

**Republic of the Philippines
Commission on Elections**

**Request for Proposal for
Specifications, Terms & Conditions for**

Lot 1:

- A. Electronic Voting System (EVS) Integrated with Election Management System (EMS)**
- B. Automated Counting System (ACS) Integrated with Election Management System (EMS)**

Lot 2:

- A. Secure Electronic Transmission System (ETS) for Election Results,**
- B. Consolidation/Canvassing System (CCS),**

Lot 3:

Systems Integration and Overall Project Management

for the Automation of the Voting, Counting, Transmission and Canvassing of the August 11, 2008 Elections in the Autonomous Region in Muslim Mindanao (ARMM)

Offerors' Pre-Bid Conference

Date : 22 February 2008
Time : 10:00 AM
Venue : Session Hall, Commission on Elections
8th Flr. Palacio del Gobernador Bldg.,
Intramuros, Manila

Responses due on or before

Date : 05 March 2008
Time : 10:00 AM
Venue : Session Hall, Commission on Elections
8th Flr. Palacio del Gobernador Bldg.,
Intramuros, Manila

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Request for Proposal (RFP)

For the Automation of the Voting, Counting, Transmission and Canvassing of the August 11, 2008 Elections in the Autonomous Region in Muslim Mindanao (ARMM)

PART I – OBJECTIVE

To fully automate the August 11, 2008 ARMM elections

PART II – INTENT

The Bids and Awards Committee (BAC) of the Commission on Elections (COMELEC) is currently accepting sealed bids for the supply, delivery, deployment, installation (and pull-out) and operation of products and services for use in the 11 August 2008 ARMM Elections for the following:

A. LOT 1-A: ELECTRONIC VOTING SYSTEM (EVS) INTEGRATED WITH ELECTION MANAGEMENT SYSTEM (EMS)

Lease, with option to purchase, for a secure, accurate, reliable and user-friendly automated system for voting using dedicated Direct Recording Electronic (DRE) machines:

- A-1. which shall accept and record the votes of candidates in a precinct (or clustered precinct);
- A-2. which shall protect the sanctity and secrecy of the voter's vote by ensuring that the record of the vote shall not be traced to the voter;
- A-3. which shall generate and print a copy of the voter's vote for the voter's verification, or voter verified paper audit trail (VVPAT), the print on which shall remain legible for a minimum of three (3) years for a possible manual recount of said vote;
- A-4. which shall also make use of appropriate ballot boxes for the purpose;
- A-5. which shall immediately consolidate said votes per precinct after the closing of polls;

- A-6. which shall immediately generate and print the precinct results in the COMELEC-specified format of the Election Returns (ER) in 30 copies within two (2) hours after the closing of polls;
- A-7. which shall be capable of digitally signing all electronic results and reports before transmission;
- A-8. which shall generate an encrypted copy of the precinct results;
- A-9. which shall comply with the OASIS election markup language (EML) v3 or later standards;
- A-10. which shall allow the copying of the encrypted precinct results to an external write-once-read-many data storage device;
- A-11. which shall generate an internal encrypted copy of the votes and all generated reports;
- A-12. which shall have immutable audit trail provisions;
- A-13. which shall have already been successfully used and proven secure, accurate and reliable in an actual public political election where it was last used, with a written certification to that fact from the election authority of the client country/state/province;
- A-14. which shall have an integrated election management system for configuring an election (up to the canvassing levels);
- A-15. which shall be capable of handling the different types of elections and other electoral exercises, as defined in [Part III B-3](#) and [Part III-F](#);
- A-16. which shall be capable of secure one-way transmission of precinct results out to the consolidation/canvassing system (CCS), which may be enabled or disabled for use on election day;
- A-17. which shall be so designed to include a continuity plan in case of a systems breakdown or any such eventuality which shall result in the delay, obstruction or non-performance of the electoral process, as specified in RA 9369 Sec. 11;

- A-18. which design and functionality shall still be subject to final customization requirements by the COMELEC;
- A-19. which shall be deployed to, installed in and pulled out from the voting sites by the contractor/supplier, in coordination with the COMELEC;
- A-20. which shall include a proposal for the design of the required ballot box for storing the voter verified paper audit trail (VVPAT), taking into consideration the existing guidelines on provision of physical security, such as padlocks and required metal seals;
- A-21. which shall include the printers and printing consumables needed to complete the printing of all election, audit and statistical reports at the polling center in the specified period of time;
- A-22. which shall include the specifications for the type of paper to use in printing of needed reports in the specified period of time;
- A-23. which shall include the external storage devices needed for the encrypted copies of the precinct results for backup and for transmission purposes (in separate media), properly labeled and with security features;
- A-24. which shall include all provisions for testing and training processes, from systems evaluation to systems preparation, field testing, mock elections, and systems sealing;
- A-25. which shall include all provisions for appropriate customer and technical support during the entire duration of the project; and
- A-26. which shall include all other such related requirements, including power supply (in case of irregular and unstable power supply), to make the system fully operational and to enable the completion of the entire process, including generation of reports, within the specified period of time without added cost to the COMELEC, aside from the ballot boxes and paper for the election reports.

B. LOT 1-B: AUTOMATED COUNTING SYSTEM (ACS) INTEGRATED WITH ELECTION MANAGEMENT SYSTEM (EMS)

Lease, with option to purchase, for secure, accurate, reliable and user-friendly automated system for batch counting ballots using Optical Mark-sense Readers (OMR):

- B-1. which shall make use of machine-readable ballots with appropriate security features;
- B-2. which shall immediately generate and print the precinct results in the COMELEC-specified format of the ER in 30 copies;
- B-3. which shall be capable of digitally signing all electronic results and reports before transmission;
- B-4. which shall generate an encrypted copy of the ER;
- B-5. which shall comply with OASIS EML v3 or later standards;
- B-6. which shall allow the copying of the encrypted ER to an external write-once-read-many data storage device;
- B-7. which shall complete the counting of ballots for all precincts in a city/municipality within 24 hours after the closing of polls;
- B-8. which shall generate an internal encrypted copy of the count and all generated reports for verification and audit trail purposes;
- B-9. which shall have already been successfully used and proven secure, accurate and reliable in an actual public political election where it was last used, with a written certification to that fact from the election authority of the client country/state/province;
- B-10. which shall have an integrated election management system for configuring an election (up to the canvassing levels);
- B-11. which shall be capable of handling the different types of elections and other electoral exercises, as defined in [Part III B-3](#) and [Part III-F](#);

- B-12. which shall be capable of secure one-way transmission of precinct results out to the consolidation/canvassing system (CCS), which may be enabled or disabled for use on election day;
- B-13. which shall be so designed to include a continuity plan in case of a systems breakdown or any such eventuality which shall result in the delay, obstruction or non-performance of the electoral process, as specified in RA 9369 Sec. 11;
- B-14. which design and functionality shall still be subject to final customization requirements by the COMELEC;
- B-15. which shall be deployed to, installed in and pulled out from the counting sites by the contractor/supplier, in coordination with the COMELEC;
- B-16. which shall include the supply of the ballot paper with security features, including the needed ink (both security and non-security), and other needs for ballot production, including technical training and support for the National Printing Office (NPO) during the entire ballot production procedure;
- B-17. which shall include a proposal for the design of the required ballot box, taking into consideration the existing guidelines on provision of physical security such as padlocks and required metal seals;
- B-18. which shall include the printers and printing consumables needed to complete the printing of all election, audit and statistical reports at the counting center level in the specified period of time;
- B-19. which shall include the specifications for the type of paper needed to finish the printing of the needed reports in the specified period of time;
- B-20. which shall include the needed storage devices needed for the encrypted copies of the ER for backup and for transmission purposes (in separate media), properly labeled and with security features;
- B-21. which shall include all consumables for operation, and other needs for maintenance and troubleshooting;

- B-22. which shall include all provisions for all testing and training processes, from systems evaluation to systems preparation, field testing, mock elections, and systems sealing;

- B-23. which shall include all provisions for appropriate customer and technical support during the entire duration of the project; and

- B-24. which shall include all other such related requirements to make the system fully operational and complete the process, including the generation of reports, within the specified period of time without added cost to the COMELEC, aside from the ballot boxes and paper for the election reports.

C. LOT 2-A: SECURE ELECTRONIC TRANSMISSION SYSTEM (ETS) OF ELECTION RESULTS

Lease of a secure, fast and reliable electronic data transmission facility:

C-1. which shall allow the immediate sending of:

C-1.1 encrypted precinct results from the voting centers, as generated by the electronic voting system (EVS) of LOT 1-A:

C-1.1.1 to the designated city/municipal consolidation/canvassing center (CCC), provincial and regional CCCs, and central backup center immediately after the count of the precinct results for advance results purposes; and

C-1.1.2 to the designated city/municipal CCC within one hour after the printing of the ERs for canvassing purposes;

C-1.2 encrypted precinct results from the counting centers, as generated by the automated counting system (ACS) of LOT 1-B:

C-1.2.1 to the designated city/municipal consolidation/canvassing center (CCC), provincial and regional CCCs, and central backup center immediately after the count of the precinct results for advance results purposes; and

C-1.2.2 to the designated city/municipal CCC within one hour after the printing of the ERs for canvassing purposes;

C-1.3 encrypted consolidated precinct results from city/municipal CCCs, to the designated provincial CCC in a separate data storage location allocated for the file within one hour after the printing of the city/municipal election reports;

C-1.4 encrypted consolidated city/municipal canvassing results from the provincial CCCs to the designated national/regional CCC in a separate data storage location allocated for the files within one hour after the printing of the provincial election reports;

- C-2. which shall be able to handle simultaneous data transmissions:
 - C-2.1 precinct results from all voting centers (from LOT 1-A) to the designated city/municipal CCC, provincial CCC and regional/national CCC, and central backup center;
 - C-2.2 precinct results from all counting centers (from LOT 1-B) to the designated city/municipal CCC, provincial CCC and to the regional/national CCC, and central backup center;
 - C-2.3 consolidated city/municipal election results from all city/municipal CCCs to the designated provincial CCC; and
 - C-2.4 consolidated provincial election results from all provincial CCCs to the regional/national CCC;
- C-3. which shall be able to generate and print a date-and-time-stamped log in Philippine Standard Time (PST) of all transmission procedures, including error handling procedures, in printed form and in internal file storage, for audit purposes;
- C-4. which shall be so designed to include a continuity plan in case of a systems breakdown or any such eventuality which shall result in the delay, obstruction or non-performance of the electoral process, as specified in RA 9369 Sec. 11;
- C-5. which design and functionality shall still be subject to final customization requirements by the COMELEC;
- C-6. which shall include all consumables for operation, and other needs for maintenance and troubleshooting;
- C-7. which shall include all provisions needed for all testing and training processes;
- C-8. which shall include all provisions for appropriate customer and technical support during the entire duration of the project;

- C-9. which shall be deployed to, installed in and pulled out from the transmission sites by the contractor/supplier, in coordination with the COMELEC;

- C-10. which shall also include all other such related requirements to make the system fully operational and complete the process, including the generation of reports, within the specified period of time, without added cost to the COMELEC

**D. LOT 2-B: AUTOMATED CONSOLIDATION/CANVASSING SYSTEM (CCS)
OF ELECTION RESULTS**

Purchase of a secure, fast, accurate and reliable consolidation/canvassing system (CCS) of received results using the ETS (Lot 2-A), which shall be able to accept multi-channel inputs, such as DRE, OMR counting machines, SMS, Internet and other future voting interfaces, and perform the consolidation/canvassing procedures at the different CCCs:

D-1. at the city/municipal level, which shall include:

D-1.1 decrypting and authenticating the digital signatures in the transmitted individual precinct results from the different voting/counting centers under its jurisdiction. The precinct results shall be received twice:

D-1.1.1 immediately after consolidation of the precinct results by the EVM/ACM, and

D-1.1.2 after printing the first set of eight (8) copies of the ER.

The two copies of precinct result shall be stored in different data storage locations in the CCM.

D-1.2 consolidating the votes garnered by each candidate from each of the transmitted results;

D-1.3 generating the city/municipal election reports from each of the transmitted results in the COMELEC-specified format;

D-1.4 determining the winning candidates per position at the city/municipal level, if applicable, based on the number of positions to be voted for as specified in the EMS, in the COMELEC-specified format using any of the two (2) transmitted results;

D-1.5 generating and printing other election reports using any of the two (2) transmitted results, and the audit log report;

- D-1.6 digitally signing all electronic results and reports before transmission;
- D-1.7 generating an encrypted copy of the consolidated results;
- D-1.8 keeping a backup copy of the consolidated results and all generated reports in external data storage device;
- D-1.9 completing all the above-enumerated activities and report generation within the following specified time period after the closing of polls:
 - D-1.9.1 for areas using ACS: within 24 hours
 - D-1.9.2 for areas using EVS: within 2 hours
- D-2. at the provincial level, which shall include:
 - D-2.1 decrypting and authenticating the digital signatures the transmitted individual precinct results from the different voting/counting centers under its jurisdiction immediately after consolidation of the precinct results by the EVM/ACM, and keeping the same in a separate internal data storage location;
 - D-2.2 decrypting and authenticating the digital signatures the consolidated city/municipal election results from the different city/municipal CCCs under its jurisdiction, and keeping the same in a separate internal storage location;
 - D-2.3 consolidating the votes garnered by each candidate from said transmitted results, which may be generated using either of the two transmitted results;
 - D-2.4 generating and printing the provincial election reports, in 30 copies, in the COMELEC-specified format, which may be generated using either of the two transmitted results;
 - D-2.5 determining the winning candidates per position at the provincial level (including winners in the legislative and provincial district levels, if applicable), based on the number of positions to be voted

for as specified in the EMS, which may be generated using either of the two transmitted results;

D-2.6 generating and printing other election reports, which may be generated using either of the two transmitted results, and the audit log report;

D-2.7 digitally signing all electronic results and reports before transmission;

D-2.8 generating an encrypted copy of the consolidated results;

D-2.9 keeping a backup copy of the transmitted results and all generated reports in external data storage device;

D-2.10 completing all the above-enumerated activities and report generation within 30 hours after closing of polls;

D-3. at the regional/national level, which shall include:

D-3.1 decrypting and authenticating the digital signatures the transmitted individual precinct results from the different voting/counting centers under its jurisdiction immediately after consolidation of the precinct results by the EVM/ACM, and keeping the same in a separate internal data storage location;

D-3.2 decrypting and authenticating the digital signatures the consolidated provincial, district, HUC and OAV election results from the different CCCs under its jurisdiction, and keeping the same in a separate internal data storage location;

D-3.3 consolidating the votes garnered by each candidate from said transmitted results, which may be generated using either of the two transmitted results;

D-3.4 generating and printing the regional/national election reports, in 30 copies, in the COMELEC-specified formats, which may be generated using either of the two transmitted results;

- D-3.5 determining the winning candidates per position at the regional/national level, based on the number of positions to be voted for as specified in the EMS, which may be generated using either of the two transmitted results;
- D-3.6 generating and printing other election reports, which may be generated using both transmitted results, and the audit log report;
- D-3.7 digitally signing all electronic results and reports before transmission;
- D-3.8 generating an encrypted copy of the consolidated results;
- D-3.9 keeping a backup copy of the consolidated results and all generated reports in external data storage device;
- D-3.10 completing all the above-enumerated activities and report generation within 36 hours after closing of polls;
- D-4. which shall comply with OASIS EML v3 or later standards;
- D-5. which shall be so designed to include a continuity plan in case of a systems breakdown or any such eventuality which shall result in the delay, obstruction or non-performance of the electoral process, as specified in RA 9369 Sec. 11;
- D-6. which design and functionality shall still be subject to final customization requirements by the COMELEC;
- D-7. which shall include the printers and printing consumables needed to complete the printing of all election, audit and statistical reports in the specified period of time
- D-8. which shall include the needed external write-once-read-many storage devices needed for the encrypted copies of the needed election reports and all other reports for backup purposes, properly labeled and with security features;

- D-9. which shall include all provisions needed for all testing and training processes;
- D-10. which shall include all provisions for appropriate technical support during the entire duration of the project;
- D-11. which shall be deployed to, installed in and pulled out from the CCC by the contractor/supplier, in coordination with the COMELEC;
- D-12. which shall also include all other such related requirements to make the system fully operational and complete the process, including the generation of reports, within the specified period of time without added cost to the COMELEC;

E. LOT 3: SYSTEMS INTEGRATION AND OVERALL PROJECT MANAGEMENT

E-1. The requirements for services component shall encompass, but may not be limited to, the design, creation and development of a full computerization solution for the voting, counting, canvassing, electronic transmission and electronic results publication for said elections. The solution formulation, building and roll-out services are composed of the following:

- E-1.1 systems integration and project management,
- E-1.2 application systems development,
- E-1.3 configuration management,
- E-1.4 change and risk management,
- E-1.5 integrated logistics management system,
- E-1.6 site design,
- E-1.7 preparation and operationalization, and
- E-1.8 documentation.

subject to the detailed specifications in [Part VI-F](#).

E-2. The offer shall cover all storage requirements (upon delivery, prior to deployment and onsite-installation, and after pull-out), including appropriate security measures.

E-2.1 The warehouse location and security measures shall be subject to final approval by the COMELEC.

PART III – DEFINITION OF TERMS

A. RA 9369 TERMS, as listed in Sec. 2

A-1. **Automated election system** – hereinafter referred to as **AES**, a system using appropriate technology which has been demonstrated in the voting, counting, consolidating, canvassing, and transmission of election results, and other electoral processes (item no. 1, sec. 2, RA 9369)

A-2. **Electronic transmission** - conveying data in electronic form from one location to another (item no. 2, sec. 2, RA 9369)

A-3. **Official ballot** - where AES is utilized, refers to the paper ballot, whether printed or generated by the technology applied, that faithfully captures or represents the votes cast by a voter recorded or to be recorded in electronic form (item no. 3, sec. 2, RA 9369)

A-3.1 **In the case of a paper-based AES** – refers to a machine-readable paper, issued by the COMELEC, with appropriate security features, which shall contain the names of all candidates for all positions involved in a specific jurisdiction.

The names of candidates shall be arranged alphabetically by surname and uniformly printed using the same font type and size (Sec. 2, RA 8436). The positions shall be listed from the highest level down to the lowest elective positions.

In areas where Arabic is of general use, such as in the ARMM, the Arabic translations of the positions to be voted for and the names of the corresponding candidates shall be printed below their English counterparts.

A-3.2 **In the case of a direct recording electronic AES** – refers to the electronic display, approved by the COMELEC, which shall contain the names of all candidates for all positions involved in a specific jurisdiction.

A-4. **Election returns** – hereinafter referred to as **ER**, a document in electronic and printed form directly produced by the counting or EVM, showing the

date of the election, the province, municipality and the precinct in which it is held and the votes in figures for each candidate in a precinct in areas where AES is utilized (item no. 4, sec. 2, RA 9369)

This is an election report, which also indicates the number of registered voters, the number of voters who actually voted, in a format to be specified by COMELEC.

- A-5. **Statement of votes** – hereinafter referred to as **SOV**, a document containing the votes obtained by candidates in each precinct in a city/municipality (item no. 5, sec. 2, RA 9369), in printed and digital format to be specified by COMELEC.

This is an election report, which is a supporting document to the Certificate of Canvass (COC).

More specifically, there are different types of SOVs depending on the level of canvassing:

- A-5.1 **SOV by Precinct**, which is generated at the city/municipal canvassing level.

