



INVITATION TO BID

LEASE-TO-OWN OF DOCUMENT MANAGEMENT SYSTEM FOR THE BUREAU OF CUSTOMS (BOC)

Bid Reference No.: GPG-B1-2020-070

Approved Budget for the Contract: ₱ 43,419,529.14

1. The **Philippine International Trading Corporation (PITC)** and the Bureau of Customs (BOC) intend to apply the sum of Pesos: Forty Three Million Four Hundred Nineteen Thousand Five Hundred Twenty Nine and 14/100 (₱ 43,419,529.14) being the Approved Budget for the Contract (ABC) to payment under the contract for the Lease-to-own of Document Management System for the Bureau of Customs. Bids received in excess of the ABC shall be automatically rejected at Bid Opening.

Description	Total ABC (₱) (VAT Inclusive)	Cost/Price of Bid Documents (₱)
Components of the Lease-to-Own of Document Management System		
1. Supply, Delivery, Installation, Testing and Implementation of Document Management System	43,419,529.14	25,000.00 (cash payment only)
2. Services including customization, configuration, deployment, training, support and maintenance		
Funding Source	Bid Security: (In any of the following forms)	
PITC A/R No. 003027 dated 05/25/2018	<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 to at least 2% of the ABC* • Surety bond callable upon demand to at least 5% of the ABC** 	

*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 BOC now invite bids from eligible Supplier/Distributor/Reseller of Document Management System for the Lease-to-Own of Document Management System for the Bureau of Customs (BOC) (hereafter referred to as GOODS).
3. Project Period : Eighteen (18) months upon receipt of Notice to Proceed.
4. Project Place: Customs ICT Center, Gate 3, South Harbor, Port Area, Manila
5. A Prospective bidder must have completed a contract of similar nature within last five (5) years from the date of submission and receipt of bids as follows:
 - a. Single completed contract of similar nature within the last five (5) years equivalent to at least fifty percent (50%) of the ABC

OR

 - b. At least two (2) completed contracts of similar nature within the last five (5) years from the date of submission and receipt of bids and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC. The largest of these similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC

Similar contract shall mean “Lease-to-Own of Office Equipment/IT equipment that includes the delivery of both equipment and application system”.

- 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.

- 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.

- 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.

- 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 3 January 2020	5/F NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
2) Pre-Bid Conference	10 January 2020 (Friday), 3:00 PM	5/F Conference Room, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
3) Submission and Opening of Bid Documents	31 January 2020 (Friday), 3:00 PM	

*Late Bids shall not be accepted.

- 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 **3 January 2020**, 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.**
- 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 3 January 2020 @ PhilGEPS and PITC Bulletin Board.