

CHECKLIST OF REQUIREMENTS

BIDDING FOR THE PROCUREMENT OF EVENT
MANAGEMENT SERVICES FOR THE CONDUCT OF BCDA
STAKEHOLDERS' APPRECIATION NIGHT

*Pre-Bid Conference
Tuesday, 28 November 2023*

Bids and Award Committee for Goods (BAC-G)

BIDDING FOR THE PROCUREMENT OF EVENT MANAGEMENT SERVICES FOR THE CONDUCT OF BCDA STAKEHOLDERS' APPRECIATION NIGHT

PRESENTATION OUTLINE:

- **TECHNICAL AND FINANCIAL REQUIREMENTS;**
- **MARKING AND SEALING OF ENVELOPES;**
- **IMPORTANT REMINDERS; and**
- **SCHEDULE OF BIDDING ACTIVITIES.**

CHECKLIST OF REQUIREMENTS

“Each and every page of the Bid Form, including the Schedule of Prices, shall be signed (full signature) by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of bid”.
AND PROPERLY TABBED AS FOLLOWS:

TECHNICAL COMPONENT ENVELOPE
(FIRST ENVELOPE)

**TAB
A**

- ❑ **Valid PhilGEPS Certificate of Registration under Platinum Membership (all pages) in accordance with Section 8.5.2 of the RIRR of RA No. 9184 (Government Procurement Reform Act).**

Section 8.5.2:

All bidders shall upload and maintain in PhilGEPS a **current and updated** file of the following Class "A" eligibility documents under Sections 23.1(a) and 24.1(a):

- A. Registration Certificate;**
- B. Valid Mayor's/Business Permit or its Equivalent Document;**
- C. Valid Tax Clearance; and,**
- ~~**D. Philippine Contractors Accreditation Board (PCAB) license and registration; and,**~~
- E. Audited Financial Statements (Year Ended 2022).**

**TAB
B**



Statement of the prospective bidder of ALL its ONGOING Government and Private Contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.

**TAB
C**

☐ Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid.

The bidder must have completed, within the last five (5) years prior from the date of submission and receipt of bids, a contract similar to the Project, equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA's CPI; or at least two (2) similar completed contracts with the aggregate amount equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA's CPI, and the largest of these similar contracts must be equivalent to at least half of the percentage (25%) of the ABC.

Similar contract to the Project shall be:

For this purpose, similar contracts shall refer to contracts involving Event Management, projects include, but are not limited to, event management services for brand activation, company anniversary, product launches, conferences and conventions, awards gala, annual recognition event, appreciation events, trade shows/exhibitions, etc.

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

The TWO (2) Statements (ONGOING AND SLCC) requirements shall indicate for each contract the following:

- name of the contract;
- date of the contract;
- contract duration;
- owner's name and address;
- kinds of Goods;
- for Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
- for Statement of SLCC - amount of completed contract, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement; and,
- date of delivery

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

- ❑ The statement of ALL ONGOING contracts requirement is merely a “statement” of all ongoing contracts. It refers to a “statement” to be made by the bidder relative to all its ongoing government and private contracts, and not the actual submission of the physical NOA, NTP or Contract.

- ❑ The statement of SLCC to be submitted by the bidder shall attach ANY of the following proof:
 - ❑ End User’s Acceptance; OR,
 - ❑ Official Receipt issued for the contract; OR,
 - ❑ Sales Invoice issued for the contract, if completed.

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

- ❑ The statement of ALL ONGOING contracts and SLCC forms
FORMS: ONGOING AND SLCC

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

**TAB
D**

Bid Security in ANY of the following forms and amounts: Total ABC Php 5,000,000.00

❖ <u>Original Copy of Notarized Bid Securing Declaration</u>	<i>Bidding Forms</i> <u>BID SECURING DECLARATION</u>
❖ <u>Cash or Cashier's/Manager's Check</u> issued by a Universal or Commercial Bank. ❖ <u>Bank Draft/Guarantee or Irrevocable Letter of Credit</u> issued by a Universal or Commercial Bank. Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	2% of the ABC Php 100,000.00
❖ <u>Surety Bond with a Certificate from the Insurance Commission</u>	5% of the ABC Php 250,000.00

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

TAB
E

- Conformity with Technical Specifications (Form) duly signed in every page by the principal bidder or the bidder's authorized representative (Section VII)
- Conformity with Schedule of Requirements (Form) duly signed in every page by the principal bidder or the bidder's authorized representative (Section VI)

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

FORMS: SCHEDULE OF DELIVERY AND TECHNICAL SPECIFICATIONS

Section F2. Schedule of Requirements

The Bidder is hereby required to incorporate together a schedule that complies with the items of delivery in the schedule.

