



Republic of the Philippines
Province of Cebu
Municipality of San Francisco
OFFICE OF THE BIDS AND AWARDS COMMITTEE
San Francisco, Cebu

INVITATION TO BID

INVITATION TO SUBMIT PROPOSALS FOR THE PROCUREMENT OF IT EQUIPMENT AND ACCESSORIES TO BE USED IN MAYOR'S OFFICE, MUNICIPALITY IN SAN FRANCISCO, CEBU.

Notice is hereby given that the articles listed at the back hereof will be submitted for public bidding at the Mayor's Office, Municipality of San Francisco, Province of Cebu on **December 13, 2023, at 2:00 P.M.** in the **BAC Office Building, Municipality of San Francisco, Cebu.**

Eligible bidders shall submit their bids through their authorized managing officer or their duly authorized representative using this official form including its annexes on or before **December 13, 2023, at 2:00 P.M.** in three (3) separate sealed envelopes, the first containing the technical component of the bid **with the expression of interest** and the second containing the financial component of the bid, with the name of the contract to be bid and the name of the bidder in capital letters, addressed to the BAC. Bidders shall mark two envelopes; "DO NOT OPEN BEFORE (date, time, and opening of bids)." Both envelopes shall then be sealed in an outer envelope, which shall be addressed to the BAC and shall be marked as specified.

Bids submitted after the **December 13, 2023**, deadline, **at 2:00 P.M.** shall not be accepted.

Bidders may modify their bids, provided that this is done before the deadline for the submission and receipt of bids. A bidder who modifies its bid shall not be allowed to retrieve its original, but shall only be allowed to send another bid equally sealed, properly identified, linked to its original bid marked as a "**Modification**" thereof, and stamped "**received**" by the BAC. Bid modification received after the applicable deadline shall not be considered and shall be returned to the bidder unopened.

Bidders may withdraw their bids before the deadline for the receipt of bids through a letter. Withdrawal of bids after the applicable deadline shall be subject to appropriate sanctions as prescribed in IRR-A. A bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract. A bidder may also express its intention not to participate in the bidding through a letter, which should reach and be stamped and received by the BAC before the deadline for the receipt of bids.

Each bid must be accompanied by a Bid Security in Cash, Certified Check, Cashier's Check, or Manager's Check, in the amount in **PESOS** equivalent to two percent (2%) of the approved budget for the contract to be bid as a guarantee that the successful bidder shall, within ten (10) Calendar Days, from receipt of the NOTICE OF AWARD, enter into a contract with the Municipality of San Francisco, Cebu. No Bid Securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed to comply with any of the requirements to be submitted in the first envelope of the bid, as provided in IRR-A. It shall be returned only after the bidder with the lowest calculated responsive bid has signed the contract and furnished the Performance Security, also in Cash, Certified Check, Cashier's Check, Manager's Check, Bank Draft, or irrevocable letter of credit in the amount equivalent to five percent (5%) of the total contract price, or in the form of a bank guarantee equivalent to thirty percent (30%) of the total contract price to guarantee the faithful performance by the winning bidder of its obligation under the contract prepared in accordance with the bidding documents and co-terminus with the final completion of the contract. The performance security shall be forfeited in favor of the Municipality of San Francisco, Cebu in the event it is established that the winning bidder is in default in any of its obligations under the contract. Performance Security may be released after the issuance of the Certificate of Acceptance.

Upon the winning bidder's failure to make delivery, when due, the supplier shall be liable for damages for the delay and shall pay liquidated damages, not by way of penalty, an amount equal to **one-tenth (1/10) of one percent (1%)** of the cost delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted. Such an amount shall be deducted from whichever is convenient to the Municipality of San Francisco, Cebu. In no case shall the total sum of liquidated damages exceed fifteen percent (15%) of the total contract price, and in either case, the government shall automatically rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

It is requested that the bidder or his/her authorized representative be present to witness the opening of the bid. However, all bids received on time will be opened with or without the presence of the bidder or his/her duly authorized representative.

