



## INVITATION TO BID

### SUPPLY, DELIVERY AND INSTALLATION OF MODULAR WORKSTATIONS INCLUDING RE-CONFIGURATION OF EXISTING UNITS, CHAIRS AND GANG CHAIRS FOR THE DEPARTMENT OF ENERGY (DOE)

**Bid Reference No. GPG-B1-2018-444**

**Approved Budget for the Contract: ₱ 23,802,302.70**

1. The **Philippine International Trading Corporation (PITC)** and the **Department of Energy (DOE)** intends to apply the following amounts being the Approved Budget for the Contract (ABC) to payments under the contract for each lot. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening:

Item No.	Description	Qty.	Total ABC (₱) (VAT Inclusive)		Cost/Price of Bidding Documents (cash payment only) (₱)
			Unit Price	Total Price	
<b>Lot No.1 - One (1) Lot consisting of Modular Workstations including Re-Configuration of Existing Units</b>					<b>18,600.00</b>
1	Modular Workstation	220 units	57,789.95	12,713,789.00	
2	Reconfigure Modular Workstations	32 units	2,755.94	88,190.08	
3	Division Chief Modular Workstations	9 units	116,464.66	1,048,181.94	
4	Modular Workstations (for OSEC Staff)	5 units	29,668.92	148,344.60	
5	Modular Workstations (for Executive Staff)	34 units	65,000.00	2,210,000.00	
6	Clerk (standalone)	27 units	24,956.76	673,832.52	
7	Four Layer Lateral File Drawer	60 units	17,000.00	1,020,000.00	
8	Necessary Repairs of existing Modular Workstation and chairs	1 lot	700,068.58	700,068.58	
<b>Total for Lot 1</b>				<b>18,602,406.72</b>	
<b>Lot No. 2 - One (1) Lot consisting of Chairs and Gang Chairs</b>					<b>5,200.00</b>
1	High Back Chair	8 units	30,000.00	240,000.00	
2	Mid Back Chair	29 units	15,200.00	440,800.00	
3	Low Back Chair	265 units	11,000.00	2,915,000.00	
4	Visitor Chair	78 units	5,500.00	429,000.00	
5	Conference Mid Back Chair	72 units	15,200.00	1,094,400.00	
6	3-seater Gang Chair	6 units	13,449.33	80,695.98	
<b>Total for Lot 2</b>				<b>5,199,895.98</b>	
<b>Funding Source: Per PITC AR Reference No. TL-2018-108 dated 15 May 2018</b>					
<b>Note: Bidders may bid for one or both lots.</b>					

**Bid Security:**

- 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\*\* equivalent to at least 2% of the ABC
- Surety bond \*callable upon demand equivalent to at least 5% of the ABC

Notes:

\* 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

\*\*\* SEPARATE BID SECURITY PER LOT

2. PITC and DOE now invite bids from local Manufacturers or First Tier Distributors for the Supply, Delivery and Installation of Modular Workstations Including Re-configuration of Existing Units, Chairs and Gang Chairs (hereafter referred to as GOODS).

3. **Project Completion Period:** within sixty (60) calendar days from receipt of Notice to Proceed.

**Project Delivery Site:** Energy Center, Rizal Drive, Bonifacio Global City (BGC), Taguig City

4. The bidding is open to Filipino citizens / sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging citizens of the Philippines.

5. A prospective Bidder must have a single (1) largest completed contract similar to the contract to be bid within the last five (5) years from date of submission and receipt of bids amounting to at least fifty per cent (50%) of the ABC of the project.

“**Similar**” contract shall refer to contracts pertaining to:

For Lot 1 - Supply, delivery and installation of modular workstations

For Lot 2 - Supply and delivery of office furniture

6. 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.

7. The complete set of Bidding Documents may be acquired/purchased 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.

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



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

ACTIVITIES	DATE/TIME	VENUE
1) Sale and Issuance of Bidding Documents	8:00 AM to 4:00 PM only Mondays to Fridays Starting <b>26 September 2018</b>	5/F NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
2) Pre-Bid Conference	<b>04 October 2018, Thursday, 1:00 PM</b>	5/F Conference Room, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
3) Submission and Opening of Bidding Documents	<b>19 October 2018, Friday, 1:00 PM</b>	5/F Conference Room, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City

10. Interested bidders may obtain further information from the BAC Secretariat c/o Ms. Ana DG. Asprec 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 starting **26 September 2018**, or call tel. No. 818-98-01 loc. 308. **However, any queries relative to the contents of the bidding 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.**
11. 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.

#### **PITC, Bids & Awards Committee I**

*Posting of Invitation to Bid and Bidding Documents on 26 September 2018 @ PhilGEPS, PhilStar & PITC Bulletin Board.*