



REPUBLIC OF THE PHILIPPINES  
**PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE**  
*Tanggapang Pampanguluhan sa Operasyong Komunikasyon*  
Ermita, City of Manila

## INVITATION TO BID

FOR THE

### **Supply, Delivery, Installation, Supervision, Integration, Training, Testing and Commissioning of Various Equipment Systems and Professional Services for the PCOO Government Communications Academy (PCOO Procurement/Contract No. 2022-PCOO-I-113)**

1. The Presidential Communications Operations Office (PCOO), through the General Appropriations Act of 2021 intends to apply the sum of **Forty-One Million Seven Hundred Seventy-Nine Thousand Seven Hundred Twenty-Six Pesos and 24/100 (PhP 41,779,726.24)**, consisting of one (1) lot, to wit;

ITEM/ LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	Supply, Delivery, Installation, Supervision, Integration, Training, Testing and Commissioning of Various Equipment Systems and Professional Services for the PCOO Government Communications Academy	PhP 41,779,726.24
<b>TOTAL ABC</b>		<b>PhP 41,779,726.24</b>

being the Approved Budget for the Contract (ABC) to payments under the contract for the *Supply, Delivery, Installation, Supervision, Integration, Training, Testing and Commissioning of Various Equipment Systems and Professional Services for the PCOO Government Communications Academy* under *Procurement/Contract No. 2022-PCOO-I-113*. 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 *one (1) lot* as described in Section VII. Technical Specifications of the Bidding Documents for this Project. *Upon the issuance of Notice to Proceed (NTP), delivery of the Goods/Services shall be required within the 4<sup>th</sup> quarter of FY-2022*. Bidders should have completed within *five (5) 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).
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 **05 May 2022** from the PCOO website given below. The applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB shall be in the following amount:

ITEM/ LOT NO.	DESCRIPTION	APPLICABLE FEES
1	Supply, Delivery, Installation, Supervision, Integration, Training, Testing and Commissioning of Various Equipment Systems and Professional Services for the PCOO Government Communications Academy	PhP 25,000.00
<b>TOTAL FEES</b>		<b>PhP 25,000.00</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/s 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, which shall be open to prospective bidders. will hold a Pre-Bid Conference on **13 May 2022** 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 25 May 2022 at 8:00AM** 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.
9. Bid opening shall be **on 25 May 2022 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. *Schedule of Activities are as follows:*

<b>ACTIVITIES</b>	<b>SCHEDULE</b>	<b>VENUE</b>
<i>Advertisement/ Posting of Invitation to Bid</i>	<i>05 May 2022</i>	<i>PhilGEPS website, PCOO website, and at any conspicuous place reserved for this purpose in the premises of PCOO</i>
<i>Issuance and Availability of Bid Documents</i>		<i>BAC Secretariat, PCOO website, and PhilGEPS website</i>
<i>Pre-Bid Conference</i>	<i>13 May 2022; 10:00AM</i>	<i>Via Zoom Video Conferencing</i>
<i>Last day of Submission of Written Clarifications</i>	<i>16 May 2022</i>	<i>through e-mail at <a href="mailto:bacl@pco.gov.ph">bacl@pco.gov.ph</a></i>
<i>Last day of Issuance of Supplemental Bid Bulletin</i>	<i>18 May 2022</i>	<i>PhilGEPS website, PCOO website, and at any conspicuous place reserved for this purpose in the premises of PCOO</i>

<i>Deadline of Submission and Receipt of Bids</i>	<i>25 May 2022 08:00AM</i>	<i>Via Zoom Video Conferencing</i>
<i>Opening of Bids</i>	<i>25 May 2022 10:00AM</i>	<i>Via Zoom Video Conferencing</i>

11. 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 consolidated Legal and Technical documents. Said PDF file shall be assigned the file name, “*PCOO Bidding No. 2022-PCOO-I-113*; (Name of Bidder); Legal and Technical Documents.” There should be one (1) unique password for this PDF file;
- d) The password-protected PDF file in the Second Envelope shall contain the scanned original copy of the consolidated financial documents. Said PDF file shall be assigned the file name “*PCOO Bidding No. 2022-PCOO-I-113* (Name of Bidder); Financial Documents.” There should be one (1) unique password for this PDF file; 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.

12. Upon the award of contract, five percent (5%) 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 one (1) year after acceptance of the delivered supplies. The said amount shall only be released after the lapse of the warranty period. 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.
13. 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.

For further information, please refer to:

**ATTY. MARK WAYNE E. EUBANK**  
Head, Bids and Awards Committee  
Office of the Bids and Awards Committee Secretariat  
7th Floor, Times Plaza  
United Nations Ave., Ermita,  
City of Manila  
Phone No.: +63 917 7178213  
E-mail Address: [bac1@pco.gov.ph](mailto:bac1@pco.gov.ph)  
Website: [pcoo.gov.ph](http://pcoo.gov.ph)

14. You may visit the following websites:

For downloading of Bidding Documents: <https://pcoo.gov.ph/procurement/>  
<https://www.philgeps.gov.ph/>

For online bid submission: [bac1@pco.gov.ph](mailto:bac1@pco.gov.ph)

Issued on **04 May 2022**

(Original signed)  
**USEC. OMAR V. ROMERO**  
Chairperson  
Bids and Awards Committee

**CERTIFICATION**

<p>The Schedule of Requirements and Technical Specifications are in conformity with the requirements of the end-user unit, and are consistent/compatible with the detailed engineering and architectural design of the GCA:</p>	<p>This Procurement Project is covered by the Annual Procurement Plan:</p>
<p style="text-align: center;">(Original signed) <b>ATTY. ANNA FARINAH B. MINDALANO</b> End-User Representative</p>	<p style="text-align: center;">(Original signed) <b>MA. ALMA A. FRANCISCO</b> Budget Officer V</p>

<p>Prepared by:</p> <p style="text-align: center;">(Original signed) <b>JAYSON C. ERQUIZA</b> BAC Secretariat Chief, Procurement Division</p>	<p>Reviewed and approved for release by:</p> <p style="text-align: center;">(Original signed) <b>ATTY. MARK WAYNE E. EUBANK</b> Head, BAC Secretariat Director for Procurement Management</p>
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