

PHILIPPINE BIDDING DOCUMENTS

IB 2022 – 058

PROVISION FOR VARIOUS MEDIA SERVICES (LOT BIDDING)

ABC: P 1,306,000.00

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



Republic of the Philippines
Department of Health

METRO MANILA CENTER FOR HEALTH DEVELOPMENT

INVITATION TO BID FOR

IB 2022 – 058

PROVISION FOR VARIOUS MEDIA SERVICES (LOT BIDDING)

HEALTH - METRO MANILA - CENTER FOR HEALTH DEVELOPMENT, through the HPU 2022 WFP No. 2.1.1, Health Promotion (WFP Item No. 2.3.2), and Health Promotion (WFP Item No. 2.1.1 intends to apply the sum of **ONE MILLION THREE HUNDRED SIX THOUSAND PESOS (P 1,306,000.00) ONLY** being the ABC to payments under the contract for **PROVISION FOR VARIOUS MEDIA SERVICES (LOT BIDDING)** Bids received in excess of the ABC shall be automatically rejected at bid opening.

DEPARMENT OF HEALTH - METRO MANILA - CENTER FOR HEALTH DEVELOPMENT now invites bids for the above Procurement Project. Delivery of the Goods is required *within the period specified under SECTION VI. Schedule of Requirements*. Bidders should have completed, *within three (3) years from the date of submission and receipt of bids*, 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.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

Prospective Bidders may obtain further information from **DEPARMENT OF HEALTH - METRO MANILA - CENTER FOR HEALTH DEVELOPMENT** Mandaluyong City at BAC Office c/o BAC Secretariats and inspect the Bidding Documents at the address given below during office hours from 8:30 AM – 4:00 PM Monday to Friday.

A complete set of Bidding Documents may be acquired by interested Bidders on **APRIL 5, 2022 to April 25, 2022**, from the address below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB*, in the amount of **Five Thousand Pesos (P 5,000.00) Only**. It 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.

The **DEPARTMENT OF HEALTH - METRO MANILA CENTER FOR HEALTH DEVELOPMENT** will hold a **PRE-BID CONFERENCE¹** on **APRIL 12, 2022, 10:00 AM** at **MMCHD AMPHITHEATER, Mandaluyong City**, which shall be open to prospective bidders.

Bids must be duly received by the **BAC Secretariat** through (i) manual submission at the office address indicated below, on or before **APRIL 25, 2022 AT 9:00 AM**. **Late bids shall not be accepted.**

All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.

Bid opening shall be on **APRIL 25, 2022 AT 10:00 AM** at **the DOH – MMCHD AMPHITHEATER, MANDALUYONG CITY**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

The **DEPARTMENT OF HEALTH - METRO MANILA CENTER FOR HEALTH DEVELOPMENT** 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 IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

MMCHD, BAC Office
ALELI ANNIE GRACE P. SUDIACAL, MD, MPH
Director III / BAC Chairperson
BAC Secretariat c/o Ma. Rossana C. Fariñas
Block 6 Barangay Road, Welfareville Compound
Barangay Additional Hills, Mandaluyong City 1550
8-531-00-15/32 loc. 308
bacoffice@ncro.doh.gov.ph

You may visit the following websites:

For downloading of Bidding Documents: <http://ncroffice.doh.gov.ph/BidsAndAwardsCommittee>

ALELI ANNIE GRACE P. SUDIACAL, MD, MPH
Director III / BAC Chairperson

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, **DEPARTMENT OF HEALTH - METRO MANILA - CENTER FOR HEALTH DEVELOPMENT** wishes to receive Bids for the **PROVISION FOR VARIOUS MEDIA SERVICES (LOT BIDDING)** with identification number **IB 2022 - 058**

The Procurement Project (referred to herein as “Project”) is composed one item, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The SAA through the source of funding as indicated below for 2022 in the amount of **ONE MILLION THREE HUNDRED SIX THOUSAND PESOS (P 1,306,000.00) ONLY**

