



INVITATION TO BID FOR

[Supply and Delivery of Information Education Campaign (IEC) Materials, Manuals, and Administrative Forms for the 2020 Census of Population and Housing (2020 CPH) of PSA Region 7]

1. The *Philippine Statistics Authority 7 (PSA 7)*, through the *RA 11465 (2020 General Appropriations Act)*¹ intends to apply the sum of **FOUR MILLION FIVE HUNDRED EIGHTY-FIVE THOUSAND NINE HUNDRED SEVENTY-EIGHT PESOS AND 20/100 ONLY (PhP4,585,978.20)** being the Approved Budget for the Contract (ABC) to payments under the contract stated below for the ***Supply and Delivery of Information Education Campaign (IEC) Materials, Manuals, and Administrative Forms for the 2020 Census of Population and Housing (2020 CPH) of PSA Region 7*** 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)
1	POLO SHIRTS AND BAGS	PhP578,480
2	CUSTOMIZED/SOUVENIR ITEMS	PhP1,849,000
3	REPRODUCTION OF PRIMER, COMICS, MANUALS, TRAINING WORKBOOK, AND ADMINISTRATIVE FORMS	PhP1,483,648.20
4	TARPAULIN/STREAMER/STICKER PRINTING	PhP599,850
5	OFFICE SUPPLIES	PhP75,000

2. The *PSA 7* now invites bids for ***Supply and Delivery of Information Education Campaign (IEC) Materials, Manuals, and Administrative Forms for the 2020 Census of Population and Housing (2020 CPH) of PSA Region 7.***²

¹ Ibid.

² A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

Lot No.	Item Description	Qty.	Schedule of Delivery	Place of Delivery / Project Sites
1	POLO SHIRTS AND BAGS		Two (2) weeks from receipt of the Notice to Proceed. Delivery can be on staggered basis.	
1.1	White cotton Polo Shirt Specs: 1. White collar and sleeve with combination of blue color 2. 2020 CPH logo in front, upper left portion 3. PSA logo at the back (center) and the name of the office "Philippine Statistics Authority" 4. Character of male and female design, in blue monochromatic color Note: Print only (Please see attached design/layout) *** <i>Delivery will be at the RSSO</i>	136 pcs.		Cebu
1.2	Bag, material: katcha with zipper, 16"x 14" x 3" (thickness), with PSA Logo and QR Code at the back and 2020 CPH Logo at the front, good quality <i>(Please see attached design/layout)</i>	2,000 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
2	CUSTOMIZED/SOUVENIR ITEMS		Two (2) weeks from receipt of the Notice to Proceed. Delivery can be on staggered basis.	
2.1	Ballpoint Retractable Pen, Black ink, black color of entire pen, 0.55 mm, metal clip, with PSA and 2020 CPH Logo with rubber grip <i>(Please see attached design/layout)</i>	2,000 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
2.2	Leather Luggage Tag with 2020 CPH Logo at the back, brown, tag size: 3.75" x 2", window size: 1.25" x 2.25 ", ID Card included <i>(Please see attached design/layout)</i>	1,000 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
2.3	Nylon Foldable Fan with handle, 20 cm diameter, with 2020 CPH Logo and QR Code, white color <i>(Please see attached design/layout)</i>	2,000 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
2.4	A5 hard cover notebook, A5 bound notebook of 80 sheets of beige lined paper (70 gm2) with elastic closure and pen loop, dark blue	2,000 pcs.	Cebu/Bohol/Negros Oriental/Siquijor	

	color with 2020 CPH, PSA Logo and QR Code <i>(Please see attached design/layout)</i>			
2.5	USB Flashdrive, 16GB, USB 3.0, with 2020 CPH Logo <i>(Please see attached design/layout)</i>	1,000 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
2.6	Stainless Steel Tumbler, clear lid cover, with straw hole, 20oz <i>(Please see attached design/layout)</i>	2,000 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
3	REPRODUCTION OF PRIMER, COMICS, MANUALS, TRAINING WORKBOOK, AND ADMINISTRATIVE FORMS		Two (2) weeks from receipt of the Notice to Proceed. Delivery can be on staggered basis.	
3.1	Reproduction of Primer, A4 size, colored, back to back <i>(Please see attached layout)</i>	45,000 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
3.2	Reproduction of Manga Comics, A4 size, colored, back to back <i>(Please see attached layout)</i>	45,000 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
3.3	Reproduction of Enumerator's Manuals <i>Specifications:</i> 1. Hard Cover - UV foldcote 12, 4 colors 2. Perfect binding, camera ready 3. Short Bondpaper, BP 70 gsm paper 4. Back to Back 5. 380 pages <i>(Softcopy will be provided by PSA)</i>	2,754 pcs.		Cebu/Bohol/Negros Oriental
3.4	Reproduction of Supervisor's Manuals <i>Specifications:</i> 1. Hard Cover - UV foldcote 12, 4 colors 2. Perfect binding, camera ready	805 pcs.		Cebu/Bohol/Negros Oriental/Siquijor

