



INVITATION TO BID

Procurement of a Contractor for the Retrofitting Works at the Supreme Court – Court of Appeals (SC-CA) Building, Maria Orosa Street, Ermita, Manila IP No. 2023-09

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 Four Hundred Forty-seven Thousand One Hundred Three Pesos and 55/100 (₱4,447,103.55)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of a Contractor for the Retrofitting Works at the Supreme Court – Court of Appeals (SC-CA) Building, Maria Orosa Street, Ermita, Manila** with identification number **IP No. 2023-09**. 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 **sixty (60) 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,**¹ 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 **17 November 2023**. ***The Procuring Entity will not provide hardcopies.*** For purposes of the submission of bids, the

¹ For recently renewed PCAB Licenses, there must be documentary proof in the submitted documents at the opening of bids that **the first issuance thereof was 2018 or earlier**. Otherwise, the bidder will be technically disqualified outright.

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Office of Administrative Services





amount of **Five Thousand Pesos (P5,000.00)** 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 within its premises a Pre-Bid Conference² on **29 November, Wednesday at 2:00 P.M., at the 4th Floor Conference Room, Centennial Building**, to be attended by the prospective bidders who 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 name of their authorized representative attendee. Requests made on the date of the Pre-Bid Conference shall **not** be entertained.

Prospective bidders who have submitted their letter of intent will be furnished with subsequent Bid Bulletins in case of *revision of the procurement timeline, rescheduling of the Pre-Bid Conference due to lack of quorum or conflict of schedule, or conducting the same through videoconferencing.*

For purposes of *site inspection*, the prospective bidders may conduct the site inspection from **Mondays to Fridays between 8:00 A.M. to 4:30 P.M.** The engineers of the Procuring Entity are on standby to assist requests for site inspection upon arrival within the premises of the Court. A corresponding **site inspection certification of appearance** will be given to the personnel who conducted the same for purposes of the bid submission.

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 **13 December 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.**

² 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.



7. The Opening of Bids shall be on **13 December 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.**
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.³

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:

³ GPPB Resolution NPM 003-2012 dated 04 January 2012.



Bids and Awards Committee for Infrastructure Projects (SC-BAC-IP)
Bidding Documents: Procurement of a Contractor for the Retrofitting Works at the Supreme Court – Court of Appeals (SC-CA) Building, Maria Orosa Street, Ermita, Manila

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	17 November 2023
Pre-bid Conference Meeting at the 4 th Floor Conference Room, Centennial Building <i>*Please check for any Bid Bulletins in case of rescheduling due to conflict of schedule or lack of quorum or conducting the same through videoconferencing</i>	29 November 2023 (Wednesday) at 2:00 P.M. (onsite with bidders)
Last Day of Request for Clarification	03 December 2023 (via email)
Last Day for Issuance of Supplemental Bid Bulletin	06 December 2023
Deadline for Submission of Bids through Manual Submission at the designated dropbox	13 December 2023 (Wednesday) at 12:00 P.M.
Opening of Bids at the 4 th Floor Conference Room, Centennial Building	13 December 2023 (Wednesday) at 2:00 P.M. (onsite with bidders)

15 November 2023.

MARIA CARINA A. MATAMMU-CUNANAN
Deputy Clerk of Court and
Chief Administrative Officer
Office of Administrative Services, and
Chairperson, SC-BAC-IP