



**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**

(National Headquarters Philippine Coast Guard)

**Bids and Awards Committee**

139 25<sup>th</sup> Street, Port Area, 1018 Manila

**SUPPLEMENTAL/ BID BULLETIN NO. 01-2022**

This Supplemental/Bid Bulletin No. 1-2022 is issued to include the following clarifications as integral part of the Bidding Documents issued for the **Supply and Delivery of Various PCG Publications**.

***Section I. Invitation to Bid***

**INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF VARIOUS PCG PUBLICATIONS**

1. The Philippine Coast Guard, through the General Appropriation Act (GAA) of CY 2021 intends to apply the sum of **One Million Five Hundred Eighty One Thousand One Hundred Twenty Five (PhP 1,581,125.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Supply and Delivery of Various PCG Publications**. Bids received in excess of the ABC shall be automatically rejected at the bid opening.
2. The Philippine Coast Guard now invites bids for **Supply and Delivery of Various PCG Publications**. Delivery of the Goods is required not later than the specified dates in **Section VI (Schedule of Requirements)** of the Bidding Documents for this project. Bidders should have completed, within **five (5) years** from the date of the submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a nondiscretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

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 5183.

4. Prospective Bidders may obtain further information from Coast Guard Procurement Service and inspect the Bidding Documents at the address given below from Mondays to Fridays, during office hours, 8:00 AM – 5:00 PM, except non-working days (i.e. Saturday and Sunday), legal holiday, or special non-working holiday, or other nonworking days duly declared by the President, Governor, Mayor or other Government Official authorized to make such declaration.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **12 to 02 February 2022** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (PhP5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees which shall be presented in person, by facsimile, or through electronic means.
6. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
7. The Philippine Coast Guard will hold a Pre-Bid Conference on **20 January 2022, 09:00 AM** at the Philippine Coast Guard Conference Room, 2F Admin Building, 139 25<sup>th</sup> St., Port Area, 1018 Manila and/or through video conferencing or webcasting using the Zoom platform with **ZOOM ID: 856 2711 3657** and **Password: PCG-BAC**, which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **02 February 2022, 09:00 a.m.** Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **02 February 2022, 09:00 AM onwards** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. Bidders shall bear all costs associated with the preparation and submission of their bids, and the Philippine Coast Guard will in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Bidders should note that the Philippine Coast Guard will accept bids only from those that have paid the applicable fee for the Bidding Documents.

The Philippine Coast Guard assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005 - TieBreaking Method, the Bids and Awards Committee (BAC) shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is "DRAW LOTS," in the event that two (2) or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated Responsive Bid (LCRB) to determine the final bidder having the LCRB, based on the following procedures:

- a) In alphabetical order, the bidders shall pick one rolled paper.
- b) The lucky bidder who would pick the paper with a "CONGRATULATIONS" remark shall be declared as the final bidder having the LCRB and recommended for award of the contract.

12. The Philippine Coast Guard reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

13. For further information, please refer to:

**MR. BRYAN S BIGALBAL, CE**

Head, BAC Secretariat

Coast Guard Procurement Service

National Headquarters Philippine Coast Guard

139 25<sup>th</sup> Street, Port Are, South Harbor, 1018 Manila

Contact Number: (02) 527-8481 local 6281/6282 Email

Address: [procurement@coastguard.gov.ph](mailto:procurement@coastguard.gov.ph)

14. You may visit the following websites:

For downloading of Bidding Documents: [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and [www.coastguard.gov.ph](http://www.coastguard.gov.ph).

## ***Section II. Instructions to Bidders***

### **1. Scope of Bid**

The Procuring Entity, Philippine Coast Guard wishes to receive Bids for the Supply and Delivery of Various PCG Publications with identification number **IB No. 2022-003**.

The Supply and Delivery of Various PCG Publications is composed one (1) lot consisting of eight (8) sets of different publications, the details of which are described Section VII (Technical Specifications) of this Bidding Documents.

### **2. Funding Information**

2.1. The Government of the Philippines (GOP) through the source of funding as indicated below for **2022** in the amount of **One Million Five Hundred Eighty One Thousand One Hundred Twenty Five (PhP 1,581,125.00)**

2.2. The source of funding is the General Appropriations Act (GAA) of 2022.

### **3. Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

#### **4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

#### **5. Eligible Bidders**

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to equivalent to at least fifty percent (50%) of the ABC or not less than the amount of One Million Fifty Thousand Pesos (PhP790,562.50).
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

#### **6. Origin of Goods**

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

#### **7. Subcontracts**

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that Subcontracting is not allowed.

