



NATIONAL COUNCIL ON DISABILITY AFFAIRS

NCDA Bldg., Isidora Street, Brgy. Holy Spirit, Quezon City
Metro Manila, 1127

Provision of
NCDA's National Disability Resource System
(Accessible E – Library)
for CY 2019

November 2019
ITB NO. _____

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Section I.
INVITATION TO BID

INVITATION TO BID
FOR THE PROVISION OF NCDA'S NATIONAL DISABILITY RESOURCE SYSTEM
(ACCESSIBLE E – LIBRARY) FOR CY 2019
Bid Reference No. _____
Approved Budget for the Contract : Php 2, 180,000.00

1. The NATIONAL COUNCIL ON DISABILITY AFFAIRS (NCDA), through its Bids and Awards Committee (BAC), General Appropriations Act for FY 2019, intends to apply the sum of **TWO MILLION ONE HUNDRED EIGHTY THOUSAND PESOS ONLY (PHP 2,180,000.00)** being the Approved Budget for the Contract (ABC) to payments for the Provision of NCDA's National Disability Resource System (Accessible E – Library) for CY 2019 (the "Project").
2. Bids received in excess of the ABC shall be automatically rejected at bid opening. Late bids shall not be accepted.
3. The NCDA, through its Bids and Awards Committee (BAC), now invites Philippine Government Electronic Procurement System (PhilGEPS) registered contractors to apply for eligibility and to bid for the Provision of NCDA's National Disability Resource System (Accessible E – Library) for CY 2019.
4. Prospective Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project which is equivalent to fifty percent (50%) of the ABC for the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
5. Bidding will be conducted through open competitive bidding procedures using a nondiscretionary "pass/fail" criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the "Government Procurement Reform Act".
6. Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA No. 9184.
7. Interested bidders may obtain further information from the BAC Secretariat and inspect the Bidding Documents at the address given below during office hours.
8. A complete set of Bidding Documents may be acquired by interested Bidders starting on November 14, 2019 at the Finance and Administrative Division, 2nd Floor, NCDA Building, Isidora St., Brgy. Holy Spirit, Quezon City and upon payment of a nonrefundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos Only (PhP5,000.00).

It may also be downloaded free of charge from the website of the PhilGEPS and the website of the NCDA, provided that the Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

9. Bids must be delivered to the BAC Secretariat, Finance and Administrative Division, 2nd Floor, NCDA Building, Isidora St., Brgy. Holy Spirit, Quezon City on or before

December 4, 2019, 2:00pm. The bidders shall drop their duly accomplished eligibility requirements, technical and financial proposals in two (2) separate envelopes in the bid box located at the abovementioned address. All the bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the Instructions to Bidders (ITB) Clause 18.

Bid opening shall be on the date indicated above at the Board Room, NCDABuilding, Isidora St., Brgy. Holy Spirit, Quezon City. Bids will be opened in the presence of the Bidders' representatives who choose to attend. "LATE BIDS SHALL NOT BE ACCEPTED"

10. The schedule of bidding activities is as follows:

BAC ACTIVITIES	SCHEDULE
Advertisement / Posting of Invitation to Bid / Request for Expression of Interest	November 12, 2019
Issuance and Availability of Bidding Documents	November 14, 2019
Pre-Bid Conference	November 21, 2019, 10AM
Deadline submission and Receipt of Bids	December 4, 2019, 2PM
Opening of Bid and Bid Evaluation	December 4, 2019, 2PM
Post Qualification	December 10, 2019
Approval of Resolution / Issuance of Notice of Award	December 13, 2019
Contract preparation & Signing	December 17, 2019
Approval of contract by higher authority	December 19, 2019
Issuance of Notice to Proceed	December 26, 2019

11. The NCDABuilding reserves the right to accept or reject any and all bids, 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. In instances, that may arise and not specifically mentioned herein, the NCDABuilding shall resolve bidding issues by resorting to and applying the pertinent provisions of RA 9184 and its Revised Implementing Rules and Regulations.

12. For further information, please refer to:

Ms. Madeline V. Hilario and Mr. Albert Villa, BAC Secretariats
 Finance and Administrative Divisions 2nd Floor NCDABuilding,
 Isidora St., Brgy. Holy Spirit, Quezon City
 Telefax No.: 951-5925 Email Address: supply.ncda@gmail.com

MYRLA P. SEDENIO
 NCDABuilding-BAC Vice - Chairperson