



NATIONAL COUNCIL ON DISABILITY AFFAIRS

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

Provision for the Procurement of
Thirty – Six (36) Desktop
in
National Council on Disability Affairs
for CY 2019

December 2019
ITB NO. 19-06-0243

TABLE OF CONTENTS

SECTION I.	INVITATION TO BID	3
SECTION II.	INSTRUCTIONS TO BIDDERS	6
SECTION III.	BID DATA SHEET	29
SECTION IV.	GENERAL CONDITIONS OF CONTRACT	36
SECTION V.	SPECIAL CONDITIONS OF CONTRACT	50
SECTION VI.	SCHEDULE OF REQUIREMENTS	56
SECTION VII.	TECHNICAL SPECIFICATIONS	58
SECTION VIII.	CHECKLIST OF TECHNICAL & FINANCIAL ENVELOPE REQUIREMENTS FOR BIDDERS	60
SECTION IX.	BIDDING FORMS	63

Section I.
INVITATION TO BID

**INVITATION TO BID
FOR THE PROVISION FOR THE PROCUREMENT OF THIRTY – SIX (36)
DESKTOP IN THE NATIONAL COUNCIL ON DISABILITY AFFAIRS
FOR CY 2019**

Bid Reference No. _____

Approved Budget for the Contract : Php 1,620,000.00

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 **ONE MILLION SIX HUNDRED TWENTY THOUSAND PESOS ONLY (PHP 1,620,000.00)** being the Approved Budget for the Contract (ABC) to payments for the provision for the **Procurement of Thirty – Six (36) Desktop in the National Council on Disability Affairs (NCDA) for CY 2019** (the "Project"). Thirty – six (36) desktops shall be procured.
2. Bids received in excess of the ABC shall be automatically rejected at bid opening.
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 procurement of thirty – six (36) desktop in the National Council on Disability Affairs (NCDA) for CY 2019.
4. 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 restricted to Filipino citizens, sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183 and subject to Commonwealth Act No. 138.
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 December 13, 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 (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, NCD A Building, Isidora St., Brgy. Holy Spirit, Quezon City on or before December 27, 2019, 12:00pm. 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, NCD A Building, 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	December 13, 2019
Issuance and Availability of Bidding Documents	December 13, 2019
Pre-Bid Conference	December 20, 2019, 10AM
Deadline submission and Receipt of Bids	December 27, 2019, 12:00PM
Opening of Bids and Bid Evaluation	December 27, 2019, 1:00PM
Post Qualification	January 6, 2019
Approval of Resolution / Issuance of Notice of Award	January 8, 2019
Contract preparation & Signing	January 13, 2019
Approval of contract by higher authority	January 15, 2019
Issuance of Notice to Proceed	January 17, 2019

11. The NCD A 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 NCD A 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 Hilario – Icot and Mr. Albert Villa, BAC Secretariats
 Finance and Administrative Divisions,
 2nd Floor NCD A Building, Isidora St., Brgy. Holy Spirit, Quezon City
 Telefax No.: 951-5925 Email Address: supply.ncda@gmail.com


MYRLA P. SEDENIO
 Acting Chairperson