	<p>3. Short Bondpaper, BP 70 gsm paper</p> <p>4. Back to Back</p> <p>5. 148 pages</p> <p><i>(Softcopy will be provided by PSA)</i></p>			
3.5	<p>Reproduction of Field Operations Manuals</p> <p>Specifications:</p> <p>1. Hard Cover - UV foldcote 12, 4 colors</p> <p>2. Perfect binding, camera ready</p> <p>3. Short Bondpaper, BP 70 gsm paper</p> <p>4. Back to Back</p> <p>5. 263 pages</p> <p><i>(Softcopy will be provided by PSA)</i></p>	208 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
3.6	<p>Reproduction of Training Workbook</p> <p>Specifications:</p> <p>1. Hard Cover - UV foldcote 12, 4 colors</p> <p>2. Saddle Stitch binding, camera ready</p> <p>3. Short Bondpaper, BP 70 gsm paper</p> <p>4. Back to Back</p> <p>5. 44 pages</p> <p><i>(Softcopy will be provided by PSA)</i></p>	2,754 pcs.		Cebu/Bohol/Negros Oriental
3.7	<p>Reproduction of Administrative Forms, long bondpaper, and colored printing as follows:</p> <p>Note: PSA will provide the bondpapers</p> <p><i>(Softcopy will be provided by PSA)</i></p>			
	FORM 9 - Appointment Slip	13,413 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
	FORM 11A - TS Accomplishment Report Form	8,623 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
	FORM 11B – CAS / ACAS Accomplishment Form	3,978 pcs.		Bohol/Negros Oriental/Siquijor

	FORM 12A - Spotcheck and Re-interview Form	10,000 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
	FORM 12B - Observation Record Form	10,000 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
	FORM 13 - Transmittal Form	19,703 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
	FORM 15B - Folio Cover for Admin Form	605 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
	FORM 16 - Certificate of Punong Barangay	2,695 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
	FORM 17 - Certificate of Work Completed	5,400 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
	FORM 18 - Summary Report	2,695 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
	FORM 20 - Certification Slip CPH	2,695 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
	FORM 23 - CO/FO Personnel Supervision Form	70 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
	FORM 27 – Clearance	6,970 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
4	TARPAULIN/STREAMER/STICKER PRINTING		Two (2) weeks from receipt of the Notice to Proceed. Delivery can be on staggered basis.	
4.1	Printing of Blown-Up CPH Form 1 <i>Specifications:</i> 1. Tarpaulin material, 42"x 60 2. No. of Page/Sheet : 2 (one side) 3. Collated, rolled & wrapped <i>(Softcopy will be provided by PSA)</i>	70 sets		Cebu/Bohol/Negros Oriental/Siquijor
4.2	Printing of Blown-Up CPH Form 2 <i>Specifications:</i> 1. Tarpaulin material, 42"x 60 2. No. of Page/Sheet : 6 (one side) 3. Collated, rolled & wrapped	70 sets		Cebu/Bohol/Negros Oriental/Siquijor

