



INDEPENDENT DECOMMISSIONING BODY

**INVITATION TO BID (1TB)
PROCUREMENT OF ICT EQUIPMENTS, TOOLS AND
CONSUMABLES IN PREPARATION FOR PHASE 4
DECOMMISSIONING**

1TB Reference No: 20241129001

Country: Philippines

Date: November 29, 2024



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Section 1. INVITATION TO BID

Independent Decommissioning Body, hereinafter referred to as IDB, hereby invites prospective bidders to submit a bid in accordance with the General Conditions of Contract and the Schedule of requirements as set out in this Invitation to Bid (1TB).

To enable you to submit a bid, please read the following attached documents carefully.

- Section 1: Invitation to Bid
- Section 2: Instructions to Bidders
- Section 3: Bid Data Sheet
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements
- Section 6: Conditions of Contract and Contract Forms
- Section 7: Bidding Forms
 - Form A: Bid Confirmation
 - Form B: Checklist
 - Form C: Bid Submission
 - Form D: Bidder Information
 - Form E: Eligibility and Qualification
 - Form E: Technical Specification Form
 - Form F: Price Schedule

If you are interested in submitting a bid in response to this 1TB, please prepare your bid in accordance with the requirements and procedure as set out in this 1TB and submit it by the deadline for submission of bids set out in Section 3: Data Sheet.

Please quote your *best offer* for the item/s described herein, subject to the Terms and conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on TUESDAY 31 December 2024 10:00AM at the:

Bids and Awards Committee Secretariat Office
#13 San Gregorio Street,
Rosary Heights 13, Cotabato City 9600

The Contract will be awarded per lot to the lowest quotation and responsive to the specifications and requirements.

For further inquiries and clarifications, you may coordinate with the Procurement Officer at phone number 0997-722-6451 or email at rohanyidd@gmail.com

We look forward to receiving your bid.

Approved by:

Name: **RET. COL. MICHIOSUDA**

Title: Chairperson-Procurement Review Committee,

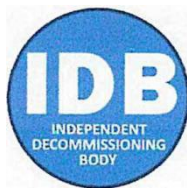
IDB Date: 16 June 2023



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SECTION 2. INSTRUCTION TO BIDDERS

GENERAL	
1. Scope of bid	<p>Bidders are invited to submit a bid for the goods/services/works specified in Section 5: Schedule of Requirements, in accordance with this Invitation to Bid (1TB). A summary of the scope of the bid is included in Section 3: Data Sheet.</p> <p>Bidders shall adhere to all the requirements of this 1TB, including any amendment made in writing by IDB. This 1TB is conducted in accordance with Policies and Procedures of IDB.</p>
2. Interpretation of the 1TB	<p>Any bid submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of the bid by IDB. IDB is under no obligation to award a contract to any bidder as a result of this 1TB.</p>
3. Eligible bidders	<p>Bidders shall have the legal capacity to enter into a binding contract with IDB. A bidder, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A bidder shall be deemed to have the nationality of a country if the bidder is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.</p> <p>All bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by IDB to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process.</p>
4. Origin of Goods & Services	<p>All goods, works and/or services to be supplied under the contract shall have their origin in any country apart from the countries, if any, listed in Section 3: Data Sheet, and all expenditures made under the contract will be limited to such goods, works and services.</p> <p>For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product result that is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>The origin of goods, works and services is distinct from the nationality of the bidder.</p>
5. Proprietary information	<p>The 1TB documents and any specifications, plans, drawings, patterns, samples or information issued or furnished by IDB are issued solely for the purpose of enabling a bid to be completed and may not be used for any other purpose. The 1TB documents and any additional information provided to bidders shall remain the property of IDB. All documents which may form part of the bid will become the property of IDB, who will not be required to return them to your firm.</p>
6. Publicity	<p>During the 1TB process, a bidder is not permitted to create any publicity in connection with the 1TB.</p>
SOLICITATION DOCUMENTS	
7. Clarification of solicitation documents	<p>Bidders may request clarifications on any of the 1TB documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official. IDB will provide the responses to clarifications through the method specified in Section 3: Data Sheet.</p> <p>IDB shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of IDB to extend the</p>



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	submission date of the bids, unless IDB deems that such an extension is justified and necessary
8. Amendment of solicitation documents	At anytime prior to the deadline of bid submission, IDB may for any reason, such as in response to a clarification requested by a bidder, modify the 1TB in the form of an amendment to the 1TB. Amendments will be made available to all prospective bidders. If the amendment is substantial, IDB may extend the deadline for submission of the bid to give the bidders reasonable time to incorporate the amendment into their bids
PREPARATION OF BIDS	
9. Cost of preparation of bid	The bidder shall bear all costs related to the preparation and/or submission of the bid, regardless of whether its bid is selected or not. IDB shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
10. Language	The bid, as well as any and all related correspondence exchanged by the bidder and IDB, shall be written in the language(s) specified in Section 3: Data Sheet
11. Documents comprising the bid	The bid shall comprise the following documents and related forms which details are provided in Section 3: Data Sheet: <ul style="list-style-type: none">a) Documents establishing the eligibility and qualifications of the bidder;b) Technical Specificationc) Price Scheduled) Bid Security (if required)
12. Documents establishing eligibility and qualifications of the bidder	The bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a bidder, its qualifications must be documented to IDB's satisfaction.
13. Technical Specification	The bidder is required to submit a technical specification using the form provided in Section 7 and taking into consideration the requirements in the 1TB.
14. Price Schedule	<p>The Price Schedule shall be prepared using the form provided in Section 7 and taking into consideration the requirements in the 1TB.</p> <p>The prices and discounts quoted by the bidder shall conform to the requirements specified below.</p> <ul style="list-style-type: none">• All items and lots (if applicable) must be listed and priced separately.• The bidder shall quote any unconditional discounts and indicate the method for their application.• Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account unless otherwise specified in Section 3: Data Sheet. A bid submitted with an adjustable price shall be treated as non-compliant and shall be rejected. However, if in accordance with Section 3: Data Sheet, prices quoted by the bidder shall be subject to adjustment during the performance of the Contract, a bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.• If indicated in Section 3: Bid Data Sheet that bids are being invited for individual contracts (lots) and unless otherwise indicated in Section 3: Bid Data Sheet, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot.



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	<ul style="list-style-type: none">Bidders wishing to Offer any price reduction (discount) for the award of more than one Lot shall specify the applicable price reduction.
15. Bid Currencies	<p>All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where bids are quoted in different currencies, for the purposes of comparison of all bids:</p> <ul style="list-style-type: none">IDB will convert the currency quoted in the bid into the IDB preferred currency, in accordance with the prevailing IDB Operational Rate of Exchange on the date of the bid closure; andIn the event that IDB selects a bid for the award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, IDB shall reserve the right to award the contract in the currency of IDB's preference, using the conversion method specified above.
16. Duties and taxes	<p>The Independent Decommissioning Body is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use.</p> <p>All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <ol style="list-style-type: none">be inclusive of VAT and other applicable indirect taxes
17. Bid Validity	<p>Bids shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of bids IDB. A bid valid for a shorter period may be rejected by IDB and rendered non-responsive.</p> <p>During the bid validity period, the bidder shall maintain its original bid without any change, including the availability of the key personnel, the proposed rates and the total price.</p> <p>In exceptional circumstances, prior to the expiration of the bid validity period, IDB may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing and shall be considered integral to the bid.</p> <p>The bidder has the right to refuse to extend the validity of its bid without forfeiting the bid security, if required, in which case, the bid shall not be further evaluated.</p>
18. Only one bid	<p>The bidder (including the individual members of any Joint Venture) shall submit only one bid, either in its own name or as part of a Joint Venture.</p> <p>Bids submitted by two (2) or more bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none">they have at least one controlling partner, director or shareholder in common; orany one of them receive or have received any direct or indirect subsidy from the other/s; orthey have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the bid of another bidder regarding this 1TB process;



