



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. 2024-02
Pre-bid Conference
PSA X Conference Room
19 July 2024



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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	19 July 2024, 1:30 PM https://meet.google.com/tgp-qnkp-kez
Deadline of Submission of Bids	01 August 2024, 12 NN
Opening of Bids	01 August 2024, 1:30 PM https://meet.google.com/tgp-qnkp-kez
Bid Evaluation	02-05 August 2024
Post-Qualification	08 August 2024
Recommending Award / NOA	09 August 2024
Contract Preparation and Signing	12-13 August 2024
Issuance of Notice to Proceed	14 August 2024
Delivery Deadline	03 September 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)
Sum of ABC of all Lots		One million five hundred sixty-seven thousand nine hundred pesos (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: 01 August 2021**). *Contract similar to the project is supply and delivery of customized materials (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 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: 01 August 2021) as provided in the Bidding Documents *(follow prescribed template and supporting documents such as End User Acceptance or Official Receipt or Salves Invoice are required)*; and

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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

g. 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 preceding calendar year which should not be earlier than two (2) years (**earliest audited FS: year 2021**) from the date of bid submission; and

Technical Component of the Bid

h. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); (*values in the computation must be consistent with the audited FS, computation template is provided in Section IX*)

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)



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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 29 November 2024 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



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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

ABC	Price of Bidding Documents (in PhP)
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) **Original Copy of PhilGEPS Platinum Certificate;**
 - b) **Latest Annual Income Tax Return with BIR stamp receipt or through eFPS;**
 - c) **Original Copies of NOA or PO for ongoing contracts;**
 - d) **Original Copy of End User's Acceptance or Official Receipt(s) or Sales Invoice of the SLCC;**
 - e) **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
- 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)
- Performance Securing Declaration Form

Provided in Section IX of the Bid Documents.

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

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.



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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



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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.



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Schedule of Requirements



Lot Number	Description	Quantity	Total (in PhP)	Delivered, Weeks/Months
1	Customized Notebook	2,370 Pieces	711,000.00	
	PSA RSSO X	250		Delivery within twenty (20) calendar days upon issuance of Notice to Proceed.
	PSA Bukidnon	500		
	PSA Camiguin	160		Actual delivery must not fall on a weekend or holiday.
	PSA Lanao del Norte	500		The delivered items must be bundled/segregated by province.
	PSA Misamis Occidental	400		
	PSA Misamis Oriental	560		



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Schedule of Requirements



Lot Number	Description	Quantity	Total (in PhP)	Delivered, Weeks/Months
2	Customized Foldable Fan with Pouch	2,370 Pieces	284,400.00	<p>Delivery within twenty (20) 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		



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Schedule of Requirements



Lot Number	Description	Quantity	Total (in PhP)	Delivered, Weeks/Months
3	Customized Tote Bag	2,290 Pieces	572,500.00	
	PSA RSSO X	170		Delivery within twenty (20) calendar days upon issuance of Notice to Proceed.
	PSA Bukidnon	500		
	PSA Camiguin	160		Actual delivery must not fall on a weekend or holiday.
	PSA Lanao del Norte	500		The delivered items must be bundled/segregated by province.
	PSA Misamis Occidental	400		
	PSA Misamis Oriental	560		



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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



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Lot 2: Customized Foldable Fan with Pouch

Specification

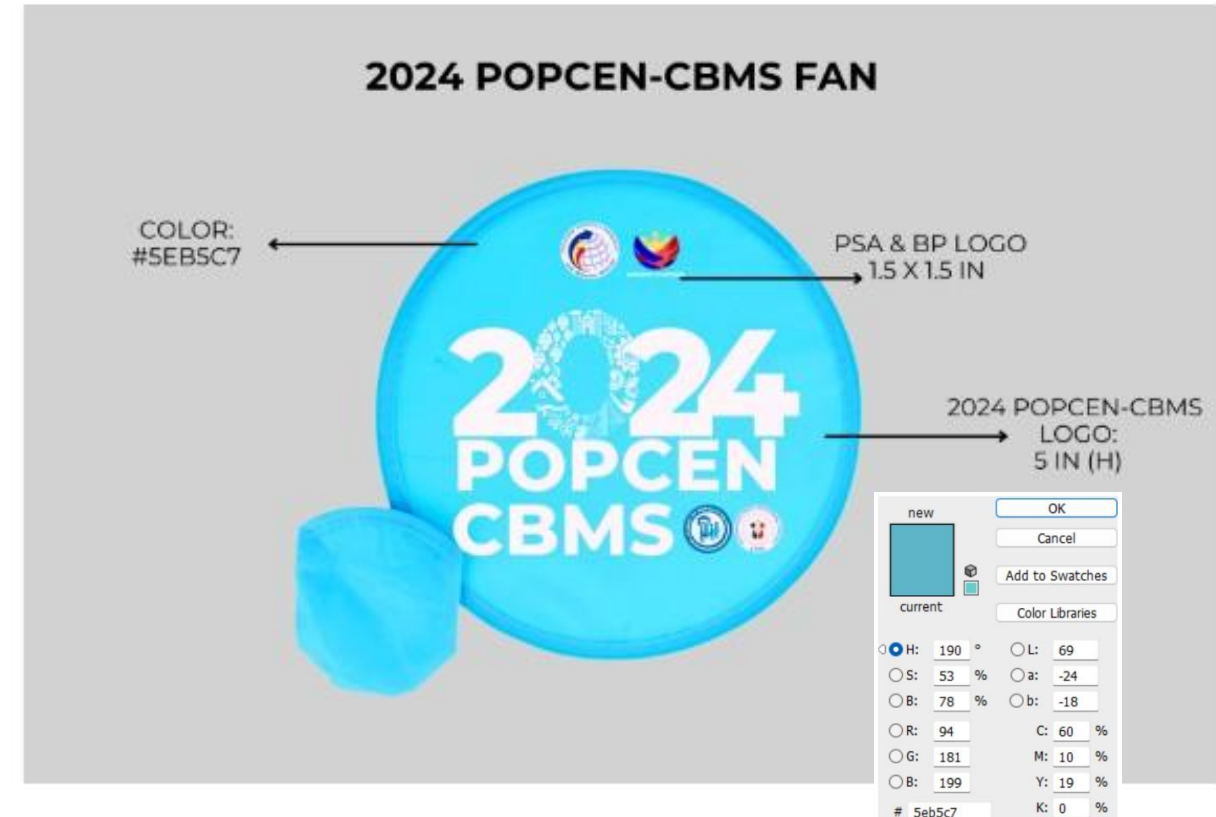
Material: Nylon

Color: Light Blue (#5EB5C7)

Size: 10” Diameter

PSA & BP Logo: 1.5x1.5 inches

2024 POPCEN-CBMS Logo: 5 inches (Height)



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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)



Daghang Salamat.



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