



REPUBLIC OF THE PHILIPPINES

**Department of Science and Technology**  
**Philippine Atmospheric, Geophysical and**  
**Astronomical Services Administration (PAGASA)**

Science Garden, BIR Road, Diliman, Quezon City 1100  
[www.pagasa.dost.gov.ph](http://www.pagasa.dost.gov.ph) / [pagasa\\_bac@yahoo.com](mailto:pagasa_bac@yahoo.com)

## Bid Data Sheet

ITB Clause	
<b>GENERAL</b>	
<b>1. Scope of Bids</b>	
1.1	<p>The Procuring Entity is <b><u>PHILIPPINE ATMOSPHERIC, GEOPHYSICAL AND ASTRONOMICAL SERVICES ADMINISTRATION (PAGASA)</u></b></p> <p>The name of the Contract is <b>“Supply, Delivery, and Commissioning of Telescope and Accessories and other Display Materials for Visayas and Mindanao Planetarium”</b></p> <p>The identification number of the Contract is <b><u>IB 2018-015</u></b></p>
1.2	<p>The lot(s) and reference is/are: <b>“ Supply, Delivery, and Commissioning of Telescope and Accessories and other Display Materials for Visayas and Mindanao Planetarium”(P.R. No. <u>2018-09-0649 / IB 2018-015</u>)</b></p>
<b>2. Source of Funds</b>	
2	<p>The Funding Source is:</p> <p>The Government of the Philippines <b><u>Regular Fund 101</u></b> in the amount of <b><u>Php880,000.00</u></b></p> <p>The Name of the Project is: <b>“ Supply, Delivery, and Commissioning of Telescope and Accessories and other Display Materials for Visayas and Mindanao Planetarium”</b></p>
<b>3. Corrupt, Fraudulent, Collusive, and Coercive Practices. No further instructions.</b>	
<b>4. Conflict of Interest. No further instructions.</b>	
<b>5. Eligible Bidders</b>	
5.1	No further instructions.
5.2	Foreign bidders, except those falling under ITB Clause 5.2 (b), may not participate in this Project.
5.4	No further instructions.
<b>6. Bidder’s Responsibilities</b>	
6.1	No further instructions.
6.2	The <b>“NO CONTACT”</b> rule applies only to those whose bids are being evaluated by the BAC after passing the preliminary examination until the issuance of Notice of Award. All queries shall be submitted in writing and addressed to the BAC Chairperson.
6.3	The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. <b>Failure to furnish all information</b>



	<b>or documentation required in the Bidding Documents shall result in the rejection of the bid and the disqualification of the Bidder.</b>
<b>7. Origin of Goods</b>	
7	The preference for the origin of the goods indicated by the end-user for the Project in the Terms of Reference (TOR) / Technical Specification shall prevail.
<b>8. Subcontracts</b>	
8.1	Sub-contracting is not allowed.
8.2	Not applicable.
<b>CONTENTS OF BIDDING DOCUMENTS</b>	
<b>9. Pre-Bid Conference</b>	
9.1	<p>The Procuring Entity will hold a pre-bid conference for this Project on <b><u>23 October 2018, 10:00 a.m. at Amihan Conference Room, 2/F PAGASA Central Office Building, Science Garden Complex, BIR Road, Diliman, Quezon City</u></b> (subject to change).</p> <p>The venue and time for the Pre-bid Conference indicated above shall be subject to change for justifiable reason/s beyond the BAC's control.</p> <p>For an orderly and speedy discussion of the Bidders' questions on the technical and financial components of this Project to be bid, <b>Bidders shall be required to put all their queries officially in writing to be submitted to the BAC Secretariat and addressed to the BAC Chairperson</b> at the address indicated below.</p>
<b>10. Clarification and Amendment of Bidding Documents</b>	
10.1	<p>The Procuring Entity's address is:</p> <p><b>PAGASA Science Garden Complex, BIR Road, Diliman, Quezon City</b></p> <p>For further information, please refer to:  <b>NOEL G. RAMOS</b>  Head, BAC Secretariat  Telefax No. (02) 434-1882  Email address: <a href="mailto:pagasa_bac@yahoo.com">pagasa_bac@yahoo.com</a></p>
<b>PREPARATION OF BIDS</b>	
<b>11. Language of Bid. No further instructions.</b>	
<b>12. Documents Comprising the Bid: Eligibility and Technical Components</b>	
12.1	Please refer to attached Checklist of Eligibility and Technical Components.
12.1(a)	No further instructions.



