



Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION



**DETAILED INSTRUCTIONS/PROCEDURES FOR THE ONLINE
SUBMISSION OF BID DOCUMENTS**

1. Bidders shall submit their bids using a two-factor security procedure consisting of password protection and an archive format compression using zip file format (.zip). The electronic file should be named using the Invitation to Bid Number and Name of Bidder separated by an underscore symbol (e.g. ITB 2020-001-ICTMD_Food and Drug Administration).
2. The bid document should consist of two separate folders containing the technical and financial components. Each folder should be named as “Envelope 1” for technical component and “Envelope 2” for financial component.
3. All documents in the technical component and financial component should be arranged, numbered and named in separate files following Section VIII of the Six Edition of the Philippine Bidding Document.
4. All document files must be scanned with at least 150 dots-per-inch (dpi) and should be in PDF file format with a secured password protection.
5. Bidders shall ensure that their bid documents are properly compressed where electronic files are operable, usable, not corrupted, and free from bugs and viruses.
6. Bid documents shall be submitted through online via email to sbac_it@fda.gov.ph, with the subject using the Invitation to Bid Number and Name of Bidder separated by an underscore symbol (e.g. ITB 2020-001-ICTMD_Food and Drug Administration), before the closing date and time specified in the Bidding Documents.

7. Upon receipt of Assessment/Order of Payment from BAC Secretariat, bidders shall pay the corresponding fee for bid documents through the authorized payment channels.
8. Upon receipt of Bids, FDA BAC shall generate a Bid receipt page for the official time of submission which can be saved or printed by the bidder.
9. 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 send another Bid equally secured, properly identified, and labelled “MODIFICATION” followed by an underscore symbol prepended to the one previously submitted (e.g. MODIFICATION_ITB 2020-001-ICTMD_Food and Drug Administration). 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.

(Original signed)

ATTY. RONALD R. DE VEYRA, MBA, CESO II
Deputy Director General-IM
SBAC Chairperson

SECTION 1 No.6. IMPORTANT REMINDER FOR ONLINE SUBMISSION:

The SBAC email address sbac_it@fda.gov.ph has an auto generated acknowledgement receipt feature.

Therefore, an electronic submission of Bid Proposals is considered successful when a Prospective Bidder have received an auto-generated acknowledgment receipt from the FDA-SBAC. If no acknowledgment receipt was received within one (1) hour after the submission, the Prospective bidder is advice to repeat the submission. If still no acknowledgement is received, the Prospective bidder should notify the FDA-SBAC Secretariat through this number: 8857-1900 loc. Nos. 1081 or 8312 to validate their submission.

Note that this acknowledgment receipt is the only acceptable proof of submission for purposes of compliance.

Moreover, due to the large volume of electronic mails we receive during or near the date of the deadline/s, Prospective Bidder(s) **are highly encouraged** to submit in advance and avoid last minute submission to ensure the timely receipt of the auto-generated acknowledgment receipt. The large volume of electronic mails can result in the delayed transmission of electronic mails from network to servers which may result in the delayed receipt or non-receipt of the auto-generated acknowledgment receipt.

Lastly, Prospective Bidder/s submitting their bid proposals through the above-given email address is/are required to acknowledge the receipt of this message.

Emphasis is given on No. 4.

Every item under Section VIII of the Philippine Bidding Document (PBD) Technical and Financial Documents should be password protected including the Envelopes containing these items, to wit:

Part I. **TECHNICAL COMPONENT ENVELOPE**

Part II. **FINANCIAL COMPONENT ENVELOPE**