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	<ul style="list-style-type: none">they are subcontractors to each other's bid, or a subcontractor to one bid also submits another bid under its name as lead bidder; or some key personnel proposed to be in the team of one bidder participates in more than one bid received for this 1TB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one bid.
19. Alternative bids	<p>Unless otherwise specified in Section 3: Data Sheet, alternative bids shall not be considered. If submission of an alternative bid is allowed in Section 3: Data Sheet, a bidder may submit an alternative bid, but only if it also submits a bid conforming to the 1TB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, IDB reserves the right to award a contract based on an alternative bid.</p> <p>If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid". If no indication is provided as to which bid is the main bid and which is/are the alternative bid(s), then all bids will be rejected.</p>
20. Sealing and Marking of Bids	<p>Each Bidder shall submit one copy of the first and second components of its Bid.</p> <p>The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.</p> <p>If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.</p>
21. Errors or omissions	<p>Bidders shall immediately notify IDB in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the 1TB, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults. Bidders shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p>
SUBMISSION AND OPENING OF BIDS	
22. Instruction for bid submission	<p>The bidder shall submit a duly signed and complete bid comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The Price Schedule shall be submitted together with the Technical Bid. The bid shall be delivered according to the method specified in Section 3: Data Sheet.</p> <p>The bid shall be signed by the bidder or person(s) duly authorized to commit the bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or, if requested, a Power of Attorney, accompanying the bid.</p> <p>Bidders must be aware that the mere act of submission of a bid, in and of itself, implies that the bidder fully accepts the IDB General Conditions of Contract.</p>



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23. Deadline for Submission of Bids	<p>The Bidders shall submit on the specified date and time and either at its physical address or through online submission as specified in Section 3: Bid Data Sheet.</p> <p>It shall be the sole responsibility of the bidders to ensure that their bid is received by the closing date and time. IDB shall accept no responsibility for bids that arrive late due to the courier company or any technical issues and shall only recognize the actual date and time that the bid was received by IDB.</p>
24. Storage of bids	<p>Bids received prior to the deadline of submission and the time of opening shall be securely kept unopened until the specified bid opening date stated in Section 3: Bid Data Sheet. No responsibility shall be attached to IDB for prematurely opening an improperly addressed and/or identified bid.</p>
25. Bid opening	<p>Bids will be opened by the Procurement Review Committee (PRC) formed by IDB consisting of at least two (6) personnel. Bidders may attend the opening of the bids if stated in Section 3: Data Sheet. The bidders' names, modifications, withdrawals, bid prices, the condition of the envelope labels/seals, the number of folders/files and all other such details as IDB may consider appropriate will be announced at the opening and recorded on the bid opening report, which will be available for viewing only to bidders who have submitted a bid for a period of thirty days from the date of opening. Information not included in the bid opening report will not be provided to bidders. No bid shall be rejected at the opening stage, except for late submissions.</p>
26. Late bids	<p>Any bid received by IDB after the deadline for submission of bids will be destroyed unless the bidder requests that it be returned and assumes the responsibility and expenses for the repossession of the returned bidding documents. In exceptional circumstances, late bids may be accepted if it is determined that the submission was sent in ample time prior to the bid closing and the delay could not be reasonably foreseen by the bidder or was due to force majeure.</p>
EVALUATION OF BIDS	
27. Confidentiality	<p>Information relating to the examination, evaluation, and comparison of bids, and the recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process, even after publication of the contract award. Any effort by a bidder or anyone on behalf of the bidder to influence IDB in the examination, evaluation and comparison of the bids or contract award decisions may, at IDB's decision, result in the rejection of its bid and may subsequently be subject to the application of prevailing IDB's vendor sanctions procedures.</p>
28. Evaluation of bids	<p>IDB shall evaluate a bid using only the methodologies and criteria defined in this 1TB. No other criteria or methodology shall be permitted.</p> <p>IDB shall conduct the evaluation solely based on the bids received according to the evaluation criteria in Section 4.</p>



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	<p>Evaluation of bids shall be undertaken in the following steps:</p> <ol style="list-style-type: none">Preliminary examinationEvaluation of eligibility and qualificationEvaluation of technical bidsEvaluation of prices of bids found to be substantially compliant <p>After completion of the evaluation, but prior to award, IDB shall conduct a post-qualification assessment of the bidder recommended for the award (if pre-qualification was not done) as per Article 40 (Post-qualification).</p>
29. Preliminary examination	IDB shall examine the bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the bids are generally in order, among other indicators that may be used at this stage. IDB reserves the right to reject any bid at this stage.
30. Evaluation of eligibility and qualification	The eligibility and Qualification of the bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in Section 4: Evaluation Criteria and in Article 3 (Eligible Bidders)
31. Evaluation of technical bids	Technical evaluation will be conducted to establish substantial compliance, as per the criteria included in Section 4: Evaluation Criteria. When the bid varies in one or more aspect/s from the minimum technical specifications and/or delivery requirements specified in Section 5: Schedule of Requirements, the bid will not be considered substantially compliant and will not be evaluated further.
32. Evaluation of prices	The prices of bids found to be substantially compliant will be compared to identify the most substantially compliant bid which represents the lowest overall costs to IDB.
33. Post-qualification	<p>IDB reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none">Verification of accuracy, correctness and authenticity of the information provided by the bidder;Validation of the extent of compliance to the 1TB requirements and evaluation criteria based on what has so far been found by the evaluation team;Inquiry and reference checking with Government entities with jurisdiction over the bidder, or with previous clients, or any other entity that may have done business with the bidder;Inquiry and reference checking with previous clients on the performance on ongoing or completed contracts, including physical inspections of previous works, as deemed necessary;Physical inspection of the bidder's offices, branches or other places where business transpires, with or without notice to the bidder;Other means that IDB may deem appropriate, at any stage within the selection process, prior to awarding the contract.

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34. Clarification of bids	IDB may request clarification or further information in writing from the bidders at any time during the evaluation process. The bidders' responses shall not contain any changes regarding the substance or price of the bid, except to confirm the correction of arithmetic errors discovered by IDB in the evaluation of the bids, in accordance with Instructions to Bidders Article 21 (Errors or omissions)
35. Responsiveness of bid	<p>IDB's determination of a bid's responsiveness is to be based on the contents of the bid itself.</p> <p>A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission.</p> <p>A material deviation, reservation, or omission is one that:</p> <ol style="list-style-type: none">affects in any substantial way the scope, quality, or performance of the goods, services and/or works specified in the contract; orlimits in any substantial way, inconsistent with the bidding documents, IDB's rights or the bidder's obligations under the contract; orif rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids. <p>If a bid is not substantially responsive, it shall be rejected by IDB and may not subsequently be made responsive by the bidder by correction of the material deviation, reservation, or omission.</p>
36. Right to accept any bid and to reject any or all bids	IDB reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for IDB's action. IDB shall not be obliged to award the contract to the lowest priced offer.
37. Samples	<p>Where required as per Section 5: Schedule of Requirements, free, non-returnable samples shall be provided by the bid submission deadline for evaluation and testing by IDB or their representative, of the item and/or the packing and packaging, prior to any award. Samples will be subject to technical review and laboratory analysis where appropriate. Samples provided to IDB are non-returnable unless otherwise stated. Samples should be marked with the 1TB number.</p> <p>If a bidder fails to provide samples or documents requested by IDB in a timely manner, IDB may declare the bid unsuccessful.</p>
AWARD OF CONTRACT	
38. Award criteria	In the event of a Contract award, IDB shall award the contract to a bidder who has been determined as eligible and qualified and whose bid has been determined to be the lowest priced, substantially compliant offer to the 1TB. IDB reserves the right to conduct negotiations with the bidder recommended for the award on the content of their bid.
39. Right to vary requirement at time of award	At the time the Contract is awarded, IDB reserves the right to increase or decrease the quantity of goods, works and/or services originally specified in Section 5: Schedule of Requirements, provided this does not exceed the percentages specified in Section 3 Data Sheet, and without any change in the unit prices or other terms and conditions of the bid and the bidding document.



