

Invitation for Negotiated Procurement

EMAIL MESSAGING COLLABORATION SYSTEM

1. In view of the two (2) failed public biddings, the Tourism Promotions Board (TPB) Bids and Awards Committee (BAC) invites suppliers to participate in the negotiation for the Project: Email Messaging Collaboration System in accordance with Section 53.1 of the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act.” The Approved Budget for the Contract is One Million Three Hundred Thousand Pesos (P1,300,000.00).
2. The following eligibility and technical documents, as well as the Financial Proposal Form (Annex A), shall be submitted on or before **August 5, 2015, 9:30 a.m.** at the BAC Secretariat, 4th Floor, Legaspi Towers 300, Roxas Boulevard, Manila:
 - (a) CY 2015 Mayor’s Permit;
 - (b) Statement of Single Largest Completed Contract (SLCC) which is similar in nature (*Annex B*) must be at least equal to Fifty Percent (50%) of the ABC. For the similar contract, attach Notice of Award/Contract, ;
 - (c) Audited financial statements for the preceding calendar year stamped received by the Bureau of Internal Revenue (BIR);
 - (d) Compliance with the Schedule of Requirements (*Annex C*) and Technical Specifications (*Annex D*);
 - (e) Omnibus Sworn Statement (*Annex E*); and
 - (f) Authority of the Signatory.

The supplier whose submission will be determined as the best and final offer will be required to submit the following documents:

- (a) CY 2014 Income Tax Return and January to June 2015 Business Tax Returns filed and paid thru the Electronic Filing and Payment System;
 - (b) Tax Clearance per Executive Order 398, series of 2005, issued by the BIR National Office; and
 - (c) PhilGEPS Registration Certificate.
3. The opening of the best and final offer will be on **August 5, 2015, 10:00 a.m.**, at the TPB Board Room, 4th Floor, Legaspi Towers 300, Roxas Boulevard, Manila.

4. For further information, you may call the TPB-BAC Secretariat at 525-9318 loc. 214 from 9:00 a.m. to 5:00 p.m.
5. The TPB reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to the affected suppliers.

LEAH MARIE C. SY
Chairperson
Bids and Awards Committee

Financial Proposal

Date: _____

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 the TPB, our services for the project, "Email Messaging Collaboration System," in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]*.

| Particulars | Unit | Unit Cost | Total Cost |
|---|-------|-----------|------------|
| Email Messaging Collaboration System | 1 lot | | |
| Total (inclusive of VAT) | | | |

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 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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 or any Bid you may receive.

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

Dated this _____ day of _____ 20_____.

*[signature]*_____
[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

***Statement of Single Largest Completed Contract
which is similar in nature***
(indicate only one)

Business Name: _____

Business Address: _____

| Name of Client | Date of the Contract | Title of the Project | Amount of Contract | Date of Delivery | End User's Acceptance or Official Receipt(s) Issued for the Contract |
|-----------------------|-----------------------------|-----------------------------|---------------------------|-------------------------|---|
| | | | | | |
| | | | | | |

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

Note: Cut-off date is July 24, 2015.

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.

| Description | Quantity* | Delivery Schedule |
|--|------------------|---|
| Supply, Delivery and Installation of the Email Messaging Collaboration System | 1 LOT | 15-30 calendar days upon receipt of Notice to Proceed |

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over Printed Name of Authorized Representative

Date

Section VII. Technical Specifications

Bidders must state “Comply” in the column “Statement of Compliance” against each of the individual parameters of each “Specification.” Please do not just place check in the bidder's "Statement of Compliance."

