



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO ST., SAN MIGUEL, MANILA

BIDS AND AWARDS COMMITTEE

Resolution No. 2019- 70

WHEREAS, the Department of Budget and Management-Bids and Awards Committee (DBM-BAC) conducted a public bidding for the Project, "Subscription of Google Suite (eMail Communication Service)," with an Approved Budget for the Contract of P4,488,000.00, authorized under the FY 2020 National Expenditure Program;

WHEREAS, on October 29, 2019, an Invitation to Bid was advertised in the Philippine Star, and posted on the Philippine Government Electronic Procurement System website, the DBM website, and all DBM bulletin boards;

WHEREAS, two (2) prospective bidders, namely: (i) MyBusybee Inc.; and (ii) IP Converge Data Services Inc. responded to the said Invitation and attended the Pre-bid Conference on November 5, 2019;

WHEREAS, during the submission and opening of bids on November 19, 2019, three (3) bidders, namely: (i) Kollab Guru Group Inc.; (ii) MyBusybee Inc.; (iii) IP Converge Data Services Inc., submitted their bids;

WHEREAS, after preliminary examination of the bids, the BAC, using non-discretionary "pass/fail" criteria, determined the following:

1. The submission of MyBusybee Inc. as "failed" for its failure to submit a patently sufficient copy of the Purchase Order for its Single Largest Completed Contract; and
2. The submissions of Kollab Guru Group Inc. and IP Converge Data Services Inc. as "passed" for complying with all the eligibility and technical requirements as stated in the Bidding Documents;

WHEREAS, after evaluation of the financial proposals, the bidders were ranked according to their bid submissions:

- | | | |
|------------------------------------|---|---------------|
| 1. IP Converge Data Services, Inc. | - | P3,700,000.00 |
| 2. Kollab Guru Group, Inc. | - | P3,929,625.00 |

WHEREAS, after careful evaluation, validation and verification of the eligibility, technical and financial proposals of the bid, the BAC found that the submission of IP Converge Data Services Inc. passed all the criteria for post-qualification; thus, it was declared as the Lowest Calculated and Responsive Bid in the amount of P3,700,000.00.

NOW, THEREFORE, for and in consideration of the foregoing premises, the BAC **RESOLVED**, as it hereby **RESOLVED**, to recommend to the Secretary of Budget and Management that the contract for the Project, "Subscription of Google Suite (eMail Communication Service)," be awarded to IP Converge Data Services Inc., in accordance with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.

ADOPTED, this 26th day of November 2019 at the Department of Budget and Management, General Solano St., San Miguel, Manila.


ANDREA CELENE M. MAGTALAS

End-user Representative


VIRGILIO A. UMPACAN, JR.

B.U.D.G.E.T. Representative


EDEN D. PANGILINAN

Member

not present

ROWEL D. ESCALANTE

Member


ROSEMARIE D. PAGALA

Alternate Member


ACHILLES GERARD C. BRAVO

Chairperson

☒ Approved
☐ Disapproved


WENDEL E. AVISADO

Secretary, DBM

Department of Budget
and Management



0SEC-2019-04216

Date: _____



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

BIDS AND AWARDS COMMITTEE

NOTICE OF AWARD

NOV 28 2019

MR. PATRICK DAVID R. DE LEON

IP Converge Data Services, Inc.
34th Floor, RCBC Plaza
6819 Ayala Avenue, Makati City

Dear **Mr. De Leon**:

We are pleased to inform you that the contract for the Project, "Subscription of Google Suite (eMail Communication Service)," is hereby awarded to IP Converge Data Services, Inc. in the amount of P3,700,000.00.

In this regard, you are hereby required to post a performance security in the amount and form stated in Section 39 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 prior to the signing of the contract.

Thank you and God Bless.

Very truly yours,


WENDEL E. AVISADO
Secretary





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

BIDS AND AWARDS COMMITTEE

NOTICE OF AWARD

NOV 28 2019*

MR. PATRICK DAVID R. DE LEON

IP Converge Data Services, Inc.
34th Floor, RCBC Plaza
6819 Ayala Avenue, Makati City

Dear **Mr. De Leon**:

We are pleased to inform you that the contract for the Project, "Subscription of Google Suite (eMail Communication Service)," is hereby awarded to IP Converge Data Services, Inc. in the amount of P3,700,000.00.

In this regard, you are hereby required to post a performance security in the amount and form stated in Section 39 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 prior to the signing of the contract.

Thank you and God Bless.

Very truly yours,

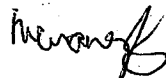

WENDEL E. AVISADO
Secretary



* The Project underwent Early Procurement Activities, and BAC Resolution No. 2019-70, adopted by the BAC on November 26, 2019, recommending award of the Contract for the Project, was approved by the Head of the Procuring Entity on November 28, 2019, the date reflected above.

However, in accordance with item 7.1 of GPPB Circular No. 06-2019, this Notice of Award is deemed issued on January 8, 2020, the date it was released to the Supplier.

