



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

**PROJECT** : ACQUISITION OF THREE (3) YEAR MAINTENANCE SERVICES FOR ONE (1) UNIT OF NON-IMPACT PRINTER (NIP)

**ITB NO.** : GOODS 2022-017

**SUBJECT** : BID BULLETIN NO. 1

**DATE** : 28 MARCH 2022

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

<b>Advertisement:</b>	<b>Posting at Website &amp; Conspicuous Places – March 03 to 10, 2022</b>
Approved Budget for the Contract (ABC) and Source of Fund	<b>₱ 2,163,000.00</b>  Year 1: ₱ 721,000.00 Year 2: ₱ 721,000.00 Year 3: ₱ 721,000.00  <b>Approved 2022 APP COB – MOOE with Code PAP 2022-040</b>
Price of BD (non-refundable)	<b>₱ 3,000.00</b>
Delivery Period	45 Calendar Days from receipt of Notice to Proceed and Signed 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 16 March 2022. 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, 21 March 2022
- Issuance of Bid Bulletin No. 1—reply to written queries: Monday, 28 March 2022
- **Submission and opening of 2 envelopes: Wednesday, 06 April 2022, 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 three (3) 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 Maintenance Services of Non-Impact Printers (NIP).

- 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 28)
  - Section VII – Statement of Compliance with the Technical Specifications (pages 29 to 32)

- a.8 Omnibus Sworn Statement **and a copy of the Authority to Notarize from the Notary Public**.

- a.9 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.

#### b. Checklist of the 2<sup>nd</sup> envelope:

- b.1 Bid Form (form supplied) – pages 38 to 39

b.2 Bid Breakdown (form supplied) – page 40

**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 July to December 2021 or latest available Quarterly VAT;
- c.3 Documents listed in the Platinum Membership and updates, if any;
  - SEC including Articles of Incorporation and General Information Sheet(GIS)/DTI Registration (whichever is applicable)
  - 2022 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:

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Approved by:

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Executive Vice-President & Chairperson  
Bids and Awards Committee II

**Annex "A"**  
**BAC Resolution No. BB-2022-021**