



REPUBLIC OF THE PHILIPPINES
COMMISSION ON HUMAN RIGHTS

BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES
(BAC-GS)

BID BULLETIN
FOR THE PROCUREMENT OF VARIOUS LEASE OF VENUES FOR CY 2020
THROUGH ORDERING AGREEMENT ARRANGEMENT FOR THE COMMISSION ON
HUMAN RIGHTS – (RE-BIDDING)

NOTICE TO ALL BIDDERS:

Please be informed of the following clarification during the Pre-Bid Conference held on December 23, 2019 which will form part and parcel of the bidding documents and for compliance by the prospective bidders:

Items in the Bidding Documents	FROM	TO
1. Item 2, Calling for Interested Bidders and Submission of PhilGEPS Certificate of Registration, Invitation to Bid (ITB) – Page 2	2. The CHR now invites bids from interested, licensed, legitimate and qualified prospective bidders that are duly registered under the laws of the Republic of the Philippines to join and submit bids in accordance with the attached Terms of Reference (TOR) for the Procurement of Various Lease of Venues for CY 2020 through Ordering Agreement Arrangement for the Commission on Human Rights – (Re-Bidding). Prospective bidders must have been engaged in business of providing accommodation, food and venue at least five (5) years. The prospective bidders must submit the Philippine Government Electronic Procurement System (PhilGEPS) Certificate of Registration (Platinum) without attaching the copies of certificates of registration issued by SEC/DTI, mayor's permit, and tax clearance. PhilGEPS Certificate of registration (Platinum) is sufficient. However, upon demand from the lowest	2. The CHR now invites bids from interested, licensed, legitimate and qualified prospective bidders that are duly registered under the laws of the Republic of the Philippines to join and submit bids in accordance with the attached Terms of Reference (TOR) for the Procurement of Various Lease of Venues for CY 2020 through Ordering Agreement Arrangement for the Commission on Human Rights – (Re-Bidding). <u>Prospective bidders must have been engaged in business of providing accommodation, food and venue at least two (2) years.</u> The prospective bidders must submit the Philippine Government Electronic Procurement System (PhilGEPS) Certificate of Registration (Platinum) without attaching the copies of certificates of registration issued by SEC/DTI, mayor's permit, and tax clearance. PhilGEPS Certificate of registration (Platinum) is sufficient. However, upon demand from

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	<p>calculated bid during the post-qualification of bids, the same must be available. Further, for those documents that are expired, please submit/attach the proof of application for renewal of license/permit.</p> <p>In lieu of the Platinum Certificate of Registration from PhilGEPS, the prospective bidders may submit the minimum eligibility requirements under Class "A" legal documents under Section 23.1(a) and 24.1(a) of the Revised IRR of RA 9184 and GPPB Resolution No. 18-2017 dated April 10, 2017:</p> <ol style="list-style-type: none"> SEC/DTI/CDA certificate of Business Registration Current/Valid Mayor's or Business Permit Current/Valid Tax Clearance Audited Financial Statement for the last two (2) years, stamped received by the BIR 	<p><u>the lowest calculated bid during the post-qualification of bids, the same must be available. Further, for those documents that are expired, please submit/attach the proof of application for renewal of license/permit.</u></p> <p><u>Note:</u> <u>Prospective bidders must attach the proof of application for renewal of Mayor's Permit together with the official receipt.</u></p>
2. Item 3, Number of years of completed contracts, ITB - Page 2	3. The completion of delivery and service must be within the day/s as stated in the Ordering Agreement Contract. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. Please see attached Terms of Reference for the detailed technical specifications and other requirements.	3. <u>The completion of delivery and service must be within the day/s as stated in the Ordering Agreement Contract. Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project. Please see attached Terms of Reference for the detailed technical specifications and other requirements.</u>
3. Item 9, Number of years of completed contracts, ITB - Page 3	<p>9. A complete set of Bidding Documents may be acquired by interested bidders on December 17, 2019 to January 8, 2020 from the address below and upon payment of the applicable fee for the Bidding Documents pursuant to the latest Guidelines issued by the Government Procurement Policy Board (GPPB) in the amount of Nine Thousand Six Hundred Fifty Pesos (PhP9,650.00).</p> <p>The purchase of bidding documents shall be on or before the deadline for the submission of bids, or until 10:30AM of January 8, 2020.</p> <p>It may also be downloaded free of charge from the website of the PhilGEPS and the</p>	<p>9. <u>A complete set of Bidding Documents may be acquired by interested bidders on December 17, 2019 to January 23, 2020 from the address below and upon payment of the applicable fee for the Bidding Documents pursuant to the latest Guidelines issued by the Government Procurement Policy Board (GPPB) in the amount of Nine Thousand Six Hundred Fifty Pesos (PhP9,650.00).</u></p> <p><u>The purchase of bidding documents shall be on or before the deadline for the submission of bids, or until 10:30AM of January 23, 2020.</u></p> <p><u>It may also be downloaded free of charge from the website of the PhilGEPS and the website of the CHR, provided that bidders</u></p>