The Municipality of San Francisco, Cebu reserves the right to reject any and all bids to waive any defect or informality of the bid proposals received to accept the offer it deems most advantageous to the government.

All terms and conditions in this advertisement and all terms, conditions, specifications, exceptions, quotations, and remarks on the bid shall constitute a part and parcel of the contract or Purchase Order for supplies.

SEE ARTICLES FOR QUOTATIONS
AT THE BACK

Very truly yours,

ENGR. RICHARD W. MANINGO
Chairperson

Advertisement No.:	286-2023	To Be Opened On:	12/20/2023
Reference No.:		Opening of Bids Time:	2:00 PM
ALOBs No.:		Purchase Request No.:	23-11-0589
Date:		Purchase Request Date:	11/29/2023

Allocated Budget for the Contract (ABC) Php	537,800.00
Source of Funds:	

PURPOSE:
PROCUREMENT OF IT EQUIPMENT AND ACCESSORIES TO BE USED IN MAYOR’S OFFICE, MUNICIPALITY IN SAN FRANCISCO, CEBU.

ITEM NO.	ITEM & DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	TOTAL PRICE
1	DESKTOP COMPUTER, MOTHERBOARD A320M-K, PROCESSOR AMD, RAM 8GB 1800 OC, SOLID STATE DRIVE 480GB, LCD MONITOR 19 INCHES, POWER SUPPLY 700W WITH CASING, MOUSE & KEYBOARD COMBO USB TYPE, AUTOMATIC VOLTAGE REGULATOR 500WATTS	SET	1		
2	PRINTER (PRINT-SCAN-COPY) A4 SIZE DOCUMENTS, WIFI & WIFI DIRECT, INK TANK DESIGN, BORDERLESS PRINTING UP TO 4R SIZE, MAXIMUM RESOLUTION 5760X1440 DPI	UNITS	2		
3	LAPTOP SPECIFICATIONS; PROCESSOR RYZEN 7-7730U 8 CORE/15-THREAD WITH RADEON GRAPHICS, 16GB, LPDDR4X, 4266MHZ, INTEGRATED 1TB NVME M@ PCIE SSD, 14" SCREEN WINDOWS 11 LICENSE, OFFICE 21HS LICENSE (SLV)	UNITS	4		
4	DESKTOP COMPUTER, PROCESSOR COREI5-12400, 8GB DDR4, 1TB+256SSD NVD730 2GB, W11H, OFC21HS, 21.5" MONITOR 650VA UPS, PSU WITH CASING	SET	1		
		TOTAL			

- NOTE:
1. "Pass/fail" criteria to determine the eligibility of prospective bidders shall be used. As such, non-submission of the requested eligibility requirements will result in the disqualification of bidders.
 2. Bidders are required to put their respective Bidder’s Bond either in CASH, CERTIFIED CHECK, CASHIER’S CHECK, or MANAGER’S CHECK, at 2% of the approved Budget for the contract to be bid. CHECK should be addressed to the Municipal Treasurer of San Francisco, Cebu. A bid proposal with no Bidder’s Bond will be disqualified automatically.
 3. Bidding Documents may be purchased by interested Bidders from the BAC Office upon payment of the nonrefundable fee in the amount of 0.28% of the Approved Budget of the Contract (ABC). Bidding Documents shall be received personally by the prospective bidder or his/her authorized representative.

CERTIFICATION:

THIS IS TO CERTIFY that the herein-quoted items are available.

(Name of Company)

(Signature of Bidder/Representative over printed name)

- Requirements:
1. Expression of Interest (for inclusion in Envelope A)
 2. Approved Mayor’s Permit 2023 of San Francisco, Cebu
 3. 5% VAT and 1% Percentage Tax to be deducted upon payment
 4. DTI Business name registration or SEC registration Certificate
 5. TIN and VAT Registration
 6. ITR for the preceding calendar year
 7. Bidder’s Bond of 2% of the ABC
 9. Certificate of PhilGEPS Registration.

