



**MINUTES OF THE MEETING**

**Title/Description:**

Pre-Bid Conference for the Procurement of Supply of Materials as Tokens for the Census-Coordinating Board (CCB) Members for the 2024 Census of Population-Community-Based Monitoring System (2024 POPCEN-CBMS) Second Posting PB NO. 2024-03

Date:	Time Started:	Time Adjourned:	Venue
23 August 2024	9:22 AM	10:15 AM	Via online (Google Meet)

**Meeting President:**

Jose B. Tuason, Jr., CPA – Chairperson, ROBAC

**Meeting Attended by:**

1. Sarah B. Balagbis – Vice-Chairperson, ROBAC
2. Jocelyn G. Padayhag – Member, ROBAC
3. Neil Lester A. Gimeno – Member, ROBAC
4. Aldemar A. Lagarbe – Member, TWG
5. Micah Joy C. Adante-Oppus – Member, TWG
6. Apple Sweet S. Cempron – Member, TWG
7. Jucris S. Emano – Member, TWG
8. Genelyn B. Laspobres – Head, BAC Secretariat
9. Margie Mae L. Pino – Member, BAC Secretariat
10. Kristine Khaye J. Cartilla – Member, BAC Secretariat
11. Jayvee Cedric A. Agnes – Member, BAC Secretariat
12. Joy E. Llido – Member, BAC Secretariat
13. April Nicolette T. Eduria – Member, BAC Secretariat
14. Brenda Lynn M. Castro – Provisional Member (End-User)

**Prospective Bidders:**

1. Jovelle Pelonio – Manager, Footprints Award Centrum
2. Almar M. Alabat – Sales Admin, Marcommmax Enterprises
3. Ely Avecilla – Proprietor, Avecilla Trading
4. John P. Baes – OIC, PL Ink Supply & Printing Station

**Absent from meeting:**

1. Cristine T. Gallopin – Member, ROBAC
2. Jessie C. Luperte – Head, TWG
3. Elaine Claire D. Alalong – Member, TWG
4. COA Representative

ITEMS	TOPIC/DISCUSSION/ACTION
Call to Order Roll Call	<p>The Pre-Bid Conference for the Procurement of Supply of Materials as Tokens for the Census-Coordinating Board (CCB) Members for the 2024 Census of Population-Community-Based Monitoring System (2024 POPCEN-CBMS) Second Posting PB No. 2024-03 was conducted via online, through Google Meet. Upon declaration of a quorum the Chairperson, Mr. Jose B. Tuason, Jr., called the meeting to order at 9:26 AM of 23 August 2024.</p> <p>The Chairperson acknowledged the presence of the prospective bidders.</p>



<b>HIGHLIGHTS OF THE MEETING</b>	
<b>Invitation to Bid</b>	<p>Mr. Jose B. Tuason, Jr., the ROBAC Chairperson, presented the Invitation to Bid.</p> <p>He highlighted the Deadline of Submission of Bids be on 04 September 2024 at 12 NN and the Opening of Bids will be conducted on the same day, 04 September 2024 at 1:30 PM. He reminded the prospective bidders that late bids shall not be accepted. The bidders have the option to participate onsite (maximum of two representatives) or through virtual mode through Google Meet with the meeting link provided in the attached PowerPoint slide (slide #3).</p>
<b>Procurement Timetable</b>	<p>Mr. Tuason presented the procurement timetable as reference for the prospective bidders in their production timeline to meet with the required delivery schedule. <i>(slide #3 of the attached PowerPoint presentation).</i></p>
<b>Scope of Bid</b>	<p>The procurement project has three (3) lots with ABCs presented in Slide 4 of the attached PowerPoint presentation.</p>
<b>Eligibility Criteria</b>	<p>Mr. Tuason reminded the prospective bidders on the eligibility criteria. Where he gives emphasis on the SLCC, that the Bidder shall have an SLCC within the last three (3) years, that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC. He also mentioned that the NFCC must be sufficient for all the lots or items participated in by the prospective Bidder (equal to the ABC of all the lots to with placed bid). <i>(slide #5-6 of the attached PowerPoint presentation)</i></p>
<b>Technical and Financial Documents</b>	<p>Mr. Tuason also reminded the prospective bidders that the Bid Document includes a checklist of the technical and financial documents (Section VIII) as a reference for the prospective bidders. In addition, he mentioned that the templates for some of these documents (e.g. Omnibus Sworn Statement (revised)), Price Schedule for Goods offered from within the Philippines, Price Schedule for Goods offered from Abroad, Bid Form for the Procurement of Goods, and Bid Securing Declaration) are available at the GPPB website, <a href="https://www.gppb.gov.ph/downloadables.php">https://www.gppb.gov.ph/downloadables.php</a>.</p> <p>Mr. Tuason reminded the prospective bidders on the Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid to follow the prescribed template in the submission of the technical component of the bid. He also reminded them to follow the prescribed template and that supporting documents such as Notice of Award or Purchase Order are required as attachment to this statement.</p> <p>On the Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid. This refers to the largest contract among the completed projects from the earliest project which is <b>04 September 2021</b>. He also emphasized to follow the prescribed template and that supporting documents such as End User Acceptance or Official Receipt or Sales Invoice is required as attachment to this statement.</p> <p>Mr. Tuason also emphasized that the Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in Bid Data Sheet under ITB Clause No. 14.1. The Bid and bid security shall be valid until <b>02 January 2025</b> from the date of opening of bids. Any Bid not accompanied by an acceptable form of bid security shall be rejected by the Procuring Entity as non-responsive.</p> <p>He also pointed out that compliance to the technical specifications must be properly accomplished with "Comply" or "Not Comply" statement to each of the specifications. The statement of compliance maybe supported by evidence in the Bidder's Bid and cross-referenced to that evidence. The Statement of Compliance must be duly signed by the authorized representative (in all pages). Incomplete signature will render the statement of compliance with the Technical Specifications invalid.</p> <p>Mr. Tuason mentioned that a template for NFCC computation is provided in Section IX of the Bid Document for adoption of the prospective bidders. Reminding the prospective bidders that the entries in the NFCC computation shall be consistent with the Audited FS and the Statement of All Ongoing Projects. In addition, that the Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the</p>

