

***Section III.***  
***BID DATA SHEET***

## Bid Data Sheet

ITB Clause	
1.1	The PROCURING ENTITY is <b>National Council on Disability Affairs (NCDA)</b>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the General Appropriations Act in the amount of <b>ONE MILLION SIX HUNDRED TWENTY THOUSAND PESOS ONLY (PHP 1,620,000.00)</b></p> <p>The Name of the Project is <b>FOR THE PROVISION FOR THE PROCUREMENT OF THIRTY – SIX (36) DESKTOPS IN THE NATIONAL COUNCIL ON DISABILITY AFFAIRS FOR CY 2019</b></p>
3.1	No further instructions
5.1	Bidders should have been in the business with dealings similar to this Project for a period of at least three (3) years prior to the deadline of submission of bids.
5.2	None of the circumstances mentioned in the ITB Clause exists in this Project
5.4	<p>The Bidder must have completed, within the last three (3) years, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>Any of the following supporting documents should be attached:</p> <ol style="list-style-type: none"> <li>a. End-user's Acceptance or</li> <li>b. Certificate of Completion or</li> <li>c. Certificate of Satisfactory Performance</li> </ol>
5.5	<p>The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC of this Project:</p> $\text{NFCC} = [(\text{Current assets minus current liabilities}) (15)] \text{ minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract for this Project}$ <p>The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS).</p>
7	No further instructions
8.1	Subcontracting is not allowed

8.2	Not applicable
9.1	<p>The Pre-bidding Conference shall be held on November 21, 2019, 10AM at NCDA Board Room, Isidora Street Brgy. Holy Spirit, Quezon City. Prospective bidders can likewise may request for clarifications and/or inquiries in writing and shall be submitted to the Procuring Entity at the ff: address at least ten (10) days before the deadline for the submission of bids to:</p> <p style="text-align: center;">MS. MYRLA P. SEDENIO  VICE - CHAIRPERSON  Bids and Awards Committee  c/o BAC Secretariat  2/F NCDA Building  Telefax: 8951-59-25  E-mail: supply.ncda@gmail.com</p>
10.1	<p>The Procuring Entity's Address is:</p> <p>NATIONAL COUNCIL ON DISABILITY AFFAIRS  Isidora Street, Brgy. Holy Spirit, Quezon City</p> <p>Contact Person: MS. MADELINE HILARIO - ICOT &amp;  MR. ALBERTO VILLA  Bids and Awards Committee Secretariat  Telefax: 8951-59-25  E-mail: supply.ncda@gmail.com</p>
12.1(a)	<p>The following documentary requirements shall be submitted, in ORIGINAL COPY and COPY ONE (1), shall form part of the Eligibility Requirements and Technical Component Envelope (First Envelope):</p> <ul style="list-style-type: none"> <li>a. PhilGEPS Certificate of Registration and Membership</li> <li>b. A statement of all ongoing and completed government &amp; private contracts which shall include all such contracts within the last three (3) years prior to the deadline for the submission and receipt of bids.</li> <li>c. Statement of Completed Single Largest Contract of similar nature within the last three (3) years prior to the date of submission and receipt of bids, equivalent to at least fifty percent (50%) of the ABC of this project.</li> </ul> <p>Any of the following supporting documents must be attached:</p> <ul style="list-style-type: none"> <li>(1) Certificate of Completion or</li> <li>(2) End-user's Acceptance or</li> <li>(3) Certificate of Satisfactory Performance</li> </ul> <p>d. Completed and signed conformity to Schedule of Requirements</p>

