



# MARIANO MARCOS STATE UNIVERSITY

## Bids and Awards Committee

**BID BULLETIN No. 20-15**

**Project: Printing and Binding of Student Yearbook (Oracle) 2019**

**ABC: P2,000,000.00**

**Subject: Clarification on the Technical Specifications and Schedule of Opening of Bids**

Notice is given to all interested bidders of the following clarifications and new schedule of opening of bids:

As Published	Additional Specifications/Information
Printing and Binding of Student Yearbook (Oracle) 2018	Print orientation is Landscape
Size: 9x12	
No. of Inside Pages:662	
Cover: Hard Cover with Spot Lamination (back to back)	since hardbound, thickness is 3mm, full color with spot UV
Inside: Full Color	
Paper Type: C2S #80	
Binding Package: Hardbound, Smyth sewn with individual box per copy, soft with spot lamination	Thickness of the cardboard paper with print (glossy feel) is 250-275 gsm, soft, depending on the actual thickness of the yearbook, with limited spot UV lamination.
Software:inDesign/Publisher/Photoshop	
Opening of Bids: August 31, 2020; 2:00 PM	Opening of Bids: September 3, 2020; 2:00 PM

Additional Instructions:

1. The yearbook layout is ready.
2. Dummy should be sent within 1-2 weeks after e-copy is sent. Revisions will be incorporated and final e-copy for mass production will be sent immediately.
3. On-line submission of bids is allowed (see attached guidelines).
4. Delivery is 60 days upon approval of final dummy.

For the guidance and information of all concerned.

  
**AMI RUTH R. COCSON**  
 Chair

## GUIDELINES FOR THE ELECTRONIC SUBMISSION OF BIDDING DOCUMENTS

1. Bids must be duly received by the BAC Secretariat before the closing date and time specified in the Bidding Documents through manual submission or electronic submission through [bac@mmsu.edu.ph](mailto:bac@mmsu.edu.ph).
2. Use a two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the bids submitted;
3. Allow access to a password-protected Bidding Documents on opening date and time. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology.
4. Bidders shall submit their bids through their duly authorized representative using two (2) password-protected Bidding Documents in compressed archive folders, in case of electronic bid submission, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under Section 23.1 of this IRR for the procurement of Goods and Infrastructure Projects, and these shall contain the financial component of the bid.
5. In case of electronic bid submission, Bidding Documents not in compressed archive folders and are not password-protected, shall be rejected. However, Bidding Documents that are not properly compressed and password-protected, as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representatives shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly compressed or password-protected folder, or for its premature opening.
6. Upon receipt of the first and second envelopes, PEs shall generate a bid receipt page for the official time of submission which can be saved or printed by the bidder;
7. Bids, including the eligibility requirements under Section 23.1 of this IRR, submitted after the deadline shall not be accepted by the BAC. The BAC shall record in the minutes of bid submission and opening, the bidder's name, its representative and the time the late bid was submitted or In case of online or electronic bid submission, generate a bid receipt page for the official time of late submission which can be saved or printed by the bidder.
8. Upon receipt of your bidding documents and verification that they are in compressed archive folders and are password-protected, the BAC Secretariat shall reply with an acknowledgment e-mail, which includes a screen shot of your submission with a clear time

stamp indicating the official date and time when your submitted documents are received.

9. As with manual submission, Bidders may modify or withdraw their Bid at any time before the deadline for the submission and receipt of bids. Where a bidder modifies its Bid, it shall not be allowed to retrieve its original Bid and shall only be allowed to submit another. For electronic bid submission, Bidders shall send another Bid equally secured, properly identified, and labelled as a "modification" of the one previously submitted. The time indicated in the latest Bid receipt page generated shall be the official time of submission. Bids submitted after the deadline shall not be accepted.

10. After the Opening of Bids, Kindly send the original copy and Copy 1 of your bidding documents to : Engr. Ami Ruth R. Cocson, BAC Chair, FEM Hall Building, MMSU, City of Batac.

### **PAYMENT GUIDELINES**

1. The cost of bidding documents depends on the total ABC of the proposed bid amount.

Total ABC of the Proposed Bid Amount	Cost of Bidding Documents (in Philippine Peso)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00

- a. Payment for the bidding documents maybe made through:

- b. **CASH PAYMENT**

Submit payment to the Cash Management Office at the 1<sup>st</sup> Floor, FEM Hall, MMSU, City of Batac.

- c. **BANK DEPOSIT OR BANK TRANSFER**

Account Details:

Bank: Land Bank of the Philippines, City of Batac, Ilocos Norte

Account number: 2132-1021-58

Account name: MMSU Special Trust Fund. As proof of payment, please submit via e-mail ([bac@mmsu.edu.ph](mailto:bac@mmsu.edu.ph)) a photo of your teller-validated bank deposit slip.

2. For proof of online payment, please submit via e-mail a screenshot/photo of the confirmation e-mail/details of the transaction provided by your bank.
3. Once receipt of your payment has been confirmed, a scanned copy of your official receipt will be sent to you through e-mail. The physical copy of your official receipt can be requested in person from the university cashier upon presentation of your validated copy of the payment slip or print-out of the confirmation of your online payment.