



INVITATION TO BID FOR THE PROVISION OF PHOTOCOPYING SERVICES FOR TESDA CENTRAL OFFICE FOR FY 2022

1. The Technical Education and Skills Development Authority (TESDA), through the National Expenditure Program (NEP) for FY 2022, intends to apply the sum of **Two Million Four Hundred Thirty Thousand Three Hundred Eighty-Four Pesos and 33/100 (₱2,430,384.33)** for the **Provision of Photocopying Services for TESDA Central Office for FY 2022**. Bids received in excess of the ABC for the lot shall be automatically rejected at bid opening.

This procurement activity is being undertaken in accordance with the Government Procurement Policy Board (GPPB) Circular 06-2019 and Resolution No. 14-2019 issued on 17 July 2019 on the Guidelines for the implementation of Early Procurement Activities (EPA).

2. The **TESDA** now invites bids for the above Procurement Project. Delivery of the Goods is required by FY 2022. Bidders should have completed, within five (5) 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 No. 5183.

4. Prospective Bidders may obtain further information from TESDA and inspect the Bidding Documents at the address given below during office hours from 8:00 a.m. to 5:00 p.m. starting **22 November 2021**.
5. A complete set of Bidding Documents may be acquired by interested Bidders beginning **22 November 2021 until 16 December 2021** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents in the amount of **Five Thousand Pesos (₱5,000.00)**.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

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6. The TESDA will hold a Pre-Bid Conference on **3 December 2021 at 4:00 p.m.** through video conferencing or webcasting via **Zoom** which shall be open to prospective bidders.

In line with the precautionary health measures being adopted by the agency, interested bidders may join the Pre-Bid Conference via video-conference (Zoom). In order to secure the zoom link password, prospective bidders are advised to send an email request to the BAC Secretariat at **bacsecretariat@tesda.gov.ph NOT LATER THAN 4:00 p.m., 2 DECEMBER 2021**, together with the following details:

- a. Name of Project
- b. Bid Reference
- c. Activity
- d. Company Name
- e. Address
- f. Name of Representative [maximum of two (2)]
- g. Contact Nos.
- h. E-mail Address
- i. Scanned or Proof of Identity of the representative (pls. attach)

By submitting the abovementioned information, it would be understood that the prospective bidders are conforming to the Data Privacy Act and TESDA Privacy Rules and Regulations. TESDA will not share the personally identifiable information to any third party for marketing purposes. However, TESDA may share information with governmental agencies in cases permitted or required by law. Likewise, the personally identifiable information shall be kept secured. Only authorized staff of the abovementioned e-mail have access to this information.

For the Pre-Bid Conference, bidders are encouraged to send their authorized technical representatives or personnel who are familiar with the bidding requirements and who will prepare the documents for the bidder to minimize errors in the preparation of bids. The bidders' representative shall carefully consider all the discussions during the Pre-bid Conference and be guided by them in the preparation of bids. Only the **pre-registered representative/s or personnel** shall be allowed to attend during Zoom Video Conference.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **16 December 2021 at 9:00 a.m.** Online submission is not yet available. Late bids shall not be accepted.
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 **16 December 2021 at 2:00 p.m.**, at the Gabriela Silang Room, TESDA Women's Center, Gate 1, TESDA Complex, Building 2, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

For those bidders that will be attending the meeting at TESDA, please be advised that all prospective bidders attending the meeting shall submit **a copy of their COVID 19 vaccination card** showing that their representatives are fully vaccinated and **negative COVID-19 antigen result** no longer than **twenty-four (24) hours** prior to the foregoing meeting.

Due to community quarantine measures, only one (1) representative is allowed to attend personally in the bid opening and will be required to follow the TESDA protocol for Visitors specifically on compliance with social distancing, wearing of face masks and face shields, body temperature screening, filling up of self-screening form which must be filled-up prior to the arrival at TESDA. Visitors who show signs of COVID-19 related symptoms such as cough, flu, fever, high body temperature and sneezing are advised not to proceed to TESDA since they will not be allowed to enter the TESDA compound.

If the bidders opt not to attend the meeting physically, they can join via Zoom application and they are advised to send an email request to the BAC Secretariat at bacsecretariat@tesda.gov.ph **NOT LATER THAN 4:00 p.m., 15 DECEMBER 2021**, together with the following details, in order to secure the Zoom link password:

- a. Name of Project
- b. Bid Reference
- c. Company Name
- d. Address
- e. Name of Representative [maximum of one (1)]
- f. Contact Nos.
- g. E-mail Address
- h. Scanned or Proof of Identity of the representative (pls. attach)

By submitting the abovementioned information, it would be understood that the prospective bidders are conforming to the Data Privacy Act and TESDA Privacy Rules and Regulations. TESDA will not share the personally identifiable information to any third party for marketing purposes. However, TESDA may share information with governmental agencies in cases permitted or required by law. Likewise, the personally identifiable information shall be kept secured. Only authorized staff of the abovementioned e-mail have access to this information.

For the Opening of Bids, bidders are required to send their authorized technical representatives or personnel who are familiar with the bidding requirements and who prepared the documents for the bidder. The bidders' representative shall respond to the queries during the meeting if ever there will be relative the document/s of the bidder. Only the **pre-registered representative/s or personnel of those bidders that purchased the Bidding Documents** shall be allowed to attend during Zoom Video Conference.

10. The **TESDA** 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:

ATTY. GINBER M. LUNA

Head, BAC Secretariat

3rd Floor, Procurement Division

TESDA Administration Building

East Service Road, South Luzon Expressway (SLEX)

Fort Bonifacio, Taguig City 1630

Telefax: (02) 8893-8296

E-mail: bacsecretariat@tesda.gov.ph

12. You may visit <https://www.tesda.gov.ph/About/TESDA/149> for downloading of Bidding Documents.

Date of Issue: 19 November 2021


DDG LINA C. SARMIENTO
BAC Chairperson
Lina C. Sarmiento