



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>

CENTRAL OFFICE BIDS AND AWARDS COMMITTEE (COBAC)

INVITATION TO BID

PROCUREMENT OF SERVICES FOR THE PRODUCTION AND DEVELOPMENT OF VARIOUS AUDIOVISUAL PRESENTATIONS (AVPs) (LOTS 1 TO 7)

COBAC IB NO. 017 (S) s. 2021

1. The ***Department of the Interior and Local Government (DILG)***, through the *General Appropriations Act of 2021*, intends to apply the sum **Two Million, Three Hundred Thirteen Thousand, Ninety-Three Pesos and Thirty-Three Centavos (Php 2,313,093.33)**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF SERVICES FOR THE PRODUCTION AND DEVELOPMENT OF VARIOUS AVPs (LOTS 1 TO 7)**.

LOT NO.	ITEM DESCRIPTION	QTY	TOTAL ABC
1	AVP on Local Economic Development and Investment Promotion Office	1 AVP	Php 188,333.33
2	AVPs on Streamlining Construction-Related Permits Towards Ease of Doing Business	3 AVPs	Php 425,500.00
3	AVPs on Regulatory Reforms for LGUs	3 AVPs	Php 574,260.00

4	AVP on Integration of Barangay Clearance	1 AVP	Php 178,000.00
5	AVP on Business Permit and Licensing System (BPLS)	1 AVP	Php 267,000.00
6	AVP on Ease of Doing Business (EODB) Innovative Practices	1 AVP	Php 257,000.00
7	AVP on Gender Equality, Disability and Social Inclusion (GEDSI)	1 AVP	Php 423,000.00
TOTAL			Php 2,313,093.33

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 AND DEVELOPMENT OF VARIOUS AVPs (LOTS 1 TO 7)**. Delivery of the Goods is required for one hundred two (102) calendar days upon receipt of Notice to Proceed (NTP) for Lots 1 to 6, and one hundred twenty (120) calendar days upon receipt of NTP for Lot 7. Bidders should have completed, within two (2) years from the date of submission and receipt of bids (*June 21, 2019-June 20, 2021*), 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 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 **May 28 – June 21, 2021** upon payment of fees for the Bidding Documents amounting to the following:

LOT	ITEM DESCRIPTION	COST OF BIDDING DOCUMENT
1	AVP on Local Economic Development and Investment Promotion Office	Php 500.00
2	AVPs on Streamlining Construction-Related Permits Towards Ease of Doing Business	Php 500.00
3	AVPs on Regulatory Reforms for LGUs	Php 1,000.00
4	AVP on Integration of Barangay Clearance	Php 500.00
5	AVP on Business Permit and Licensing System (BPLS)	Php 500.00
6	AVP on Ease of Doing Business (EODB) Innovative Practices	Php 500.00

7	AVP on Gender Equality, Disability and Social Inclusion (GEDSI)	Php 500.00
TOTAL		Php 4,000.00

If the bidder opts to join all seven (7) lots, the fee for the Bidding Document is Four Thousand Pesos (Php 4,000.00).

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 Conference¹ on **June 7, 2021, 10:30 a.m.** via **ZOOM (Meeting ID: 842 9589 6748; Passcode: 515218)**, 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 **June 21, 2021, 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.**

¹ 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.

9. Bid opening shall be on **June 21, 2021, 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

23rd Floor, DILG-NAPOLCOM CENTER

EDSA corner Quezon Avenue, West Triangle

Quezon City

Tel. Nos. (02) 8926-6256/ (02) 8876-3454 loc. 5108

E-mail: bacsecretariat.dilgco@gmail.com

www.dilg.gov.ph

USEC. RICOJUDGE JANVIER M. ECHIVERRI, MPSA, JD

Chairperson, COBAC

By:

ATTY. JENA J. JAVAREZ

Vice Chairperson, COBAC