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### ***Section III. Bid Data Sheet***

|            |  |
|------------|--|
| <b>ITB</b> |  |
|------------|--|

| Clause |   |
|--------|---|
| 5.3    | For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. <i>Any Supply, Delivery and/or Printing of Various Publications.</i></li> <li>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</li> </ul>  |
| 7.1    | No portion of the contract shall be sub-contracted.   |
| 12     | The price of the Goods shall be quoted DDP at the <b>National Headquarters Philippine Coast Guard 139 25<sup>th</sup> Street, Port Area, Manila.</b>  |
| 14.1   | The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of not less than Thirty One Thousand Six Hundred Twenty Two Pesos and 50/100 (PhP31,622.50) or at least two percent (2%) of the ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than Seventy Nine Thousand Fifty Six Pesos 25/100 (PhP79,056.25) or at least five percent (5%) of the ABC, if bid security is in Surety Bond.</li> </ul> |
| 19.3   | Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.<br><br>The Project shall be awarded as One Project having several items that shall be awarded as one contract.   |

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## ***Section VI. Schedule of Requirements***

| Item Number | Description | Quantity | Total | Delivered, Weeks/Months<br><br>(at the National Headquarters<br>Philippine Coast Guard 139 25th<br>Street, Port Area, Manila) |
|-------------|-------------|----------|-------|---|
|             |             |          |       |   |



|   |  |         |         |  |
|---|--|---------|---------|--|
| 1 | Supply and Delivery of Tour of Duty Magazine | 100 pcs | 100 pcs | The terms and conditions of the contract shall be effective from the date of receipt by the winning supplier of the Notice to Proceed and the supply and delivery of the manual shall not be later than 10 February 2022 |
| 2 | Supply and Delivery of Anniversary Magazine  | 500 pcs | 500 pcs | The terms and conditions of the contract shall be effective from the   |

|   |  |            |            |  |
|---|--|------------|------------|--|
|   |  |            |            | date of receipt by the winning supplier of the Notice to Proceed and the supply and delivery of the manual shall not be later than 12 October 2022   |
| 3 | Supply and Delivery of Poster Calendar 2023      | 20,000 pcs | 20,000 pcs | The terms and conditions of the contract shall be effective from the date of receipt by the winning supplier of the Notice to Proceed and the supply and delivery of the manual shall not be later than 5 December 2022  |
| 4 | Supply and Delivery of PCG Promotional Brochures | 500 pcs    | 500 pcs    | The terms and conditions of the contract shall be effective from the date of receipt by the winning supplier of the Notice to Proceed and the supply and delivery of the manual shall not be later than 7 November 2022  |
| 5 | Supply and Delivery of Coffee Table Book         | 500 pcs    | 500 pcs    | The terms and conditions of the contract shall be effective from the date of receipt by the winning supplier of the Notice to Proceed and the supply and delivery of the manual shall not be later than 10 February 2022 |
| 6 | Supply and Delivery of PCG Promotional Posters   | 500 pcs    | 500 pcs    | The terms and conditions of the contract shall be effective from the date of receipt by the winning supplier of the Notice to Proceed and the supply and delivery of the manual shall not be later than 7 November 2022  |

# ***Section VII. Technical Specifications Section VIII. Checklist of Technical and Financial Documents***

## **Checklist of Technical and Financial Documents**

Each Bidder shall submit one (1) original and six (6) copies of the first and second components of its bid through their duly authorized representatives. All envelopes shall:

- a. contain the name of the contract to be bid in **capital letters**;
- b. bear the name and address of the Bidder in capital letters;
- c. be addressed to the BAC with the following details:

### **BIDS AND AWARDS COMMITTEE (BAC) PHILIPPINE COAST GUARD – NATIONAL HEADQUARTERS**

- d. bear the specific identification of this bidding process; and
- e. bear a warning “**DO NOT OPEN BEFORE...**” the date and time for the opening of bids.

**Note:** Non-submission of the additional copies shall not be a ground for the bidder’s disqualification.

## **I. TECHNICAL COMPONENT ENVELOPE**

### ***Class “A” Documents***

#### Legal Documents

- ☐ (a) Valid and updated Philippine Government Electronic Procurement System (PhilGEPS) Certificate of Registration and Platinum Membership in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184.

The Certificate of Registration and Membership in accordance with Section 8.5.2 of the 2016 revised IRR of RA 9184 contains the following caveat to reflect that through the submission of said Certificate, the Bidder certifies:

- a) the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;
- b) the veracity of the statements and information contained therein;
- c) that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that

| 1 | Supply and Delivery of Various PCG Publications | Statement of Compliance  |
|---|---|--|
|   |   | Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameters of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder’s Bid and cross-referenced to the evidence. Evidence shall be in the |

particular bidding nor is it evidence that the same has passed the postqualification stage; and

- d) that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification of the Bidder from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.