Item/Description	Quantity	Unit	Delivery Schedule
1. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]
2. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]
3. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]
4. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]
5. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]
6. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]
7. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]
8. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]
9. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]
10. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]

TECHNICAL SPECIFICATIONS
SAMPLE FORM

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Bidder's Authorized Representative:

Signature: _____

Printed Name: _____

Duly signed by the bidder's authorized representative

Item/Description	Quantity	Unit	Delivery Schedule
1. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]
2. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]
3. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]
4. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]
5. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]
6. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]
7. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]
8. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]
9. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]
10. [Item Description]	[Quantity]	[Unit]	[Delivery Schedule]

SCHEDULE OF REQUIREMENTS
SAMPLE FORM

Bidder's Authorized Representative:

Signature: _____

Printed Name: _____

Duly signed by the bidder's authorized representative

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

TAB
F



Original duly signed Notarized Omnibus Sworn Statement in accordance with Section 25.3 of the 2016 Revised IRR of RA 9184, and using the form prescribed in Section VIII. Bidding Forms

Note:

The Notarized Omnibus Sworn Statement shall be accompanied by the Original Notarized Special Power of Attorney, Board/Partnership Resolution, or Original Notarized Secretary's Certificate, whichever is applicable.

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

FORM: OMNIBUS SWORN STATEMENT (REVISED)

Omnibus Sworn Statement (Revised) (shall be submitted with the Bid)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____)

AFFIDAVIT

1. (Name of Affiant, of legal age, (Civil Status), (Nationality), and residing at (Address of Affiant), after having been duly sworn in accordance with law, do hereby depose and state the following:

1. (Select one, circle the other)

(If a sole proprietorship) I am the sole proprietor or authorized representative of (Name of Bidder) with office address at (Address of Bidder).

(If a partnership, corporation, cooperative, or joint venture) I am the duly authorized and designated representative of (Name of Bidder) with office address at (Address of Bidder).

2. (Select one, circle the other)

(If a sole proprietorship) As the owner and sole proprietor, or authorized representative of (Name of Bidder), I have full power and authority to do, execute, and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for (Name of the Project) of the (Name of the Procuring Entity), as shown in the attached (state title of attached document showing proof of authorization to do, duly released Secretary's Certificate, Board Resolving Resolution, or Special Power of Attorney, whichever is applicable.);

(If a partnership, corporation, cooperative, or joint venture) I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for (Name of the Project) of the (Name of the Procuring Entity), as shown in the attached (state title of attached document showing proof of authorization to do, duly released Secretary's Certificate, Board Resolving Resolution, or Special Power of Attorney, whichever is applicable.);

3. (Name of Bidder) is not "disqualified" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose bidding rules have been recognized by the Government Procurement Policy Board, by itself or its relatives, memberships, associations, affiliates, or participating interest, with anyone disqualified, person or entity, as defined and provided for in the Uniform Guidelines on Disqualification.

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

5. (Name of Bidder) is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted.

6. (Select one, circle the rest)

(If a sole proprietorship) The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree.

(If a partnership or cooperative) None of the officers and members of (Name of Bidder) is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree.

(If a corporation or joint venture) None of the officers, directors, and controlling shareholders of (Name of Bidder) is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree.

7. (Name of Bidder) is not in violation of any existing laws and standards, and

8. (Name of Bidder) is not in violation of any and has undertaken the responsibilities as a Bidder in some Bidding Documents, which includes:

(1) Issuance of all of the Bidding Documents;
(2) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;

4. Making an estimate of the facilities available and needed for the contract to be bid, if any; and

6. Insuring or securing Supplemental Bid Bulletin(s) issued for the (Name of the Project)

5. (Name of Bidder) did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or officer, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made as shown, before to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling Statute or the commission of fraud with unfairness or abuse of confidence through misappropriation or pecuniary advantage received by a person or entity under an obligation involving the duty to deliver certain goods or services to the protection of the public and the government of the Philippines pursuant to Article 117 of Act No. 3093 A. 1910, as amended, in the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___, at _____, Philippines.

(Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE)
(Insert signature/s) (s/he/s)
Affiant

(Sign)
(Printed shall be based on the latest Rules on Notarial Practice)

OMNIBUS SWORN STATEMENT (REVISED)
SAMPLE FORM

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - FINANCIAL DOCUMENTS

TAB
G

- ❑ The Prospective Bidder's Computation of Net Financial Contracting Capacity (NFCC) in accordance with ITB Clause 5 (Section IX, Bidding Forms); **OR**,
- ❑ Committed Line of Credit (CLC) from a Universal or Commercial Bank at least equal to ten percent (10%) of the ABC to be bid.

FORMULA:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

CHECKLIST OF REQUIREMENTS - CLASS “B” DOCUMENTS, IF APPLICABLE

TAB
H

- ❑ **If applicable, a duly signed Joint Venture Agreement (JVA) in case the joint venture is already in existence; OR**
- ❑ **Duly Notarized Statements from ALL the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.**

CHECKLIST OF REQUIREMENTS

FINANCIAL COMPONENT ENVELOPE (SECOND ENVELOPE)

CHECKLIST OF REQUIREMENTS - FINANCIAL COMPONENTS

TAB
I

- ❑ Original of duly signed and accomplished Financial Bid Form; and,

TAB
J

- ❑ Original of duly signed and accomplished Price Schedule(s)

Note:

- ❖ *Financial Proposal is INCLUSIVE of VAT and all applicable taxes and fees; and,*
- ❖ *Bids received in excess of the Approved Budget for the Contract (ABC) to be bid shall be automatically rejected at bid opening.*

CHECKLIST OF REQUIREMENTS - FINANCIAL COMPONENTS

APPENDIX 'F'

Bid Form for the Procurement of Goods
(to be submitted with the Bid)

BID FORM Date: _____
Project Identification No. _____

To: (name and address of Procuring Entity)

Having examined the Philippine Bidding Documents (PBD) including the Supplemental to the Bidding Documents (SDB) (together, the "Bidding Documents") and the receipt of which is hereby duly acknowledged, we, the undersigned, offer to (purchase/acquire) (procure) of the Goods in conformity with the said PBD for the sum of (State Bid amount in words and figures in the non-revised bid price, as established and corrected for computational errors, and other bid modifications in accordance with the Price Schedule attached herewith and made part of this Bid. The bid net price includes the cost of all items, such as, but not limited to, specify the applicable basis, e.g. (1) value added tax (VAT), (2) income tax, (3) local taxes, and (4) other local taxes and duties) which are itemized herein in the Price Schedule.

If our Bid is accepted, we undertake:

- to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBD);
- to provide a performance security in the form, amount, and within the time prescribed in the PBD;
- to abide by the Bid validity period specified in the PBD and if such remains binding upon us in any form before the expiration of that period.

Present this assignment of Foreign-Assisted Project with the necessary documents or guidelines, if any, such as (1) _____ to this Bid, and to contract execution Fees and (2) _____

Name and address: _____

Official stamp: _____

Let a formal Contract be prepared and executed the Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBD.

The undersigned is authorized to submit the bid on behalf of (name of the bidder) as evidenced by the attached (date the written authority)

We acknowledge that failure to sign each and every page of the Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____
Legal capacity: _____
Signature: _____
Duly authorized to sign the Bid for and behalf of _____
Date: _____

SAMPLE FORM

Price Schedule for Goods Offered from Within the Philippines
(shall be submitted with the Bid of bidder in offering goods from within the Philippines)

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price (State per item)	Transportation and all other costs incidental to delivery, per item	Taxes and other fees payable if Contract is awarded, per item	Cost of incidental services, if applicable, per item	Total Price per unit (Unit Price + 7 + 8)	Total Price delivered (Unit Price x Quantity)

Name: _____
Legal Capacity: _____
Signature: _____
Duly authorized to sign the Bid for and behalf of _____

