

Section I. Invitation to Bid

**INVITATION TO BID FOR THE
PROCUREMENT OF MEMORABILIA FOR
2019-2020 PCOO LOYALTY AWARDEES**

1. The Presidential Communications Operations Office (PCOO), through the General Appropriations Act of 2020 intends to apply the sum of **SIX HUNDRED TWENTY EIGHT THOUSAND NINE HUNDRED PESOS (₱628,900.00)**, being the Approved Budget for the Contract (ABC), to payments under the contract for **PROCUREMENT OF MEMORABILIA FOR 2019-2020 PCOO LOYALTY AWARDEES (Procurement/Contract No. 2020-PCOO-I-003)**. Bids in excess of the ABC/s shall be automatically rejected at bid opening.
2. The PCOO now invites bids for the Procurement of Memorabilia for 2019-2020 PCOO Loyalty Awardees as described in Section VII. Technical Specifications of the Bidding Documents for this Project. This procurement are for Expendable Supplies and as such, the Bidders should have completed, within **Three (3) years** from the date of submission and receipt of bids, a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC for this project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures via electronic or online means using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act” and in accordance to the PCOO procedure on online bidding attached hereto as **Annex "A"** adopting measures under GPPB Resolution 09-2020 due to the ongoing General Community Quarantine (GCQ) in Metro Manila.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from the PCOO BAC Secretariat at the electronic mailing address given below, and inspect the Bidding Documents at www.pcoo.gov.ph.

5. A soft copy of the complete set of Bidding Documents may be acquired by interested bidders, starting on **12 September 2020** through the BAC Secretariat and after payment of the applicable fee for the Bidding Documents pursuant to the Guidelines on the Sale of Bidding Documents issued by the GPPB, in the amount of **ONE THOUSAND PESOS (PHP1,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the PCOO, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The PCOO will hold a Pre-Bid Conference through a videoconference using **Google Meet** on **21 September 2020, 10:00 A.M** which shall be open to all prospective bidders who have successfully completed registration using **Google Forms** at least three (3) calendar days prior to the pre-bid conference
7. Bids must be duly received and acknowledged by the BAC Secretariat in the electronic mailing address given below on or before **5 October 2020, at 9:00 AM**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.

Bid opening shall be held through videoconference using **Google Meet** on **5 October 2020 at 10:00 AM**. Bids will be opened in the presence of the bidders' representatives who shall be invited to join the bid opening. Late bids shall not be accepted.

8. Bidders are advised to submit their bids in accordance with the PCOO procedure for online bidding and also provided under Section 12.1 (a) of the Bid Data Sheet.

After the opening and evaluation of bids, the BAC, its staff and personnel, Secretariat and Technical Working Group (TWG), as well as Observers are prohibited from making or accepting any communication with any bidder regarding the evaluation of their bids until issuance of Notice of Award (NOA). However, the BAC, through its Secretariat, may ask in writing the bidder for clarification of its request in writing. All responses to requests for clarification shall be in writing.

In addition to this, pursuant to GPPB Resolution 09-2020, the bidder may submit a Performance Securing Declaration (PSD), sample attached hereto as **Annex "B"** in lieu of a performance security to be submitted before the signing of the contract by the winning bidder.

9. The PCOO reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

Name of Officer : **Atty. Mark Anthony C. De Leon**
Name of Office : Bids and Awards Secretariat
Address : Basement Level, New Executive Building,
J.P. Laurel Street, Malacañang Complex,
Manila
E-mail Address : bac1@pco.gov.ph
Website Address : pcoo.gov.ph

(ORIGINAL SIGNED)
Usec. Marvin R. Gatpayat
 Chairperson
Bids and Awards Committee

CERTIFICATION

<i>Schedule of Requirements and Technical Specifications are in conformity with the requirements of the end-user:</i>	<i>Procurement Project is covered by the Annual Procurement Plan:</i>
(ORIGINAL SIGNED) <u>Caressa Denise Soleminio</u> Administrative Officer IV(HRMO II)/ End-User Representative	(ORIGINAL SIGNED) <u>Ma. Alma A. Francisco</u> Budget Officer V