	<p>preceding calendar year which should not be earlier than two (2) years (earliest audited FS: year 2021) from the date of bid submission.</p> <p>All documents enumerated that form part of the Technical Bid shall be enclosed in <b>one envelope</b> and duly marked as <b>“TECHNICAL COMPONENT”</b>. The prospective bidders were also reminded to completely accomplish the prescribed forms in Section IX of the Bid Document by leaving no field blank. Specify the quantities either by dash (-) or zero (0). They were reminded to correctly accomplish the forms ensuring accuracy and consistency of information provided.</p> <p>Mr. Tuason pointed out that all pages of the Financial Bid, including the price schedule, must be duly signed by the Proprietor or its authorized representative, accompanied with a written authority. Financial bid forms must be prepared and sealed separately per lot.</p> <p>Moreover, there was also a reminder that there should be no blank fields. If no price is indicated, the same shall be considered as non-responsive and will be automatically disqualified. Specify if it is offered for free by indicating dash (-) or zero (0).</p> <p>(See slides 7-12 of the PowerPoint presentation)</p>
<p><b>Further instructions to bidders</b></p>	<p>Mr. Tuason reminded the prospective bidders that each Bidder shall submit one envelope containing two sub-envelopes bearing the original copies of the first and second components of its Bid. The sub-envelopes must also be duly marked <b>“TECHNICAL BID PROPOSAL”</b> and <b>“FINANCIAL BID PROPOSAL”</b>.</p> <p>The Financial Bid Proposal sub-envelope must contain separately sealed (could be in a white envelope) financial bid forms and must duly marked as <b>“BID FORM FOR &lt;Lot No. of the participated lot&gt;.”</b></p> <p>Partial bid is allowed. Bidders may submit a proposal on any of the lots, and evaluation will be undertaken on a per lot or item basis, as the case maybe.</p> <p>Mr. Tuason also announced that subcontracting is not allowed.</p> <p>Payment of the Bid Document can be made at the procuring entity’s physical address or via fund transfer. Details of the receiving account is presented in Slide 14 of the PowerPoint presentation and the schedule of fees in Slide 15 of the attached PowerPoint presentation.</p> <p>Prospective bidders were reminded that they shall present its proof of payment for the bid document fee before participating in the bidding process. For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.</p> <p>The requirements for the post qualification process were also presented as follows:</p> <ol style="list-style-type: none"> <li>a. Latest Annual Income Tax Return with BIR stamp receipt or through eFPS;</li> <li>b. Original Copies of NOA or PO for ongoing contracts;</li> <li>c. Original Copy of End User's Acceptance or Official Receipt(s) or Sales Invoice of the SLCC; and</li> <li>d. Sample of each customized item.</li> </ol> <p>Mr. Tuason also mentioned that templates are provided for adoption by the prospective bidders in Section IX of the Bid Document, for easy reference and to facilitate fast evaluation by the ROBAC.</p> <p>Refer to slides 13-17 of the attached documents for the full set of instructions.</p>
<p><b>Conditions of the Contract</b></p>	<p>Mr. Tuason stated that the posting of performance security shall be within ten (10) calendar days from receipt of the Notice of Award by the Bidder but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184, which states that the amount of the performance bond is equivalent to five percent (5%) of the contract price in the form of cash or cashier’s/manager’s check issued by a</p>