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40. Notification of award	Prior to the expiration of the period of bid validity, IDB will notify the successful bidder in writing by email, fax or post, that its bid has been accepted. Please note that the bidder, will be required to complete the vendor registration process prior to the signature and finalization of the contract.
41. Debriefing	In the event that a bidder is unsuccessful, the bidder may request a debriefing from IDB. The purpose of the debriefing is to discuss the strengths and weaknesses of the bidder's submission, in order to assist the bidder in improving its future bids for IDB procurement opportunities. The content of other bids and how they compare to the bidder's submission shall not be discussed
42. Contract award	In that event IDB award the contract to the lowest evaluated bidder, whose offer is substantially responsive and is determined by IDB to be qualified to perform the contract satisfactorily.
43. Bank guarantee for advance payment	Except when the interests of IDB so require, it is IDB's standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the bidder shall submit a Bank Guarantee in the full amount of the advance payment. Banks issuing bank guarantees must be acceptable to the IDB controller, i.e., banks certified by the central bank of the country to operate as a commercial bank.
44. Liquidated Damages	If specified in Section 3: Data Sheet, IDB shall apply Liquidated Damages for the damages and/or risks caused to IDB resulting from the Contractor's delays or breach of its obligations as per the Contract
45. Proposal protest	Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to bids@idb.Qh .



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Section 3: Bid Data Sheet

The following specific data shall complement, supplement, or amend the Provisions in Section 2: Instructions to Bidders. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Bidders.

Ref. Article in Section 2		Specific Instructions/ Requirements
1	Scope	<p>The reference number of this Invitation to Bid (1TB) is 20241129001.</p> <p>The invitation to bid include the Procurement of ICT Equipment, Tools and Consumables in preparation for Phase 4 Decommissioning.</p> <p>The source of funding as indicated below in the amount of Two million, four hundred seven thousand, five hundred sixty-five pesos. {PhP2,407,565.00).</p> <p>The source of funding is: a. Australian Fund/Brunean Fund</p> <p>The successful bidder shall accord the same terms and conditions to any other organization within the Independent Decommissioning Body that wishes to avail of such terms, after written consent from IDB.</p>
3	Eligible bidders	<p>Bidders from the following country, es are excluded from this bidding process: [enter countries].</p> <p>"All countries except Philippines"</p>
4	Eligible goods & services	<p>Goods, works and/or services with origin in the following countries are excluded from this bidding process: [enter countries].</p> <p>"All countries except Philippines"</p>
7	Clarification of solicitation documents	<p>Contact details for clarification of solicitation documents: Focal Person: ROHANIY D DEBAROSAN Address: #18 San Gregorio Street, Rosary He'ghts 13, Cotabato City, Philippines E-mail address: <u>suuuda@nifty.com</u>; cc: <u>umngan061985@gmail.com</u></p> <p>ATTENTION: BIDS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR BID SUBMISSION AS SET OUT BELOW {see Data Sheet Article 19).</p> <p>Deadline for submitting requests for clarifications/questions: Date: 20-DEC-2024 Time: 14:00 Time zone: UTC+8, Philippine Time</p> <p>Manner of disseminating supplemental information to the 1TB and responses/clarifications to queries: Direct communication to prospective Bidders by email and posting on the website: <u>https://www.idb.ph</u></p>



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10	Language	All bids, information, documents and correspondence exchanged between IDB and the bidders in relation to this bid process shall be in English
13	Price adjustment	The price quoted by the Bidder shall: It not be subject to adjustment during the performance of the contract.
13	Partial bids (lots)	Bidders shall be allowed to quote prices for one or more lots identified in Section 5: Schedule of Requirements. However, Bidders must offer 100% of the items and 100% of the quantities per item specified per lot. Evaluation will be done per lot.
15	Bid Currencies	Prices shall be quoted in Philippine Peso (PHP)
16	Duties and taxes	All prices shall: Be inclusive of VAT and other applicable indirect taxes.
17	Bid Validity	30 days
19	Alternative bids	Not required
22	Instruction for bid submission	<p>Allowable manner of submitting proposals:</p> <p><input type="checkbox"/> e-tendering</p> <p>Email</p> <p>Courier/ hand delivery</p> <p>SUBMISSION BY EMAIL: ALLOWED BUT IT SHOULD ALSO HANDOVER THRU SEALED ENVELOPE SEND TO THE IDB ADDRESS</p> <p>Bid submission address: bids@idb.ph Cc: suuuda@nifty.com; umngan061985@gmail.com</p> <p>PLEASE DO NOT SEND THE EMAILS WITH YOUR BID TO ANY OTHER EMAIL ADDRESS.</p> <ul style="list-style-type: none">• File Format: pdf• File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.• All files must be free of viruses and not corrupted.• Max. File Size per transmission: 10MB per file.• Mandatory subject of email: 1TB Reference NO20241128001. _Vendor• If the bid consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline.• Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y".• Documents which are required in original (e.g., bid security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: No required.• It is recommended that the entire bid be consolidated into as few attachments as possible.• The bidder should receive an email acknowledging email receipt.
23	Deadline for bid submission	Date: 31-DEC-2024 Time: 14:00 Time zone: UTC+8, Philippine Standard Time .



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25	Bid opening	IZI Public bid opening will not be held <input type="checkbox"/> Public bid opening will be held as per below details.
	Expected date for commencement of contract	17 JAN 2025
39	Right to vary requirement at time of award	The maximum percentage by which quantities may be increased is 25. % The maximum percentage by which quantities may be decreased is 25. %
42	Conditions of contract to apply	Service Agreement See Section 6
43	Advance payment	Not Allowed If allowed, Bank Guarantee Required
44	Liquidated Damages	Will be imposed as follows: If the Service Provider fails to provide the Services within the times agreed to in the Agreement, IDB shall, without prejudice to other remedies under this Agreement, be entitled to deduct liquidated damages for delay. The amount of such liquidated damages shall be 0.1% of the value of the total Service Fee per day or part thereof up to a maximum of 10% of the Service Fee. IDB shall have the right to deduct such amount from the Service Provider's outstanding invoices, if any.

Signed and Approved by:

RET. COL. MICHIOSUDA
Chairperson



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SECTION 4: EVALUATION CRITERIA

Preliminary Examination Criteria

All criteria will be evaluated on a "Pass/Fail" basis and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the bid	All documents and technical documentation requested in Section 2: Instructions to Bidders Article 11 have been provided and are complete
Bidder accepts IDB General Conditions of Contract as specified in Section 6.	Form C: Bid Submission
Bid Validity	Form C: Bid Submission

Eligibility and Qualification Criteria

All criteria will be evaluated on a Pass/Fail basis.

If the bid is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Bidder is a legally registered entity, or an individual with business registration	Form D: Bidder Information
Bidder belongs to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other	Form D: Bidder Information
Vendor is not suspended, nor otherwise identified as ineligible by any Local or UN Organization, the World Bank Group or any other International Organization in accordance with Section 2 Article 3	Form C: Bid Submission
No conflicts of interest in accordance with Section 2 Article 3.	Form C: Bid Submission
The bidder has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending	Form C: Bid Submission



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legal action against the vendor that could impair its operations in the foreseeable future	
<p>Certificates and Licenses:</p> <ul style="list-style-type: none">Registered company or an individual with business registration, and at least 3 years in business.Certification or license from relevant authorities (Public Health Office, Municipality office, etc.) on Catering service.	Form D: Bidder Information

Qualification Criteria	Documents to establish compliance
History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Form E: Eligibility and Qualification Form
Litigation History: No consistent history of court/arbitral award decisions against the bidder for the last 3 years.	Form E: Eligibility and Qualification Form
Previous Experience:	
Minimum 3 years of relevant experience.	Form E: Eligibility and Qualification Form
Minimum 1 contract of similar nature and complexity implemented over the last 2 years. <i>(For JV/Consortium/ Association, all Parties cumulatively should meet requirement).</i>	Form E: Eligibility and Qualification Form
Financial Standing:	
Turnover: Bidders should have an annual sales turnover of minimum Php2,000,000.00 for the last three years. <i>(For JV/Consortium/ Association, all Parties cumulatively should meet requirement)</i>	Copy of audited financial statements for the last three years. Form E: Eligibility and Qualification Form



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Technical Evaluation Criteria

Criteria	Documents to establish compliance
Services offered in the bid are substantially compliant and do not contain any deviation(s) from the minimum required as included in Section 5: Terms of Reference	Form F: Technical Specification Form
The bid is substantially compliant with the minimum Delivery Requirements included in Section 5: Terms of Reference and do not contain any deviation(s).	Form F: Technical Specification Form

Evaluation of Prices

Criteria	Documents to establish compliance
Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including staff cost and office cost, consumption, transportation cost, etc., where applicable).	Form G: Price Schedule



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Section 5: Schedule of Requirements

RATIONALE

This activity pertains to the acquisition of information and communication technology (ICT) equipment, tools and consumables in preparation for Phase 4 of the Decommissioning process. The headquarters situated in Cotabato City will serve as the designated receiving location for all printing consumables, subsequent distribution will be coordinated through the IDB Logistics and Engineering Services to ensure an efficient and organized allocation to all pertinent department.