January 8, 2020





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO ST., SAN MIGUEL, MANILA

BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

MR. DOMINICO F. RATUISTE

Vice President for Operations

IP Converge Data Services, Inc.

34th Floor, RCBC Plaza

6819 Ayala Avenue, Makati City

Dear **Mr. Ratuiste**:

This is to inform your company that performance of the obligations specified in the attached Contract for the Project; "Subscription of Google Suite (eMail Communication Service)," shall commence upon receipt of this Notice to Proceed.

Thank you and God Bless.

Very truly yours,


WENDEL E. AVISADO
Secretary

I acknowledge receipt and acceptance of this Notice on: Feb- 21 , 2020

Name of Consultant and/or Representative: Noreen Lissette Cirameng

Authorized Signature: 

CONTRACT No. 2020-02
SUBSCRIPTION OF GOOGLE SUITE (EMAIL COMMUNICATION SERVICE)

This CONTRACT made and entered into by and between the following:

DEPARTMENT OF BUDGET AND MANAGEMENT, a government agency created by virtue of the laws of the Republic of the Philippines, with principal office address at General Solano St., San Miguel, Manila, represented herein by its Secretary, **WENDEL E. AVISADO**, hereinafter called the "**DBM**";

- and -

IP CONVERGE DATA SERVICES, INC., a corporation duly organized and existing under the laws of the Republic of the Philippines, with office address at 34th Floor, RCBC Plaza, 6819 Ayala Avenue, Makati City, represented by its Vice President for Operations, **DOMINICO F. RATUISTE**, hereinafter referred to as the "**SUPPLIER**";

WITNESSETH:

WHEREAS, the DBM conducted a public bidding for the Project, "Subscription of Google Suite (eMail Communication Service)," and the bid of the Supplier is in the amount of Three Million Seven Hundred Thousand Pesos (P3,700,000.00), hereinafter called the "Contract Price";

WHEREAS, the Notice of Award was issued to the Supplier last January 8, 2020, and the Supplier posted its performance security in the form of a Performance Bond on January 20, 2020, in the amount of P1,110,000.00;

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby mutually stipulate and agree as follows:

1. In this Contract, words and expressions shall have the same meanings as are respectively assigned to them in the General and Special Conditions of Contract referred to in Annex D and E, respectively.
2. The following documents shall form and be read and construed as part of this Contract:

Annex A	-	Bid Form
B	-	Schedule of Requirements
C	-	Technical Specifications
D	-	General Conditions of Contract
E	-	Special Conditions of Contract
F	-	Notice of Award
G	-	Performance Security

3. In consideration of the payments to be made by the DBM to the Supplier, the Supplier hereby covenants with the DBM to provide the Goods and Services, which is the Subscription of Google Suite (eMail Communication Service), and to remedy defects therein in conformity with the provisions of the Contract.

4. The DBM hereby covenants to pay the Supplier, in consideration of the provision of the Goods and Services, which is the Subscription of Google Suite (eMail Communication Service), and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the time and in the manner prescribed by the Contract.
5. Entire Agreement. All parties agree that this Contract, including the attached Annexes, contains their full agreement and supersedes all previous agreements, either written or oral, if there are any. No agreements, understandings, commitments, discussions, warranty, representations or other covenants, whether oral or written, between the parties are included in this Contract, including the attached Annexes, except as set forth herein.

IN WITNESS WHEREOF, the parties hereto have signed this Contract on this ____ day of _____, 2020 at General Solano St., San Miguel, Manila, Philippines.

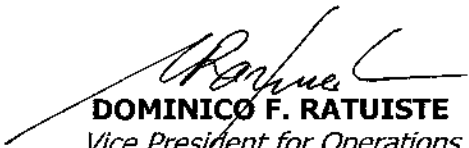
DEPARTMENT OF BUDGET
AND MANAGEMENT

by:


WENDEL E. AVISADO
Secretary

IP CONVERGE DATA SERVICES, INC.

by:

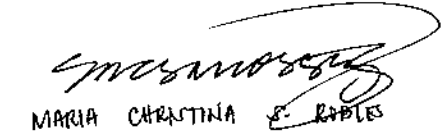

DOMINICO F. RATUISTE
Vice President for Operations

SIGNED IN THE PRESENCE OF


ANDREA CELENE M. MAGTALAS

Director IV

Information and Communications Technology
Systems Service


MARIA CHRISTINA S. RABLES

SENIOR ACCOUNT MANAGER

CERTIFIED FUNDS AVAILABLE


JEFFREY DM. BALARPE

Officer-in-Charge, ACCOUNTING DIVISION

ORS No: 02101012020-01-48

ORS Date: 01/20/2020

ACKNOWLEDGMENT

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

BEFORE ME, a Notary Public for and in the City of MANILA, Philippines on this FEB 19 2020
day of _____, 2020 personally appeared the following:

NAME	VALID ID	VALID UNTIL
WENDEL E. AVISADO	DBM ID No. 4601	
DOMINICO F. RATUISTE	SSS ID No. 03-5955125-3	

known to me to be the same persons who executed the foregoing Contract and who acknowledged to me that the same is their free and voluntary act and deed and of the entities they respectively represent.

