



**SECTION II:  
 INSTRUCTION TO BIDDERS**

**1. Scope of Bid**

- 1.1. The Procuring Entity, **NATIONAL CENTER FOR MENTAL HEALTH**, wishes to receive Bids for the **PUBLIC BIDDING FOR THE SUPPLY and DELIVERY OF OFFICE AND OTHER SUPPLIES (CARPENTRY, ELECTRICAL AND WELDING, PLUMBING, HOUSEKEEPING (SANITATION SUPPLIES), MISCELLANEOUS (GENERAL SUPPLIES-MMS), LINEN, ATS, IT SUPPLIES (ACCESSORIES) AND IT SUPPLIES (CONSUMABLES)) CY 2023**

The Procurement Project (referred to herein as "Project") is composed of:

CATEGORY	APPROVED BUDGET FOR THE CONTRACT (ABC)
<b>Public Bidding of Supply and Delivery CY 2023 For:</b>	
a. Carpentry Supplies (FNEMS)	<b>PHP 4,501,348.55</b>
b. Construction Supplies (PDS)	<b>5,933,105.00</b>
c. Electrical and Welding Supplies	<b>1,934,057.15</b>
d. Plumbing Supplies	<b>1,313,102.45</b>
e. Housekeeping Supplies	<b>13,942,214.00</b>
f. Miscellaneous and General Supplies	<b>10,693,090.00</b>
g. Linen Supplies	<b>5,834,980.80</b>
h. IHOMIS IT Supplies	<b>1,208,570.00</b>
i. ATS Supplies	<b>1,107,286.16</b>
j. IT Consumables	<b>1,974,810.00</b>
Total	<b>PHP 48,442,564.11</b>

the details of which are described in Section VII (Technical Specifications).

**2. Funding Information**

2.1 The GOP through the source of funding as indicated below for GAA 2023 in the amount of Php **48,442,564.11**

2.2 The source of funding is:

- a. NGA, the National Expenditure Program.

**3. Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or IB by the BAC through the issuance of a supplemental or bid bulletin.

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

**7 Subcontracts**

- Subcontracting is not allowed

**8 Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on **November 29, 2022 (Tuesday) – 9:00AM**, at **Pag-Asa Hall of the National Center for Mental Health** as indicated in paragraph 6 of the **IB**.

**9 Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such request must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

**10 Documents comprising the Bid: Eligibility and Technical Components**

- 10.1 The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2 The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the IB]* prior to the deadline for the submission and receipt of bids.
- 10.3 If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13 – 2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

**11 Documents comprising the Bid: Financial Component**

- 11.1 The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2 If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3 Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4 For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

**12 Bid Prices**

- 12.1 Prices indicated on the Price Schedule shall be entered separately in the following manner:
- 12.2 For Goods offered from within the Procuring Entity's country:
  - 12.2.1 The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);



- 12.2.2 The cost of all customs duties and sales and other taxes already paid or payable;
- 12.2.3 The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
- 12.2.4 The price of other (incidental) services, if any, listed in e.

12.3 For Goods offered from abroad:

- 12.3.1 Unless otherwise stated in the BDS, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the BDS. In quoting the prices, the Bidder shall be free to use transportation, through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
- 12.3.2 The price of other (incidental) services, if any, as listed in Section VII (Technical Specifications).

### **13 Bid and Payment Currencies**

13.1 For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2 Payment of the contract price shall be made in:

- a. Philippine Pesos.

### **14 Bid Security**

14.1 The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall not be less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2 The Bid and bid security shall be valid until *[120 calendars from the date of Submission and Opening of Bids]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15 Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus automatically disqualified.

### **16 Deadline for Submission of Bids**

16.1 The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

### **17 Opening and Preliminary Examination of Bids**

- 17.1 The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2 The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## 18 Domestic Preference

- 18.1 The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## 19 Detailed Evaluation and Comparison of Bids

- 19.1 The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "passed," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2 *Not applicable*

- 19.3 The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4 The Project shall be awarded as follows:

*[Select one, delete the other/s]*

Option 1 – One Project having several items shall be awarded as one contract.

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

- 19.5 Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots of items participated in by the prospective Bidder. 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 of items participated in by the prospective Bidder.

## 20 Post-Qualification

20.1 *[Include if Framework Agreement will be used:]*

- 20.2 Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that is submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## 21 Signing of the Contract

- 21.1 The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall from part of the Contract. Additional Contract documents are indicated in the **BDS**.