	TRAININGS ATTENDED

Annex D for Conceptual IMS Framework

The target information system is defined by the SSS **Conceptual Investment Management System (IMS) Framework** which was created to support the investment management business architecture of the SSS as shown below (See Figure 1. *Conceptual IMS Framework*).

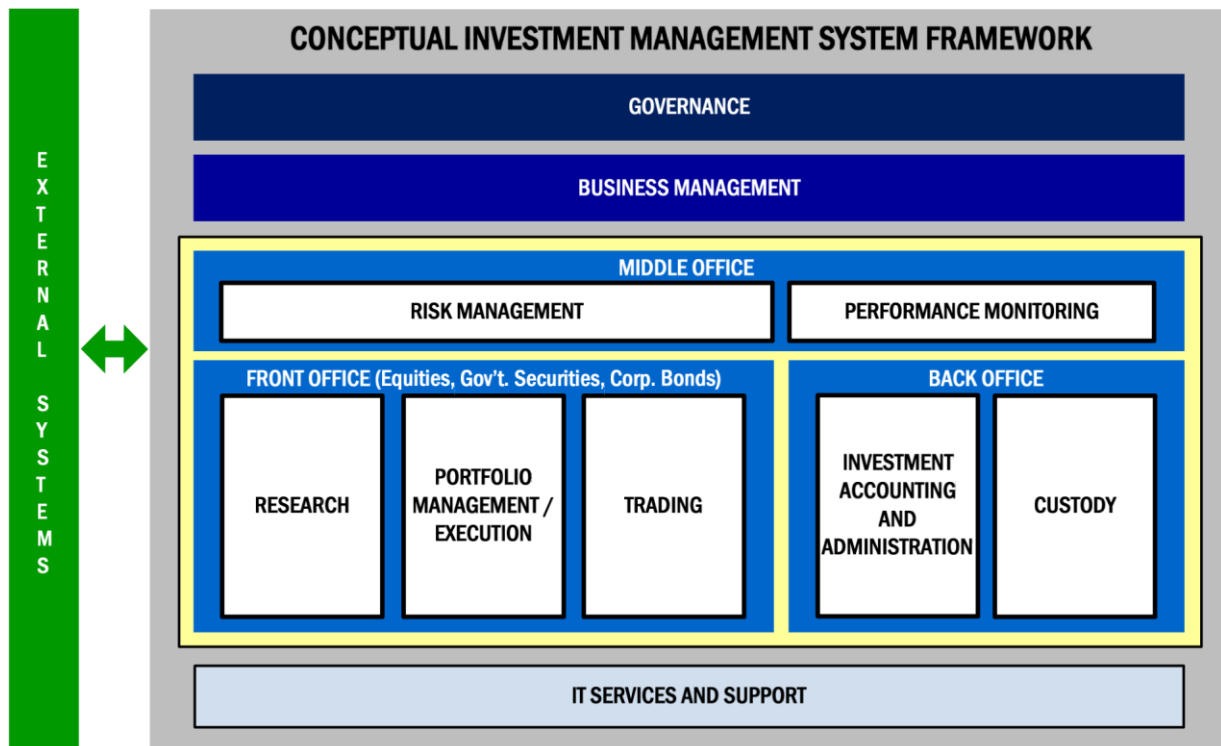


Figure 1: Conceptual IMS Framework

The target information system should be able to fulfill the three key areas in the Conceptual IMS Framework, namely: Front Office, Middle Office and Back Office (each for Equity Securities, Government Securities and Corporate Bonds).

A. **Front Office** – The department that comes into direct contact with clients, business counterparts and liaise with the Middle and Back Offices. The Front Office executes investment strategies of the SSS. Its functions include deal execution, initial capturing and logging of a transaction's specific terms and conditions. It is composed of:

1. *Research* – The process of gathering information which explicitly or implicitly direct investment strategies, concerning one or several financial instruments.
2. *Portfolio Management / Execution* – The process of utilizing research in decision-making regarding investments with the goal of optimizing SSS'

portfolio. Portfolio management may be seen as the management of market assets, resources and projects which is ultimately a question of the value received for funds spent. Effective project portfolio management can help create organic value, unlock hidden value from within processes, and manage risks.

3. *Trading* – This goes beyond the action of buying and selling financial instruments. Trading includes order routing, trade data capture, trade approval, order management, and allocation.

This layer will be in-scope for this procurement.

- B. ***Middle Office*** – The middle office is responsible for maintaining the overall control environment and assessing compliance with the risk policy. The middle office provides a significant level of control and policing of the front office’s activities. Its functions include executing the risk monitoring requirements, monitoring the performance of all aspects of the trades executed by the Front Office, and executing risk mitigating procedures if needed. It is composed of:

1. *Risk Management* – This is the process of identifying and addressing risks whereby decisions are implemented to reduce the consequences or the probability of occurrence. The risk management function involves regular reporting and monitoring of SSS’ key risks – market, liquidity, and credit concentration.
2. *Performance* – Using the appropriate metrics to monitor SSS’ financial performance is essential to mitigating its key risks. Performance monitoring begins with the assessment of risk metrics from which action plans are prepared to address the risks.

This layer will be in-scope for this procurement.

- C. ***Back Office*** – The back office’s functions include processes in support of the front office such as accounting, invoicing, dispute resolution, confirmations, settlement and financial reporting. It is composed of:

1. *Investment Accounting and Administration* – This is the process of ensuring that the proper accounting treatment for transactions is performed. The back office should work in conjunction with the front office, the middle office and various support functions to obtain the appropriate information required to book transactions correctly and to ensure that the information necessary to meet disclosure requirements is reported accurately and in a timely manner.
2. *Custody* – involves the process of ensuring the safety and completeness of the physical form of the investment securities. A system will index and track

the status of the physical form of the investment securities, while the actual custodial function may be in-house or outsourced.

This layer will be in-scope for this procurement.

- D. ***Governance*** – This layer will be out-of-scope for this procurement.
- E. ***Business Management*** – This layer will be out-of-scope for this procurement.
- F. ***IT Services and Support*** – This layer will be out-of-scope for this procurement, except for user and IT personnel training and coordination with the IT personnel who will support the system.

The target IMS should be able to communicate with external systems such as Bloomberg, Technistock, Reuters, PDTC, Registry of Scripless Securities (ROSS), PDEX, PSE, and Bureau of Treasury.