After having carefully read and accepted the instructions and terms and conditions, I/We submit our quotations/s for the items/s as follows:

Technical Specifications/Scope of Work	Yes	No	Remarks
<p>DECOMMISSIONED COMBATANT PRE- PRINTED ID (50%)</p> <ul style="list-style-type: none">Glossy Finish Front and BackMade of 0.76mm PVC white regular material (30mil) / laminatedSize: 85.6mm x 53.98mm rounded corners confrming to ANSI and ISO specificationsColors: Full color front and back with UV offset printing <p><i>Note: Design to be sent to the supplier</i></p>			
<p>VPT LAPTOP</p> <ul style="list-style-type: none">Processor: AMD Ryzen™ 7 7730U (8C/16T, 2.0/ 4.5GHz, 4MB L2/16MB L3)Graphics: Integrated AMD Radeon™ GraphicsChipset: AMD SoC PlatformMemory:16GB Soldered DDR4-3200Memory Slots: Memory soldered to system board, no slots, dual-channel (12GB or 16 models)Max Memory:16GB soldered memory, not upgradableStorage:512GB SSD M.2 2242 PCIe®4.0x4NVMe®Storage Support: One drive, up to 1TB M.2 2242 SSDStorage Slot: One M.2 PCIe® 3.0x 4 SlotCard Reader: SD Card ReaderAudio Chip: High Definition (HD) Audio Speakers user-facing stereo speakers, 1.5Wx2, optimized with Dolby Audio™Camera: HD 720p with Privacy ShutterMicrophone:2x, ArrayBattery: Integrated 47WhPower Adapter: 65W Round Tip (3-pin)Display: 15.6" FHD (1920x1080) IPS 300nits Anti-glareKeyboard: Backlit, EnglishTouchpad: Buttonless Mylar® surface multi-touch touchpad, supports Precion TouchPad (PTP) 69x104mm(2.72x4.09 inches)Case Color: Arctic GreySurface Treatment: IMR (In-Mold Decoration by Roller)Case Material: PC-ABS (Top), PC-ABS(bottom)Dimensions (WxDxH): 359.3x235x17.9mm(14.5x9.25x0.70 inches)Operating system: Windows® 11 Home Single			



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<p>Language, English</p> <ul style="list-style-type: none">• Bundled Software: Office Home & Student 2021• Ethernet: No Onboard Ethernet WLAN + Bluetooth: Wi-Fi® 6, 802.11ax 2x2 + BT5.2• Standard Ports: <p>2x USB 3.2 Gen 1</p> <p>1Xusb-C® 3.2 Gen 1 (support data transfer, Power Delivery and DisplayPort™1.2</p> <p>1x HDMI®1.4</p> <p>1xHeadphone/microphone combo jack(3.5mm)</p> <p>1x Card reader</p> <p>1x Power connector</p> <ul style="list-style-type: none">• Security Chip: Firmware TPM 2.0 Enabled• Fingerprint Reader: Touch Style, Integrated in Power Button• Other Security: Camera privacy shutter• Base Warranty: 1-year, Courier or Carry-in• Included Upgrade: 3Y Premium Care- IPENTRY (ESS)• Other Certifications: TUV Rheinland® Low Blue Light (Software Solution) <p>Mil-Spec Test: MIL-STD-810H military test passed (21 test items)</p>			
<p>EVOLIS PRINTER RIBBON KIT YMCKO</p> <ul style="list-style-type: none">• YMCKO Colored Ribbon 200prints/roll			
<p>EVOLIS LAMINATOR PATCH</p> <ul style="list-style-type: none">• 0.05mil Clear Laminate Patch 600prints/roll			
<p>EVOLIS TRANSPORT BELT</p> <ul style="list-style-type: none">• Part No.:S10091			
<p>UTP CALBE</p> <ul style="list-style-type: none">• CAT6E			
<p>RJ-45</p> <ul style="list-style-type: none">• Connector: RJ-45• Connector Type: Pass-through			
<p>A4 CARD CASE</p> <ul style="list-style-type: none">• Size:A4 Card Case• Orientation: Landscape			
<p>PVC ID HOLDER (ZIP LOCK)</p> <ul style="list-style-type: none">• Material:Soft PVC ID Card Holder Vertical 62x91mm & Horizontal 95x58mm Two Side Clear			
<p>UPS</p> <ul style="list-style-type: none">• Phase: Single Phase• Form Factor: Tower• UPS Toplogy: Line-interactive• Energy Saving Technology: GreenPower UPS™ Bypass Technology• Generator Compatibility: Yes• Nominal Input Voltage (Vac): 230±10%• Input Voltage Range (Vac):167~295• Input Frequency (Hz): 50±5			