	<p>universal or commercial bank; Five percent (5%) in the form of bank draft/guarantee or irrevocable letter of credit issued by a universal or commercial bank, provided that it shall be confirmed or authenticated by a local bank, if issued by a foreign bank; or thirty percent (30%) of the contract price if in the form of surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security, and in no case later than the signing of the contract. <i>(slide #20 of the attached PowerPoint presentation)</i></p> <p>Mr. Tuason also mentioned that the supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> <li>➤ replacement of the defective Goods, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>➤ courier services for returned defective items.</li> </ul> <p>Mr. Tuason also announced that the Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Mr. Tuason also emphasized that the packaging must be clearly marked on at least four (4) sides as follows:</p> <table border="1" data-bbox="337 867 1495 1258"> <tr> <td>Name of the Procuring Entity: Philippine Statistics Authority – X</td> </tr> <tr> <td>Name of the Supplier: _____</td> </tr> <tr> <td>Contract Description: <i>Supply of Materials as Tokens for CCB Members for the 2024 POPCEN-CBMS</i> <b>(provide name of item/s and province to which the items are allocated (e.g. Tote Bag PSA-Lanao del Norte)</b></td> </tr> <tr> <td>Final Destination: PSA RSSO X Cagayan de Oro City</td> </tr> <tr> <td>Gross weight:</td> </tr> <tr> <td>Any special lifting instructions:</td> </tr> <tr> <td>Any special handling instructions:</td> </tr> <tr> <td>Name of the Procuring Entity: Philippine Statistics Authority – X</td> </tr> </table> <p>Mr. Tuason also emphasized that partial payment is not allowed. The full payment shall be processed within (30) days after the complete delivery of goods.</p>	Name of the Procuring Entity: Philippine Statistics Authority – X	Name of the Supplier: _____	Contract Description: <i>Supply of Materials as Tokens for CCB Members for the 2024 POPCEN-CBMS</i> <b>(provide name of item/s and province to which the items are allocated (e.g. Tote Bag PSA-Lanao del Norte)</b>	Final Destination: PSA RSSO X Cagayan de Oro City	Gross weight:	Any special lifting instructions:	Any special handling instructions:	Name of the Procuring Entity: Philippine Statistics Authority – X
Name of the Procuring Entity: Philippine Statistics Authority – X									
Name of the Supplier: _____									
Contract Description: <i>Supply of Materials as Tokens for CCB Members for the 2024 POPCEN-CBMS</i> <b>(provide name of item/s and province to which the items are allocated (e.g. Tote Bag PSA-Lanao del Norte)</b>									
Final Destination: PSA RSSO X Cagayan de Oro City									
Gross weight:									
Any special lifting instructions:									
Any special handling instructions:									
Name of the Procuring Entity: Philippine Statistics Authority – X									
<p><b>Schedule of Requirements</b></p>	<p>Mr. Tuason mentioned that the goods shall be delivered to Limketkai Module-2 BPO and Cyberpark Bldg. Rosario Crescent, Limketkai Center Brgy 31, Cagayan de Oro City within twenty-seven (27) calendar days upon issuance of Notice to Proceed. Actual delivery must not fall on a weekend or holiday. The delivered items must be bundled/segregated by province.</p>								
<p><b>Technical Specifications</b></p>	<p>The technical specifications were discussed by Mr. Tuason with corresponding specific requirements and that all should be met or the supplier could offer higher than the stated specifications. See slides 28-30.</p>								
<p><b>Clarifications raised and Agreements</b></p>	<p>Mr. Tuason together with the ROBAC members discussed the following as per clarifications raised by the prospective bidders:</p> <table border="1" data-bbox="337 1731 1485 2070"> <thead> <tr> <th>Category</th> <th>Clarifications Raised</th> <th>Agreements/Responses</th> </tr> </thead> <tbody> <tr> <td>Checklist of Technical and Financial Documents</td> <td> <p><i>Checklist vs Bid Document</i></p> <ul style="list-style-type: none"> <li>➤ A point of clarification was raised asking for confirmation if the Checklist and Bid Document already contains the same statement regarding the Audited Financial Statement (AFS) and the working days.</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>➤ Ms. Brenda Lynn M. Castro pointed out that what should prevail is the statements indicated in page 38 of the Bid Document.</li> </ul> </td> </tr> </tbody> </table>	Category	Clarifications Raised	Agreements/Responses	Checklist of Technical and Financial Documents	<p><i>Checklist vs Bid Document</i></p> <ul style="list-style-type: none"> <li>➤ A point of clarification was raised asking for confirmation if the Checklist and Bid Document already contains the same statement regarding the Audited Financial Statement (AFS) and the working days.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ms. Brenda Lynn M. Castro pointed out that what should prevail is the statements indicated in page 38 of the Bid Document.</li> </ul>		
Category	Clarifications Raised	Agreements/Responses							
Checklist of Technical and Financial Documents	<p><i>Checklist vs Bid Document</i></p> <ul style="list-style-type: none"> <li>➤ A point of clarification was raised asking for confirmation if the Checklist and Bid Document already contains the same statement regarding the Audited Financial Statement (AFS) and the working days.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ms. Brenda Lynn M. Castro pointed out that what should prevail is the statements indicated in page 38 of the Bid Document.</li> </ul>							