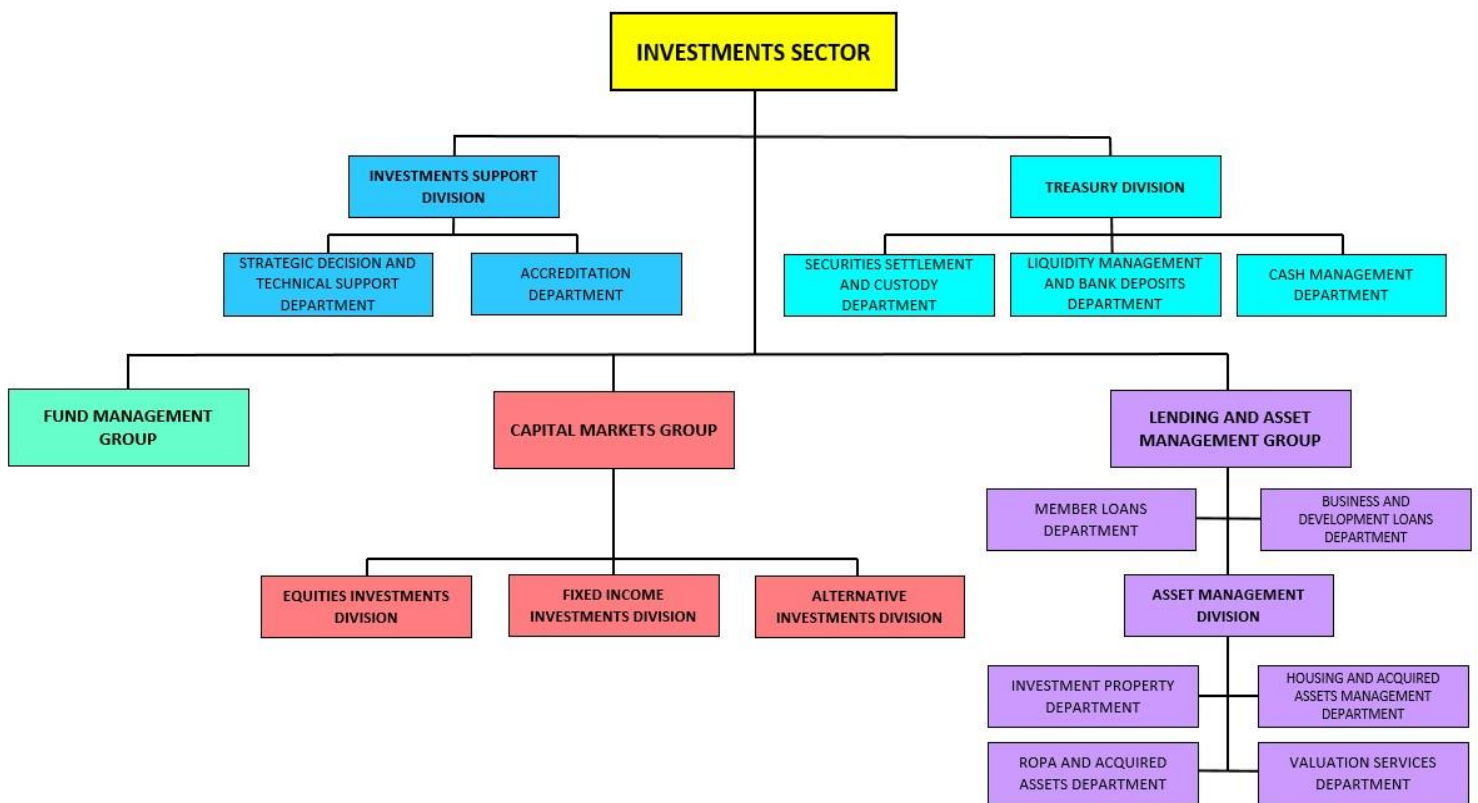
Implementation of the IMS will cover the deployment of the Front Office, Middle Office and Back Office within ten months.

Vendors should provide their own implementation strategy if they deem that a phased approach or integrated set of solutions would be more favorable to SSS.

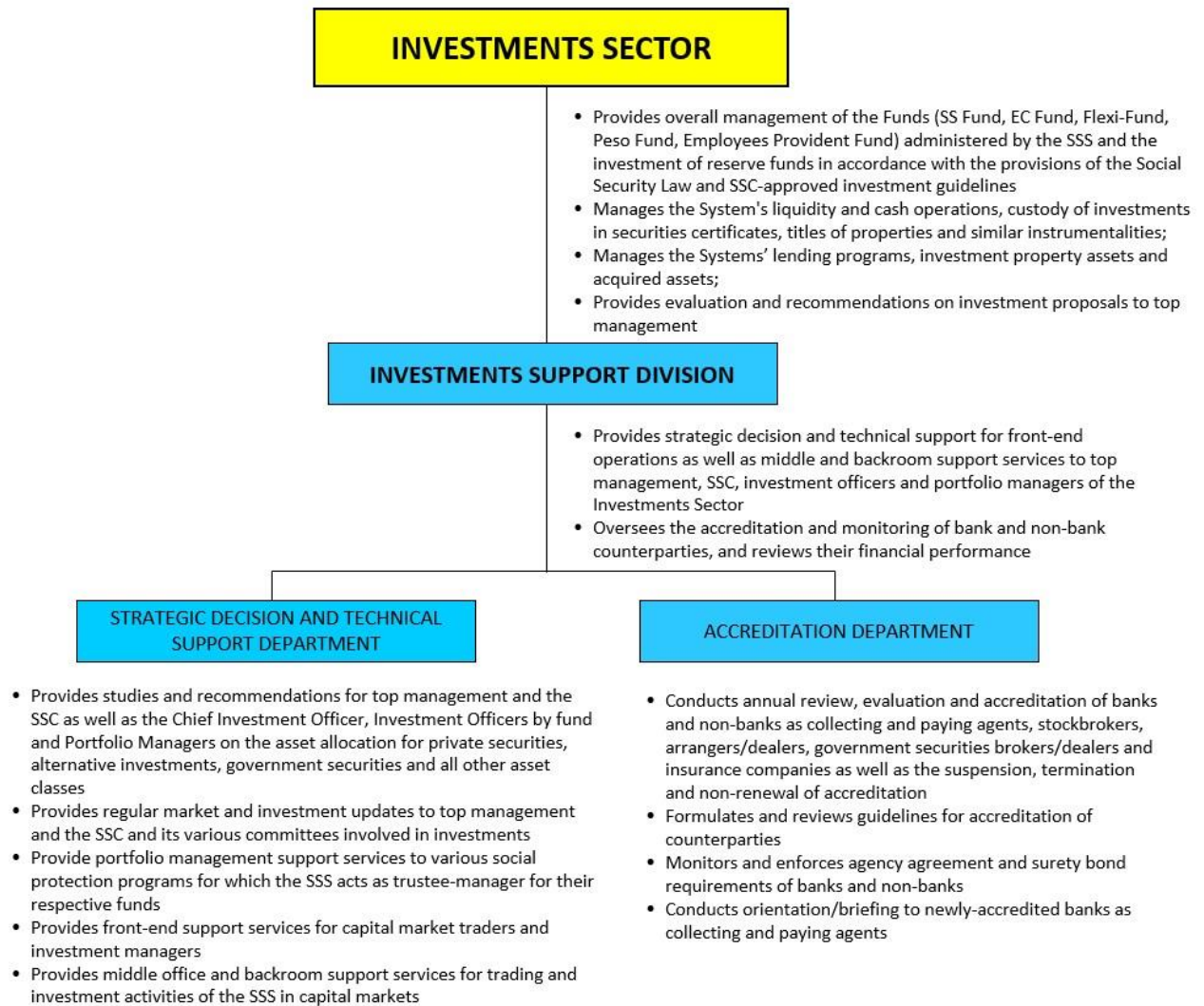
Annex E. Investments Sector Organization Structure

