



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office I

BIDS AND AWARDS COMMITTEE

INVITATION TO BID

The Department of the Interior and Local Government, Regional Office I (DILG RO I), through its Bids and Awards Committee (BAC), invites prospective service providers to bid for the hereunder contract:

- Bid Number** : PR 2021-05-157
- Name of Project** : Printing of Vaccine Toolkit
- Location** : DILG R1 Office, Sevilla, City of San Fernando, La Union
- Approved Budget for the Contract (ABC)** : One Million Two Hundred Fifty-Four Thousand and Seven Hundred Forty-Four Pesos (Php1,254,744.00)
- Delivery Schedule** : within thirty (30) calendar days upon approval of the contract/upon receipt of the Notice to Proceed
- Source of Funds** : SR No. 2021-04-0713
- Specifications** : The project has the following specifications:

Item	DESCRIPTION	UNIT	QUANTITY
1	Cover Notes (A5 5"x7" C2S Hard Matte) link> http://bit.ly/3tvn6R7	pieces	2664
2	Message for Vaccine Champions (A4, portrait, saddle stitched, C2S 100 gsm glossy full color, cover: Kromekote 189# 40"x26") link> http://bit.ly/3ltgoIx	pieces	2664
3	Leaders' Message Poster (A3, Paper:Kromekote 189 lbs, 230 gsm, 26"x40", full color) link> http://bit.ly/38QNz3T	pieces	2664
4	Community Leaders' Message Poster (A3, Paper:Kromekote 189 lbs, 230 gsm, 26"x40", full color) Link> http://bit.ly/3rWWnN2	pieces	2664
5	Champion's kit Access (7"x7" C2S hard matte) Link> http://bit.ly/3cKrFQN	pieces	2664
6	10 must-know on COVID-19 Vaccines Pamphlets (A4, back to back C2S 120 gsm glossy paper, full color) Link> http://bit.ly/2NsSSPr	pieces	2664
7	Printing Instructions for Resbakuna Materials (13 pages, 720x720 resolution, C2S 100 gsm, glossy full color cover, cover: Kromekote 189# 40"x26") Link> https://bit.ly/3qMzScu	pieces	2664
8	Resbakuna brand guidelines and prototypes (38 pages, 13.33"x7.5/720x405 resolution, C2S 100 gsm glossy full color, cover: Krometoke 189#, full color, saddle stitch) Link> https://bit.ly/2NgOvXC	pieces	2664
9	Local Health System Health Promotion Playbook for COVID-19 Vaccine Demand Generation and Communications	pieces	2664

"Matino, Mahusay at Maaasahan"

City of San Fernando, La Union

Telephone Number (072) 888 2108 • 607 4468 • 888 2289 • 607 4469 • 607 1245

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Item	DESCRIPTION	UNIT	QUANTITY
	(40 pages, 8.5"x11", ring-bind, C2S 100 gsm, glossy full color cover: Krometoke 189# 40"x26") Link> http://bit.ly/3cLkU15		
10	Vaccine Roadmap Brochure (Legal page back to back three-fold; C2S 120 gsm glossy full color) Link> http://bit.ly/3eXaeiZ	pieces	2664
11	The Philippine National Deployment and Vaccination Plan for COVID-19 Vaccines (137 pages, 8.27"x11.69" Inside: Book 70, Cover: Krometoke 189# 40"x26"; ring bind) Link> http://bit.ly/3eDemUV	pieces	2664
12	Glossary of Terms (A5, landscape, saddle stitched, glossy C2S 100 gsm, full color, cover: Krometoke 189# 40"x26") Link> http://bit.ly/3vv9OWG	pieces	2664

The Eligibility Check/Screening as well as Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria.

Criteria for the eligibility check of prospective bidders, examination and evaluation of bids and post-qualification and all matters relevant to this procurement shall be in accordance with Republic Act 9184 (The Government Procurement Reform Act) and its Revised Implementing Rules and Regulations.

Schedule of bidding activities shall be as follows:

Activity	Requirements	Dates/Place
Posting of Invitation to Bid	To be posted in the PhilGEPS, DILG RO1 website and conspicuous place in the DILG Regional Office for 7 days	May 28-June 3, 2021
Availability and Issuance of Bid Documents	Payment of non-refundable fee in the amount of P1,500.00 in cash, payable to the Cashier, DILG Regional Office	May 28, 2021, 8:30 AM-4:00 PM; May 31, 2021 – June 4, 2021, 8:30AM – 4:00 PM; June 7-11, 2021, 8:30AM – 4:00 PM June 14-15, 2021, 8:30AM – 4:00 PM June 16, 2021 until 1:00 PM
Pre-bid Conference	TWG, BAC Secretariat to attend physically; Observers/Prospective Bidders may attend physically or virtually	June 4, 2021 at 1:00 PM at the DILG RO 1 Conference Hall, City of San Fernando, La Union or Zoom Platform (ID: 899 7354 0851; Passcode – bacmeeting)
Deadline of Submission of Bids	Bids must be accompanied by a Bid Security in the form of Bid Securing Declaration or any of the following forms and amount: (a) The amount of not less than Twenty-Five Thousand Ninety-Four and 88/100 Pesos (P25,094.88), 2% of the ABC, if bid security is in cash/cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or (b) The amount of not less than Sixty-Two Thousand Seven Hundred Thirty-Seven and 2/10 Pesos (P62,737.2), 5% of the ABC, if bid security is in Surety Bond	June 16, 2021 at 1:00 PM at the DILG RO 1

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Activity	Requirements	Dates/Place
Opening of Bids	Bidders or representatives may attend the activity physically or virtually	June 16, 2021, 1:01 PM at the DILG RO 1 Conference Hall, City of San Fernando, La Union or Zoom Platform (ID: 899 7354 0851; Passcode – bacmeeting)
Evaluation of Bids	In attendance: BAC Members, Technical Working Group (TWG), Secretariat, and Observers	June 17, 2021 at 1:00 PM at the DILG RO 1 Conference Hall, City of San Fernando, La Union
Post Qualification	In attendance: Technical Working Group (TWG) and Observers	June 18, 2021 at 1:00 PM Venue: DILG Regional Office 1
Deliberation of the Post Qualification Report	In attendance: BAC, TWG & Observers	June 18, 2021 at 2:00 PM

Complete set of Bid Documents (CD Form) may be obtained at the **BIDS AND AWARDS COMMITTEE c/o BAC SECRETARIAT**, DILG Regional Office I, Aguila Road, City of San Fernando, La Union or prospective bidders may request a copy of the Bid Documents through email.

Eligibility Requirements and Technical Documents (placed in one folder, properly arranged according to the checklist and with tabbing), and Financial Documents (placed in one folder with tabbing) shall be placed in a separate and marked, sealed envelope addressed to **ALICIA C. BANG-OA, BAC Chairman c/o BAC Secretariat** located at the DILG Regional Office I, Aguila Road, City of San Fernando, La Union. For inquiries, you may call telephone number (072) 607-1245 / 607-4468 or send email to: dilgr1.bac@gmail.com

The DILG RO I reserves the right to reject any Bids, to annul the bidding process, which may be considered disadvantageous and not beneficial to the DILG Regional Office or waive any defect or informality therein. The DILG Regional Office assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bid proposals.


ALICIA C. BANG-OA
BAC Chairperson

BAC Secretariat
May 27, 2021