



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

INVITATION FOR NEGOTIATION

**Supply and Delivery of Motor Vehicles for Presidential Communications Office
FY 2023 – Lot 2 (Second Round)
(Procurement/Contract No. 2023-PCO-040B-N-2)
(Negotiated Procurement)**

1. Pursuant to Section 53.1 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184, after two failed biddings, the Presidential Communications Office (PCO) through its Bids and Awards Committee (BAC) hereby invites legally, technically and financially capable PhilGEPS-registered suppliers to negotiate with for the project: **Supply and Delivery of Motor Vehicles for PCO FY 2023 – Lot 2 (Second Round)** (Procurement/Contract No. 2023-PCO-040B-N-2) (Negotiated Procurement) with an approved budget of **Three Million Three Hundred Fifty Thousand Six Hundred Forty Pesos (PHP3,350,640.00)**.
2. In compliance with GPPB Resolution No. 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 PCO BAC 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 procurement modality, during the pandemic.

In view of this, the procedure for the project shall be in accordance with PCO Amended Online Bidding Guidelines and the Bidder’s Kit, collectively attached hereto as Annex “A.” Also, GPPB forms and other bidding forms to be accomplished and submitted are herein attached as Annex “B.”

Interested suppliers are requested to organize and submit their documents (Checklist of Technical and Financial Documents attached hereto as Annex “C”) electronically in accordance with the PCO BAC Amended Online Guidelines and thus, 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-040B-N-2; (Name of Supplier); Legal and Technical Documents.” There should be one (1) unique password for each 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-040B-N-2; (Name of Bidder); Financial Documents.” There should be one (1) unique password for each PDF file; and

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- 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, suppliers are encouraged to include a table of contents per PDF file, corresponding page numbers, and title pages before the actual document. For reference, the sample format may be downloaded via these links:

- (Legal and Technical)
https://drive.google.com/file/d/19CfK3vnp_xrqI4lqQ8gBnxjD7yoRBs-c/view?usp=sharing
- (Financial)
<https://drive.google.com/file/d/147mY2wFDaVpKaUI3OF4JvnZy5MpcBDV9/view?usp=sharing>

3. The following activities for this project shall be observed:

- a) **Preliminary conference** will be held on **12 December 2023 at 10:00AM** through Zoom Video Conference, 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 must provide complete information in the Google Forms which may be accessed through this link:
<https://forms.gle/kumGGVMiNbJQMZiQ9>.

Suppliers are encouraged to discuss any concerns or clarifications about the technical specifications in the said conference.

- b) **Submission** of Legal and Technical Documents (First Envelope) and Financial Documents (Second Envelope) is on or before **14 December 2023 at 08:00AM** to the PCO BAC Secretariat at bac1@pco.gov.ph. **Failure to submit the First and Second envelopes on or before the deadline shall disqualify the supplier from further participating in the procurement project.**
- c) **Preliminary examination** of the First Envelope containing the Legal and Technical documents shall commence at on **14 November 2023 at 11:00AM** through a video conference via Zoom.
- d) After the preliminary examination of the Legal and Technical Documents in the First Envelope, the suppliers with incomplete or defective documents will be required to submit corresponding completed or corrected documents as additional documents to the PCO BAC Secretariat no later than **19 December 2023 at 08:00AM**.

The supplier is required to submit only the completed or corrected document/s under the Legal and Technical Documents in a password-protected PDF file as mandated by the BAC and only the same shall be accepted.

In case the supplier fails to submit any or all of the documentary requirements in a password-protected PDF file, 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.

Thereafter, the additional documents will be evaluated on **19 December 2023 at 01:00PM** through a Zoom Video Conference to determine if the defects in the eligibility documents have been remedied or completed. Only the suppliers determined to have completed the Legal and Technical Documents shall be declared as "PASSED" and the Second Envelope containing their Financial Documents shall be opened and evaluated accordingly.

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Should there be no need for the submission of completed or corrected documents, the opening and evaluation of the Second Envelope shall also be done on **19 December 2023** after the First Envelope is opened and evaluated.

4. In the event that there is a need to relax or modify the documentary requirements, the BAC reserves the right to ensure the responsiveness to the requirements of the Procuring Entity.

For the supporting documents of the Statement of the Single Largest Completed Contract (SLCC), Official Receipt, Certificate of Acceptance, Sales Invoice, or any alternative document establishing the existence of the contract for the SLCC will be accepted.

5. The Technical Specifications of this procurement project is attached hereto as Annex "D" and series.
6. Upon the award of contract, one percent (1%) 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 and installed 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.
7. Interested suppliers may obtain further information from the BAC Secretariat through email at bac1@pco.gov.ph or contact information as indicated below, during office hours between 08:00AM to 05:00PM, excluding holidays:

MARY WILLEN DJ. RENOMERON

Head, Bids and Awards Committee Secretariat
Presidential Communications Operations Office
7th Floor Times Plaza Building, United Nations Avenue
Ermita, City of Manila, Philippines
Phone No.: (02) 8734-5968
E-mail: bac1@pco.gov.ph
Website: <https://pco.gov.ph>

Issued on **07 December 2023**

Original Signed
ASEC. EUGENE HENRY C. RODRIGUEZ
Chairperson
Bids and Awards Committee