Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
EMPLOYEES' COMPENSATION COMMISSION
4th & 5th Floors, ECC Building, 355 Sen. Gil J. Puyat Avenue, City of Makati

Tel. No. 899-4251; 899-4252 • Fax. No. 897-7597 • E-mail: info@ecc.gov.ph • Website: http://www.ecc.gov.ph

INVITATION TO BID

Procurement of Cinema Ads Placement

The **EMPLOYEES' COMPENSATION COMMISSION (ECC)**, with office address at 4th and 5th floors ECC Bldg. 355 Sen. Gil Puyat Ave. Makati City, hereby invites interested bidders to apply for eligibility and to bid the following:

Item Descriptions/Specifications	**Cinema Ads Placement** **Coverage: Nationwide** **Movie Preference: Metro Manila Film Festival 2019** **Period: December** Others: 1.) Winning supplier to provide a detailed accomplishment and evaluation report of the project particularly the number of movie goers who saw the ECC ads. 2.) Winning supplier to provide a monitoring system during the duration of the project 3.) Provide other media mileages (e.g. placement of roll-up banners in the theater during the duration of the project, et.al)

Approved Budget for the Contract: **P4,900,000.00**

Source of Funding: ECC-COB

The ECC-Bids and Awards Committee (ECC-BAC) will use non-discretionary pass/fail criteria in the Eligibility Check/Screening as well as the Preliminary Examination of Bids. All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Evaluation of Bids, Post Qualification and Awards of Contract shall be governed by the pertinent provisions of R.A. No. 9184, and its Revised Implementing Rules and Regulations (RIRR).

The schedule of ECC-BAC activities is as follows:

BAC Activities	Schedule
1. Issuance of Bidding Documents	Starting July 8 to 15, 2019 8:00 a.m. – 5:00 p.m. 5th Flr., Admin./Supply Section, ECC Building
2. Pre-Bid Conference	July 23, 2019 (Tuesday) 2:00 p.m. ECC Library, 4th floor, ECC Bldg.
3. Deadline of Submission of Bids	August 6, 2019 (Tuesday) 1:30 p.m.
4. Opening of Bids	August 6, 2019 (Tuesday) 2:00 p.m. ECC Library, 4th floor, ECC Bldg.

Bid Documents may be purchased by interested Bidders from the BAC Secretariat, ECC Supply Section, 5th floor, ECC Bldg., with telephone no. 899-4251 loc.215, upon payment of a non-refundable fee in the amount of Five Thousand pesos (P5,000.00). Kindly provide the BAC Secretariat with a letter of intent to participate in the bidding.

All bids must be accompanied by a Bid Security. Late bids shall not be accepted.

The Employees' Compensation Commission reserves the right to accept or reject any Bid, to annul the bidding process, and to reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder of Bidders.

Atty. **Jonathan T. Villasoto**
ECC-BAC Chairperson

P.S. _____, 2019

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NATURE OF PROCUREMENT:

Procurement of Cinema Ads Placement

Item Descriptions/Specifications	**Cinema Ads Placement** **Coverage: Nationwide** **Movie Preference: Metro Manila Film Festival 2019** **Period: December** Others: 1.) Winning supplier to provide a detailed accomplishment and evaluation report of the project particularly the number of movie goers who saw the ECC ads. 2.) Winning supplier to provide a monitoring system during the duration of the project 3.) Provide other media mileages (e.g. placement of roll-up banners in the theater during the duration of the project, et.al)

- The bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criteria as specified in the **Revised Implementing Rules and Regulations** of **Republic Act No. 9184** (**R.A. 9184**), otherwise known as the "***Government Procurement Reform Act***." The same law shall also govern all other particulars relative to the bidding.

- **Approved Budget for the Contract**: **P4,900,000.00**

[1] Any price offer that exceeds the ABC for a particular lot shall be **automatically** disqualified (Sec.31.1, Revised IRR); only bids that are within the ABC per lot may be considered for award if proven to be the lowest calculated and responsive bid among all other bids.

SCHEDULE OF BIDDING:

BAC Activities	Schedule
1. Issuance of Bidding Documents	Starting July 8 to 15, 2019 8:00 a.m. – 5:00 p.m. 5th Flr., Admin./Supply Section, ECC Building
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3. Deadline of Submission of Bids	August 6, 2019 (Tuesday) 1:30 p.m.
4. Opening of Bids	August 6, 2019 (Tuesday) 2:00 p.m. ECC Library, 4th floor, ECC Bldg.