This CONTRACT for the Subscription of Google Suite (eMail Communication Service) was signed by the parties, and their material witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL this ____ day of _____, 2020.

Doc. No. 8
Page No. 2
Book No. VI
Series of 2020.

ATTY. GARY CAMITAN AURE
NOTARY PUBLIC, ROLL NO. 60777
PTR No. 9132471 Issued on Jan. 3, 2020 Until Dec. 31, 2020 Manila
LSP Lifetime No. 614531 Issued on Feb. 2, 2016
Commission No. 2020-621 Issued on Jan. 31, 2020 Until Dec. 31, 2021 Manila
MCLE No. VI-0006795 Issued on Feb. 24, 2018 at Pasig City Valid Until April 14, 2020
Office Address: G/F JUCA Building, 155 Antonio Villagas Street, Pasig, Manila

Bid Form

Date: **November 19, 2019**
Invitation to Bid N^o: **DBM-2020-14**

To: **Department of Budget and Management**
DBM Bldg. III, General Solano St.
San Miguel, Manila

Gentlemen and Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers 0, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to the DBM, our services for the Project "**Subscription of Google Suite (eMail Communication Service)**" in conformity with the said Bidding Documents for the sum of **THREE MILLION SEVEN HUNDRED THOUSAND PESOS ONLY VAT INC. (Php 3,700,000.00 VAT INC.)** or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

Particulars	Unit	Unit Cost (inclusive of VAT)	Total Price (inclusive of VAT)
Renewal of Licenses for the Subscription of Google Suite (eMail Communication Service) for 1500 Users		Php2,466.67	Php3,700,000.00
Guaranteed	1,200		
As needed	300		

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.

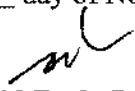
We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

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

We likewise certify/confirm that the undersigned, is granted full power and authority by the **IP Converge Data Services, Inc.**, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for **Subscription of Google Suite (eMail Communication Service)** of the **Department of Budget and Management**.

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

Dated this 19th day of November 2019.



Patrick David R. de Leon

[signature]

Chief Operating Officer

[in the capacity of]

Duly authorized to sign Bid for and on behalf of IP Converge Data Services, Inc.



Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to the project site.

Item	Description	Quantity/ Unit	Subscription Period
1	Renewal of Licenses for the Subscription of Google Suite (cMail Communication Service)		
	Guaranteed Licenses	1,200	Within seven (7) calendar days upon receipt of Notice to Proceed
	As Needed Licenses	300	Within five (5) working days after receipt of written request from the DBM-ICTSS
2	Provision for Trainer/s to conduct the following one (1) day trainings:		To be scheduled by the DBM-ICTSS within
	Administrators' Training (Refresher/Updates) for a maximum of ten (10) participants	1	seven (7) calendar days upon receipt of Notice to Proceed
	User's Training (Refresher/Updates) for a maximum of thirty participants	1	

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

IP CONVERGE DATA SERVICES, INC.

PATRICK DAVID R. DE LEON

November 19, 2019

Name of Company/Bidder

Signature over Printed Name of Representative

Date

Section VII. Technical Specifications

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

Item	Specification	Bidder's Statement of Compliance
1.	Technical Specification (See attached Annex A)	COMPLY

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

IP CONVERGE DATA SERVICES, INC.

PATRICK DAVID R. DE LEON

November 19, 2019

Name of Company/Bidder

Signature over Printed Name of Representative

Date

DETAILED TECHNICAL SPECIFICATIONS**II. PROJECT TITLE**

Renewal of Licenses for the Subscription of Google Suite (eMail Communication Service)

III. OBJECTIVE

To sustain the cloud-based computing, productivity and collaboration tools that empowers DBM Officials and Employees organize their work, collaborate, plan, and work efficiently.

IV. DURATION OF THE CONTRACT

One (1) year Subscription.

V. SCOPE OF WORK AND SERVICES

5.1 The CONTRACTOR shall provide the renewal of licenses for the subscription of Google Suite and support services for the 1,500 named user licenses. The 1,200 Guaranteed Licenses shall be delivered within seven (7) calendar days upon receipt of Notice to Proceed (NTP).

The CONTRACTOR shall provide for additional named user licenses upon demand from the DBM in "pro-rated basis". The 300 As Needed Licenses shall be delivered within five (5) working days after receipt of written request from the DBM-ICTSS.

