

BIDDING FOR THE RENTAL OF SIX (6) MONOCHROME AND TEN (10) COLOR MULTI-FUNCTION COPY MACHINES FOR 2017

BID BULLETIN NO. PM 2017-001

This bid bulletin clarifies queries raised during the Pre-Bid Conference for the **Bidding for the Rental of Six (6) Monochrome and Ten (10) Color Multi-Function Copy Machines for 2017** held last 03 May 2017, and other matters relative to the bidding.

1. Queries/Questions by Prospective Bidders

Issues Raised	Clarification/s
Whether a certification from BIR can be submitted as substitute for the Tax Clearance while such Tax Clearance is still being processed.	Please submit a Sworn Statement from BIR that the application for Tax Clearance is being processed, including a certified copy of the receipt of payment for said Tax Clearance application.

2. Other Clarifications from the BAC

- a. The Schedule of Delivery is June 16, 2017.
- b. The bidder should be registered with PHILGEPS, otherwise the bidder will be rated failed in the submission of the Certificate of Registration, which shall result in declaring them as "ineligible".
- c. The bid documents can be accessed in the PHILGEPS and BCDA Websites. A copy of the approved Terms of Reference (TOR) is attached hereto for a more detailed reference in the bid proposal preparation. *Please disregard the stated period covered by the Contract in item no. 1 of the TOR; the amended period would be June 16, 2017 – June 15, 2018.*
- d. The bid bulletin shall be posted in PHILGEPS and BCDA websites on 12 May 2017. However, only those who purchased the bidding documents are entitled to directly receive a copy of the Bid Bulletin by email.
- e. The bidders have to purchase the bid documents before they are allowed to submit their bids. They can still purchase the document until the day of submission.
- f. The computation of the bid security shall be based on the Approved Budget for the Contract (ABC) depending on the form to be selected by the prospective bidder.
- g. The bidder may submit a notarized Bid Securing Declaration in lieu of other forms of bid security. It is important to note, however, that although the Bid Securing Declaration does not

require cash, its enforcement shall include automatic blacklisting and payment of certain fines in the event that the bidder violates any of the conditions set forth in the bidding documents.

- h. The bid should not be more than the ABC, otherwise the bidder will be disqualified.
- i. NFCC Computation should be based on the audited Financial Statements for the year 2015 or 2016 whichever is available, using the computation provided in paragraph 5.5 of the Instruction to Bidders.
- j. The bidders are requested to use tabs in compiling their bid documents for quick and easy identification and verification.

3. Reminders from the BAC

- a. BCDA adheres to the "No-Contact Rule". All clarifications should be made in writing and addressed to the BAC-G Secretariat. Deadline of Clarification is at 5pm on 08 May 2017.
- b. Visiting or calling the members of the BAC, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.
- c. Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.
- d. **The deadline for the submission of bids for the Bidding for the Rental of Six (6) Monochrome and Ten (10) Color Multi-Function Copy Machines for 2017 is on May 19, 2017 at 1:00 PM** at the BCDA Central Receiving and Releasing Area (CRRA) located at the 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue Bonifacio Global City, Taguig City. The computer system clock at the CRRA that is set to Philippine Standard Time (PhST) shall be used as reference in determining the time for the submission of bids. Hence, participating bidders are advised to synchronize their timepieces with the said computer system clock. **Late bids or those submitted after 1:00 PM of 19 May 2017 shall not be accepted.**
- e. The prospective bidders whose registration with PhilGEPS is under Platinum membership shall only submit their PhilGEPS Certificate of Registration. If the prospective bidder has not yet upgraded to Platinum membership, it shall submit the following class "A" documents:
 - i. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives
 - ii. Valid Mayor's/Business permit
 - iii. Valid Tax clearance per E.O. 398, 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
 - iv. Audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
- f. Bidders may submit their eligibility documents a day before the deadline for submission to avoid the possibility of being late for submission.


- g. **Bid opening shall be on May 19, 2017 at 2:00 PM** at the BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City. Bids will be opened in the presence of the Bidders. However, the Bidders' attendance during the Opening of Bids is not compulsory but it is advised for bidders to send their representative to assist the BAC and answer clarifications, if any.
- h. Each and every page of the Bid Form must be appropriately signed by the bidders or the bidder's authorized representative. The authorization should also be attached. Failure to do so shall be a ground for the rejection of the Bid.
- i. The BAC expects the bidders to exercise due diligence in going through the bidding documents to be able to prepare their bids intelligently.
- j. The following documents are required to be NOTARIZED:
 - i. Omnibus Sworn Statement
 - ii. Bidder's Representative Authorization (as provided in Paragraph 2 of the Omnibus Sworn Statement)
 - iii. Bid Securing Declaration
- k. BCDA reserves the right to waive minor defects in forms and requirement as long as they do not affect the genuineness and authenticity of the documents submitted.
- l. BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Please be reminded that all queries after the release of this Bid Bulletin will not be entertained.

All provisions, conditions and statements in the bidding documents inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

Issued on 12 May 2017.

BIDS AND AWARDS COMMITTEE FOR GOODS



AILEEN ANUNCIACION R. ZOSA
Chairperson