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<div>60±5</div> <div><ul style="list-style-type: none">Rated input current (A):3.04Input connector type:IEC C14Detachable Power Cord Plug Type:Schukox1Power cord Length (ft.):5Power Cord Length (m.):1.5Capacity (VA):700Capacity (Watts):390On battery Wavefirm: Simulated sine waveOn Battery Voltage(s) (Vac):230±10%On Battery Frequency (Hz):</div> <div>50±1%</div> <div>60±1%</div> <div><ul style="list-style-type: none">Automatic Voltage Regulation (AVR): Single boost, Single BuckOverload Protection: Circuit BreakerOutlet(s) – total:4Outlet type:Schukox4Outlet(s) -Battery & Surge Protected:4Typical Transfer time (ms):4Runtime at Half Load (min):10Runtime at full Load (min):1Typical Recharge Time (hours):8Start On Battery:YesBattery Type: Sealed Lead-acidSurge Suppression (Joules):450EMI/RFI Filtration:yesPhoto/Network Protection RJ11/RJ45 (combo):1-in,1-outLCD Panel; YesLCD Information Display:</div> <div>Operation Type</div> <div>Power Status</div> <div>Battery Status</div> <div>Load Status</div> <div>Fault & Warning</div> <div>Other Information</div> <div><ul style="list-style-type: none">LCD Seting & Control:</div> <div>Mode Setting</div> <div>Alarm Setting</div> <div>Input & Output</div> <div>Battery Setting</div> <div>Fault & Warning</div> <div><ul style="list-style-type: none">LED Indicators: Power OnHID Compliant USB Port(s):1Audible Alarms:</div> <div>Battery Mode</div> <div>Low Battery</div> <div>OverLoad</div> <div>UPS Fault</div> <div><ul style="list-style-type: none">Management Cable (pcs):USB Cable x1Ethernet Data Transmission Speed: Up to 16bpsPower Mangement Software: PowerPanel Personal (Recommended)Enclosure Construction: PlasticColor:BlackDimensions (WxHxD)(mm):100x227x260Weight (kg):5.14Certification:CE, EACRoHS:Yes</div>			
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<p>ROUTER</p> <p>Access Control: Source/Destination IP Based Access Control</p> <p>Filtering:</p> <ul style="list-style-type: none">• WEB Group Filtrings• URL Filtering• Web Securitys <p>ARP Inspection:</p> <ul style="list-style-type: none">• Sending GARP Packets• ARP Scannings• IP-MAC Binding <p>Attack Defense:</p> <ul style="list-style-type: none">• TCP/IDP/ICMP Flood Defense• Block TCP Scan (Stealth FIN/Xmas/Null)• Block Ping from WAN <p>Satandards and Protocols:</p> <ul style="list-style-type: none">• IEEE 802.3, IEE802.3u, IEEE802.3ab, IEEE802.3z, IEEE802.3x, IEEE802.1q• TCP/IP, DHCP, ICMP, NAT, PPPoE, NTP, HTTP, HTTPS, DNS, IPsec, PPTP, L2TP, OpenVPN, WireGuard VPN, GREN VPN, SNMP <p>Interface:</p> <ul style="list-style-type: none">• 1 Gigabit SFP WAN/LAN Port• 1 Gigabit WAN Port• 4 Gigabit LAN/WAN Ports• 1 USB 3.0 Port (supports USB LTE dongle and USB storage) <p>Network Media:</p> <ul style="list-style-type: none">• 10BASE-T: UTP category 3, 4, 5 cable (Max 100m) EIA/TIA-568 100Ω STP (Max 100m)• 100BASE-TX: UTP category 5, 5e cable (max 100m) EIA/TIA-568 100Ω STP (Max 100m)• 1000BASE-T:UTP category 5, 5e, 6 cable (Max 100m) <p>Fan Quantity: Fanless</p> <p>Button: Reset Button</p> <p>Power Supply: 12v DC/1A Power Adapter</p> <p>Flash: 128 MB NAND</p> <p>DRAM:512 MB DDR4</p> <p>LED: PWR, SYS, SFP, USB, WAN(1000M Link/Act, 100/10M Link/Act), WAN/LAN (1000M Link/ Act, 100/10M Link/Act)</p> <p>Dimensions (W × D × H): 8.9 × 5.2 × 1.4 in (226 × 131 × 35 mm)</p> <p>Protection: 4 kV surge protection</p> <p>Enclosure: Steel</p> <p>Mounting: Desktop/ Wall-Mounting</p> <p>Max Power Consumption</p> <ul style="list-style-type: none">• 7.5 W (with USB 3.0 connected)• W (without USB 3.0 connected) <p>WireGuard VPN: 341.3 Mbps</p> <p>Concurrent Session: 150,000</p> <p>New Sessions /Second: 5,300</p> <p>NAT (Static IP): 945.3 Mbps / 940.5 Mbps</p> <p>NAT(DHCP): 939.6 Mbps / 940.9 Mbps</p> <p>NAT(PPPoE): 943.6 Mbps / 940.9 Mbps</p> <p>NAT (L2TP): 880.1 Mbps / 859.0 Mbps</p> <p>NAT (PPTP): 855.0 Mbps / 907.2 Mbps</p> <p>IPsec VPN Throughput:</p> <ul style="list-style-type: none">• ESP-SHA1-AES256: 617.1 Mbps• ESP-SHA256-AES256: 592.8 Mbps• ESP-SHA384-AES256: 592.4 Mbps• ESP-SHA512-AES256: 604.5 Mbps <p>OpenVPN: 139.1 Mbps</p> <p>L2TP VPN Throughput:</p> <ul style="list-style-type: none">• Unencrypted: 977.4 Mbps• Encrypted: 334.6 Mbps			
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<p>PPTP VPN Throughput:</p> <ul style="list-style-type: none">• Unencrypted: 1064.1 Mbps• Encrypted: 206.8 Mbps <p>SSL VPN Throughput: 131.6 Mbps</p> <p>66 Byte Packet forwarding rate: 1,453,489 pps / 1,453,488 pps</p> <p>1,518 Byte Packet forwarding rate: 81,279 pps / 81,275 pps</p> <p>WAN Connection Type:</p> <ul style="list-style-type: none">• Static IP• Dynamic IP• PPPoE(supports MRU Configuration)• PPTP• L2TP <p>MAC Clone: Modify WAN/LAN MAC Address†</p> <p>DHCP:</p> <ul style="list-style-type: none">• DHCP Server• DHCPv6 PD Server (only in Standalone Mode)• DHCP Options Customization• DHCP Address Reservation• Multi-IP Interfaces• Multi-Net DHCP <p>IPv6: StaticIP/SLAAC/DHCPv6/PPPoE/6to4Tunnel/PassThrough/Non-Address mode</p> <p>VLAN: 802.1Q VLAN</p> <p>IPTV: IGMP v2/v3 Proxy, Custom Mode, Bridge Mode</p> <p>ACL: IP/Port/Protocol/Domain Name Filtering</p> <p>Advanced Routing:</p> <ul style="list-style-type: none">• Static Routing• Policy Routing• RIP§• OSPF§ <p>Bandwidth Control: IP-based Bandwidth Control</p> <p>Load Balance:</p> <ul style="list-style-type: none">• Intelligent Load Balance• Application Optimized Routing• Link Backup (Timing, Failover)• Online Detection <p>NAT:</p> <ul style="list-style-type: none">• One-to-One NAT• Multi-Net NAT• Port Forwarding• Port Triggering§• NAT-DMZ• FTP/H.323/SIP/IPSec/PPTP ALG• UPnP <p>Session Limit: IP-based Session Limit</p> <p>SSL VPN: 50 Tunnels</p> <p>IPsec VPN:</p> <ul style="list-style-type: none">• 100 IPsec VPN Tunnels• LAN-to-LAN, Client-to-LAN• Main, Aggressive Negotiation Mode• DES, 3DES, AES128, AES192, AES256 Encryption Algorithm• IPsec Failover• IKE v1/v2• MD5, SHA1, SHA2-384 and SHA2-512 Authentication Algorithm• NAT Traversal (NAT-T)• Dead Peer Detection (DPD)• Perfect Forward Secrecy (PFS) <p>PPTP VPN:</p> <ul style="list-style-type: none">• PPTP VPN Server			
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<ul style="list-style-type: none">• PPTP VPN Client (10)‡• 50 Tunnels• PPTP with MPPE Encryption <p>L2TP VPN:</p> <ul style="list-style-type: none">• L2TP VPN Server• L2TP VPN Client (10)‡• 50 Tunnels• L2TP over IPSec <p>OpenVPN:</p> <ul style="list-style-type: none">• OpenVPN Server• OpenVPN Client (5)‡• OpenVPN Tunnels• "Certificate + Account" Mode• Full Mode <p>Web Authentication:</p> <ul style="list-style-type: none">• No Authentication• Simple Password*• Hotspot(Local User /Voucher*/ SMS*/Radius*)• External Radius Sever• External Portal Sever*• LDAP§ <p>Omada App: Yes</p> <p>Centralized Management:</p> <ul style="list-style-type: none">• Omada Cloud-Based Controller• Omada Hardware Controller (OC300)• Omada Hardware Controller (OC200)• Omada Software Controller <p>Service: Dynamic DNS (Dyndns, No-IP, Peanuthull, Comexe, DDNS Customization)</p> <p>Maintenance:</p> <ul style="list-style-type: none">• Web Management Interface• Remote Management• Export & Import Configuration• SNMP v1/v2c/v3• Diagnostics (Ping & Traceroute)§• NTP Synchronize§• Port Mirroring• CLI (only in Standalone Mode)• Syslog Support <p>Management Features:</p> <ul style="list-style-type: none">• Automatic Device Discovery• Intelligent Network Monitoring• Abnormal Event Warnings• Unified Configuration• Reboot Schedule• Captive Portal Configuration <p>Certification: CE, FCC, RoHS</p>			
<p>WIRELESS ACCESS POINT</p> <p>Interface: 2 × Gigabit Ethernet (RJ-45) Port (One port supports IEEE802.3af PoE and Passive PoE)</p> <p>Physical Security Lock: Yes</p> <p>Button: Reset</p> <p>Power Supply:</p> <ul style="list-style-type: none">• 802.3af/at PoE• 48V Passive PoE (+4,5pins; -7,8pins. PoE Adapter sold separately) <p>Power Consumption: 12.3 W</p> <p>Dimensions (W × D × H): 8.1 × 7.1 × 1.5 in (205.5 × 181.5 × 37.1 mm)</p> <p>Antenna Type:</p> <ul style="list-style-type: none">• Internal Omni<ul style="list-style-type: none">○ 2.4 GHz: 3× 3.5 dBi			