	<ul style="list-style-type: none"> <li>e. Conformity to Technical Specifications, completed &amp; signed</li> <li>f. Proof of Authority of the designated representative/s for purposes of this bidding.</li> <li>h.1. Duly signed and notarized Special Power of Attorney (SPA) – For sole proprietorship if owner opts to designate representative/s; or</li> <li>h.2. Duly signed and notarized Secretary’s Certificate evidencing the authority of the designated representative/s issued by the corporation, cooperative or the members of the joint venture.</li> <li>i. Duly signed and notarized Omnibus Sworn Statements (See Annex IV);</li> <li>j. Certification that the Service Provider has at least three (3) years experience in the business with satisfactory performance from clients is required (Original &amp; Notarized)</li> <li>k. Certification that the Service Provider has taken under oath of its compliance with existing labor laws and standards (Original &amp; Notarized)</li> <li>l. Company Profile with Organizational Chart and Office Location Map;</li> <li>m. Bid Bulletin/s (if any)</li> </ul>									
13.1	<p>The following documentary requirements shall be submitted, in Original Copy and Copy One, and shall form part of the Financial Component Envelope (Second Envelope)</p> <ul style="list-style-type: none"> <li>a. Completed and signed Financial Bid Form</li> <li>b. Completed and signed Price Proposal Form. Must not exceed the total ABC, VAT Inclusive.</li> <li>c. Audited Financial Statement</li> <li>d. Duly signed NFCC computation, which must be at least equal to the ABC of this project;</li> <li>e. The bid security shall be limited to any of the following forms:</li> </ul> <table border="1" data-bbox="505 1809 1336 1988"> <thead> <tr> <th></th> <th>Form</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Cash, Cashier’s/Manager’s Check, Bank Draft/Guarantee, irrevocable Letter of Credit (2% of ABC)</td> <td>32,400.00</td> </tr> <tr> <td>B</td> <td>Bid Securing Declaration (See Annex III)</td> <td>N/A</td> </tr> </tbody> </table> <p>Note: The Cashier’s/Manager’s Check shall be issued in the name of NCDA MISCELLANEOUS TRUST ACCOUNT</p>		Form	Amount	A	Cash, Cashier’s/Manager’s Check, Bank Draft/Guarantee, irrevocable Letter of Credit (2% of ABC)	32,400.00	B	Bid Securing Declaration (See Annex III)	N/A
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B	Bid Securing Declaration (See Annex III)	N/A								
13.2	<p>The ABC is <b>ONE MILLION SIX HUNDRED TWENTY THOUSAND PESOS ONLY (PHP 1,620,000.00)</b></p>									
15.(a) (iii)	<p>No incidental services required.</p>									

15.(b)	Not Applicable.
16.1(b)	The Bid prices for Goods supplied from within the Philippines shall be quoted in Philippine Pesos
16.3	Payment of the contract shall be made in Philippine Pesos
17.1	Bids will be valid for One Hundred Twenty (120) Calendar Days from the date of opening of bids.
18.1	The bid security shall be limited to ANY of the following forms: <ol style="list-style-type: none"> <li>1. The amount of PhP 32,400.00 [2% of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>2. Bid Securing Declaration (See Annex III)</li> </ol>
18.2	The Bid Security shall be valid for One Hundred Twenty (120) calendar days.
18.5	The bid security may be forfeited for any of the causes specified in Clause 18.5 (a)(i-xii) and (b)(i-iii)  The following are the grounds for disqualification: <ol style="list-style-type: none"> <li>1. Submission of eligibility requirements containing false information or falsified documents.</li> <li>2. Submission of Bids that contain false information or falsified documents, or the concealment of such information in the Bids in order to influence the outcome of eligibility screening or any other stage of the public bidding.</li> <li>3. Allowing the use of one's name, or using the name of another for purposes of public bidding.</li> <li>4. Withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated Responsive Bid or Highest Rated Responsive Bid.</li> <li>5. Refusal to clarify or validate in writing its Bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification.</li> <li>6. Refusal or failure to post the required performance security within the prescribed time;</li> <li>7. Any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor.</li> <li>8. Failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or</li> <li>9. All other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting</li> </ol>