	<p>Bid Data Sheet</p>	<p><i>Notebook and Foldable Fan as tokens</i></p> <ul style="list-style-type: none"> <li>➤ An issue was raised asking clarification whether Notebook and Foldable Fan as tokens are considered as customized materials.</li> <li>➤ Additional concern was raised asking clarification if is it necessary for the samples to be submitted during the Opening of Bids.</li> <li>➤ A follow up question was raised asking if is it okay to submit a similar or the nearest color especially for the Foldable Fans.</li> </ul>	<ul style="list-style-type: none"> <li>➤ It was highlighted by Ms. Brenda Lynn M. Castro that Notebook and Foldable Fan as tokens are considered as customization.</li> <li>➤ Ms. Brenda Lynn M. Castro said that the presentation of sample is only required during the Post Qualification and is not a requirement during the Opening of Bids.</li> <li>➤ The ROBAC members agreed to consider the challenges in getting the exact color for the Foldable Fan and asked the prospective bidders to offer a color and send it to the official email for the said procurement project. The procuring entity will then send a supplemental bid bulletin regarding the offered colors.</li> </ul>
	<p>Bid Securing Declaration</p>	<ul style="list-style-type: none"> <li>➤ A point of clarification was also raised asking if the submission of bid securing declaration should be separate for every lot.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Mr. Neil Lester A. Gimeno answered "Yes, per lot."</li> </ul>
	<p>Single Largest Completed Contract</p>	<ul style="list-style-type: none"> <li>➤ An issue was raised asking if the SLCC is per lot.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ms. Brenda Lynn M. Castro explained that the Procuring Entity does not require the SLCC to be per lot and that the prospective bidders just need to make sure the contract price is 50% enough to cover the ABC. What was required to be separate per lot is the bid security.</li> </ul>


The ROBAC members reiterated that everyone is okay with the color of the notebook, the only concern is just the color of the foldable fan. When everyone agreed and no questions and further clarifications were raised, the pre-bid conference then adjourned at 10:15 AM.

Prepared by:



**JAYVEE CEDRIC A. AGNES**  
 ROBAC Secretariat Member

Reviewed by:



**GENELYN B. LASPOBRES**  
*ROBAC Secretariat Head*

Approved by:



**JOSE B. TUASON, JR., CPA**  
*ROBAC Chairperson & Presiding Officer*



# **Supply of Materials as Tokens for the Census-CBMS Coordinating Board (CCB) Members for the 2024 Census of Population- Community-Based Monitoring System (2024 POPCEN-CBMS)**

PB No. 2024-03

Pre-bid Conference  
PSA X Conference Room  
23 August 2024



# Outline

- Procurement Timetable
- Scope of Bid
- Eligibility Criteria
- Technical Component of the Bid
- Bid Security
- Financial Component of the Bid
- Sealing and Marking of Bid
- Bid Evaluation
- Subcontracting Terms
- Clarification and Amendment of Bid
- Bid Payment and Bid Document Fee
- Post Qualification
- Signing of the Contract
- Form Templates
- Conditions of the Contract
- Schedule of Requirements
- Technical Specifications



## Procurement Timetable

Activity	Schedule
Pre-bid Conference	23 August 2024, 9:00 AM <a href="https://meet.google.com/tgp-qnkp-kez">https://meet.google.com/tgp-qnkp-kez</a>
Deadline of Submission of Bids	04 September 2024, 12 NN
Opening of Bids	04 September 2024, 1:30 PM <a href="https://meet.google.com/tgp-qnkp-kez">https://meet.google.com/tgp-qnkp-kez</a>
Bid Evaluation	04-05 September 2024
Post-Qualification	09 September 2024
Recommending Award / NOA	10 September 2024
Contract Preparation and Signing	11-12 September 2024
Issuance of Notice to Proceed	13 September 2024
Delivery Deadline	10 October 2024