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	website of the CHR, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.	shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.												
4. Item 11, Receive of Bids and Opening of Bids, ITB – Page 3	<p>11. Bids must be duly received by the BAC Secretariat at the address below on or before 10:30AM of January 8, 2020. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in Bidding Documents.</p> <p><u>Bid opening shall be on January 8, 2020 at 11:00AM, Commission on Human Rights, 2nd Floor, PARDEC Building, Boardroom, U.P. Complex, Commonwealth Avenue, Diliman, Quezon 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.</u></p>	<p>11. <u>Bids must be duly received by the BAC Secretariat at the address below on or before 10:30AM of January 23, 2020. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in Bidding Documents.</u></p> <p><u>Bid opening shall be on January 23, 2020 at 11:00AM, Commission on Human Rights, 2nd Floor, PARDEC Building, Boardroom, U.P. Complex, Commonwealth Avenue, Diliman, Quezon 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.</u></p>												
5. Item 33.2, Performance Security, Bidding Documents - Page 39	<p>The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:</p> <table><tr><th>Form of Performance Security</th><th>Amount of Performance Security (Not less than the Percentage of the Total Contract Price)</th></tr><tr><td>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. <i>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></td><td>Five percent (5%)</td></tr><tr><td>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank:</td><td>5%</td></tr></table>	Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)	(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. <i>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Five percent (5%)	(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank:	5%	<p>The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the <u>total Approved Budget Ceiling for LOT 1</u> in accordance with the following schedule:</p> <table><tr><th>Form of Performance Security</th><th>Amount of Performance Security (Not less than the Percentage of the <u>Total Approved Budget Ceiling per LOT</u>)</th></tr><tr><td>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. <i>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></td><td>Five percent (5%)</td></tr><tr><td>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank:</td><td>5%</td></tr></table>	Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the <u>Total Approved Budget Ceiling per LOT</u>)	(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. <i>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Five percent (5%)	(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank:	5%
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	Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.		Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
	(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)	(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

Others:

1. Prospective bidders must submit the documents stated in the attached ***Annex "A" on or before 10:30AM of January 23, 2020 inside the one (1) big sealed envelope [containing 1 original copy and 4 photocopies of the technical and financial bid proposal envelopes inside] and properly marked with labels.***
2. Please include the following documents inside the technical proposal envelope and state **"comply and sign"** per item:
 - a. Sections VI and VII of the Bidding Documents;
 - b. TOR and Specifications; and
 - c. Bid Bulletin.
3. All other items and/or provisions in the Bidding Documents, TOR with Technical Specifications, Bid Bulletin that are not changed or modified will remain the same and for compliance by prospective bidders.

For questions and other inquiries, you may contact the BAC Secretariat c/o General Administration Office - Procurement Division (GAO-PD) through email address procurement.chr@gmail.com or telephone number (02) 8936-6107 or mobile numbers 0917-8571607 (globe) or 0939-9027043 (smart).

Please be guided accordingly.

Issued this 2nd day of January 2020, Quezon City, Philippines.

Very truly yours,



ATTY. HOMERO MATTHEW P. RUSIANA
Chairperson *Kake*
Bids and Awards Committee for Goods and Services

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ANNEX "A"

The following eligibility requirements shall be submitted for purposes of determining eligibility of prospective bidders for the Procurement of Various Lease of Venues for CY 2020 through Ordering Agreement for the Commission on Human Rights – (Re-Bidding):

I. TECHNICAL PROPOSAL ENVELOPE

(a) Eligibility Documents

(i) Class "A" Documents

- PhilGEPS Certificate of Registration and Membership (Platinum) in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;
- **Statement of all its ongoing government and private contracts (using the attached prescribed format)**, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and

Statement of the Bidder's SLCC (using the attached prescribed format) similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the [BDS](#).

The two statements required shall indicate for each contract the following:

- (i) name of the contract;
- (ii) date of the contract;
- (iii) contract duration;
- (iv) owner's name and address;
- (v) kinds of Goods;
- (vi) For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
- (vii) For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
- (viii) date of delivery; and
- (ix) end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.

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- NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank.

(ii.) Class "B" Document

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

(b) Technical Documents

- a. Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:
 - i. a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
 - ii. a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;
or
 - iii. Bid Securing Declaration.
- b. Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents, Terms of Reference and Bid Bulletin; and
- c. Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.

II. FINANCIAL PROPOSAL ENVELOPE

- (a) Financial Bid Form, which includes bid prices and the applicable Price Schedules, in accordance with **ITB** Clauses 15.1 and 15.4.

Statement of all 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, within the period of five (5) years prior to January 23, 2020

Name of the contract	Date of the contract	Contract Duration	Owner's Name and address	Kinds of goods	Amount of contract and value of the outstanding contracts	Date of Delivery

(Signature)
Bidder's Authorized Representative

Statement of the Single Largest Completed Contract (SLCC) similar to the contract to be bid, in accordance with ITB Clause 5.4, within the last five (5) years prior to January 23, 2020

Name of the contract	Date of the contract	Contract Duration	Owner's Name and address	Kinds of goods	Amount of contract and value of the outstanding contracts	Date of Delivery	End-user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statement

_____(Signature)
Bidder's Authorized Representative