



Bid Data Sheet

ITB Clause	
GENERAL	
1. Scope of Bids	
1.1	<p>The Procuring Entity is <u>PHILIPPINE ATMOSPHERIC, GEOPHYSICAL AND ASTRONOMICAL SERVICES ADMINISTRATION (PAGASA)</u></p> <p>The name of the Contract is Provision of Quarterly Preventive Maintenance of PAGASA 5TR and 10TR Precision Air Conditioning Unit (PACU) 230V, 3 Phase, 60Hz located at 4th floor ICT room Central Office and 2nd floor server room 3rd floor Weather Forecasting room and Ground floor ICT room identification number of the Contract is <u>2021-002NP</u></p>
1.2	<p>The lot(s) and reference is/are:</p> <p>“Provision of Quarterly Preventive Maintenance of PAGASA 5TR and 10TR Precision Air Conditioning Unit (PACU) 230V, 3 Phase, 60Hz located at 4th floor ICT room Central Office and 2nd floor server room 3rd floor Weather Forecasting room and Ground floor ICT room” / PR No. 2020-02-0196 / 2021-002NP</p>
2. Source of Funds	
2	<p>The Funding Source is:</p> <p>The Government of the Philippines <u>Regular Fund 101</u> in the amount of <u>Php 600,000.00</u></p> <p>The Name of the Project is “Provision of Quarterly Preventive Maintenance of PAGASA 5TR and 10TR Precision Air Conditioning Unit (PACU) 230V, 3 Phase, 60Hz located at 4th floor ICT room Central Office and 2nd floor server room 3rd floor Weather Forecasting room and Ground floor ICT room”</p>
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	No further instructions.
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	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	Subcontracting is not allowed.
8.2	Not applicable.
CONTENTS OF BIDDING DOCUMENTS	
9. Pre-Bid Conference	
9.1	<p>The Procuring Entity will hold a pre-bid / negotiation conference for this Project on <u>24 March 2021, 1:00 p.m.</u> at <u>Amihan Conference Room, 2/F PAGASA Central Office Building, Science Garden Complex, BIR Road, Diliman, Quezon City</u> (subject to change).</p> <p>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.</p> <p>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.</p>
10. Clarification and Amendment of Bidding Documents	
10.1	<p>The Procuring Entity's address is:</p> <p>PAGASA Science Garden Complex, BIR Road, Diliman, Quezon City</p> <p>For further information, please refer to: REMIA D. PAULO Head, BAC Secretariat Telefax No. (02) 434-1882 Email address: pagasa_bac@yahoo.com</p>
PREPARATION OF BIDS	
11. Language of Bid. 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)(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.
13. Documents Comprising the Bid: Financial Component	
13.1	Please refer to attached Checklist of Eligibility and Technical Components.
13.2	The ABC is Php600,000.00 . Any bid with a financial component exceeding this amount shall not be accepted.
14. Alternative Bids. <i>No further instructions.</i>	
15. Bid Prices	
15.1&2	None compliance thereto shall be a ground for outright disqualification.
15.4(a)(i)	<p>Prices indicated on the Price Schedule shall be entered separately in the following manner:</p> <p>(a) For Goods offered from within the Procuring Entity's country:</p> <p>(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:</p> <p>(i.1) on the components and raw material used in the manufacture or assembly of Goods quoted ex works or ex factory; or</p> <p>(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.</p>
15.4(a)(iv)	No incidental services are required.
15.4 (b)	No incidental services are required.
15.4(b)(ii)	All incidental services required under the Project shall be borne by the winning 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 will be valid until 120 days 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:



	<ol style="list-style-type: none">1. The amount of not less than Php 12,000.00 (2% of the ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or2. The amount of not less than Php 30,000.00 (5% of the ABC), if bid security is in Surety Bond.
18.2	The bid security shall be valid until for 120 calendar days from the date of opening of bids.
19. Format and Signing of Bids.	
19.1	Bidders shall submit the three copies of the technical and financial component of their bids through their duly authorized representative using the appropriate forms to be found in the Sample Forms folder on or before the deadline specified in the Invitation to Bid . 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 under the PAGASA Checklist of Requirements , and the second shall contain the financial component of the bid.
19.4	<p>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.</p> <p>Non-compliance of this requirement may be a ground for disqualification of the bidder.</p>
20. Sealing and Marking of Bids	
20.1	<p>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:</p> <div><p>(Indicate above if "Original" "Copy 1" or "Copy 2")</p><p>TECHNICAL COMPONENT</p><p>BID FOR THE</p><p>_____</p><p>IB No. _____</p><p>Company Name (in capital letters) Company Address (in capital letter)</p><p>Dr. LANDRICO U. DALIDA, Jr Chairperson PAGASA BIDS AND AWARDS COMMITTEE FOR GOODS AND CONSULTING SERVICES (PAGASA-BAC) PAGASA Science Garden Complex, BIR Road, Diliman, Quezon City</p><p>DO NOT OPEN BEFORE _____ (indicate the Date and Time of Opening of Bids)</p></div>



	<div style="border: 2px solid black; padding: 10px; text-align: center;"><p>(Indicate above if “Original” “Copy 1” or “Copy 2”</p><p>FINANCIAL COMPONENT</p><p>BID FOR THE</p><p>_____</p><p>IB No. _____</p><p>Company Name (in capital letters) Company Address (in capital letter)</p><p>Dr. LANDRICO U. DALIDA, Jr Chairperson PAGASA BIDS AND AWARDS COMMITTEE FOR GOODS AND CONSULTING SERVICES (PAGASA-BAC) PAGASA Science Garden Complex, BIR Road, Diliman, Quezon City</p><p>DO NOT OPEN BEFORE _____ (indicate the Date and Time of Opening of Bids)</p></div> <p>Non-compliance on the sealing and marking of Bids shall be a ground for rejection of the bidder’s bid documents and outright disqualification.</p>
20.3	Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.
SUBMISSION AND OPENING OF BIDS	
21. Deadline for Submission of Bids	
21	The address for submission of bids is: <u>BAC Office, PAGASA Compound</u> – if before date of deadline The deadline for submission of bids is on <u>05 April 2021, on or before 1:00 p.m.</u> , to be submitted at <u>Amihan Conference Room, 2/F PAGASA Central Office</u> (subject to change).
22. Late Bids	
	The 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:



	<u>Amihan Conference Room, 2/F PAGASA Central Office</u> <i>(subject to change)</i> . The date and time of bid opening is: <u>05 April 2021 at 1:01 p.m.</u>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3(a)	No further instructions.
28.4	No further instructions.
29.2	No additional requirement.
32.4(f)	No additional requirement.

