



## **BIDS AND AWARDS COMMITTEE (BAC) II**

**PROJECT :** PROCUREMENT OF VARIOUS OFFICE EQUIPMENT FOR CY2020  
**ITB NO. :** Goods 2020-032  
**SUBJECT :** BID BULLETIN NO. 1  
**DATE :** 29 October 2020

### **Details of the bidding, as advertised:**

<b>Advertisement:</b>	<b>Posting at Website &amp; Conspicuous Places – October 14 to 21, 2020</b>
Approved Budget for the Contract (ABC) and Source of Fund	Lot 1 - Dater with Inscription <b>₱1,070,160.00</b> Lot 2 - Self-Inking Stamp with Inscription <b>₱293,180.00</b> Lot 3 - Stapler <b>₱656,082.00</b> Lot 4 - Paper Shredder (Standard) <b>₱480,000.00</b> Lot 5 - Shredder Machine (Heavy Duty) <b>₱2,194,500.00</b> Lot 6 - Emergency Light <b>₱330,150.00</b> <b>Approved 2020 COB - MOOE</b>
Price of BD (non-refundable)	Lot 1 - ₱1,000.00 Lot 2 - ₱ 500.00 Lot 3 - ₱ 500.00 Lot 4 - ₱ 500.00 Lot 5 - ₱2,200.00 Lot 6 - ₱ 500.00
Delivery Period	Lots 1, 2, 4 and 5 - Within sixty (60) calendar days upon receipt of Purchase Order Lots 3 and 6 - Within forty-five (45) calendar days upon receipt of Purchase Order

This addendum/Bid Bulletin No. 1 is issued to clarify, modify or amend items in the Bidding Documents (BD) as a result of the pre-bidding conference on 23 October 2020. This shall form an integral part of the BD.

Under Section 22.5.3 of the RIRR of RA 9184, it shall be the responsibility of all those who have properly secured the BD to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC.

### **1. Schedule of activities as discussed in the Pre-bidding Conference:**

- Deadline for the submission of written queries: Monday, 26 October, 2020
- Issuance of Bid Bulletin No. 1 – reply to written queries: Tuesday, 27 October 2020
- **Submission and opening of 2 envelopes: Wednesday, 04 November 2020, 2:00 p.m. at the 2<sup>nd</sup> Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

**Revised Schedule:**

- Issuance of Bid Bulletin No. 1 – reply to written queries: Thursday, 29 October 2020
- **Submission and opening of 2 envelopes: Friday, 06 November 2020, 2:00 p.m. at the 2<sup>nd</sup> Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

**Only one company representative is allowed to attend the manual opening of bids. Other company representative may witness the opening of bids through Microsoft Teams. Kindly coordinate with the BAC Secretariat for the details.**

**2. Documentary Requirements**

**a. 1<sup>st</sup> Envelope**

a.1 The following Eligibility requirements shall be applicable to any or all lots the bidder intend to participate:

a.1.1 PhilGEPS Certificate of Registration and membership.

In case of uploaded document/s, which validity period had already expired, submit the updated document/s.

a.1.2 Statement of all its Ongoing Government and Private Contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;

a.1.3 JVA, in case of Joint Venture - Class "B" Documents (Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, except for SSS Clearance that must be complied by all JV partners);

a.1.4 Omnibus Sworn Statement (form supplied) **and copy of the Authority to Notarized from the Notary Public**

a.2 The following Technical and Financial documents shall be submitted on a per lot basis. Please indicate on the document the corresponding lot number the bidder intend to participate:

a.2.1 Statement of Single Largest Completed Contract similar to the project to be bid, **with supporting documents**, equivalent to at least **50% of the ABC per lot**, completed **within five (5) years** prior to the submission and opening of bids.

The basis of the similar completed contract is the highest ABC among the lots the bidder intends to participate in.

a.2.1 NFCC Computation or committed Line of Credit (form supplied). The basis of the NFCC is the highest ABC among the lots the bidder intends to participate in.

a.2.3 Bid Security (2% of the ABC for Cash or Manager's/Cashier's Check payable to SSS or Bank Draft of the ABC, 5% of the ABC for Surety Bond **or** Bid Securing Declaration – form supplied **and a copy of Authority to Notarize from the Notary Public**).

a.2.4 Technical Documents – project requirements

- Section VI – Schedule of Requirements – please see revised Schedule of Requirements (Annex "A-1")
- Section VII – Statement of Compliance with the Technical Specifications – please see revised Technical Specifications (Annex "A-2")

**b. 2<sup>nd</sup> Envelope**


- b.1 Bid Form (form supplied) – pages 62 to 63 for Lot 1, 64 to 65 for Lot 2, 66 to 67 for Lot 3, 68 to 69 for Lot 4, 70 to 71 for Lot 5, 72 to 73 for Lot 6
- b.2 Bid Breakdown (form supplied) – please see revised Bid Breakdown (Annex “A-3”)

**c. Additional Requirements to be submitted by the bidder with the Lowest Calculated Bid**

- c.1 2019 Income Tax Return filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
- c.2 Quarterly VAT for the period January to June 2020 or latest available Quarterly VAT;
- c.3 Datasheet of the product to be supplied. This includes brochures, manuals, Manufacturer / Distributorship / Dealership Certification and other documentary references which will provide substantial information of the product to be supplied.
- c.4 Submission of sample unit offered (for all lots) for testing


- 3. Awarding shall be made to the bidder with the Lowest Calculated and Responsive Bid (LCRB) per lot.
- 4. All documents that need notarization should be notarized by the Notary Public himself/herself who has the authority to do so for the current year. **A copy of the Authority to Notarize from the Notary Public must be submitted.**
- 5. Bidder must sign on each and every page of the Bid Proposal (1<sup>st</sup> and 2<sup>nd</sup> envelope).

Prepared by:



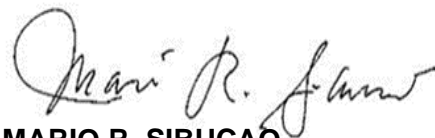
**ROSALYN AZUL-CONDAT**  
OIC, Administrative Support Section  
BAC Secretariat Department

Concurred by:



**EXEO A. BANSIL, JR.**  
Chairperson, Technical Working Group

Approved by:



**MARIO R. SIBUCAO**  
Senior Vice-President & Chairperson  
Bids and Awards Committee II

**Annex “A”**  
**BAC Resolution No. BB-2020-069**  
dated 27 October 2020