INSTRUCTION TO BIDDERS

Project Title & Code: **Maintenance of Command Center Communication Cabling and Access, Port of Cagayan de Oro (MPF-MOC-73-2025)**
Project Location: **Port of Cagayan de Oro**

1.0 GENERAL INFORMATION

1.1 These Instructions to Bidders are issued in accordance with **Republic Act No. 12009 (Government Procurement Act)** and its applicable rules on **Small Value Procurement (SVP)**

1.2 All bidders shall strictly comply with these instructions and all requirements stated in the **Invitation to Bid** and corresponding procurement documents.

2.0 ELIGIBILITY REQUIREMENTS

2.1 Bidders must have **valid and updated PhilGEPS Registration (Platinum)** with the following Class "A" documents, including:

- Updated Business Registration
- Mayor's/Business Permit
- Tax Clearance
- Audited Financial Statements
- Omnibus Sworn Statement (RA12009)

2.2 Documents aforementioned shall be in line with RA 12009.

2.3 Additional technical and legal documents may be required as provided.

2.4 For the complete updated forms for RA 12009, please refer to the link below:

https://www.gppb.gov.ph/ngpa-standard-forms/

3.0 SCOPE OF WORK

3.1 The project involves the **maintenance and servicing of existing communication cabling and access systems** at the Command Center, Port of Cagayan de Oro.

3.2 Detailed technical requirements and specifications are provided in the **Terms of Reference (TOR)**.

4.0 APPROVED BUDGET OF THE CONTRACT (ABC) & BID PRICES

4.1. The ABC for the contract is **Three Hundred Thirty Thousand Pesos and 00/100 only (₱330,000.00**)

4.2. **Bids exceeding the ABC shall be rejected** without further evaluation.

4.3. Bid prices are **tax inclusive,** with labor, materials, equipment, tools, mobilization, and all other costs necessary to complete the works.

4.4. Prices shall be **fixed and not subject to escalation** during contract implementation.

5.0. BID SUBMISSION

5.1. Bidders shall submit **one (1) sealed envelope** containing:

- Eligibility Documents
- Technical Proposal
- Financial Proposal / Canvass Form

5.2. Bids must be submitted **on or before the deadline** stated in the Invitation to Bid.

5.3. Late submissions shall **not** be accepted.

6.0 BID OPENING

6.1. Bids will be opened **immediately after the deadline** for bid submission, in the presence of bidders or their authorized representatives.

6.2. Only **complete and duly signed** bids will be opened.

7.0 BID EVALUATION

7.1. Evaluation shall follow the **Lowest Calculated and Responsive Bid (LCRB)** method.

7.2. Bids will be checked for arithmetic corrections, completeness, conformity with specifications, and compliance with all documentary requirements.

7.3. The Procuring Entity may request clarifications but **shall not allow** alteration of bid amounts or major documentation.

8.0 POST-QUALIFICATION

8.1. The Bidder with the **Lowest Calculated Bid (LCB)** shall undergo post-qualification to verify:

- Legal, technical, and financial eligibility
- Accuracy and authenticity of submitted documents
- Actual capacity to complete the project

8.2. Failure to pass post-qualification shall result in disqualification and evaluation of the next-ranked bidder.

9.0 AWARD OF CONTRACT

9.1. The contract shall be awarded to the Bidder with the **Lowest Calculated and Responsive Bid (LCRB)**.

9.2. The winning bidder shall enter into a **Contract Agreement** and receive a **Notice to Proceed (NTP)** upon compliance with all post-award requirements.

10.0 SECURITY BOND

10.1. For this SVP procurement, performance security **may be required** at the discretion of the Procuring Entity, in accordance with RA 12009 rules.

11.0 VALIDITY OF BIDS

11.1. Bids shall remain valid for **at least sixty (60) calendar days** from the date of bid opening, unless otherwise stated.

12.0 COMPLETION PERIOD

12.1. The Contractor shall complete all works within **Thirty (30) Calendar Days** from receipt of the NTP.

13.0 RESERVATION CLAUSE

13.1. The Procuring Entity reserves the right to:

- Reject any or all bids
- Declare a failure of bidding
- Cancel or terminate the process at any time without liability to affected bidders, consistent with RA 12009.

15. COMMUNICATIONS

All communications shall be addressed to:

MARC M. AVELLANA
BAC Head Secretariat
PPA PMO Misamis Oriental/Cagayan de Oro
Amenity Building 3, Port Area, Macabalan, Cagayan de Oro City

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