| Technical Specifications | Bidder's Statement of Compliance |
|--|--|
| <p>Features</p> <p>Installation and Deployment - no several additional components must be installed prior to installing</p> <p>Mixed Deployment - no additional deployment of Software infrastructure</p> <p>Available On-Premises - yes</p> <p>Available a Hosted Deployment</p> <p>Platform Flexibility - choices of server OS (Novell Open Enterprise Server, Linux or Windows)</p> <p>Directory Flexibility - Support for NetIQ eDirectory, Active Directory or a no directory option</p> <p>Virtualization - Most environments supported.</p> <p>Web Administration Console</p> <p>Admin Web Services API</p> <p>Scriptable Admin Functions</p> <p>Security - Recognized as one of the most secure email and collaboration platforms.</p> <p>Upgrade Options - Options include upgrading in-place or migrating to new server hardware on the server side; client upgrades can be done using a phased approach.</p> <p>In-Place Upgrade - doesn't requires third-party tools.</p> <p>Global Signatures</p> <p>Preloaded Personal Signatures</p> <p>Flexible Email Compose Options</p> <p>Welcome/Tutorial Page</p> <p>Searching/Indexing - stable, reliable and automatic.</p> <p>Query/Search Folders</p> <p>Search, then Open and Navigate to Folder</p> <p>Robust Message Tracking</p> | |

"Silent" email Retraction

Instant Messaging Included

- doesn't requires at additional server and additional server license(s) and Client Access License(s).

Task Management

Contact Management

Shared Address Books

- handle external addresses globally.

Photos in Address Book

Single-Instance Storage (SIS) for Attachments

Server-Side LDAP Authentication

**Easy Moving of Users between Servers,
and Ability to Monitor the Move**

- monitoring tool allows for backing out of the move and resolving issues on the fly.

Smart Caching

Routing Slips (Workflow Processing)

Clustering Support

Microsoft Word Text Editor

Libre Office Text Editor

Inline Replies

Saved Filters

Quick-View history Per Contact

Feature-Rich, Customizable Home View

- unlimited to available templates; full customization doesn't requires user-by-user configuration

External Free/Bust Search

Browse Team Collaboration Sites/Files/Folders from Email

- natively with Vibe

Add Web Panels To Home View (Today View)

Broad Support for Mobile Devices

Licensing

- Per-mailbox license covers both client and Web Access.
Free SUSE Linux entitlement for the servers;
Novell Messenger (IM) and Novell GroupWise
Mobility Service (mobile device support) included
with GroupWise maintenance.

User Experience/Desktop Client

- Client supported across multiple Client supported on Windows and new Mac OS.
platforms (Windows/Linux/Mac/Web

"Quick To" List

Relevance-Sorted Contacts, Folders, Categories

File Emails

- through multiple means (drag/drop, folder selection, and navigation bar).

Rules - user firendly

| | |
|--|--|
| <p>Calendar/Multiple Calendars</p> <p>View Attachments Natively " - can view more than 600 file types without needing to purchase the application installed."</p> <p>Duplicate Item</p> <p>Preserve Attachments When Changing Item Type</p> <p>Reminder Notes</p> <p>Random Patterns for Recurring Appointments</p> <p>Management of Tasks Sent to Multiple Recipients</p> <p>Automatic Updating/Revising of Appointments by Sender</p> <p>Proxy Rights (Delegate)</p> <p>Folders</p> <p>Shared Folders</p> <p>Drag Content to Begin Email</p> <p>Web Client Auto-Refresh</p> <p>Full Proxy (Delegate) Capabilities in Web Client</p> <p>Web Client Document Access</p> <p>Rich Busy Search Capabilities</p> <p>Native Phone Items</p> <p>Navigator Bar</p> | |
|--|--|

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

**Signature over Printed Name of
Authorized Representative**

Date

Omnibus Sworn Statement

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

A F F I D A V I T

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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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: I am 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].

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

Supplier's Representative/Authorized Signatory

SUBSCRIBED AND SWORN TO BEFORE ME, this ___ day of ___, 2015 in the City of _____, Affiant exhibiting to me his/her Valid Identification _____, Number _____.

Notary Public

Doc. No.:
Page No.:
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Series of 2015.