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<div><div><div>○ 5 GHz: 3× 4 dBi</div><div>Mounting: Ceiling/Wall Mounting (Kits included)</div><div>Wireless Client Capacity: 220+**</div><div>Wireless Standards: IEEE 802.11ac/n/g/b/a</div><div>Frequency: 2.4GHz and 5GHz</div><div>Signal Rate:<ul style="list-style-type: none">• 5 GHz:Up to 1300 Mbps• GHz:Up to 450 Mbps</div><div>Wireless Security:<ul style="list-style-type: none">• Captive Portal Authentication*• Access Control• Wireless Mac Address Filtering• Wireless Isolation Between Clients• SSID to VLAN Mapping• Rogue AP Detection• 802.1X Support• 64/128/152-bit WEP / WPA / WPA2-Enterprise,• WPA-PSK / WPA2-PSK</div><div>Transmission Power:<ul style="list-style-type: none">• CE:<ul style="list-style-type: none">○ ≤20 dBm (2.4GHz)○ ≤23 dBm (5GHz)• FCC:<ul style="list-style-type: none">○ ≤24 dBm (2.4 GHz)○ ≤24 dBm (5 GHz)</div><div>Omada App: Yes</div><div>Centralized Management:<ul style="list-style-type: none">• Omada Cloud-Based Controller• Omada Hardware Controller (OC300)• Omada Hardware Controller (OC200)• Omada Software Controller</div><div>Cloud Access: Yes (Through OC300, OC200, Omada Cloud-Based Controller, or Omada Software Controller)</div><div>Email Alerts: Yes</div><div>LED ON/OFF Control: Yes</div><div>Management MAC Access Control: Yes</div><div>SNMP: v1, v2c</div><div>System Logging Local/Remote Syslog: Local/Remote Syslog</div><div>SSH: Yes</div><div>Web-based Management: HTTP/HTTPS</div><div>L3 Management: Yes</div><div>Multi-site Management: Yes</div><div>Management VLAN: Yes</div><div>Certification: CE, FCC, RoHS</div></div></div>			
<div><div><div>WIRED MOUSE</div><div>Sensor: Optical</div><div>Report Rate: 125 Hz</div><div>DPI: 800-1000-1200-1600</div><div>Buttons: 4</div><div>Backlit: White</div><div>Style: Symmetric</div><div>Voltage: 5V / 100mA</div><div>Cable: 150 cm</div><div>Plug: USB</div><div>Includes: Mouse</div><div>System: Windows 7 / 8 / 8.1 / 10 / 11</div></div></div>			
<div><div><div>LAMP CHARGER MICRO USB CABLE</div><div><ul style="list-style-type: none">• Led rechargeable desk lamp• Yellow and white led light law reflective design• Adjustable brightness level</div><div>Can be folded as a thin piece for easily storage</div></div></div>			



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<p>EXTENSION WIRE</p> <ul style="list-style-type: none">1.83 meter cord length 2500W 10A 250V			
<p>FLASHLIGHT Length: 133 mm Weight: 103 g (Without Battery) Battery Rechargeable: Lithium Ion Battery Fenix ARB-L18-2600mAh</p> <ul style="list-style-type: none">1500 Lumens maximum outputMaximum Candela: 22500Rechargeable C-Type USB Fast ChargingCharging Current - 2 amps Max.Rechargeable Battery Included: Fenix ARB-L18-2600mAh Lithium Ion300m Beam DistanceMagnetic Base / Magnet at the Tail for Hands-Free usageA6061-T6 Aluminium Alloy BodyHAIII Anodic Oxide FinishRugged, Reliable Tough Torch with IP68 RatingIntelligent Over Heat ProtectionIntelligent DownshiftSingle Switch Operation ButtonBattery Level Indicator			
<p>GLOVE</p> <ul style="list-style-type: none">Oil resistantStretchableRubberCoated constructionHigh qualityAbrasion-resistantNon slipNitrile butadiene-gloss coated glovesOil resistantMore breathableStretchableTear-resistantMaintenance equipmentMachining motorcycles are availableHigh qualityGood and comfortable to use			
<p>WD-40</p> <ul style="list-style-type: none">Degreaser 13.9oz			
<p>GUN TUCKER</p> <ul style="list-style-type: none">GS approvalFor fine wire staples 0.7mmStaple leg length: 4-14mm (5/32"-9/16")Quick jam release buttonImpact power adjustmentSurface:Paint finishWith 500pcs 0.7x8mm crown staplesPacking: double blister Size: 4-14mm (5/32"-9/16")			



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SECURITY CABLE TIE (ZIP TIE) Color: Yellow Material: Plastic PP			
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Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate “0” if the item being offered is for free.

Procurement of ICT Equipment, Tools and Consumables in preparation for Phase 4 Decommissioning				
Approved budget for the Contract (ABC): Php {PhP2,407,565.00}				
Items Description	UNIT	Quantity	Unit Cost	Total
Decommissioned Combatant Pre-Printed ID (50%)	pcs	14,500		
Laptop for Programmer and AFS Coordinator	unit	2		
VPT Laptop	unit	4		
Evolis Printer Ribbon Kit YMCKO	pcs	160		
Evolis Laminator Patch	pcs	50		
Evolis Laminator Belt	box	25		
UTP Cable	box	1		
RJ-45	pcs	6		
A4 Card Case	pcs	600		
PVC ID Holder (Zip Lock)	pcs	3,000		
Security Cable Seals	pcs	3,000		
UPS	pcs	20		
ROUTER	pcs	1		
Wireless Access Point	pcs	2		
Wired Mouse	pcs	30		
Lamp Charger Micro USB Cable	pcs	17		
Extension Wire	pcs	15		
Flashlight	pcs	3		
Glove	pcs	20		
WD-40	pcs	10		
Gun Tucker	set	4		
Cable Tie (zip tie)	pcs	10		
CAT5 E UTP CABLE	pack	1		
Total Bid Amount in Words:				
Total Bid Amount in Figures:Php				



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REQUIRED QUALIFICATIONS:

Prospective individual providers/companies must be duly registered and submit the mandatory documents when submit of their proposal or tender offers.

1. Company Profile;
2. Notarized Omnibus Sworn Statement (Original Copy)
3. Business Eligibility Documents:
 - SEC Registration (If Applicable)
 - DTI Permit
 - Business/Mayor's Permit
 - BIR/Income Tax/Tax Clearance
 - Business Portfolio
 - Proof of Banking (Latest copy of Withdrawal Slip, Passbook, Deposit Slip)

SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

6.1 Contract Form with General Conditions of Contract

SERVICE AGREEMENT

Between

INDEPENDENT DECOMMISSIONING BODY

and

[Name of the Service Provider]

on

[Type of Services]

This Service Agreement is made and executed by and between:

TOM HJERIBOLM, in her capacity as the Chief of Staff (COS) of the **INDEPENDENT DECOMMISSIONING BODY (IDB)**, with office address at No. 13 San Gregorio Street, Rosary Heights 13, Cotabato City, Philippines, 9600, hereinafter called the "IDB"

-and-

[Name of the Service Provider], [Address], represented by [Name, Title of the representative of the Service Provider], hereinafter referred to as the "Service Provider."

IDB and the Service Provider are also referred to individually as a "Party" and collectively as the "Parties."

1. Introduction and Integral Documents

- 1.1 The Service Provider agrees to provide IDB with [insert brief description of services] in accordance with the terms and conditions of this Agreement and its Annexes, if any.
- 1.2 The following documents form an integral part of this Agreement: [add or delete as required]
 - (a) **Annex A**-Bid Submission Form
 - (b) **Annex B** - Bidder Information
 - (c) **Annex C** - Eligibility and Qualification Form
 - (d) **Annex D** -Technical Specification Form
 - (e) **Annex E** - Price Schedule
 - (f) **Annex F** - Delivery Requirements and Terms of Reference
 - (g) **Annex G** -Accepted Notice of Award (NOA) and Notice to Proceed (NTP)

2. Services

- 2.1 The Service Provider agrees to provide to the IDB the following services (the "Services"):

[Outline services to be provided. Where relevant, include location and how frequently etc. services are to be provided. List all the deliverable s and their date of submission, if applicable. Description needs to be as detailed as possible to provide for a reliable yardstick to measure compliance. It may be necessary to attach a description of the Services as an Annex.]



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- 2.2 The Service Provider shall commence the provision of Services from **[date]** and fully and satisfactorily complete them by **[date]**.
- 2.3 The Service Provider agrees to provide the Services required under this Agreement in strict accordance with the specifications of this Article and any attached Annexes.
- 2.4 Nothing in this Agreement shall be interpreted as creating an exclusive relationship between the Parties. IDB does not guarantee and is not obliged to request any minimum quantity of Services during the term of this Agreement.