2.2. The source of funding is:

HPU 2022 WFP No. 2.1.1
Health Promotion (WFP Item No. 2.3.2)
Health Promotion (WFP Item No. 2.1.1)

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. *Foreign bidders may be eligible to participate when any of the following circumstances exist:*
 - a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
 - b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of **Consumable Supplies**: The Bidder must have completed a single contract that is similar to this Project, equivalent to **at least Twenty-five (25%)** of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

- 7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **MMCHD AMPHITHEATER, Mandaluyong City**, as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting

Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until *One Hundred Twenty (120) calendar days from the date of Opening of Bids*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

Option 4- One project that is one lot or item, which shall be awarded as one contract

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause																															
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Radio Advertisement, Newspaper Advertisement and Social Media Boosting b. Completed within <i>three (3) years</i> prior to the deadline for the submission and receipt of bids. 																														
7.1	<i>Not Applicable</i>																														
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than P 26,120.00 (<i>amount equivalent to two percent (2%) of ABC</i>) to be bid, 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 P 65,300.00 (<i>amount equivalent to five percent (5%) of ABC</i>) to be bid, if bid security is in Surety Bond 																														
15	<p>Each Bidder shall submit on (1 original and two (2) copies of the first and second components of its bid: 1st copy marked as "ORIGINAL" 2nd copy mark as "COPY 1" 3rd copy- marked as "COPY 2". The financial component must be placed inside the YELLOW ENVELOPE</p>																														
19.3	<p>The ABC is ONE MILLION THREE HUNDRED SIX THOUSAND PESOS (P 1,306,000.00) ONLY Any bid with a financial component exceeding this amount shall not be accepted.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Item No.</th> <th style="text-align: center;">Description</th> <th style="text-align: center;">Qty.</th> <th style="text-align: center;">Unit</th> <th style="text-align: center;">Total ABC (Php)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1 (a)</td> <td style="text-align: center;">MEDIA PLACEMENT ORGANIZER A. 4 ADS NEWSPAPER ADVERTISEMENT FOR BROADSHEET</td> <td style="text-align: center;">4</td> <td style="text-align: center;">ADS</td> <td style="text-align: center;">520,000.00</td> </tr> <tr> <td style="text-align: center;">1 (b)</td> <td style="text-align: center;">MEDIA PLACEMENT ORGANIZER B. 6 ADS NEWSPAPER ADVERTISEMENT FOR TABLOID</td> <td style="text-align: center;">6</td> <td style="text-align: center;">ADS</td> <td style="text-align: center;">420,000.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">200 BOOST SOCIAL MEDIA PLACEMENT BOOSTING</td> <td style="text-align: center;">200</td> <td style="text-align: center;">BOOSTS</td> <td style="text-align: center;">100,000.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">5 PCS RADIO ADVERTISEMENT; 30 SECONDER</td> <td style="text-align: center;">5</td> <td style="text-align: center;">PCS</td> <td style="text-align: center;">250,000.00</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">32 POST SOCIAL</td> <td style="text-align: center;">32</td> <td style="text-align: center;">POST</td> <td style="text-align: center;">16,000.00</td> </tr> </tbody> </table>	Item No.	Description	Qty.	Unit	Total ABC (Php)	1 (a)	MEDIA PLACEMENT ORGANIZER A. 4 ADS NEWSPAPER ADVERTISEMENT FOR BROADSHEET	4	ADS	520,000.00	1 (b)	MEDIA PLACEMENT ORGANIZER B. 6 ADS NEWSPAPER ADVERTISEMENT FOR TABLOID	6	ADS	420,000.00	2	200 BOOST SOCIAL MEDIA PLACEMENT BOOSTING	200	BOOSTS	100,000.00	3	5 PCS RADIO ADVERTISEMENT; 30 SECONDER	5	PCS	250,000.00	4	32 POST SOCIAL	32	POST	16,000.00
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MEDIA BOOST		
20.1	<p>The Single/Lowest Calculated Bidder (S/LCB), shall submit one (1) set of original and two (2) sets of certified true copies as such by the issuing agency or the BAC Secretariat (The BAC Secretariat are authorized to certify your copy provided you brought your Original Copy) within the non-extendible period of three (3) days from receipt of the notification arranged, numbered and tabbed as enumerated below: 3 sets (Original and Copy 1 & Copy 2)</p> <ol style="list-style-type: none"> 1. Mayors’s Permit, SEC/DTI, Tax Clearance, Financial Statement (stamped received by the BIR) 2. Certificate of Registration from BIR 3. Tax Returns for 6 months (latest) (Monthly & Quarterly) 4. Bid Bulletin 5. License to Operate 6. Philgeps registration 7. And Other documents stated in BDS <p>Failure of the Bidder declared as Lowest/Single Calculated Bid to duly submit the requirements above or a finding against the veracity of such shall <u>be ground for forfeiture of the bid security and disqualification of the Bidder for award.</u></p> <p><u>NOTE:</u></p> <ol style="list-style-type: none"> 1) In case of a JVA, each joint venture partners shall submit the above cited Post-Qualification Documentary Requirements (GPPB NPM 006- 2010 dated 04 February 2010). 2) As the possible Single/Lowest Calculated Responsive Bidder (S/LCRB), please provide the BAC Office, soft copy in “Word” and in PDF the Technical Specifications you submitted during the Submission and Opening of Bids for the above-cited procurement project. 3) All submitted documents during the Submission and Opening of Bids (original and the two (2) copies) by the S/LCB must be true copies of the original certified as such by the Bidder’s duly authorized signatory 4) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications if expressly allowed in the Bidding Documents. Any adjustment shall be calculated in monetary terms to determine the calculated prices 5) In case of discrepancies between: (a) bid prices in figures and in words, the 	

