



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

INVITATION FOR NEGOTIATED PROCUREMENT
Procurement of IT Service Provider for e-FOI Portal
(Procurement/Contract No. 2019-PCOO-I-007a)

1. The Presidential Communications Operations Office ("PCOO"), through the General Appropriations Act of 2019¹ intends to apply the sum of ₱3,588,000.00 being the Approved Budget for the Contract ("ABC") for payments under the contract for the Procurement of IT Service Provider for e-FOI Portal. **Bids/Proposals received in excess of the ABC shall be automatically rejected at bid opening.**
2. The PCOO Bids and Awards Committee-1 ("Committee") invites technically, legally, and financially capable PhilGEPS-registered suppliers to participate in the following activities:

Preliminary conference on **16 March 2020, 01:00 P.M.** at the 4th Floor Conference Room, New Executive Building, Malacañang Compound, J. P. Laurel Street, San Miguel, Manila. All interested suppliers are encouraged to ventilate any concerns about the technical specifications at the said conference.

All prospective suppliers are hereby advised to submit their legal and technical documents (First Envelope) and financial documents (Second Envelope) in a manner compliant with the procedures/guidelines in submitting documents for public bidding, to the PCOO BAC Secretariat at the address stated below on or before **23 March 2020, 09:00 A.M.** Failure to submit the first and second envelopes before the deadline will disqualify the supplier from further participation in the procurement project.

The evaluation of the eligibility (Legal and Technical) documents will be held on **23 March 2020, 01:00 P.M.** at the 4th Floor Conference Room, New Executive Building, Malacañang Compound, J. P. Laurel Street, San Miguel, Manila.

Suppliers with incomplete or defective eligibility documents will be notified accordingly and may complete said deficiencies by submitting additional documents no later than **26 March 2020, 9:00 A.M.** to the PCOO BAC Secretariat at the address stated below.

The additional documents will be evaluated on **26 March 2020, 10:00 A.M.** at the 4th Floor Conference Room, New Executive Building, Malacañang Compound, J. P. Laurel Street, San Miguel, Manila, to determine if the defects in the eligibility documents have been remedied or completed. Thereafter, suppliers determined to have complete legal and technical documents will have their financial envelopes opened and evaluated.

¹ Pursuant to RA 11464, validity of 2019 GAA is extended until 31 December 2020

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Each supplier shall submit One (1) original and Four (4) copies of the first and second components of its bid/proposal. Suppliers are requested to organize and submit their bids as follows: (a) The “legal & technical” documents and “financial” documents shall be placed in ring binders with all sections therein separated by dividers with properly labeled tabs; (b) The “legal & technical” documents ring binder shall be placed and sealed in the first (1st) envelope, while the “financial” documents ring binder shall be placed and sealed in the second (2nd) envelope;

The Bid/Proposal must be accompanied by a Bid Securing Declaration² in a prescribed form (indicating the registered name of the supplier, and the name and designation of authorized representative) or any form of Bid Security, in an amount not less than the required percentage of the ABC in accordance with the following schedule:

a] The amount of not less than two percent (2%) of the total ABC, if bid security is in cash, cashier’s/manager’s check payable to the order of the Presidential Communications Operations Office (PCOO), bank draft/guarantee or irrevocable letter of credit; or

b] The amount of not less than five percent (5%) of the total ABC, if bid security is in Surety Bond.

The **Final Schedule of Requirements** and **Final Technical Specifications** for this procurement project are collectively attached hereto as **Annex “A”**;

² Bid Securing Declaration Form attached as **Annex “B”**.



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Interested suppliers may obtain further information from the BAC Secretariat by e-mail, telephone, or at the address given below, during office hours between 8:00 A.M. to 5:00 P.M., excluding holidays.

Atty. MARK ANTHONY C. DE LEON

Head, Bids and Awards Committee Secretariat
Presidential Communications Operations Office
Basement Level, New Executive Building
Malacañang Complex, Manila
Telefax No.: (+632) 735-6170
E-mail: **bac.secretariat@pco.gov.ph**
Website: **<https://pcoo.gov.ph>**

(Original Signed)
Usec. MARVIN R. GATPAYAT
Chairperson
Bids and Awards Committee

CERTIFICATION

<p>The Schedule of Requirements and Technical Specifications are in conformity with the requirements of the end-user unit:</p> <p>(Original Signed) <u>MARTIN CENETA</u> <i>End-User Representative</i></p>	<p>This procurement project is covered under the PCOO Annual Procurement Plan:</p> <p>(Original Signed) <u>MA. ALMA A. FRANCISCO</u> <i>Budget Division</i></p>
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