

July 07, 2023

Bid Bulletin No. 1

SERVICES AND MATERIALS FOR THE SBMA TWO (2) - YEAR CONTRACT FOR THE OUTSOURCING OF SECURITY SERVICES FOR THE HOUSING AND BUILDING AREAS OF SBMA

A. Please be informed of the **CHANGE IN PROCUREMENT SCHEDULE** particularly:

- **SUBMISSION AND OPENING OF BIDS** (thru courier/physical submission) – from July 10, 2023 to **July 28, 2023**

Please be reminded that all procurement activities shall be on the dates mentioned above **at 2:00 PM to be held in the SBMA PPMD Conference Room, Room 201, Building 255, Barryman Road, Subic Bay Freeport Zone and/or thru online video conferencing via Google Meet with the official links provided in the bidding documents**

B. Please take note of the following:

- a. Number of Copies and Labelling of Envelopes to be submitted

Labelling of Envelopes

- i. Bidders shall enclose their original eligibility and technical documents described in ITB Clause 12 in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT", and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "ORIGINAL BID".
- ii. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. 1 - TECHNICAL COMPONENT" and "COPY NO. 1 – FINANCIAL COMPONENT" and the outer envelope as "COPY NO. 1", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- iii. The original and the number of copies of the Bid as indicated in the BDS shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.
- iv. All envelopes shall:
 - a) contain the name of the contract to be bid in capital letters;
 - b) bear the name and address of the Bidder;
 - c) be addressed to the Procuring Entity's Bids and Awards Committee;
 - d) show the specific identification of this bidding process indicated in the ITB Clause 1.1
 - e) indicate the date and time for the opening of bids



Kindly refer to the illustration for guidance:

General Requirements for Government Procurement

Suggested Marking

(BIG/MAIN ENVELOPE CONTAINING ORIGINAL BID, COPY NO. 1 and COPY NO. 2 ENVELOPES)
(TWO COMPONENTS FOR EVERY COPY SHALL BE LABELLED AS TECHNICAL COMPONENT OR FINANCIAL COMPONENT)

²ORIGINAL BID/ COPY NO. 1 / COPY NO. 2

³ORIGINAL BID/ COPY NO. 1 / COPY NO. 2 - TECHNICAL/FINANCIAL COMPONENT

BIDDER:
ABC COMPANY
NO. 88 RR ROAD, CRISTOBAL ST.
PACO, MANILA

PROJECT NAME
SBMA-BAC-GOODS-IB-XX-22

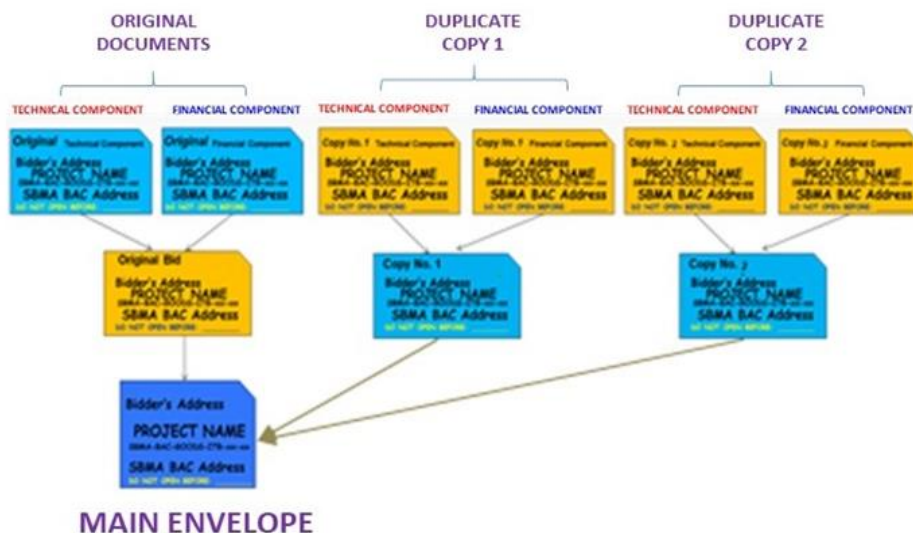
SUBIC BAY METROPOLITAN AUTHORITY
Bids and Awards Committee for Goods and Services
PPMD Office, Rm. 201, Bldg. 255, Barryman Road
Subic Bay Freeport Zone

SUBMISSION AND OPENING DATE: _____ | 2:00 P.M.

Number of Copies of Bid Documents

Interested bidders shall submit **one (1) set of original and two (2) sets of duplicate copies** of the technical and financial component of the bid. Duplicate copies of the bid should contain the same documents as that of the original set of bid documents.

Kindly refer to the illustration for guidance:



b. There is no preference in the color of bid envelopes and the placing of tabs on each document for easy identification during bid evaluation is preferred.

c. For the submission and receipt of bids, the SBMA is yet to establish its procedure thru electronic means. Accordingly, aside from physical submission, the only alternative is the submission thru courier. However, it shall be the responsibility of the bidders to ensure that their bids submitted thru courier be received by the BAC, through its Secretariat, on or before the deadline for the submission of bids.

d. The payment of bidding documents is not yet available thru online banking / bank transfer because of the manual issuance of billing assessment form and followed by the physical payment of bidding documents at the cashier. The same can be done until 12NN of the day of the submission of bids on July 28, 2023.

e. For bid bulletins, it shall be the responsibility of the bidders to secure copies thereof, which are posted on the PhilGEPs/SBMA websites and/or the SBMA Procurement Service Facebook page.

- C.** Please be informed that physical attendance during the bid opening shall be **limited** to a **maximum of two (2) authorized representatives** per bidder.
- D.** All **bidders who will opt to submit their bids thru courier must ensure that the same be received by the BAC, through its Secretariat, on or before the deadline for the submission of bids.**
- E.** Meanwhile, **a complete set of Bidding Documents is available and may be acquired by interested bidders only until 12:00 NN of July 28, 2023.**
- F.** Further, please be reminded that, subject to Section 25.9 of the revised IRR of Republic Act No. 9184, **unsealed or unmarked bid envelopes shall be rejected.**
- G.** For the guidance and information of all concerned.

(SGD)

ATTY. MICHAEL M. QUINTOS
Chairperson

Cc: All BAC Members
Technical Working Group
Commission on Audit
NGO