3. The Service Fee

- 3.1 In full consideration for the complete performance of the Services in accordance with the terms of the Agreement, the all-inclusive total price for the Services under this Agreement shall be **[currency code] [amount in numbers] ([amount in words])** (the "Service Fee").
- 3.2 The Service Provider shall invoice IDB upon completion of all the Services. The invoice shall include: [services provided, hourly rate, number of hours billed, any travel and out of pocket expenses, (add/delete as necessary)]
- 3.3 The Service Fee shall become due [insert number of days in numbers] ([write figure in words]) days after IDB's receipt and approval of the invoice. Payment shall be made in [Currency code] by [bank transfer] to the following bank account:

Bank Name:
Bank Branch:
Bank Account Name:
Bank Account Number:
Swift Code:
IBAN Number:

- 3.4 The Service Provider shall be responsible for the payment of all taxes, duties, levies and charges assessed on the Service Provider in connection with this Agreement.
- 3.5 IDB shall be entitled, without prejudice to any other rights or remedies it may have, to withhold payment of part or all of the Service Fee until the Service Provider has completed to the satisfaction of IDB the Services to which those payments relate.

4. Warranties

- 4.1 The Service Provider warrants that:
 - a. It is a company financially sound and duly licensed, with adequate human resources, equipment, competence, expertise and skills necessary to provide fully and satisfactorily, within the stipulated completion period, all the Services in accordance with this Agreement;
 - b. It shall comply with all applicable laws, ordinances, rules and regulations when performing its obligations under this Agreement;
 - c. In all circumstances it shall act in the best interests of IDB;



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- d. No official of IDB or any third party has received from, will be offered by, or will receive from the Service Provider any direct or indirect benefit arising from the Agreement or award thereof;
 - e. It has not misrepresented or concealed any material facts in the procurement of this Agreement;
 - f. The Service Provider, its staff or shareholders have not previously been declared by IDB ineligible to be awarded agreements by IDB;
 - g. It has or shall take out relevant insurance coverage for the period the Services are provided under this Agreement;
 - h. The Price specified in this Agreement shall constitute the sole remuneration in connection with this Agreement. The Service Provider shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Agreement or the discharge of its obligations thereunder. The Service Provider shall ensure that any subcontractors, as well as the personnel and agents of either of them, similarly, shall not receive any such additional remuneration.
 - i. It shall respect the legal status, privileges and immunities of IDB as an intergovernmental organization, such as inviolability of documents and archive wherever it is located, exemption from taxation, immunity from legal process or national jurisdiction. In the event that the Service Provider becomes aware of any situation where IDB's legal status, privileges or immunities are not fully respected, it shall immediately inform IDB.
- 4.2 The Service Provider warrants that it shall abide by the highest ethical standards in the performance of this Agreement, which includes not engaging in any fraudulent, corrupt, discriminatory or exploitative practice or practice inconsistent with the rights set forth in the Convention on the Rights of the Child. The Service Provider shall immediately inform IDB of any suspicion that the following practice may have occurred or exist:
- a. a corrupt practice, defined as the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of IDB in the procurement process or in contract execution;
 - b. a fraudulent practice, defined as any act or omission, including a misrepresentation or concealment, that knowingly or recklessly misleads, or attempts to mislead, IDB in the procurement process or the execution of a contract, to obtain a financial gain or other benefit or to avoid an obligation or in such a way as to cause a detriment to IDB;
 - c. a collusive practice, defined as an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender process to obtain a financial gain or other benefit;
 - d. a coercive practice, defined as impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities, or affect the execution of a contract.
 - e. an obstructive practice, defined as:



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1. deliberately destroying, falsifying, altering or concealing of evidence material to IDB investigations, or making false statements to IDB investigators in order to materially impede a duly authorized investigation into allegations of :fraudulent, corrupt, collusive, coercive or unethical practices; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 11. acts intended to materially impede the exercise of IDB's contractual rights of access to information.
- f. any other unethical practice contrary to the principles of efficiency and economy, equal opportunity and open competition, transparency in the process and adequate documentation, highest ethical standards in all procurement activities.

4.3 The Service Provider further warrants that it shall:

- a. Take all appropriate measures to prohibit and prevent actual, attempted and threatened sexual exploitation and abuse ("SEA") by its employees or any other persons engaged and controlled by it to perform activities under this Agreement ("other personnel"). For the purpose of this Agreement, SEA shall include:
 1. Exchanging any money, goods, services, preferential treatment, job opportunities or other advantages for sexual favours or activities, including humiliating or degrading treatment of a sexual nature; abusing a position of vulnerability, differential power or trust for sexual purposes, and physical intrusion of a sexual nature whether by force or under unequal or coercive conditions.
 11. Engaging in sexual activity with a person under the age of 18 ("child"), except if the child is legally married to the concerned employee or other personnel and is over the age of majority or consent both in the child's country of citizenship and in the country of citizenship of the concerned employee or other personnel.
- b. Strongly discourage its employees or other personnel having sexual relationships with IDB beneficiaries.
- c. Report timely to IDB any allegations or suspicions of SEA, and investigate and take appropriate corrective measures, including imposing disciplinary measures on the person who has committed SEA.
- d. Ensure that the SEA provisions are included in all subcontracts.
- e. Adhere to above commitments at all times. *

4.4 The Service Provider expressly acknowledges and agrees that breach by the Service Provider, or by any of the Service Provider's employees, contractors, subcontractors or agents, of any provision contained in Articles 4.1, 4.2 or 4.3 of this Agreement constitutes a material breach of this Agreement and shall entitle IDB to terminate this Agreement immediately on written notice without liability. In the event that IDB determines, whether through an investigation or otherwise, that such a breach has occurred then, in addition to its right to terminate the Agreement, IDB shall be entitled to recover from the Service Provider all losses suffered by IDB in connection with such breach.



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5. Assignment and Subcontracting

- 5.1 The Service Provider shall not assign or subcontract the activities under this Agreement in part or all, unless agreed upon in writing in advance by IDB. Any subcontract entered into by the Service Provider without approval in writing by IDB may be cause for termination of the Agreement.
- 5.2 In certain exceptional circumstances by prior written approval of IDB, specific jobs and portions of the Services may be assigned to a subcontractor. Notwithstanding the said written approval, the Service Provider shall not be relieved of any liability or obligation under this Agreement nor shall it create any contractual relation between the subcontractor and IDB. The Service Provider shall include in an agreement with a subcontractor all provisions in this Agreement that are applicable to a subcontractor, including relevant Warranties and Special Provisions. The Service Provider remains bound and liable thereunder and it shall be directly responsible to IDB for any faulty performance under the subcontract. The subcontractor shall have no cause of action against IDB for any breach of the subcontract.

6. Delays, Defaults and Force Majeure

- 6.1 Time is of the essence in the performance of this Agreement. If the Service Provider fails to provide the Services within the times agreed to in the Agreement, IDB shall, without prejudice to other remedies under this Agreement, be entitled to deduct liquidated damages for delay. The amount of such liquidated damages shall be 0.1% of the value of the total Service Fee per day or part thereof up to a maximum of 10% of the Service Fee. IDB shall have the right to deduct such amount from the Service Provider's outstanding invoices, if any. Such liquidated damages shall only be applied when delay is caused solely by the default of the Service Provider. Acceptance of Services delivered late shall not be deemed a waiver of IDB's rights to hold the Service Provider liable for any loss and/or damage resulting therefrom, nor shall it act as a modification of the Service provider's obligation to perform further Services in accordance with the Agreement.
- 6.2 In case of failure by the Service Provider materially to perform under the terms and conditions of this Agreement, IDB may, after giving the Service Provider 30 days' written notice to perform and without prejudice to any other rights or remedies, terminate the Agreement with immediate effect without liability.
- 6.3 Neither Party will be liable for any delay in performing or failure to perform any of its obligations under this Agreement if such delay or failure is caused by force majeure, which means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, blockade or embargo, strikes, Governmental or state restrictions, natural disaster, epidemic, public health crisis, and any other circumstances which are not caused by nor within the control of the affected Party.