	latter shall prevail; (b) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail; (c) stated total price and the actual sum of prices of component items, the latter shall prevail; (d) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail
20.2	<i>No further Instructions</i>
21.2	<i>No further Instructions</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. **Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered MMCHD or PASIG/TALA Warehouse. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>Ms. Rossana C. Fariñas</i></p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

	<p>e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
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Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total ABC (Php)	Delivery Site	Delivered, Weeks/Months
1 (a)	MEDIA PLACEMENT ORGANIZER A. 4 ADS NEWSPAPER ADVERTISEMENT FOR BROADSHEET	4 ADS	520,000.00		
1 (b)	MEDIA PLACEMENT ORGANIZER B. 6 ADS NEWSPAPER ADVERTISEMENT FOR TABLOID	6 ADS	420,000.00		
2	200 BOOST SOCIAL MEDIA PLACEMENT BOOSTING	200 BOOSTS	100,000.00		
3	5 PCS RADIO ADVERTISEMENT; 30 SECONDER	5 PCS	250,000.00		
4	32 POST SOCIAL MEDIA BOOST	32 POST	16,000.00		

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (e.g. production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*”

References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

Technical Specifications

Republic of the Philippines Department of Health Metro Manila Center for Health Development			
TECHNICAL SPECIFICATIONS			
Item No. 1 (a)	MEDIA PLACEMENT ORGANIZER A. 4 ADS NEWSPAPER ADVERTISEMENT FOR BROADSHEET	Qty./Unit	4 ADS
Name of Manufacturer:		Country of Origin	
Brand:		Model: (if applicable)	
ABC: P 520,000.00			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
A. <u>Technical Specifications:</u> ¼ Broadsheet – size, Full Color			

Technical Specifications

Republic of the Philippines Department of Health Metro Manila Center for Health Development			
TECHNICAL SPECIFICATIONS			
Item No. 1 (b)	MEDIA PLACEMENT ORGANIZER B. 6 ADS NEWSPAPER ADVERTISEMENT FOR TABLOID	Qty./Unit	6 ADS
Name of Manufacturer:		Country of Origin	
Brand:		Model: (if applicable)	
ABC: P 420,000.00			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
A. <u>Technical Specifications:</u> ½ Tabloid-size, Full color			