Please observe the following BAC activities and the corresponding schedules, to wit:

1. Pre-bid Conference:		Time:	2:00 PM
2. Receipts and Opening of Bids:	December 13, 2023	Time:	2:00 PM

ELIGIBILITY REQUIREMENTS/DOCUMENTS TO BE SUBMITTED IN A CERTIFIED TRUE COPY

(Note: The prospective bidder or its duly authorized representative shall certify under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction or copy of the original, complete and that all statements and information provided therein are true and correct.

I Class “A” Documents

A. Legal Documents

1. SEC Registration Certificate or DTI Business Name Registration
2. Articles of Incorporation
3. Valid and Current Business Permit
4. Taxpayer’s Identification Number and VAT Registration
5. Statement that the prospective bidder is not “**blacklisted**” or barred from bidding by the government or any agency
6. List of Clients
7. Company Profile
8. Income Tax Return for the preceding calendar year
9. Authority of Company Representative

B. Technical Documents

1. Statement of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any (see attached Annex “A”)
2. Statement whether the prospective bidder is a manufacturer, supplier or distributor
3. Sworn statement that the bidder is not related to the head of the procuring agency nor to the BAC members and the BAC Secretariat/TWG Members by consanguinity or affinity up to the third civil degree (Rule VX)

C. Financial Documents

1. Audited Financial Statements, stamped “**received**” by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing, among others, the bidder’s total current assets and liabilities; and
2. Copy of the computation of the Net Financial Contracting Capacity (NFCC) or a commitment from a licensed bank to extend to it a credit line if awarded the contract to be bid, or a cash deposit certificate in an amount at least equal to ten percent (10%) of the approved budget for the contract to be bid.

NFCC Computation

NFCC = [(Current assets minus current liabilities) (K)] minus the value of all outstanding projects under ongoing contracts, including awarded contracts yet to be started.

Where:

K = 10 for a contract duration of one year or less, 15 for a contract duration of more than one (1) year up to two (2) years, and 20 for a contract duration of more than two (2) years.

II Class “B” Documents

1. Valid joint venture agreement, in case of a joint venture
2. Letter authorizing the BAC or its duly authorized representative/s to verify any or all of the documents submitted for the eligibility check

Note: Eligibility requirements/documents shall be submitted to the BAC in sealed ELIGIBILITY ENVELOPE duly marked as such together with the Technical and Financial Envelopes on the schedule listed above and shall be opened on the same date to determine the eligibility of each of the prospective bidders.

SUBMISSION AND RECEIPT OF BIDS

I Contents of the First Envelope (Technical Proposal)

1. Expression of Interest
1. Bid Security
2. Authority of the Signatory
3. Production/Delivery Schedule
4. Manpower requirements
5. After-sales less service, if applicable
6. Technical Specifications

II Contents of the Second Envelope (Financial Proposal)

1. Bid prices in the prescribed Bid form; and
2. The recurring and maintenance costs, if applicable

NOTE: LOT PRICE

**Other Information: Suppliers/bidders must download the attached documents in the associated component section.*

PURCHASE REQUEST

San Francisco, Cebu

LGU

286-1039249

Dec 13

Department: MAYORS OFFICE		PR No. <u>23-11-0589</u>	Date: NOV 29 2023		
Section:		SAI No.	Date:		
		ALOBS No.	Date:		
QUANTITY	UNIT OF ISSUE	ITEM DESCRIPTION	STOCK NO.	ESTIMATED UNIT COST	ESTIMATED COST
1	set	DESKTOP COMPUTER		31,500.00	31,500.00
		Motherboard A320M-K			
		Processor AMD			
		RAM 8GB 1800 OC			
		Solid State Drive 480GB			
		LCD Monitor 19 inches			
		Power supply 700w with casing			
		Mouse & Keyboard combo usb type			
		Automatic Voltage Regulator 500watts			
2	units	Printer (Print-Scan-Copy) A4 size documents		18,000.00	36,000.00
		Wifi & Wifi direct			
		Ink tank design			
		Borderless printing up to 4R size			
		Maximum resolution 5760x1440 dpi			
4	units	Laptop specifications;		78,000.00	312,000.00
		Processor Ryzen 7-7730U 8 core/15-thread with radeon			
		™ graphics, 16GB, LPDDR4x, 4266MHZ, integrated			
		1TB NVME M.@ pcie SSD, 14" screen windows 11			
		license, office 21HS license (SLV)			
1	set	DESKTOP COMPUTER		67,800.00	67,800.00
		Processor corei5-12400, 8GB DDR4, 1TB+256SSD			
		NVD730 2GB, W11H, OFC21HS, 21.5" MONITOR			
		650VA UPS, PSU WITH CASING			
1		A3 Flatbed Document Scanner with Duplex ADF		90,500.00	90,500.00
		Scan speed up to 140 ipm			
		600 DPI scanning			
		Output Resolution:50 dpi - 4,800 dpi			
		(1 dpi increments), 7,200 dpi and 9,600 dpi			
		Max Document Size: 297 x 420mm			
				TOTAL	537,800.00