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As soon as possible after the occurrence of a force majeure event which impacts the ability of the affected Party to comply with its obligations under this Agreement, the affected Party will give notice and full details in writing to the other Party of the existence of the force majeure event and the likelihood of delay. On receipt of such notice, the unaffected Party shall take such action as it reasonably considers appropriate or necessary in the circumstances, including granting to the affected Party a reasonable extension of time in which to perform its obligations. During the period of force majeure, the affected Party shall take all reasonable steps to minimize damages and resume performance.

IDB shall be entitled without liability to suspend or terminate the Agreement if the Service Provider is unable to perform its obligations under the Agreement by reason of force majeure. In the event of such suspension or termination, the provisions of Article 16 (Termination) shall apply.

7. Independent Contractor

The Service Provider, its employees and other personnel as well as its subcontractors and their personnel, if any, shall perform all Services under this Agreement as an independent contractor and not as an employee or agent of IDB.

8. Audit

The Service Provider agrees to maintain financial records, supporting documents, statistical records and all other records relevant to the Services in accordance with generally accepted accounting principles to sufficiently substantiate all direct and indirect costs of whatever nature involving transactions related to the provision of Services under this Agreement. The Service Provider shall make all such records available to IDB or IDB's designated representative at all reasonable times until the expiration of 5 (five) years from the date of final payment, for inspection, audit, or reproduction. On request, employees of the Service Provider shall be available for interview.

9. Confidentiality

9.1 All information which comes into the Service Provider's possession or knowledge in connection with this Agreement is to be treated as strictly confidential. The Service Provider shall not communicate such information to any third party without the prior written approval of IDB. The Service Provider shall comply with IDB Data Protection Principles in the event that it collects, receives, uses, transfers or stores any personal data in the performance of this Agreement. These obligations shall survive the expiration or termination of this Agreement.

9.2 Notwithstanding the previous paragraph, IDB may disclose information related to this Agreement, such as the name of the Service Provider and the value of the Agreement, the title of the contract/project, nature and purpose of the contract/project, name and locality/address of the Service Provider and the amount of the contract/project to the extent as required by IDB's donors or in relation to IDB's commitment to any initiative for transparency and accountability of funding received by IDB in accordance with the policies, instructions and regulations of IDB.



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10. Intellectual Property

All intellectual property and other proprietary rights including, but not limited to, patents, copyrights, trademarks, and ownership of data resulting from the performance of the Services shall be vested in IDB, including, without any limitation, the rights to use, reproduce, adapt, publish and distribute any item or part thereof.

11. Notices

Any notice given pursuant to this Agreement will be sufficiently given if it is in writing and received by the other Party at the following address:

Independent Decommissioning Body (IDB)

Attn: [Name and title/position of IDB contact person]

[IDB's address]

Email: [IDB's email address]

[Full name of the Service Provider]

Attn: [Name and title/position of the Service Provider's contact person]

[Service Provider's address]

Email: [Service Provider's email address]

12. Dispute Resolution

- 12.1 Any dispute, controversy or claim arising out of or in relation to this Agreement, or the breach, termination or invalidity thereof, shall be settled amicably by negotiation between the Parties.
- 12.2 The present Agreement as well as the arbitration agreement above shall be governed by the terms of the present Agreement and supplemented by internationally accepted general principles of law for the issues not covered by the Agreement, to the exclusion of any single national system of law that would defer the Agreement to the laws of any given jurisdiction.

13. Status of IOM

Nothing in or relating to the Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the Independent Decommissioning Body as an intergovernmental organization.

14. Guarantee and Indemnities

- 14.1 The Service Provider shall guarantee any work performed under this Agreement for a period of 12 (twelve) months after final payment by IDB under this Agreement.



INDEPENDENT DECOMMISSIONING BODY

- 14.2 The Service Provider shall at all times defend, indemnify, and hold harmless IDB, its officers, employees, and agents from and against all losses, costs, damages and expenses (including legal fees and costs), claims, suits, proceedings, demands and liabilities of any kind or nature to the extent arising out of or resulting from acts or omissions of the Service Provider or its employees, officers, agents or subcontractors, in the performance of this Agreement. IDB shall promptly notify the Service Provider of any written claim, loss, or demand for which the Service Provider is responsible under this clause. This indemnity shall survive the expiration or termination of this Agreement.

15. Waiver

Failure by either Party to insist in any one or more instances on a strict performance of any of the provisions of this Agreement shall not constitute a waiver or relinquishment of the right to enforce the provisions of this Agreement in future instances, but this right shall continue and remain in full force and effect.

16. Termination

- 16.1 IDB may at any time suspend or terminate this Agreement, in whole or in part, with immediate effect, by providing written notice to the Service Provider, in any case where the mandate of IDB applicable to the performance of the Agreement or the funding of IDB applicable to the Agreement is reduced or terminated. In addition, IDB may suspend or terminate the Agreement upon thirty (30) days' written notice without having to provide any justification.
- 16.2 In the event of termination of this Agreement, IDB will only pay for the Services completed in accordance with this Agreement, unless otherwise agreed in writing by the Parties. The Service Provider shall return to IDB any amounts paid in advance within 7 (seven) days from the notice of termination.
- 16.3 In the event of any termination of the Agreement, upon receipt of notice of termination, the Service Provider shall take immediate steps to bring the performance of any obligations under the Agreement to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum, place no further subcontracts or orders for materials, services, or facilities, and terminate all subcontracts or orders to the extent they relate to the portion of the Agreement. Upon termination, the Service Provider shall waive any claims for damages including loss of anticipated profits on account thereof.
- 16.4 In the event of suspension of this Agreement, IDB will specify the scope of activities and/or deliverables that shall be suspended in writing. All other rights and obligations of this Agreement shall remain applicable during the period of suspension. IDB will notify the Service Provider in writing when the suspension is lifted and may modify the completion date. The Service Provider shall not be entitled to claim or receive any Service Fee or costs incurred during the period of suspension of this Agreement.



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17. Severability

If any part of this Agreement is found to be invalid or unenforceable, that part will be severed from this Agreement and the remainder of the Agreement shall remain in full force.

18. Entirety

This Agreement embodies the entire agreement between the Parties and supersedes all prior agreements and understandings, if any, relating to the subject matter of this Agreement.

19. Final Clauses

- 19.1 This Agreement will enter into force upon signature by both Parties. It will remain in force until completion of all obligations of the Parties under this Agreement unless terminated earlier in accordance with Article 16.
- 19.2 Amendments may be made by mutual agreement in writing between the Parties. Amendment of the provisions of Article 2.2 (Service commencement/completion dates) or Article 3.1 (Service Fee) shall be made through an amendment to this Agreement signed by both Parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands on this__ day of _ 2023 in Cotabato City, Philippines.

For and on behalf of
Independent Decommissioning Body

For and on behalf of
[Name of Service Provider]

Signature

Signature

Name:
Position:
Date:
Place:

Name:
Position:
Date:
Place:



INDEPENDENT DECOMMISSIONING BODY

SIGNED IN THE PRESENCE OF:

RET. COL. MICIDO SUDA
PRC Chairperson

JAMAL S. UMNGAN
Support Services Manager

GINA SAPI
AFS Coordinator

[witness of **Service Provider**]

SECTION 7: BIDDING FORMS

- Form A: Bid Confirmation
- Form B: Checklist
- Form C: Bid Submission
- Form D: Bidder Information
- Form E: Eligibility and Qualification
- Form F: Technical Bid
- Form G: Price Schedule



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ACKNOWLEDGMENT

REPUBLIC OF THE PIDLIPPINES]
CITY OF COTABATO] SS
X ----- X

BEFORE ME, a Notary Public for and in the City of Cotabato, this _____ day of _____ personally appeared, **TOM HIERTHOLM** and *(Name of Service Provider)*, showing to me their respective government issued Identification Card (ID) and known to me the same persons who executed the foregoing instrument and that they acknowledged to me that the same is their free act and voluntary deed for and in behalf of the parties they represented.

This instrument consisting of four (4) pages including this page on which the Acknowledgment is written, has been signed including their instrumental witnesses on the bottom/left margin on each and every page thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and sealed with my Notarial Seal the day, year, and place above-written

Doc. No.
Page No.
Book No.
Series of 2024.