It is an election report which contains the list of precincts which votes have already been counted with their respective data on the number of registered voters, number of voters who actually voted, and the number of votes obtained by candidates from each precinct within a city/municipality, directly generated by the city/municipal consolidation/canvassing system.

This is a supporting document to the city/municipal COC.

- A-5.2 **SOV by City/Municipality**, which is generated at the provincial/district canvassing level.

It is an election report which contains data on the total number of precincts which results have already been canvassed, registered voters, number of voters who actually voted, and the number of votes obtained by each candidate from every city/municipality

within the province/district, directly generated by the provincial consolidation/canvassing system.

This is a supporting document to the provincial/district COC.

A-5.3 **SOV by Province/HUC/District/Country**, which is generated at the national canvassing level.

It is an election report which lists the votes obtained by each candidate and number of precincts which results have already been canvassed from every province, highly-urbanized city (HUC) and district, including participating countries with overseas absentee voters (OAVs), directly generated by the national consolidation/canvassing system.

A-6. **City/municipal/district/provincial certificate of canvass** – hereinafter referred to as **COC**, a document in electronic and printed form containing the total votes in figures obtained by each candidate in a city/municipality/district/province as the case may be. The electronic certificates of canvass shall be the official canvass results in the aforementioned jurisdictions (item no. 6, sec. 2, RA 9369)

This is an election report generated at the different canvassing levels, supported by the corresponding SOV, in a format to be specified by COMELEC, which is directly generated by the consolidation/canvassing equipment.

As with the SOV, there are also different types of COCs depending on the level of canvassing:

A-6.1 **City/Municipal COC** – contains the total votes in figures obtained by each candidate for provincial and national positions, as supported by the **SOV by Precinct**.

A-6.2 **District COC** – contains the total votes in figures obtained by each candidate for provincial and national positions, as supported by the **SOV by City/Municipality**

A-6.3 **Provincial COC** – contains the total votes in figures obtained by each candidate for national positions, as supported by the **SOV by City/Municipality**.

A-7. **Paper-based election system** - a type of AES that uses paper ballots, records and counts votes, tabulates, consolidates/canvasses and transmits electronically the results of the vote count (item no. 7, sec. 2, RA 9369).

In this RFP, this system refers to the use of optical mark-sense readers (OMRs) in counting paper ballots in which the votes are accomplished by manually marking designated spaces on the paper ballot which correspond to the voters' candidates of choice.

This employs a ballot-counting system, which may be comprised of a ballot-counting machine and peripherals or built-in devices for printing results and data storage.

A-8. **Direct recording electronic election system** – hereinafter referred to as **DRE**, a type of AES that uses electronic ballots, records votes by means of a ballot display provided with mechanical or electro-optical component that can be activated by the voter, processes data by means of a computer program, records voting data and ballot images, and transmits voting results electronically (item no. 8, sec. 2, RA 9369)

A-9. **Counting center** - a public place within the city/municipality or in such other places as may be designated by the Commission where the official ballots cast in various precincts of the city/municipality shall be counted. Polling places or voting centers may also be designated as counting centers (item no. 9, sec. 2, RA 9369)

There shall be at least one counting center located in each city/municipality/province. If so justified, a voting center with many precincts may be designated as a counting center. Where practicable, a counting center may also be designated as a canvassing center.

A-10. **Continuity plan** - a list of contingency measures, and the policies for activation of such, that are put in place to ensure continuous operation of the AES (item no. 10, sec. 2, RA 9369)

A-11. **Disabled voters** - a person with impaired capacity to use the AES (item no. 11, sec. 2, RA 9369)

A-12. **Source code** - human readable instructions that define what the computer equipment will do (item no. 12, sec. 2, RA 9369)

B. OTHER ELECTION TERMS

B-1. **COMELEC** - refers to the Commission on Elections, the constitutional body of the Republic of the Philippines mandated to have the sole authority and responsibility pertaining to all matters related to the conduct of elections in the country, except the right to vote

B-2. **ARMM** – stands for **Autonomous Region in Muslim Mindanao**, which is composed of the following provinces:

B-2.1 Basilan (excluding Isabela City)

B-2.2 Sulu

B-2.3 Tawi-Tawi

B-2.4 Lanao del Sur

B-2.5 Maguindanao

B-2.6 Shariff Kabunsuan (excluding Cotabato City)

B-3. **Types of elections:**

B-3.1 **Synchronized National and Local Elections** – regular elections for national and local elective positions held every three (3) years. The last election was held in May 2007.

B-3.1.1 The election for President and Vice-President is only held with all the other national and local elective positions every six (6) years on the second Monday of May. The last election was held in May 2004.

B-3.2 **Synchronized Barangay and SK Elections** – regular elections for barangay and Sangguniang Kabataan (SK) officials held every three (3) years. The last election was in October 2007.

B-3.3 **ARMM elections** – regular elections for ARMM officials only (regional governor, vice-governor, and assemblymen) held every three (3) years. The last election was in August 2005.

B-3.4 **Special Elections** – any election held on dates other than those regularly scheduled

- B-3.5 **Recall Elections** – the process by which an elected local official is removed from office due to loss of confidence
- B-3.6 **Plebiscites/referendum** – the process by which an issue/question/legislation is brought for decision by the electorate through an election called for the purpose
- B-4. **Registered voters** – qualified voters whose names appear in the Certified List of Voters
- B-5. **Opening of polls** – refers to the actual start of the voting on Election Day, usually at 7:00 AM
- B-6. **Closing of polls** – refers to the end of voting at 3:00 PM on Election Day, subject to COMELEC adjustment as needed on a per-site basis
- B-7. **Voters who actually voted** – registered voters who actually cast their votes on Election Day.
- B-8. **Ballot box** - refers to a receptacle designed for storing the voted ballots or printed ballot receipts with such security features as may be prescribed by the COMELEC, which size shall be appropriate to accommodate the official ballots
- B-9. **Precinct** – basic unit of territory established by the COMELEC for the purpose of voting (Sec. 3, RA 8189), comprised of not more than 200 registered voters
- B-10. **Clustered precinct** – grouping of not more than three precincts, comprised of not more than 400 registered voters
- B-11. **Polling place** – place where the BEI conducts its proceedings and where the voters cast their votes; usually a classroom or any such place designated by the COMELEC (Sec. 3, RA 8189).
- B-12. **Polling center** – or voting center, refers to a public building or place where the polling place is located (Sec. 3, RA 8189). This may be a school, gymnasium, multi-purpose hall or any other public place designated by the Commission.

B-13. **Canvassing or consolidation** - process of adding up votes, i.e. individual precinct results into city/municipal election results, individual city/municipal election results into provincial/district results, and individual provincial/HUC/district/country results into national results.

There are different levels of canvassing, namely:

B-13.1 **City/municipal** – wherein results for city/municipal to national positions from all precincts are canvassed or consolidated;

B-13.2 **Provincial/District** - wherein results for provincial to national positions from all cities/municipalities in the province are canvassed or consolidated;

For the ARMM elections, results for regional assemblymen are canvassed or consolidated.

B-13.3 **Regional**, for ARMM elections only – wherein results for regional Governor and Vice-Governor from all provinces in the ARMM are canvassed or consolidated;

B-13.4 **National by COMELEC** - wherein results for Senators and party-List Representatives from all provinces, HUCs, districts and countries are canvassed or consolidated;

B-13.5 **National by Congress** - wherein results for President and Vice-President from all provinces, HUCs, districts and countries are canvassed or consolidated;

B-14. **Canvassing center** – a public place designated by the COMELEC in a city/municipality, province (and district, where applicable), and at the regional/national level where election results are canvassed or consolidated.

B-15. **Lot** – a division of the entire project for proposal

B-16. **Offeror** – a contractor/supplier or a consortium of companies submitting its proposal in response to this RFP

B-17. Ballots

B-17.1 In case of ACS:

B-17.1.1 Spoiled ballot – official ballot which has been returned to the BEI for replacement purposes before being cast by a voter

B-17.1.2 Invalid Ballot – a voted official ballot which has been rejected for counting, possibly due to printing errors or physical defect (torn, smudged, etc.)

B-17.1.3 Spurious/fake ballot - a ballot that is not issued by the COMELEC. This ballot shall be rejected by the ACM.

B-17.1.4 Excess ballot – a ballot in excess of the total number of voters who actually voted which shall be rejected by the ACM

B-17.2 In case of EVS:

B-17.2.1 Voter verified paper audit trail – or VVPAT, is a printout of the voter's chosen candidates with a 2-D barcode, as generated by the system. The information on the VVPAT shall be legible and shall last for a minimum of three (3) years.

This may be used when recount is necessary and as additional audit trail information.

B-18. Voting – the manner by which a voter indicates his choice of candidates in a certain election

B-18.1 Under-voting – a manner of voting wherein a voter votes for less than the maximum number of candidates allowed to be voted for in a given position.

This is a valid manner of voting, wherein all indicated votes shall be counted.

B-18.2 **Over-voting** – a manner of voting wherein a voter votes for more than the maximum number of candidates allowed to be voted for in a given position.

In ACS, votes for the position where over-voting occurred shall not be credited in favor of any candidate for said position. However, votes for the other positions not affected by the over-vote shall be counted.

In EVS, over-voting shall not be allowed.

B-19. **Watchers**

B-19.1 **Political party or candidate watcher** – a representative from a political party or representative of a candidate authorized to monitor the conduct of the voting, counting and canvassing of votes. He or she is allowed to stay inside the voting, counting and canvassing room and question irregularities that are either deliberately or unintentionally committed by the BEI or the BOC.

B-19.2 **Watcher from the citizens' arm of the COMELEC** – authorized representatives of the organizations that are accredited citizens' arm of the COMELEC. These watchers are also authorized to stay inside the voting, counting and canvassing room and observe the conduct of the election, counting and canvassing of votes and report irregularities committed therein.

C. **OTHER TECHNICAL TERMS**

C-1. **System** – an integrated group of programs and procedures intended to solve a problem or group of problems

C-2. **Computer set (computer)** – a set of equipment containing regular components, i.e., monitor, central processing unit or CPU, keyboard and printer. (Sec. 2, RA 8436)

C-3. **Electronic voting system** – or EVS, refers to an AES using DRE machine for voting, including all other components needed by it to run and operate;

This refers to the direct recording electronic election system, as defined in item no. 8, sec. 2, RA 9369 and [Part III – A.8](#) hereof.

C-4. **Electronic voting machine** – or EVM, refers to a DRE machine

C-5. **Dedicated DRE** - refers to an electronic-based system (hardware, software, with the necessary peripherals) custom-designed exclusively for the purpose of automating vote capture and counting

C-6. **Automated counting system** – or ACS, refers to an AES using machine-readable paper ballots for voting, ACMs for counting the voted ballots, and a separate machine/PC for consolidation of votes, including other components needed by it to run and operate

This refers to the paper-based election system, as defined in item no. 7, sec. 2, RA 9369 and [Part III – A.7](#) hereof.

C-7. **Automated counting machine** – or ACM, refers to an OMR machine

C-8. **Electronic transmission system** – or ETS, refers to the system to be used in the secure transmission of encrypted electronic results

C-9. **Electronic transmission machine** – or ETM, refers to a PC where the ETS will be installed and run

C-10. **Electronic transmission center** – or ETC, refers to a place where the ETS is installed

- C-11. **Consolidation/canvassing system** – or CCS, refers to the system to be used in the consolidation and canvassing of received electronically transmitted results from the voting or counting centers.
- C-12. **Consolidation/canvassing machine** - or CCM, refers to a PC or a dedicated equipment where the CCS is installed and run
- C-13. **Consolidation/canvassing center** - or CCC, refers to the place where the BOC is located and where the CCS is installed
- C-14. **User** – refers to a person who has been authorized to use any of the above-mentioned systems
- C-15. **Data storage device** – a device used to electronically store counting and canvassing results, such as a memory pack or diskette (Sec. 2, RA 8436), or CD-ROM/CD-R
- C-16. **Audit trail** – a system of verification of the accuracy and correctness of the process or subject in question, which may include result printouts and immutable internal system logs
- C-17. **Encryption** - the conversion of data into a form that cannot be understood by unauthorized people
- C-18. **Decryption** - the process of converting encrypted data back into its original form
- C-19. **Election markup language** – or EML, provides for the structured interchange among hardware, software and service providers who engage in any aspect providing election or voter services to public or private organizations
- C-20. **Organization for the Advancement of Structured Information Standards** – or OASIS, an international open standards consortium

D. OTHER ELECTION REPORTS

D-1. **Certificates of canvass and proclamation** – hereinafter referred to as **COCP**, refer to the election reports used in proclaiming the winning candidates, which are documents in printed and electronic form at the different levels of canvassing, similar to the COC, except that the indicated candidates with the total respective votes garnered are only the winners in the concerned position, as follows:

D-1.1 **City/Municipal COCP** – shows the winning candidates for city/municipal elective positions

D-1.2 **Provincial/District COCP** – shows the winning candidates for provincial and legislative district elective positions

In the ARMM elections, this shows the winning candidates for the Regional Assemblymen positions.

D-1.3 **Regional COCP** – shows the winning candidates for the Regional Governor and Vice-Governor positions in the ARMM elections.

D-1.4 **National COCP** – shows the winning candidates for national elective positions

D-2. **Audit log** – softcopy and printed record of the operation of the voting/counting system, transmission system and consolidation/canvassing system that contains sufficient information to allow the auditing of all machine operations, number of voters voted or ballots counted per precinct. It shall include, among others, the following information:

D-2.1 administrator's, operator's and other users' date-and-time-stamped log of access/login, logout and all activities done while logged in

D-2.2 an identification of the program and version being run,

D-2.3 an identification of the election file being used,

D-2.4 a record of all options/functions/procedures executed by all system users,

D-2.5 a record of all actions/functions (including error logs and messages) performed by the subsystem, and

D-2.6 a record of all tabulation and consolidation input.

E. ELECTION BODIES AND PERSONALITIES

- E-1. **Election Officer (EO)** – highest COMELEC official in a city/municipality
- E-2. **Election Assistant (EA)** – COMELEC regular employee assisting the EO.
- E-3. **Provincial Election Supervisor (PES)** – highest COMELEC official in a province.
- E-4. **Regional Election Director (RED)** – highest COMELEC official in a region.
- E-5. **City/municipal or provincial treasurer** – representatives from the Department of Finance deputized by the COMELEC as custodians of accountable election paraphernalia (such as official ballots, ballot boxes, ERs) at the city/municipal or provincial levels.
- E-6. **Board of Election Inspectors (BEI)** – a three-member board in every precinct composed of three (3) regular members who shall conduct the voting, counting and recording of votes in the polling place (Sec. 2, RA 8189). At least one member of the board shall be an information technology capable person, who is trained and certified, free of charge by the DOST to use the AES.

The members of this board are the chairman, poll clerk, and third member, who are mostly public school teachers from the Department of Education (DepEd) deputized by the COMELEC by virtue of the Constitution.

- E-7. **Boards of Canvassers (BOC)** – responsible for the canvassing of votes of affected positions at the different canvassing levels:
 - E-7.1 **City/Municipal BOC** – or CBOC/MBOC respectively, which is a three-member body, chaired by the city/municipal EO, responsible for the canvassing process at the city/municipal level, whose functions include, among others:
 - E-7.1.1 canvassing the votes for the president, vice-president, senators, members of the House of Representatives,

parties, organizations or coalitions participating under the party-list system and elective city/municipal officials;

In case of ARMM elections, canvassing the votes for the regional governor, regional vice-governor and assemblymen for the district.

For Synchronized National and Local Elections where the positions for President and Vice-President are not to be voted for, said positions are not part of the canvassing/consolidation.

E-7.1.2 printing the certificate of canvass for president, vice-president, senators, parties, organizations or coalitions participating under the party-list system, members of the House of Representatives and elective provincial positions;

In case of ARMM elections, printing the certificate of canvass for regional governor, regional vice-governor and assemblyman for the district and,

E-7.1.3 printing of certificate of canvass and proclamation of elective city or municipal officials and proclaiming the winning candidates;

For ARMM elections, there shall be no proclamation of city/municipal officials.

E-7.2 **Provincial/District BOC** – or PBOC/DBOC, which is a three-member body, chaired by the PES, responsible for the canvassing at the provincial/district level, whose functions include, among others:

E-7.2.1 canvassing the votes for the president, vice-president, senators, members of the House of Representatives, parties, organizations or coalitions participating under the party-list system and elective provincial officials;

Canvassing the votes for the regional governor, regional vice-governor and assemblymen for the district, in case of ARMM elections.

For Synchronized National and Local Elections where the positions for President and Vice-President are not to be voted for, said positions are not part of the canvassing/consolidation.

E-7.2.2 printing the certificate of canvass of votes for president, vice-president and senators and parties, organizations or coalitions participating under the party-list system; and

Printing the COC for regional governor and regional vice-governor, in case of ARMM elections.

E-7.2.3 printing COCP for the elected members of the House of Representatives and provincial officials, and proclaiming the winning candidates.

Printing the COCP and proclaiming the elected members of the Regional Assembly of the district, in case of ARMM elections.

E-7.3 **National BOC for Senators and Parties, Organizations or Coalitions participating under the Party-List System** – or NBOC, which is a body composed of the Chairman and Commissioners of the COMELEC sitting en banc, with the former serving as Presiding Officer, tasked to canvass the results and proclaim the winning candidates for senators and parties, organization or coalitions participating under the party-list system.

E-7.4 **National BOC for President and Vice-President** – or NBOC, which is a body composed of the Senate and the House of Representatives sitting in joint session, that shall canvass the results and proclaim the winning candidates for President and Vice-President.

This National BOC shall not be convened if the positions for President and Vice-President are not among those to be voted for in an election.

E-7.5 **Regional BOC** – or RBOC, for ARMM elections only, a three-member body chaired by the Commissioner-in-Charge of the region, responsible for the canvassing process at the regional level of the votes for the regional governor and regional vice-governor.

For ARMM elections where the positions are (1) regional governor (2) regional vice-governor and (3) assemblymen, only these three are included in the consolidation/canvassing in the city/municipality, provincial, regional levels. There are no proclamations done at the city/municipality level.

F. ELECTIVE POSITIONS

F-1. ARMM Elections

F-1.1 **Regional elective positions** - positions that are voted for region-wide. All voters in the ARMM may vote for these positions.

These are the positions of Regional Governor and Regional Vice-Governor.

F-1.2 **Provincial elective positions** – positions that are voted for provincial district-wide. Voters in a specific district per province can vote only for the candidates running in their district.

These are the positions of **Regional Assemblymen**, the number to be elected for which depend on the size of the concerned provincial district.

F-2. Synchronized National and Local Elections

F-2.1 **National elective positions** – positions that are voted for at large nationwide, including the positions of:

F-2.1.1 **President (1) and Vice-President (1)**

Except in a national and local elections where the positions of President and Vice-President are not part of the elective positions.

F-2.1.2 Twelve (12) **senators**, and

F-2.1.3 A **party-list representative** to Congress – a party, organization, or coalition participating under the party-list system, representing the marginalized sector, which is voted for by all voters nationwide. A voter is allowed to vote for only one (1) party. Organizations running under the party list elections are entitled to a seat only if it garners at least two percent (2%) of the total votes cast for the party list election.

F-2.2 **Local Elective Positions** – positions that are voted for locally, at the provincial/district, and city/municipal levels, including the positions of:

F-2.2.1 **Legislative district level:**

Member, House of Representatives - voted upon by voters in a legislative district within a province or a city.