SAMPLE FORM

BID FORM

PRICE SCHEDULE

CHECKLIST OF REQUIREMENTS - OTHER DOCUMENTARY REQUIREMENTS UNDER RA NO. 9184, **AS APPLICABLE**

**TAB
K**

- ☐ *(For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos)* **Certification from the relevant government office of their country** stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

**TAB
L**

- ☐ **Certification from the DTI** if the Bidder claims preference as a Domestic Entity

SUMMARY

TAB	PARTICULAR (FIRST ENVELOPE - TECHNICAL COMPONENT)
A	<u>Valid PhilGEPS Registration Certificate (Platinum Membership)</u> (all pages) in accordance with Section 8.5.2 of the IRR; and,
B	<u>Statement of the prospective bidder of all its ongoing government and private contracts</u> , including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and,
C	<u>Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid</u> , except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and,
D	<u>Original copy of Bid Security</u> . If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission <u>or</u> Original copy of Notarized Bid Securing Declaration; and,

SUMMARY

TAB	PARTICULAR (FIRST ENVELOPE - TECHNICAL COMPONENT)
E	<p><u>Conformity with Technical Specifications</u> (Form) duly signed in every page by the principal bidder or the bidder's authorized representative (Section VII); and,</p> <p><u>Conformity with Schedule of Requirements</u> (Form) duly signed in every page by the principal bidder or the bidder's authorized representative (Section VI); and,</p>
F	<p><u>Original duly signed Omnibus Sworn Statement (OSS)</u> and if applicable, <u>Original Notarized Secretary's Certificate</u> in case of a corporation, partnership, or cooperative; or <u>Original Special Power of Attorney</u> of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder; and,</p>
G	<p>The prospective bidder's computation of <u>Net Financial Contracting Capacity (NFCC)</u> or a committed <u>Line of Credit</u> from a Universal or Commercial Bank in lieu of its NFCC computation; and,</p>
H	<p>If applicable, <u>a duly signed Joint Venture Agreement (JVA)</u> in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.</p>

SUMMARY

TAB	PARTICULAR (SECOND ENVELOPE - FINANCIAL COMPONENT)
I	Original of duly signed and accomplished <u>Financial Bid Form</u> ; and
J	Original of duly signed and accomplished <u>Price Schedule(s)</u> ; and
	<u>Other documentary requirements under RA No. 9184 (as applicable)</u>
K	<i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> <u>Certification from the relevant government office of their country</u> stating that Filipinos are allowed to participate in government procurement activities for the same item or product; and
L	<u>Certification from the DTI</u> if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

MARKING AND SEALING

MARKING AND SEALING

The bidders are requested to **USE TABS** in compiling their bid documents for quick and easy identification and verification.



MARKING AND SEALING

ALL Envelopes shall:

- a. contain the **name of the contract to be bid** in capital letters;
- b. bear the **name and address of the Bidder** in capital letters;
- c. be addressed to the **Procuring Entity's BAC**; and
- d. bear a warning “**DO NOT OPEN BEFORE...**” the date and time for the opening of bids, in accordance with ITB Clause 21.1.

Sample Envelopes

The image displays three sample envelopes for bidding, arranged in a 2x2 grid with the bottom-right cell empty. Each envelope is light blue with black text. The top-left envelope is titled 'ELIGIBILITY and TECHNICAL COMPONENTS' and contains fields for 'THE CHAIRPERSON BAC FOR GOODS', 'BIDDING FOR (NAME OF GOODS OR SERVICES)', 'BIDDER'S COMPANY NAME (ALL CAPS)', 'BIDDER'S ADDRESS (ALL CAPS)', 'CONTACT NO.', and 'FAX NO.'. The top-right envelope is titled 'ELIGIBILITY and FINANCIAL COMPONENTS' and contains the same fields as the top-left envelope. The bottom-right envelope is titled 'FINANCIAL COMPONENTS' and contains the same fields as the top-left envelope. All envelopes include a warning: 'DO NOT OPEN BEFORE (SPECIFY THE DATE/TIME OF THE OPENING OF BIDS)'.

