



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

INVITATION FOR NEGOTIATION

FOR THE

1. The Presidential Communications Office through using a single-year for a duration of Framework Agreement, through the 2024 General Appropriations Act intends to apply the sum of **Eleven Million Pesos (PHP 11,000,000.00)** being the ABC to payments under the contract for each lot for the project: **Procurement of Meals for the Nationwide CommUNITY Campus Caravans of the Presidential Communications Office (PCO) [Procurement/Contract No. 2024-PCO-036-3N]**. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.
2. The Presidential Communications Office now invites bids for **Procurement of Meals for the Nationwide CommUNITY Campus Caravans of the Presidential Communications Office (PCO) [Procurement/Contract No. 2024-PCO-036-3N]**. Delivery of the Goods is required within 1 Year after issuance of a Call-Off or any date determined by the PE. Bidders should have completed, within 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. The procedure for the project shall be in accordance with PCO Amended Hybrid Procurement Set Up Guideline and the Bidder's Guide, as well as the GPPB forms and other bidding forms to be accomplished and submitted, collectively attached in the QR Code Provided below:



4. Interested suppliers are requested to organize and submit their documents (Checklist of Technical and Financial Documents attached hereto as Annex "C")

either physical or electronically in accordance with the PCO BAC for Hybrid Procurement Set Up Guidelines and thus, hereby reminded, as follows:

For Physical Submission:

- a) Bidders shall enclose their original eligibility and technical documents in one sealed envelope marked "ORIGINAL – LEGAL AND TECHNICAL COMPONENT", and the original of their financial component in another sealed envelope marked "ORIGINAL – FINANCIAL COMPONENT", sealing them all in one outer envelope marked "ORIGINAL BID – NAME OF BIDDER. The envelopes must be sealed with a tape and marked with a unique and determinate signature.
- b) Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as - COPY NO. ____ - LEGAL AND TECHNICAL COMPONENT for the legal and technical document and - COPY NO. ____ – FINANCIAL COMPONENT for financial document, sealed in an outer envelope as - COPY NO. ____ - NAME OF BIDDER, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

Bidders must provide two (2) extra copies. The original and the number of copies of the Bid shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s. This means that three properly marked envelopes must be submitted before the prescribed deadline. i.e original documents and two extra copies

For Electronic submission

- 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; (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.

(Procurement/Contract No.); (Name of Bidder); Financial Documents.”
There should be one (1) unique password for each 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, 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 viewed via these QR Code or the clickable link below:

- Legal and Technical

https://drive.google.com/file/d/19CfK3vnp_xrql4lqQ8gBnxjD7yoRBs-c/view?usp=drive_link



- Financial

https://drive.google.com/file/d/147mY2wFDaVpKaUI3OF4JvnZy5MpcBDV9/view?usp=drive_link



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

Preliminary conference will be held on **18 July 2024** 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.

Submission of Legal and Technical Documents (First Envelope) and Financial Documents (Second Envelope) is on or before **23 July 2024** 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.

Preliminary examination of the First Envelope containing the Legal and Technical documents shall commence at on **23 July 2024** at **10:00AM** through a video conference via Zoom.

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 **25 July 2024** 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 **25 July 2024** at **10:00AM** 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.

6. 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 **25 July 2024** after the First Envelope is opened and evaluated.

7. 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.

8. The Technical Specifications of this procurement project is attached hereto as Annex "D" and series.
9. 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.
10. 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:
11. 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.

For further information, please refer to:

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BIDS AND AWARDS COMMITTEE SECRETARIAT
Office of the Bids and Awards Committee Secretariat
2nd Floor New Executive Building
J.P Laurel St. V. Brgy 646
San Miguel Manila, Metro Manila
Phone No.: (02) 8734-7420 (209)
E-mail Address: bac1@pco.gov.ph
Website: pco.gov.ph

You may visit the following:

For downloading of Bidding Documents:
<https://pco.gov.ph/procurement/>

For online bid submission:
bac1@pco.gov.ph

Issued on **12 July 2024**

Original Signed
ASEC. VICTOR EMMANUEL G. LANSANG
Chairperson
Bids and Awards Committee