F-2.2.2 **Provincial level:**

F-2.2.2.1 **Governor** (1)

F-2.2.2.2 **Vice-Governor** (1), and

F-2.2.2.3 **Members of the Sangguniang Panlalawigan or Provincial Board (PB).**

PB members are voted by provincial district. Number of seats for PB is based on the the number of voters in the province and classification of the province, i.e. first-class, second-class, etc.

F-2.2.3 **City/municipal level:**

F-2.2.3.1 **Mayor** (1)

F-2.2.3.2 **Vice-Mayor** (1)

F-2.2.3.3 **Councilors** - Depending on the type of city/municipality, the number of seats ranges from five (5) to twelve (12) candidates for members of the Sangguniang Panglungsod (City Council) or eight (8) for the Sangguniang Bayan (Municipal Council).

F-2.3 **Synchronized Barangay and SK elections** – elections for barangay-level positions, including the positions of:

F-2.3.1 **Barangay Elections**

F-2.3.1.1 Punong Barangay (1)

F-2.3.1.2 Barangay Kagawad (7) – members of the
Barangay Council

F-2.3.2 **SK elections**

F-2.3.2.1 SK Chairman (1)

F-2.3.2.2 SK Kagawad (7) – members of the SK
council

G. ELECTION PHASES

- G-1. **Last day for filing of candidacies** – the last day in the period set for the filing of certificate of candidacy/petition for registration/manifestation to participate in the election when the names of the candidates will have been known. For purposes of the 2008 ARMM elections, this shall be not later than 120 days before the elections.
- G-2. **Effective period for printing of ballots** – this period is set to 45 days before Election Day.
- G-3. **Voting period** – the casting of votes on Election Day which starts at 7:00 AM and ends at 3:00 PM, subject to COMELEC adjustment as needed.
- G-4. **Counting period** – the counting of votes and generation of ERs which shall start immediately after the closing of the polls.
- G-4.1 In case of ACS, within 24 hours, including transport of ballot boxes.
- G-4.2 In case of EVS, within 2 hours.
- G-5. **Canvassing periods** – canvassing of votes at the city/municipal, provincial/district and regional/national levels. For purposes of the 2008 ARMM elections:
- G-5.1 Canvassing of votes at the city/municipal level shall start after all the ballots cast from all the precincts in the city/municipality have been counted. This shall last for 24 hours after the closing of polls.
- G-5.2 Provincial canvassing shall start once the first consolidated city/municipal results have been received. This entire process, including the printing of the SOV and COC, should last for 30 hours after closing of polls.
- G-5.3 Regional canvassing shall start once the first consolidated provincial results have been received. This entire process, including the printing of the SOV and COCP, should last for 36 hours after closing of polls.

H. POLITICAL SUBDIVISIONS OR JURISDICTIONS

H-1. **Province** – a political and corporate unit of government composed of a cluster of municipalities (legislative districts), or municipalities and component cities (Sec. 459, RA 7196). There are 81 provinces in the country.

The ARMM has 6 provinces, namely:

1. Basilan (excluding Isabela City)
2. Sulu
3. Tawi-Tawi
4. Lanao del Sur
5. Maguindanao
6. Shariff Kabunsuan (excluding Cotabato City)

H-2. **Legislative District** – or **congressional district**, a unit of government in a province composed of municipalities or cities. Only one (1) shall be voted as district representative to Congress (Sec. 459, RA 7196). There are 219 congressional districts in the country.

H-3. **Provincial District** – a subdivision of the province, composed of cities or municipalities, from which members may be elected as representatives to the Provincial Board.

H-4. **Councilor District** – a subdivision of the highly urbanized cities and municipalities, composed of barangays, from which members may be elected as representatives to the City or Municipal Council.

H-5. **Regional district** – a subdivision of ARMM provinces, from which members may be elected as representatives to the Regional Legislative Assembly (RLA).

There are eight (8) districts in the ARMM:

<u>PROVINCE</u>	<u>DISTRICTS</u>
1. Basilan	1
2. Sulu	2
3. Tawi-Tawi	1
4. Lanao del Sur	2
5. Maguindanao	1
6. Shariff Kabunsuan	1
TOTAL	<u>8</u>

H-6. **Municipality** – unit of government consisting of a group of barangays in a legislative district (Sec. 440, RA 7196). There are 1,494 municipalities in the country.

There are 112 municipalities in ARMM, broken down as follows:

<u>PROVINCE</u>	<u>MUNICIPALITIES</u>
1. Basilan	10
2. Sulu	19
3. Tawi-Tawi	11
4. Lanao del Sur	39
5. Maguindanao	22
6. Shariff Kabunsuan	11
TOTAL	<u>112</u>

H-7. **City** – unit of government consisting of more urbanized and developed barangays in a legislative district (Sec. 448, RA 7196) or province. There are 136 cities in the country.

There are 2 cities in ARMM:

<u>PROVINCE</u>	<u>CITY</u>
1. Basilan	Lamitan City
2. Lanao del Sur	Marawi City

H-8. **Barangay** – smallest unit of government composed of at least one precinct (Sec. 384, RA 7196). There are 41,995 barangays in the country.

There are 2,470 barangays in ARMM:

<u>PROVINCE</u>	<u>Barangay</u>
1. Basilan	210
2. Sulu	410
3. Tawi-Tawi	203
4. Lanao del Sur	1,158
5. Maguindanao	279
6. Shariff Kabunsuan	210
TOTAL	<hr/> 2,470

PART IV. PROJECT-SPECIFIC INFORMATION

A. PROJECT SCOPE

A-1. For use in the 2008 ARMM elections, with:

6	provinces
8	districts
2	cities
112	municipalities
2,470	barangays
1,834	polling centers
10,805	established precincts
8,359	clustered precincts
1,642,328	registered voters

A-2. There shall be three (3) positions to be voted for:

- A-2.1 Regional Governor (1)
- A-2.2 Regional Vice-Governor (1)
- A-2.3 Regional Assemblymen (3 per District)

A-3. The proposed AES must be easily configurable by COMELEC on its own to accommodate all types of Philippine elections in the future, as to:

- A-3.1 Type and date of elections
- A-3.2 Candidate information
- A-3.3 Election reports formatting

B. NUMBER OF CANDIDATES

The average number of candidates for the ARMM elections is 30.

C. NUMBER OF PRECINCTS PER CITY/MUNICIPALITY

As of the October 29, 2007 Barangay Elections, the number of precincts in the ARMM range from a minimum of 24 to a maximum of 373 per city/municipality.

D. NUMBER OF VOTERS PER PRECINCT

Each precinct has a maximum of 200 voters. However, for efficiency and cost-effectiveness, at most three (3) precincts may be clustered but not to exceed 400 voters. Each of the clustered precincts maintains its own identity, i.e. precinct number and list of voters.

E. GENERAL POLICIES, RULES AND GUIDELINES

Following are the general policies, rules and guidelines for the 11 August 2008 automated elections in the ARMM, with the more detailed and specific instructions to be finalized and formalized by the COMELEC before Election Day:

E-1. Voting:

Voting shall start at 7:00 AM on Election Day. The voting period is usually set to 8 hours from opening of the polls.

The law however provides that voters still lined up within 30 meters of the polling place shall still be allowed to cast their vote even after the designated end of the voting period.

E-1.1 Lot 1A: Using EVS

E-1.1.1 For areas that shall implement the EVS, at least one (1) EVM shall be installed in the polling place for voting purposes. (For the actual allocation of EVMs per polling place, see Annex A.)

E-1.1.2 The BEI shall open the voting by starting the EVM and showing the watchers that there are no previous votes in it.

E-1.1.3 The voter shall vote by selecting the candidates of choice using the EVM at the polling place.

E-1.1.4 The voter shall review his vote on screen and confirm the same before actually casting it.

E-1.1.5 The EVM shall generate and print a VVPAT.

E-1.1.6 The voter shall insert the VVPAT into the designated ballot box.

E-1.2 Lot 1B: Using ACS, on a machine-readable ballot

E-1.2.1 The voter shall vote by marking an oval or a box provided on the ballot opposite the name of the candidate of his choice.

E-1.2.2 After finishing filling up the ballot, the voter shall insert the ballot into the designated ballot box.

E-1.2.3 At the end of voting, the BEI shall bring the ballot box to the designated counting center for the city/municipality.

E-2. Counting, Consolidation and Generation of Election Returns:

E-2.1 Lot 1A: Using EVS

E-2.1.1 After the close of polls, the BEI shall execute the counting and consolidation application in the EVM/s assigned to the precinct to start the procedure.

E-2.1.1.1 If there is more than one EVM installed in the precinct, one of the EVMs shall be assigned for consolidation, from which all required election reports shall be generated.

E-2.1.2 Immediately after consolidating the precinct results, the BEI shall:

E-2.1.2.1 digitally sign and encrypt the same; and

E-2.1.2.2 create a backup copy in the specified external data storage device.

E-2.1.3 The BEI shall electronically transmit the same in advance to:

E-2.1.3.1 the city/municipality CCC,

E-2.1.3.2 the provincial CCC,

E-2.1.3.3 the regional CCC, and

E-2.1.3.4 the central backup center.

E-2.1.4 The BEI shall generate and print one (1) set of eight (8) copies of the ER afterwards.

E-2.1.5 The BEI shall announce the results of the voting in the precinct.

E-2.1.6 The BEI shall electronically transmit the precinct results to the city/municipal CCC.

E-2.1.7 The BEI shall print the remaining 22 copies of the ER.

E-2.1.8 The BEI shall generate all other required reports, including:

E-2.1.8.1 statistical report, and

E-2.1.8.2 audit log report.

E-2.2 Lot 1B - Using ACS:

E-2.2.1 For areas that shall implement the ACS, there shall be at least one (1) ACM per city/municipality. (For the actual allocation of ACMs, see Annex A.)

E-2.2.2 Upon arrival at the designated counting center, the BEI shall be issued priority numbers

E-2.2.3 Before counting the ballots of the first precinct, the ACM operator shall show proof to the watchers that the ACM has no previous votes stored in it.

E-2.2.4 The BEI shall place the ballots into the ACM and start the count.

E-2.2.5 Immediately after finishing the counting of the ballots for a precinct, the BEI shall:

E-2.2.5.1 digitally sign and encrypt the same; and

E-2.2.5.2 create a backup copy in the specified external data storage device.

E-2.2.6 The BEI shall electronically transmit the same in advance to:

E-2.2.6.1 the city/municipality CCC,

E-2.2.6.2 the provincial CCC,

E-2.2.6.3 the regional CCC, and

E-2.2.6.4 central backup center

E-2.2.7 The BEI shall generate and print one (1) set of eight (8) copies of the ER afterwards.

E-2.2.8 The BEI shall electronically transmit the precinct results to the city/municipal CCC.

E-2.2.9 The BEI shall generate the remaining 22 copies of the ER.

E-2.2.10 The BEI shall generate and print all other required reports, including:

E-2.2.10.1 statistical report, and

E-2.2.10.2 audit log report.

E-3. **Electronic Transmission of Election Results:**

E-3.1 **From the polling/counting centers:**

E-3.1.1 The BEI/ACM operator shall transmit the encrypted precinct results in advance (immediately after precinct results consolidation) and after printing the first set of eight (8) copies of the ER, wherein each transmitted result shall be stored in separate internal data storage location to the following:

E-3.1.1.1 the city/municipal CCC,

E-3.1.1.2 provincial CCC,

E-3.1.1.3 regional CCC, and

E-3.1.1.4 central backup center

E-3.1.2 The BEI/ACM operator shall generate and print a date-and-time-stamped transmission log report of all transmissions made to all

CCCs, including the operator's name, all prompts and error messages that shall be generated by the ETS.

E-3.2 From the city/municipal CCC:

E-3.2.1 The ETM operator shall transmit the encrypted city/municipal results to the designated provincial CCC after printing the first set of eight (8) copies of the SOV and COC.

E-3.2.2 The ETM operator shall generate and print a date-and-time-stamped transmission log report of all transmissions made to all CCCs, including the operator's name, all prompts and error messages that shall be generated by the ETS.

E-3.3 From the provincial CCC:

E-3.3.1 The ETM operator shall transmit the encrypted city/municipal results to the designated regional CCC after printing the first set of 8 copies of the SOV and COC.

E-3.3.2 The ETM operator shall generate and print a date-and-time-stamped transmission log report of all transmissions made to all CCCs, including the operator's name, all prompts and error messages that shall be generated by the ETS.

E-4. City/Municipal Consolidation/Canvassing:

E-4.1 Before the start of the consolidation/canvassing proceedings, the CBOC/MBOC shall show proof to the watchers that the CCM has no previous votes yet.

E-4.2 The CBOC/MBOC shall start the canvassing procedure upon receipt of the first transmitted precinct results.

E-4.3 After all the expected precinct results have been received, the CBOC/MBOC shall:

E-4.3.1 consolidate the city/municipal results;

E-4.3.2 digitally sign and encrypt the same; and

E-4.3.3 create a backup copy in a specified external data storage device.

E-4.4 The CBOC/MBOC shall generate and print 1 set of 8 copies of the SOV and COC.

E-4.5 The CBOC/MBOC shall transmit the city/municipal results to the provincial CCC.

E-4.6 The CBOC/MBOC shall then proceed to print the remaining 22 copies of the city/municipal results.

E-4.7 The CBOC/MBOC shall generate and print one (1) copy of the statistical report and one (1) copy of the audit log report.

E-5. Provincial Consolidation/Canvassing:

E-5.1 Before the start of the consolidation/canvassing proceedings, the PBOC shall show proof to the watchers that the CCM has no previous votes yet.

E-5.2 The PBOC shall start the canvassing procedure with the arrival of the first city/municipal result by executing the provincial canvassing application in the CCS.

E-5.3 After all the expected city/municipal results have been received, the PBOC shall:

E-5.3.1 consolidate the provincial results;

E-5.3.2 digitally sign and encrypt the same; and

E-5.3.3 create a backup copy in a specified external data storage device.

E-5.4 The PBOC shall generate and print 8 copies of the SOV and COC.

E-5.5 The PBOC shall announce the contents of the generated reports.

E-5.6 The PBOC shall transmit the provincial results to the regional CCC.

E-5.7 The PBOC shall print remaining 22 copies of the provincial results.

E-5.8 The PBOC shall generate and print the COCP.

E-5.9 The PBOC shall proclaim the winning candidates based on the generated reports.

E-5.10 The PBOC shall print one (1) copy of the statistical report and one (1) copy of the audit log report.

E-6. Regional Consolidation/Canvassing:

E-6.1 Before the start of the consolidation/canvassing proceedings, the RBOC shall show proof to the watchers that the CCM has no previous votes yet.

E-6.2 The RBOC shall start the canvassing procedure with the arrival of the first provincial result by executing the regional canvassing application in the CCS.

E-6.3 After all the expected provincial results have been received, the RBOC shall:

E-6.3.1 consolidate the regional results;

E-6.3.2 digitally sign and encrypt the same; and

E-6.3.3 create a backup copy in a specified external data storage device.

E-6.4 The RBOC shall generate and print 8 copies of the SOV and COC.

E-6.5 The RBOC shall announce the contents of the generated reports.

E-6.6 The RBOC shall transmit the provincial results to the regional CCC.

E-6.7 The RBOC shall print remaining 22 copies of the provincial results.

E-6.8 The RBOC shall generate and print the COCP.

E-6.9 The RBOC shall proclaim the winning candidates based on the generated reports.

E-6.10 The RBOC shall generate and print one (1) copy of the statistical report and one (1) copy of the audit log report.

E-7. Central Backup Center

E-7.1 All transmissions of the precinct results to the regional CCC shall also be sent to the central backup center.

E-7.2 The regional CCS shall also be available at the central backup center for redundancy.

F. GENERAL IMPLEMENTATION CALENDAR

The general timeline for the Automation Program is as follows:

ACTIVITY	START	FINISH
Publication of Invitation to Bid	02.11.08	03.05.08
Issuance of Invitation/Terms of Reference/Specifications	02.12.08	
Pre-bid conference	02.22.08	
Submission and opening of bids	03.05.08	
Bid Evaluation and Post-qualification	03.06.08	03.20.08
Issue Notice of Award	03.21.08	
Contract preparation and signing	03.22.08	03.28.08
Approval of contract	04.01.08	
Issue Notice to Proceed	04.02.08	
Period for filing candidacies	05.13.08	05.20.08
Customization of systems / systems development	04.02.08	05.25.08
Deliver and test systems	05.26.08	06.13.08
Field test	06.14.08	06.14.08
CAC/TEC Systems certification	06.16.08	06.16.08
COMELEC Systems Acceptance	06.16.08	06.16.08
Train COMELEC technical personnel on EVS/ACS/EMS/ETS/CCS operations	06.17.08	06.21.08
Conduct public demonstration using machines / mock election	06.21.08	07.15.08
Creation of EVM/ACM/ETM/CCM configuration, and ACM ballot faces, etc	06.23.08	07.11.08
Print ballots (in areas with ACM)	06.25.08	07.25.08
Setting of Configuration of EVM / ACM	07.11.08	07.25.08
Testing of EVMs and ACMs in their actual configuration with the ballots	07.14.08	07.28.08
Deployment of machines	07.24.08	07.31.08
Prepare transmission sites	07.24.08	07.31.08
Training of operators/DOST certification	08.01.08	08.05.08

ACTIVITY	START	FINISH
Prepare voting, counting, transmission, canvassing sites	08.06.08	08.07.08
Final checking, demos, and sealing of machines	08.08.08	08.08.08
Ship ballots (in areas with ACM)	08.01.08	08.06.08
Election Day	08.11.08	
Count precinct & proclaim city/municipal winners	08.11.08	08.12.08
Canvass results & proclaim winners	08.12.08	08.13.08
Evaluate program	08.18.08	08.22.08
Submit Program report	09.01.08	

Offerors shall be notified by e-mail on any change in schedule.

G. IMPLEMENTATION AREAS

G-1. This RFP is for implementation in the August 11, 2008 ARMM Elections in all ARMM provinces. The EVS shall be implemented in all municipalities of the Maguindanao province. The remaining ARMM provinces of Basilan, Sulu, Tawi-Tawi, Lanao del Sur and Shariff Kabunsuan shall be implementing the ACS.

G-2. Offerors shall be required to submit bids as follows:

G-2.1 For Lots 1-A and 1-B: All offerors must bid for at least one Lot.

G-2.2 For Lot 2-A: This is a one-time lease basis but must be bid for by all offerors.

G-2.3 For Lot 2-B: This must be bid for by all offerors on a purchase or perpetual license basis.

G-2.4 For Lot 3: All offerors must bid for this.

G-3. All bids shall be broken down per Lot, and shall be itemized.

