

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

PROVISION OF MATERIALS FOR THE PRINTING AND DELIVERY OF DOH-ENDORSED IEC MATERIALS FOR COVID-19

(GDS-2020-001)

Government of the Republic of the
Philippines



**INVITATION TO BID FOR THE PROVISION OF MATERIALS FOR THE PRINTING AND DELIVERY OF DOH-ENDORSED IEC MATERIALS FOR COVID-19
PB-2020-001**

1. The **DEPARTMENT OF INTERIOR & LOCAL GOVERNMENT REGIONAL OFFICE V**, through the **STRENGTHENING LOCAL GOVERNMENTS IN THE PHILIPPINES (SLGP) FUNDS** intends to apply the sum of **ONE MILLION EIGHT HUNDRED NINETY-FIVE THOUSAND SIX HUNDRED SEVENTY-FIVE PESOS (Php 1,895,675.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **THE PROVISION OF MATERIALS FOR THE PRINTING AND DELIVERY OF DOH-ENDORSED IEC MATERIALS FOR COVID-19**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **DEPARTMENT OF INTERIOR & LOCAL GOVERNMENT REGIONAL OFFICE V** now invites bids for **THE PROVISION OF MATERIALS FOR THE PRINTING AND DELIVERY OF DOH-ENDORSED IEC MATERIALS FOR COVID-19**. Delivery of the Goods is required **WITHIN 30 CALENDAR DAYS AFTER RECEIPT OF NOTICE TO PROCEED**. Bidders should have completed, within **ONE (1) YEAR** from the date of submission and receipt of bids, a contract similar to the 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 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". Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.
4. Interested bidders may obtain further information from **DEPARTMENT OF INTERIOR & LOCAL GOVERNMENT REGIONAL OFFICE V – BAC SECRETARIAT OFFICE** and inspect the Bidding Documents at the address given below during Monday – Friday, 8:00 am – 5:00PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **SEPTEMBER 23, 2020** from the address below: *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines 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 Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.



Republic of the Philippines
Department of the Interior and Local Government
Regional Office V

6. The **DEPARTMENT OF INTERIOR & LOCAL GOVERNMENT REGIONAL OFFICE V** will hold a Pre-Bid Conference¹ on **SEPTEMBER 29, 2020, 2:00PM** at *DILG Regional Office V Conference Hall*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **OCTOBER 12, 2020 at 9:00AM**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause Error! Reference source not found.**

Bid opening shall be on **OCTOBER 13, 2020 at 1:30PM** at *DILG Regional Office V Conference Hall*. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
8. *The DILG REGIONAL OFFICE V assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.*
9. The **DEPARTMENT OF INTERIOR & LOCAL GOVERNMENT REGIONAL OFFICE V** 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:

RANULFO M. SOLOMON JR.

BAC Secretariat Head
DILG REGIONAL OFFICE
2nd floor Regional Office No. 5, Rizal St., Legazpi City
Telephone: (052) (052) 480-1486
Dilg5.bac@gmail.com

ALFREDO L. SALLAN

BAC Chairperson

¹*May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.*

Bid Data Sheet

ITB Clause	
Error! Reference source not found.	<p>The Procuring Entity is DEPARTMENT OF INTERIOR & LOCAL GOVERNMENT REGIONAL OFFICE V</p> <p>The name of the Contract is PROVISION OF MATERIALS FOR THE PRINTING AND DELIVERY OF DOH-ENDORSED IEC MATERIALS FOR COVID-19.</p> <p>The identification number of the Contract is GDS-2020-001.</p>
Error! Reference source not found.	<p>The lot(s) and reference is/are:</p> <p><i>Not Applicable</i></p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through STRENGTHENING LOCAL GOVERNMENTS IN THE PHILIPPINES (SLGP) FUNDS in the amount of ONE MILLION EIGHT HUNDRED NINETY-FIVE THOUSAND SIX HUNDRED SEVENTY-FIVE PESOS (Php 1,895,675.00).</p> <p><i>NOTE: In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of Government-Owned and/or –Controlled Corporations, Government Financial Institutions, and State Universities and Colleges, the Corporate Budget for the contract approved by the governing Boards; in the case of Local Government Units, the Budget for the contract approved by the respective Sanggunian.</i></p> <p>The name of the Project is: PROVISION OF MATERIALS FOR THE PRINTING AND DELIVERY OF DOH-ENDORSED IEC MATERIALS FOR COVID-19</p>
Error! Reference source not found.	No further instructions.
Error! Reference source not found.	No further instructions.

<p>Error! Reference source not found.</p>	<p>Foreign bidders, except those falling under ITB Clause Error! Reference source not found., may not participate in this Project.</p>
<p>Error! Reference source not found.</p>	<p>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.</p>
<p>Error! Reference source not found.</p>	<p>No further instructions.</p>
<p>Error! Reference source not found.</p>	<p>Subcontracting is not allowed."</p>
<p>Error! Reference source not found.</p>	<p>"Not applicable".</p>
<p>Error! Reference source not found.</p>	<p>The Procuring Entity will hold a pre-bid conference for this Project on SEPTEMBER 29, 2020, 1:30PM at <i>DILG Regional Office V Conference Hall</i></p>
<p>Error! Reference source not found.</p>	<p>The Procuring Entity's address is:</p> <p style="text-align: center;">RANULFO M. SOLOMON JR. BAC Secretariat Head DILG REGIONAL OFFICE V 2nd floor Regional Office No. 5, Rizal St., Legazpi City Telephone: (052) (052) 480-1486 <u>dilg5.bac@gmail.com</u></p>
<p>Error! Reference source not found.(a)</p>	<p>No further instructions.</p>
<p>12.1(a)(ii)</p>	<p>The bidder's SLCC similar to the contract to be bid should have been completed within ONE (1) YEAR prior to the deadline for the</p>

