



Republic of the Philippines  
Department of National Defense  
**National Defense College of the Philippines**  
Camp General Emilio Aguinaldo, Quezon City

## **BIDDING DOCUMENTS**

for the

**Supply, Delivery, and Installation of WIFI  
Router and Structured Cabling for the  
National Defense College of the  
Philippines (NDCP)**

Project ID No. **NDCP- ITB-005-21**

MAY 2021

*[Handwritten signatures in blue ink]*

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## Section I. Invitation to Bid





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE  
**NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES**  
Camp General Emilio Aguinaldo, Quezon City

## INVITATION TO BID

### Supply, Delivery, and Installation of WIFI Router and Structured Cabling for the National Defense College of the Philippines (NDCP)

1. The National Defense College of the Philippines (NDCP), through the **General Appropriations Act of 2020 (RA 11465)** intends to apply the sum of **Nine Hundred Thirty Four Thousand Pesos Only (PHP 934,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Supply, Delivery, and Installation of WIFI Router and Structured Cabling for the National Defense College of the Philippines (NDCP)** with Identification No.: **NDCP-ITB-005-21**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The NDCP now invites bids for the Procurement of above Procurement Project. The project Delivery of the Goods is required **within ninety (90) calendar days after the issuance of Notice to Proceed**. Bidders should have completed, **within the last 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 **NDCP Bids and Awards Committee (NDCP-BAC) Secretariat** and inspect the Bidding Documents at the address given below **during 8:00 AM to 5:00 PM, Monday to Friday except during holidays**.
5. A complete set of Bidding Documents may be acquired by interested Bidders from **8:00 AM to 5:00 PM on 21 May to 10 June 2021** from the given address and website below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **ONE THOUSAND PESOS ONLY (PHP 1,000.00)**. The Procuring Entity shall allow the bidder to present in person its proof of payment for the fees.
6. The NDCP-BAC will hold a Pre-Bid Conference<sup>1</sup> on **May 31, 2021, 10:00 A.M.** at the **Honor Hall, NDCP Building, Camp Aguinaldo, Quezon City** and/or through video conferencing or webcasting via CISCO Webex which shall be opened to prospective bidders.

<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.



7. Bids must be duly received by the BAC Secretariat through: (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before **June 10, 2021 at 10:00 A.M.** 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 **June 10, 2021, 10:00 A.M.** at the **Honor Hall, NDCP Building, Camp Aguinaldo, Quezon City** and/or via **CISCO Webex.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The NDCP 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 35.5 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:


<i>Name of Officer:</i>	<b>Ms Gladys M Pua</b>
<i>Designation:</i>	Head, NDCP-BAC Secretariat
<i>Office Address:</i>	National Defense College of the Philippines Gen. Enrile Avenue, Camp General Emilio Aguinaldo Quezon City 1110
<i>Office Tel. Nos:</i>	(02) 8912-9139 (telefax) (02) 8911-6001 local 4651
<i>Email Address:</i>	<a href="mailto:gladysmpua@yahoo.com">gladysmpua@yahoo.com</a>
<i>Website:</i>	<a href="https://www.ndcp.edu.ph">https://www.ndcp.edu.ph</a>

12. You may visit the following websites:

For downloading of Bidding Documents: <https://www.ndcp.edu.ph>

For online bid submission: [bacsecretariat@ndcp.edu.ph](mailto:bacsecretariat@ndcp.edu.ph)

May 21, 2021

  
**MS LETICIA S REYES**  
NDCP-BAC Chairperson

## Section II. Instructions to Bidders





## 1. Scope of Bid

The Procuring Entity, the **Supply, Delivery, and Installation of WIFI Router and Structured Cabling for the National Defense College of the Philippines (NDCP)** with Project identification number **NDCP-ITB-005-21**.

The Procurement Project (referred to herein as "Project") is composed of one (1) lot, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for the year 2021 in the amount of **Nine Hundred Thirty Four Thousand Pesos Only (PHP 934,000.00)**.
- 2.2. The source of funding is the **General Appropriations Act of 2020 (RA 11465)**.

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or IB by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have a SLCC that is at least one (1) contract similar to the



Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

The Procuring Entity has prescribed that Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address at Camp General Emilio Aguinaldo, Quezon City and/or through CISCO Webex as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, **at least ten (10) calendar days before the deadline** set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within the last five (5) years prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.



## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

## 13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to