Technical Specifications

Republic of the Philippines Department of Health Metro Manila Center for Health Development			
TECHNICAL SPECIFICATIONS			
Item No. 2	PROCUREMENT OF 200 BOOST SOCIAL MEDIA PLACEMENT BOOSTING	Qty./Unit	200 BOOSTS
Name of Manufacturer:		Country of Origin	
Brand:		Model: (if applicable)	
ABC: P 100,000.00			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
A. <u>Technical Specifications:</u> Quantity: 200 boosts from January to December 2022 Time: Schedule to be determined as need arise			

Technical Specifications

Republic of the Philippines Department of Health Metro Manila Center for Health Development			
TECHNICAL SPECIFICATIONS			
Item No. 3	PROCUREMENT OF 5 PCS RADIO ADVERTISEMENT; 30 SECONDER	Qty./Unit	5 PCS
Name of Manufacturer:		Country of Origin	
Brand:		Model: (if applicable)	
ABC: P 250,000.00			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
A. <u>Technical Specifications:</u> (Please see attached prototype)			

Technical Specifications

Republic of the Philippines Department of Health Metro Manila Center for Health Development			
TECHNICAL SPECIFICATIONS			
Item No. 4	PROVISION FOR 32 POST SOCIAL MEDIA BOOST	Qty./Unit	32 PCS
Name of Manufacturer:		Country of Origin	
Brand:		Model: (if applicable)	
ABC: P 16,000.00			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
A. <u>Technical Specifications:</u> (Please see attached prototype)			

TERMS OF REFERENCE

For the

ITEM NO. 1 MEDIA PLACEMENT ORGANIZER

I. BACKGROUND/RATIONALE:

Print media still remains as a trustworthy medium of advertisement in today's crowded digital field. Advertising with newspapers increases overall campaign effectiveness and even helps other media become more effective. Digital advertisement may get more views, but print advertisement could get more attention especially when something big is happening. Newspaper advertising made online display campaigns four times more effective however, there is still a need to find the right balance between digital and print advertising.

A significant number of individuals in the National Capital Region, especially the elderly and those who are not digitally inclined, still acquire news through traditional media. Maximizing the use of print media through broadsheets and tabloids to publicize important announcements for individuals who have limited and no access to other sources of information still need to be catered as well.

II. OBJECTIVE:

To engage service provider that will manage and facilitate the media placements of the health promotion campaign materials of the Metro Manila Center for Health Development.

III. SCOPE OF WORK

The Service Provider shall:

1. Publish in the newspaper the materials to be provided by HPU which include, but is not limited to, advertisements, advisories, announcements, and promotion.
2. Prepare necessary arrangements and coordination prior to the media placement.
3. Assist in the lay-out of the materials to be published in the most cost-effective manner with the standard size which may vary according to specific needs with the supervision of HPU.
4. Submit at least three (3) proposals from different newspaper companies per advertisement.

5. Present the advertisement material to MMCHD-HPU for proof-reading and approval before submission for printing
6. Submit an affidavit of publication or similar certification to MMCHD as documentation record.
7. Provide a copy to HPU of the published newspaper with the media placement within the day of publishing.
8. Warrant that the quality of work performed as required herein shall be according to industry and technical standards.

IV. COVERAGE PERIOD

The placements should be published on any Saturday and Sunday edition/issue between the months of April to September 2022, on specific dates as determined by the MMCHD.

V. PRINT MEDIA SPECIFICATIONS

HPU shall identify the print media company or the newspaper both for the tabloid and the broadsheet (of national circulation) that will publish the material as needed by MMCHD between the period of April to November 2022, with the following specifics:

- A. For the tabloid, there will be a minimum of six (6) placements, ½ tabloid-size, in full color, published on the inside page of the selected newspaper
- B. For the broadsheet, there will be a minimum of 4 placements, ¼ broadsheet-size, in Full color, published on the inside page of the main section.

