



INVITATION TO BID

Procurement of PITC Security Services Requirement For Three (3) Years [2019 To 2021]

Bid Ref. No. ASD-B1-2019-154

**Approved Budget for the Contract: P 2,713,980.00
(For the first year only)**

1. The **Philippine International Trading Corporation (PITC)** intends to apply the sum of **PESOS: Two Million Seven Hundred Thirteen Thousand Nine Hundred Eighty (P 2,713,980.00) (Inclusive of VAT)** being the **Approved Budget for the Contract (ABC)** to payment under the contract for the **Procurement of PITC Security Services Requirement for Three (3) Years [2019 to 2021]**, more particularly described as follows:

Description	ABC ₱	Funding Source	Forms of Bid Security:	Cost of Bid Documents (cash payment only) (₱)
Procurement of PITC Security Services Requirement for Three (3) Years [2019 to 2021]	2,713,980.00 (For the first year only)	PITC 2019 Corporate Operating Budget (for the 1 st year only)	<ul style="list-style-type: none"> ▪ Bid Securing Declaration ▪ Cash/Cashier's/Manager's Check* equivalent to at least 2% of the ABC ▪ Bank Draft/Guarantee, Irrevocable Letter of Credit equivalent to at least 2% of the ABC* ▪ Surety Bond callable upon demand equivalent to at least 5% of the ABC* 	2,700.00

*Only those issued and confirmed by a Local Universal or Local Commercial Bank

**Must be callable upon demand issued by a Surety or Insurance Company duly certified by the Insurance Commission as authorized to issue such bond

2. Bids received in excess of the ABC shall be automatically rejected at Bid opening.
3. PITC now invites Bids from SEC-Registered Security Agencies, for the PITC SECURITY SERVICES REQUIREMENT FOR THREE (3) YEARS (hereafter referred to as "GOODS").

The Security Agency must be a member of the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO) or other organizations recognized by the Philippine National Police-Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) per Section 9.2 (a) of DOLE Department Order No. 150-16.

4. Deployment Areas: Philippine International Trading Corporation (PITC)

Makati Head Office	NDC Bldg, 116 Tordesillas Street, Salcedo Village, Makati City
Pasay Warehouse	2345 Aurora Blvd (Tramo Road), Pasay City
Pangasinan	Brgy. Sto. Domingo, Urdaneta, Pangasinan

5. The bidding is open 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.

6. A prospective Bidder should have completed a single contract similar to the contract to be bid amounting to at least fifty percent (50%) of the ABC of the project within the last five (5) years from the date of submission and receipt of bids.

Similar contract shall mean "Security Services".

7. Open competitive bidding procedures will be conducted using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) 9184, otherwise known as the "Government Procurement Reform Act". All particulars relative to this bidding including Eligibility Checking, Bid Security, Evaluation and Post-Qualification Procedures and Award of Contract shall be governed by R.A. 9184 and its 2016 Revised IRR.
8. The Invitation to Bid and Bidding Documents may be downloaded from the website of the **Philippine Government Electronic Procurement System (PhilGEPS)** and **PITC website at www.pitc.gov.ph**. Interested bidders may inspect the Bidding Documents upon presentation of proper identification during office hours (8:00am – 4:00pm) on weekdays only.
9. The complete set of Bidding Documents maybe acquired by interested bidders during office hours (8:00am – 4:00pm) but no later than 4:00pm upon payment of a non-refundable fee as indicated above. The Bidding Documents shall be received personally by the prospective bidder or his duly authorized representative upon presentation of proper identification document.

It may also be downloaded free of charge from the website of the PhilGEPS and the PITC website, PROVIDED that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

For the Pre-bid Conference, bidders are encouraged to send their authorized technical representatives or personnel who are familiar with the bid requirements and will prepare the bid documents.

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

ACTIVITIES	TIME	VENUE
1. Sale and Issuance of Bidding Documents	8:00 AM to 4:00 PM only, Mondays to Fridays, starting 06 Aug 2019	BAC I Secretariat c/o Ms. Ana DG Asprec at 5/F, NDC Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City
2. Pre-Bid Conference	15 Aug 2019 (Thursday) 04:00 PM	5/F Conference Room, NDC Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City
3. Submission and Opening of Bids	27 Aug 2019 (Tuesday) 11:30 AM *Late bids shall not be accepted	

11. Interested bidders may obtain further information from the BAC I Secretariat c/o Ms. Ana DG Asprec at the 4/F, NDC Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City, from 8:00 AM to 4:00 PM only, Mondays to Fridays starting 06 Aug 2019 at tel. No. 818-14-79 to 81 loc. 308. **However, any queries relative to the contents of the bid documents and the project requirements can only be made by suppliers not later than ten (10) calendar days prior to the Submission and Opening of Bids.**
12. PITC reserves the right to accept or reject any bid proposal, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

(Sgd) PITC Bids and Awards Committee I

Posting of Invitation to Bid and Bidding Documents @ PhilGEPS and PITC Bulletin Board on 06 Aug 2019