



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

## INVITATION TO BID

FOR THE

**PROCUREMENT OF COMMON USE SUPPLIES AND EQUIPMENT**  
**(GENERAL OFFICE SUPPLIES, PRINTER INKS AND TONERS)**  
**(Procurement/Contract No. 2021-PCOO-I-007)**

1. The Presidential Communications Operations Office (PCOO), through the General Appropriations Act of 2021 intends to apply the sum of **Five Million Three Hundred Twenty-Two Thousand Seven Hundred Sixty-Five & 10/100 Pesos (PHP5,322,765.10)**, consisting of two (2) lots, to wit:

| ITEM/<br>LOT NO. | DESCRIPTION             | APPROVED BUDGET FOR<br>THE CONTRACT (ABC) |
|------------------|-------------------------|---|
| 1                | GENERAL OFFICE SUPPLIES | PHP 1,176,365.10                          |
| 2                | PRINTER INKS AND TONERS | PHP 4,146,400.00                          |
|                  | <b>TOTAL</b>            | <b>PHP 5,322,765.10</b>                   |

being the Approved Budget for the Contract (ABC) to payments under the contract for each lot item for the Procurement of Common Use Supplies and Equipment (General Office Supplies, Printer Inks and Toners) under Procurement/Contract No. 2021-PCOO-I-007. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The PCOO now invites bids for the above Procurement Project, comprising two (2) lots as described in Section VII. Technical Specifications of the Bidding Documents. The Goods are required to be delivered within thirty (30) calendar days from receipt of the Notice to Proceed. Bidders should have completed within three (3) years, 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).

Interested suppliers have the option of submitting bids for **one (1) or both lots.**

For Lot 2, a Letter Authenticity or Manufacturer's Certification that the supplier is an authorized reseller/distributor and the items are covered by the manufacturer's warranty, shall be submitted by the bidder with the Lowest Calculated Bid (LCB) as post-qualification requirement.

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) No. 9184, otherwise known as the “Government Procurement Reform Act.”

In compliance with GPPB Resolution 09-2020 entitled, “Approving Measures for the Efficient Conduct of Procurement Activities during a State of Calamity or Implementation of Community Quarantine or Similar Restrictions”, the PCOO Bids and Awards Committee - I confirms, adopts, and approves measures for online or electronic bidding, as recommended by the GPPB-TSO, for the efficient conduct of all procurement activities, regardless of the procurement modality, during the pandemic.

In view of this, the procedure for this procurement project shall be in accordance with PCOO BAC Resolution No. 2020-0018-A for the Amended Online Bidding Guidelines and the Bidder’s Kit, collectively attached hereto as Annex “A.” GPPB forms and other bidding forms are herein attached as Annex “B.”

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 No. 5183.

4. Prospective bidders may obtain further information from the PCOO BAC Secretariat and through the e-mail address given below and inspect the Bidding Documents posted at the PCOO website.
5. A complete set of Bidding Documents, in digital copy, may be acquired by interested Bidders starting **21 June 2021** from the PCOO website given below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the following amount:

| ITEM/<br>LOT NO. | DESCRIPTION             | APPLICABLE FEES     |
|------------------|-------------------------|---------------------|
| 1                | GENERAL OFFICE SUPPLIES | PHP5,000.00         |
| 2                | PRINTER INKS AND TONERS | PHP5,000.00         |
|                  | <b>TOTAL</b>            | <b>PHP10,000.00</b> |

It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Interested Bidders shall contact the BAC Secretariat through e-mail at [bacl@pco.gov.ph](mailto:bacl@pco.gov.ph) for further instructions on the purchase and payment of the Bidding Documents.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees by sending a clear scanned copy of Official Receipt issued by the PCOO Cashier’s Office **on or before the deadline of submission of bids.**

6. The PCOO will hold a Pre-Bid Conference on **28 June 2021 at 10:00AM** through video conference via Zoom, which link shall be provided a day before the said conference. A pre-registration shall be required for all interested suppliers in order to access the video conferences and to participate further in the procurement activities as scheduled. Those interested bidders must provide complete information in the Google Forms which may be accessed via this link: <https://forms.gle/xvNx6HDVJDXBs3RPA>.

Prospective bidders are encouraged to discuss any concerns or clarifications about the eligibility requirements including the technical specifications in the said conference.