CONTENT

Month	Tabloid	Broadsheet
April	World Immunization Week/ Urgent Announcements	AIDS Candlelight Memorial Day/ Urgent Announcements
May	Safe Motherhood Week (2 nd week)/ Urgent Announcements	
June	Dengue Awareness Month/ Urgent Announcements	National No Smoking Month/ Urgent Announcements
July	Nutrition Month/ Urgent Announcements	National Disaster Resilience Month/ Urgent Announcements
August	Family Planning Month/ Urgent Announcements	Generics Awareness Month// Urgent Announcements
September	World Environmental Health Day/	

Note: Any unutilized publication will be use on the succeeding month
The above content topics are subject to change based on the sole discretion of
MMCHD

VI. RESPONSIBILITIES OF DOH-MMCHD

DOH-MMCHD shall:

- A. Approve the proposed newspaper company submitted by the contractor.
- B. Release payment in accordance with existing government accounting and auditing rules and regulations.
- C. Provide any necessary guidance to the Contractor.
- D. Monitor the progress of the preparations and implementation of all the media placements of MMCHD.
- E. Ensure that the quality of media placements is in accordance with DOH-MMCHD's standards and this "TOR".
- F. Review the output and Contractor's compliance with conditions and requirements agreed upon.

VII. ESTIMATED COST

The total budget for the media placement is **NINE HUNDERED FOURTY THOUSAND PESOS** (Php 940,000.00) inclusive of all the applicable taxes

Breakdown of Newspaper Advertisements

Newspaper Ads for Broadsheet (P 130,000.00 x 4 Ads)	= P 520,000.00
News Ad for Tabloid (P 70,000.00 x 6 Ads)	<u>420,000.00</u>
Total	P 940,000.00

NOTE: Actual amount indicated above may vary with the actual contract price depending on the winning bid price

Fund Source: HPU 2022 WFP No. 2.1.1

VIII. TERMS OF PAYMENT

1. Payment may be processed after date of publication or once each advertisement has been successfully placed and produced with no pending concerns on the output. For payment to be processed, the Contractor shall provide complete documentation including the statement of account, affidavit of publishing, and copy of the published material.
2. Payment will only be processed and released when actual advertisements have been placed and produced. Unutilized advertisement space or reservation shall not be paid.

3. All payment shall be subject to the usual accounting and auditing rules and regulations of DOH-MMCHD.

4. Should the contracted publisher be unable to perform the work required in the TOR, it shall pay a penalty of one percent the total stipulated contract for every day of delay.

IX. AMMENDMENTS

Any amendments, modifications, additions or deletions from the scope of work, or other matters concerning media placement covered in the TOR shall be made only upon consultation with the HPU and with the consent of DOH-MMCHD.

TERMS OF REFERENCE

For the

ITEM NO. 2 HEALTH PROMOTION UNIT MEDIA PLACEMENT SOCIAL MEDIA BOOSTING

I. BACKGROUND/RATIONALE:

Health campaign awareness, recognition, reach, and engagement are known precursors to actual behavioral effectiveness of the intervention. Social media popularity allows public health organizations to rapidly and inexpensively increase the visibility of the media campaigns and extend the reach of traditional media messages. Social networking, micro-blogging, image-video-sharing using various platforms like Facebook, Twitter and Instagram can also enhance the effectiveness of health promotion interventions since access by most of the people on these media is very high. In addition, data from these platforms offer visual and textual insights into audience opinions and behavior and can inform strategies to effectively disseminate campaigns for education and health promotion. The facebook posting boost done last year through the service provider in collaboration with the Health Promotion Unit has been effective in reaching a wide audience shares and followers hence the continuance of this platform tools is deem necessary.

II. OBJECTIVE:

To engage service provider that will manage and facilitate the social media boosting of the health promotion media campaign materials of the Metro Manila Center for Health Development.