G-4. The bids shall include price quotations for:

G-4.1 One-time lease, with option to purchase, for Lot 1A

G-4.2 One-time lease, with option to purchase, Lot 1B

G-4.3 One-time lease for Lot 2A

G-4.4 Purchase for Lot 2B

G-4.5 Products and services for Lot 3

H. INVITATION TO APPLY FOR ELIGIBILITY AND TO BID

Sealed applications for eligibility and bid documents for the procurement of voting/counting machines, including the supply of ballot paper, where applicable; electronic transmission facilities/equipment; city and municipal consolidation/canvassing software and hardware; provincial and district consolidation/canvassing software and hardware; regional and national consolidation/canvassing software and hardware; training; technical support; warehousing, deployment; installation; pull-out; systems integration; and overall project management, to be used in the Automation of the Voting, Counting, Transmission and Canvassing of Votes for the August 11, 2008 Autonomous Region in Muslim Mindanao (ARMM) Elections, namely:

Lot 1:

- A. **Electronic Voting System (EVS) Integrated with Election Management System (EMS); and**
- B. **Automated Counting System (ACS) Integrated with Election Management System (EMS)**

Lot 2:

- A. **Secured Electronic Transmission System (ETS) for Election Results; and**
- B. **Consolidation/Canvassing System (CCS)**

Lot 3:

Systems Integration and Overall Project Management

shall be received at the COMELEC Session Hall, 8th floor, Palacio del Gobernador, General Luna Street, Intramuros, Manila, on **05 March 2008** at 10:00 a.m., at which place, date and time, said sealed bids shall be opened in the presence of the members of the Bids and Awards Committee, representatives of the Commission on Elections, Commission on Audit, Philippine Chamber of Commerce and Industry, Parish Pastoral Council for Responsible Voting, the participating bidders and the public, with an Approved Budget for the Contract in the amount of **Eight Hundred**

Sixty-Seven Million Three Hundred Twenty-Nine and Ninety-One (PhP 867,329,091.00) Pesos, charged against the 2008 appropriations for election modernization.

Bid documents may be obtained starting **12 February 2008**, during regular office hours from the BAC Secretariat, Property Division, Administrative Services Department, Casa Rocha Building, Andres Soriano Street, Intramuros, Manila, upon payment with the Cash Division, Commission on Elections, in cash or Manager's/Cashier's check, payable to "The Commission on Elections", of a non-refundable amount of One Hundred Fifty Thousand (PhP 150,000.00) Pesos. A Special Power of Attorney, made and executed by the prospective bidder, shall be required should it assign a representative to secure the bid documents.

A Pre-Bid Conference is scheduled on **22 February 2008**, at 10:00 a.m. at the Session Hall, Commission on Elections, 8th Floor, Palacio del Gobernador, Intramuros, Manila.

Deadline for submission to the BAC of sealed application for eligibility and bid envelopes shall be at 10:00 o'clock in the morning at the Session Hall, Commission on Elections, Palacio del Gobernador Condominium, General Luna St., Intramuros, Manila on **05 March 2008**, at which time, date and place the sealed applications and bid envelopes shall be opened.

Bids shall be accompanied by a Bid Security equivalent to one per centum (1%) of the Approved Budget for the Contract, or a total of Eight Million Six Hundred Twenty Thousand (PhP 8,620,000.00) Pesos, in the form of cash or manager's check, cashier's check, bank draft or irrevocable letter of credit in favor of "The Commission on Elections".

The delivery schedules are indicated in the General Implementation Calendar, Part IV, Project Relevant Information, of the Terms of Reference/Request for Proposal.

The COMELEC reserves the right to reject any or all bids, waive any formal defect contained therein, and accept the lowest calculated responsive bid that is most advantageous to the Commission. Likewise, it reserves the right to review the qualifications of the bidders after the bidding and before the contract is executed. Should such review uncover any change in the situation of the bidder to materially downgrade the substance of such statements, the COMELEC shall disqualify the bidder upon due notice without any obligation whatsoever on the part of the

COMELEC for any expense or loss that may be incurred by the bidder in the preparation of its bid.

PART V. TERMS, CONDITIONS AND INSTRUCTIONS TO BIDDERS

A. GENERAL INSTRUCTIONS

- A-1. Bidders must carefully study the specifications, terms and conditions advertised in the bid.
- A-2. A bidder is chargeable with knowledge of the terms and conditions of the bid as advertised, such that he/it must be fully informed of all the matters which may in any way affect the bid or contract.
- A-3. Should a bidder be in any doubt as to any discrepancy or ambiguity with respect to its bid, offer, or tender, or to any part of the bid documents, it shall submit to the Bids and Awards Committee a written request for clarification on or before the date set for the conduct of the pre-bid conference, which shall be the only forum to clarify and/or explain any of the requirements, terms, conditions and specifications stipulated in the bid documents and/or to discuss, among other things, the technical specifications, legal and financial requirements, production capability requirements and delivery schedule.
- A-4. Clarifications made by the Bids and Awards Committee during the pre-bid conference shall be in writing, in the form of a Bid Bulletin, and furnished to all interested bidders who shall be required to obtain the same from the office, and within the period, specified in the pre-bid conference. It shall be the responsibility of all those who have properly secured the Bidding Documents to inquire and secure Bid Bulletins that may be issued by the BAC.
- A-5. The Bid Bulletin shall also be posted at the COMELEC website and the Government-Electronic Procurement System (G-EPS) bulletin board or website.
- A-6. Any statement at the pre-bid conference shall not modify the terms and conditions of the bid documents unless such statement is specifically identified in writing as an amendment thereto.
- A-7. The Bids and Awards Committee reserves the right to extend the opening of the bids for any period of time, if it is in its opinion advantageous or necessary. In this event, the Bids and Awards Committee shall notify the prospective bidders accordingly.

- A-8. The call for bids is no more than an invitation to make proposals and the Bids and Awards Committee is not bound to accept any bid. Neither does this call for bids confer a right on any bidder to an action for damages for unrealized or expected profits or other such damages unless the bid has been duly accepted by the Commission on Elections En Banc.
- A-9. The bidders shall bear all costs in the preparation of their bids, and the Commission on Elections shall in no case be responsible or liable for these costs regardless of the outcome of the bidding process.
- A-10. The Commission on Elections will not assume the responsibility of securing exemptions from taxes, or import duties, and/or import licenses, if necessary, for the importation of the articles called for or the machinery necessary for the manufacture or production of the articles subject matter of the bid.
- A-11. The Bids and Awards Committee shall reject a bid, which does not comply with the terms and conditions or requirements of the bid documents. The Bids and Awards Committee, however, in the evaluation of the bids received, reserves the right to waive the consideration of minor deviations therein, provided the same do not affect the substance and validity of the bids.
- A-12. The applicable Laws are as follows:
- A-12.1 Republic Act 9369
 - A-12.2 Pertinent Provisions of the Omnibus Election Code, as amended
 - A-12.3 Republic Act No. 9184

B. BIDDERS

B-1. The Bids and Awards Committee shall receive and consider bids only from eligible manufacturers, suppliers and/or distributors.

B-2. The following manufacturers, suppliers and/or distributors shall be eligible to participate in the bidding:

B-2.1 Duly licensed Filipino citizens/proprietorships;

B-2.2 Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;

B-2.3 corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;

B-2.4 Manufacturers, suppliers and/or distributors forming themselves into a joint venture, i.e., a group of two (2) or more manufacturers, suppliers and/or distributors that intend to be jointly and severally responsible or liable for a particular contract, provided that Filipino ownership thereof shall be at least sixty percent (60%); and

B-2.5 Cooperatives duly registered with the Cooperatives Development Authority

B-3. The eligibility of prospective bidders shall be determined based on the submission by the bidders to the Bids and Awards Committee of the following documents:

B-3.1 Class "A" Documents

B-3.1.1 Legal Documents

B-3.1.1.1 Department of Trade and Industry (DTI) business name registration or SEC registration certificate, whichever may be appropriate under existing laws of the Philippines.

- B-3.1.1.2 Valid and current Mayor's permit/municipal license.
- B-3.1.1.3 Taxpayer's Identification Number (TIN)/Bureau of Internal Revenue Value Added Tax Registration.
- B-3.1.1.4 Statement of the prospective bidder that it is not, whether in its individual capacity or as a member of a joint venture, "blacklisted" or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs, including non-inclusion in the Consolidated Blacklisting Report issued by the GPPB.
- B-3.1.1.5 Waiver executed by its President, under the authority of its Board, that it will not seek and obtain writs of injunction or prohibition or restraining order against the procuring entity to prevent and restrain the bidding procedures related thereto, including the holding of bidding and any procedure related thereto, the negotiating and award of a contract to a successful bidder, and the carrying out of the awarded contract.
- B-3.1.1.6 Consent executed by its President, under the authority of its Board, that after an award has been made and the corresponding contract has been executed, it will allow the procuring entity to publish its bid, regardless of whether or not the award has been made and the contract was executed in its favor.
- B-3.1.1.7 Other appropriate license, such as, a certificate that the bidder is licensed by the bidder's country to export the goods to be supplied under the contract.

B-3.1.2 Technical Documents

- B-3.1.2.1 Statement of the prospective bidder of all its ongoing and completed government and private contracts within the immediately preceding year, including contracts awarded but not yet started, if any. The

statement shall state for each contract whether said contract is:

- a. Ongoing, completed, or awarded but not yet started. The statement shall include, for each contract, the following:
 1. The name of the contract;
 2. Date of the contract;
 3. Kinds of goods sold;
 4. Amount of contract and value of outstanding contracts;
 5. Date of delivery;
 6. End user's acceptance, if completed; and
 7. Specification whether prospective bidder is a manufacturer,
 8. supplier or distributor
- b. Whether the contract is similar or not similar in nature and complexity to the contract to be bid.

B-3.1.2.2 Statement of the value of the prospective bidder's largest single contract for the last three (3) years, adjusted to current process using the wholesale consumer price index and similar to the contract to be bid, which must be at least fifty percent (50%) of the approved budget for the contract to be bid.

The contract shall be considered "similar" to the contract to be bid if it involves goods or related services of the same nature and complexity as those which are the subject of the public bidding. The bidder shall be required to submit copies of the contract and certificate of acceptance by the concerned procuring entity.

B-3.1.2.3 ISO 9000 Certificate or its equivalent.

B-3.1.2.4 Literature and brochures describing the equipment, the manufacturer's factory, manufacturing facilities, products and service centers.

B-3.1.2.5 Certification from the Environmental Protection Agency (EPA) or similar government agency of the country of origin that the product meets the environment protection requirements therein.

B-3.1.2.6 Certificate that if awarded the project, Bidder will submit a warranty for a minimum of three (3) years from date of delivery for units found to be imperfect or damaged due to factory defect.

B-3.1.3 Financial Documents

B-3.1.3.1 Audited financial statement for the last two (2) calendar years, notarized with seal, stamped "RECEIVED" by the Bureau of Internal Revenue or its duly accredited and authorized institutions, showing among others, the prospective bidder's total current assets and liabilities and its capacity to finance the manufacture and supply of goods called for and a statement or record of volume of sales, including Balance Sheet, Income Statement, and Statement of Cash Flow.

B-3.1.3.2 Net Financial Contracting Capacity (NFCC) which shall be in accordance with Section 23.11 of the Implementing Rules and Regulation of Republic Act No. 9184; or commitment from a licensed bank to extend to it a credit line if awarded the contract to be bid, or a cash deposit certificate, which shall be at least equal to ten percent (10%) of the Approved Budget for the Contract.

B-3.2 Class "B" Documents

B-3.2.1 Valid joint venture agreement, in case of a joint venture; and

B-3.2.2 Letter authorizing the BAC of its duly authorized representative/s to verify any or all the documents submitted for the eligibility check

B-4. Each of the documentary requirements of the Bidder's eligibility and qualification must be under oath and duly notarized, marked and arranged as follows:

B-4.1 Legal Documents

B-4.2 Technical Documents

B-4.3 Financial Documents

These documents shall be appropriately tabbed and arranged in the order as listed above.

B-5. The bidders shall be evaluated according to their liquidity, solvency and stability. The company's current assets should be more than its current liabilities. Its long term assets should be more than its long term liabilities. The BAC may disqualify companies that are having financial difficulty, thus making its long term financial prospects dim. Bidders whose net worth is less than ten percent (10%) of the Approved Budget for the Contract shall be disqualified.

B-6. In the case of foreign manufacturers, suppliers and distributors, the eligibility requirements for [items B.3.1.1.1 to B.3.1.1.5](#) of the legal documents under Class "A" Documents, including the prospective bidder's audited financial statement, may be substituted by the appropriate equivalent documents issued by the country of the foreign manufacturer, supplier or distributor concerned, which documents must be duly acknowledged or authenticated by the Philippine Consulate therein.

B-7. The prospective bidder or his duly authorized representative shall certify under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction or copy of the original, complete, and that all statements and information provided therein are true and correct.

B-8. Notwithstanding the eligibility of a bidder, the Bids and Awards Committee reserves the right to review the qualification of a bidder after the bidding and before the execution of the contract. Should such review uncover any

misrepresentation made in the eligibility statements, or any change in the situation of the bidder to materially downgrade the substance of such statements, the Bids and Awards Committee shall disqualify the bidder upon due notice without any obligation whatsoever on the part of the COMELEC for any expense or loss that may be incurred by the bidder in the preparation of its bid.

C. BIDS

- C-1. The Bidder shall prepare and submit one (1) original and five (5) copies of the bid, clearly marking each as "Original Bid" and "Copy of Bid", as appropriate. In the event of any discrepancy between them, the original shall govern.
- C-2. The Bidder shall submit the Technical and Financial proposals of his Bid in separate sealed envelopes. There shall be one (1) original and five (5) copies of the Technical and Financial Proposals.
- C-3. The Bidder shall seal the original and each copy of the Technical and Financial Proposals in separate envelopes clearly marked as either "ORIGINAL" or "COPY" and "TECHNICAL ENVELOPE" or "FINANCIAL ENVELOPE", as the case may be. The Bidder's name and address shall also be written on the upper left portion of the envelope. These envelopes (Technical and Financial Envelopes) shall then be placed together inside another envelope which shall be accordingly sealed and marked "BID ENVELOPE".
- C-4. The original and all copies of the bid shall be typewritten or handwritten and signed by the Bidder or a person duly authorized to bind the Bidder to the Contract. The latter authorization shall be indicated by written Special Power of Attorney accompanying the bid. All pages of the bid shall be initialed by the person signing the bid.
- C-5. The Technical Envelope shall contain the Legal, Technical and Financial Documents required in items [B-3](#) and [B-6](#) (if applicable) of [Part V-B](#) hereof, including:
 - C-5.1 The Bid Security as to form, amount and validity period;
 - C-5.2 Authority of the signatory
 - C-5.3 Production/delivery schedule
 - C-5.4 Manpower requirements

- C-5.5 Technical specifications, which may be in the form of literature, drawings, schematic and circuit diagrams and data, and shall consist of:
- C-5.5.1 a detailed description of the essential technical and performance characteristics of the products and services as specified in [Part VI](#) hereof;
 - C-5.5.2 Drawings, diagrams, brochures and/or parts catalogs showing the outline, dimensions, and characteristics of the machines proposed to be furnished; and
 - C-5.5.3 Information relative to the availability of major components, operating system and security software, spare parts, accessories, special tools and test equipment, sales and service centers authorized by the manufacturer and specialized to provide maintenance services to the goods that will be furnished.
- C-6. The Financial Envelope shall contain the Bid Prices and authority of the signatory which shall be in accordance with the form and requirements specified in the succeeding paragraphs.
- C-7. The Bid Envelope containing both the Technical Envelope and Financial Envelope shall be addressed to the COMELEC at the following address:

**THE SECRETARIAT
BIDS AND AWARDS COMMITTEE
Commission on Elections
Casa Rocha Building
A. Soriano Street, Intramuros, Manila**

Bid Documents for:

- Lot 1 - Electronic Voting System (EVS)/Automated Counting System (ACS) with Integrated Election Management System (EMS)
- Lot 2 - Secure Electronic Transmission System (ETS) for

Election Result and Consolidation/Canvassing System
(CCS)

Lot 3 Systems Integration and Overall Project Management

Submitted by : (state the name of the Bidder)
(state the address of the Bidder)

Do not open before : 10:00 a.m., **05 March 2008**

- C-8. Bid Envelopes shall be submitted at the Session Hall, Commission on Elections, on the date and time as advertised. Applications for eligibility and bid documents submitted after the deadline or to any other office or department of the Commission shall be rejected. COMELEC shall not be responsible for misplacement of bids or for premature opening if the outer envelope containing both the Eligibility and Bid Envelopes was not properly sealed as indicated.
- C-9. Bids shall not be prepared with the help, assistance, advise, participation or intervention of any person employed with the Commission on Elections. Collusion between bidders and any person employed with the Commission shall be ground for disqualification of the bidder, and the filing of administrative and/or criminal charges against the parties concerned.
- C-10. All bids, offers, tenders, quotations shall be typewritten. Any erasures, corrections or additions shall also be typewritten and duly initialed by the bidders concerned. Handwritten offers, tenders, bids, quotations and/or corrections will not be accepted.
- C-11. The Bid prepared by the Bidder and all correspondence and documents relating to the bid shall be written in the English language.
- C-12. The Bidder's Tender shall give the full business name and address of the bidder and shall be signed by him or the duly authorized representative in his usual signature. A bid of a corporation shall be in the name of the corporation signed by the official or representative duly authorized by a Board Resolution to bind it in contracts, in which case a copy of the Board Resolution shall be submitted together with the Bidder's Tender. The name of the person, officer or representative signing shall be typewritten or inscribed below the signature. Unsigned bids, tenders, offers or quotations, or those signed by a person other

than the official or representative duly authorized to bind the corporation or bidder shall be totally disregarded and declared as "NO BID".

- C-13. The Approved Budget for the Contract in the amount of **Eight Hundred Sixty-Seven Million Three Hundred Twenty-Nine and Ninety-One (PhP 867,329,091.00) Pesos** for the procurement of voting/counting machines and software, including the supply of ballot paper; electronic transmission facilities/equipment; city and municipal consolidation/canvassing software and hardware; provincial and district consolidation/canvassing software and hardware; regional and national consolidation/canvassing software and hardware; training; technical support; warehousing; deployment; installation; pull-out; systems integration; and overall project management, in connection the August 11, 2008 ARMM Elections, is broken down as follows:

Lot	Estimated Budget in Philippine Pesos
Lot 1-A	279,148,260.00
Lot 1-B	125,027,431.00
Lot 2-A	48,878,400.00
Lot 2-B	209,275,000.00
Lot 3	205,000,000.00
TOTAL	867,329,091.00

- C-14. The bids shall be in accordance with the requirements of [Part IV G-2 to G-4](#).
- C-15. Alternate bids or conditional offers shall not be accepted. Bids containing provisions that stipulate on the increase or decrease in the rate of exchange or rates of interests, or contain escalation clauses will likewise not be accepted. Partial bids are considered alternate/conditional offers, and are likewise unacceptable.
- C-16. All bids, tenders, offers or quotations shall be in Philippine currency, and must definitely include taxes, import duties and all incidental expenses. Bid offers in other currencies shall not be accepted. Accordingly, foreign exchange rates indicated in the financial proposal shall be disregarded.

- C-17. The computation of US Dollar equivalent, in case of payments made in the form of an irrevocable letter of credit, shall be based on the prevailing foreign exchange rate as certified by the Bangko Sentral ng Pilipinas as of the date of the opening of the financial bids.
- C-18. The duly accomplished Bidder's Tender shall be accompanied by a Bid Security equivalent to one per centum (1%) of the Approved Budget for the Contract as a guarantee that the successful bidder shall within ten (10) days from receipt of the Notice of Award enter into a contract and post the corresponding Performance Security. The Bid Security shall be in the form of cash or manager's check, cashier's check, bank draft or irrevocable letter of credit, in favor of "The Commission on Elections". Private or personal checks shall be rejected.
- C-19. Bids and securities shall be valid for a period of one hundred and twenty (120) days from the date of the opening of bids.
- C-20. Should it become necessary to extend the validity of bids, the Bids and Awards Committee shall request in writing all those who submitted bids for such extension before the bid validity expiration date. Bidders, however, shall have the right to refuse to grant such an extension without forfeiting their Bid Security.
- C-21. The Bid Security shall be forfeited in favor of the Commission on Elections in the event that the bidder withdraws his/its bid after the opening of the bids, or refuses to accept the award/contract, for any reason, after it has been awarded to said bidder.
- C-22. A bid, which is not accompanied by the required Bid Security shall be rejected outright/totally disregarded and declared as "No BID".
- C-23. The Bid Security may be returned upon request of the bidder, provided he is not among the five lowest calculated bidders. Such withdrawal shall be construed as a waiver by the bidder for the award of the contract.
- C-24. Unless earlier announced, applications for eligibility and bid documents received after the time set for the opening of the bids shall not be accepted or considered and shall be returned unopened.

