

Section I.

Invitation to Bid

Procurement of Event Management Services for the Conduct of the BCDA Stakeholders' Appreciation Night

1. The BASES CONVERSION AND DEVELOPMENT AUTHORITY (hereinafter referred to as BCDA), through its 2023 Corporate Operating Budget, intends to apply the amount of Pesos: **FIVE MILLION and 00/100 (Php5,000,000.00), inclusive of VAT and all other applicable government taxes, fees, and charges**, being the Approved Budget for the Contract (ABC) to payments under the contract for the bidding of **Event Management Services for the Conduct of the BCDA Stakeholders' Appreciation Night** at the Bonifacio Technology Center (BTC).

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

2. BCDA now invites bids for the **Procurement of Event Management Services for the Conduct of the BCDA Stakeholders' Appreciation Night**. Delivery of the Goods is required within four (4) months from the receipt of Notice to Proceed (NTP). Bidders should have completed, within five (5) years prior to 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 shall be conducted through competitive bidding procedure using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is limited to duly licensed Filipino citizens/sole proprietorships; partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines; corporations duly organized under the laws of the Philippines with at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines; or citizens, corporations, or associations of a country, the laws or regulations of which grant similar rights or privileges to Filipino citizens pursuant to Republic Act (RA) No. 5183.

4. Prospective Bidders may obtain further information from BCDA and inspect the Bidding Documents at the address given below during business hours from **8:00 AM – 5:00 PM** and/or at the BCDA website (<https://bcda.gov.ph/bids>).
5. A complete set of the Bidding Documents may be acquired by interested Bidders from the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City, starting **16 November 2023 (Thursday) up to 15 December 2023 (Friday) from 8:00 AM to 5:00 PM** except Saturdays, Sundays and Holidays, upon payment of an applicable fee for the bidding documents, pursuant to the latest Guidelines issued by the GPPB.

The cost of bidding documents is **Php 5,000.00**

The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in cash, manager's check, or via online fund transfer to BCDA Account.*

The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of BCDA (www.bcda.gov.ph). Only bidders who purchased the Bidding Documents will be allowed to submit bids.

6. BCDA shall hold a Pre-Bid Conference on **28 November 2023 (Monday) at 10:00 AM** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City simultaneously via face-to-face and online through Zoom platform, which shall be open to prospective bidders. To be able to **join the online Pre-bid Conference**, a written request shall be made/e-mailed to the Bids and Awards Committee (BAC-G) Secretariat by the prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City on or before **9:00 AM, 15 December 2023 (Friday)**.
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 **15 December 2023 (Friday) at 10:00 AM** on the same address given above. Bids will be opened in the presence of the bidders' representatives who choose to attend. Late bids shall not be accepted.
10. The Pre-bid Conference and the Opening of Bids are hybrid events. Prospective bidders may choose to attend online via zoom or in person at the BTC Office.

For those attending in person, the following guidelines must be followed:

- Attendees to the Pre-bid Conference and Opening of Bids will be required to follow the BCDA Health Protocols; and
 - Observers/representatives who show signs of COVID-19 related symptoms are not allowed to enter the BCDA premises.
11. BCDA reserves the right to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.
 12. BCDA reserves the right to accept or reject any bid, to annul or cancel the bidding process, to declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.



For more information, please refer to:
BAC-G Secretariat
8575-1781, bacgsecretariat@bcda.gov.ph

You may visit the website below for downloading Bidding Documents:
<https://www.bcda.gov.ph/bids>

BIDS AND AWARDS COMMITTEE FOR GOODS

By:



RICHARD BRIAN M. CEPE
Chairperson

Uncontrolled when printed or emailed

