



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
REGIONAL STATISTICAL SERVICES OFFICE VII



**Procurement and Delivery of Supplies
and Materials for the 2024 Census of Population
and Community-Based Monitoring System
(2024 POPCEN-CBMS) Household Profile
Questionnaire Data Collection**

Government of the Republic of the Philippines

PHILIPPINE STATISTICS AUTHORITY 7
Gaisano Capital South Bldg. Colon St., Cebu City, Philippines

PUBLIC BIDDING NO. 2024-004

03 July 2024

July 2024

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.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	5
Section I. Invitation to Bid.....	8
Section II. Instructions to Bidders.....	15
1. Scope of Bid	16
2. Funding Information.....	16
3. Bidding Requirements	16
4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	16
5. Eligible Bidders.....	17
6. Origin of Goods	17
7. Subcontracts	17
8. Pre-Bid Conference	17
9. Clarification and Amendment of Bidding Documents	17
10. Documents comprising the Bid: Eligibility and Technical Components	18
11. Documents comprising the Bid: Financial Component	18
12. Bid Prices	18
13. Bid and Payment Currencies	19
14. Bid Security	19
15. Sealing and Marking of Bids	19
16. Deadline for Submission of Bids	20
17. Opening and Preliminary Examination of Bids	20
18. Domestic Preference	20
19. Detailed Evaluation and Comparison of Bids	20
20. Post-Qualification	21
21. Signing of the Contract	21
Section III. Bid Data Sheet	22
Section IV. General Conditions of Contract	25
1. Scope of Contract	26
2. Advance Payment and Terms of Payment	26
3. Performance Security	26
4. Inspection and Tests	26
5. Warranty	27
6. Liability of the Supplier	27
Section V. Special Conditions of Contract	28
Section VI. Schedule of Requirements	34
Section VII. Technical Specifications	36
Section VIII. Checklist of Technical and Financial Documents	55

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 TO BID FOR

Procurement and Delivery of Supplies and Materials for the 2024 Census of Population and Community-Based Monitoring System (2024 POPCEN-CBMS) Household Profile Questionnaire Data Collection

The *Philippine Statistics Authority 7 (PSA 7)*, through the *RA 11975 (2024 General Appropriations Act)* intends to apply the sum of **THIRTEEN MILLION FOUR HUNDRED TWENTY THOUSAND SIX HUNDRED SIXTY SEVEN PESOS AND THIRTY SIX CENTAVOS ONLY (PHP13,420,667.36)** being the total Approved Budget for the Contract (ABC) to payments under the contract stated below for the *Procurement and Delivery of Supplies and Materials for the 2024 Census of Population and Community-Based Monitoring System (2024 POPCEN-CBMS) Household Profile Questionnaire Data Collection* with its corresponding ABC for each lot. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

Unit	Item No.	Item Description	Approve Budget for the Contract (ABC)
Lot	1	Procurement of Office Supplies for Enumeration	1,078,777.36
Lot	2	Procurement for Customized Materials for Enumeration and Coordination	11,090,900.00
Lot	3	Procurement of IEC Materials	899,900.00
Lot	4	Other 2024 POPCEN-CBMS Printing Supplies and Materials	306,590.00
Lot	5	Procurement of Other 2024 POPCEN-CBMS Forms	44,500.00

1. The *PSA 7* now invites bids for the **Procurement and Delivery of Supplies and Materials for the 2024 Census of Population and Community-Based Monitoring System (2024 POPCEN-CBMS) Household Profile Questionnaire Data Collection**. Delivery of the Services is required *within 30 days upon receipt of the Notice to Proceed (NTP)*. 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).
2. 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.
3. 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 *Philippine Statistics Authority 7 (PSA 7)* and inspect the Bidding Documents at the address given below during *Monday-Friday, from 8:00 A.M. to 5:00 P.M. from 03 July 2024 to 23 July 2024 until 12:00nn only.*

Place Where the Bidding Documents Can Be Obtained	Address/Station
Bohol	PSA Bohol Provincial Office, 3 rd Floor Galleria Luisa Bldg., Gallares St., Poblacion II, Tagbilaran City, Bohol
Cebu	Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2 nd Floor Gaisano Capital South Bldg., Colon St., Cebu City
Negros Oriental	PSA Negros Oriental Provincial Office, Purple Building, Valencia Road, Bagacay, Dumaguete City, Negros Oriental
Siquijor	PSA Siquijor Provincial Office, 3 rd Floor Siquijor Business and Convention Center Bldg., Poblacion, Siquijor, Siquijor

5. A complete set of Bidding Documents may be acquired by interested Bidders from **03 July 2024 – 23 July 2024 (until 12:00nn only)** from the address stated in IB Clause 7 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>

Lot No.	Approve Budget for the Contract (ABC)	COST OF THE BIDDING DOCUMENTS (in Philippine Peso)
1	1,078,777.36	5,000.00
2	11,090,900.00	25,000.00
3	899,900.00	500.00
4	306,590.00	500.00
5	44,500.00	500.00

Bid Documents Fee to be paid by the Bidder shall be based on the Total ABC of all LOTS to Bid.

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 (<https://procurement.psa.gov.ph/>), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids. Only those bidders who have paid for the bidding documents shall be allowed to participate in the bidding.