- C-25. If a bidder wishes to withdraw his bid before the time set for the opening of the bids, he may do so without prejudice to himself by communicating his withdrawal in writing to the Bids and Awards Committee and his application for eligibility and bid envelope shall be returned to him unopened.
- C-26. Where a bidder wishes to modify his bid after submitting the bid but before the same is opened, he shall not be allowed to withdraw his original bid, but shall only be allowed to submit another equally sealed bid, properly identified and marked as "MODIFICATION". No bid may be modified after the deadline for the submission of bids.
- C-27. Negligence on the part of the bidder in the preparation of his bid confers no right for the withdrawal of the bid after it has been opened.
- C-28. If only one (1) bid is received in response to the invitation for bids, an award may be made to the single bidder provided that:
- C-28.1 its bid price is not higher than the Approved Budget for the Contract;
 - C-28.2 its bid passes post-qualification;
 - C-28.3 there is no evidence of collusion with non-participating bidders; and
 - C-28.4 other prospective bidders were given an opportunity to respond.
- C-29. The offers submitted by the bidders shall be abstracted in the prescribed form which shall be certified as to its correctness and authenticity by the Bids and Awards Committee and the participating bidders. The abstract shall serve as the guide in the evaluation of the financial offers by the Bids and Awards Committee.
- C-30. Bids shall be accompanied by demo units of the equipment being offered. Failure to submit demo units shall be ground for rejection of the bids.
- C-31. The Bids and Awards Committee reserves the right to reject any or all bids within a reasonable period of time and to waive any defect therein, without need of explanation. The right is also reserved to reject the bid of any bidder who was qualified or declared eligible on the basis of suppressed or false information.

- C-32. The Bids and Awards Committee has the right to reject bids, which are defective due to inadequate preparation, omissions, lack of sufficient data, lack of qualifications, or insufficiency of the Bid Security, and such other information/ document required to be submitted.
- C-33. The Bids and Awards Committee reserves the right to waive any minor defect in the bid or offer if, in its discretion, such waiver will best serve the interest of the government, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- C-34. The Bids and Awards Committee has the right to reject any and all bids, or to declare a failure of bids if there is, among other things, any reason to suspect an evident collusion among participating bidders resulting in no competition.

D. BID EVALUATION

- D-1. The envelopes containing the eligibility documents shall be opened first to determine the eligibility of the prospective bidders. In case any of the eligibility requirements specified in items [B-3](#) and [B-6](#) (if applicable) of [Part V-B](#) hereof is missing, incomplete or patently insufficient, the Bids and Awards Committee shall declare said prospective bidder as "FAILED", and the Financial Proposal shall be returned to the bidder concerned unopened. Otherwise, the BAC shall rate the first bidder as "PASSED".
- D-2. Immediately after determining compliance with the requirements in the first envelope, the BAC shall open the second envelope (Financial Proposal) of each remaining eligible bidder whose first envelope was rated "PASSED". The second envelope shall be opened within the same day.
- D-3. In case one or more requirements in the second envelope is missing, incomplete or patently insufficient, or if the submitted total price exceeds the Approved Budget for the Contract, the BAC shall rate the bidder concerned "FAILED".
- D-4. Only bids that are determined to contain all the bid requirements for both components shall be rated "PASSED" and shall be considered for evaluation and comparison.
- D-5. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between words and figures, the amount in words will prevail. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected accordingly. If there is a discrepancy between the Total Bid Price and the sum of the total prices, the sum of the total prices shall prevail and the Total Bid Price shall be corrected accordingly.
- D-6. Financial Proposals which do not clearly state the Total Bid Price shall be rejected.
- D-7. A bid determined as not substantially responsive will be rejected by the BAC and may not be subsequently made responsive by the Bidder by correction of the non-conformity.

E. AWARD

- E-1. No information relating to the detailed evaluation of bids, post-qualification of the lowest calculated bid and recommendations concerning awards shall be disclosed to persons outside the Bids and Awards Committee before the announcement of the contract award to the successful bidder. After the award of the contract, all unsuccessful bidders shall be informed individually in writing.
- E-2. Contract award shall be made within the bid validity period.
- E-3. Subject to the recommendations based on the evaluations and actions of the Bids and Awards Committee on its computation of the Lowest Calculated Responsive Bid, the Commission on Elections En Banc shall approve the purchase from the lowest calculated responsive bidder.
- E-4. The Chairman of the Bids and Awards Committee shall issue the appropriate Notices of Award based on the approval made by the Commission on Elections En Banc.
- E-5. Upon issuance of the Notice of Award and acceptance thereof by the winning bidder, the Bid Security shall be released to the winning bidder after it shall have filed a Performance Security issued in favor of the Commission on Elections, equivalent to five per centum (5%) of the contract price of the subject of the award, conditioned on the faithful performance of the contract according to its tenor and effects, and compliance with specifications; and failing thereat, to indemnify the Commission on Elections for liquidated damages, without prejudice to the imposition of the other penalties specified herein. The Performance Security shall be in the same form as that of the Bid Security.
- E-6. The winning bidder or its duly authorized representative shall formally enter into contract with the Commission on Elections, and submit all documentary requirements to perfect the contract, within ten (10) days from receipt by the winning bidder of the Notice of Award.
- E-7. Failure to post the Performance Security within three (3) days from the award of the contract, or to submit all documentary requirements to perfect the

contract within the prescribed period shall give the Commission on Elections the right to cancel the award and forfeit in its favor the Bid Security without need of notice to the winning bidder, except where such failure or inability is through no fault of the winning bidder. The second lowest calculated responsive bidder shall be considered for award, and the same rule shall apply to the third calculated complying responsive bidder in case the second lowest calculated responsive bidder shall refuse.

- E-8. The Awardee's Performance Security shall be discharged or released by the Commission on Elections not later than two (2) months after the complete delivery and acceptance of the items or supplies subject matter of the contract, including government testing and inspection of the Commission on Elections.
- E-9. The Commission on Elections shall issue the Notice to Proceed together with a copy of the approved contract within seven (7) days from the date of approval of the contract.
- E-10. Upon execution of the contract by the winning bidder, the BAC will promptly notify each unsuccessful bidder, and discharge its Bid Security.
- E-11. The Contract shall take effect upon the fulfillment of all of the following conditions:
 - E-11.1 Signing of contract in seven (7) copies by the COMELEC and the successful Bidder;
 - E-11.2 Submission of Performance Security; and
 - E-11.3 Successful Bidder's acceptance of the Notice to Proceed.

F. DELIVERY

- F-1. The Awardee shall deliver the full quantity of the items/articles subject matter of the contract at the premises of the Commission on Elections at Arzobispo and Postigo Streets, Intramuros, Manila, or at any other place that the Commission on Elections may indicate at the price, quality and quality, and within the periods specified in the contract.
- F-2. The articles delivered shall be subject to inspection and acceptance by the Commission on Elections and test procedures by the appropriate government agency mandated to conduct said tests. The Commission on Elections reserves the right to reject any such deliver which fail to comply with the specifications set forth or stipulated in the contract, without prejudice to such other legal remedies it may avail of to recover damages.
- F-3. The BAC reserves the right at the time of award of Contract to increase or decrease by up to twenty percent (20%) the quantity of goods and services specified in the Schedule of Requirements without any change in unit prices or other terms and conditions.
- F-4. If during the time of delivery/installation of any of the voting/counting machine, a new model of the same machine becomes available in the market, COMELEC reserves the right to ask for a change in the model of any of the election automated machines to be supplied without any change in the cost. Such variations will only be undertaken on the basis of the machines and not for anything that was not offered in the original bid.
- F-5. In the event that the Awardee fails to comply with any of the stipulations set forth in their respective contracts, or to deliver the items/ articles in accordance with the specifications and during the period or on the date agreed upon, the Bids and Awards Committee is authorized to impose any or all of the following penalties against the defaulting Awardee:
- F-5.1 To deduct for every day of delay in delivery after the stipulated period, liquidated damages in the amount of one-tenth of one per centum (1/10 of 0.01) of the total value of the contract, or in the event of partial fulfillment of the contract, of the total value of the unfulfilled portion thereof;

- F-5.2 To effect purchase at the open market of the articles subject of the purchase orders, charging the amounts over and above the contract price for the account of the defaulting Awardee;
 - F-5.3 To blacklist and disqualify the defaulting awardees from participating in future procurement processes of the Commission on Elections; and
 - F-5.4 To automatically forfeit the Performance Security of the Awardee concerned upon certification by the proper committee or committees, of late delivery or non-conformity with specifications or any other violation of, or non-compliance with, stipulations of the contract.
- F-6. In addition to the above penalties, the following sanctions shall be imposed on bidders for offenses or violations related to the bidding process:
- F-6.1 Suspension for one (1) year for the first offense; disqualification to bid for two (2) years for the second offense; and perpetual disqualification for the succeeding offenses for:
 - F-6.1.1 Misrepresentation of any information or concealment of any material fact in the bidder's qualification statements and/or bid;
or
 - F-6.1.2 Other acts of the supplier/printer/manufacturer/distributor which directly or indirectly tend to defeat the purpose of competitive bidding;
 - F-6.2 Forfeiture of the Bid Security for the first offense; forfeiture of the Bid Security and suspension for one (1) year for the second offense; and forfeiture of Bid Security and perpetual disqualification for the succeeding offense for:
 - F-6.2.1 Refusal or failure of the proposed Awardee to enter into contract with the Commission on Elections or failure to post the required performance bond within the prescribed time; and
 - F-6.2.2 Withdrawal of bid after the deadline specified for opening of bids.

F-6.3 Forfeiture of Performance Security for the first offense; forfeiture or Performance Security and suspension for one (1) year for the second offense; and forfeiture of Performance Security and suspension for two (2) years in case the contract is not completed due to the default of the supplier/printer/ manufacturer/distributor.

PART VI – PRODUCTS AND SERVICES TO BE ACQUIRED AND TECHNICAL SPECIFICATIONS

A. COMMON SPECIFICATIONS FOR LOTS 1-A AND 1-B

- A-1. For this section on common specifications, the term “the system” shall hereinafter refer to both EVS and ACS, unless otherwise specified.
- A-2. All related requirements by the system which are needed to make it fully operational during the entire duration of the project shall be included in the proposal/offer, including the software and hardware, back-up power supply, external data storage devices and other supplies, printers and other equipment, services, and consumables.
- A-3. The system shall have adequate security features against unauthorized access, such as with the use of user/login names and passwords with different access levels and security privileges.
- A-4. All authorized users of the system shall be authenticated through the use of a physical security device, such as USB flash drive or PCMCIA card, with digital certificates.
- A-5. The system shall protect the sanctity and secrecy of the voter’s vote by ensuring that the record of the vote shall not be traced to the voter.
- A-6. The system shall be user-friendly.
- A-7. The system shall be accessible to illiterates and disabled voters.
- A-8. The system shall allow under-voting or no vote in all positions to be voted for.
- A-9. The system shall employ adequate error handling procedures, such as error prompts and other related instructions.
- A-10. The system shall have adequate error recovery features, in case of non-catastrophic failure of device.
- A-11. The system shall be capable of digitally signing all electronic results and reports before transmission.

- A-12. The system shall be capable of encrypting all election results and reports using at least 128-bit encryption scheme.
- A-13. The system shall have a facility for outward one-way transmission, i.e. sending out only, which may be enabled or disabled for use.
- A-13.1 The system shall not be capable of receiving any transmissions.
- A-14. The entire system shall be fully auditable and shall provide supporting documentation for verifying the correctness of reported election results.
- A-15. The system shall provide for data retention for a minimum of three (3) years.
- A-16. Each EVM/ACM shall have a unique internal machine identification number (EVM-ID/ACM-ID) that shall distinguish it from other EVMs/ACMs.
- A-17. The system shall be able to run or operate using alternative power sources, such as internal batteries, inverters, power generators, for the entire voting/counting period until the generation of reports without diminishing the basic requirements of accuracy, reliability and security, including speed (for ACS).
- A-17.1 Switching from regular power supply to back-up power supply, in case of power failure, and vice-versa, shall be done automatically and smoothly without any negative effect on the affected processes from voting/counting to generation of reports.
- A-18. The design and functionality of the system shall still be subject to final customization requirements by the COMELEC.
- A-19. The system shall be deployed to, installed in and pulled out from the voting sites by the contractor/supplier, in coordination with the COMELEC.
- A-20. The system shall comply with OASIS EML v3 or later standards.
- A-21. Anti-virus software shall be installed in each EVM/ACM, which shall enable installation of upgrades and updates of the software and virus patterns at no extra cost to COMELEC.

A-22. The system shall have an integrated EMS for managing election data, with the following minimum capabilities:

A-22.1 Reconfigurable for use in different types of elections and other electoral exercises;

A-22.2 Encoding and management of election data:

A-22.2.1 Geographical subdivisions (provinces, cities, municipalities, barangays)

A-22.2.2 Special cases classification for certain elections

A-22.2.3 Political subdivisions/jurisdictions (precincts, legislative districts, provincial districts, councilor districts)

A-22.2.4 Candidate positions/races

A-22.2.5 Number of candidates to vote for/seats per position

A-22.2.6 Types of elections, and positions associated with each:

A-22.2.6.1 National and Local Elections

A-22.2.6.2 ARMM elections

A-22.2.6.3 Barangay and SK Elections

A-22.2.6.4 Recall Elections

A-22.2.6.5 Plebiscites

A-22.3 Election configuration:

A-22.3.1 configuring type of elections

A-22.3.2 setting date of elections

A-22.3.3 encoding and maintenance of candidate information per position/jurisdiction per type of election

A-22.3.4 ballot face/proof generation, indicating actual candidate names and positions to be voted for:

A-22.3.4.1 for EVS: for programming into specific EVM

with a system for testing correctness and accuracy
of ballot face configuration per EVM assignment

A-22.3.4.2 for ACS: for production of paper ballots by the
NPO;

with automatic generation of required number of
ballot faces, as per configured type of election;

with a system for testing correctness and accuracy
of ballot proofs;

A-22.3.5 Election day configuration:

A-22.3.5.1 Precinct identification of incoming votes/ballots for
consolidation purposes

A-22.3.5.2 EVM/ACM assignment/configuration:

- a. Must accept votes from areas assigned to it only
(whether precinct, barangay, city or municipality,
province)
- b. Must know already what positions to be voted
for, showing only the candidates running in the
election for assigned area

A-22.3.5.3 Configuration of CCMs for the different BOCs

A-22.3.6 Other features that shall be needed in managing an election.

A-22.4 Final customization of EMS, as to design and functionality, shall be
subject to approval by the COMELEC.

A-23. The winning bidder shall authorize COMELEC to make the source code of the system and all of its components available and open to any interested party or groups which may conduct their own code review thereof.

A-24. The bidder shall include a quotation for maintenance costs on an annual basis with its option-to-purchase offer.

B. LOT 1–A SPECIFIC REQUIREMENTS

In addition the above-mentioned common systems specifications, the following shall be required from the EVS:

- B-1. The EVM shall be a dedicated DRE machine.

- B-2. As specified in RA 9369 Sec. 15, the EVM electronic display shall be constructed to present the names of all candidates for the same position in the same page or screen, otherwise, the electronic displays must be constructed to present the entire ballot to the voter, in a series of sequential pages, and to ensure that the voter sees all of the ballot options on all pages before completing his or her vote and to allow the voter to review and change all ballot choices prior to completing and casting his or her ballot.

Under each position to be filled, the names of candidates shall be arranged alphabetically by surname and uniformly indicated using the same type size.

The maiden or married name shall be listed in the official ballot, as preferred by the female candidate.

Under each proposition to be vote upon, the choices should be uniformly indicated using the same font and size.

For the ARMM elections, the names of candidates in Arabic script shall also be displayed.

- B-3. Immediately after opening the polls, the EVS shall require that its vote counters for all candidates be zeroed out and shall generate and print a report as proof afterwards.
 - B-3.1 The EVS shall ensure that voting shall be allowed to start only after the vote counters have been initially zeroed out.

- B-4. From the start of voting until the close of polls, the EVM shall be used solely for voting purposes.

- B-5. The votes cast by the voter shall be recorded correctly and accurately, and shall automatically be saved in the EVM's internal data storage.

- B-6. The EVS shall protect the sanctity and secrecy of the voter's vote by ensuring that the record of the vote shall not be traced to the voter.
- B-7. The EVS shall not allow over-voting.
- B-8. The EVS shall not allow more voters to vote than the specified number of registered voters for the precinct.
- B-9. The EVS shall provide a way for the voter to review, modify and confirm the candidates he/she has chosen.
- B-10. The EVS shall have a provision for voter notification on whether or not the EVM has registered his choice.
- B-11. The EVS shall generate and print a copy of the voter's vote, or voter verified paper audit trail (VVPAT), the print on which shall remain legible for a minimum of three (3) years for a possible manual recount of said vote.
- B-12. The EVS shall make use of appropriate ballot boxes for the VVPAT printouts.
- B-12.1 The offeror shall submit a proposal for the design of the appropriate ballot box with its offer, taking into consideration the existing guidelines on provision of physical security, such as padlocks and required metal seals.
- B-13. In case of sudden power or machine failure, the EVS shall notify its user/operator upon resumption of normal operations whether the last vote has been saved or not.
- B-14. The EVM shall display a voter counter on its user interface at all times during the voting which indicates the current number of voters who have already voted. If this number already equals the number of registered voters, the system shall automatically close the polls and disallow further voting to continue.
- B-15. There shall be three (3) modes of operation in the EVM:

- B-15.1 **Maintenance** mode – which shall be used for purposes of checking, troubleshooting and conducting preventive maintenance tests on the EVM, and which shall also be used in preparing the system prior to Election Day. This shall include functionalities for election and system configurations, and system tests and simulation.

 - B-15.2 **Voting** mode – which shall be used during the voting period, from the opening to the close of polls.

 - B-15.3 **Post-voting** mode – which shall be used in performing all functions and procedures after the close of polls, from the consolidation of the precinct results to the generation of the audit log report.
- B-16. The EVS shall have different access levels for its users, with different access rights and security privileges.
- B-16.1 A user with **Administrator** access rights shall be able to do the following, among others:
 - B-16.1.1 start and end the voting
 - B-16.1.2 zero out the stored results of the EVM
 - B-16.1.3 configure an EVM as a precinct results consolidation unit
 - B-16.1.4 load results from other EVMs in the polling place for consolidation purposes, if the EVMs are not networked locally
 - B-16.1.5 consolidate precinct results
 - B-16.1.6 print all reports
 - B-16.1.7 back-up files to external data storage media
 - B-16.1.8 electronically transmit the precinct results
 - B-16.1.9 shut down or restart the EVM
 - B-16.1.10 execute all functions and procedures in the EVS, except voting

B-16.2 A user with **Operator** access rights shall be able to do the following, among others:

B-16.2.1 back-up files

B-16.2.2 print all reports

B-16.2.3 electronically transmit precinct results

B-16.2.4 perform pre- and post-voting procedures for each voter, if needed

B-16.3 a user with **Maintenance** access rights shall be able to do the following, among others:

B-16.3.1 Perform diagnostic procedures on the EVM before sealing of the EVM

B-16.3.2 troubleshoot/repair any error in the EVM

B-16.3.3 replace any consumable part of the EVM

B-16.3.4 install configuration of the machine

B-16.3.5 execute voting test

B-17. After the closing of polls, the EVS shall be in post-voting mode when the following shall be allowed:

B-17.1 Voting shall be disabled and shall not be re-enabled until such time when the EVM shall be re-configured for another election.

