



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City  
<http://www.dilg.com.ph>

Republic of the Philippines  
Department of the Interior and Local Government

## CENTRAL OFFICE BIDS AND AWARDS COMMITTEE (COBAC)

### INVITATION TO BID

### PROCUREMENT OF SERVICES FOR THE PRODUCTION OF INSTRUCTIONAL VIDEOS

**COBAC IB NO. 024 (G) s. 2020**

1. The *Department of the Interior and Local Government (DILG)*, through the *General Appropriations Act FY 2020*, intends to apply the sum **Two Million Nine Hundred Eighteen Thousand Six Hundred Sixty Six Pesos and Sixty Seven Centavos (Php 2, 918, 666.67)**, being the Approved Budget for the Contract (ABC) to payments under the contract for the

Item Description	Qty	Total ABC
PROCUREMENT OF SERVICES FOR THE PRODUCTION OF INSTRUCTIONAL VIDEOS	5 Videos	Php 2,918,666.67

Bids received in excess of the **ABC** shall be rejected automatically at bid opening.

2. The DILG now invites bids for the **PROCUREMENT OF SERVICES FOR THE PRODUCTION OF INSTRUCTIONAL VIDEOS**. Delivery of the Goods is required for eighty six (86) days upon receipt of Notice to Proceed (NTP). Bidders should have completed, within two (2) years from the date of submission and receipt of bids (*December 15,*

2018- December 14, 2020), 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 nondiscretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (RIRR) 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 the COBAC Secretariat through e-mail at [bacsecretariat.dilgco@gmail.com](mailto:bacsecretariat.dilgco@gmail.com) or through these telephone numbers: (02) 8926-6256 / (02) 8876-3454 local 5108.
5. A complete set of Bidding Documents may be purchased by interested Bidders from the COBAC Secretariat on **November 23, 2020 – December 15, 2020** upon payment of fees for the Bidding Documents amounting to **Five Thousand Pesos (Php 5,000.00)**. **As a safety protocol, all interested bidders are advised to schedule their visit with the COBAC Secretariat beforehand. Further, all transactions will be done from 10:00 a.m. to 2:00 p.m., Mondays to Fridays, at the lobby of the DILG-NAPOLCOM Center only.**

The Bidding Documents may be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the DILG Website, provided that bidders shall pay the applicable fee for purchase of Bidding Documents not later than the submission of their bids.

6. The DILG will hold a Pre-Bid Conference<sup>1</sup> on **December 2, 2020, 10:30 p.m. via ZOOM (Meeting ID: 873 3835 5226; Password:**

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<sup>1</sup>May be deleted in case the ABC is less than One Million Pesos (Php 1,000,000.00) where the Procuring Entity may not hold a Pre-Bid Conference.

291076), which shall be open to all prospective bidders. Upon entering the ZOOM virtual meeting, prospective bidders are instructed to use the following format for their video screens:

**<IB No. \_\_\_\_>\_<Company Name>\_<Full Name of Authorized Representative>**

7. Bids must be duly received by the COBAC Secretariat at the **Lobby of the DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City** on or before **December 15, 2020, 9:00 a.m.**
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. **Late bids shall not be accepted.**
9. Bid opening shall be on **December 15, 2020, 10:30 a.m.**, live streamed via ZOOM. Meeting ID and Password shall be given to the bidders upon purchase of the Bidding Documents. Bids will be opened in the presence of the bidders' authorized representatives who choose to attend the online meeting. **For convenience and ease in the conduct of proceedings, bidders or their authorized representatives must provide the COBAC Secretariat, either via e-mail or any acceptable mode of electronic transmission, a copy of their authorization and company identification to participate in the said bidding.**
10. The bidders must refer to the published Bidding Documents for final guidance.
11. The *DILG* 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 2016 RIRR, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

**MS. ELNORA A. VELASCO**

Head, COBAC Secretariat

23<sup>rd</sup> Floor, DILG-NAPOLCOM CENTER

EDSA corner Quezon Avenue, West Triangle

Quezon City

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**USEC. RICOJUDGE JANVIER M. ECHIVERRI, MPSA, JD**  
*Chairperson, COBAC*

By:

**ATTY. JENA J. JAVAREZ**  
*Vice Chairperson, COBAC*