



Republic of the Philippines
COMMISSION ON ELECTIONS
Palacio del Gobernador Bldg., Gen. Luna St., Intramuros, 1002 Manila

SECTION I. INVITATION TO BID (IB)

Lease of OMR/OPSCAN Precinct Counter with SD Cards for use in the 2022 National and Local Elections – 2nd Bidding (SBAC Ref No. 15-2021OMR)

Approved Budget for the Contract: ₱864,024,067.00

1. The Commission on Elections (COMELEC), through the General Appropriations Act (GAA) for FY 2021, intends to apply the sum of **Eight Hundred Sixty-Four Million Twenty-Four Thousand Sixty-Seven Pesos (₱864,024,067.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **Lease of OMR/OPSCAN Precinct Counter with SD Cards for use in the 2022 National and Local Elections – 2nd Bidding**, with details as follows:

Description	Qty	Approved Budget for the Contract (ABC) (VAT Exempt)		Cost/Price of Bid Documents
		ABC per Unit	Total ABC	
Lease of OMR/OPSCAN Precinct Counter	10,000 units			
Supply and Delivery of main SD Cards	10,000 pcs	₱86,402.4067	₱864,024,067.00	₱75,000.00
Supply and Delivery of WORMABLE SD Cards	10,000 pcs			

Bids received in excess of the total ABC shall be automatically rejected at Bid Opening.

2. The **COMELEC** now invites bids for the above **Procurement Project**. Delivery of goods/ services is required by:

A. OMR/OPSCAN PRECINCT COUNTER

Tranches of Delivery	Qty	Delivery Schedule	Delivery Site
1 st Delivery	1,000 units	31 January 2022	COMELEC Warehouse, KM. 43 Sta. Rosa – Tagaytay Road, Brgy. Pulong, Sta. Cruz, Sta. Rosa, Laguna
2 nd Delivery	4,000 units	28 February 2022	
3 rd Delivery	5,000 units	15 March 2022	
TOTAL	10,000 units		

B. MAIN & WORMABLE SD CARD

Tranches of Delivery	Qty (per type of SD Card)	Delivery Schedule	Delivery Site
1 st Delivery	1,000 pcs	31 January 2022	COMELEC Main Office Intramuros, Manila
2 nd Delivery	4,000 pcs	28 February 2022	
3 rd Delivery	5,000 pcs	15 March 2022	
TOTAL	10,000 units		

Bidders should have completed, **within ten (10) years** from the date of submission and receipt of bids, at least one (1) contract similar to the Project. Similar in nature shall mean contracts involving ***“Lease, Supply, Delivery and/or Manufacture of Precinct-based Optical Mark Reader or Optical Scan System or Voting/Counting Machine.”***

The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II-Instructions to Bidders (ITB).

3. 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) 9184, otherwise known as the “Government Procurement Reform Act”

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 No. 5183.

4. Prospective bidders may obtain further information from the SBAC Secretariat and inspect the Bidding Documents, subject to standard health protocols being implemented, at the **SBAC Secretariat Office** at 305-A 3/F Annex Building, Far East Managers and Investors Incorporated (FEMII) Building, A. Soriano Avenue, Intramuros, Manila from 8:00 AM to 5:00 PM from Mondays to Fridays or call at Tel No. 8254-3611 Telefax No. 8254-3523, email address sbac@comelec.gov.ph / comelec.sbac.aes.secretariat@gmail.com and at the COMELEC website www.comelec.gov.ph.
5. A complete set of Bidding Documents may be acquired by interested bidders on the date and address specified below. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the COMELEC website, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Fees may be paid in person at the address specified below or online through fund transfer or account deposit to COMELEC's Landbank of the Philippines Peso Current Account as specified below:

- **Peso Current Account No. 0012-1042-86**

In which case, a copy of the transaction slip or deposit slip shall be sent via email by the bidder to sbac@comelec.gov.ph copy furnished the Special Bids and Awards Committee (SBAC) Secretariat at comelec.sbac.aes.secretariat@gmail.com, immediately upon payment or not later than the submission of their bids.

The **Schedule of Bidding Activities** shall be as follows:

ACTIVITIES	TIME	VENUE
1. Sale and Issuance of Bidding Documents	8:00 AM to 5:00 PM Mondays to Fridays starting 09 October 2021	SBAC SECRETARIAT OFFICE Procurement Management Department, Commission on Elections 305-A 3/F Annex Building, Far East Managers and Investors Incorporated (FEMII) Building, A. Soriano Avenue, Intramuros, Manila
2. Pre-Bid Conference	22 October 2021 (Friday), 10:00 AM	Online via Microsoft Teams

ACTIVITIES	TIME	VENUE
<p>3. Deadline for Submission of Bids</p>	<p>08 November 2021 (Monday), 8:00 AM</p>	<p>(1) Shall be sent and shared electronically to SBAC Secretariat, first at sbac@comelec.gov.ph.</p> <p>(2) Next, share it separately at comelec.sbac.aes.secretariat@gmail.com</p> <p>(3) Sharing of the compressed, password-protected, hash-coded Bids (Mother Folder) must be done on or before the deadline for the Submission and Receipt of Bids.</p> <p>(4) Further, lists of hash codes and screenshot of the bidder's Google Drive showing its uploaded Bidding Documents must be sent electronically to email addresses provided above on or before the deadline for the Submission and Receipt of Bids.</p> <p>Please refer to attached SBAC Resolution No. 05-2021 dated 12 July 2021 re: <i>Updated Procedure for the Online Submission, Receipt and Opening of Bidding Documents</i></p>
<p>4. Opening of Bids</p>	<p>08 November 2021 (Monday), 10:00 AM</p>	<p>Online via Microsoft Teams</p>

6. The COMELEC will hold a Pre-Bid Conference on the scheduled date and time as indicated in **Paragraph 5** of this **IB** through video conferencing/webcasting via **Microsoft Teams**, which shall be open to all prospective bidders.
7. Bids must be duly received by the SBAC Secretariat through online or electronic submission as indicated in Paragraph 5 of this IB on or before **08 November 2021, 8:00 AM. Late bids shall not be accepted.**
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on the time and date indicated in **Paragraph 5** of this **IB** **online** via **Microsoft Teams**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Each bidder is being given a maximum of four (4) online access points to log in and join. Please refer to Paragraph 10 of this IB for instructions.

10. Additional Instructions for the Pre-bid Conference and Bid Opening

In line with the precautionary health measures being adopted by the COMELEC, prospective bidders interested to join the Pre-Bid Conference and Bid Opening via video conference (MS Teams) may send request for MS Teams Invitation Link to the sbac@comelec.gov.ph copy furnish comelec.sbac.aes.secretariat@gmail.com with the following information together with proof of identity of the attendee/s or duly authorized representative/s a day before the scheduled conference.

(1) Name of Project	
(2) Project Identification No.	
(3) Activity <i>(Indicate whether Pre-Bid Conference or Bid Opening)</i>	
(4) Company Name	
(5) Address	
(6) Name of Representative (maximum of four [4])	
(7) Contact Number/s	
(8) Designated Email Address <i>(to which all communications from the SBAC shall be sent)</i>	
(9) Scanned copy of Photo of Proof of Identity <i>(Please attach Company ID or any Government Issued ID)</i>	

For detailed instructions, please see **Section X** of the Bidding Documents for the: (1) **Conduct of Online Pre-Bid Conference**; and (2): **Updated Procedure for the Online Submission, Receipt and Opening of the Bidding Documents**.

11. COMELEC 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder/s.


ALLEN FRANCIS B. ABAYA
SBAC Chairperson

Date of Issue: 09 October 2021