B-17.2 There shall be a function for configuring an EVM in the polling place as the precinct consolidation unit, should there be more than one (1) EVM allocated for the concerned precinct.

B-17.2.1 There shall further be a functionality for combining the results from all the other EVMs to the precinct consolidation unit.

- B-17.2.2 If there is only one (1) EVM allocated for the precinct, it shall automatically become the precinct consolidation unit.
- B-17.3 The designated precinct consolidation unit shall immediately consolidate the results for the precinct.
- B-17.4 The precinct results shall be digitally signed by majority of the BEI members.
- B-17.5 The precinct results shall be encrypted and shall be decrypted only by the intended user and using the designated system.
- B-17.6 The EVS shall have functionality for generating a backup copy of the digitally signed encrypted precinct results in an external data storage device.
- B-17.7 The EVS shall be able to generate the ER, statistical report and audit log for the precinct in the COMELEC-specified formats, both in soft and hard copies.
- B-17.7.1 There shall have an option for printing selected pages only.
- B-17.7.2 The number or speed of proposed printers shall be enough to complete all printing requirements within the specified period of time.
- B-17.7.3 The offeror shall consider into account that all signatories, including BEI members and accredited watchers of political parties, shall be required to manually sign on all copies of all reports.
- B-17.7.4 The reports shall be printed on 8-ply continuous paper, unless the offeror shall be able to present an alternative solution to lessening the number of documents to be manually signed by all signatories.
- B-17.7.5 The required number of copies for ER is 30. The extra copies to be generated shall not exceed 30.

B-17.7.6 The statistical and audit log reports shall be printed in one (1) copy only. Other copies may be generated, as needed.

B-17.8 The EVS shall have a functionality for transmitting the precinct results to city/municipal, provincial, national/regional, CCCs and central backup center.

B-17.9 The EVS shall have a functionality for saving a backup copy of all other reports generated to the specified external data storage device.

B-18. The EVS shall automatically save the following in EVM internal data storage:

B-18.1 encrypted precinct results

B-18.2 ER in report format

B-18.3 statistical report in report format

B-18.4 audit log report in report format

B-19. The EVS statistical report shall contain the following information, among others:

B-19.1 Number of registered voters for the precinct

B-19.2 Number of voters who actually voted in the precinct

B-19.3 Number of registered voters by age group and by gender

B-19.4 Number of voters who actually voted by age group and by gender

B-19.5 Date/time printed

B-20. The EVS audit log shall record the following, among others:

B-20.1 EVM-ID

B-20.2 Date/time of EVM startup

- B-20.3 User identification (based on the access keys)
- B-20.4 Date/Time-stamped log of user interaction
- B-20.5 Demographic information for the precinct (Province, City/municipality, barangay name, precinct number or clustered precinct name with the individual precinct numbers)
- B-20.6 Precinct statistics, such as number of registered voters
- B-20.7 Date/time voting period started
- B-20.8 Date/time voting started and ended for each voter
- B-20.9 Date/Time-stamped log of exceptional cases, malfunctions (including error messages)
- B-20.10 Date/time polls closed
- B-20.11 Total number of voters who actually voted
- B-20.12 Date/time of configuration as precinct consolidation unit (and by whom, based on user identification access key)
- B-20.13 Date/time of loading votes from other EVMs in the polling place (including the EVM-ID from which the votes were loaded from)
- B-20.14 Date/time of precinct results consolidation
- B-20.15 Date/time when the results were digitally signed and by whom
- B-20.16 Date/time of precinct results encryption
- B-20.17 Date/time of back-up copy generation (including how many back-up copies were generated and which files were backed up)
- B-20.18 Date/time of start and end of each electronic transmission and to which CCC

B-20.19 Date/time of report generation and printing, including name of report

B-20.20 Date/time EVM shutdown initiated

B-20.21 Date/time stamped log of all other functions and procedures performed in the EVS

Based on the above specifications, the offeror shall include the following deliverables in its offer:

B-21. number of EVMs, as specified in [Annex A](#).

B-22. training for COMELEC executives and system users, including all training manuals.

B-23. detailed training plan for COMELEC technical personnel, including:

B-23.1 Creation of configuration files for voting, counting, transmission and canvassing

B-23.2 Actual configuration of the EVS

B-23.3 Operation of the EVS, ACS, ETS, and CCS

B-23.4 Configuration of EVM as precinct consolidation unit

B-23.5 Troubleshooting and minor repairs

B-23.6 Reconfiguring the systems for other elections

B-24. description of the internal procedure of data storage, encryption/decryption and other data-related procedures. It shall also describe the effect on the data in the event of a power outage and the procedure for recovery of such data after the outage.

- B-25. procedure for reconfiguring the EVM, in case of the need to suddenly re-assign it for use in another precinct, city, municipality, or in case any, or all, of the EVMs in a city/municipality or polling center fail.

- B-26. detailed servicing plan to address problems occurring during deployment of EVMs to the voting centers, which shall include a detailed manpower complement which they intend to have for the servicing.

- B-27. specifications for preparations and set up of voting centers, including specifications for electrical, infrastructure, and if necessary, civil works.

- B-28. certified accuracy rating from the DOST for each of the models they intend to offer, with a signed authorization:
 - B-28.1 for the DOST to submit its report directly to the COMELEC; and
 - B-28.2 allowing the COMELEC full access to all test records and data.

- B-29. list of clients with type of election system acquired by each from offeror

- B-30. written certification from the country/state/province/city/county where the system was successfully used and proven secure, accurate and reliable in an actual public political election.

C. **LOT 1–B SPECIFIC REQUIREMENTS**

- C-1. The ACS shall utilize OMR technology with a minimum speed of 100 ballots per minute.
- C-2. The ACS shall be able to accurately count votes from machine-readable paper ballots, which shall be counted by precinct in designated counting centers or in a centralized counting mode.
- C-3. Each ACM shall only count ballots intended for the city/municipality/precincts for which it has been configured.
- C-4. As specified in RA 9369 Sec. 13, the ACS shall ensure that the necessary safeguards, such as, but not limited to, bar codes, holograms, color shifting ink, microprinting, are provided on the ballot.
- C-5. The ACMs shall produce an accurate record of each vote by precinct.
- C-6. There shall be three modes of operation in counting:
- C-6.1 **Maintenance** mode – for purposes of checking, troubleshooting, installing election configuration, conducting counting and preventive maintenance tests on the ACM.
 - C-6.2 **Count** mode – for counting of ballots, generation of reports
 - C-6.3 **Post-count** mode – for printing summary reports, saving of all files and other
- C-7. Immediately upon starting the counting, the ACS shall require that its vote counters for all candidates be zeroed out and shall generate and print an initialization report as proof afterwards.
- C-7.1 The ACS shall ensure that counting shall be allowed to start only after the vote counters have been initially zeroed out.
- C-8. For the entire counting period, the ACM shall be used solely for count-related activities only.

- C-9. In case of power failure or machine failure, there shall be a provision for the system to return to the last saved file and resume regular operation.
- C-10. After all the ballots from a precinct have been counted, a SAVE command shall be executed by the ACM operator to save the precinct result into the ACM's internal data storage.
- C-11. The ACS shall create internal files for the following:
- C-11.1 Initialization report
 - C-11.2 Precinct results
 - C-11.3 ER in report format
 - C-11.4 Precinct statistics report in report format
 - C-11.5 Summary statistics report in report format
 - C-11.6 Audit log report in report format
 - C-11.7 Other reports as may be required by COMELEC
- C-12. All files created and saved in internal and external data storage by the ACS shall be securely encrypted and shall only be decrypted as intended.
- C-13. The ACS shall have different access levels for its users, with different access rights and security privileges.
- C-13.1 A user with **Administrator** access rights shall be able to do the following, among others:
 - C-13.1.1 run/operate the ACS;
 - C-13.1.2 zero out/initialize the vote counters of the ACM;
 - C-13.1.3 start and end the counting of ballots in each precinct;
 - C-13.1.4 end the counting period for the ACM;

C-13.1.5 print all reports;

C-13.1.6 back-up files to external data storage media;

C-13.1.7 electronically transmit precinct results;

C-13.1.8 shutdown or restart the ACS;

C-13.1.9 execute all functions and procedures in the ACS

C-13.2 A user with **Operator** access rights shall be able to do the following, among others:

C-13.2.1 start and end the counting of ballots for each precinct;

C-13.2.2 print all reports;

C-13.2.3 electronically transmit precinct results;

C-13.2.4 back-up files to external data storage media

C-13.3 A user with **Maintenance** access rights shall be able to do the following, among others

C-13.3.1 perform ACM checks before counting starts;

C-13.3.2 Troubleshoot/repair any error in the ACM;

C-13.3.3 replace any consumable part of the ACM;

C-13.3.4 install ACM configuration;

C-13.3.5 execute counting test

C-14. There shall be two (2) types of statistical reports:

C-14.1 The precinct statistical report shall contain the following information, among others:

- C-14.1.1 Name/title of report
 - C-14.1.2 Date/time printed
 - C-14.1.3 Precinct Number, barangay, city/municipality, province
 - C-14.1.4 Number of registered voters
 - C-14.1.5 Number of voters who actually voted
 - C-14.1.6 Number of registered voters by age group and by gender
 - C-14.1.7 Number of voters who actually voted by age group and by gender
 - C-14.1.8 Number of valid ballots counted,
 - C-14.1.9 Number of rejected ballots,
 - C-14.1.10 Number of spoiled ballots,
- C-14.2 The ACS statistical summary report shall contain the following information, among others:
- C-14.2.1 Name/title of report
 - C-14.2.2 Date/time printed
 - C-14.2.3 List of precincts with corresponding number of valid ballots counted per precinct
 - C-14.2.4 Number of rejected ballots per precinct
 - C-14.2.5 Number of spoiled ballots per precinct
 - C-14.2.6 Total number of voters who actually voted
 - C-14.2.7 Total number of valid ballots counted per precinct

C-14.2.8 Total number of rejected ballots per precinct

C-14.3 The number of ballots shall further be broken down per ballot type (i.e. national or local ballot) should the ballot be comprised of more than one (1) sheet.

C-15. The ACS audit log shall record the following, among others:

C-15.1 ACM-ID

C-15.2 Date/time the ACM startup

C-15.3 User identification (based on the access keys)

C-15.4 Date/Time-stamped log of user interaction

C-15.5 Demographic information for precinct

such as province name, city/municipality, barangay name, precinct number or clustered precinct name with the individual precinct numbers

C-15.6 Precinct statistics

such as number of registered voters, number of voters who actually voted, number of ballots counted, number of invalid ballots, number of rejected ballots, etc.

C-15.7 Date/time counting per precinct started and ended

C-15.8 Date/Time-stamped log of exceptional cases, malfunctions (including error messages)

C-15.9 Date/time when the results were digitally signed and by whom

C-15.10 Date/time of precinct results encryption

C-15.11 Date/time of back-up copy generation (including how many back-up copies were generated and which files were backed up)

C-15.12 Date/time of start and end of each electronic transmission and to which CCC

C-15.13 Date/time of report generation and printing, including name of report

C-15.14 Date/time counting period ended

C-15.15 Date/time ACM shutdown initiated

C-15.16 Date/time stamped log of all other functions and procedures performed in the ACS

C-16. At the end of counting each precinct, the following shall be allowed:

C-16.1 The ACM shall not allow the processing of additional ballots supposedly for the precinct.

C-16.2 The ACS shall have a functionality for transmitting the precinct results to the city/municipal, provincial and regional/national CCCs and to the central backup center.

C-16.3 The ACS shall be able to save the precinct results and audit log to an external data storage device for back-up purposes.

C-16.4 The ACS shall be able to generate the ER, statistical report and audit log for the precinct in the COMELEC-specified formats, both in soft and hard copies, after each precinct is counted.

C-16.4.1 There shall have an option for printing selected pages only.

C-16.4.2 The number or speed of proposed printers shall be enough to complete all printing requirements within the specified period of time.

C-16.4.3 The offeror shall consider into account that all signatories, including BEI members and accredited watchers of political

parties, shall be required to manually sign on all copies of all reports.

C-16.4.4 The reports shall be printed on 8-ply continuous paper, unless the offeror shall be able to present an alternative solution to lessening the number of documents to be manually signed by all signatories.

C-16.4.5 The required number of copies for ER is 30. The extra copies to be generated upon request afterwards shall not exceed 30.

C-16.4.6 The statistical and audit log reports shall be printed in one (1) copy only. Other copies may be generated, as needed.

C-17. The ACS be able to detect fake or counterfeit ballots.

C-18. The ACS shall be able to detect previously counted ballots and shall not allow the same to be counted more than once.

C-19. The ACS shall be able to reject ballots when the number of ballots exceeds the number of voters who actually voted

C-20. In the event that counting of ballots of a precinct shall be aborted due to any system error, there shall be a procedure for re-feeding ballots and repeating the counting of ballots for the affected precinct.

C-21. Data stored on the data storage device shall be encrypted and shall only be decrypted as intended. The offeror must provide several methods of encryption from which the COMELEC can choose. Machine operation must allow making copies of the data on external data storage devices.

C-22. Users' access to a keyboard (in case a computer is used as a processing unit) shall not be allowed on Election Day until all counting-related procedures shall have been finished. Functions of control buttons shall be limited to the fundamental operations of the ACM, already enumerated herein.

C-23. It must have an uninterruptible back-up power system that will remain in operation for 10-minutes during a power surge or abnormal electrical

occurrences and must engage immediately without loss of any data in the event of power disruption.

C-24. The ACS must have an accuracy rating of 99.995 % or better as certified by a reputable testing agency acceptable to COMELEC.

C-25. The offeror shall be responsible for the deployment to, installation and pull out of the transmission facility from the transmission sites without additional cost to COMELEC.

C-26. **Ballots**

C-26.1 **Paper ballot design and layout.** The required features or contents thereof are:

C-26.1.1 Elective positions and candidates on the ballot.

C-26.1.1.1 The ballot shall be able to accommodate the largest Philippine election.

C-26.1.1.2 The estimated number of candidates on the ballot is 285 for national and local elections, covering 11 national and local elective positions.

C-26.1.1.3 For the ARMM elections, the average number of candidates is 30 for the three (3) positions.

C-26.1.2 For national and local elections, more than one (1) sheet shall be allowed as ballot.

C-26.1.2.1 One sheet shall contain the names of candidates for national positions and shall be known as the national ballot sheet. This shall be marked as "National Ballot".

C-26.1.2.2 The other sheet(s) shall contain the names of all candidates for local positions and shall be known as the local ballot sheet(s). This/These shall be marked as "Local Ballot".

C-26.1.2.3 Both sides of the national and local ballots sheets may be used.

C-26.1.2.4 There is only one type of, or face for national ballot.

C-26.1.2.5 Local ballots are differentiated at the city/municipality levels.

In the case of the National Capital Region (NCR) and component or chartered cities, differentiation should be at the city/municipal district levels, where councilors are elected per district.

C-26.1.2.6 There shall be as many different ballot types or faces for the local ballot as the number of councilor districts.

C-26.1.2.7 The ACS shall be programmed to detect the National Ballot Sheet and the Local Ballot Sheet(s).

C-26.1.3 For ARMM elections:

C-26.1.3.1 only one sheet shall be used

C-26.1.3.2 One or both sides may be used depending on the number of candidates.

C-26.1.3.3 There shall be 10 different ballot types or faces which shall be determined by the district of the province.

C-26.1.4 Stubs and main body of the ballot – each ballot sheet shall have three (3) sections: the lower stub, the middle stub and the main body.

C-26.1.4.1 The ballot sheets shall be padded or stapled on the lower stub.

- C-26.1.4.2 Micro-perforations shall be used to detach the main body from the middle stub, and the middle stub from the lower stub.
- C-26.1.4.3 The ballot alphanumeric code (also known as serial number), to be provided by the COMELEC, shall be printed on the stubs (but not on the main body of the ballot).
- C-26.1.4.4 Each stub shall also contain a space where the name of the voter could be written and a space where the voter may affix his or her thumbprint.
- C-26.1.4.5 The main body of the ballot shall contain the following:
- a. Official seal of the Republic of the Philippines;
 - b. title of the election being conducted;
 - c. the positions to be voted for;
 - d. the complete names and nicknames or stage names of the each candidate;
 - e. the complete names and acronyms of each organization-candidate in the party list election;
 - f. a space where the voter may blacken or shade to indicate a vote;
 - g. instructions to the voters on the correct way of filling up the ballot;
 - h. and other necessary annotations.
 - i. Arabic script of all the above is required on all ballots for use in the ARMM.
- C-26.1.4.6 The names of the candidates on the ballot shall be readable by using the largest font size possible.
- C-26.1.5 Ballot faces shall be unique per city/municipality.

Ballots shall be coded per city/municipality so that an ACM programmed to count ballots from one city/municipality shall

not be able to count ballots from another. The codes shall be provided by the COMELEC.

C-26.1.6 The offeror shall submit a written description of the security features on the ballot.

C-26.2 Ballot-proof generation program

The EMS shall come equipped with a ballot-proof generation subsystem which shall facilitate the automatic generation of all required ballot faces.

C-27. Based on the above specifications, offerors are required to submit the following:

C-27.1 Number of ACMs, as specified in [Annex A](#);

C-27.2 a voting template showing the different ways of marking the ballot and the accuracy by which the machine recognizes each mark as a vote. Voting marks are:

C-27.2.1 full dark shade;

C-27.2.2 light shade;

C-27.2.3 shaded top-half;

C-27.2.4 shaded bottom-half;

C-27.2.5 shaded left-half;

C-27.2.6 shaded right-half;

C-27.2.7 an "X" mark;

C-27.2.8 a check mark;

C-27.2.9 a dot covering 20% of the marking area;

C-27.2.10 a dot covering 50% of the marking area; and,

C-27.2.11 a dot covering 75% of the marking area.

C-27.3 posters showing what are valid and invalid marks on the ballot. These posters shall be distributed to each precinct.

C-27.4 the type, make and brand of the marking pen that will guarantee recognition by the machine if the correct marking and intensity thereof is applied.

The COMELEC would need an estimated 15 to 20 pieces of this marking pen per precinct, which totals to 112,000 units.

- C-27.5 description of the inherent security features on the ballot apart from the abovementioned security features required by the COMELEC.

The offeror shall also explain why such security features on the ballot are practical, effective, and adequate.

- C-27.6 Some paper fibers could remain on the edge of the main body of the ballot and these fibers could accumulate on the surface of the optical reader when the ballot is passed through the reader.

This could drastically reduce the accuracy of the reading and, at worst, could cause the ballots to be rejected and the votes not be counted.

In this regard, offerors must specify the procedure for cleaning the optical readers and the recommended frequency of the cleaning.

The offeror shall include in its offer the necessary gadgets or supplies that effectively rid the machine of such paper fibers.

