

Section III.
BID DATA SHEET

Bid Data Sheet

ITB Clause	
1.1	The PROCURING ENTITY is National Council on Disability Affairs (NCDA)
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the General Appropriations Act for FY 2019 in the amount of ONE MILLION SIX HUNDRED TWENTY THOUSAND PESOS ONLY (PHP 1,620,000.00)</p> <p>The Name of the Project is FOR THE PROVISION FOR THE PROCUREMENT OF THIRTY – SIX (36) DESKTOPS IN THE NATIONAL COUNCIL ON DISABILITY AFFAIRS FOR CY 2019</p>
3	No further instructions
4	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	No further instructions
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"> a. End-user's Acceptance or b. Certificate of Completion or c. Certificate of Satisfactory Performance
5.5	No Further Instructions
6	No Further Instructions
7	No further instructions
8.1	Subcontracting is not allowed
8.2	Not applicable
9.1	<p>The Pre-Bid Conference shall be held on December 20, 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:</p> <p style="padding-left: 40px;">MS. MYRLA P. SEDENIO VICE - CHAIRPERSON Bids and Awards Committee c/o BAC Secretariat 2/F NCDA Building Telefax: 8951-59-25</p>

	E-mail: supply.ncda@gmail.com
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 & MR. ALBERTO VILLA Bids and Awards Committee Secretariat Telefax: 8951-59-25 E-mail: supply.ncda@gmail.com</p>
11	No Further Instructions
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> <p>Eligibility Documents:</p> <ol style="list-style-type: none"> 1. PhilGEPS Certificate of Registration and Membership 2. Registration Certificate from SEC/DTI/CDA 3. Valid and Current Mayor's / Business Permit or its Equivalent Documents 4. Tax Clearance 5. A statement of all ongoing government & private contracts, including contracts awarded but not yet started 6. 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. <p>Any of the following supporting documents must be attached:</p> <ol style="list-style-type: none"> (1) Certificate of Completion or (2) End-user's Acceptance or (3) Certificate of Satisfactory Performance <ol style="list-style-type: none"> 7. Proof of Authority of the designated representative/s for purposes of this bidding. <ol style="list-style-type: none"> a. Duly signed and notarized Special Power of Attorney (SPA) – For sole proprietorship if owner opts to designate representative/s; or b. 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. 8. Duly signed and notarized Omnibus Sworn Statements <ol style="list-style-type: none"> a. Statement of the prospective bidder that it is not "blacklisted" or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs, including non-inclusion in the Consolidated Blacklisting Report issued by the GPPB or CIAP b. Sworn affidavit of the bidder that it is not related to the head of procuring entity, members of the BAC, TWG and Secretariat and members of the PMO, and the designers of the project, by consanguinity or affinity up to the third civil degree

	<ul style="list-style-type: none"> c. Letter authorizing the BAC or its duly authorized representative/s to verify any or all of the documents submitted for eligibility check d. Certification under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction of the original, complete, and that all statements and information provided therein are true and correct <p>9. Certification that the Service Provider has at least three (3) years' experience in the business with satisfactory performance from clients is required (Original & Notarized)</p> <p>10. Certification that the Service Provider has taken under oath of its compliance with existing labor laws and standards (Original & Notarized)</p> <p>11. Company Profile with Organizational Chart and Office Location Map;</p> <p>12. If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful;</p>									
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"> a. Completed and signed Financial Bid Form b. Completed and signed Price Proposal Form. Must not exceed the total ABC, VAT Inclusive. c. Audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing among others the total assets and liabilities. d. Duly signed NFCC computation, which must be at least equal to the ABC of this project or CLC in accordance with ITB Clause 5.5; e. The bid security shall be limited to any of the following forms: <table border="1" data-bbox="505 1916 1336 2098"> <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</td> <td>N/A</td> </tr> </tbody> </table> <p>Note: The Cashier's/Manager's Check shall be issued in the name of National Council on Disability Affairs</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	N/A
	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	N/A								
13	No Further Instructions									

14	No Further Instructions
15	No Further Instructions
16	No Further Instructions
17	No Further Instructions
18	Payment of the contract price shall be made in Philippine Pesos.
19	No Further Instructions
20	Bids will be valid for One Hundred Twenty (120) Calendar Days from the date of opening of bids.
21	<p>The bid security shall be limited to ANY of the following forms:</p> <ol style="list-style-type: none"> 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; 2. Bid Securing Declaration
22	<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>
23	No Further Instructions
24	<p>The Address for Submission of Bids is 2/F, NCCA Building, Isidora Street, Brgy. Holy Spirit, Quezon City</p> <p>The deadline for Submission of Bids is December 27, 2019 at 12:00 PM.</p>
25	No Further Instructions

26	No Further Instructions
27	The place of Bid opening is at NCDCA Board Room, G/F NCDCA Building, Isidora Street, Brgy Holy Spirit , Quezon City Date and time of Bid opening is December 27, 2019, 1:00PM.
28	No Further Instructions
29	No Further Instructions
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41	No further instructions.
42	No further instructions.
	** Revised IRR, October 29, 2016 **