



INVITATION TO BID

For the Necessary Repairs of Cottage O at the Supreme Court Compound, Baguio City IP No. 2023-03

1. The **Supreme Court of the Philippines** (Supreme Court), through its Local Bank Account, and pursuant to Court *En Banc* Resolution A.M. No. 14-03-06-SC dated 18 October 2022, under Infrastructure Development Projects, intends to apply the sum of **Four Million Thirty-two Thousand Three Hundred Fifty-seven Pesos and 12/100 (₱4,032,357.12)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Necessary Repairs of Cottage O at the Supreme Court Compound, Baguio City** with identification number **IP No. 2023-04**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Supreme Court, through the Bids and Awards Committee for Infrastructure Projects (SC-BAC-IP)**, now invites bids for the above-captioned Procurement Project. Completion of the Works is required within a period of **seventy-five (75) calendar days**. Bidders should have an experience of at least **five (5) years in the construction business**, i.e., from the first issuance of its Philippine Contractors Accreditation Board (PCAB) license, and has completed a contract similar to the Project *equivalent to at least 50% of the ABC*. The description of an eligible bidder is contained in the Bidding Documents, particularly, in **Section II (Instructions to Bidders)**.
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the “*Government Procurement Reform Act*.”

Interested bidders ***shall download and print*** the complete set of Bidding Documents from the Supreme Court website (<https://sc.judiciary.gov.ph/bids-and-awards/>) free of charge starting on **04 April 2023**. *The Procuring Entity will not provide hardcopies.* For purposes of the submission of bids, the amount of **Five Thousand Pesos (₱5,000.00)** shall be the corresponding Bidding Documents Fee for this Procurement Project pursuant to *GPPB Resolution No. 04-2012 dated 24 February 2012 (Re: Guidelines on the Sale of Bidding Documents)*. Bidders shall pay the aforesaid non-refundable fee *on or before the submission of their bid* at the **Supreme Court Cashier's Office at Padre Faura Street, Manila** for the issuance of official receipts. *Please be informed that online and over-the-counter bank payment options are unavailable at this time.*



For verification and documentation purposes, **the bidders shall send the scanned/photo proof of payment to the given email address below on or before the 12:00 P.M. deadline of the submission of bids. Otherwise, the submitted bid envelope shall be considered invalid.**

All prospective bidders are already given the opportunity to assiduously peruse the publicly uploaded Bidding Documents in preparation for the scheduled Pre-Bid Conference and/or before accomplishing their payment. **Questions already covered by the Bidding Documents shall not be entertained.**

4. The Supreme Court will hold a Pre-Bid Conference¹ on **19 April 2023, Wednesday at 2:00 P.M.**, within its premises and/or through videoconferencing via Zoom Video Communications. Prospective bidders shall formalize their intent to participate by sending a **letter request via email** to the SC-BAC-IP Secretariat at **SupremeCourtBACinfra@gmail.com** prior to the aforesaid date containing the respective names and email addresses of its authorized representatives. **Requests made on the date of the Pre-Bid Conference shall not be entertained.**

For purposes of *site inspection*, the prospective bidders *who were unable to attend the scheduled Pre-Bid Conference* shall submit a formal request subject for approval to the email address below **at least two (2) days before the intended schedule** to allow the engineers of the Procuring Entity to prepare the corresponding site inspection certification of appearance for purposes of the bid submission. The scheduled site inspection will be from **Monday to Friday between 10:00 A.M. to 3:00 P.M.** depending on the availability of the engineers at Supreme Court, Baguio City.

5. All Bid Envelopes are to be **manually submitted** at the designated SC-BAC-IP dropbox at the **Entrance Gate of the Supreme Court Centennial Building, Padre Faura Street Ermita, Manila 1000**, on or before **03 May 2023, Wednesday at 12:00 P.M.** Late bids shall not be accepted.
6. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 15**.
7. The Opening of Bids shall be on **03 May 2023, Wednesday at 2:00 P.M., at the 4th Floor Conference Room, Centennial Building** to be attended by the members of the Committee, End-users, Observers, and the prospective Bidders. All bids shall be opened in the presence of the bidders' representatives duly authorized to attend the activity. **Only one (1) representative per bidder shall be allowed in the Opening of Bids.**

¹ Section 20.2 of the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184 - The holding of a pre-procurement conference may not be required for procurement of Infrastructure Projects costing Five Million Pesos (P5,000,000.00) and below.



Bids and Awards Committee for Infrastructure Projects (SC-BAC-IP)

Bidding Documents: Necessary Repairs of Cottage O at the Supreme Court Compound, Baguio City

8. The **Supreme Court** 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 IRR of R.A. No. 9184, without thereby incurring any liability to the affected bidder or bidders.
9. Any requests for clarifications on inquiries not covered by the Bidding Documents should be **sent via email** for proper documentation to allow the Secretariat to address the same *during office hours from Monday to Friday between 8:00 A.M. to 4:30 P.M.* **Any calls or SMS queries will not be entertained by the Secretariat.** The sole purpose of the provided cellphone number is for prospective bidders to notify that they have submitted their bid envelopes at the designated dropbox of SC-BAC-IP at the Centennial Building.

Bids and Awards Committee for Infrastructure Projects (SC-BAC-IP)

Supreme Court Centennial Building at Padre Faura Street Ermita, Manila 1000

SupremeCourtBACinfra@gmail.com +639189187909

Lastly, please be reminded of the **“no contact rule”** under Section 32.1 of the 2016 IRR of R.A. No. 9184, i.e., *bidders whose bids are being evaluated are prohibited to make any communication with any member of SC-BAC-IP, including its staff and personnel, as well as its Secretariat and Technical Working Group (TWG) until the issuance of the Notice of Award.* On the other hand, a disqualified bidder may provide valid, reasonable and lawful information on matters pertaining to the bids being evaluated, provided that such bidder has no pending request for reconsideration or protest relative to his/her disqualification.²

10. Due to the upload file size limitation of PhilGEPS (<https://notices.philgeps.gov.ph/>), the complete set of Bidding Documents can only be downloaded at the Supreme Court website (<https://sc.judiciary.gov.ph/bids-and-awards/>). All supplemental Bid Bulletins relative to the subject Procurement Project will be both uploaded accordingly to the abovementioned websites:

Procurement Stage	Schedule
Advertisement/Posting of Invitation to Bid at the Supreme Court and PhilGEPS websites, and bulletin boards within the premises of the Supreme Court	04 April 2023
Pre-bid Conference Meeting via Zoom Video Communications	19 April 2023 (Wednesday) at 2:00 P.M.
Last Day of Request for Clarification	23 April 2023 (via email)
Last Day for Issuance of Supplemental Bid Bulletin	26 April 2023

² GPPB Resolution NPM 003-2012 dated 04 January 2012.



Deadline for Submission of Bids through Manual Submission at the designated dropbox	03 May 2023 (Wednesday) at 12:00 P.M.
Opening of Bids at the 4 th Floor Conference Room, Centennial Building	03 May 2023 (Wednesday) at 2:00 P.M. (<i>onsite with bidders</i>)

04 April 2023.

MARIA CARINA A. MATAMMU- CUNANAN

Deputy Clerk of Court and
Chief Administrative Officer
Office of Administrative Services, and
Chairperson, SC-BAC-IP