It shall likewise state that for the purpose of updating the said Certificate, all Class "A" Eligibility Documents covered by Section 8.5.2 of the 2016 revised IRR of RA 9184 supporting the veracity, authenticity and validity of the Certificate shall remain current and updated, and that failure by the prospective bidder to update its Certificate with the current and updated Class "A" Eligibility Documents covered by the afore-cited Section of the same IRR shall result in the automatic suspension of the validity of its Certificate until such time that all of the expired Class "A" Eligibility Documents has been updated.

For purposes of post-qualification, bidders are likewise requested to submit copies of the following:

1. Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or joint ventures, Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives;
2. Valid Mayor's or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.

In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit;

3. Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); **AND**
4. Latest AFS stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.



### Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.

The Statement of all On-going Government and Private Contracts shall indicate for each contract, the following: ■ name of the contract;

- date of the contract;
- contract period;
- owner's name and address;
- kinds of goods;
- ☐ amount of contract and value of outstanding contracts;
- date of delivery (please state estimated date of delivery)

For purposes of post-qualification, the bidders are required to submit copies of the Notices of Award (NOA), Contract/Purchase Order and Notice to Proceed (NTP) for all on-going government contracts. On the other hand, for on-going private contracts, bidders shall submit a copy of its contract and/or other equivalent documents of the NOA and NTP, if any.

Non-submission of copies of the NOA, Contract/Purchase Order and NTP on the deadline for the Submission and Receipt of Bids shall not be a ground for the bidder's disqualification. However, the bidder having the Lowest/Single Calculated Bid shall be requested by the Technical Working Group (TWG) to provide copies of the aforesaid documents as part of the verification and validation process during post-qualification.

- ☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, if necessary.

The statement identifying the Single Largest Completed Contract (SLCC) shall indicate the following: (a) name of the contract;

- (b) date of the contract;
- (c) contract period;
- (d) owner's name and address;
- (e) kinds of goods;
- (f) amount of completed contracts, adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC requirement;
- (h) date of delivery (actual date of delivery for the single largest completed contract); and
- (i) end user's acceptance or official receipt(s) or sales invoice issued for the contract, which shall be attached to the statement of SLCC.

The bidder's identified SLCC shall be similar to the contract to be bid and should have been completed within **Five (5) years** prior to the deadline for the submission and receipt of bids and equivalent to at least fifty percent (50%) of the ABC or

amounting to at least Seven Hundred Ninety Thousand Five Hundred Sixty Two Pesos and 50/100 (PhP790,562.50).

For purposes of post-qualification, bidders are required to attach the entire set of the Contract, Purchase Order or Memorandum of Agreement to the Statement Identifying the SLCC.

Bidders are also required to Include in the aforesaid Statement of All On-going Government and Private Contracts and Statement Identifying the SLCC the following information:

- a) Contact Person; and
- b) Contact Details (telephone/fax/cellphone number and/or email address)

- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission, based on the following schedule:

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| <p>a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;</p> <p>b) 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</p> <p>[at least Two Percent (2%) of the ABC]</p> | <p>c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project</p> <p>[at least Five Percent (5%) of the ABC]</p> |
| PhP31,622.50   | PhP79,056.25   |

**OR;**

Original copy of Notarized Bid Securing Declaration; **and**

- ☐ (e) Duly signed Section VI (Schedule of Requirements; **and**

(f) Conformity with the Technical Specifications and duly signed by the bidder's authorized representative; **and**

- ☐ (g) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Special Power of Attorney for sole proprietorships, Notarized Secretary's Certificate/Board Partnership Resolution in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Reminder: If the prospective bidder's representative who will attend the Submission, Receipt, Opening and Preliminary Examination of Bids is different from the authorized representative to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, then the prospective bidder can include the name/s of said representative in the above-mentioned proofs of authorization (*e.g., original copy of the duly notarized Secretary's Certificate for corporations, Board/Partnership Resolution for partnerships, corporations, and/or joint ventures or an original copy of the Special Power of Attorney for sole proprietorships, whichever is applicable*)

### Financial Documents

- ☐ (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) which must be at least to the ABC amounting **One Million Five Hundred Eighty One Thousand One Hundred Twenty Five Pesos (PhP1,581,125.00)**

Bidders must submit a computation of its NFCC, which must be at least equal to the ABC, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] 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 to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

### OR:

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid or in the amount of **One Hundred Fifty Eight Thousand One Hundred Twelve Pesos and 50/100 (PhP158,112.50)** if issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

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For guidance and information of all concerned.



**CG VADM ROLANDO LIZOR N PUNZALAN JR**

Chairman, Bids and Awards Committee

Received by the bidders:

Name: \_\_\_\_\_

Date: \_\_\_\_\_