The CONTRACTOR shall provide licenses and support services for the following:

5.1.1 Product Suite

- Intelligent office suite
- Thirty (30) GB secure cloud-based file storage per user
- Access across devices (computer, phone, or tablet)
- Works without an Internet connection
- Compatible with Microsoft Office
- Centralized admin console
- Ad-free experience
- Mobile device management
- Easy-to-use migration tools
- 24/7 support by phone, email, and online
- 99.9% uptime guarantee
- Enterprise certifications and compliance
- OAuth apps whitelisting
- Alert Center
- G Suite Marketplace with hundreds of business apps
- APIs and Admin SDK for extending functionality

5.1.2 Gmail

- Enhanced productivity & intelligence
- Preview attachments
- Delegation
- Email receipts
- Recover messages for up to 30 days after they're deleted
- Global spam settings with compliance filters

- Maximum recipients per message, user, or day
- Attachment size limit
- Email retention
- Outbound footer (legal)
- Catch-all address
- Create aliases
- TLS server-to-server encryption
- Content management filters & custom policies
- G Suite Sync for Microsoft Outlook (GSSMO)
- Powerful APIs to help administer and manage user accounts

5.1.3 Hangouts Meet

- Maximum of 25 participants
- Native apps for Android and iOS
- Presentations
- External participants
- Dial-in, by dialing into a US phone number
- Secure meetings

5.1.4 Hangouts Chat

- Direct messaging
- Chat rooms
- 28 languages supported
- Maximum of 8000 room size
- Native desktop client
- Native apps for Android and iOS
- Meet Bot
- Drive Bot
- G Suite Integration
- 3rd party integrations
- History On/Off
- Mobile Device Management
- Single Sign-On integration
- Secure sign-on with 2-Step Verification
- Admin Controls
- Compliance

5.1.5 Calendar

- Resource Booking
- To-dos (Reminders)
- Find a time on mobile & web
- Enhanced room booking
- Sync Calendar with phone or tablet
- Group calendars
- Sync Exchange based calendar with G Suite

5.1.6 Groups

- Search
- Groups for Business
- Admin managed Groups
- Forums and collaborative inboxes
- Control access, creation, visibility

- Moderate messages
- Admin controls for Groups for Business
- Admin controls for mailing lists
- APIs to access and extend groups
- Sync with LDAP server like Active Directory

5.1.7 Google+

- Home stream
- Communities
- Collections
- Photos and videos
- Private domain network
- Privacy controls
- Domain-restricted Communities

5.1.8 Drive

- Thirty (30) GB cloud storage
- Search like talking with Natural Language Processing
- Save time finding work with Quick Access in Drive
- Shares files quickly & set expiration dates for files shared
- Information Rights Management on Drive files
- Access all Drive files directly from Mac or PC
- Make files available offline
- File versioning
- Drive app for iOS & Android
- Data encryption at rest and in transit
- Simple sharing controls
- Set default sharing state with easy-to-use Admin controls
- Google Drive plugin for MS Office & Outlook
- Access information and content from apps with Drive APIs

5.1.9 Docs

- Create, edit, collaborate
- Works anywhere, anytime – even offline
- Changes saved automatically
- Real-time collaboration
- Smart editing and styling tools
- Wide variety of templates
- Instant research and recommendations with Explore
- Voice typing
- Supports file types, like Office
- Revision history
- Action items
- Customizable templates
- Information Rights Management (IRM)
- Add-ons

5.1.10 Sheets

- Create, edit, collaborate
- Works anywhere, anytime – even offline
- Changes saved automatically

- Real-time collaboration
- Powerful spreadsheets
- Smart editing and calculating tools
- Templates
- Instant insights with Explore
- Supports file formats, like Office
- Pivot tables
- Create a form or survey
- Revision history
- Customizable templates
- Information Rights Management (IRM)
- Seamless workflows with popular third-party apps
- Apps Script / Add Ons

5.1.11 Slides

- Create, edit, collaborate
- Works anywhere, anytime – even offline
- Changes saved automatically
- Real-time collaboration
- Wide variety of templates
- Get designs recommendations instantly with Explore
- Give a presentation
- Connect with audience
- Supports other files, like Office
- Revision history
- Customizable templates
- Information Rights Management (IRM)
- Integrated apps and the Slides API

5.1.12 Forms

- Create, edit, collaborate
- Works anywhere, anytime – even offline
- Responsive experience
- Smart suggestions
- Real-time results
- Build it together
- Customizable forms
- Wide variety of templates
- Quizzes
- Reminder emails
- Manage responses
- Collect emails
- Collect files
- Add images and videos
- Customizable templates
- Works with Sheets
- Apps Script & add-ons

5.1.13 Sites

- Easy to create
- Integrated with G Suite
- Build together

- Themes
- Track performance
- Secure site without requiring IT

5.1.14 Admin

- Admin roles with delegated access
- Control release cycle timing – rapid or delayed
- Mobile Admin app
- Single-sign-on (SSO) across applications
- (SAML, OAuth, Open ID Connect) and SCIM provisioning
- Password strength requirements
- 2-Step Verification and user-managed security keys
- Enforce security key usage to access services
- Detailed reporting and audit logs
- Security alerts and reporting
- Custom alerts
- Sharing controls across services
- OAuth apps whitelisting
- Mobile apps whitelisting
- Personal mobile device management (Android, iOS, Windows)
- Chrome browser management
- Automated migration tools
- Sync with LDAP server like Active Directory
- Admin SDK and robust APIs

5.2 The CONTRACTOR shall provide/render twenty-four hours a day, seven days a week (24x7) technical support services. Technical support can be delivered in a form of telephone call, electronic mail, online and/or on-site support.