III. SCOPE OF WORK

The Service Provider shall:

- A. Boost on social media platforms the materials provided by HPU, which may include, but are not limited to: social media cards, advertisements, advisories, announcements, and audio-video promotion ("Advertisements").
- B. Prepare necessary arrangements and coordination prior to the social media boosting.
- C. Provide MMCHD with a certification of boosting or other documentary proof of advertisement placement.

- D. Warrant that the quality of work performed as required herein shall be according to industry and technical standards.
- E. Ensure and maintain the updated payment/load of the facebook account for boosting placement through PayMaya, Credit Card or GCash.
- F. Submit a detailed report and additional means of verification to DOH-MMCHD as deemed necessary by Health Promotion Unit (HPU).

IV. COVERAGE PERIOD

The boosting shall be at any time between April to December 2022, as determined by DOH-MMCHD.

V. ROLES AND RESPONSIBILITIES:

DOH-MMCHD shall:

- 1. Review and approve the proposal/s submitted by the Service Contractor.
- 2. Release payment in accordance with existing government accounting and auditing rules and regulations.
- 3. Provide necessary guidance or assistance to the Service Contractor.
- 4. Monitor the progress of the preparations and implementation of all the media placements of MMCHD.
- 5. Ensure that the quality of media placements is in accordance with DOH-MMCHD’s standards and this TOR.
- 6. Ensure Contractor’s compliance with the conditions and requirements agreed upon through the review of the output of media placements made.

SERVICE PROVIDER shall:

- 1. Fulfill its obligations under the agreement using its expertise and according to the best accepted professional standards.
- 2. Exercise all reasonable diligence and prudence in the discharge of the duties agreed to be performed and work in the best interest of the MMCHD.
- 3. The services shall be conducted by the Service Contractor in accordance with the instructions or directions made or to be made by the Health Promotion Unit (HPU) of MMCHD.

- The Service Contractor shall conduct regular consultation with the HPU in relation to undertaking of its responsibilities under the Contract Agreement.

VI. ESTIMATED COST

The total budget for the social media boosting is **ONE HUNDRED THOUSAND PESOS** (Php 100,000.00) inclusive of all the applicable taxes

Breakdown of Expenditures

Number of Posts	-	200 posts
Rate per Post	-	Php 500.00
Total	-	Php 100,000.00

Fund Source: HPU 2022 WFP No. 2.3.2

VII. TERMS OF PAYMENT

For the services rendered, the MMCHD shall pay the Service Provider after five months for the initial tranche, with no outstanding concerns about the output. For processing of payment, the Contractor must provide complete documentation of the deliverables, including Statement of Account (SOA) and proof of social media promotion.

- The Project shall be paid in two (2) tranches with the following schedule:

First Tranche	April – July 2022 Social Media Card Boosting	Cut-off period for the first tranche payment will be August 31, 2022
Second Tranche	August – December 2022 Social Media Card	Cut-off period for the second tranche payment will be December 9, 2022

- Payment will only be processed and released only when actual social media cards have been boosted.
- All payments shall be made in accordance with the government standard of accounting and auditing rules and regulations.

VIII. AMMENDMENTS

Any amendments, modifications, additions or deletions from the scope of work, or other matters concerning social media card boosting covered in the TOR shall be made only upon consultation with the HPU and with the consent of DOH-MMCHD.

TERMS OF REFERENCE

For the

ITEM NO. 3 HEALTH PROMOTION UNIT MEDIA PLACEMENT RADIO ADVERTISEMENT

I. BACKGROUND/RATIONALE:

Significant percentage of the population in the National Capital Region (NCR) continue to use radio to acquire information, the reason why it remains an important medium for communication in the Philippines. With this, the Health Promotion Unit (HPU) of the Department of Health - Metro Manila Center for Health Development (DOH-MMCHD) will continue to broadcast news and announcements regarding the different public health programs like but not limited to Covid-19 Vaccination Programs, Family Planning, HIV/AIDS and Tuberculosis Control Program.