7. Bids must be duly received and acknowledged by the BAC Secretariat through online or electronic submission **on or before 12 July 2021 at 9:00AM** in the manner compliant with the submission of eligibility documents for public bidding and in accordance with the above-mentioned PCOO BAC Resolution No. 2020-0018-A for the Amended Online Bidding Guidelines and the Bidder's Kit. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14. Further, pursuant to GPPB Resolution No. 09-2020, the 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.
9. Bid opening shall be **on 12 July 2021 at 10:00AM via Zoom video conferencing**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Prospective bidders are requested to organize and submit their Bids electronically in accordance with the PCOO-BAC Amended Online Guidelines and suppliers are hereby reminded, as follows:
  - a) The submission of the Legal and Technical Documents (First Envelope) and Financial Documents (Second Envelope) shall be in a password-protected ZIP folder and PDF file;
  - b) There shall be **four (4) different passwords required**: one (1) unique password for the ZIP folder of First Envelope; one (1) unique password for the PDF file under the ZIP folder of First Envelope; one (1) unique password for the ZIP folder of the Second Envelope; and one (1) unique password for the PDF file under the ZIP folder of the Second Envelope;
  - c) The password-protected PDF file in the First Envelope shall contain the scanned original copy of the Legal and Technical documents. The said PDF file shall be assigned the file name, "PCOO Bidding No. 2021-PCOO-I-007; (Name of Bidder); Legal and Technical Documents." There should be one (1) unique password for each PDF file, respectively;
  - d) The password-protected PDF file in the Second Envelope shall contain the scanned original copy of the Financial documents. Such PDF file shall be assigned the file name "PCOO Bidding No. 2021-PCOO-I-007; (Name of Bidder); Financial Documents." There should be one (1) unique password for each PDF file, respectively; and

- e) In any case where the files to be submitted exceed the size limit of the e-mail, the bidder may submit their bid via separate e-mails, provided, that the subject line for each mail should indicate to which part of the several it corresponds to (i.e., Part 1 of Legal and Technical Documents, Part 2 of Legal and Technical Documents, etc.). One set of passwords for the said components may be allowed in case of splitting, provided that the passwords for the Eligibility Requirements are separate and distinct from the Financial Requirements.

In case the bidder fails to submit any or all of the documentary requirements in a password-protected PDF files, the bid/quotation will automatically be disqualified and shall be declared as “FAILED” and the supplier will no longer be allowed to participate further in the procurement activities scheduled for this Project.

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 shall be in writing.

Upon the award of contract, three percent (3%) of the total contract price shall be retained by the Procuring Entity to cover the Supplier’s warranty obligations pursuant to Section 62.1 of the 2016 RIRR of RA No. 9184, for a period of six (6) months after acceptance of the delivered supplies. The said amount shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

11. 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 Sections 35.6 and 41 of the revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

**ATTY. MARK WAYNE E. EUBANK**  
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Office of the Bids and Awards Committee Secretariat  
Basement Level, New Executive Building  
Malacañang Complex, Manila  
Phone No.: +63 917 7178213  
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Issued on **21 June 2021**.

(ORIGINAL SIGNED)  
**A Sec. OMAR V. ROMERO**  
Chairperson  
Bids and Awards Committee - I

## CERTIFICATION

|   |   |
|---|---|
| The Schedule of Requirements and Technical Specifications are in conformity with the requirements of the end-user unit: | This Procurement Project is covered by the Annual Procurement Plan:   |
| (ORIGINAL SIGNED)<br><b>JOY MARIE P. PALOMA</b><br>End-User Representative  | (ORIGINAL SIGNED)<br><b>MA. ALMA A. FRANCISCO</b><br>Budget Officer V |

|  |   |   |
|--|---|---|
| Prepared by:   | Draft reviewed/revised by:  | Approved for release by:  |
| (ORIGINAL SIGNED)<br><b>MA. CAROLINA I. CARBONELL</b><br>Member, Technical Working Group | (ORIGINAL SIGNED)<br><b>KIN ANDREA D. DEMAISIP</b><br>Administrative Officer, BAC Secretariat | (ORIGINAL SIGNED)<br><b>ATTY. MARK WAYNE E. EUBANK</b><br>Head, BAC Secretariat |