



INVITATION TO BID

SUPPLY AND DELIVERY OF FIFTEEN (15) UNITS BRAND NEW LAPTOP COMPUTERS FOR THE DEPARTMENT OF TRADE AND INDUSTRY (DTI)

Bid Reference No.: GPG-B1-2018-419

Approved Budget for the Contract: ₱ 1,133,749.95

1. The Philippine International Trading Corporation (PITC) and the Department of Trade and Industry intend to apply the sum of Pesos: **One Million One Hundred Thirty Three Thousand and Seven Hundred Forty-Nine Pesos and 95/100 (₱ 1,133,749.95)** being the Approved Budget for the Contract (ABC) to payment under the contract for the SUPPLY AND DELIVERY OF FIFTEEN (15) UNITS BRAND NEW LAPTOP COMPUTERS FOR THE DEPARTMENT OF TRADE AND INDUSTRY (DTI).

Description	Qty.	Total ABC (₱) (VAT Inclusive)	Bid Security: (In any of the following forms)
Laptop Computers	15 units	1,133,749.95 (75,583.33/unit)	<ul style="list-style-type: none"> • Bid Securing Declaration • Cash or Cashier's/ Manager's Check* equivalent to at least 2% of the ABC • Bank Guarantee/ Bank draft or Irrevocable Letter of Credit to at least 2% of the ABC* • Surety bond callable upon demand to at least 5% of the ABC**
Funding Source			Cost/Price of Bid Documents (cash payment only) (₱)
PITC AR: TL-2018-100			1,000.00

*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. PITC and DTI now invite bids from authorized Philippine IT Suppliers/Distributors/Resellers for the Supply and Delivery of Brand New Laptop Computers refresh (hereafter referred to as GOODS).
3. Delivery Period: Within Forty-five (45) Calendar Days upon receipt of Notice to Proceed.
Delivery Place: DTI Head Office : 361 Sen. Gil Puyat Ave., 1200 Makati City PH
4. A prospective Bidder must have completed a Single contract of similar nature within last five (5) years amounting to at least fifty percent (50%) of the ABC of the item being bid.

Similar contract shall mean "IT Equipment".

5. 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.

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 5183.

6. The complete set of Bidding Documents may be acquired by interested bidders during office hours (8:00am-4:00pm) but not later than 4:00pm upon payment of a nonrefundable 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 be also 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.

7. Interested bidders may obtain further information from PITC and inspect the Bidding Documents at the address given below during office hours.

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 documents for the bidder.

8. 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 04 October 2018	5/F NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
2) Pre-Bid Conference	11 October 2018, 9:00 AM (Thursday)	5/F Conference Room, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
3) Submission and Opening of Bid Documents	05 November 2018, 2:00 PM (Monday)	5/F Conference Room, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City

*Late Bids shall not be accepted.

9. Interested bidders may obtain further information from the BAC Secretariat c/o Ms. Ana DG. Aspreo at the 5/F NDC Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City, from 8:00 AM to 4:00 PM only, Mondays to Fridays **11 October 2018**, or call tel. No. 818-98-01 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.**
10. 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 & Awards Committee I

Posting of Invitation to Bid and Bidding Documents on 04 October 2018 @ PhilGEPS and PITC Bulletin Board.