	submission and receipt of bids.
Error! Reference source not found.	"No additional requirements."
Error! Reference source not found.	No further instructions.
13.1(c)	"No additional requirements."
Error! Reference source not found.	The ABC is ONE MILLION EIGHT HUNDRED NINETY-FIVE THOUSAND SIX HUNDRED SEVENTY-FIVE PESOS (Php 1,895,675.00) . Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iv)	"No incidental services are required."
Error! Reference source not found.	"Not applicable", "The price of the Goods shall be quoted DDP DEPARTMENT OF INTERIOR & LOCAL GOVERNMENT REGIONAL OFFICE V ". "No incidental services are required."
Error! Reference source not found.	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	"Not applicable"
Error! Reference source not found.	Bids will be valid until 120-calendar days after bid opening .
Error! Reference source not found.	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: 1. The amount of not less than Thirty-seven Thousand Nine Hundred Thirteen & 50/100 Pesos (Php 37,913.50) [2% of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than Ninety-four Thousand Seven Hundred Eighty-three & 75/100 Pesos (Php 37,913.50) [5% of ABC] if bid security is in Surety Bond.

Error! Reference source not found.	The bid security shall be valid until <i>the completion of the delivery.</i>
Error! Reference source not found.	Each Bidder shall submit One (1) authenticated copy of the original eligibility documents and <i>One (1)</i> copy of the first and second components of its bid.
Error! Reference source not found.	The address for submission of bids is DILG REGIONAL OFFICE V 2nd floor Regional Office No. 5, Rizal St., Legazpi City The deadline for submission of bids is OCTOBER 12, 2020 at 9:00AM.
Error! Reference source not found.	The place of bid opening is DILG REGIONAL OFFICE V CONFERENCE ROOM. The date and time of bid opening is OCTOBER 13,, 2020 at 1:30PM.
24.2	No further instructions.
24.3	No further instructions.
Error! Reference source not found.	No further instructions.
Error! Reference source not found. (a)	Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
Error! Reference source not found.	No further instructions.
29.2	<i>"No additional requirement."</i>
Error! Reference source not found.	<i>"No additional requirement."</i>

Special Conditions of Contract

GCC Clause	
Error! Reference source not found.	The Procuring Entity is DEPARTMENT OF INTERIOR & LOCAL GOVERNMENT REGIONAL OFFICE V.
Error! Reference source not found.	The Supplier is <i>[to be inserted at the time of contract award]</i> .
Error! Reference source not found.	The Funding Source is the Government of the Philippines (GOP) through STRENGTHENING LOCAL GOVERNMENTS IN THE PHILIPPINES (SLGP FUNDS) in the amount of ONE MILLION EIGHT HUNDRED NINETY-FIVE THOUSAND SIX HUNDRED SEVENTY-FIVE PESOS (Php 1,895,675.00).
Error! Reference source not found.	The Project Site is DEPARTMENT OF INTERIOR & LOCAL GOVERNMENT REGIONAL OFFICE V
2.1	No further instructions.
Error! Reference source not found.	The Procuring Entity's address for Notices is: DILG REGIONAL OFFICE V 2nd floor Regional Office No. 5, Rizal St., Legazpi City Telephone: (052) (052) 480-1486 <u>dilg5.bac@gmail.com</u>
Error! Reference source not found.	Delivery and Documents – For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows: "The delivery terms applicable to this Contract are delivered to <i>DILG REGIONAL OFFICE V</i> . Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination." Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Error! Reference source not found.. The details of shipping and/or other documents to

be furnished by the Supplier are as follows:

For Goods supplied from within the Philippines:

Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:

- (i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) Original and four copies delivery receipt/note, railway receipt, or truck receipt;
- (iii) Original Supplier's factory inspection report;
- (iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;
- (v) Original and four copies of the certificate of origin (for imported Goods);
- (vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;
- (vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and
- (viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the GOODS' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four

(4) sides as follows:

Name of the Procuring Entity

Name of the Supplier

Contract Description

Final Destination

Gross weight

Any special lifting instructions

Any special handling instructions

Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

Insurance –

The Goods supplied under this Contract shall be fully insured by the Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery. The Goods remain at the risk and title of the Supplier until their final acceptance by the Procuring Entity.

Transportation –

Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.

Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains

	<p>and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered <i>force majeure</i> in accordance with GCC Clause Error! Reference source not found.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP Deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Patent Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
10.4	“Not applicable”
10.5	“Payment using LC is not allowed.”
11.3	“Maintain the GCC Clause.”
Error! Reference source not found.	“No further instructions”.
Error! Reference source not found.	<p>The inspections and tests that will be conducted are:</p> <p><i>a. Quality of the print out</i></p> <p><i>b. thickness of the paper used</i></p>
Error! Reference source not found.	Three (3) months after acceptance by the Procuring Entity of the delivered Goods or after the Goods are consumed, whichever is earlier.
Error! Reference source not found.	The period for correction of defects in the warranty period is Seven (7) Calendar Days.
Error! Reference source not found.	“No additional provision.”

found.	
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