The CONTRACTOR shall resolve every problem on all Google Suite components within four (4) hours after it was reported during the subscription period. It shall refer to a condition wherein the reported problem is resolved by the CONTRACTOR to the satisfaction of the DBM. Problem and resolution shall be logged in the DBM Help Desk Facility.

5.3 The CONTRACTOR shall provide Technical Training to be scheduled by the DBM-ICTSS prior to the engagement of the contract based on the following schedule:

Technical Training	Schedule	No. of Participants	Duration
1. Administrator's Training (Refresher / Updates)	To be scheduled by the DBM-ICTSS within seven (7) calendar days upon receipt of Notice to Proceed	Maximum of ten (10) participants	One (1) day
2. User's Training (Refresher / Updates)	To be scheduled by the DBM-ICTSS within seven (7) calendar days upon receipt of Notice to Proceed	Maximum of thirty (30) participants	One (1) day

The CONTRACTOR shall issue individual training materials and certificates for each of the participants.

- 5.4 The CONTRACTOR must have Certificates and/or Authorization to represent Original Product Manufacturer (certificates must be submitted by the Lowest Calculated Bidder, subject for post qualification).

A Certificate of Acceptance shall be issued by the Director of Information and Communication Technology Systems Service (ICTSS).

VI. SERVICE LEVEL AGREEMENT

- 6.1 DBM shall maintain a Service Level Agreement (SLA) with the CONTRACTOR, with provisions for liquidated damages for their non-compliance.

Component	Description	Liquidated Damages
5.1.1 Provision of License/s	<p>The CONTRACTOR shall provide the renewal of licenses for the subscription of Google Suite and support services for the 1,500 named user licenses. The 1,200 Guaranteed Licenses shall be delivered within seven (7) calendar days upon receipt of Notice to Proceed (NTP).</p> <p>The CONTRACTOR shall provide for additional named user licenses upon demand from the DBM in "pro-rated basis". The 300 As Needed Licenses shall be delivered within five (5) working days after receipt of written request from the DBM-ICTSS.</p>	One (1) % of the total contract price for everyday of delay.
5.1.2 Technical Support	The CONTRACTOR shall resolve every problems on all Google Suite components within four (4) hours after it was reported during the subscription period. It shall refer to a condition wherein the reported problem is resolved by the CONTRACTOR to the satisfaction of the DBM. Problem and resolution shall be logged in the DBM Help Desk Facility.	1/10 th of 1% of the total contract price shall be deducted for every day of delay charged against performance security.
5.1.5 Technical Training	The CONTRACTOR shall provide Technical Training as specified in Section 4.3.	1/10 th of 1% of the total contract price shall be deducted for every day of delay charged against performance security.

VII. WARRANTIES OF THE CONTRACTOR

- 7.1 The CONTRACTOR warrants that it shall conform strictly to the terms and conditions of the technical specifications.
- 7.2 The CONTRACTOR warrants represents and undertakes reliability of the services and that their manpower complements are hardworking, qualified/reliable and dedicated to do the service required to the satisfaction of the DBM. It shall employ well-behaved and honest employees with ID displayed

conspicuously while working within the compound. It shall not employ DBM employees to work in any category whatsoever.

- 7.3 The CONTRACTOR in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by National or Local Laws and shall comply with the rules, regulations, and directives of Regulatory Authorities and Commissions.
- 7.4 The CONTRACTOR's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standard and established safety regulations, rules and practices.
- 7.5 The CONTRACTOR shall coordinate with the authorized and/or designated DBM personnel in the performance of their jobs.
- 7.6 The CONTRACTOR shall be liable for loss, damage or injury due directly or indirectly through the fault or negligence of its personnel. It shall assume full responsibility thereof and the DBM shall be specifically released from any and all liabilities arising therefrom.
- 7.7 The CONTRACTOR shall neither assign, transfer, pledge, nor sub-contract any part or interest therein.
- 7.8 The CONTRACTOR shall identify the certified technical support personnel that will be given authority to access and operate the specified equipment. DBM shall be informed thru a formal notice on the change or replacement of technical personnel five (5) days prior the actual rendering of technical support services.
- 7.9 The CONTRACTOR shall provide a services which shall include technical support and technical trainings which shall be covered by special bank guarantee equivalent to 10% of the total contract price. The said amount shall be released after the lapse of the subscription period. Provided that all conditions imposed under the contract have been fully met.

The subscription period shall commence on the day the DBM issues the Certificate of Acceptance.

VIII. CONFIDENTIALITY OF DATA

- 8.1 All project personnel of CONTRACTOR shall be required to sign a Non-Disclosure Agreement (NDA).
- 8.2 The CONTRACTOR agrees to hold the Proprietary Information in strict confidence. The CONTRACTOR furthermore agrees not to reproduce, translate or disclose the Proprietary Information to 3rd parties without prior written approval of the DBM.