For bidders outside Cebu Province, BID Documents fee will be deposited to the account below and copy of the deposit slip shall be emailed to the email address provided for the issuance of OR

Landbank Account Number: 0142-0375-13
Account Name: PSA Trust Fund Account
Email Address: psa07.rbac@gmail.com

Also, original Copy of the deposit slip shall be sent or mailed to the address below.

Name: Lorna R. Chan
Address: 2/F Philippine Statistics Authority Regional Statistical Services Office No. 7 (PSA RSSO 7), Gaisano Capital South Building, Colon St., Cebu City

6. The **PSA 7** will hold a Pre-Bid Conference on **11 July 2024, 1:30 P.M.** at ***Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO 7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City, and through video conferencing via zoom meeting with link below*** which shall be opened to prospective bidders.

Zoom Meeting Link: <https://tinyurl.com/PreBid2024POPCENCBMS>
Meeting ID: 867 6601 6417
Passcode: 960241

7. Bids must be duly received by the ***Region VII Bids an Awards/Committee Secretariat*** at the address below on or before ***23 July 2024, 12:00nn.***

Activity	Date and Time	Place of Submission	Address/Station
Submission of Bids	03 July 2024 – 23 July 2024 (Note: During office hours only, Monday-Friday, from 8:00 A.M. to 5:00 P.M. except 23 July 2024 which is until 12:00nn only)	Bohol	PSA Bohol Provincial Office, 3/F Galleria Luisa Bldg., Gallares St., Poblacion II, Tagbilaran City, Bohol
		Cebu	Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City
		Negros Oriental	PSA Negros Oriental Provincial Office, Purple Building, Valencia Road, Bagacay, Dumaguete City, Negros Oriental
		Siquijor	PSA Siquijor Provincial Office, 3rd Floor Siquijor Business and Convention Center Bldg., Poblacion, Siquijor, Siquijor

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. Bid opening shall be on **23 July 2024, 1:30pm** at **Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2/F 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. Bids submitted beyond 12:00 NN PhST on **23 July 2024** shall not be accepted.

Zoom Meeting Link: <https://tinyurl.com/OpeningofBids2024POPCENCBMS>
Meeting ID: 840 6424 2032
Passcode: 058128

The Schedule of Bidding Activities shall be as follows:

ACTIVITIES	DATE AND TIME	VENUE/PLACE THE BIDDING DOCUMENTS CAN BE ACQUIRED OR OPENED
Sale and Issuance of Bid Documents	03 July 2024 to 23 July 2024 (Note: During office hours only, Monday-Friday, from 8:00 A.M. to	BOHOL: PSA Bohol Provincial Office, 3/F Galleria Luisa Bldg., Gallares St., Poblacion II, Tagbilaran City, Bohol

	<p>5:00 P.M. except 23 July 2024 which is until 12:00nn only)</p>	<p>CEBU: 2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), Gaisano Capital South Bldg., Colon St., Cebu City</p> <hr/> <p>NEGROS: PSA Negros Oriental Provincial Office, Purple Building, Valencia Road, Bagacay, Dumaguete City, Negros Oriental</p> <hr/> <p>SIQUIJOR: PSA Siquijor Provincial Office, 3rd Floor Siquijor Business and Convention Center Bldg., Poblacion, Siquijor, Siquijor</p>
<p>Pre-Bid Conference</p>	<p>11 July 2024 1:30 P.M.</p>	<p>Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City</p> <p>via Zoom Meeting with the following details:</p> <p><i>Zoom Meeting Link:</i> https://tinyurl.com/PreBid2024POPCENCBMS <i>Meeting ID:</i> 867 6601 6417 <i>Passcode:</i> 960241</p>
<p>Submission of Bids</p>	<p>03 July 2024 to 23 July 2024 (Note: During office hours only, Monday-Friday, from 8:00 A.M. to 5:00 P.M. except 23 July 2024 which is until 12:00nn only)</p>	<p>BOHOL: PSA Bohol Provincial Office, 3/F Galleria Luisa Bldg., Gallares St., Poblacion II, Tagbilaran City, Bohol</p> <hr/> <p>CEBU: 2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), Gaisano Capital South Bldg., Colon St., Cebu City</p>
		<p>NEGROS: PSA Negros Oriental Provincial Office, Purple Building, Valencia Road, Bagacay, Dumaguete City, Negros Oriental</p> <hr/> <p>SIQUIJOR: PSA Siquijor Provincial Office, 3rd Floor Siquijor Business and Convention Center Bldg., Poblacion, Siquijor, Siquijor</p>

Opening of Bids	23 July 2024 1:30 PM	Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City via Zoom Meeting with the following details: <i>Zoom Meeting Link:</i> https://tinyurl.com/OpeningofBids2024POPCENCBMS <i>Meeting ID:</i> 840 6424 2032 <i>Passcode:</i> 058128
-----------------	-------------------------	--

10. **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 35.6 and 41 of the 2016 revised IRR of RA 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. Mary Clare Coronado/
Ms. Marie Cris Lerio and Ms. Manilyn Lunday
Philippine Statistics Authority Regional Statistical Services Office 7
Gaisano Capital South Bldg. Colon St., Cebu City
Tel. nos.:(032)412-6794
Email address: psa07.rbac@gmail.com
Telefax nos.:(032)412-6794/254-0470*


EDWINA M. CARRIAGA
R07-BAC Chairperson

