

# Section I. Invitation to Bid



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

**INVITATION TO BID FOR THE  
PROCUREMENT OF 2020 FREEDOM  
OF INFORMATION (FOI) COLLATERALS**

*(NAME OF PROJECT)*

1. The Presidential Communications Operations Office (PCOO), through the General Appropriations Act of 2020 intends to apply the sum of:

Amount	Name/Identification/Lot No. of the Contract
PHP 4,791,750.00	2020 FOI Collaterals

Bids in excess of the ABC/s shall be automatically rejected at bid opening.

2. The PCOO now invites bids for the Procurement of 2020 Freedom of Information (FOI) Collaterals consisting of Expendable Supplies in one (1) lot described in Section VII. Technical Specifications of the Bidding Documents for this Project. The Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a single contract similar to the Project equal to **at least 25% of the ABC**. 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 with the procedural guidelines under BAC Resolution No. 2020-0018, 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 through the electronic mailing address given below, and inspection of the Bidding Documents at [www.pcoo.gov.ph](http://www.pcoo.gov.ph).

Procurement of 2020 Freedom of Information  
(FOI) Collaterals  
2020-PCOO-I-002

**A-4 of 6**

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5. A soft copy of the complete set of Bidding Documents may be acquired by interested bidders, starting on **30 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 **FIVE THOUSAND PESOS (PHP 5,000.00)**.

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.

Bidders who intend to purchase the bidding documents shall follow the Guidelines on the Purchase of Bidding Documents, attached hereto as Annex "B" pursuant to the memorandum issued by the Presidential Security Group (Task Force) in order to follow the safety protocols to be observed.

6. The PCOO will hold a Pre-Bid Conference through a video conference call using **Google Meet** on **8 October 2020, 10:00 A.M.** which shall be open to all prospective bidders who have successfully completed registration three (3) calendar days prior to the pre-bid conference using **Google Forms**.
7. Bids must be duly received and acknowledged by the BAC Secretariat in the electronic mailing address given below on or before **22 October 2020, 9:00 A.M.**

All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18. Further, pursuant to GPPB Resolution No. 09-2020, PCOO shall allow the bidder to submit an unnotarized Bid Securing Declaration (BDS), as alternate documentary requirement subject to compliance therewith by the winning bidder after award and before payment of the contract.

Bid opening shall be held through a video conference call using **Google Meet** on **22 October 2020** at **10:00 A.M.** Bids will be opened in accordance with the PCOO procedure for online bidding stated in Annex "A" attached to the Invitation to Bid and in the presence of the bidders' representatives 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

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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 C", 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 : Office of the Bids and Awards Secretariat  
Address : Basement Level, New Executive Building, J.P. Laurel Street,  
Malacañang Complex, Manila  
Mobile No. : (0975) 2165183  
E-mail Address : bacl@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) <b><u>Kristian Veil N. Nierves</u></b> End-User Representative	(ORIGINAL SIGNED) <b><u>Ma. Alma A. Francisco</u></b> Budget Officer V