



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

**PROJECT : PROCUREMENT OF VARIOUS OFFICE EQUIPMENT FOR CY 2021**  
**ITB NO. : Goods 2021-032**  
**SUBJECT : BID BULLETIN NO. 1**  
**DATE : 23 July 2021**

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

<b>Advertisement:</b>	<b>Posting at Website &amp; Conspicuous Places – July 02 to 09, 2021</b>
Approved Budget for the Contract (ABC) and Source of Fund	<b>Lot I – P 244,606.00</b> <b>Lot II – P 185,991.00</b> <b>Lot III- P 647,292.00</b> <b>Lot IV – P 342,550.00</b>
Price of BD (non-refundable)	<b>Approved 2021 APP COB - MOOE</b> <b>Lot I – P 500.00</b> <b>Lot II – P 500.00</b> <b>Lot III- P 500.00</b> <b>Lot IV – P 500.00</b>
Delivery Period	<b>60 calendar days</b>

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 14 July 2021. 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: Friday, 16 July 2021
- Issuance of Bid Bulletin No. 1 – reply to written queries: Friday, 23 July 2021
- **Submission and opening of 2 envelopes: Wednesday, 04 August 2021, 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. Amendments/Clarifications - Annex “A”**

### 3. Documentary Requirements

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

##### Applicable to for all the Lots

- a.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.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.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 constitute compliance, except for SSS Clearance that must be complied by all JV partners);
- a.4 Omnibus Sworn Statement (form supplied) **and a copy of the Authority to Notarize from the Notary Public.**
- a.5 Foreign ownership limited to those allowed under the rules may participate in this Project, provided must submit any of the following:
- Copy of Treaty, International or Executive Agreement; Or
  - Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
  - Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

##### Applicable per Lot

- a.6 Statement of Single Largest Completed Contract (SLCC) 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, adjusted by the bidder to current prices using PSA’s consumer price index;
- For this purpose, similar contract refers to the procurement of office equipment of similar category of item to be procured per lot.
- a.7 NFCC Computation or committed Line of Credit (form supplied)
- a.8 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 the Authority to Notarize from the Notary Public**).
- a.7 Technical Documents – project requirements
- Section VI – Schedule of Requirements (page 26)
  - Section VII – Statement of Compliance with the Technical Specifications (pages 27 to 28)

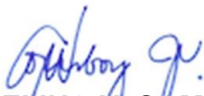
- b. **Checklist of the 2<sup>nd</sup> envelope:**
- b.1 Bid Form (form supplied) – pages 34 to 41
  - b.2 Bid Breakdown (form supplied) – pages 42
- c. **Additional Requirements to be submitted by the bidder with the Lowest Calculated Bid**
- c.1 2020 Income Tax Return filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
  - c.2 Quarterly VAT for the period October 2020 to March 2021;
  - c.3 Documents listed in the Platinum Membership and updates, if any;
    - SEC/DTI Registration
    - 2021 Mayor's Permit
    - Valid Tax Clearance
    - 2020 Audited Financial Statement filed through EFPS
4. Awarding shall be made to the bidder with the Lowest Calculated and Responsive Bid (LCRB).
5. 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.**
6. Bidder must sign on each and every page of the Bid Proposal (1<sup>st</sup> and 2<sup>nd</sup> envelope). Failure to do so shall be a ground for the rejection of the bid.

Prepared by:



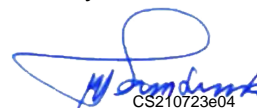
**ROSALYN AZUL-CONDAT**  
Concurrent Acting CEO IV,  
Administrative Support Section  
BAC Secretariat Department

Concurred by:



**WENDELINO V. COMBOY, JR.**  
Chairperson, TWG

Approved by:



**ELVIRA G. ALCANTARA-RESARE**  
Executive Vice-President &  
Chairperson  
Bids and Awards Committee II

**Annex "A"**  
**BAC Resolution No. BB-2021-046**  
dated 23 July 2021