The design and implementation of the Investment Management System (IMS) should consider among others the current structure of the Investments Sector of the Social Security System

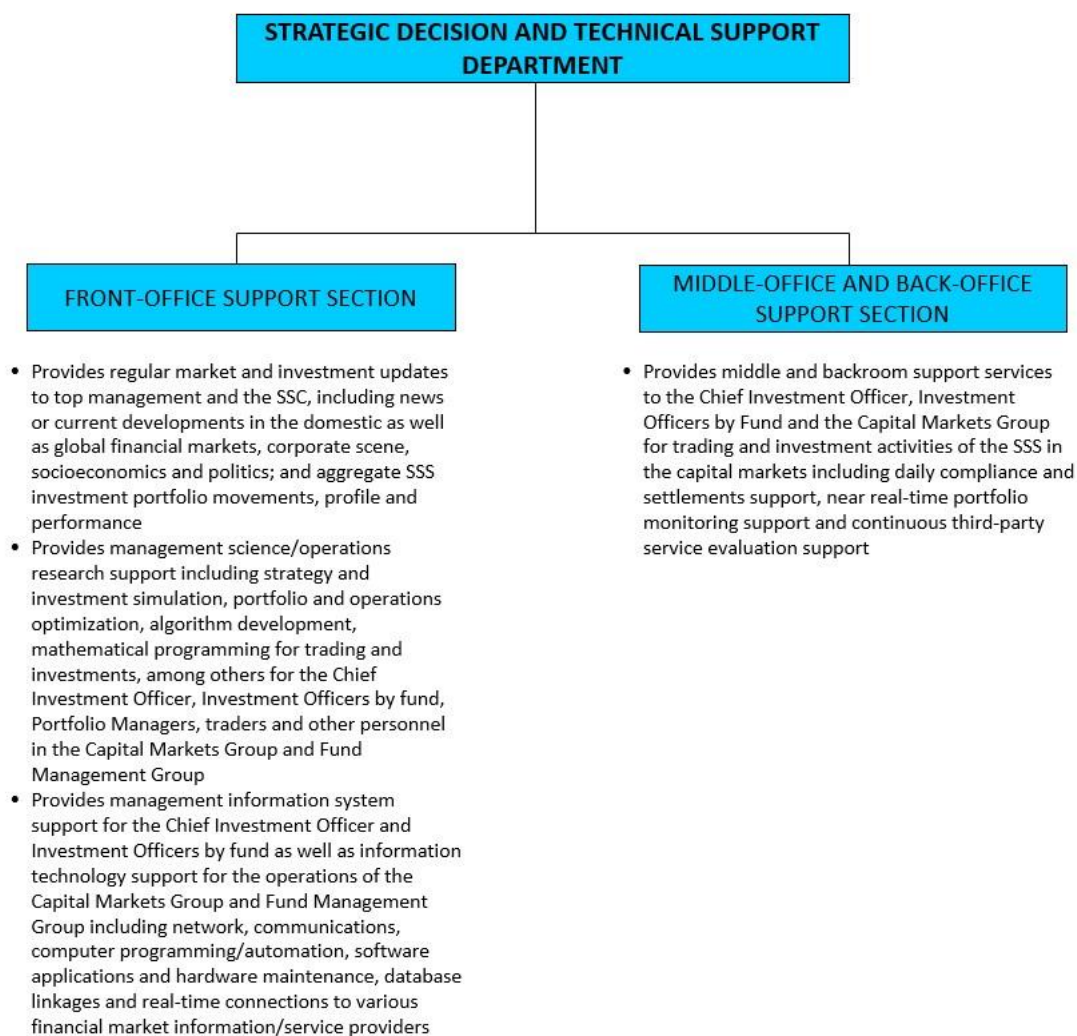
INVESTMENTS SECTOR ORGANIZATIONAL STRUCTURE