OK AS TO
BUDGET:


NAIDA S. ARQUILLANO
 Municipal Budget Officer

PURPOSE: Used in Mayor's Office

C.O

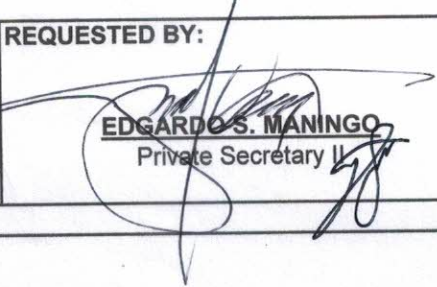
REQUESTED BY:

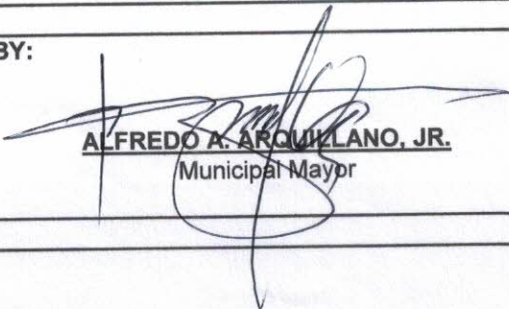
APPROVED BY:

Signature:

Printed Name:

Designation:


EDGARDO S. MANINGO
 Private Secretary II


ALFREDO A. ARQUILLANO, JR.
 Municipal Mayor

FDP Form 4a - Supplemental Procurement Plan
SUPPLEMENTAL PROCUREMENT PLAN
 FOR THE 4TH QUARTER 2023

Province, City or Municipality: **Municipality of San Francisco**

Plan Control No.: _____

Planned Amount: 537,800.00

Department / Office: **Mayors Office**

Regular Contingency _____

Total: _____

Page 1 of _____

Page 1

Date Submitted: _____

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION	
					1st Quarter	
					Qty.	Amount
1	DESKTOP COMPUTER	31,500.00	1	31,500.00		
	Motherboard A320M-K					
	Processor AMD					
	RAM 8GB 1800 OC					
	Solid State Drive 480GB					
	LCD Monitor 19 inches					
	Power supply 700w with casing					
	Mouse & Keyboard combo usb type					
	Automatic Voltage Regulator 500watts					
2	Printer (Print-Scan-Copy) A4 size documents	18,000.00	2	36,000.00		
	Wifi & Wifi direct					
	Ink tank design					
	Borderless printing up to 4R size					
	Maximum resolution 5760x1440 dpi					
3	Laptop specifications;	78,000.00	4	312,000.00		
	Processor Ryzen 7-7730U 8 core/15-thread					
	™ graphics, 16GB, LPDDR4x, 4266MHZ,					
	1TB NVME M.@ pcie SSD, 14" screen					
	license, office 21HS license (SLV)					
4	DESKTOP COMPUTER	67,800.00	1	67,800.00		
	Processor corei5-12400, 8GB DDR4,					
	NVD730 2GB, W11H, OFC21HS, 21.5"					
	650VA UPS, PSU WITH CASING					
5	A3 Flatbed Document Scanner with Duplex	90,500.00	1	90,500.00		
	Scan speed up to 140 ipm					
	600 DPI scanning					
	Output Resolution:50 dpi - 4,800 dpi					
	(1 dpi increments), 7,200 dpi and 9,600 dpi					
	Max Document Size: 297 x 420mm					
TOTAL				537,800.00		537,800.00

