



PORT MANAGEMENT OFFICE OF NEGROS ORIENTAL/SIQUIJOR

INSTRUCTION TO BIDDERS

SUBJECT OF SMALL VALUE PROCUREMENT

Small Value Procurement is an alternative method of procurement, allowed under Section 53 of the Revised IRR of R.A. 9184 designed where the procurement does not fall under Shopping in Section 52 and the total amount involved does not exceed the thresholds prescribed in Annex "H" of the Revised IRR of R.A. 9184 and is being conducted for the following:

**RELOCATION OF BASEPORT TERMINAL OFFICE, PORT OF
DUMAGUETE, DUMAGUETE CITY (RM-NOS-04-18)**

I. RESPONSIBILITY OF PROSPECTIVE BIDDER AND ELIGIBILITY REQUIREMENTS

1. The prospective bidder shall be responsible for taking steps to carefully examine all the bidding documents.
2. The prospective bidder shall submit two (2) sets of the following legal documents in order to qualify for eligibility to bid:
 - a) Certified Copy of Valid PCAB License;
 - b) Company Profile (Form I & II attached);
 - c) Certified Copy of CY 2018 Mayor's Permit, if not yet available, a certified copy of the application for Mayor's Permit and proof of payment;
 - d) Certified Copy of Taxpayer's Identification Number (TIN) and VAT Registration (BIR Certificate of Registration);
 - e) Certified Copy of Certificate of Registration with the Bureau of Domestic Trade in case bidder is single proprietorship (DTI Certificate of Registration);
 - f) Certified Copy of SEC Registration Certificate and Articles of Incorporation and By-laws, if the bidder is a Corporation;
 - g) Financial Statements as of December 31, 2017 duly received and stamped by the Bureau of Internal Revenue;
 - h) Certified copy of BIR Tax Clearance for CY 2018
 - i) Certified Copy of PhilGEPS Certificate of Registration;
 - j) Proof of Ownership of minimum equipment required; and
 - k) Omnibus Sworn Statement (Form Attached).
2. All pages of the Eligibility Statements should be pre-numbered, signed or authenticated by the authorized signatory of the company/Firm, and fastened together in a folder, with a Table of Contents. Failure to comply with this requirement shall be a ground for ineligibility. By signing or authenticating each page of the Eligibility Statements, the bidder or his duly authorized

representative acknowledges the truth and correctness of all statements made therein, as well as the authenticity of the supporting documents. Submission of false statements and/or misrepresentation and/or withholding of required and pertinent information shall be a ground for disqualification.

4. The eligibility of the prospective bidder shall be submitted on the date and time of the bid opening. The same shall be opened and checked for completeness against a checklist of requirements, using a non-discretionary “pass/fail” criteria, prior to the opening of the bid proposal. In this regard, failure to submit a requirement, or an incomplete or insufficient submission, shall consider the bidder ineligible to participate in the bidding.
5. The BAC shall not be allowed to open the bids of ineligible prospective bidders; provided, however, that if an ineligible prospective bidders signifies his intent to file a request for reconsideration, the BAC shall hold the bid of the said ineligible prospective bidder unopened and duly sealed until such time that the request for reconsideration has been resolved.

II. SUBMISSION AND OPENING OF BIDS

1. The bidder shall prepare his bid in two (2) sealed envelopes clearly marked “Envelope 1”, and “Envelope 2”, as follows:

Enveloped 1 shall contain eligibility statement/documents as specified above.

Enveloped 2 shall contain the following:

- a) Bid Proposal in the prescribed form (Request for Quotation)

2. The sealed envelopes shall be addressed to:

The Chairperson
Bids and Awards Committee (BAC)
Philippine Ports Authority, PMO-Negros Oriental/Siquijor
2nd Floor, Robinsons Supermarket Perdices,
Perdices Street, Dumaguete City

and shall bear the following identifications:

- Name and Address of Bidder
3. The bid shall contain no erasures or overwriting, except as necessary to correct errors made by the bidder, in which case, such corrections shall be initialled by the person/persons signing the bid. Failure to initial any error/correction shall be a ground for disqualification.
 4. Late bids shall not be received by the Bids and Awards Committee

At the appointed time, the BAC Chairman shall open the envelope one (1) at a time. Envelope 2 of the bidder declared “ineligible” shall not be opened as mentioned in Item I.5 hereof.