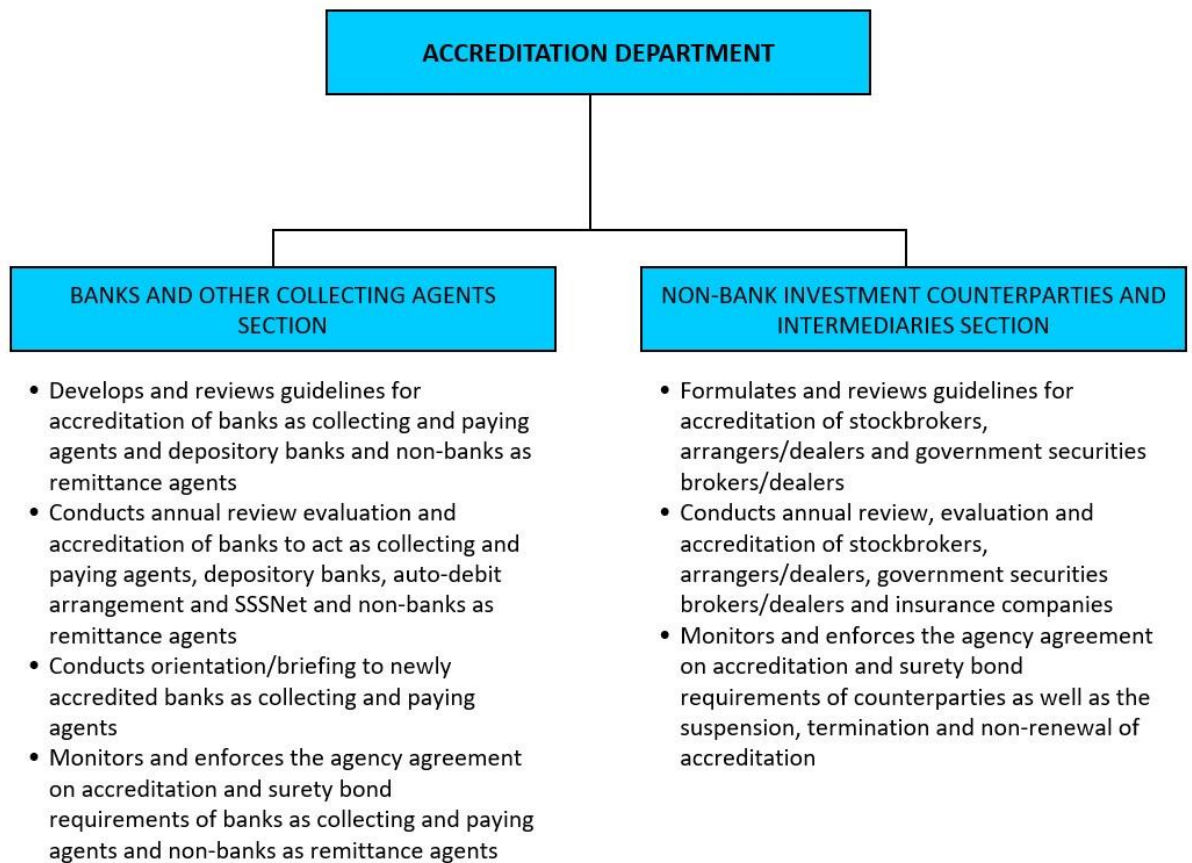
FUNCTIONAL CHART OF INVESTMENTS SECTOR



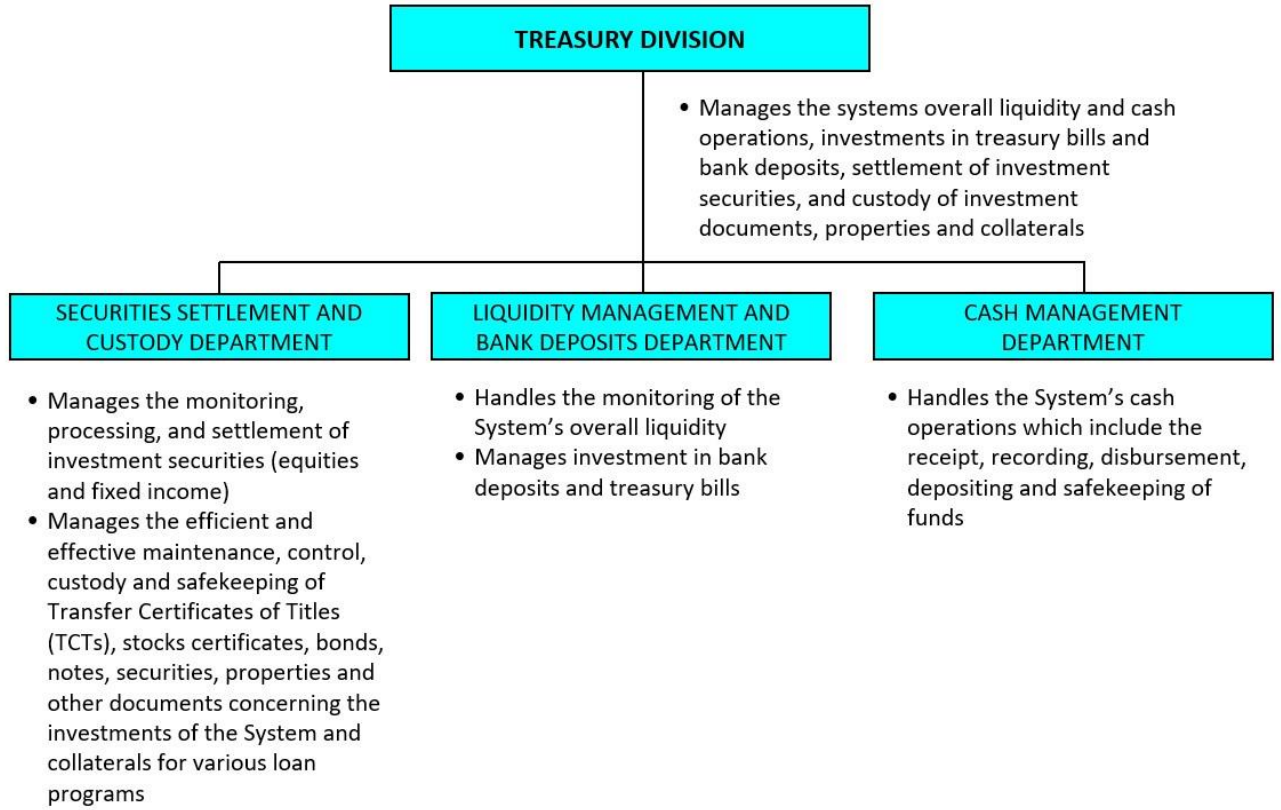