IX. TERMS OF PAYMENT

- 9.1 The CONTRACTOR shall be paid upon provision of licenses and support services of this Project subject to the required Final Withholding VAT (Services) of five percent (5%) and Expanded Withholding Tax of two percent (2%).
- 9.2 Payment shall be made within a reasonable time from the submission of the documentary requirements such as, but not limited to the following, based on existing accounting and auditing laws, rules and regulations:
 - 9.2.1 Google Partner Certificate
 - 9.2.2 Training Certificate and Manual
 - 9.2.3 Sales Invoice/Billings
 - 9.2.4 Certificate of Acceptance issued by ICTSS Director

9.2.5 Non-Disclosure Agreement

9.3 No advance payment shall be made as provided for in Section 88 of PD 1445.

X. PRE-TERMINATION OF CONTRACT

10.1 The contract for the Renewal of Licenses for the Subscription of Google Suite (eMail Communication Service) may be pre-terminated by the DBM for any violation of the terms of the contract. In case of pre-termination, the CONTRACTOR shall be informed by the DBM thirty (30) days prior to such pre-termination.

10.2 In case of pre-termination, the CONTRACTOR shall be liable to an additional liquidated damages equivalent to one percent (1%) of the contract price as provided by the Government Accounting Manual (GAM) and forfeiture of the Performance Security.

10.3 The DBM shall have the right to blacklist the CONTRACTOR in case of pre-termination.

Section IV. General Conditions of Contract

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1. Definitions

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

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

- (n) "Verified Report" refers to the report submitted by the Implementing Unit to the HoPE setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

2. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

- (a) defines, for the purposes of this provision, the terms set forth below as follows:

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

administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

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

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

3. Inspection and Audit by the Funding Source

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

4. Governing Law and Language

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

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

5. Notices

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

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

6. Scope of Contract

- 6.1. The Goods and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.
- 6.2. This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. Any additional requirements for the completion of this Contract shall be provided in the SCC.

7. Subcontracting

- 7.1. Subcontracting of any portion of the Goods, if allowed in the BDS, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 7.2. If subcontracting is allowed, the Supplier may identify its subcontractor during contract implementation. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract. In either case, subcontractors must submit the documentary requirements under ITB Clause 12 and comply with the eligibility criteria specified in the BDS. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.

8. Procuring Entity's Responsibilities

- 8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with GCC Clause 6.

9. Prices

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

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

10. Payment

- 10.1. Payments shall be made only upon a certification by the HoPE to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten percent (10%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in GCC Clause 17.
- 10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the SCC provision for GCC Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract.
- 10.3. Pursuant to GCC Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier. Payments shall be in accordance with the schedule stated in the SCC.
- 10.4. Unless otherwise provided in the SCC, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.
- 10.5. Unless otherwise provided in the SCC, payments using Letter of Credit (LC), in accordance with the Guidelines issued by the GPPB, is allowed. For this purpose, the amount of provisional sum is indicated in the SCC. All charges for the opening of the LC and/or incidental expenses thereto shall be for the account of the Supplier.

11. Advance Payment and Terms of Payment

- 11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.
- 11.2. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.
- 11.3. For Goods supplied from abroad, unless otherwise indicated in the SCC, the terms of payment shall be as follows:
- (a) On Contract Signature: Fifteen Percent (15%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent

amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.

- (b) On Delivery: Sixty-five percent (65%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.
- (c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty five (45) days of the date shown on the delivery receipt, the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

12. Taxes and Duties

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

13. Performance Security

- 13.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any the forms prescribed in the ITB Clause 33.2.
- 13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- 13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:
 - (a) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;
 - (b) The Supplier has no pending claims for labor and materials filed against it; and
 - (c) Other terms specified in the SCC.

- 13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

14. Use of Contract Documents and Information

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

15. Standards

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

16. Inspection and Tests

- 16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The SCC Section VII. Technical Specifications shall specify what inspections and/or tests the Procuring Entity requires and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.
- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.

- 16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to GCC Clause 5.
- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

17. Warranty

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.
- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the SCC. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total Contract Price or other such amount if so specified in the SCC. The said amounts shall only be released after the lapse of the warranty period specified in the SCC; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.4. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, within the period specified in the SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in GCC Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

18. Delays in the Supplier's Performance

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

19. Liquidated Damages

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

20. Settlement of Disputes

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be

settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.

- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

21. Liability of the Supplier

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

22. Force Majeure

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

23. Termination for Default

- 23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:
- (a) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
 - (b) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; or
 - (c) The Supplier fails to perform any other obligation under the Contract.
- 23.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under GCC Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.
- 23.3. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

24. Termination for Insolvency

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

25. Termination for Convenience

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

- 25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:
- (a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
 - (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.
- 25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

26. Termination for Unlawful Acts

- 26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:
- (a) Corrupt, fraudulent, and coercive practices as defined in ITB Clause 3.1(a);
 - (b) Drawing up or using forged documents;
 - (c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
 - (d) Any other act analogous to the foregoing.