ELIGIBILITY and TECHNICAL COMPONENTS

THE CHAIRPERSON
BAC FOR GOODS

BIDDING FOR (NAME OF GOODS OR SERVICES) _____

BIDDER'S COMPANY NAME (ALL CAPS) _____

BIDDER'S ADDRESS (ALL CAPS) _____

CONTACT NO. _____ FAX NO. _____

DO NOT OPEN BEFORE (SPECIFY THE DATE/TIME OF THE OPENING OF BIDS)

ELIGIBILITY and FINANCIAL COMPONENTS

THE CHAIRPERSON
BAC FOR GOODS

BIDDING FOR (NAME OF GOODS OR SERVICES) _____

BIDDER'S COMPANY NAME (ALL CAPS) _____

BIDDER'S ADDRESS (ALL CAPS) _____

CONTACT NO. _____ FAX NO. _____

DO NOT OPEN BEFORE (SPECIFY THE DATE/TIME OF THE OPENING OF BIDS)

FINANCIAL COMPONENTS

THE CHAIRPERSON
BAC FOR GOODS

BIDDING FOR (NAME OF GOODS OR SERVICES) _____

BIDDER'S COMPANY NAME (ALL CAPS) _____

BIDDER'S ADDRESS (ALL CAPS) _____

CONTACT NO. _____ FAX NO. _____

DO NOT OPEN BEFORE (SPECIFY THE DATE/TIME OF THE OPENING OF BIDS)

MARKING AND SEALING

Each Bidder shall submit **one copy** of the first (Eligibility and Technical) and second (Financial) components of its bid - [Revised PBD, Instruction To Bidder (ITB) Section 15]

MOTHER
ENVELOPE

ELIGIBILITY and TECHNICAL
AND FINANCIAL COMPONENTS

THE CHAIRPERSON
BAC FOR GOODS

BIDDING FOR (NAME OF GOODS OR SERVICES) _____

BIDDER'S COMPANY NAME (ALL CAPS) _____

BIDDER'S ADDRESS (ALL CAPS) _____

CONTACT NO. _____ FAX NO. _____

DO NOT OPEN BEFORE (SPECIFY THE DATE/TIME OF THE OPENING OF
BIDS)



ELIGIBILITY AND TECHNICAL COMPONENTS

THE CHAIRPERSON
BAC FOR GOODS

BIDDING FOR (NAME OF GOODS OR SERVICES) _____

BIDDER'S COMPANY NAME (ALL CAPS) _____

BIDDER'S ADDRESS (ALL CAPS) _____

CONTACT NO. _____ FAX NO. _____

DO NOT OPEN BEFORE (SPECIFY THE DATE/TIME OF THE OPENING OF
BIDS)

FIRST
ENVELOPE



FINANCIAL COMPONENTS

THE CHAIRPERSON
BAC FOR GOODS

BIDDING FOR (NAME OF GOODS OR SERVICES) _____

BIDDER'S COMPANY NAME (ALL CAPS) _____

BIDDER'S ADDRESS (ALL CAPS) _____

CONTACT NO. _____ FAX NO. _____

DO NOT OPEN BEFORE (SPECIFY THE DATE/TIME OF THE OPENING OF
BIDS)

SECOND
ENVELOPE

BIDDING DOCUMENTS' PRICE

APPROVED BUDGET FOR THE CONTRACT (ABC)

TOTAL PHP 5,000,000.00

Inclusive of VAT and all applicable taxes and fees

Cost of bidding documents (non-refundable)

PHP 5,000.00

Bidders may purchase the bidding documents in cash, manager's check or via online using a bank-to-bank fund transfer method.

Kindly coordinate with the BAC-G Secretariat for details and instructions.

hacgsecretariat@bcda.gov.ph

REMINDERS

REMINDERS

- ❖ BCDA adheres to the **“No-Contact Rule”**. All clarifications should be made in writing and addressed to the BAC-G Secretariat (bacgsecretariat@bcda.gov.ph)
- ❖ Visiting or calling the members of the BAC, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.



- ❖ Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.

REMINDERS

- ❖ **Required bidding documents shall be submitted at the BCDA Central Receiving and Releasing Area (CRRA), 2nd Floor, Bonifacio Technology Center (BTC), 31st Street corner 2nd Avenue, Bonifacio Global City (BGC), Taguig City**



CRRA

REMINDERS

- ❖ The computer system clock at the CRRA that is set to Philippine Standard Time (PhST) shall be used as reference in determining the time for the submission of bids. **Late bids shall not be accepted.**
- ❖ Bidders may submit the required bidding documents **days before the deadline** for submission in order to avoid the possibility of being late for such submission.