FUNCTIONAL CHART OF STRATEGIC DECISION AND TECHNICAL SUPPORT DEPARTMENT



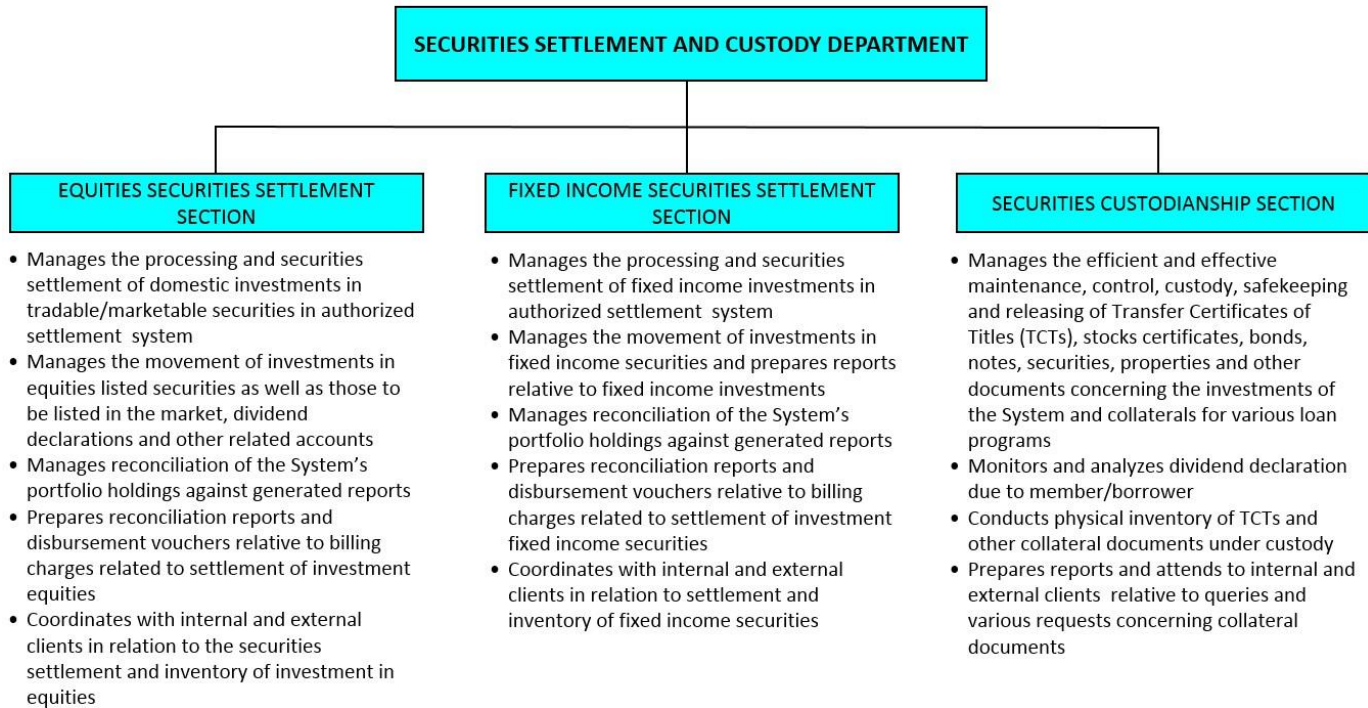
FUNCTIONAL CHART OF ACCREDITATION DEPARTMENT



