



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

**PROJECT : HIRING OF NATIONAL MEDIA MONITORING SERVICE PROVIDER**  
**ITB NO. : Goods 2021-022**  
**SUBJECT : BID BULLETIN NO. 1**  
**DATE : 31 May 2021**

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

Advertisement:	<b>Posting at Website &amp; Conspicuous Places – May 17 to 24, 2021</b>
Approved Budget for the Contract (ABC) and Source of Fund	<b>₱ 3,000,000.00</b>  <b>Approved 2021 APP COB - MOOE</b>
Price of BD (non-refundable)	<b>₱ 3,000.00</b>
Delivery Period	<b>24-month contract</b>  To commence within 15 calendar days from receipt of Notice to Proceed and Contract

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 26 May 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, 28 May 2021
- Issuance of Bid Bulletin No. 1 – reply to written queries: Monday, 31 May 2021
- **Submission and opening of 2 envelopes: Monday, 07 June 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**

- 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 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**, 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 contracts shall refer to Mainstream Media Monitoring and Social Listening Projects. Mainstream Media refers to print media, radio, TV, and online news. On the other hand, Social Listening refers to collecting data from those social mentions and broader customer conversations and pulling insights from them to make better decisions.

- a.4 NFCC Computation or committed Line of Credit (form supplied)
- a.5 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.6 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 28 to 31)
- a.8 Omnibus Sworn Statement (form supplied) and **a copy of the Authority to Notarize from the Notary Public**.

**b. Checklist of the 2nd envelope:**

- b.1 Bid Form (form supplied) – pages 36 to 37
- b.2 Bid Breakdown (form supplied) – revised form

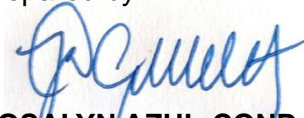
**c. Additional Requirements to be submitted by the bidder with the Lowest Calculated Bid**

- 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:



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Concurred by:



**FERNANDO F. NICOLAS**  
Chairperson, TWG

Approved by:



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

**Annex "A"**  
**BAC Resolution No. BB-2021-031**  
dated 31 May 2021