27. Procedures for Termination of Contracts

- 27.1. The following provisions shall govern the procedures for termination of this Contract:
- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;

- (b) Upon recommendation by the Implementing Unit, the HoPE shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
 - (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
 - (ii) the extent of termination, whether in whole or in part;
 - (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
 - (iv) special instructions of the Procuring Entity, if any.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
- (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the HoPE a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating this Contract;
- (e) The Procuring Entity may, at any time before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;
- (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
- (g) The HoPE may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the HoPE; and
- (h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

28. Assignment of Rights

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

29. Contract Amendment

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

30. Application

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is the Department of Budget and Management (DBM).
1.1(i)	The Supplier is
1.1(j)	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the authorized appropriations under the FY 2020 National Expenditure Program in the amount of Four Million Four Hundred Eighty Eight Thousand Pesos (P4,488,000.00).</p>
1.1(k)	<p>The Project Site is:</p> <p>Department of Budget and Management General Solano St. San Miguel, Manila.</p>
2.1	No further instructions.
5.1	<p>The Procuring Entity's address for Notices is:</p> <p style="padding-left: 40px;">Department of Budget and Management 3rd Floor, DBM Building II, General Solano St. San Miguel, Manila Tel No. (02)8657-3300 loc. 2360</p> <p style="padding-left: 40px;">Contact Person: Director Andrea Celenc M. Magtalas Information and Communications Technology Systems Service</p> <p>The Supplier's address for Notices is:</p>
6.2	<p>The delivery schedule as indicated in Section VI. Schedule of Requirements may be modified at the option of the Procuring Entity, with prior due notice, written or verbal, to the Supplier.</p> <p>The Contractor shall be paid upon provision of licenses and support services of this Project subject to the required Final Withholding VAT (Services) of five percent (5%) and Expanded Withholding Tax of two percent (2%).</p> <p>Payment shall be made within a reasonable time from the submission of the documentary requirements such as, but not limited to the following, based on existing accounting and auditing laws, rules and regulations:</p> <p style="padding-left: 40px;">1.1.1 Google Partner Certificate 1.1.2 Training Certificate and Manual 1.1.3 Sales Invoice/Billings</p>

	1.1.4 Certificate of Acceptance issued by ICTSS Director 1.1.5 Non-Disclosure Agreement
10.4	Not applicable.
10.5	Payment using LC is not allowed.
11.3	Maintain the GCC Clause.
13.4(c)	No further instructions.
15	No further instructions.
16.1	No further instructions.
17.3	No further instructions.
17.4	No further instructions.
21.1	No additional provision.


INTRA STRATA
ASSURANCE CORPORATION

email: bonds@intrastrata.com
 Established 1959

INTRASTRATA BOND NO: 64486

Premium	:	8,325.00
Stamp	:	1,041.00
	:	999.00
LGT	:	16.65
OTHERS	:	600.00
TOTAL	:	10,981.65

PERFORMANCE BOND
(SURETY BOND)

(Performance Security pursuant to Section 39
 of the Implementing Rules and Regulations of R.A. No. 9184)

KNOW ALL MEN BY THIS PRESENTS:

That we, **IP CONVERGE DATA SERVICES, INC.** of 34TH FLOOR, RCBC PLAZA, 6819 AYALA AVENUE, MAKATI CITY as Principal, and **INTRASTRATA ASSURANCE CORPORATION**, a corporation duly organized and existing under and by virtue of the laws of the Philippines, as Surety, are held and firmly bound unto **DEPARTMENT OF BUDGET AND MANAGEMENT** as procuring entity/Obligee in the sum of Pesos : **ONE MILLION ONE HUNDRED TEN THOUSAND ONLY (PHP 1,110,000.00)**, Philippine Currency, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

"This bond is conditioned to guarantee the Subscription of Google Suite (eMail Communication Service) as per attached Notice of Award dated January 8, 2020."

WHEREAS, the Obligor requires a performance security in the above stated sum to secure the full and faithful performance of the obligations of the Principal under the contract within the period of **JANUARY 10, 2020 TO MARCH 31, 2021** as specified in the bidding documents/terms of reference pursuant to Section 39 of the Implementing Rules and Regulations of R.A. No. 9184 and an additional one year (1) coverage from date of completion up to final acceptance to guarantee that the above-bounden Principal shall undertake the repair works of any damage to the infrastructure on account of the use of materials of inferior quality discovered within the defects liability period pursuant to Section 62 of the Implementing Rules and Regulations (IRR) of R.A. 9184.

This bond is callable on demand. The liability of the surety company shall in no case exceed the sum of Pesos: **ONE MILLION ONE HUNDRED TEN THOUSAND ONLY (PHP 1,110,000.00)** Philippine Currency. In case of default or failure of the Principal, the Obligor shall notify the Surety by sending the notice of claim with attached supporting documents to prove default or failure to comply by the Principal.

NOW THEREFORE, if the Principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements stipulated in said contract, R.A. No. 9184 and its Implementing Rules and Regulations, then the obligation shall be null and void; otherwise it shall remain in full force and effect.