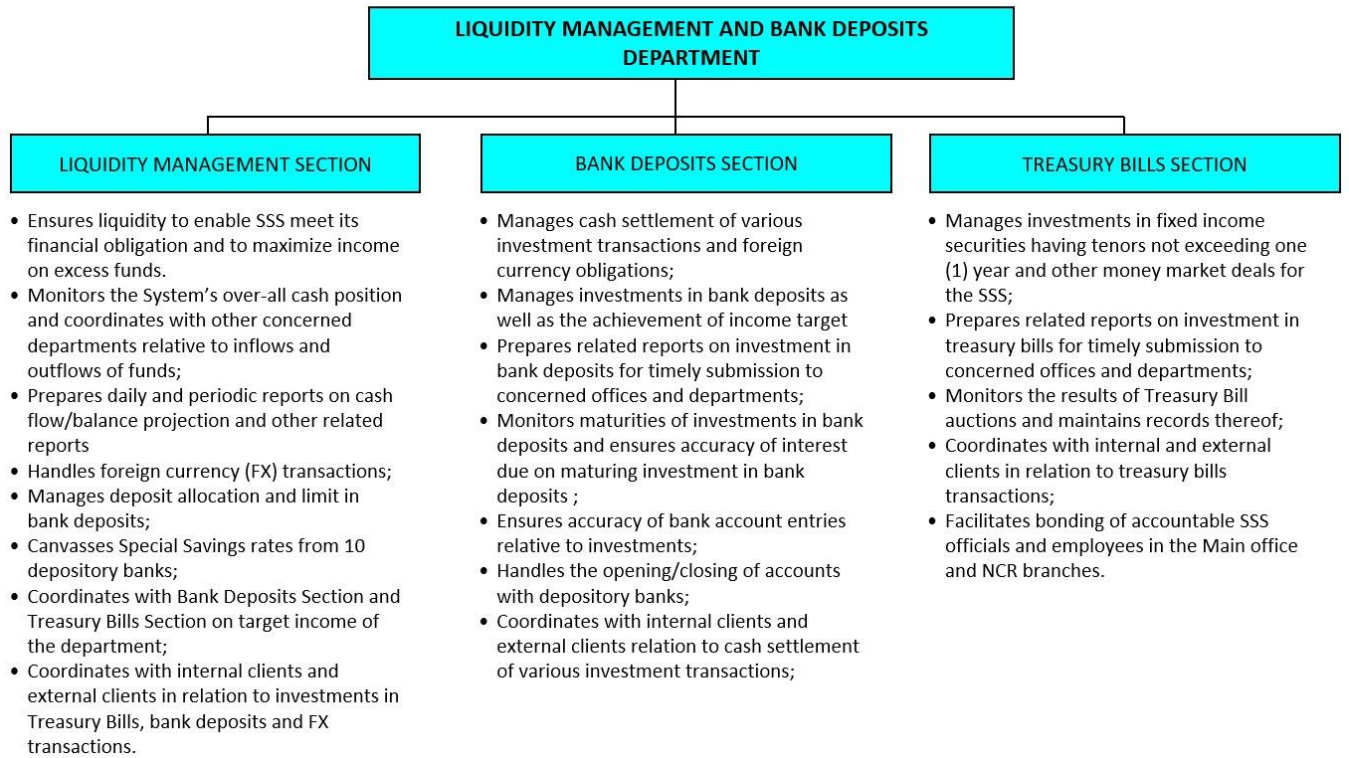
FUNCTIONAL CHART OF TREASURY DIVISION



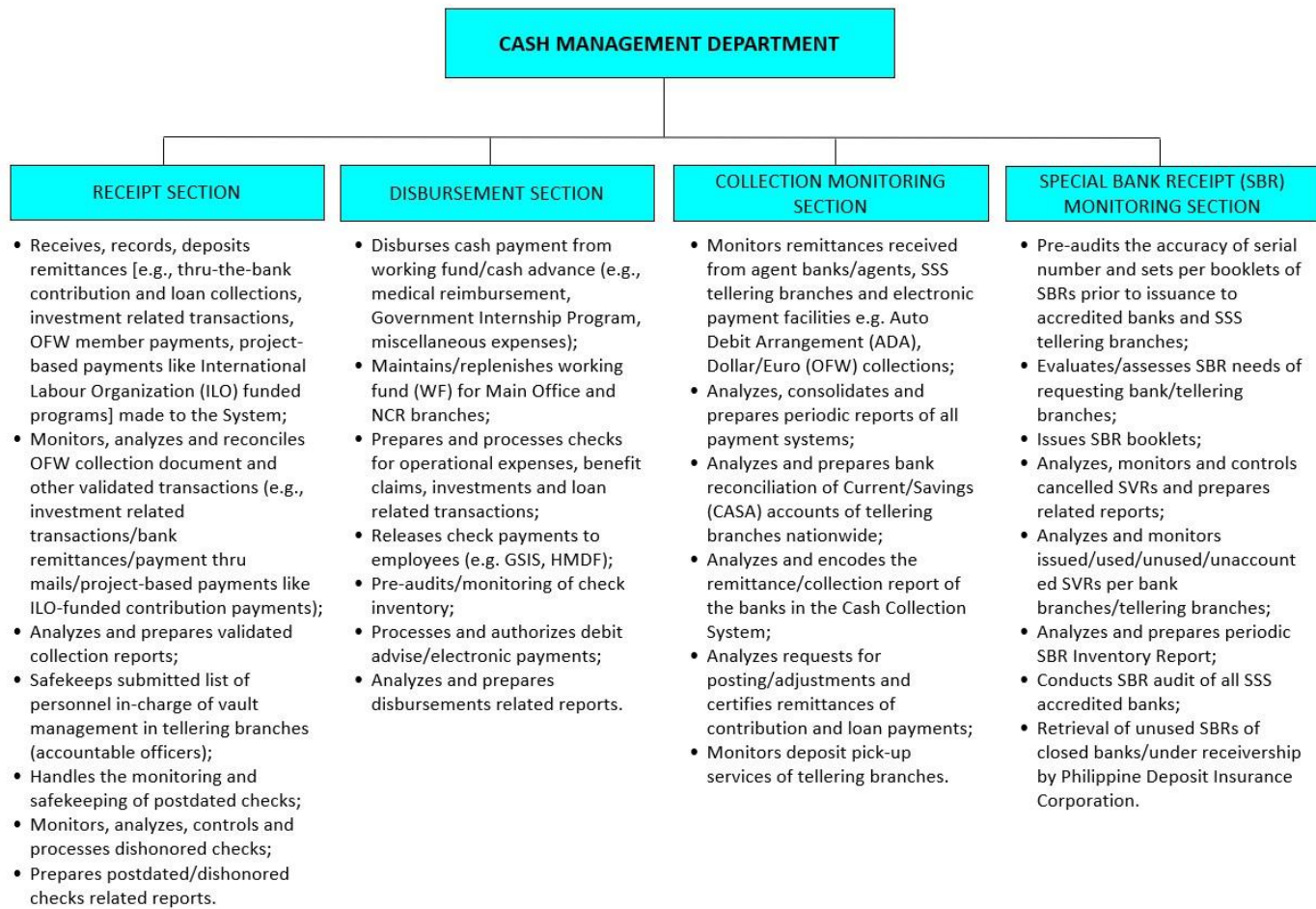
FUNCTIONAL CHART OF SECURITIES SETTLEMENT AND CUSTODY DEPARTMENT



FUNCTIONAL CHART OF LIQUIDITY MANAGEMENT AND BANK DEPOSITS DEPARTMENT



FUNCTIONAL CHART OF CASH MANAGEMENT DEPARTMENT



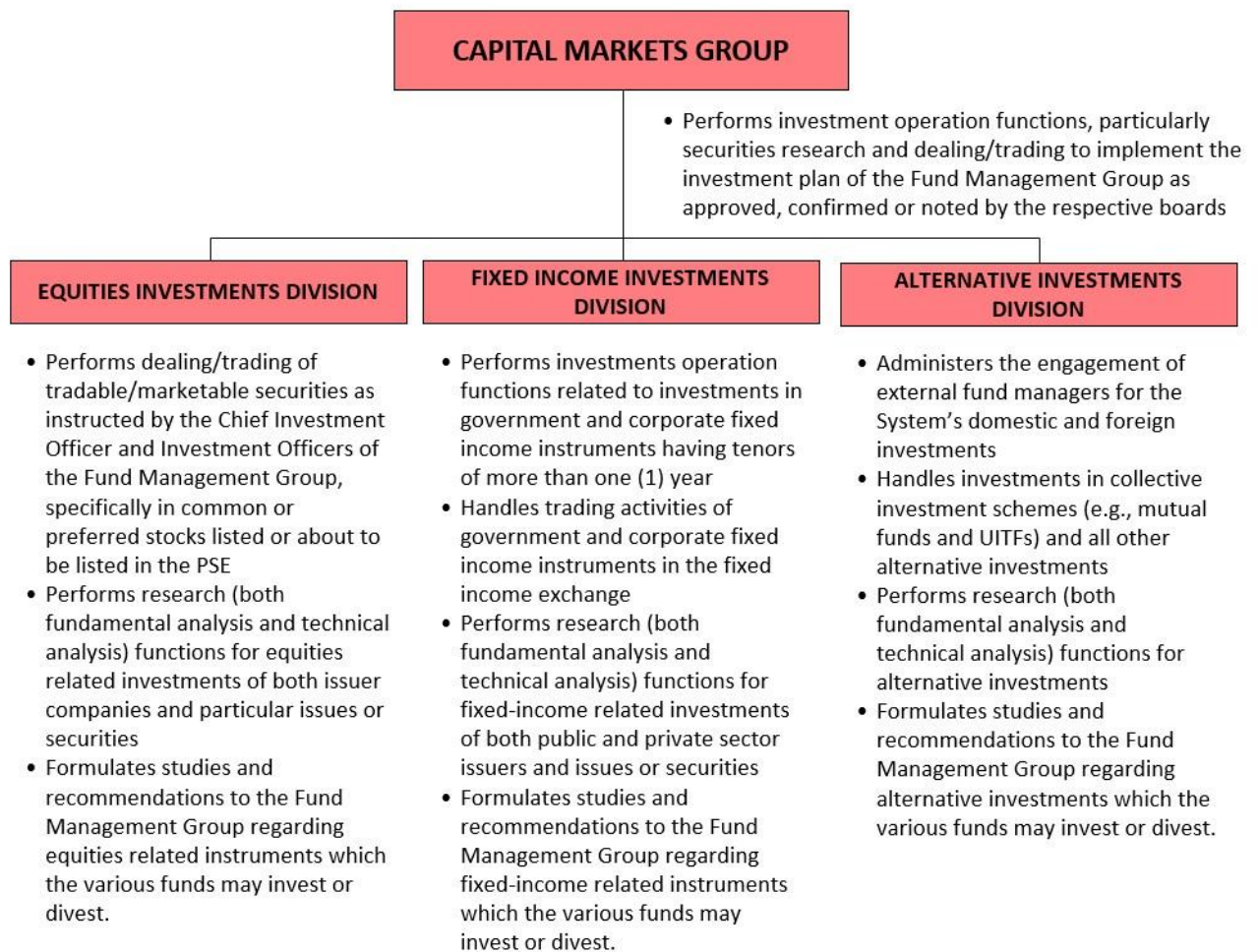
FUNCTIONAL CHART OF FUND MANAGEMENT GROUP

INVESTMENTS SECTOR

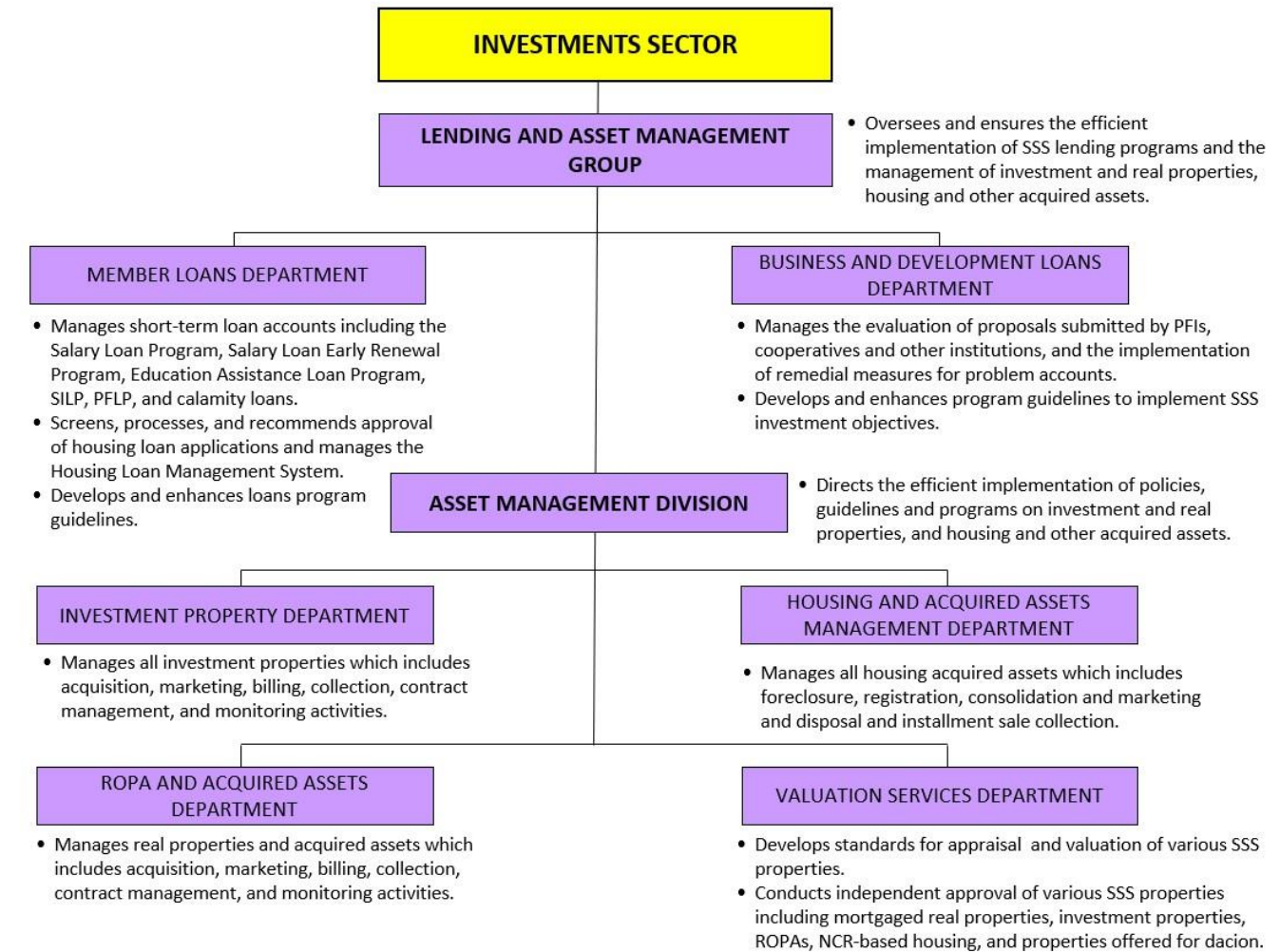
FUND MANAGEMENT GROUP

- Performs investment management/fund management/portfolio management for the various social security programs/funds under SSS management (SS Fund, State Insurance Fund (EC), Employees Defined Contribution Fund (Provident), Members Defined Contribution Fund (Flexi and PESO)
- Provides instructions to the Capital Markets Group on purchases/sales of securities that the various funds under SSS management require
- Presents the annual investment plan per fund to the Social Security Commission, Employees Compensation Commission and Employees Provident Fund Board of Trustees for approval, confirmation or notation and updates the respective boards on implementation