- C-27.7 Printing of ballots for the ARMM elections shall be one month only.

The offeror, therefore, is required to submit a master ballots generation plan that should include timeframes, an inventory of human and non-human resources necessary to accomplish the task correctly and on time and other important information.

Such plan should include strict quality control procedures to ensure that master copies are free of any errors.

- C-27.8 Specific description of the kind and quality of paper required for the ballot.

- C-27.9 Complete plan for printing of the actual ballots.

For the ARMM elections, the effective time to print the ballots is 1 month. Offerors are, therefore, required to submit a complete and

comprehensive plan that will allow printing of about 1.7 million ballots within this period.

C-27.10 Sources of raw paper for the ballot, processes and delivery schedule.

Offerors must submit a list of manufacturers of raw paper that will be used as ballots.

Such submission must include a clear definition of the paper that will be produced, all processes of converting raw paper to ballot paper, timelines, delivery schedules and an assurance that the enough amount of the right kind of raw paper will be available on time for the printing of the actual ballots.

C-27.11 The COMELEC reserves the right to decide to have local companies supply raw paper and the ballot, and print the ballots locally.

Offerors, therefore, must submit recommendations to the COMELEC in order to ensure that the right kind and quality of raw paper is produced, the right kind, quality and cut of ballots are produced and the printing of the ballots are accurate.

Offerors must include information on the number of representatives they will have in the Philippines in order to oversee and certify each of these major processes, i.e. manufacturing of the raw paper, the preparation of the ballot sheets, and the printing of the ballots.

C-27.12 a certified accuracy rating from the DOST for each of the models they intend to offer.

The offeror must also submit a signed authorization directing the testing agency that performed the qualification testing to:

C-27.12.1 submit the qualification report of it's testing directly to the COMELEC; and

C-27.12.2 allow the COMELEC full access to all test records and data.

C-27.13 a description of the internal machine procedure of storing the data in the data storage devices.

It should also describe the effect on the data in the event of a power outage and the procedure for recovery of such data after the outage.

C-27.14 a procedure of using counting machines from neighboring cities, municipalities or counting centers, in case any, or all, of the counting machines in a city/municipality or counting center fail.

The counting period of all ballots in the city/municipality or counting center where the machine or machines failed must be completed within 12 hours.

C-27.15 a detailed servicing plan to address problems occurring during deployment of machines to the staging areas, provinces, and to the counting centers in the cities and municipalities.

The servicing plan shall include a detailed manpower complement which they intend to have for the servicing.

C-27.16 specifications for preparations and set up of counting centers.

This should include specifications for electrical, infrastructure, and if necessary, civil works.

C-27.17 A comprehensive technical training plan, including all training manuals, for COMELEC'S technical staff. The training shall include, among others:

C-27.18 creation of ACM configuration and ballot faces

C-27.19 ACM operation

C-27.20 ACM repair, troubleshooting and maintenance

C-27.21 ACM re-configuration for other elections

C-27.22 Other needed training in the operation of the ACS

D. LOT 2-A REQUIREMENTS

D-1. All related requirements by the system which are needed to make it fully operational during the entire duration of the project shall be included in the proposal/offer, including the software and hardware, back-up power supply, external data storage devices and other supplies, printers and other equipment, services, and consumables.

D-2. The ETS shall be secure, fast and reliable and shall allow the transmission of:

D-2.1 Encrypted precinct results from the voting/counting centers, as generated by the EVS/ACS in LOT 1, to the designated city/municipal, provincial, and regional/national CCCs, and to the central backup center;

D-2.2 Encrypted consolidated precinct results from the city/municipal CCCs to the designated provincial CCC; and

D-2.3 Encrypted consolidated city/municipal canvassing results from provincial CCCs to the designated national/regional CCC;

D-3. The ETS be able to handle simultaneous data transmissions:

D-3.1 at the city/municipal CCCs:

maximum of number of precincts in the city/municipality (currently, the highest number is 7,035 which is for Quezon City. For the ARMM, the highest number is 343, which is for Marawi City)

D-3.2 at the provincial CCCs:

maximum of number of cities/municipalities in the province (currently, the highest number is 53 which is for Cebu; for the ARMM, the highest number is 40 which is for Lanao del Sur)

D-3.3 at the regional/national CCC:

maximum of number of provinces (currently, 81 nationwide, 8 in ARMM), and maximum number of precincts (for the 2007 barangay elections: 319,538 established and 238,486 clustered precincts nationwide, and

10,805 established and 8,359 clustered precincts for the ARMM, as of 11 October 2007)

D-4. The ETS shall be able to detect if an outgoing transmission to another ETC already has a previous transmission.

D-4.1 The system shall enable a user to accept or reject any succeeding transmission(s) of election results to areas with previous transmissions.

D-4.2 This event shall be logged into the transmission log.

D-5. The ETS shall be able to detect if an incoming transmission from a certain ETC already has a previous transmission for a precinct, city/municipality or province.

D-5.1 The system shall enable a user to accept or reject any succeeding transmission(s) of election results from areas which have already previously transmitted.

D-5.2 This event shall be logged into the transmission log.

D-6. The ETS may be installed in a covered or uncovered area.

D-7. The ETS shall be installed in the voting center, centralized counting center, CCCs and central backup center, as determined by COMELEC.

D-8. The ETS shall use digital transmission.

D-9. The ETS shall have a minimum speed of 1Mbps.

D-10. The ETS shall have a designed availability of >99%.

D-11. The ETM shall have a 10/100-BaseT Ethernet card and a minimum of four (4) USB ports.

D-12. The transmission facility shall not require special civil works. The ETM shall require only a small desk space.

- D-13. The ETM shall plug into a standard AC outlet or shall be able to be operated or run using alternative power sources, such as back-up generators, car batteries, inverters, etc. for the entire transmission period.
- D-14. The ETS shall employ adequate security measures against unauthorized access.
- D-15. The ETS shall be user-friendly and shall make use of appropriate on-screen instructions, prompts and error messages, as necessary.
- D-16. The system shall employ adequate error handling procedures, such as error prompts and other related instructions.
- D-17. The system shall have adequate error recovery features, in case of non-catastrophic failure of device.
- D-18. The ETS shall generate and print transmission logs for audit purposes, which shall include the following, among others:
- D-18.1 User identification
 - D-18.2 Date/time each transmission started and ended (with the size and name of the transmitted file, such as precinct / city / municipality / province / HUC / country result)
 - D-18.3 Date/time transmitted result was received at remote station
 - D-18.4 Date/time logs of user-interaction (indicating what type of activity or interaction)
 - D-18.5 Date/time logs of error messages and error handling procedures
 - D-18.6 At the end of the transmission period, total number of precinct / city / municipality / province / HUC / country results transmitted
 - D-18.7 At the end of the transmission period, total number of precinct / city / municipality / province / HUC / country results received
- D-19. The ETS shall be able to generate a transmission statistical report, indicating:

- D-19.1 Total number of precinct / city / municipality / province / HUC / country results expected and transmitted
- D-19.2 Total number of precinct / city / municipality / province / HUC / country results expected and actually received
- D-19.3 Subject to finalization of the format and other required information by the COMELEC
- D-20. The transmission facility shall be easy to relocate. It can be relocated within fifteen (15) days anywhere should the need arise.
- D-21. The ETS shall make use of high availability servers.
- D-22. The ETS shall employ redundancy measures for all its transmission sites to fall back on in case the primary transmission facility fails.
- D-23. The winning bidder shall authorize COMELEC to make the source code of the ETS and all of its components available and open to any interested party or groups which may conduct their own code review thereof.
- D-24. Based on the above requirements,
- D-24.1 the offeror shall be responsible for the storage, deployment to, installation and pull out of the transmission facility from the transmission sites without additional cost to COMELEC
- D-24.2 The offeror shall submit its plan for the installation of electronic transmission facility based on the timelines in this RFP
- D-24.3 The offeror shall provide all training requirements for COMELEC's technical staff, including all training manuals.
- D-24.4 Offerors shall submit a back-up plan, in case the ETS in a voting center/city/municipality or counting center fails, which may include transmitting from neighboring cities, municipalities or counting centers.
- D-24.5 Offerors shall submit a detailed servicing plan to address problems occurring during deployment of the transmission facility to the staging

areas, provinces, and to the voting center/counting centers. The servicing plan shall include a detailed manpower complement which the offeror intends to deploy for the servicing purposes.

- D-24.6 The offeror must submit specifications for the preparation and set up of the transmission facilities. This should include specifications for electrical, infrastructure, and if necessary, civil works.

E. LOT 2-B REQUIREMENTS

- E-1. All related requirements by the CCS which are needed to make it fully operational during the entire duration of the project shall be included in the proposal/offer, including the software and hardware, back-up power supply, external data storage devices and other supplies, printers and other equipment, services, and consumables.
- E-2. The CCS shall be secure, fast, accurate and reliable.
- E-3. The CCS shall be able to use the electronically transmitted results or the results as contained in the backup data storage device as input for processing.
- E-4. The CCS shall be able to decrypt and authenticate the digital signatures in the encrypted election results prior to consolidation/canvassing.
- E-5. The CCS shall be capable of encrypting all election results and reports using at least 128-bit encryption scheme.
- E-6. There shall be only one (1) CCS for each city/municipality, for each province, and for the entire region/country.
- E-7. There shall be a central backup center at the COMELEC main office to serve as redundant repository for all electronically transmitted precinct results.
- E-8. Appropriate and adequate security measures shall be integrated into the design of CCS.
- E-9. The CCS shall have adequate security against unauthorized access.
- E-10. The CCS shall recognize its authorized users with the use of physical security devices, such as USB flash drives or PCMCIA cards, with digital certificates, aside from the use of user IDs and passwords.
- E-11. The CCS shall be able to detect previously loaded precinct results (or city/municipal results or provincial results) and prevent these from being input again into the system.

- E-12. In the event that canvassing is aborted, the CCS shall be capable of being restarted and resuming the process without any loss of data.
- E-13. The CCS shall always indicate the number of precinct results (or city/municipal results or provincial results) canvassed so far.
- E-14. The CCS shall be user-friendly and shall make use of appropriate on-screen instructions, prompts and error messages, as necessary.
- E-15. The CCS shall be broken down into the following major subsystems:
- E-15.1 city/municipal CCS;
 - E-15.2 provincial CCS;
 - E-15.3 regional/national CCS;
 - E-15.4 central backup system (CBS)
- E-16. Upon starting the canvassing period, the CCS shall require that its vote totals for all candidates be zeroed out and shall generate and print an initialization report as proof afterwards.
- E-16.1 The CCS shall ensure that consolidation/canvassing shall be allowed to start only after the vote counters have been initially zeroed out.
- E-17. The CCS shall keep the electronically transmitted results (advance copy and canvassing copy) in separate internal data storage locations.
- E-18. The CCS shall comply with OASIS EML v3 or later standards.
- E-19. The CCS shall enable its user to choose its source data for consolidation/canvassing from the following locations only:
- E-19.1 Internal data storage location for advance copy;
 - E-19.2 Internal data storage location for canvassing copy; or
 - E-19.3 Backup data storage device
- E-20. The CCS shall accurately consolidate all results from all expected precincts / cities / municipalities / provinces under its jurisdiction.

E-21. The CCS shall be capable of digitally signing all electronic results and reports before transmission.

E-22. The CCS shall be able to detect if all expected results have already been completely consolidated/canvassed.

E-22.1 It shall be able to identify which areas are still lacking, if applicable.

E-23. The CCS shall be able to generate and print (if applicable) the following:

E-23.1 Initialization Report (1 copy) prior to the conduct of the actual canvass operation showing that all totals for all the votes for all candidates have been set to zero or null;

E-23.2 Hard and soft copies of the appropriate COC with supporting SOV, and COCP when applicable;

E-23.2.1 30 copies of the printouts, as required by RA 9369;

E-23.2.2 Additional copies, when requested, shall not exceed 30.

E-23.3 audit log report, soft and hard copy;

E-23.4 statistical report, soft and hard copy

E-24. It shall create files for the following:

E-24.1 Encrypted city/municipality consolidated results

E-24.2 COC in report format

E-24.3 SOVP in report format

E-24.4 COCP in report format

E-24.5 Audit log in report format

E-24.6 Statistical report in report format

- E-25. The created files shall be saved in their respective data storage location, i.e. the files created using the advance precinct results must be saved in its data storage location.
- E-26. All files created and saved in the data storage device by the city/municipality consolidation/canvassing system shall be encrypted and shall likewise be decrypted by the authorized user using the designated system only.
- E-27. The data stored in the internal and external data storage devices shall be free from computer viruses. In this case, the offeror must provide the latest and updated anti-virus system.
- E-28. The CCS shall be able to demonstrate its capability to be reconfigurable for use in other elections by the COMELEC.
- E-29. The CCS statistical report shall contain the following information, among others:
- E-29.1 Report title
 - E-29.2 CCS title (whether for city/municipal, provincial, regional/national level)
 - E-29.3 Demographic information (province, city/municipality)
 - E-29.4 Number of precincts received (both for advance copy and canvassing copy);
 - E-29.5 Number of registered voters per precinct (both for advance copy and canvassing copy);
 - E-29.6 Number of voters who actually voted per precinct (both for advance copy and canvassing copy);
 - E-29.7 In case of ACS and multi-sheet ballots (for national and local elections), number of national ballot sheets counted per precinct; and number of local ballot sheets counted per precinct (both for advance copy and canvassing copy);

E-29.8 Date/time printed

E-29.9 Other relevant information specified by the COMELEC in this RFP.

E-30. The CCS audit log report shall contain the following information, among others:

E-30.1 Report title

E-30.2 CCS title (whether for city/municipal, provincial, regional/national level)

E-30.3 Date/time of CCS startup;

E-30.4 Demographic information (Province/district, City/municipality);

E-30.5 User identification (based on the access identification)

E-30.6 Date/Time-stamped log of all user interaction

E-30.7 Date/Time-stamped log of exceptional cases

E-30.8 Date/Time-stamped log of malfunctions/error messages

E-30.9 Data source of CCS input (whether advance copy, canvassing copy, or backup data storage device)

E-30.10 At the end of the canvassing period, total number of precinct results (or city/municipal results or provincial results, as appropriate) consolidated/canvassed

E-30.11 Date/time of report generation (including number of copies generated)

E-30.12 Date/time CCS shutdown initiated

E-30.13 Date/time printed

E-31. The system shall allow re-canvassing of all results, or selected results from one (1) city/municipality or province, as decided by COMELEC.

E-32. The **city/municipal CCS** shall have the following minimum requirements, aside from the above-mentioned:

E-32.1 It shall only consolidate/canvass results from precincts under its jurisdiction.

E-32.2 The entire canvassing period for the city/municipality, including the printing of reports, shall be completed within 24 hours after the close of polls.

E-33. The **provincial CCS** shall have the following minimum requirements, aside from the above-mentioned:

E-33.1 It shall be able to consolidate/canvass either:

E-33.1.1 the precinct results, as transmitted in advance from the voting/counting centers; or

E-33.1.2 the consolidated city/municipal results, as generated by the provincial CCS and transmitted from the provincial ETM, or as stored in the backup data storage device.

E-33.2 It shall accept election results from cities/municipalities under its jurisdiction only.

E-33.3 The entire canvassing procedure for the province, including the printing of reports, shall be completed within 30 hours period after the close of polls.

E-33.4 It shall be able to identify the winning candidates in the provincial level for purposes of proclamation.

E-34. The **regional/national CCS** shall have the following minimum requirements, aside from the above-mentioned:

E-34.1 It shall be able to consolidate/canvass either:

E-34.1.1 the precinct results, as transmitted in advance from the voting/counting centers; or

E-34.1.2 the consolidated provincial election results, as generated by the provincial CCS and transmitted from the provincial ETM, or as stored in the backup data storage device.

E-34.2 It shall accept election results for provinces under its jurisdiction only.

E-34.3 The entire canvassing procedure for the province, including the printing of reports, shall be completed within 36 hours period after the close of polls.

E-34.4 It shall be able to identify the winning candidates in the regional/national level for purposes of proclamation.

E-35. The CCS at the **Central Backup Center** shall have the following minimum requirements, aside from the above-mentioned:

E-35.1 It shall only receive precinct results from the voting/counting centers.

E-35.2 It shall function as a central repository for all electronically transmitted precinct results.

E-35.3 It shall be able to accurately decrypt and consolidate all encrypted precinct results.

E-35.4 It shall show a running total of number of precincts received and consolidated.

E-35.5 It shall show a running total of votes garnered by each candidate for:

E-35.5.1 regional/national positions; and

E-35.5.2 all other positions, as requested

E-35.6 It shall be able to generate and print a statistical report containing the above-mentioned information.

E-35.7 It shall maintain an immutable audit log containing the above-mentioned information.

- E-36. The CCS shall make use of high availability servers.
- E-37. The winning bidder shall authorize COMELEC to make the source code of the CCS and all of its components available and open to any interested party or groups which may conduct their own code review thereof.
- E-38. Based on the above specifications, the offerors must submit for all levels of consolidation/canvassing the following:
- E-38.1 a description on how the software handles storing of data in the data storage devices. It should also describe the effect on the data in the event of a power outage or an operational fault that will halt the machine operation. It should also describe the procedure for recovery of such data after the outage or halted operation.
 - E-38.2 a detailed plan to address problems occurring during the use of the canvassing system on Election Day until proclamation of winning candidates:
 - E-38.2.1 for keeping a copy of the individual precinct results, as transmitted, in a separate internal data storage location, for back-up and verification purposes
 - E-38.2.2 for determining the winning candidates per position at the city/municipal level, based on the number of positions to be voted for as specified in the EMS, for proclamation purposes
 - E-38.2.3 for generating and printing the corresponding COCs, SOVs and COCPs in the COMELEC-specified formats
 - E-38.2.4 for generating and printing other election reports and audit logs for statistical, verification and audit purposes
 - E-38.2.5 wherein all above-enumerated activities and report generation within 24 hours after the closing of polls
 - E-38.3 two copies of the source code and of the compiled canvassing software that will be held in escrow at a bank in Metro Manila specified by the COMELEC. The data storage device within which these programs are

stored must be sealed with tamper-evident seals. Access to this source code and this compiled version of the program can only be made under a layer of security passwords that may only be provided by the offeror.

E-38.4 provide an installer for the canvassing software, which shall be compiled and stored in an external data storage device, such as in a CD-R. The program must be capable of being installed in the hard drive of a personal computer (PC).

E-38.5 provide a set of manuals on canvassing system operation and use, diagnostics, complete set of error messages, detailed explanation thereof and other relevant information, written in English.

F. LOT 3 REQUIREMENTS

The requirements for services component of the 2008 ARMM Elections Automation Project shall encompass but may not be limited to the design, creation and development of a full computerization solution for the voting, counting, canvassing, electronic transmission and electronic results publication for said elections. The solution formulation, building and roll-out services are composed of the following:

- systems integration and project management,
- application systems development,
- configuration management,
- change and risk management,
- integrated logistics management system,
- site design,
- preparation and operationalization, and
- documentation.

The following subsections outline the requirements of COMELEC from the bidders in the preparation of their proposed solutions for the delivery of such services.

F-1. Systems Integration and Project Management

The COMELEC recognizes the diversity of services and technologies that shall be integrated in the implementation of the Project. Corollarily, the bidders must demonstrate a clear understanding of the depth and breadth of the scope of work to be integrated and the criteria for evaluating these services and technologies.