This is to certify that the above procurement plan is in accordance with the objective of this office


Prepared By:


OLIVE L. TESORO
 BAC Secretariat

Recommending approval;


RICHARD V. MAMINGO
 Mun. Assessor/ BAC Chairman

Approved by:


ALFREDO A. ARQUILLANO, JR.
 Municipal Mayor



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number	10392149
Procuring Entity	MUNICIPALITY OF SAN FRANCISCO, CEBU
Title	PROCUREMENT OF IT EQUIPMENT AND ACCESSORIES TO BE USED IN MAYOR'S OFFICE, MUNICIPALITY IN SAN FRANCISCO, CEBU.
Area of Delivery	Cebu

Solicitation Number:	286-2023	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods	Document Request List	1
Category:	Information Technology	Date Published	05/12/2023
Approved Budget for the Contract:	PHP 537,800.00	Last Updated / Time	05/12/2023 00:00 AM
Delivery Period:	7 Day/s	Closing Date / Time	13/12/2023 14:00 PM
Client Agency:			
Contact Person:	Zenaida M Formentera BAC Member San Francisco San Francisco Cebu Philippines 6050 63-032-3164657 63-30-2291365 sanfrancamotes@yahoo.com.ph		

Description

Republic of the Philippines
Province of Cebu
Municipality of San Francisco
OFFICE OF THE BIDS AND AWARDS COMMITTEE
San Francisco, Cebu

INVITATION TO BID

INVITATION TO SUBMIT PROPOSALS FOR THE PROCUREMENT OF IT EQUIPMENT AND ACCESSORIES TO BE USED IN MAYOR'S OFFICE, MUNICIPALITY IN SAN FRANCISCO, CEBU.

Notice is hereby given that the articles listed at the back hereof will be submitted for public bidding at the Mayor's Office, Municipality of San Francisco, Province of Cebu on December 13, 2023, at 2:00 P.M. in the BAC Office Building, Municipality of San Francisco, Cebu.

Eligible bidders shall submit their bids through their authorized managing officer or their duly authorized representative using this official form including its annexes on or before December 13, 2023, at 2:00 P.M. in three (3) separate sealed envelopes, the first containing the technical component of the bid with the expression of interest and the second containing the financial component of the bid, with the name of the contract to be bid and the name of the bidder in capital letters, addressed to the BAC. Bidders shall mark two envelopes; "DO NOT OPEN BEFORE (date, time, and opening of bids)." Both envelopes shall then be sealed in an outer envelope, which shall be addressed to the BAC and shall be marked as specified.

Bids submitted after the December 13, 2023, deadline, at 2:00 P.M. shall not be accepted.

Bidders may modify their bids, provided that this is done before the deadline for the submission and receipt of bids. A bidder who modifies its bid shall not be allowed to retrieve its original, but shall only be allowed to send another bid equally sealed, properly identified, linked to its original bid marked as a "Modification" thereof, and stamped "received" by the BAC. Bid modification received after the applicable deadline shall not be considered and shall be returned to the bidder unopened.

Bidders may withdraw their bids before the deadline for the receipt of bids through a letter. Withdrawal of bids after the applicable deadline shall be subject to appropriate sanctions as prescribed in IRR-A. A bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract. A bidder may also express its intention not to participate in the bidding through a letter, which should reach and be stamped and received by the BAC before the deadline for the receipt of bids.

