

PHILIPPINE BIDDING DOCUMENTS

Procurement of Catering Services for the Fourth Level Training on the 2022 Community-Based Monitoring System (CBMS) - Household Profile Questionnaire for Cebu Provincial Statistical Office

Government of the Republic of the Philippines

PHILIPPINE STATISTICS AUTHORITY 7

Gaisano Capital South Bldg. Colon St., Cebu City, Philippines

NP NO. 2022-001

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Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



INVITATION FOR NEGOTIATED PROCUREMENT

Procurement of Catering Services for the Fourth Level Training on the 2022 Community-Based Monitoring System (CBMS) - Household Profile Questionnaire for Cebu Provincial Statistical Office

1. In view of Two Failed Biddings conducted for the project, the *Philippine Statistics Authority 7 (PSA 7)*, invites bidders to participate in the negotiation for the project, *Procurement of Catering Services for the Fourth Level Training on the 2022 Community-Based Monitoring System (CBMS) Household Profile Questionnaire for Cebu Provincial Statistical Office*, through the *RA 11465 (2020 General Appropriations Act)* intends to apply the sum of **TWO MILLION FIFTY-EIGHT THOUSAND PESOS ONLY (PHP2,058,000)** being the Approved Budget for the Contract (ABC) to payments under the contract stated below with its corresponding ABC for each lot. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

Lot No.	Description	Approved Budget for the Contract (ABC)
	Catering Services for the Fourth Level Training on the 2022 CBMS - Household Profile Questionnaire for Cebu Provincial Statistical Office	2,058,000.00
1	Catering Services for the Fourth Level Training on the 2022 CBMS HPQ for the <i>City of Naga, Cebu</i>	503,000.00
2	Catering Services for the Fourth Level Training on the 2022 CBMS HPQ for the <i>City of Carcar, Cebu</i>	654,000.00
3	Catering Services for the Fourth Level Training on the 2022 CBMS HPQ for the <i>Municipality of Alcoy, and Boljoon</i>	211,000.00
3.1	Catering Services for the Fourth Level Training on the 2022 CBMS HPQ for the <i>Municipality of Alcoy, Cebu</i>	114,000.00
3.2	Catering Services for the Fourth Level Training on the 2022 CBMS HPQ for the <i>Municipality of Boljoon, Cebu</i>	97,000.00
4	Catering Services for the Fourth Level Training on the 2022 CBMS HPQ for the <i>Municipality of Ginatilan, Malabuyoc, and Samboan</i>	271,000.00

4.1	Catering Services for the Fourth Level Training on the 2022 CBMS HPQ for the <i>Municipality of Ginatilan, Cebu</i>	95,000.00
4.2	Catering Services for the Fourth Level Training on the 2022 CBMS HPQ for the <i>Municipality of Malabuyoc, Cebu</i>	82,000.00
4.3	Catering Services for the Fourth Level Training on the 2022 CBMS HPQ for the <i>Municipality of Samboan, Cebu</i>	94,000.00
5	Catering Services for the Fourth Level Training on the 2022 CBMS HPQ for the <i>Municipality of Alcantara, and Ronda</i>	228,000.00
5.1	Catering Services for the Fourth Level Training on the 2022 CBMS HPQ for the <i>Municipality of Alcantara, Cebu</i>	111,000.00
5.2	Catering Services for the Fourth Level Training on the 2022 CBMS HPQ for the <i>Municipality of Ronda, Cebu</i>	117,000.00
6	Catering Services for the Fourth Level Training on the 2022 CBMS HPQ for the <i>Municipality of Tudela, Cebu</i>	99,000.00
7	Catering Services for the Fourth Level Training on the 2022 CBMS HPQ for the <i>Municipality of Pilar, Cebu</i>	92,000.00
Total:		2,058,000.00

2. The PSA 7 now invites bids for the **Procurement of Catering Services for the Fourth Level Training on the 2022 Community-Based Monitoring System (CBMS) Household Profile Questionnaire for Cebu Provincial Statistical Office**. Delivery of the Goods is required on 12-20 September 2022 excluding Sunday (18 September 2022) or schedule mentioned under Section VI. Schedule of Requirements. Bidders should have completed, within *three (3) years* from the date of 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 non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 **PSA 7 through the RBAC Secretariat** and inspect the Bidding Documents at the address given below during **working days, 8:00 a.m. to 5:00 p.m.**
5. A complete set of Bidding Documents may be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGeps) and the website of the Procuring Entity (<http://rso07.psa.gov.ph>) by interested Bidders from **1 September 2022 to 08 September 2022, (until 08:00AM only).**
6. The **PSA 7** will hold a Pre-Negotiation Conference with all interested bidders on **5 September 2022, 1:30 P.M** at **2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO 7), Gaisano Capital South Bldg., Colon St., Cebu City**, and through video conferencing via **zoom meeting** with link below.

Zoom Meeting Link: <https://tinyurl.com/yckstjri>
 Meeting ID: [819 7737 2930](https://www.zoom.us/j/81977372930)
 Passcode: [521003](https://www.zoom.us/j/81977372930)

7. Bids must be duly received by the **RO7 BAC Secretariat** at the address below on or before **05 September 2022, 12:00nn.** Late bids shall not be accepted.

Activity	Date and Time	Place of Submission	Address/Station
Submission of Bids	1 September 2022 to 08 September 2022 (Note: During office hours only, Monday-Friday, from 8:00A.M. to 5:00 P.M. except 8 September 2022 which is until 8:00AM only)	RSSO & Cebu	2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), Gaisano Capital South Bldg., Colon St., Cebu City

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. The BAC shall conduct the meeting for the opening of the Eligibility, Technical, and Financial Component on **8 September 2022, 8:30AM** at **2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), Gaisano Capital South Bldg., Colon St., Cebu City**, and through video conferencing via **zoom meeting with link below.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Late bids shall not be accepted.


Zoom Meeting Link: <https://tinyurl.com/bdhuc6m4>
 Meeting ID: [821 2891 9029](https://www.zoom.us/j/82128919029)
 Passcode: [649388](https://www.zoom.us/j/82128919029)

The Schedule of Bidding Activities shall be as follows:

Availability of Bid Documents	1 September 2022 to 08 September 2022 (Note: During office hours only, Monday-Friday, from 8:00A.M. to 5:00 P.M. except 08 September 2022 which is until 8:00AM only)	2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), Gaisano Capital South Bldg., Colon St., Cebu City
Pre-Negotiation Conference	5 September 2022 1:30 P.M.	2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), Gaisano Capital South Bldg., Colon St., Cebu City via Zoom Meeting with the following link: https://tinyurl.com/yckstjrrj
Submission of Bids	1 September 2022 to 08 September 2022 (Note: During office hours only, Monday-Friday, from 8:00A.M. to 5:00 P.M. except 08 September 2022 which is until 8:00AM only)	2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), Gaisano Capital South Bldg., Colon St., Cebu City
Opening of the Eligibility, Technical, and Financial Component	08 September 2022 8:30 A.M.	2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), Gaisano Capital South Bldg., Colon St., Cebu City via Zoom Meeting with the following link: https://tinyurl.com/bdhuc6m4

10. The **PSA 7** 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.
11. For further information, please refer to:

Ms. Edwina M. Carriaga/ Ms. Erah Mhay Quiñones/ Ms. Marie Cris Lerio/ Ms. Mary Clare Coronado and Ms. Manilyn Lunday
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