



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

FOR THE

**SUPPLY AND DELIVERY OF FURNITURE AND FIXTURES FOR THE VISAYAS
MEDIA HUB OF THE PRESIDENTIAL COMMUNICATIONS OFFICE
(Procurement/Contract No. 2023-PCO-123)**

1. The Presidential Communications Office (PCO), through the General Appropriations Act of 2023 intends to apply the sum of **Three Million Seventy-Five Thousand Nine Hundred Eighty Pesos (PHP 3,075,980.00)** being the ABC to payments under the contract for the project: **Supply and Delivery of Furniture and Fixtures for the Visayas Media Hub of the Presidential Communications Office (Procurement/Contract No. 2023-PCO-123)**.

Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

2. The PCO now invites bids for the above procurement project. Supply and Delivery of the Goods shall be in accordance with Section VI. Schedule of Requirements, and Section VII. 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).
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) No. 9184.

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 PCO BAC Secretariat and through the e-mail address given below and inspect the Bidding Documents posted at the PCO website.

5. A complete set of Bidding Documents, in digital copy, may be acquired by interested Bidders starting **01 December 2023** from the PCO 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 amount of **Five Thousand Pesos (PHP 5,000.00)**

The Procuring Entity shall allow the bidder to present its proof of payment for the fees by sending a clear scanned copy of the Official Receipt **on or before the deadline of submission of bids** to the PCO BAC Secretariat e-mail given below.

6. The PCO will hold a Pre-Bid Conference on **11 December 2023 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/gK8SYhuZKUiJ2SvL6>.

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 manual submission **on or before 26 December 2023 at 8:00AM**. in the manner compliant with the submission of eligibility documents for public bidding and in accordance with the above-mentioned PCO 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 **26 December 2023 at 10:00 AM** 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 manually and suppliers are hereby reminded, as follows:

Prospective bidders are requested to organize and submit their Bids electronically in accordance with the PCO-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, "PCO Bidding No. 2023-PCO-097x; (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 "PCO Bidding No. 2023-PCO-097x (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.

To facilitate the evaluation of documents, the bidder is encouraged to include a table of contents per PDF file, corresponding page numbers, and title pages before the actual document. For reference, the sample bidding documents may be downloaded via these links: [Technical Component Envelope \(1st Envelope\)](#); [Financial Component Envelope \(2nd Envelope\)](#).

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.

The PCO 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 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

MARY WILLEN DJ. RENOMERON

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United Nations Ave., Ermita,
City of Manila
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Website: pco.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents:

<https://pco.gov.ph/procurement/>

<https://www.philgeps.gov.ph/>

For online bid submission:

bac1@pco.gov.ph

Issued on **01 December 2023**

(Original signed)

ASEC. EUGENE HENRY C. RODRIGUEZ
Chairperson

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