



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

SUPPLEMENTAL BID BULLETIN No. 002
09 DECEMBER 2020

**PROCUREMENT OF SUPPLY AND DELIVERY OF IT EQUIPMENT AND
SOFTWARE APPLICATIONS**

(PROCUREMENT CONTRACT No. 2020-PCOO-I-004)

***In Re: Clarifications on
the Bidding Documents***

In response to the inquiry by Neotech Asia Distribution Inc. on the Bidding documents for the Procurement of Supply and Delivery of IT Equipment and Software Applications on their letter dated 04 December 2020, the Bids and Awards Committee-I (“BAC”) after deliberating on the matter, responded to their queries as follows:

1. **Query:** For the SLCC what would be the **naming of the project** since according to the Pre-Bid it should be SLCC for two (2) lots. Should there be a separate SLCC/template form for the two lots but the largest contract should be the same for two lots? [Emphasis in Original]

Response:



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Statement of the Single Largest Completed Contract

NAME OF PROJECT

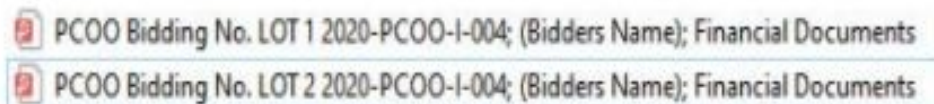
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(SLCC Template with Name of Project)

Should the bidder participate in more than one lot, the submission of only one (1) Single Largest Completed Contract (“SLCC”) is sufficient, provided that the bidder must indicate on the **“Name of the Project”** the designated Procurement Project Name with an **“AND”** for both Lots 1 and 2. For example: “PROCUREMENT OF SUPPLY AND DELIVERY OF IT EQUIPMENT AND SOFTWARE APPLICATIONS (PROCUREMENT CONTRACT No. 2020-PCOO-I-004) Lots 1 and 2”.

2. **Query:** What would be the naming for the Financial Document since according to the pre-bid conference, the evaluation is per lot. (If we converted that into ZIP, that would be two (2) files with unique password for PDF and another unique password for ZIP. However, the passwords should be the same accordingly) Is that the same as below? [Emphasis in original]

Example:



PCOO Bidding No. LOT 1 2020-PCOO-I-004; (Bidders Name); Financial Documents
PCOO Bidding No. LOT 2 2020-PCOO-I-004; (Bidders Name); Financial Documents

Response:

Although the evaluation of the Financial Documents is done per lot, a bidder may combine its Financial Documents for both Lots in a single PDF file.

As provided under “**Annex A**” of the Bidding Documents, the **BAC Resolution no. 2020-0018-A or the Procurement Guidelines on Online Submission of bids** states that:

“Both ZIP folder and PDF file shall be assigned the file name: **“PCOO Bidding No.____; (Name of Bidder); Legal and Technical Documents”**. 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.____; (Name of Bidder); Financial Documents”**.”

In support thereof, the **Supplemental Bid Bulletin No. 001** dated 07 December 2020 clearly explained that:

Should the bidder wish to participate in one or more lots, the Committee will allow the submission of the Legal and Technical Documents (Eligibility Requirements) in both password protected ZIP folder and PDF file only once. **However, for suppliers who will bid on several lots, the labelling of the ZIP folder and PDF file in their Financial Requirements must clearly state the Lot number/s where they intend to participate** taking into account that the Net Financial Contracting Capacity (“NFCC”) and the Statement of Largest Completed Contract (“SLCC”) should satisfy the total amount indicated in the Approved Budget of the Contract (“ABC”);

(Emphasis supplied)

Hence, the proper labelling for the financial documents for multiple lots can be designated as follows by way of example: **“PCOO Bidding No.____; (Name of Bidder); Financial Documents – LOTS 1 AND 2”**;

On the issue of passwords, the same bid bulletin (**SBB no. 001**) has issued the guidelines for both documents which states that:

X-----X

“The **four (4) unique passwords** for both Eligibility Requirements and Financial Requirements in the ZIP folders and PDF files shall still be complied with regardless if the bidder intends to participate in one or more lots”;

A bidder may choose to have the same or different sets of password for the Legal and Technical Documents that have been split across several zip files and sent over several emails, provided that he will disclose such password/s when prompted during the bid opening. The Committee only requires that the passwords for the Financial Documents be separate and distinct from the passwords for the Legal and Technical Documents.

Put it differently, once a bidder discloses the password/s for his Legal and Technical Documents, the Committee may be allowed to use the same password/s to open his Legal and Technical Documents contained in a separate zip and pdf file, but **under no circumstances should such password/s allow the Committee to open the Financial Documents.**

3. **Query:** Bidders who previously purchased on the 1st round of bidding are not required to purchase again?

Response:

As stated in the Supplemental Bid Bulletin no. 001, kindly be advised that: “All prospective bidders who will submit their bids for this new round shall be required to purchase the bidding documents as prescribed under Annex B thereof. However, those suppliers who have previously purchased the bidding documents during the first round of bidding shall no longer be required by the Committee to purchase a new set of bidding documents”

4. **Query:** In conformity with the Technical Specifications, according to the Pre-bid conference, two lots should be in 1 PDF of Eligibility and technical documents. However, the technical part is different for the two lots. (e.g., Price schedule, conformity). Are we going to submit the technical side electronically the same way to the process of manual submission?

Response:

Although the technical specifications for the two lots are different, a bidder should submit its conformity to such technical specifications for all lots in one set of Eligibility Documents.

Nevertheless, as stated in the Supplemental Bid no. 001: “In any case where the files submitted has exceeded the size limit of the email, the bidder may submit their bid via separate email/s provided that the subject line for each mail should indicate to which part of the several it corresponds to. (i.e., Part 1 of x)”;

Should the bidder submit its Legal and Technical Documents in several email/s, the title of the email shall indicate the number of parts that the Secretariat must receive based on all attachments for their Eligibility Requirements. Should the bidder fail to indicate the total number of parts, the Committee will consider that its entire bid is contained in the first email that it receives from the bidder.

The BAC in accordance with GPPB Resolution 09-2020 and BAC Resolution no. 2020-0018-A, will only accept submission of bids online. The processing of either the Eligibility and Financial Documents through manual submission is suspended indefinitely until further notice.

We trust that this addresses the inquiry of Neotech Asia Distribution Inc. and other interested bidders. Kindly be advised that the Bid Opening for this project is set on 17 December 2020.

For everyone’s guidance and information.

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