Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
A. GENERAL	
1. Scope of Bids	
1.1	The Procuring Entity is **PHILIPPINE ATMOSPHERIC, GEOPHYSICAL AND ASTRONOMICAL SERVICES ADMINISTRATION (PAGASA)**
1.2	The lot(s) and reference is/are: **"Supply, Delivery and Installation of Fortimail Software Update and Support for One Year" (P.R. No. 2022-11-0940 / IB No. 2022-042)**
2. Source of Funds	
2	The Funding Source is: The Government of the Philippines **2021 Continuing Appropriations (GAA)** the amount of **Php960,000.00.** The Name of the Project is **"Supply, Delivery and Installation of Fortimail Software Update and Support for One Year"**
***3.* Corrupt, Fraudulent, Collusive, and Coercive Practices.** *No further instructions.*	
4. Conflict of Interest. *No further instructions.*	
5. Eligible Bidders	
5.1	No further instructions.
5.2	Foreign bidders, except those falling under ITB Clause 5.2 (b), may not participate in this Project.
5.4	If Annex "A" of the PhilGEPS Platinum Certificate of Registration or any portion thereof is not updated, however, the updated document is already available to the Bidder, the same shall be submitted together with the PhilGEPS Platinum Certificate of Registration. Otherwise, it shall be submitted as a post-qualification requirement, in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184.
6. Bidder's Responsibilities	
6.1	No further instructions.
6.2	The **"NO CONTACT"** rule **applies only to those whose bids are being evaluated by the BAC after passing the preliminary examination until the issuance of Notice of Award**. All queries shall be submitted in writing and addressed to the BAC Chairperson.
6.3	The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. **Failure to furnish all information or documentation required in the Bidding Documents shall result in the rejection of the bid and the disqualification of the Bidder.**
7. Origin of Goods	
7.1	The preference for the origin of the goods indicated by the end-user for the Project in the Terms of Reference (TOR) / Technical Specification shall prevail.
8. Subcontracts	

8.1	Sub-contracting is not allowed.
8.2	Not applicable.
B. CONTENTS OF BIDDING DOCUMENTS	
9. Pre-Bid Conference	
9.1 (a)	The Procuring Entity will hold a pre-bid conference for this Project on **15 December 2022, 2:30 p.m. at the Amihan Conference Room, 2/F PAGASA Central Office Building, Science Garden Complex, BIR Road, Brgy. Central, Quezon City**. The venue and time for the Pre-bid Conference indicated above shall be subject to change for justifiable reason/s beyond the BAC's control. For an orderly and speedy discussion of the Bidders' questions on the technical and financial components of this Project to be bid, **Bidders shall be required to put all their queries officially in writing to be submitted to the BAC Secretariat and addressed to the BAC Chairperson** at the address indicated below.
9.1 (b)	Any changes in the schedule of Pre-bid Conference shall be announced through a Supplemental/Bid Bulletin (SBB) to be posted at the PhilGEPS and PAGASA websites.
10. *Clarification and Amendment of Bidding Documents*	
10.1	The Procuring Entity's address is: **PAGASA Science Garden Complex,** **BIR Road, Brgy. Central,** **Quezon City** For further information, please refer to: **MA. ANNALYN S. NOLASCO** Head, BAC Secretariat Trunkline: (02) 8284-0800 loc 321 Email address: **pagasa.bac@gmail.com** / **bac@pagasa.dost.gov.ph**
C. PREPARATION OF BIDS	
11. Language of Bids. *No further instructions.*	
12. Documents Comprising the Bid: Eligibility and Technical Components	
12.1	Please refer to attached Checklist of Eligibility and Technical Components.
12.1(a)	No further instructions.
12.1 (a)(i)	In case of recently expired Mayor's/Business Permit, the same shall be accepted; provided that, proof of renewal thereof, such as, Official Receipt or a Certification issued by the concerned LGU is attached; Provided further, that, the renewed permit shall be submitted as a post-qualification document in accordance with Section 34.2 of the IRR of RA 9184.
12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed (within the period as provided in the Invitation to Bid) prior to the deadline for the submission and receipt of bids.
12.1(b)(iii)	The notarization of any documentary requirement, if so required, shall comply with the **2004 Rules on Notarial Practice**. As such, prospective bidders or their duly authorized representative/s are required to indicate their competent evidence of identity in any document that needs notarization. The phrase **"competent evidence of identity**" shall refer to the identification of an individual based on any of the following: (i) identification documents issued by an official agency bearing the photograph and signature of the individual, *i.e.*, **passport, driver's license, PRC ID, SSS ID, GSIS e-card, NBI clearance Postal ID, Voter's ID, Tax Identification Number (TIN) issued by the BIR, Barangay certification, Philhealth card,**