The liability of the Surety under this bond shall remain valid until issuance by the Obligor of the certificate of final acceptance pursuant to Section 39, IRR of R.A. No. 9184 and that the Surety does not assume responsibility for any liability incurred or created after the expiry date. It has been agreed that the Surety is released from liability after the issuance of the certificate of final acceptance. The Surety shall not be liable for extension of contract unless an endorsement has been issued consenting to such extension.

IN WITNESS WHEREOF, we have set our hands and signed our names on the 10th day of January, 2020 at Makati City.

IP CONVERGE DATA SERVICES, INC.

DOMINICO F. RATUISTE
 Vice President for Operation
 Principal

Witness to Principal

f. san miguel

INTRASTRATA ASSURANCE CORPORATION
 TIN# 000-664-224

WILHELMINA C. CABAGUI
 Bonds Manager

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES

MAKATI CITY S.S.

BEFORE ME, the undersigned authority, in and for the Makati City Philippines
 this 10th day of January 2020 personally appeared :

NAME	Residence Cert. No.	ISSUED	
		At	On
DOMINICO F. RATUISTE			
WILHELMINA C. CABAGUT	TIN#115-807-595		

the latter as Bonds Manager
 with Corporation Residence Certificate No. C 00130502 issued at Makati City on
 January 18, 2019 known to me and to me known to be the same persons who executed the
 foregoing document and acknowledged the same to be their free and voluntary act and deed of the Company
 they represent for the uses and purposes therein stated.

WITNESS my hand and notarial seal the date and place first hereinabove written.

Doc. No. 123
 Page No. 26
 Book No. 01
 Series of 20 20

ATTY. RODRIGO S. DE REAL, JR.
 Notary Public Makati 2019-2020
 Apt. No. 113, 1st Floor, Bldg. 110072, 01/06/2020
 Roll No. 49763 MCLE No. VI-0016854
 PTR No. Mla. 9120263 01/02/2020

REPUBLIC OF THE PHILIPPINES

MAKATI CITY S.S.

WILHELMINA C. CABAGUT

I of INTRASTRATA ASSURANCE CORPORATION, after having been duly sworn to, depose and say that INTRASTRATA ASSURANCE CORPORATION is a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines and duly authorized to execute and issue all surety bonds for all purposes within the Philippines and that it is actually worth the amount specified in the foregoing undertaking, to wit: PESOS ONE MILLION ONE HUNDRED TEN THOUSAND PESOS ONLY.
 (P 1,110,000.00). Philippines Currency, over the above all just debts and obligations and property exempt from execution.

INTRASTRATA ASSURANCE CORPORATION
 By:

WILHELMINA C. CABAGUT
 Bonds Manager

SUBSCRIBED AND SWORN to before me this 10th day of January, 2020
 at Makati Philippines affiant exhibiting to me his Res. Certificate and that of the Corporation as above described.

Doc. No. 124
 Page No. 26
 Book No. 01

ATTY. RODRIGO S. DE REAL, JR.
 Notary Public Makati 2019-2020
 Apt. No. 113, 1st Floor, Bldg. 110072, 01/06/2020



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila



CERTIFICATION

This is to certify that **INTRASTRATA ASSURANCE CORPORATION** is licensed to transact non-life insurance business in the Philippines for **FIRE, MARINE, CASUALTY and SURETY** lines under **Certificate of Authority No. 2019/89-R** effective **1 January 2019** until **31 December 2021** unless sooner revoked or suspended for cause.

It is certified, moreover, that **IntraStrata Assurance Corporation** is authorized under its license to issue surety bonds required by the Implementing Rules and Regulations of R.A. No. 9184, and that the insurance company had issued **PERFORMANCE BOND (SURETY BOND)** with **BOND NUMBER G(13)-A-HO-000000119** which is **callable upon demand** together with the **IP CONVERGE DATA SERVICES, INC.** in favor of the Obligee **DEPARTMENT OF BUDGET AND MANAGEMENT** in the amount of **ONE MILLION ONE HUNDRED TEN THOUSAND PESOS ONLY (Php 1,110,000.00)** for the project: **SUBSCRIPTION OF GOOGLE SUITE (Email COMMUNICATION SERVICE)**. Certified photocopy of said bond has been submitted by the company to the Insurance Commission.

This certification is issued upon the request **RODRIGO DE REAL, JR. AVP-Bonds & Legal** of **IntraStrata Assurance Corporation**, pursuant to the Revised Implementing Rules and Regulations of R.A. No. 9184.

Issued on this 20th day of January, 2020

City of Manila, Philippines.

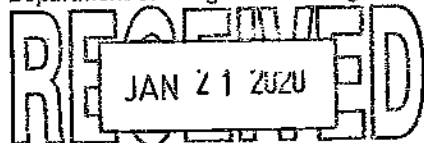
For the Insurance Commissioner:

JONALYNIA OQUIAS

IC Senior Insurance Specialist
In-Charge of Office of Suretyship Unit
Office of the Insurance Commissioner
Paid Under O.R. No. 0267933 A

IC-LRE-DP-001-F-15
Rev. 1

Department of Budget and Management



OFFICE OF THE DIRECTOR, AS
BY: *[Signature]* CONTROL NO. *PMN-6005*