Each bid must be accompanied by a Bid Security in Cash, Certified Check, Cashier's Check, or Manager's Check, in the amount in PESOS equivalent to two percent (2%) of the approved budget for the contract to be bid as a guarantee that the successful bidder shall, within ten (10) Calendar Days, from receipt of the NOTICE OF AWARD, enter into a contract with the Municipality of San Francisco, Cebu. No Bid Securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed to comply with any of the requirements to be submitted in the first envelope of the bid, as provided in IRR-A. It shall be returned only after the bidder with the lowest calculated responsive bid has signed the contract and furnished the Performance Security, also in Cash, Certified Check, Cashier's Check, Manager's Check, Bank Draft, or irrevocable letter of credit in the amount equivalent to five percent (5%) of the total contract price, or in the form of a bank guarantee equivalent to thirty percent (30%) of the total contract price to guarantee the faithful performance by the winning bidder of its obligation under the contract prepared in accordance with the bidding documents and co-terminus with the final completion of the contract. The performance security shall be forfeited in favor of the Municipality of San Francisco, Cebu in the event it is established that the winning bidder is in default in any of its obligations under the contract. Performance Security may be released after the issuance of the Certificate of Acceptance.

Upon the winning bidder's failure to make delivery, when due, the supplier shall be liable for damages for the delay and shall pay liquidated

damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted. Such an amount shall be deducted from whichever is convenient to the Municipality of San Francisco, Cebu. In no case shall the total sum of liquidated damages exceed fifteen percent (15%) of the total contract price, and in either case, the government shall automatically rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

It is requested that the bidder or his/her authorized representative be present to witness the opening of the bid. However, all bids received on time will be opened with or without the presence of the bidder or his/her duly authorized representative.

The Municipality of San Francisco, Cebu reserves the right to reject any and all bids to waive any defect or informality of the bid proposals received to accept the offer it deems most advantageous to the government.

All terms and conditions in this advertisement and all terms, conditions, specifications, exceptions, quotations, and remarks on the bid shall constitute a part and parcel of the contract or Purchase Order for supplies.

Very truly yours,

ENGR. RICHARD V. MANINGO
Chairperson

Advertisement No.: 286-2023 To Be Opened On: 12/20/2023
Reference No.: Opening of Bids Time: 2:00 PM
ALOBS No.: Purchase Request No.: 23-11-0589
Date: Purchase Request Date: 11/29/2023

Allocated Budget for the Contract (ABC) Php 537,800.00
Source of Funds:

PURPOSE:
PROCUREMENT OF IT EQUIPMENT AND ACCESSORIES TO BE USED IN MAYOR’S OFFICE, MUNICIPALITY IN SAN FRANCISCO, CEBU.

ITEM NO.	ITEM & DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	TOTAL PRICE
1	DESKTOP COMPUTER, MOTHERBOARD A320M-K, PROCESSOR AMD, RAM 8GB 1800 OC, SOLID STATE DRIVE 480GB, LCD MONITOR 19 INCHES, POWER SUPPLY 700W WITH CASING, MOUSE & KEYBOARD COMBO USB TYPE, AUTOMATIC VOLTAGE REGULATOR 500WATTS SET 1				
2	PRINTER (PRINT-SCAN-COPY) A4 SIZE DOCUMENTS, WIFI & WIFI DIRECT, INK TANK DESIGN, BORDERLESS PRINTING UP TO 4R SIZE, MAXIMUM RESOLUTION 5760X1440 DPI UNITS 2				
3	LAPTOP SPECIFICATIONS; PROCESSOR RYZEN 7-7730U 8 CORE/15-THREAD WITH RADEON GRAPHICS, 16GB, LPDDR4X, 4266MHZ, INTEGRATED 1TB NVME M@ PCIE SSD, 14" SCREEN WINDOWS 11 LICENSE, OFFICE 21HS LICENSE (SLV) UNITS 4				
4	DESKTOP COMPUTER, PROCESSOR COREI5-12400, 8GB DDR4, 1TB+256SSD NVD730 2GB, W11H, OFC21HS, 21.5" MONITOR 650VA UPS, PSU WITH CASING SET 1				
TOTAL					

- NOTE:
1. "Pass/fail" criteria to determine the eligibility of prospective bidders shall be used. As such, non-submission of the requested eligibility requirements will result in the disqualification of bidders.
 2. Bidders are required to put their respective Bidder’s Bond either in CASH, CERTIFIED CHECK, CASHIER’S CHECK, or MANAGER’S CHECK, at 2% of the approved Budget for the contract to be bid. CHECK should be addressed to the Municipal Treasurer of San Francisco, Cebu. A bid proposal with no Bidder’s Bond will be disqualified automatically.
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- CERTIFICATION:

THIS IS TO CERTIFY that the herein-quoted items are available.