III. SCOPE OF WORK AND DURATION OF THE PROJECT:

ITEM NO.	QTY.	UNIT	DESCRIPTION
1.0			General Expenses
1.1	L.S.	1.00	Mobilization/Demobilization
1.2	L.S.	1.00	Provide construction safety and health program in the execution of the project
2.0	L.S.	1.00	Removal of Side Rail and Existing Walkway Gate
3.0			Carpentry Works
3.1	L.S.	1.00	Supply and install metal studs and tracks for the partition wall framing
3.2	sq. m.	233.04	Supply and place hardiflex sheet to the partition framing
3.3	sets	16.00	Install recycled glass windows and doors including other accessories
3.4	sq. m.	22.59	Supply and install wooden platform in both ramps
3.5	L.S.	1.00	Supply and install counter top and kitchen sink
4.0			Metal Works
4.1	L.S.	1.00	Supply and install metal stairs for entrance, emergency exit & transaction windows
5.0			Painting Works
5.1	sq. m.	310.81	Painting of interior and exterior wall partition including paving blocks
5.2	L.S.	1.00	Painting of metal stairs, wooden and fabricated platform
6.0			Electrical Works
6.1	L.S.	1.00	Supply and install electrical wires, LED tubes and other accessories
7.0			Plumbing Works
7.1	L.S.	1.00	Supply and install waterline, water waste drainage and other accessories

PROJECT DURATION: Thirty (30) Calendar Days

IV. EVALUATION OF BID

1. The purpose of the bid evaluation is to determine the Lowest Calculated Bid. This bid shall be subject to post-qualification to determine its responsiveness to the eligibility and bid requirements. If after post qualification the Lowest Calculated Bid is determined to be post-qualified, it shall be considered the Lowest Calculated Responsive Bid and the contract shall be awarded to the bidder.
2. The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids, and
3. The ranking of the total bid prices as so calculated from the lowest to the highest bids with the lowest price shall be identified as the Lowest Calculated Bid.
4. In the evaluation of the bids, the BAC shall evaluate all bids on equal footing to ensure fair and competitive bid evaluation. For this purpose, all bidders shall be required to include the cost of all taxes and other expenses attendant to the delivery or performance of the services, as itemized in the bid form.

5. In case of discrepancies between:

- a) bid price in figures and in words, the latter shall prevail;
- b) total prices and unit prices, the latter shall prevail.

6. After all bids have been received, opened, examined, evaluated and ranked, the BAC shall prepare the corresponding Abstract of Bids, which shall contain the following:

- 1. The project being procured
- 2. Time, date and place of bidding, and
- 3. Names of Bidders and their respective calculated bid prices arranged from lowest to highest.

V. AWARD OF CONTRACT

- 1. Award in the form of Contract Agreement shall be made to the bidder with the lowest Calculated Responsive Bid at its submitted bid price and the latter shall bear the signature of the head of the procuring entity and the prospective contractor.

VI. DISCLAIMER

- 1. The PPA or the BAC assumes no obligation whatsoever to compensate or indemnify the participants for any expense or loss that may be incurred in the preparation or submission of their proposals.
- 2. THE AUTHORITY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND TO DECLARE A FAILURE OF BIDDING OR NOT TO AWARD THE CONTRACT. LIKEWISE, IT ASSUMES NO RESPONSIBILITY TO COMPENSATE THE BIDDERS FOR ANY EXPENSES INCURRED IN THE PREPARATION OF THE BIDS.