# Scope of Bid

Lot	Description	ABC
1	Customized Notebook	Seven hundred eleven thousand pesos only (PhP711,000.00)
2	Customized Foldable Fan with Pouch	Two hundred eighty-four thousand four hundred pesos only (PhP284,400.00)
3	Customized Tote Bag	Five hundred seventy-two thousand five hundred pesos only (PhP572,500.00)
<b>Sum of ABC of all Lots</b>		One million five hundred sixty-seven thousand nine hundred pesos only (PhP 1,567,900.00)

# Eligibility Criteria

- Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- Bidders should have completed, within the **last three (3) years** from the date of submission and receipt of bids, a contract similar to the Project (**earliest project: 04 September 2021**). *Contract similar to the project is supply and delivery of customized materials (e.g. tokens)*
- The Bidder shall have an SLCC within the last three (3) years, that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at **least fifty percent (50%) of the ABC**.

# Eligibility Criteria

- The NFCC must be sufficient for all the lots or items participated in by the prospective Bidder (**equal to the ABC of all the lots to with placed bid**).
- For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items with placed bid.
- The bidders shall comply with the submission of the eligibility documents as stated under Section 23.4.1 of the 2016 IRR of RA 9184.

# Technical Component of the Bid

a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

b. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; *(follow prescribed template and supporting documents such as NOA or PO are required)*

and

c. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period (earliest project: 04 September 2021) as provided in the Bidding Documents *(follow prescribed template and supporting documents such as End User Acceptance or Official Receipt or Sales Invoice are required)*; and

TÜVNORD

TÜV NORD Philippines Inc.

ISO 9001

tuv-nord.com/ph

Certificate No. PHP  
QMS 24 93 0203-030

## Technical Component of the Bid

d. Original copy of Bid Security (**separate for each lot**). If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

Or

Original copy of Notarized Bid Securing Declaration; and

e. Conformity with the Technical Specifications (**accomplished Section VII, each page must be signed**), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and

f. Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder; and

TÜVNORD

TÜV NORD Philippines Inc.

ISO 9001

tuv-nord.com/ph

Certificate No. PHP  
QMS 24 93 0203-030

## Technical Component of the Bid

g. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) with attached Audited Financial Statement (AFS) (*values in the computation must be consistent with the audited FS*)

or a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

- All documents that form part of the Technical bid shall be enclosed in one envelope and duly marked as **“TECHNICAL COMPONENT”**.

# Bid Security

➤ The Bidder shall submit a Bid Securing Declaration (*template is provided in the Section IX of the Bid Document*) or any form of Bid Security in the amount indicated in Bid Data Sheet under ITB Clause No. 14.1.

a. if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;

Lot No.	Description	Bid Security in Pesos (2%)
1	Customized Notebook	Fourteen thousand two hundred twenty pesos (PhP14,220.00)
2	Customized Foldable Fan with Pouch	Five thousand six hundred eighty-eight pesos (PhP5,688.00)
3	Customized Tote bag	Eleven thousand four hundred fifty pesos (PhP 11,450.00)



Certificate No. PHP  
QMS 24 93 0203-030



# Bid Security

b. if bid security is in Surety Bond.

Lot No.	Description	Bid Security in Pesos (5%)
1	Customized Notebook	Thirty-five thousand five hundred fifty pesos (PhP35,550.00)
2	Customized Foldable Fan with Pouch	Fourteen thousand two hundred twenty pesos (PhP14,220.00)
3	Customized Tote bag	Twenty-eight thousand six hundred twenty-five pesos (PhP28,625.00)

- The Bid and bid security shall be valid until 02 January 2025 from the date of opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive

# Financial Component of the Bid

- a. Original of duly signed and accomplished Financial Bid Form; and
- b. Original of duly signed and accomplished Price Schedule(s)

- **All pages** of the Financial Bid Form, including the price schedule, must be **duly signed** by the Proprietor or its authorized representative, **accompanied with a written authority.**
- Financial bid forms must be prepared and sealed separately per lot.
- There should be no blank fields. If no price is indicated, the same shall be considered as **non-responsive** and **will be automatically disqualified. Specify if it is offered for free by indicating dash (-) or zero (0).**
- All documents that form part of the Financial bid shall be enclosed in one envelope and duly marked as “FINANCIAL COMPONENT”.

# Sealing and Marking of Bids

- Each Bidder shall submit one envelope containing two sub-envelopes bearing the original copies of the first and second components of its Bid. The sub-envelopes must also be duly marked “TECHNICAL BID PROPOSAL” and “FINANCIAL BID PROPOSAL”.
- The Financial Bid Proposal sub-envelope must contain separately sealed (could be in a white envelope) financial bid forms and must duly marked as “BID FORM FOR <Lot No. of the participated lot>.”