	Senior Citizen's ID, OWWA ID, OFW ID, Alien Certificate of Registration/Immigration Certificate of Registration, and Government Office ID. **Community Tax Certificate or "cedula" shall not be considered as competent evidence of identity**.
13.Documents Comprising the Bid: Financial Component	
13.1 (a)	Please refer to attached Checklist of Eligibility and Technical Components.
13.2	The ABC is **Php960,000.00.** Any bid with a financial component exceeding this amount shall not be accepted.
14. Alternative Bids. *No further instructions.*	
15. Bid Prices	
15.1&2	Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified.
15.4(a)(i)	Prices indicated on the Price Schedule shall be entered separately in the following manner: (a) For Goods offered from within the Procuring Entity's country: (i) The price of the Goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable: (i.1) on the components and raw material used in the manufacturer or assembly of Goods quoted ex works or ex factory; or (i.2) on the previously imported Goods of foreign origin quoted ex warehouse, ex showroom, or off-the-shelf and any Procuring Entity country sales and other taxes which will be payable on the Goods if the contract is awarded.
15.4(a)(iv)	All incidental services required under the Project shall be borne by the bidder.
15.4 (b)(i)	No further instructions.
15.4(b)(ii)	All incidental services required under the Project shall be borne by the bidder.
16. Bid Currencies	
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Peso.
16.3	Not applicable.
17. Bid Validity	
17.1	Bids shall be valid within **120 c.d.** from the date of opening of bids.
18. Bid Security	
18.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: 1. The amount of not less than **Php19,200.00 or 2% of the ABC**, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than **Php48,000.00 or 5% of the ABC**, if bid security is in Surety Bond.
18.2	The bid security shall be valid **for 120 calendar days** from the date of opening of bids.
19. Format and Signing of Bids.	
19.1	Bidders shall submit the **three (3) copies of the technical and financial component of their bids** through their duly authorized representative/s using ONLY the prescribed bidding forms issued by PAGASA and submitted on or before the deadline specified in the **Invitation to Bid any amendment thereof**. The bids

	shall be contained in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements and the second shall contain the financial component of the bid under the **PAGASA Checklist of Requirements**.
19.4	The countersignature must appear at the lower right portion of each of the pages in the bidding documents submitted using any color of pen except BLACK. To determine the bidder's compliance to said specific requirement, the duplicate copies, i.e., Copy 1 & 2, must be the exact replica of the Original Copy submitted. Non-compliance of this requirement may be a ground for disqualification of the bidder.
20. Sealing and Marking of Bids	
20.1	Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12 in one sealed envelope and the original of their financial component in another sealed envelope with the following marking on each of the two envelopes:

_____
(Indicate above if "Original"
"Copy 1" or "Copy 2")

TECHNICAL COMPONENT

BID FOR THE

_____
IB No. _____

Company Name (in capital letters)
Company Address (in capital letter)

BONIFACIO G. PAJUELAS, Ph.D.
Chairperson
PAGASA BIDS AND AWARDS COMMITTEE
(PAGASA-BAC)
PAGASA Science Garden Complex, BIR Road, Brgy Central, Quezon City

DO NOT OPEN BEFORE _____
(Indicate the Date and Time of Opening of Bids)

_____
(Indicate above if "Original"
"Copy 1" or "Copy 2")

FINANCIAL COMPONENT

BID FOR THE

_____
IB No. _____

Company Name (in capital letters)
Company Address (in capital letter)

BONIFACIO G. PAJUELAS, Ph.D.
Chairperson
PAGASA BIDS AND AWARDS COMMITTEE
(PAGASA-BAC)
PAGASA Science Garden Complex, BIR Road, Brgy Central, Quezon City

DO NOT OPEN BEFORE _____
(Indicate the Date and Time of Opening of Bids)

	Non-compliance on the sealing and marking of Bids shall be a ground for rejection of the bidder's bid documents and outright disqualification.
20.3	Each Bidder shall submit **one (1) original** and **two (2) copies of the first and second components of its bid**.
D. SUBMISSION AND OPENING OF BIDS	
21. Deadline for Submission of Bids	
21	The address for submission of bids is: **BAC Office, PAGASA Compound -** if before date of deadline The deadline for submission of bids is on **27 December 2022, on or before 2:30 p.m.**, to be submitted at **Amihan Conference Room, 2/F PAGASA Central Office** *(subject to change).*
22. Late Bids	
	Reference for the time of submission and receipt of bids shall be the PAGASA Digital Clock located at the PAGASA Main Building's corridors.
23. Modification and Withdrawal of Bids. *No further instructions.*	
24. Opening and Preliminary Examination of Bids	
24.1	The place of bid opening is: **Amihan Conference Room, 2/F PAGASA Central Office** *(subject to change)*. The date and time of bid opening is: **27 December 2022 at 2:31 p.m.**
24.2	No further instructions.
24.3	No further instructions.
D. EVALUATION AND COMPARISON OF BIDS	
27. Domestic Preference.	
27.1	*No further instructions.*
28. DETAILED EVALUATION AND COMPARISON OF BIDS	
28.3(a)	No further instructions.
28.4	No further instructions.
29. POST QUALIFICATION	
29.2	No additional requirement.
32. SIGNING OF THE CONTRACT	
32.4(f)	Any additional documents deemed necessary to form part of the Contract shall be agreed upon by the winning bidder and PAGASA.

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