REMINDERS

Opening of Bid is hybrid event. Prospective Bidders may choose to attend online via zoom or in person at the [BCDA Corporate Center BGC, Taguig City.](#)

For those attending online, kindly coordinate/inform our BACG Secretariat to send you the Zoom link.

For those attending in person, the following guidelines must be followed:

- Attendees to the Opening of Bids will be required to follow the minimum BCDA Health Protocols; and
- Observers/representatives who show signs of COVID-19 related symptoms are not allowed to enter the BCDA premises.

REMINDERS

- ❖ All licenses, permits and other required clearances should be valid at the time of the submission of bids, post-qualification, and signing of the contract.
- ❖ Any Bid Bulletin that may be issued shall be published in the PhilGEPS and the BCDA Website. However, **only those who purchased** the bidding documents are entitled to receive a copy of the Bid Bulletin (from the BACG) and to submit/participate in the bidding activities.
- ❖ The BAC expects the bidders to exercise due diligence in going through the bidding documents to be able to prepare their bids intelligently.
- ❖ BCDA reserves the right to waive minor defects in forms and requirement as long as they do not affect the genuineness and authenticity of the documents submitted.
- ❖ BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

BIDDING FOR THE PROCUREMENT OF EVENT MANAGEMENT SERVICES FOR THE CONDUCT OF BCDA
STAKEHOLDERS' APPRECIATION NIGHT
SCHEDULE OF BIDDING ACTIVITIES

Pre-bid Conference	28 November 2023 (Tuesday)
Deadline for Request for Clarification, if any	05 December 2023 @ 5:00 PM (Tuesday)
Issuance of Bid Bulletin, if any	08 December 2023 (Friday)
Deadline for Submission of the required Bidding Documents	15 December 2023 @ 09:00 AM (Friday)
Opening of the Eligibility/Technical Requirements Proposal	15 December 2023 @ 10:00 AM (Friday)
Opening of Financial Proposal for those who passed the technical component	

BIDDING FOR THE PROCUREMENT OF EVENT MANAGEMENT SERVICES FOR THE CONDUCT OF BCDA
STAKEHOLDERS' APPRECIATION NIGHT
SCHEDULE OF BIDDING ACTIVITIES

Bid Evaluation (TWG's detailed evaluation of the submitted bids)	15 - 18 December 2023
Sending of Letter to the Bidder with LCB	18 December 2023 (Monday)
Post Qualification on the Bidder with LCB or succeeding LCB (if any)	19 -29 December 2023
Deliberation by BAC of the Results of Post Qualification	29 December 2023 (Friday)
Issuance of BAC Resolution and Notice of Award*	On or before 31 December 2023
Contract Signing	On or before 09 January 2024
Issuance of Notice to Proceed	On or before 09 January 2024

THANK YOU!

SITE INSPECTION

SCHEDULE - 03 OCTOBER 2023

BTC BGC OFFICE 9:00AM-4:00PM

ALEX MIJARES - 0917 3064089

Contact Name & Number

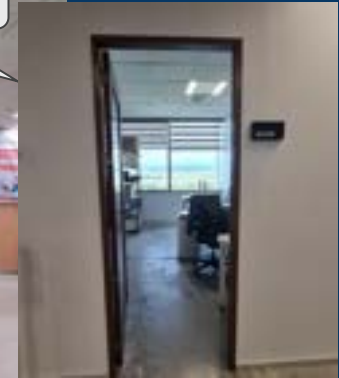
REMINDERS

- ❖ Required bidding documents shall be submitted at the **BCDA Central Receiving and Releasing Area (CRRA) located at 9/F One West Aeropark Building Industrial Estate- 5, Clark Global City Freeport Zone, Mabalacat, Pampanga.**

One West Aero Park Building



CRRA BCDA Office 9th Floor



**TAB
C**



Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid.

Similar Contract shall be:

1. Procurement of Various IT Equipment and Software
 - a. Lot 1 - Contracts involving the supply, and delivery of Audio and Video Equipment;
 - b. Lot 2 - Cloud Backup; and,
 - c. Lot 3- Next Generation Firewall Configuration.
2. Completed within five (5) years prior to the deadline for the submission and receipt of bids.