# Bid Evaluation

- Partial bid is allowed. Bidders may submit a proposal on any of the lots, and evaluation will be undertaken on a per lot or item basis, as the case maybe.
- The Procuring ROBAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. In case of clarifications of the submitted bid, the ROBAC, through the Secretariat, will ask the bidder in **writing**. All responses to clarification shall be in writing.

# Clarification and Amendment of Bid Document

- Clarifications must be in writing and received at the PE's address or via email, at least ten (10) calendar days before the deadline set for the submission and receipt of bids.

## Subcontracts

- Subcontracting is not allowed.

## Bid Payment

- Payment for Bid Documents can be made at PE's given address or via Bank Transfer to the following account:  
Account Name: PSA Trust Fund  
Account Number: 2412 1028 11  
Account Branch: Velez Branch
- In case of bank transfer, notify the PE by sending a copy of the Bank Transfer Form.

## Bid Document Fee

<b>ABC</b>	<b>Price of Bidding Documents (in PhP)</b>
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00

# Post-Qualification

- Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the ROBAC that it submitted the Lowest Calculated Bid, the following requirements will be submitted/presented but not limited to the ff:
  - a) **Latest Annual Income Tax Return with BIR stamp receipt or through eFPS;**
  - b) **Original Copies of NOA or PO for ongoing contracts;**
  - c) **Original Copy of End User's Acceptance or Official Receipt(s) or Sales Invoice of the SLCC;**
  - d) **Sample of each customized item.**

# Signing of the Contract

- The winning bidder shall post the required Performance Security and enter into contract with the Procuring Entity within ten (10) calendar days from receipt of the Notice of Award.

However, requests the winning bidder to submit the signed contract as soon as possible and not wait for the allotted 10 days, considering the tight timetable of this procurement project.



# Form Templates

- NFCC Computation with attached Audited Financial Statement (AFS)  
*(values in the computation must be consistent with the audited FS)*
- Omnibus Sworn Statement
- Bid Securing Declaration Form
- Price Schedule for Goods Offered from within the Philippines
- Bid Form for the Procurement of Goods
- List of all Ongoing Government and Private Contracts Including Contracts awarded but not yet started
- Statement of Single Largest Completed Contract (SLCC)

*Provided in Section IX of the Bid Documents.*

➤ All these forms can be downloaded from <https://tinyurl.com/GPPBForms>



Certificate No. PHP  
QMS 24 93 0203-030

# Performance Security

- Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the form:
  - Cash or cashier's/manager's check issued by a Universal or Commercial Bank.
  - Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
  - Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.

## Delivery

- Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).
- Procuring Entity's Representative at the Project Site is:  
***Mr. Mark Louis D. Sajulan, designated supply and property inspector of PSA X.***

Note:  
Request for extension of delivery dates, after award, may not be granted.

## Incidental Services

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:

- a. replacement of the defective Goods, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. courier services for returned defective items.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.



## Packaging

The outer packaging must be clearly marked on at least four (4) sides as follows:

*Name of the Procuring Entity: Philippine Statistics Authority – X*

*Name of the Supplier: \_\_\_\_\_*

*Contract Description: Supply of Materials as Tokens for CCB Members for the 2024 POPCEN-CBMS (provide name of item/s and province to which the items are allocated (e.g. Tote Bag PSA-Lanao del Norte))*

*Final Destination: PSA RSSO X Cagayan de Oro City*

*Gross weight:*

*Any special lifting instructions:*

*Any special handling instructions:*

*Name of the Procuring Entity: Philippine Statistics Authority – X*



Certificate No. PHP  
QMS 24 93 0203-030



# Advance Payment and Terms of Payment

- Partial payment is not allowed. Full payment will be made within 30 days after the complete delivery of goods.



Certificate No. PHP  
QMS 24 93 0203-030



# Schedule of Requirements



Lot Number	Description	Quantity	Total (in PhP)	Delivered, Weeks/Months
<b>1</b>	<b>Customized Notebook</b>	<b>2,370 Pieces</b>	711,000.00	<p>Delivery within twenty-seven (27) calendar days upon issuance of Notice to Proceed.</p> <p>Actual delivery must not fall on a weekend or holiday.</p> <p>The delivered items must be bundled/segregated by province.</p>
	PSA RSSO X	250		
	PSA Bukidnon	500		
	PSA Camiguin	160		
	PSA Lanao del Norte	500		
	PSA Misamis Occidental	400		
	PSA Misamis Oriental	560		



