



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 9190676
Procuring Entity BAGUIO WATER DISTRICT - BAGUIO CITY
Title Printing of 40,000 copies of Baguio Water District 2023 Calendar
Area of Delivery Benguet

Solicitation Number:	11-097	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Printing Services	Date Published	07/11/2022
Approved Budget for the Contract:	PHP 2,360,000.00	Last Updated / Time	07/11/2022 00:00 AM
Delivery Period:		Closing Date / Time	28/11/2022 13:30 PM
Client Agency:			
Contact Person:	Ma. Luisa C Tenedero BAC In-House Chairman BWD Compound, Utility Road Baguio City Benguet Philippines 2600 63-74-4424858 63-74-4424858 purchasing.bwd2014@gmail.com		

Description

40,000 copies Baguio Water District 2023 Calendar
22" x 34" x 6 pages
Commercial Calendar
Full-Color Print
Portrait

Approved Budget Cost: ₱2,360,000.00 / lot

Delivery:

- Partial Delivery of 50% (20,000 copies) on or before 31 December 2022
- Full Delivery of the remaining 50% (20,000 copies) on or before 15 January 2023

PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE

x x x x x

This is a two (2) envelope system:

Envelope "A" to contain the following; among others:

- A refundable bid bond in the form of cash, Manager's or Cashier's check equivalent to 2% or a surety bond callable on demand issued by a surety or insurance company duly certified by the Insurance Commission equivalent to 5% of the total approved budget cost is required for a total purchase bid amount of ₱ 50,000.00 and above. Validity of the surety bond is 120 days from the date of opening of bids OR Bid Securing Declaration regardless of the amount of bid;
- Submission of paper stock sample to be used on the scheduled opening of bids;

- c) Terms of payment, delivery, warranty, bid validity, and complete specifications;
- d) Proof of payment of a non-refundable fee of ₱5,000.00 is required; otherwise, bids shall not be opened

Envelope "B" to contain the bid cost per unit.

Pre-bid conference: November 15, 2022
9:30 am via Zoom Application
Meeting ID: 452 718 8447
Password: 9Buvqr

Pre-bid Conference

Date	Time	Venue
15/11/2022	9:30:00 AM	Pre-bid conference: November 15, 2022 9:30 am via Zoom Application Meeting ID: 452 718 8447 Password: 9Buvqr

Created by Ma. Luisa C Tenedero
Date Created 04/11/2022

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

REQUEST FOR BIDS/QUOTATION (RQ)

To:

RQ No.: 11 - 097

(Name of Supplier)

PR / JO No.: 097

Contact Person:

Date of RO: **November 4, 2022**

Address:

Purpose of RQ:

Baguio Water District Calendar for customers

Contact no.:

NOTE: DATA REQUIRED MUST BE FILLED UP COMPLETELY. FAILURE TO INDICATE THE PRICE VALIDITY, TERMS, WARRANTY PERIOD AND DELIVERY PERIOD SHALL MEAN OUTRIGHT DISQUALIFICATION OF BIDS

	Qty.	Description	U-Price	Total
VALIDITY DATE: _____ day (30 days minimum) DELIVERY : _____ working days _____ calendar days _____ FOB warehouse WARRANTY _____ calendar days upon acceptance. TERMS:	40,000 copies	<p>Baguio Water District 2023 Calendar 22" x 34" x 6 pages Commercial Calendar Full Color Print Portrait Approved Budget Cost: ₱2,360,000.00 / lot</p> <p>Delivery: Partial Delivery of 50% (20,000 copies) on or before 31 December 2022 Full Delivery of remaining 50% (20,000 copies) on or before 15 January 2023</p> <p align="center">PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE</p> <p align="center">X X X X X</p> <p>This is a two (2) envelope system: Envelope "A" to contain the following; among others:</p> <ul style="list-style-type: none"> a) A refundable bid bond in the form of cash, Manager's or Cashier's check equivalent to 2% or surety bond callable on demand issued by a surety or insurance company duly certified by the Insurance Commission equivalent to 5% of the total approved budget cost is required for a total purchase bid amount of ₱ 50,000.00 and above. Validity of the surety bond is 120 days from the date of opening of bids OR Bid Securing Declaration regardless of amount of bid; b) Submission of paper stock sample to be used on the scheduled opening of bids; c) Terms of payment, delivery, warranty, bid validity and complete specifications; d) Proof of payment of a non-refundable fee of ₱5,000.00 is required; otherwise, bids shall not be opened <p>Envelope "B" to contain the bid cost per unit.</p> <p>Pre-bid conference: November 15, 2022 9:30am via Zoom Application Meeting ID: 452 718 8447 Password: 9Buvqr</p>		

