



PORO POINT MANAGEMENT CORPORATION

A Member of the Bases Conversion and Development Authority

INVITATION TO BID FOR THE CONSTRUCTION OF PPMC OFFICE/MULTI-PURPOSE ROOMS

1. The Poro Point Management Corporation (PPMC), through the approved PPMC Corporate Budget for CY 2023, intends to apply the sum of One Million Five Hundred Thousand Pesos (Php 1,500,000.00) being the Approved Budget for the Contract (ABC) to payments under the Contract for the Construction of PPMC Office/Multi-Purpose Rooms/ PPMC2023-041. Bids received in excess of the ABC shall be automatically rejected/disqualified at bid opening.
2. The Poro Point Management Corporation (PPMC) now invites bids for the above Procurement Project. Completion of the Works is required within Seventy-Five (75) calendar days from the issuance of Notice to Proceed. Bidders should have completed 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 non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from Poro Point Management Corporation thru the BAC Secretariat and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested bidders on August 14, 2023 or until the deadline for submission of Bids on September 4, 2023 before 10:00 a.m. from given address and website/s below and upon payment of a non- refundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (Php 5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.

The complete set of bidding documents and form in PDF Format may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Payment of the bidding documents may also be done through bank payment; details are as follows:

Name of Bank: Landbank of the Philippines, San Fernando, La Union Branch Account
Name: Poro Point Management Corporation
Current Account Number: 0202021824

Upon payment, bidders are required to submit their proof of payment and email it to ppmcbacsecretariat@gmail.com in order for PPMC to issue an Official Receipt which will also be emailed to the bidder's email address together with the Complete Set of the Bidding Documents and Issuance of Bidding Documents Form. Upon receipt of the e-mail from the BAC Secretariat, bidders are required to e-mail back the Issuance of Bidding Documents Form.

6. The Poro Point Management Corporation will hold a Pre-Bid Conference on August 22, 2023 at 10:00 a.m. which shall be open to prospective bidders.

The Pre-bid Conference will be conducted in person by the BAC and TWG, or at the option of prospective bidder/s and observers through video conferencing using Zoom platform with the following details:

- Meeting ID: 879 4430 0811
- Passcode: ppmc

Pre-bid Conference will also be live streamed via Facebook at Poro Point Management Corporation's Official Facebook Page (@PPMCOfficial).

Representative of the bidders and observers shall be prepared to login and are advised to be on standby at least twenty (20) minutes before the start of the pre-bid conference to ensure connection to the Zoom Meeting Room.

To facilitate monitoring of participants entering the Zoom Meeting Room, participants must enter their Company/Agency Name and their Complete Name. Example: [Poro Point Management Corporation- Juan Dela Cruz].

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below or electronic submission at ppmcbacsecretariat@gmail.com on or before September 4, 2023 at 10:00 a.m. Philippine Standard Time.

Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.

For Electronic submission of proposals, submission may be done through electronic mail and proposals must be duly received by the BAC Secretariat through the email address, ppmcbacsecretariat@gmail.com on or before August 1, 2023 at 10:00 a.m., provided that the following will be observed:

- a. Use of a two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the submitted proposal;

Bidders may use the following for archiving and password protection of the proposals. (Example: WinRar, WinZip)

For the security of proposals submitted, the Bidders may use the following to encrypt

their files. (Example: MS Word, Adobe Acrobat)

- b. Allow access to a password-protected Technical Proposal and password-protected Financial Proposal on opening date and time.

The passwords for accessing the file for the Technical Proposal and the Financial Proposal will be disclosed by the Bidders only during the actual opening of proposals which will be on August 1,2023 at the time of the opening of the submitted bid.

A PDF file containing the instructions on encrypting an Archive with WinRAR and encrypting a PDF with Acrobat DC is attached to this Bidding Documents.

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 15.
9. Bid opening shall immediately follow after the deadline for submission of bids at the given address below. The bid opening will also be available through video conferencing using Zoom platform with the following details:
 - Meeting ID: 890 6671 0899
 - Passcode: ppmc

Representatives of the bidders may attend in person or online via Zoom Conferencing who shall be prepared to login and are advised to be on standby at least twenty (20) minutes before the scheduled deadline and opening of bids to ensure connection to the Zoom Meeting Room. Failure to join on the set date and time shall be marked as late and shall constitute as waiver to be present for the activities that have lapsed until he/she joined the meeting. The bidder cannot question activities that were conducted in his/her absence.

To facilitate monitoring of participants entering the Zoom Meeting Room, participants must enter their Company/Agency Name and their Complete Name. Example: [Poro Point Management Corporation- Juan Dela Cruz].

The BAC-Secretariat shall proceed with the roll call to record the attendance and determine the presence of a quorum and the name of the suppliers who submitted bids. Thereafter, the BAC Secretariat shall officially announce the start of the bid opening.

10. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. The Poro Point Management Corporation 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 35.6 and 41 of the 2016 revised Implementing Rules and

Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

MS. CHARLOTTE C. BANDOLIN
Head, BAC Secretariat
Poro Point Management Corporation Gov. Joaquin L. Ortega Avenue
Poro Point Freeport Zone
Poro, City of San Fernando 2500, La Union
Mobile Number: 09458222033
Email Address: ppmcbacsecretariat@gmail.com
Website: www.poropointfreeport.gov.ph

13. You may visit the following website:

For downloading of Bidding Documents: www.poropointfreeport.gov.ph

August 14, 2023

(SGD) ATTY. MARLOU P. PACLEB
Chairperson
Bids and Awards Committee for the Procurement of Infrastructure Projects