



INVITATION TO BID

SUPPLY AND DELIVERY OF SIXTEEN (16) UNITS BRAND NEW DSLR CAMERA FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES – CENTRAL OFFICE (DENR-CO)

Bid Reference No.: GPG-B1-2018-537

Approved Budget for the Contract: ₱1,464,815.36

1. The **Philippine International Trading Corporation (PITC)** and the **Department of Environment and Natural Resources (DENR)** intend to apply the sum of Pesos: **One Million Four Hundred Sixty Four Thousand Eight Hundred Fifteen and 36/100 only (₱1,464,815.36)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **Supply and Delivery of Sixteen (16) Units Brand New DSLR Camera for the Department of Environment and Natural Resources – Central Office (DENR-CO)**

Description	Qty.	ABC ₱ (VAT Inclusive)		Funding Source	Bid Security in any of the following forms:	Cost/ Price of Bid Documents (cash payment only) (₱)
		Unit Price	Total ABC			
DSLR Camera	16 Units	91,550.96	1,464,815.36	PITC Acknowledgment Ref. No. TL-2018-142 dated October 2, 2018	<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 equivalent to at least 2% of the ABC* • Surety bond callable upon demand equivalent to at least 5% of the ABC** 	1,400.00

2. Bids received in excess of the ABC shall be automatically be rejected at Bid opening
3. PITC and DENR now invite Bids from authorized Philippine Suppliers/Distributors/Resellers for the Supply and Delivery of Sixteen (16) Unit Brand New DSLR Camera (hereinafter referred to as GOODS).
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 to citizens of the Philippines.
5. 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 nature shall mean **“Digital Camera”**.
6. **Delivery Period:** within Fifteen (15) calendar days after receipt of Notice to Proceed.
7. **Delivery Place:** Materials Control Unit, Property and Supply Management Division, DENR, Central Office
8. 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.

9. 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.

Bidders who have participated in the previous biddings can secure the Invitation to Bid and Bidding Documents from the BAC I Secretariat c/o Ms. Ana G. Asprec at the 5F NDC Building, 116 Tordesillas Street,,Salcedo Village, 1227 Makati City upon presentation of original copy of Official Receipt.

Other interested qualified bidders can still participate and acquire the Bidding Documents upon payment of a non-refundable fee as indicated above.

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.

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

11. 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 29 November 2018	BAC I Secretariat c/o Ms. Ana DG Asprec at 5/F NDC Building, 116 Tordesillas Street Salcedo
2) Pre-Bid Conference	06 December,2018 (Thursday) 9:00 AM	5/F Conference Room, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
3) Submission and Opening of Bid Documents	11 January 2019 (Friday) 10:00 AM <i>*Late Bids shall not be accepted</i>	

12. 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 29 November 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.**

13. 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 AND AWARDS COMMITTEE

Posting of Invitation to Bid and Bidding Documents on **29 November 2018**
@ PhilGEPS, PITC Bulletin Board, and PITC Website (www.pitc.gov.ph)