



BIDS AND AWARDS COMMITTEE (BAC) II

PROJECT : BULK PURCHASE OF VARIOUS SUPPLIES AND MATERIALS FOR CY2020

ITB NO. : Goods 2020-026

SUBJECT : BID BULLETIN NO. 1

DATE : 15 September 2020

Details of the bidding, as advertised:

Advertisement:	Posting at Websites & Conspicuous Places – August 29 to September 05, 2020
Approved Budget for the Contract (ABC) and Source of Fund	Lot 1 - Paper & Paper Products ₱144,324.43 Lot 2 - Customized Envelopes ₱235,349.84 Lot 3 - Various Computer Supplies ₱4,813,844.86 Lot 4 - Other Supplies ₱1,698,865.90 2020 Approved Corporate Operating Budget - MOOE
Price of BD (non-refundable)	Lot 1 - ₱500.00 Lot 2 - ₱500.00 Lot 3 - ₱4,800.00 Lot 4 - ₱1,700.00
Delivery Period	Staggered basis but not to exceed 300 calendar days

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 09 September 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: Friday, 11 September 2020
- Issuance of Bid Bulletin No. 1 – reply to written queries: Tuesday, 15 September 2020
- **Submission and opening of 2 envelopes: Wednesday, 23 September 2020, 2:00 p.m. at the 2nd 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. Clarification/Amendments - Annex “A”.

3. Documentary Requirements

a. 1st 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 intends to participate:

a.2.1 Statement of at least two (2) Completed Contracts similar to the project to be bid, **with supporting documents**, equivalent to at least **25% of the ABC per lot**, completed **within two (2) years** prior to the submission and opening of bids.

The largest of these similar contracts must be equivalent to at **12.5% of the ABC per lot**.

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 per lot** for Cash or Manager's/Cashier's Check payable to SSS or Bank Draft of the ABC, **5% of the ABC per lot** 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 (page 51)
● Section VII – Statement of Compliance with the Technical Specifications - page 53 for Lot 3 and revised form for Lots 1, 2 and 4 (Annex A-1)

b. 2nd Envelope

b.1 Bid Form (form supplied) – pages 56 to 63

b.2 Bid Breakdown (form supplied) – pages 64 for Lot 1, 66 for Lot 3 to 67 for Lot 4 and revised form for Lot 4 (Annex A-2)

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

- c.1 2018 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 2019 or latest available Quarterly VAT;
- c.3 Documents listed in the Platinum Membership and updates, if any;
 - SEC/DTI Registration
 - 2020 Mayor's Permit
 - Valid Tax Clearance
 - 2018 Audited Financial Statement filed through EFPS
- c.4 Other Technical Requirements, if any, to be supplied by the Technical Working Group

a. Required Samples/Testing for the following items before delivery:

Lot 2 - Customized Envelope

- a) Material Code No. 57 - Envelope - Expanding 10 x 16 x 3, without flap
- b) Material Code No. 59 - Envelope - Expanding 11 x 15 x 2, without flap

Lot 4 - Other Supplies

- a) Material Code No. 330 - Ballpoint Pen

- 4. Awarding shall be made to the bidder with the Lowest Calculated and Responsive Bid (LCRB) per lot.
- 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, if the document submitted is already notarized.**
- 6. Bidder must sign on each and every page of the Bid Proposal (1st and 2nd envelope).

Prepared by:



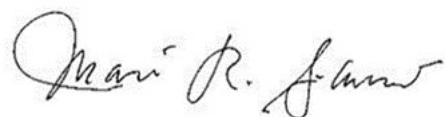
ROSALYN AZUL-CONDATS
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Concurred by:



NIXON D. DIMAPASOC
Chairperson, TWG

Approved by:



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

Annex "A"
BAC Resolution No. BB-2020-061
dated 15 September 2020