By: Supplier or Authorized Representative:_____ (sign over printed name)

Deadline of submission of bids: November 28, 2022 **Opening of bids:** 1:30 pm

Prepared by:

PURCHASING

PURCHASING

Noted by: ATTY. MA. LUISA C. TENEDERO

BAC IN-HOUSE

ENGR. REYNALDO C. JAYCO

BAC-TECHNICAL

**BWD RESERVES THE RIGHT TO REJECT BIDS &/OR DECLARE A FAILURE OF BIDDING
PURSUANT TO THE PERTINENT PROVISIONS OF RA 9184**

Telefax No. (074) 442-4858 (Purchasing) / 444-7246



TERMS OF REFERENCE
Printing, Production and Delivery of 40,000 copies 2023
Baguio Water District (BWD) Calendar

I. PURPOSE

The Baguio Water District- Bids and Awards (BWD-BAC) invites all interested bidders engaged in the business of printing, production and delivery of 2023 Calendars for distribution to Baguio Water District (BWD) concessionaires.

II. APPROVED BUDGET FOR THE CONTRACT

The total contract price for this procurement is **TWO MILLION THREE HUNDRED SIXTY THOUSAND PESOS (Php2,360,000.00)**.

III. SPECIFICATIONS

The winning bidder is required to complete the printing and delivery of forty thousand (40,000) copies of 2023 calendar with the following specifications and/or requirements, based on the attached Annex "A": Commercial Calendar Design

No. of Pages	:	Six (6) pages
Paper Stock/Color	:	Bond Paper, White
Calendar Size	:	22 x 34 inches
Ad Size	:	19 x 9 inches or larger
Color	:	Full Color Ad (6 ads/images)
Orientation	:	Portrait
Features	:	Square Type with Tides, 2023 Legal Holidays, BIR Reminders and Chinese Dates Bound by metal slides

IV. SCOPE OF WORK / DELIVERABLES

ACTIVITY	SCHEDULE
Submission of paper stock sample to be used	Opening of Bids
Submission of final BWD Ad to the winning bidder in JPEG or PNG format.	Same day with the issuance of Notice of Award/ Notice to Proceed
Submission/Presentation of one (1) sample printout of the 2023 calendar to the Baguio Water district-Bids and Awards Committee (Sample will not form part of delivery)	Within five (5) days from receipt of the final BWD ads / images
Approval of the Sample Printout by the Baguio Water District	Within five (5) days after receipt of sample
Partial Delivery of 50% (20,000) copies of 2023 BWD Calendar	On or before 31 December 2022 .
Full Delivery of remaining 50% (20,000) copies of 2023 BWD Calendar	On or before 15 January 2023

The winning bidder shall deliver the calendars at the Baguio Water District, No. 003 Purok BWD, Brgy. Marcoville, Utility Road, Baguio City.

V. REPLACEMENT POLICY

The winning bidder must replace calendars that contain errors or those that are lacking in pages/month otherwise, it will not be considered part of the delivery and will not be paid.

VI. COPYRIGHT

Baguio Water District shall fully and exclusively own all outputs and the winning bidder should not use the same for its business.

VII. RESERVATION CLAUSE

The Baguio Water District- Bids and Awards (BWD-BAC) reserves the right to reject all bids, declare a failure of bidding or not award the contract at any time prior to contract award in accordance with Section 41 of 9184, otherwise known as the "Government Procurement Reform Act" and its IRR, without thereby incurring any liability to the affected bidder/s.

VIII. CONTACT PERSON

ATTY. MA. LUISA C. TENEDERO
Bids and Awards Committee Chairperson,
Baguio Water District
(074) 442-3456 / (074) 444-7230

APPROVED BY:


ENGR. SALVADOR M. ROYECA
General Manager



BAGUIO WATER DISTRICT

"Serving Mankind is Serving God"



CERTIFICATION
INTERNATIONAL
ISO 9001:2015



Accredited
GMS Certification Body
Accreditation No.
MSA-001

Certificate No. CIP/5305/20/03/1123

ANNEX "A"

Commercial Calendar Design



6 Pages
Square Type
Tides
Legal Holidays
BIR Reminders
Chinese Dates