II. OBJECTIVE:

To engage service provider that will manage and facilitate the broadcast media placement of the health promotion media campaign materials of the Metro Manila Center for Health Development.

III. SCOPE OF WORK

The Service Provider shall:

- A. Broadcast or air five (5) audio clippings to be provided by DOH-MMCHD through the HPU, which shall include, but is not limited to news, advertisements, advisories, announcements, and promotion (“Materials”).
- B. Provide a radio program proposal covering the request service, minimum of three (3) choices of radio programs and station to air the radio advertisements.
- C. Provide Means of Verification (MOVs) of broadcasting which shall include recording of actual broadcast on air and certification of broadcast from the radio company, and other related documents as may be required by HPU.
- D. Inform HPU of the details of the broadcasting of the Materials such as frequency and period or time slots.
- E. Warrant that the quality of work performed as required herein shall be according to industry and technical standards.

IV. COVERAGE PERIOD

The Materials shall be aired on radio between the period of April to September 2022, on time slots as determined by HPU.

V. CONTENT OF MATERIALS

The topic of the Materials include but not limited to the following:

MONTH	TOPIC
APRIL	World Health Worker Week or any health program that needs advocacy.
MAY	Road safety or any health program that needs advocacy.
JUNE	Dengue or any health program that needs advocacy.
JULY	Nutrition or any health program that needs advocacy.
AUGUST	Family planning or any health program that needs advocacy.
SEPTEMBER	Generic drugs or any health program that needs advocacy.

Note: The above topics are subject to change based on the sole discretion of DOH-MMCHD thru HPU.

VI. RESPONSIBILITIES OF DOH-MMCHD

DOH-MMCHD shall:

- A. Choose a popular radio station or company and prime time programs where to place Materials based on the submitted proposal of the contractor.
- B. Advise the dates, time and frequency when the Materials will be broadcasted.
- C. Review and approve the proposal submitted by the contracted radio station/broadcasting company.
- D. Release payment in accordance with government accounting and auditing rules and regulations.
- E. Provide any necessary guidance to the contractor.
- F. Monitor the progress and implementation of this project.
- G. Ensure that the quality of output is based on MMCHD's standards.
- H. Review the output and contractor's compliance with terms and conditions agreed upon.

VII. ESTIMATED COST

The total budget for the media placement is **TWO HUNDRED FIFTY THOUSAND PESOS** (Php 250,000.00) inclusive of all the applicable taxes

Breakdown of Expenditures:

Item	Quantity	Cost (PhP)	Total (PhP)
30-second radio advertisement	5	50,000.00/Advertisement	PhP250,000.00

Fund Source: HPU 2022 WFP No. 2.1.1

VIII. TERMS OF PAYMENT

1. Payment shall be processed after each advertisement has been successfully aired and produced with no pending concerns on the output. For payment to be processed, the Contractor shall provide complete documentation including the statement of account, and Means of Verifications (MOVs) as stated above and as may be requested by HPU.
2. Payment will only be processed and released when actual advertisements have been aired. Unutilized time of advertisement or reservations shall not be paid.
3. Should the contractor be unable to perform the work required in the TOR, it shall pay a penalty of one percent (1) of the total contract price for every day of delay.
4. All payments shall be subject to the accounting and auditing rules and regulations of DOH-MMCHD.

IX. AMMENDMENTS

Any amendments, modifications, additions or deletions from the scope of work, or other matters concerning media placement covered in the TOR shall be made only upon consultation with the HPU and with the consent of DOH-MMCHD.

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
Or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
And
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;

In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, Acceptability of the recently expired Mayor's or Business permits and the Official Receipt as proof that the Bidder has applied and paid for the renewal of the permit ; Provided that, the current and valid Mayor's or Business Permit as renewed, will be submitted by the bidder with the LCRB after the award of contract but before payment (GPPB Circular 09-2020)

- (d) **And** Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**

- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);

and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

- (j) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (k) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (n) [For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