WELCOME!!!
BOSS DES!

MARKING AND SEALING

ALL Envelopes shall:

- contain the name of the contract to be bid
 - be in the Bidder
 - be in the Bidder's
 - be in the Bidder's
- DO NOT OPEN BEFORE... the date and time for the opening of bids, in accordance with ITB Clause 21.1.

ELIGIBILITY and TECHNICAL
AND FINANCIAL COMPONENTS

THE CHAIRPERSON
BAC FOR GOODS

BIDDING FOR (NAME OF GOODS OR SERVICES) _____

BIDDER'S COMPANY NAME (ALL CAPS) _____

BIDDER'S ADDRESS (ALL CAPS) _____

CONTACT NO. _____ FAX NO. _____

DO NOT OPEN BEFORE (SPECIFY THE DATE/TIME OF THE OPENING OF
BIDS)

Sample Cover of Envelope

ELIGIBILITY and TECHNICAL
AND FINANCIAL COMPONENTS

THE CHAIRPERSON
BAC FOR GOODS

BIDDING FOR (NAME OF GOODS OR SERVICES) _____

BIDDER'S COMPANY NAME (ALL CAPS) _____

BIDDER'S ADDRESS (ALL CAPS) _____

CONTACT NO. _____ FAX NO. _____

DO NOT OPEN BEFORE (SPECIFY THE DATE/TIME OF THE OPENING OF
BIDS)

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

Sample Forms: Goods and Services for Ongoing and Completed Contracts

SF-GAS-19A

Statement of All Ongoing Government and Private Contracts
Including Contracts Awarded but not yet Signed

Business Name: _____
Business Address: _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount of Contract	Value of Ongoing Contracts	Date of Delivery
Government Contracts							
1							
2							
Private Contracts							
1							
2							
Total Amount:							

(Continue on separate sheet if necessary.)

Submitted by: _____
Signature over Printed Name of Authorized Representative

Date: _____

Note:

- ✓ If there is no ongoing contract including those awarded but not yet signed, enter none or applicable.
- ✓ The total amount of the ongoing and awarded but not yet started contracts should not exceed the Bid Financial Contracting Capacity (BFC).

Duly signed by the bidder's authorized representative

ONGOING CONTRACTS SAMPLE FORM

SF-GAS-19B

Statement of Single Largest Completed Contract (SLCC)
Similar in Nature to the Contract to be Bid

Business Name: _____
Business Address: _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount of Contract	Date of Delivery

Submitted by: _____
Signature over Printed Name of Authorized Representative

Date: _____

Note:
This statement shall be supported by BPO of the following:

- ✓ End User's Acceptance, or
- ✓ Official Receipt of the payment received, or
- ✓ Sales Invoice.

Duly signed by the bidder's authorized representative

SLCC SAMPLE FORM

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

Bid Securing Declaration Form
(shall be submitted with the bid if bidder opts to provide this form of bid security)

REPUBLIC OF THE PHILIPPINES) _____
CITY OF _____) S.S.

BID SECURING DECLARATION
(Project Identification No.) (insert number)

To: *(insert name and address of the Procuring Entity)*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Bidding Order; and, (b) I/we will pay the applicable fine provided under Section 5 of the Guidelines on the Use of Bid Securing Declaration when I/we (S) days from receipt of the written demand by the procuring entity, in commission of acts resulting in the enforcement of the bid security under Sections 23.1.3), 34.2, 40.1 and 69.1, except 69.1.2, of the IRR-A, and/or (S) liable to other legal action the government may take.
3. I/We understand that our bid shall cease to be valid on the following conditions:
 - a. Upon any extension of the validity period; or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or pre-qualified upon receipt of your notice to such effect; and c) I/we failed to timely file a request for reconsideration or d) I/we filed a waiver to avail of said right; and
 - e. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hands this ____ day of (month) (year) at (place of execution).

(insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE)
(insert signatory's legal capacity)
Affiant

(insert)

(Format shall be based on the latest Rules on Notarial Practice)

**BID SECURING DECLARATION
SAMPLE FORM**