	late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
20.3	<p>Each Bidder shall submit the following in one (1) "mother" envelope duly sealed and labeled, containing two (2) sets of envelopes:</p> <p>First envelope containing two (2) sets of Eligibility and Technical documents duly sealed and marked as "Original Copy" and "Copy One."</p> <p>"ALL ORIGINAL GOVERNMENT ISSUED DOCUMENTS TO BE ATTACHED IN THE ELIGIBILITY AND TECHNICAL COMPONENT ENVELOPE ("ORIGINAL COPY") AS ORIGINAL COPY AND COPY ONE ("COPY ONE") MUST BE CERTIFIED AS TRUE COPY SIGNED IN BLUE INK, ON ALL PAGES THEREOF, BY THE BIDDER OR THE AUTHORIZED REPRESENTATIVE"</p> <p>IMPORTANT NOTE: ORIGINAL DOCUMENTS SHALL BE RETURNED RIGHT AFTER THE BID OPENING, IF NO MOTION FOR RECONSIDERATION IS TO BE FILED BY THE CONCERNED BIDDER.</p> <p>Second envelope containing two (2) sets of Financial Bid documents duly sealed and marked as "Original Copy" and "Copy One."</p> <p>"Copy One" of documents in the first and second envelopes must be certified as true copies of the original, signed in blue ink, on all pages thereof, by the bidder or the authorized representative.</p> <p>*** See Annex IV-A, IV-B &amp; IV-C  *** Non-conformity to Annex IV-A, IV-B and IV-C shall be a ground for disqualification.</p>
20.4	<p>All envelopes shall be labeled/marked as follows:</p> <p>TO : MS. MYRLA P. SEDENIO  VICE - CHAIRPERSON  BIDS &amp; AWARDS COMMITTEE  NCDA</p> <p>FROM : _____  (Name of bidder in capital letters)</p> <p>ADDRESS: _____  (Address of bidder in capital letters)</p> <p><b>PROJECT: FOR THE PROVISION FOR THE PROCUREMENT OF THIRTY – SIX (36) DESKTOPS IN THE NATIONAL COUNCIL ON DISABILITY AFFAIRS FOR CY 2019</b></p> <p>BID REFERENCE NO.: _____  ABC : Php 1,620,000.00</p>
21	<p>The Address for Submission of Bids is 2/F, NCDA Building, Isidora Street, Brgy. Holy Spirit, Quezon City</p> <p>The deadline for Submission of Bids is December 9, 2019 at 2:00 PM.</p>
24.1	The place of Bid opening is at NCDA Board Room, G/F NCDA Building, Isidora Street, Brgy Holy Spirit , Quezon City

	Date and time of Bid opening is December 9, 2019, 2PM.								
24.2	No further instructions.								
27.1	No further instructions.								
28.3	No further instructions.								
28.3(b)	Bid modification is not allowed.								
28.4	No further instructions.								
29.2(a)	<p>For Post-Qualification Purposes, only tax returns filed and taxes paid through the BIR Electronic Filing &amp; Payment System (EFPS) shall be accepted.</p> <p>Note: The latest income and business tax returns are those within the last two years preceding the date of bid submission</p> <p>A. Income Tax Return – Annual Tax Return 2017 and 2018</p> <p>B. Value Added Tax (VAT) Return – Annual VAT Return 2017 and 2018</p>								
32.(g)	No further instructions.								
33.2	<p>The winning bidder/contractor shall submit, within ten (10) calendar days from receipt of the Notice of Award (NOA), a Performance security in either of the following acceptable forms, denominated in Philippine Pesos and posted in favor of the Procuring Entity (NCDA Miscellaneous Trust Account) in amount equal to the percentage of the total contract price in accordance with the following schedule:</p> <table border="1" data-bbox="410 1348 1321 2123"> <thead> <tr> <th>Form of Performance Security</th> <th>Amount of Performance Security (Equal to Percentage of the Total Contract Price)</th> </tr> </thead> <tbody> <tr> <td>Cash or cashier's/manager's check issued by a universal or commercial bank</td> <td>Two percent (2%)</td> </tr> <tr> <td>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.</td> <td>Five percent (5%)</td> </tr> <tr> <td>Surety bond upon callable demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td>Thirty percent (30%)</td> </tr> </tbody> </table> <p>** Revised IRR, October 29, 2016 **</p>	Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)	Cash or cashier's/manager's check issued by a universal or commercial bank	Two percent (2%)	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.	Five percent (5%)	Surety bond upon callable demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
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