12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed (within the period as provided in the Invitation to Bid) prior to the deadline for the submission and receipt of bids.
<b>13. Documents Comprising the Bid: Financial Component</b>	
13.1	Please refer to attached Checklist of Eligibility and Technical Components.
13.2	The ABC is <b>Php 880,000.00</b> Any bid with a financial component exceeding this amount shall not be accepted.
<b>14. Alternative Bids.</b> <i>No further instructions.</i>	
<b>15. Bid Prices</b>	
15.1&2	None compliance thereto shall be a ground for outright disqualification.
15.4(a)(i)	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), including all customs duties and sales and other taxes already paid or payable:  (i.1) on the components and raw material used in the manufacture or assembly of Goods quoted ex works or ex factory; or  (i.2) on the previously imported Goods of foreign origin quoted ex warehouse, ex showroom, or off-the-shelf and any Procuring Entity country sales and other taxes which will be payable on the Goods if the contract is awarded.
15.4(a)(iv)	No incidental services are required.
15.4 (b)	No incidental services are required.
15.4(b)(ii)	All incidental services required under the Project shall be borne by the winning bidder.
<b>16. Bid Currencies</b>	
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Peso.
16.3	Not applicable.
<b>17. Bid Validity</b>	
17.1	Bids will be valid until <b>120 c.d. from the date of opening of bids.</b>
<b>18. Bid Security</b>	
18.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:



	<p>1. The amount of not less than <b>Php 17,600.00 (2% of the ABC)</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>2. The amount of not less than <b>Php 44,000.00 (5% of the ABC)</b>, if bid security is in Surety Bond.</p>
18.2	<p>The bid security shall be valid for <b>120 calendar days from the date of opening of bids.</b></p>
<p><b>19. Format and Signing of Bids.</b></p>	
19.1	<p>Bidders shall submit the <b>three copies of the technical and financial component of their bids</b> through their duly authorized representative using the appropriate forms to be found in the <b>Envelope I and Envelope II Folders</b> on or before the deadline specified in the <b>Invitation to Bid</b>. The bids shall be contained in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements and the second shall contain the financial component of the bid under the <b>PAGASA Checklist of Requirements.</b></p>
19.4	<p>The countersignature must appear at the lower right portion of each of the pages in the bidding documents submitted using any color of pen except BLACK. To determine the bidder's compliance to said specific requirement, the duplicate copies, i.e., Copy 1 &amp; 2, must be the exact replica of the Original Copy submitted.</p> <p>Non-compliance of this requirement may be a ground for disqualification of the bidder.</p>
<p><b>20. Sealing and Marking of Bids</b></p>	
20.1	<p>Bidders shall enclose their original eligibility and technical documents described in ITB Clause 12 in one sealed envelope and the original of their financial component in another sealed envelope with the following marking on each of the two envelopes:</p> <div style="border: 2px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: right;">(Indicate above if "Original" "Copy 1" or "Copy 2")</p> <p style="text-align: center;"><b>TECHNICAL COMPONENT</b></p> <p style="text-align: center;"><b>BID FOR THE</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">IB No. _____</p> <p style="text-align: center;">Company Name (in capital letters) Company Address (in capital letter)</p> <p style="text-align: center;">Engr. CATALINO L. DAVIS Chairperson PAGASA BIDS AND AWARDS COMMITTEE (PAGASA-BAC) PAGASA Science Garden Complex, BIR Road, Diliman, Quezon City</p> </div>



	<p style="text-align: right;">(Indicate above if "Original" "Copy 1" or "Copy 2")</p> <p style="text-align: center;"><b>FINANCIAL COMPONENT</b></p> <p style="text-align: center;"><b>BID FOR THE</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">IB No. _____</p> <p style="text-align: center;">Company Name (in capital letters) Company Address (in capital letter)</p> <p style="text-align: center;">Engr. CATALINO L. DAVIS Chairperson PAGASA BIDS AND AWARDS COMMITTEE (PAGASA-BAC) PAGASA Science Garden Complex, BIR Road, Diliman, Quezon City</p> <p style="text-align: center;">DO NOT OPEN BEFORE _____ (indicate the Date and Time of Opening of Bids)</p> <p style="text-align: center;">Non-compliance on the sealing and marking of Bids shall be a ground for rejection of the bidder's bid documents and outright disqualification.</p>
20.3	Each Bidder shall submit <b>one (1) original and two (2) copies of the first and second components of its bid.</b>
<b>SUBMISSION AND OPENING OF BIDS</b>	
<b>21. Deadline for Submission of Bids</b>	
21	<p>The address for submission of bids is:</p> <p><b><u>BAC Office, PAGASA Compound</u></b> – if before date of deadline</p> <p>The deadline for submission of bids is on <b><u>05 November 2018, on or before 10:00 a.m.</u></b>, to be submitted at <b><u>Amihan Conference Room, 2/F PAGASA Central Office</u></b> (subject to change).</p>
<b>22. Late Bids</b>	
	The reference for the time of submission and receipt of bids shall be the PAGASA Digital Clock located at the PAGASA Main Building's corridors.
<b>23. Modification and Withdrawal of Bids. No further instructions.</b>	
<b>24. Opening and Preliminary Examination of Bids</b>	
24.1	The place of bid opening is: <b><u>Amihan Conference Room, 2/F PAGASA Central Office</u></b> (subject to change).



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	The date and time of bid opening is: <b><u>05 November 2018 at 10:01 a.m.</u></b>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3(a)	No further instructions.
28.4	No further instructions.
29.2	No additional requirement.
32.4(f)	No additional requirement.