- **NOTE:** ***Late bids are automatically disqualified;***

- Prospective bidders shall submit their bids, ***on or before the deadline***[2], through their duly authorized representative/s in ***two (2) separate sealed envelopes***[3]:

  - The **first** shall contain the eligibility requirements (legal, technical, and financial documents); and

  - The **second** shall contain the financial information or the bid price, with the name of the contract to be bid and the name and address of the prospective bidder in capital letters, addressed to the ECC-BAC. The bidder shall mark the two envelopes: "Do not open before (date and time of opening of bids)." The first envelope must have corresponding tabs

[2] *Bids must be submitted **on or before 1:30 p.m.;** the official clock would be at the 4th floor of the ECC Bldg.*

[3] *The prospective bidder must **submit three (3) sets of documents** required in the first and second envelopes.*

- **FIRST ENVELOPE** (must contain the following):

ELIGIBILITY REQUIREMENTS:

I. Class "A" Documents

A. ***LEGAL DOCUMENTS***

- Registration Certificate from SEC, DTI [for sole proprietorship], or CDA [for cooperatives], whichever is applicable;
- Current Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- Tax Clearance;
- Current PhilGeps Certificate (Platinum);

B. ***TECHNICAL DOCUMENTS***

- Statement of the prospective bidder of all its ongoing and completed[4] government and private contracts, including awarded but not yet started, if any, between 2018 and 2019.

[4] *The prospective bidder **must have completed at least a single similar contract** between 2018 and 2019 must be at least 50% of the ABC.*

- Statement of the bidder's Single Largest Completed Contract (SLCC), similar to the contract to be bid, between 2018 and 2019.

C. ***FINANCIAL DOCUMENTS***

- The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions for the year 2018;

- The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) or a commitment from a Universal or Commercial Bank to extend a credit line in favor of the prospective bidder if awarded the contract to be bid.

II. Class "B" Documents

- Valid joint venture agreement (if applicable).

The **BID SECURITY** (Sec. 27.2, RIIR) as to form, amount and validity period. The required amount of the above forms of security shall be in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
a. Cash or cashier's/manager's check, bank draft/guarantee issued by a Universal of Commercial Bank	Two percent (2%)
b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Two percent (2%)
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	Five percent (5%)
d. Bid Securing Declaration (GPPB Resolution No. 03-2012, 27 January 2012)	No percentage required

SWORN STATEMENT by the prospective bidder or its duly authorized representative as to the following:

1. It is not "blacklisted" or barred from bidding by the government or any of its agencies, offices, corporations, or Local Government units including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board (GPBB);

2. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original complete, and all statements and information provided therein are true and correct;

3. It is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all the documents submitted;

4. The signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding with the duly notarized Secretary's Certificate attesting to such fact, if the prospective bidder is a corporation, partnership, cooperative, or joint venture;

5. It complies with the disclosure provision under Sec. 47 of R.A. 9184[5]. The said section reads:

> "**Sec. 47**. ***Disclosure of Relations***. In addition to the proposed contents of the Invitation to Bid as mentioned under Section 21 of this Act, all bidding documents *shall be accompanied by a sworn affidavit of the bidder that he or she or any officer of their corporation is not related to the Head of the Procuring Entity by consanguinity or affinity up to the third civil degree*. **Failure to comply with the aforementioned provision shall be a ground for the automatic disqualification of the bid** in consonance with Section 30 of this Act."

[5] In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third-civil degree. On the part of the Bidder, this Clause shall apply to the following persons:

(a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;

(b) If the Bidder is a partnership, to all its officers and members;

(c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders; and

(d) If the Bidder is a joint venture (JV), the provisions of items (a), (b), or (c) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

(e) If the Bidder is a joint venture (JV), the provisions of items (a), (b), or (c) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder [4.2 (a)-(d), Philippine Bidding Documents, Procurement of Goods].

6. It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs.[6]

[6] a. Having taken steps to carefully examine all of the Bidding Documents;

b. Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;

c. Having made an estimate of the facilities available and needed for the contract to be bid, if any; and

d. Having complied with its responsibility to inquire or secure Supplemental Bid Bulletin/s.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned (6.2 (a)- (i), Philippine Bidding Documents).

7. It complies with prevailing labor and social security (SSS, EC, Philhealth, and PAG-IBIG) laws, rules, and regulations.

8. It did not give or pay, directly or indirectly, any commission, amount fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

- **REMINDER:** ***Sworn statement must be notarized. Bidder can use their own formats.***

- **SECOND ENVELOPE** - must contain:

  - FINANCIAL INFORMATION or BID PRICE.

- **IMPORTANT REMINDER:**

  - For more details, kindly refer to the Revised IRR of R.A. No. 9184 (can be downloaded from the GPBB website);
  - The minutes of the pre-bid conference shall likewise be posted in the website of the procuring entities (GPBB Resolution No. 03-2018, 9 March 2018);
  - All further details on the specifications shall be provided during the pre-bid conference

For the guidance and information of all concerned.

Atty. Jonathan T. Villasoto
ECC-BAC Chairperson

Received by the Bidder:

_____

Date: _____