Certificate No. PHP  
 QMS 24 93 0203-030



# Schedule of Requirements



Lot Number	Description	Quantity	Total (in PhP)	Delivered, Weeks/Months
<b>2</b>	<b>Customized Foldable Fan with Pouch</b>	<b>2,370 Pieces</b>	284,400.00	<p>Delivery within twenty-seven (27) calendar days upon issuance of Notice to Proceed.</p> <p>Actual delivery must not fall on a weekend or holiday.</p> <p>The delivered items must be bundled/segregated by province.</p>
	PSA RSSO X	250		
	PSA Bukidnon	500		
	PSA Camiguin	160		
	PSA Lanao del Norte	500		
	PSA Misamis Occidental	400		
	PSA Misamis Oriental	560		



Certificate No. PHP  
 QMS 24 93 0203-030





## Schedule of Requirements



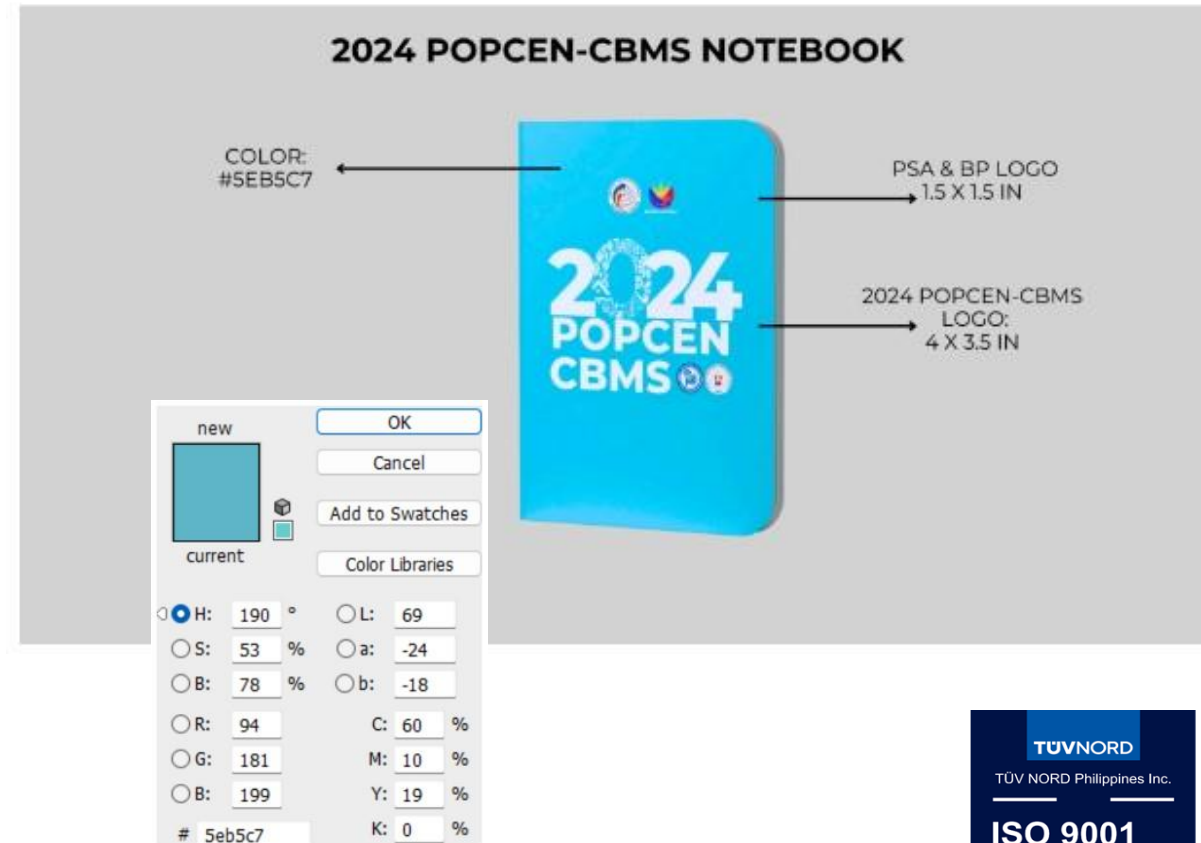
Lot Number	Description	Quantity	Total (in PhP)	Delivered, Weeks/Months
<b>3</b>	<b>Customized Tote Bag</b>	<b>2,290 Pieces</b>	572,500.00	<p>Delivery within twenty-seven (27) calendar days upon issuance of Notice to Proceed.</p> <p>Actual delivery must not fall on a weekend or holiday.</p> <p>The delivered items must be bundled/segregated by province.</p>
	PSA RSSO X	170		
	PSA Bukidnon	500		
	PSA Camiguin	160		
	PSA Lanao del Norte	500		
	PSA Misamis Occidental	400		
	PSA Misamis Oriental	560		



