



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
PHILIPPINE COCONUT AUTHORITY  
REGION I, II, III and CAR

2/F Guest House Bldg., PCA Compound, Elliptical Road, Diliman, Quezon City 1101  
Tel. Nos.: (02) 8927-5227 (02) 8924-4761  
[pcaregion1.4b@gmail.com](mailto:pcaregion1.4b@gmail.com) / [regioniv@pca.gov.ph](mailto:regioniv@pca.gov.ph)

**REGIONAL BIDS AND AWARDS COMMITTEE**

IB No. EPA 2024-14

**INVITATION TO BID FOR THE  
SUPPLY, HANDLING, TRANSPORT & DELIVERY OF 2,255 BAGS AMMONIUM  
SULFATE AND 2,836 BAGS POTASSIUM CHLORIDE UNDER CY 2025 PRLC, OIL  
PALM AND CFIDP FUNDS  
(EARLY PROCUREMENT ACTIVITIES)**

1. The *Philippine Coconut Authority Regions III and IV-B* is conducting this procurement through the early procurement activity (EPA) for FY 2023 to ensure the timely delivery of goods, implementation of infrastructure projects and rendition of consultancy services, consistent with the GPPB Resolution No. 14-2019 dated July 17, 2019 where the procuring entity (PE) is encouraged to start procurement activity short of award.

EPA shall refer to the conduct of procurement activities, from posting of the procurement opportunity, if required, until recommendation of the Bids and Awards Committee (BAC) to the HoPE as to the award of the contract, for goods to be delivered, infrastructure projects to be implemented and consulting services to be rendered in the following fiscal year, pending approval of their respective funding sources.

The bidders, therefore, are herewith informed of the following:

- a) Interested bidders are invited/requested to submit their bid proposals based on indicative budget (i.e. subject to final approval) through this Invitation to Bid, together with the bidding documents;
- b) The PE will evaluate the bid proposals and determine the winning bidder. The financial bid proposal of the winning bidder will be contract price/amount which is considered fixed price. However, the Notice of Award (NOA) will only be issued upon the approval of the budget (i.e., short of award);
- c) Should there be a delay in the award as affected by the possible delay in the budget approval, the bid validity as specified in the bidding documents (which is a maximum of 120 calendar days), the winning bidder may be requested to extend the bid validity accordingly (that is, changing the expiration of the original bid security). In case of the bidder's refusal to extend the bid validity, the bid submitted by said bidder will be rejected.

In this regard, *Philippine Coconut Authority Regions III and IV-B*, through an *Early Procurement Activities (EPA)* under the *CY 2025 PRLC, Oil Palm and CFIDP Funds* intends to apply the sum of *Five hundred sixteen thousand seven hundred ninety-eight pesos (Php516,798.00)* for Lot 1; *Five hundred seventy-five thousand eight hundred*

*thirty-seven pesos (PhP575,837.00) for Lot 2; and Ten million two hundred sixteen thousand five hundred forty-one pesos (PhP10,216,541.00). Bids received in excess of the ABC shall be automatically rejected at bid opening.*

The contract to be awarded shall subject to:

- a) Existing DBM guidelines on Cash-Based Budgeting and other relevant regulations.
  - b) GPPB guidelines on the implementation of Early Procurement Activities (GPPB Circular 06-2019) which provides that this contract may only be awarded upon the approval and effectivity of 2023 GAA or the reenacted budget and the ABC therefore remains without any reduction. In the event that the amount authorized for this procurement has been reduced, the project may still be awarded to the recommended winning bidder if the contract price is within the amount authorized in the GAA or the reenacted budget.
2. The *Philippine Coconut Authority Regions III and IV-B* now invites bids for the above Procurement Project. Delivery of the Goods is required by *within 60 calendar days after receipt of Notice to Proceed*. Bidders should have completed, within a period of five (5) years from the date of submission and receipt of bids, a contract similar to the Project. 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 a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 *Philippine Coconut Authority Regions III and IV-B* and inspect the Bidding Documents at the address given below during *Monday to Friday, 8:00 AM to 5:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *December 6-26, 2024* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php1,000.00 each for Lot 1 and 2; and Php10,000.00 for Lot 3*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person or through electronic means*.

*[NOTE: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.]*

6. The *Philippine Coconut Authority Regions III and IV-B* will hold a Pre-Bid Conference<sup>1</sup> on *December 13, 2024, 9:30 PM* via face-to-face meeting at Conference Room, 2nd Floor, Guest house building, PCA Compound, Elliptical Road, Diliman, Quezon City and through video conferencing or webcasting via Zoom with meeting credentials in the following page which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through *manual submission* at the office address indicated below on or before *December 26, 2024, 9:00 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 *December 26, 2024, 9:30 AM* at *Conference Room, 2nd Floor, Guest house building, PCA Compound, Elliptical Road, Diliman, Quezon City* and through video conferencing or webcasting via Zoom with meeting credentials below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Below is the procurement activity schedule:

<b>Availability of Bidding Document</b>	December 6-26, 2024
<b>Pre-bid Conference</b>	December 13, 2024, 9:30 PM Meeting ID: 818 9709 1329 Passcode: 693811 <a href="https://us06web.zoom.us/j/81897091329">https://us06web.zoom.us/j/81897091329</a>
<b>Submission of Bids</b>	December 26, 2024, 9:00 AM
<b>Bid Opening and Evaluation</b>	December 26, 2024, 9:30 AM Meeting ID: 881 4472 1624 Passcode: 628766 <a href="https://us06web.zoom.us/j/88144721624">https://us06web.zoom.us/j/88144721624</a>
<b>Post-qualification</b>	December 27-29, 2024, (tentative)
<b>Issuance of Notice of Award</b>	December 29, 2024, (tentative)
<b>Contract Signing</b>	December 31, 2024, (tentative)
<b>Issuance of Notice to Proceed</b>	December 31, 2024, (tentative)

10. The *Philippine Coconut Authority Regions III and IV-B* 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 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**Ms. Michelle O. Villa**

*Head, BAC Secretariat*

*Philippine Coconut Authority Regions III and IV-B*

*2nd Floor, Guest house building, PCA Compound, Elliptical Road,*

*Diliman, Quezon City, (02) 8924-4761*

[4b.regionalbac@gmail.com](mailto:4b.regionalbac@gmail.com)

12. You may visit <http://www.philgeps.gov.ph> for downloading of Bidding Documents.

---

<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

December 4, 2024  
*Date of Issue*

**(SGD.) JUDY DP. PINGCO**  
RBAC Chairperson