Bidders must describe its proposed solution to include:

F-1.1 Demonstrable ability in the management of diverse services and technologies

This will require a project management approach with successful large systems integration experience. The various teams participating within the project must be integrated to achieve their outputs in a coordinated and timely fashion. Bidders must describe clearly their approach to systems integration for the successful implementation of the Project.

F-1.2 Dedicated and competent project management teams

Project management requires multi-faceted skill and talent, embracing people, processes and organization.

F-1.2.1 Bidders must describe the role of the Project Director, the Technical Coordinator and the Project Team Leaders in various disciplines. The Project Director is required to have authoritative credentials to lead various teams for the various components of the Project. On the other hand, the Team Leaders are required to have the ability to plan and lead managerially and technically in their respective disciplines;

F-1.2.2 The Bidder's Project Management Team must be able to show their ability to interact with COMELEC leadership and personnel in an atmosphere of learning that is enriching each other's knowledge and experiences;

F-1.2.3 Bidders must describe the team they are proposing, including the actual number of staff members, the time each staffer will dedicate to the project, and outline of terms of reference for these positions. This team must be provided until the end of the Project; and

F-1.2.4 Bidders must provide resumes of its management team nominated for the Project on the basis of which the nominees will be evaluated.

F-1.3 Well-coordinated partnership between the COMELEC, the bidders and among the various members of the Project Team

The bidders must describe the project organization to be established during the life of the project and the reporting and working relationships between the project teams and the COMELEC. It is important to describe how they will manage the services to be provided. In this connection, the bidders are required to submit a work plan detailing work materials, procedures, personnel tasks/responsibilities, project plan(s) in MS Project format.

F-1.4 Proposed project management processes, tools and techniques

Bidders must describe its project management processes and tools to include the following:

F-1.4.1 Project planning,

F-1.4.2 Task estimation,

F-1.4.3 Work allocation,

F-1.4.4 Progress tracking and monitoring,

F-1.4.5 Reporting internal to the project and reporting to the Commission,

F-1.4.6 Problem resolution, and

F-1.4.7 Change request procedures.

F-1.5 A proven or responsive implementation methodology

Bidders must describe the proposed methodology (including implementation, tools and techniques) for progressing from contract award, and through all critical phases of the project. Bidders must also outline stage-wise items of delivery, review, acceptance, persons responsible and other concerns to ensure the quality of the products and services to be delivered.

F-1.6 Quality control and quality assurance

The COMELEC will conduct a full project audit at periodic intervals of the progress of the Contractor's schedule of work and deliverables through the Technical/Functional Team and Audit Team independent of the project. The project audit is designed to ensure that the Project delivers a range of Products, which may be goods and services, of an appropriate quality within time scales and budget. For purposes of evaluation of the bids, the Bidders must describe their standards for such audits including scope, required conduct, demands upon project personnel, demands upon the COMELEC personnel and outputs. However, during the Project's implementation, the Audit Reports shall be prepared by an independent Audit Team whose members shall to be appointed by COMELEC.

F-2. **Application Systems Development**

The COMELEC requires the bidders to describe their integrated solution for the design, development, installation, maintenance and sustainability of ARMM elections automation application systems software at the precinct, voting centers, city/municipal, provincial, regional and central offices of the COMELEC. The proposed solution must be responsive to the required functionality of the COMELEC as described in Part VI of this RFP. Bidders shall have to customize or custom-built the applications systems supportive of the service level requirements for the project as specified in Part VI.

The system shall be designed to be as user-friendly as possible, requiring minimal training and expertise to run and operate it. The COMELEC staff, after familiarization and brief training to be provided by the winning Bidder, shall be able to run the system on their own.

F-2.1 Bidders must describe their response to include:

F-2.1.1 Design of the automated system;

F-2.1.2 Approach in computerizing the application systems;

F-2.1.3 Systems development methodology, tools and techniques;

F-2.1.4 "Look and feel" of the software to be developed;

F-2.1.5 Security and control measures; and

F-2.1.6 Additional features or benefits the bidders would like to bring to the attention of the Evaluation Committee.

A short overview of the above using the same categories should preface the response.

F-2.2 Bidders are also required to develop a prototype system to demonstrate the functionality and "look and feel" requirements of the software.

F-2.3 All application systems must include provisions for back-up and recovery, security/protection and audit trails, among others.

F-2.4 All application systems development shall be done at the Central Office and only executable codes shall be installed at the voting, counting, consolidation equipment.

F-2.5 The ownership of the analysis, design, source codes and executable programs of all the application systems developed should be given to COMELEC at no additional cost. At the same time, the COMELEC has the right to modify delivered systems which should be free of charge when modifications are done during the lifespan of the Project.

F-3. **Configuration Management**

Bidders shall provide a Configuration Management system. Configuration Management provides guidance on developing and maintaining compatibility and consistency of project documentation, products, and support items throughout the project. It is imperative, from the functional baseline to the last product baseline, that both client and project personnel have the same definition of system configurations, configuration items and deliverables throughout the project life cycle.

The configuration management process should describe clearly the step-by-step activities, inputs, outputs and process metrics. It also harmonizes other processes such as Requirements Management, Work Breakdown Schedule, and Project Planning and Control.

F-4. **Integrated Logistics Support Process**

An Integrated Logistics Support (ILS) process concerns the definition, optimization and integration achieved by systematic planning, implementation and management of all logistic support resources throughout the system solution life cycle.

ILS has the following sub processes:

F-4.1 planning,

F-4.2 logistics support analysis,

F-4.3 facilities design engineering,

F-4.4 subcontractor ILS, and

F-4.5 life cycle costing and logistics support.

F-5. Physical Site Plan, Design and Preparation

The Bidder shall propose a design, plan and schedule for the preparation of the physical site that will house the various equipment in the different sites.

The preparation of the site shall include the detailed design and engineering work to be performed by the Bidder for the Project, such as engineering services for the preparation of drawings, maps, specifications, schedules, calculations, documents, estimates and coordination with the engineering efforts of the subcontractor.

The Bidder shall plan and design the installation site layouts in accordance with the Bidder's standards and prepare the sites according to the technical requirements of the Project, with the approval of the COMELEC.

The proposed technical bid for this component should include a detailed description as to how the following criteria shall be addressed by the Bidder in its bid:

F-5.1 Operational efficiency

Operational efficiency shall be concerned with the smooth functioning of installed equipment with provision for redundant power supply, redundant communication links, etc.

F-5.2 Adherence to environment and safety standards

This criterion shall be concerned with the provision all required environmental and safety provisions that adhere with published standards.

F-6. Change and Risk Management

The onset of the computerized operation of the envisioned system will call for changes in the process and procedures presently used by the COMELEC. This will affect the functions, relationships, authority and responsibilities of the Commission's

offices. The Commission, therefore, requires the Bidders to describe its proposed change and risk management services detailing the following areas:

F-6.1 Change management methodology that should have a conscious bias toward organizational improvements and sustainability measures to effect procedural, structural and attitudinal changes in the organization as a result of this project and the agency's comprehensive modernization program.

F-6.2 Interventions and recommendations proposed must include strategies or measures that will enable the Commission to address the following concerns:

F-6.2.1 Empowerment of the COMELEC personnel in terms of knowledge, attitudes and skills to eventually takeover the functions and thereby enabling them to use the system in managing the electoral process more effectively;

F-6.2.2 Reengineering and simplification of pre-election, election day and post-election procedures while maintaining adequate security and control;

F-6.2.3 Personnel sociological, cultural and psychological change process should appeal to a sense of nationalism among employees, defining and influencing their special role in the democratic/electoral reform process of the country; and

F-6.2.4 Advocacy and communications plans for the change readiness requirements of all stakeholders within and outside the Commission, including candidates, local government units (LGUs), non-government organizations (NGOs), as well as political and public sectors.

F-6.3 Risk management program that will address security and other related risks (environmental, physical, political, people-related risks, etc.) that the project might encounter in the course of project implementation and more so anticipate the possible risks after the project.

F-6.4 Policy Recommendations

The bidder shall provide the COMELEC with policy recommendations that the bidder may deem necessary for the efficient operation, administration, management and upgrading of the Commission's election administration system. These policy recommendations shall clearly explain, in layman's terms, why management should adopt and enforce these policies, how they impact on the delivery of services, and how they affect the mission and goals of the Commission. For example, some policy recommendations may be made on security procedures, IT staffing and hiring, service contracting, budget allocation, and others.

F-7. Voter Education and Information

F-7.1 The winning bidder shall provide assistance in the conduct of the information dissemination and education program by commenting on the program or providing reference materials or contacts of other system users.

F-7.2 The winning bidder shall develop and maintain, in coordination with the COMELEC, a website for this project for voter education purposes and related information dissemination, including real-time publication of current election updates. The proposal shall include the delivery of all requirements, including hardware (servers, firewall, etc.), software (operating system, antivirus, firewall, etc.), services (web development, etc.), technical training and communication link (high-speed Internet connection, etc.), which shall be turned over to the COMELEC after the duration of the project.

F-8. Documentation

The bidder shall describe its proposed documentation to support and maintain the requirements for services component of the project. This must include full documentation of the following:

F-8.1 Application software systems and user manuals, including source codes of all application systems developed for the Commission;

F-8.2 System Requirements Specification, describing all the inputs, outputs, processing rules, volumes, performance, thresholds etc. of the system

being described. This document will answer the question "What" is being built;

F-8.3 System Design Specification, describing the technical methods to build the system including design specifications, program specifications, data dictionary, entity relationships etc. This document will answer the question "How" it is being built;

F-8.4 Training Manuals for all types of training programs;

F-8.5 Policy Manual serving as repository of broad objectives and principles that govern the Project and of the specific activities undertaken to operationalize them;

F-8.6 Other Support and Maintenance Manuals; and

F-8.7 Other Standard Documentation.

Bidders must indicate the appropriate quantities, target users/audience and purpose of the documentation. Modifications to the documentation will be made by the Supplier as and when required by changes to the corresponding products or services. Acceptance shall be dependent upon the timely delivery and suitable quality of the documentation and satisfactory performance of the documentation update service.

In view of the above, the winning Bidder should provide the necessary operating manuals, user's guide for trouble shooting and repair manuals, technical specifications and references, development guides, application codes, library files, application notes, data sheets and all other necessary documents to install, operate and maintain the system by trained personnel. They must provide three (3) complete sets of documentation in print and soft copy (CD-ROM). Manuals, plans and related documentation should be of robust and durable construction with concise and quality presentation. They must contain sufficient information for the proper operation of the equipment, software, developed applications and related processes.

A series of documents fully describing the design and implementation of the entire system, as well as containing the engineering assumptions and calculations, should likewise be submitted. These documents should provide enough information, in an easily understood and step-by-step procedural fashion, on the operation, configuration, troubleshooting and tuning of the entire system. These documents

shall also serve as a technical reference and development guide for COMELEC in planning for future expansion or upgrade.

The documentation must be maintained and kept-up-to-date by using updates or replacement volumes to reflect the current level/version of installed equipment, software related processes/procedures.

For any hardware or software that has been configured or customized for the project, the settings, configuration, scripts, codes, or passwords used shall be fully documented and properly turned over to COMELEC. Initially configured passwords or similar information shall be kept in a separate, sealed document, marked "**CONFIDENTIAL**," and shall be turned over to COMELEC-designated personnel only.

The winning Bidder must be able to provide replacement or additional manuals when required by the COMELEC for all the above mentioned requirements during the time of the undertaking.

G. OTHER COMMON REQUIREMENTS FOR ALL LOTS

G-1. Training

All proposals shall include the following training requirements, as applicable:

G-1.1 A training program for COMELEC executives

G-1.2 An extensive training and education program on the preparation of elections systems, voting/counting and canvassing systems and transmission systems for technical personnel. Such training shall be sufficient to the point that the COMELEC technical personnel shall be able to operate the System without continuous support by the vendor. The training shall address, but shall not be limited to, the following topics:

G-1.2.1 Generation of configuration settings for all types of elections;

G-1.2.2 Election configuration of EVMs / ACMs;

G-1.2.3 Preparation of each individual EVM / ACM;

G-1.2.4 Operation of all systems provided;

G-1.2.5 Use of other equipment/facility used at the voting/counting center;

G-1.2.6 Software program for the city/municipal, provincial and regional/national CCS;

G-1.2.7 Methods of ensuring the accuracy of precinct results;

G-1.2.8 Repair, troubleshooting, tuning up and maintenance of EVMs / ACMs and electronic transmission facility;

G-1.2.9 Full understanding of the audit procedures for all concerned systems (EMS, EVS, ACS, ETS, CCS);

G-1.2.10 Records preservation requirements;

G-1.2.11 Printing, designing and reformatting election reports;

G-1.2.12 Safeguards to prevent and detect tampering or theft; and

G-1.2.13 Hot points for system errors

G-1.2.14 Election markup language (EML) basic and advanced courses

G-1.3 A detailed training program for national trainers, which shall include:

G-1.3.1 Setting up and testing the voting/counting machines, transmission facility and components thereof;

G-1.3.2 Operation of the voting/counting machines and transmission facility from start to finish;

G-1.3.3 Troubleshooting methods to quickly identify and resolve any problems;

G-1.3.4 Proper operation and security of voting/counting machines and transmission facility;

G-1.3.5 Using battery back-up during electrical failure

All training materials shall also be submitted to the COMELEC.

G-2. **Election Day Operations Support**

The offeror shall provide a plan to ensure that problems arising from out of the system or any components thereof during the Election Proper, from voting/counting, data transmission to canvassing levels, are addressed. This plan shall include areas where service crews and spare units will be stationed and the response times in case units and/or service crew will have to be sent to voting/counting centers.

The offeror shall also provide the following technical support personnel:

G-2.1 An overall contract administrator who shall serve as the principal point of contact for the bidder with the COMELEC;

G-2.2 A minimum of one technician for every voting/counting, data transmission and canvassing centers. This on-site technical support shall be provided from August 4, 2008 until August 18, 2008 for the 2008 ARMM elections.

On-site technical support shall include at the least the following:

G-2.2.1 Configuration and equipment set-up;

G-2.2.2 Pre-election system demonstration and/or accuracy test;

G-2.2.3 Field testing and mock election;

G-2.2.4 Support during Election Day until the end of the voting/counting period in the voting/counting and data transmission centers;

G-2.2.5 Support during canvassing in the city / municipal / provincial / district / national / regional canvassing centers;

G-2.2.6 Post election testing and reporting.

G-2.3 Service technicians who are well trained, and capable of replacing malfunctioning equipment in the counting centers. Each technician shall maintain a reasonable supply of spare parts and components necessary to repair a malfunctioning unit or return it to service. Technicians must also have cellular telephones or other means of real time communication.

G-3. **Counterpart Project Team**

The offerror shall form a counterpart project team that will coordinate with and assist COMELEC in all activities pertaining to the Program. All members of the team shall be able to converse well in English and/or Filipino.

The composition of the team, which shall include technically competent local counterparts, shall be submitted with the bid. A team member must be assigned for each of the following areas:

G-3.1 EVM / ACM configuration;

G-3.2 ballot design, manufacture and printing;

G-3.3 pre-election logic and accuracy testing;

G-3.4 logistics, especially in the deployment of voting/counting machines and data transmission facility, storage in staging areas, and forward deployment to final municipalities of destination;

G-3.5 servicing of equipment;

G-3.6 voting/counting, canvassing and data transmission software programming.

G-4. Systems Simulation

G-4.1 All bidders are required to conduct a full simulation of the proposed system for the 2008 ARMM elections from preparation of election configuration for the voting/counting and canvassing systems, to the voting, counting, consolidation, transmission, canvassing, proclamation processes, including the printing of reports. The simulation shall cover two (2) ARMM provinces, wherein one (1) province shall have two (2) districts while the other shall be a lone district. Each district shall be composed of two (2) municipalities/cities with two (2) precincts each.

G-4.2 All bidders shall also conduct a simulation of reconfiguring the system for other elections using the EMS, particularly the configuration of election information, including the name and date of election, positions and races involved in the election, candidate information, and report headings. The entire election process shall also be simulated in order to show that the configuration for the new type of election has been successfully and easily configured.

G-5. Field Test

The winning bidder shall provide all requirements for the conduct of a field test as part of the Project's systems test and preparation phase. The areas to be covered by the field shall be finalized by the COMELEC

G-6. Mock Election

The winning bidder shall provide all requirements for the conduct of an end-to-end mock election as part of the Project's public information and education campaign prior to actual conduct of elections. The areas to be covered by the mock election shall be finalized by the COMELEC.

G-7. Documentation

In the proposal, the Bidder shall include the following documentation in English:

G-7.1 System operator's manual;

G-7.2 Environmental requirements for storage, transportation, and operation including temperature range, humidity range and electrical supply requirements;

G-7.3 User manuals detailing system functionality;

G-7.4 All qualification testing completed or in process at the time of bid submission;

G-7.5 Copy of a letter from the Bidder to the testing agency that:

G-7.5.1 Directs the testing agency to send a copy of the completed testing agency qualification report to the COMELEC;

G-7.5.2 Authorizes the testing agency to discuss their procedures and findings with the COMELEC; and

G-7.5.3 Authorizes the testing agency to allow the COMELEC to review all records of any qualification testing conducted on the AES or its components;

G-7.6 Software and firmware documentation, information, and materials, including the following:

- G-7.6.1 A copy of the release software, firmware, utilities, hardware, and instructions required to install, operate and test the counting system;
- G-7.6.2 Diskettes, tapes, or compact disks containing copies of all source code files required to develop the system object code and firmware; with any utilities, hardware, and instructions required for the COMELEC to read the source code on a personal computer with Microsoft Windows operating system;
- G-7.6.3 System flow chart describing information flow; entry and exit points; and the relationship of programs, device drivers, data files, and other program components;
- G-7.6.4 Identification of version, release, and modification levels of all software and firmware components;
- G-7.6.5 Identification of the steps and procedures required to generate all program modules providing system functions for which certification or provisional certification is requested;
- G-7.6.6 Identification of all compilers, assemblers, development libraries, device drivers, operating systems, and monitors required to generate and operate the executable programs;
- G-7.6.7 Identification and description of all program elements which are static and not subject to change in either content or use when distributed for sale, during testing, or during operation; and
- G-7.6.8 Identification and description of all program elements which are not static and therefore are subject to change in content or use when distributed for sale, during testing, or during operation.

G-8. Warranty

For all Lots 1-A, 1-B and 2-A, all equipment and software shall be covered by warranty during the entire duration of the Project, including provision of all software/firmware upgrades or replacement of any defective components, entire units, or systems.

For Lots 2-B and 3, all equipment and software shall be covered by a minimum warranty of three (3) years against defects. During the warranty period, the Offeror agrees to provide all software/firmware upgrades or replace any defective components, entire units, or systems.

Beyond the minimum warranty period, the Offeror may propose terms and conditions for extended warranty and maintenance support. The Offeror should also provide a description on how the system will be maintained during and after the contract periods.

PART VII – EVALUATION CRITERIA

The evaluation of the bids shall establish the following:

1. The systems being proposed are in accordance with the specifications stated and defined in the RFP and in RA 9369;
2. All expressed mandatory, functional, technical and financial requirements stated in the RFP are fully satisfied and all other desirable requirements are addressed by the prospective Bidder to the greatest practicable extent; and
3. The terms and conditions of the tender comply with the contractual requirements incorporated in the RFP.
4. If there are technical inconsistencies between [Part II](#) and [Part VI](#), the provisions as contained in [Part VI](#) shall prevail.