FUNCTIONAL CHART OF CAPITAL MARKETS GROUP



FUNCTIONAL CHART OF LENDING AND ASSET MANAGEMENT GROUP



Annex F. Information Communications Technology (ICT) Infrastructure

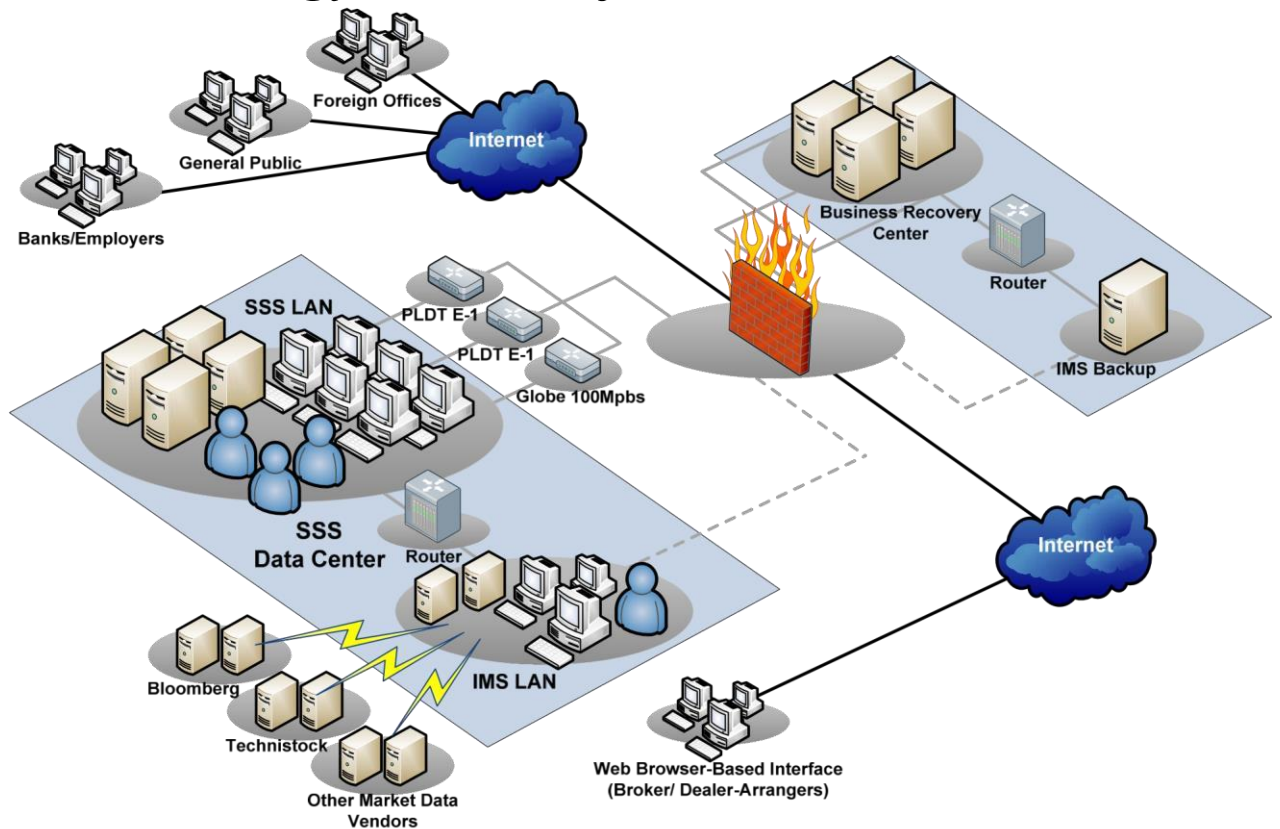


Figure 2: Target Network Diagram

The SSS IMS will be provided with its own dedicated logical network infrastructure separate from the SSS network infrastructure. This is to ensure that the IMS will not be affected by any issues that may arise from within the SSS network.

All network infrastructure and connectivity will be provided by the SSS.

The bidder will provide the SSS with the sizing of both the IMS implementation and production server(s) that will handle the Development, Testing, Quality Assurance (QA) and Production roll-out requirements. The software vendor can utilize the following assumptions:

- Current average number of 200 transactions per day, with a peak of 400 transactions in one day
- Number of reports to be considered – 24 (i.e., 21 daily reports, 2 monthly reports, 1 quarterly report)
- 30 concurrent users with the capability to expand to 50 concurrent users

There will be three (3) servers or sets of servers and software that should be sized for the SSS IMS production roll-out, and these are defined as follows:

- One for Production (PROD)
- One for either On-line hot backup (BACKUP PROD) or loadbalanced as Production 2 (PROD 2)
- One for the Business Recovery Center (BRC), to be located off-site

The bidder will also include the costing of the backup power requirements for all three servers or sets of servers.

(Name of Bank)

COMMITTED LINE OF CREDIT CERTIFICATE

Date: _____

Social Security System (SSS)
SSS Main Building, East Avenue
Diliman, Quezon City

CONTRACT PROJECT : _____
COMPANY/FIRM : _____
ADDRESS : _____
BANK/FINANCING
INSTITUTION : _____
ADDRESS : _____
AMOUNT : _____

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained until issuance of Certificate of Acceptance by the Social Security System.

This Certification is being issued in favor of said (Supplier/Distributor/Manufacturer/Contractor) in connection with the bidding requirement of (Name of Procuring Entity) for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

The committed line of credit cannot be terminated or cancelled without the prior written approval of Social Security System.

Name and Signature of Authorized Financing Institution Office

Office Designation

Concurred by:

Name & Signature of (Supplier/Distributor/Manufacturer/Contractor) Authorized
Representative

Official Designation

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____ at
_____ Philippines, Affiant exhibited to me his/her competent Evidence of Identity (as
defines by the 2004 Rules on Notarial Practice _____ issued on _____ at
_____, Philippines.

NOTARY PUBLIC

Doc No. : _____
Page No. : _____
Book No. : _____
Series of : _____

(Note: The amount committed should be machine validated in the Certificate itself)