(Name of Company)

- (Signature of Bidder/Representative over printed name)
- Requirements:
1. Expression of Interest (for inclusion in Envelope A)
 2. Approved Mayor’s Permit 2023 of San Francisco, Cebu
 3. 5% VAT and 1% Percentage Tax to be deducted upon payment
 4. DTI Business name registration or SEC registration Certificate
 5. TIN and VAT Registration
 6. ITR for the preceding calendar year
 7. Bidder’s Bond of 2% of the ABC
 9. Certificate of PhilGEPS Registration.

Please observe the following BAC activities and the corresponding schedules, to wit:

1. Pre-bid Conference: Time: 2:00 PM
2. Receipts and Opening of Bids: December 13, 2023 Time: 2:00 PM

ELIGIBILITY REQUIREMENTS/DOCUMENTS TO BE SUBMITTED IN A CERTIFIED TRUE COPY

(Note: The prospective bidder or its duly authorized representative shall certify under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction or copy of the original, complete and that all statements and information provided therein are true and correct.

- I Class "A" Documents
- A. Legal Documents
1. SEC Registration Certificate or DTI Business Name Registration
 2. Articles of Incorporation
 3. Valid and Current Business Permit
 4. Taxpayer’s Identification Number and VAT Registration
 5. Statement that the prospective bidder is not "blacklisted" or barred from bidding by the government or any agency

6. List of Clients
7. Company Profile
8. Income Tax Return for the preceding calendar year
9. Authority of Company Representative

B. Technical Documents

1. Statement of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any (see attached Annex "A")
2. Statement whether the prospective bidder is a manufacturer, supplier or distributor
3. Sworn statement that the bidder is not related to the head of the procuring agency nor to the BAC members and the BAC Secretariat/TWG Members by consanguinity or affinity up to the third civil degree (Rule VX)

C. Financial Documents

1. Audited Financial Statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing, among others, the bidder's total current assets and liabilities; and
2. Copy of the computation of the Net Financial Contracting Capacity (NFCC) or a commitment from a licensed bank to extend to it a credit line if awarded the contract to be bid, or a cash deposit certificate in an amount at least equal to ten percent (10%) of the approved budget for the contract to be bid.

NFCC Computation

NFCC = [(Current assets minus current liabilities) (K)] minus the value of all outstanding projects under ongoing contracts, including awarded contracts yet to be started.

Where:

K = 10 for a contract duration of one year or less, 15 for a contract duration of more than one (1) year up to two (2) years, and 20 for a contract duration of more than two (2) years.

II Class "B" Documents

1. Valid joint venture agreement, in case of a joint venture
2. Letter authorizing the BAC or its duly authorized representative/s to verify any or all of the documents submitted for the eligibility check

Note: Eligibility requirements/documents shall be submitted to the BAC in sealed ELIGIBILITY ENVELOPE duly marked as such together with the Technical and Financial Envelopes on the schedule listed above and shall be opened on the same date to determine the eligibility of each of the prospective bidders.

SUBMISSION AND RECEIPT OF BIDS

I Contents of the First Envelope (Technical Proposal)

1. Expression of Interest
1. Bid Security
2. Authority of the Signatory
3. Production/Delivery Schedule
4. Manpower requirements
5. After-sales less service, if applicable
6. Technical Specifications

II Contents of the Second Envelope (Financial Proposal)

1. Bid prices in the prescribed Bid form; and
2. The recurring and maintenance costs, if applicable

NOTE: LOT PRICE

*Other Information: Suppliers/bidders must download the attached documents in the associated component section.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	INFORMATION TECHNOLOGU PARTS AND PERIPHERALS	IT EQUIPMENTS	1	Lot	537,800.00

Other Information

Suppliers/bidders must download the attached documents in the associated component section.

Created by

Zenaida M Formentera

Date Created

04/12/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.