	<i>(Softcopy will be provided by PSA)</i>			
4.3	Printing of Blown-Up CPH Form 3 <i>Specifications:</i> 1. Tarpaulin material, 42" x 60 2. No. of Page/Sheet : 8 (one side) 3. Collated, rolled & wrapped <i>(Softcopy will be provided by PSA)</i>	70 sets		Cebu/Bohol/Negros Oriental/Siquijor
4.4	Printing of Blown-Up CPH Form 4 <i>Specifications:</i> 1. Tarpaulin material, 42" x 60 2. No. of Page/Sheet : 4 (one side) 3. Collated, rolled & wrapped <i>(Softcopy will be provided by PSA)</i>	70 sets		Cebu/Bohol/Negros Oriental/Siquijor
4.5	Printing of Blown-Up CPH Form 5 <i>Specifications:</i> 1. Tarpaulin material, 42" x 60 2. No. of Page/Sheet : 4 (one side) 3. Collated, rolled & wrapped <i>(Softcopy will be provided by PSA)</i>	70 sets		Cebu/Bohol/Negros Oriental/Siquijor
4.6	Tarpaulin/Streamers, 4' x 8', with eyelets <i>(Please see attached layout)</i>	225 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
4.7	Nexjet/Vinyl Sticker, waterproof printing, 3" x 8" with design (5 designs) <i>(Please see attached layout)</i>	3,000 pcs.		Cebu/Bohol/Negros Oriental/Siquijor
5	OFFICE SUPPLIES		Two (2) weeks from receipt of the Notice to Proceed. Delivery can be on staggered basis.	
5.1	Bond Paper, A4, 80GSM	300 reams		Cebu/Bohol/Negros Oriental/Siquijor

Delivery of the Goods is required *on the 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) 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. Interested 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 am to 5:00 pm*.
5. A complete set of Bidding Documents may be acquired by interested Bidders from *12 May 2020 to 01 June 2020 (until 12:00nn only)* from the address 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:

APPROVED BUDGET FOR THE CONTRACT (ABC)	COST OF THE BIDDING DOCUMENTS (in Philippine Peso)
<i>500,000 and below</i>	<i>500.00</i>
<i>More than 500,000 up to 1 Million</i>	<i>1,000.00</i>
<i>More than 1 Million up to 5 Million</i>	<i>5,000.00</i>
<i>More than 5 Million up to 10 Million</i>	<i>10,000.00</i>
<i>More than 10 Million up to 50 Million</i>	<i>25,000.00</i>

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(<http://rssl07.psa.gov.ph>), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The *PSA 7* will hold a Pre-Bid Conference on **20 May 2020, 1:30 PM** at *2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO 7), Gaisano Capital South Bldg., Colon St., Cebu City*, which shall be opened to prospective bidders.

7. Bids must be duly received by the **RBAC Secretariat** at the address below on or before **01 June 2020, 12:00nn.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause **Error! Reference source not found.**

Bid opening shall be on **01 June 2020, 1:30 PM** at **2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), Gaisano Capital South Bldg., Colon St., Cebu City.** Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The Schedule of Bidding Activities shall be as follows:

ACTIVITIES	DATE AND TIME	VENUE
Sale and Issuance of Bid Documents	12 May 2020 to 01 June 2020 <i>(Note: During office hours only, Monday-Friday, from 8:00 AM. to 5:00 PM except for 01 June 2020 which is until 12:00 NN only)</i>	2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), Gaisano Capital South Bldg., Colon St., Cebu City
Pre-Bid Conference	20 May 2020 1:30 PM	
Submission of Bids	12 May 2020 to 01 June 2020 <i>(Note: During office hours only, Monday-Friday, from 8:00 AM to 5:00 PM except for 01 June 2020 which is until 12:00 NN only)</i>	
Deadline for the Submission of Bids	01 June 2020 until 12:00 NN only	
Opening of Bids	01 June 2020 1:30 P.M.	
OTHER INFORMATION		
<p style="text-align: center;">As the entire Province of Cebu is under Enhanced Community Quarantine (ECQ) due to COVID-19 outbreak, please take note of the following:</p> <p style="text-align: center;"><u>SALE OF THE BIDDING DOCUMENTS</u></p> <ul style="list-style-type: none"> • By appointment (depending on the availability of the Cashier) • Prospective Bidder/s may call the RBAC Secretariat for the schedule / appointment. <p style="text-align: center;"><u>RBAC Secretariats:</u></p> <p style="text-align: center;">Irish B. Velasco – 09224418804 Melita C. Jomoad – 09424031383 Caylord D. Niala – 09239325957</p>		

ISSUANCE OF BID DOCUMENTS

Bidding documents can be downloaded from the PhilGEPS website and the website of PSA RSSO 7 as indicated in the bidding documents. *(Reminder: Only those who have paid the applicable fee for the bidding documents are eligible to bid.)*

9. 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

*Ms. Edwina M. Carriaga/Ms. Irish B. Velasco/Ms. Melita C. Jomoad/
Mr. Caylord D. Niala
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EDWINA M. CARRIAGA
R07-BAC Chairperson



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