



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

INVITATION FOR NEGOTIATED PROCUREMENT
Procurement of Supply and Delivery of Office Supplies
(Procurement/Contract No. 2019-PCOO-I-004a)

1. The Presidential Communications Operations Office ("PCOO"), through the General Appropriations Act of 2019¹ intends to apply the sum of ₱3,699,539.73 [consisting of two (2) lots as described below] being the Approved Budget for the Contract ("ABC") for payments under the contract for the Procurement of Supply and Delivery of Office Supplies. **Bids/Proposals received in excess of the ABC shall be automatically rejected at bid opening.**

Lot No./Description	Approved Budget for the Contract (ABC)
1) Lot 1: General Office Supplies (Common-use Office Supplies)	P 1,325,039.73
2) Lot 2: Consumables (Common-use Printer Inks and Toners) *	P 2,374,500.00
TOTAL :	P 3,699,539.73

*All printer inks and toners should be brand new, original, and genuine. In the event that the model indicated in the technical specifications has reached its end of life, original replacements will be accepted. No re-manufactured, refilled, or compatible printer inks and toners will be accepted. The Letter of Authenticity or Manufacturer's Certification shall be submitted by the bidder declared as the Lowest Calculated Bidder (LCB) as a post-qualification requirement.

2. In compliance with GPPB Resolution 09-2020 entitled "**Approving Measures For The Efficient Conduct Of Procurement Activities During A State Of Calamity Or Implementation Of Community Quarantine Or Similar Restrictions**", the PCOO Bids and Awards Committee-I confirms, adopt, and approve measures, as recommended by the GPPB-TSO, for the efficient conduct of all procurement activities, regardless of procurement modality, during the State of Calamity. The **Online Bidding Guidelines** and the **Bidder's Kit** for this procurement project are collectively attached hereto as **Annex "B"**;

The PCOO Bids and Awards Committee-1 ("Committee") invites technically, legally, and financially capable PhilGEPS-registered suppliers to participate in the following activities:

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

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Preliminary conference will be held on **17 September 2020, 10:00 A.M.** via Google Meet. Pre-registration shall be required for all interested suppliers to access the video conferences via Google Meet in order to participate in the procurement activities as scheduled. Those interested must first complete the information in the Google Forms which may be accessed via this link: https://docs.google.com/forms/d/14e90fDtXunawfjhKp80F9jLVloqUTLAttpI7ekJNCZs/viewform?edit_requested=true. 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, and in accordance with the Online bidding guidelines per GPPB Resolution 09-2020, to the PCOO BAC Secretariat by sending their bids at bacl@pco.gov.ph on or before **28 September 2020, 9:00 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 **28 September 2020, 10:00 A.M.** via Video Conference at Google Meet.

Suppliers are requested to organize and submit their bids as follows:

- a) All suppliers are enjoined to submit the financial and eligibility requirements in password protected PDF files via the Secretariat's official email address. The supplier will send in a single email two compressed folders (in .ZIP file format) which shall both be password protected. One zip folder shall contain the scanned original copy of the **Legal and Technical Requirements** in a password protected PDF file. Both ZIP folder and PDF file shall be assigned the file name "**PCOO Bidding No. 2019-PCOO-I-004a; (Name of Bidder); Legal and Technical Documents**"
- b) The second zip folder shall contain the scanned original copy of the **Financial Requirements** in password protected PDF. Both ZIP folder and PDF file shall be assigned the file name "**PCOO Bidding No. 2019-PCOO-I-004a; (Name of Bidder); Financial Documents**". The four (4) passwords shall be unique for both folders and files, respectively.

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Suppliers with incomplete or defective Legal and Technical documents will be notified accordingly and may complete said deficiencies by submitting additional documents no later than the date that the BAC will prescribe during the bid opening to the PCOO BAC Secretariat at the address stated below.

For the submission of deficient documents, the bidder shall follow the procedure as described above. The bidder is only required to submit the deficient Legal and Technical Documents as required by the BAC and only the same shall be accepted.

The additional documents submitted will be evaluated on the date that the BAC will prescribe during the bid opening via Video Conferencing at Google Meet 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.

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 Technical Specifications** for this procurement project are collectively attached hereto as **Annex "A"**;

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

² Bid Securing Declaration Form attached as **Annex "C"**.

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Atty. MARK ANTHONY C. DE LEON

Head, Bids and Awards Committee Secretariat
Presidential Communications Operations Office
Basement Level, New Executive Building
Malacañang Complex, Manila
Phone No.: 0935-248-1213
E-mail: **bac1@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>CLINTHON B. ULEP</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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