Certificate No. PHP  
 QMS 24 93 0203-030

## Lot 1: Customized Notebook

Specification
8.3x5.8 inches
80 sheets
Material: Paper
Padded cover
Color: Light Blue (#5EB5C7)
PSA & BP Logo: 1.5x1.5 inches
2024 POPCEN-CBMS Logo: 4x3.5 inches



Certificate No. PHP  
 QMS 24 93 0203-030

## Lot 2: Customized Foldable Fan with Pouch

### Specification

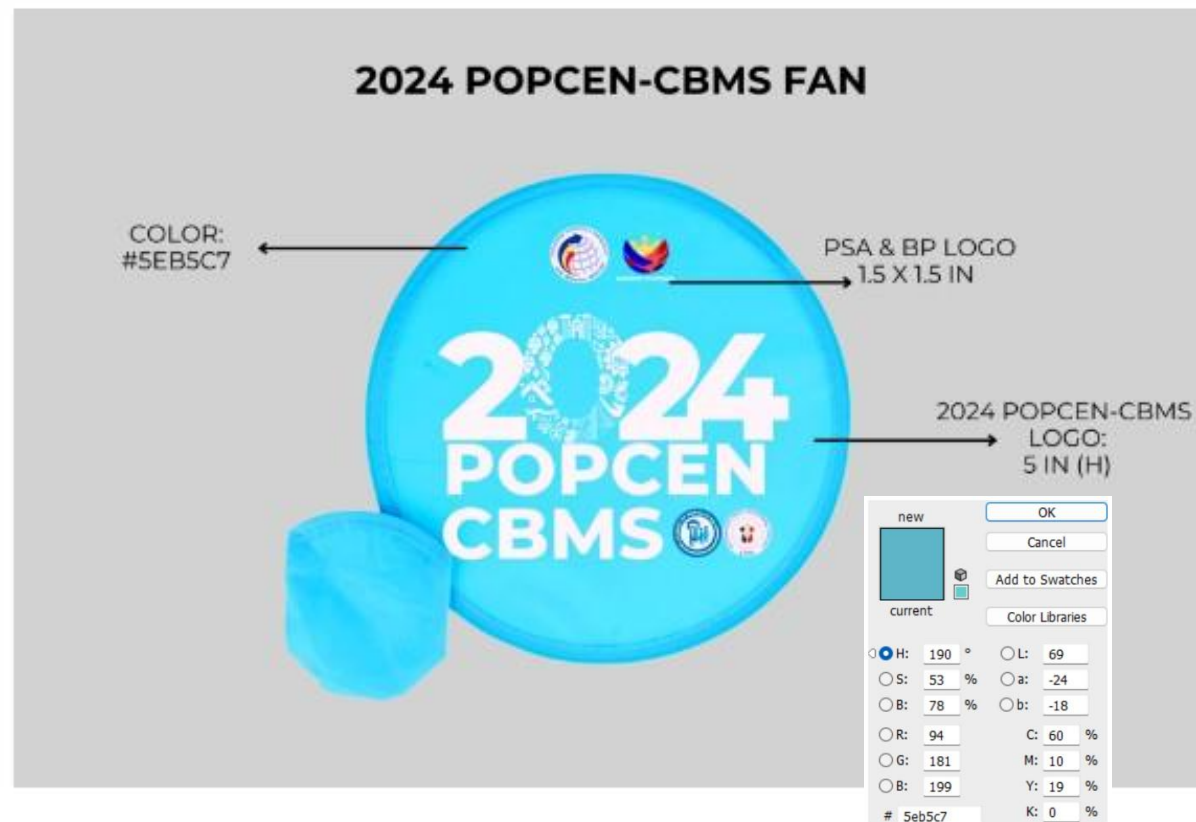
Material: Nylon

Color: Light Blue (#5EB5C7)

Size: 10” Diameter

PSA & BP Logo: 1.5x1.5 inches

2024 POPCEN-CBMS Logo: 5 inches (Height)



## Lot 3: Customized Tote Bag

### Specification

Tote Bag with Customized Print

With Expand Side Bottom

Material: Katsa

Color: White

Size: 13.4\*15\*3.9 inches

PSA & BP Logo: 2x2 inches

2024 POPCEN-CBMS Logo: 7 inches (Height)



Corrected Illustration

PSA & BP LOGO: 2 X 2 IN

2024 POPCEN-CBMS  
 LOGO: 7 IN (H)



Certificate No. PHP  
 QMS 24 93 0203-030

# Daghang Salamat.



<http://rso10.psa.gov.ph>



<https://twitter.com/psarssox>



<https://www.facebook.com/psagovphx>

TÜVNORD

TÜV NORD Philippines Inc.

ISO 9001

tuv-nord.com/ph

Certificate No. PHP  
QMS 24 93 0203-030