



## INVITATION TO BID

### SUPPLY AND DELIVERY OF VARIOUS CONTENTS (MANIPULATIVE LEARNING MATERIALS, HYGIENE, TOILET AND BATH, AND ARTS AND CRAFTS) FOR VARIOUS NATIONAL CHILD DEVELOPMENT CENTER (NCDC) OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)

Bid Reference No.: GPG-B1-2020-108

1. The **Philippine International Trading Corporation (PITC)** and the **National Child Development Center (NCDC) of the Early Childhood Care and Development Council (ECCDC)** intend to apply the sum of the following being the Approved Budget for the Contract (ABC) to payment under the contract for the lots described below:

Lot No.	Description (Supply and Delivery)	Qty	ABC PER LOT ₱ (VAT Inclusive)	Funding Source	Bid Security (in any of the following forms)	Cost/Price of Bid Documents (Cash Payment OR Cash Deposit) (₱)
1	Manipulative Learning Materials	1 lot	3,400,800.00	PITC AR No. 848 dated 03 September 2019 and AR No. 1140 dated 03 January 2020	<ul style="list-style-type: none"> <li>• Bid Securing Declaration</li> <li>• Cash or Cashier's/ Manager's Check equivalent to at least 2% of the ABC*</li> <li>• Bank Guarantee/ Bank draft or Irrevocable LC</li> <li>• Surety bond callable upon demand equivalent to at least 5% of the ABC**</li> </ul>	3,400.00
2	Hygiene, Toilet and Bath	1 lot	2,668,131.00			2,600.00
3	Arts and Crafts	1 lot	1,995,202.00			1,900.00

Bidders may bid for one, some or all lots.

Separate Bid Security for each lot being bid.

\*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 and ECCDC now invite Philippine Suppliers / Distributors for the Supply and Delivery of Various Contents (Manipulative Learning Materials, Hygiene, Toilet and Bath, and Arts and Crafts) (hereafter referred to as GOODS/SERVICES).
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 should have completed a contract of similar nature within the last five (5) years from the date of submission and receipt of bids amounting to at least twenty five percent (25%) of the ABC per lot.
- For Lot 1: Similar in nature shall mean "Educational Toys / Learning Materials"*
- For Lot 2: Similar in nature shall mean "Consumer Products"*
- For Lot 3: Similar in nature shall mean "School Supplies/Materials"*
6. **Delivery Period:** Within **Sixty (60) calendar days** after receipt of Notice to Proceed.  
**Delivery Place:** ECCDC Warehouse within Metro Manila
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.

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.

8. The complete set of Bidding Documents may be acquired by interested bidders from Monday to Friday between 9:00AM to 2:00PM upon payment of a non-refundable fee as indicated above and look for the following BAC Secretariat:

Monday	Jane Arcilla/ Veronica Morales
Tuesday	Veronica Morales
Wednesday	Jane Arcilla / Veronica Morales
Thursday	Irissa Ordillano
Friday	Irissa Ordillano

It may be also downloaded free of charge from the website of the PhilGEPS and the PITC website. However, only those who have paid the cost of Bidding Documents at least one (1) day before the submission of their bids will be allowed to bid.

The Bidding Documents shall be received personally by the prospective Bidder or his duly authorized representative upon presentation of proper identification document.

Bidders may pay for the cost of Bidding Documents thru any of the following modes of payment:

**A) Cash Payment**

PITC Cashier will be available from Tuesday to Thursday between 10:00 AM to 2:00 PM

**OR**

**B) Cash Deposit**

Interested Bidders may send a request letter for Bank Details to the BAC Secretariat c/o Ma. Theresa Elima at **myette.elima@pitc1973.onmicrosoft.com**. Thereafter, proof of payment must be emailed back to the BAC Secretariat.

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

ACTIVITIES	TIME	VENUE
1) Sale and Issuance of Bidding Documents	Starting 09:00 AM – 04:00 PM Mondays to Fridays Starting <b><u>16 September 2020</u></b>	3/F NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
2) Pre-Bid Conference	<b>23 September 2020 (Wednesday); 1:00 PM</b>	Via Zoom Video conference**
3) Submission of Bid Documents*	<b>On or before 26 October 2020 (Monday); 1:00 PM</b> <i>*Late bids shall not be accepted.</i>	3/F, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
4) Bid Opening	<b>26 October 2020 (Monday); 1:00 PM</b>	Via Zoom Video conference**

**\*\*Only two (2) representatives per bidder shall be allowed to participate in the Zoom Conference.**

## For Pre-Bid Conference and Bid Opening

In line with the precautionary health measures being adopted by the agency, interested bidders may join the Pre-Bid Conference and Bid Opening via video-conference (Zoom) and advised to send their request for Zoom Link Password to the **[bac1secretariat@pitc1973.onmicrosoft.com](mailto:bac1secretariat@pitc1973.onmicrosoft.com)** with the following information together with proof of identity of the attendee **a day before** the scheduled conference.

<b>1. Name of Project</b>
<b>2. Bid Reference</b>
<b>3. Activity</b>
<b>4. Company Name</b>
<b>5. Address</b>
<b>6. Name of Representative [maximum of two (2)]</b>
<b>7. Contact Nos.</b>
<b>8. E-mail Address (to which all communications from the Bids and Awards Committee shall be sent)</b>
<b>9. Scanned or Photo of Proof of Identity (pls attach):</b>

However, only bidders who purchased the bidding documents may join the **Opening of Bids** and advised to send their request for Zoom Link Password to the **[bac1secretariat@pitc1973.onmicrosoft.com](mailto:bac1secretariat@pitc1973.onmicrosoft.com)** with the above information together with proof of identity of the attendee **a day before** the scheduled conference.

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. Only the pre-registered representatives/personnel/s shall be allowed to attend during the zoom meeting.

- Interested bidders may obtain further information from the BAC Secretariat by sending their queries via e-mail at **[chairbac1@pitc.gov.ph](mailto:chairbac1@pitc.gov.ph)** starting **16 September 2020**. 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 **16 September 2020**  
@ PhilGEPS, PITC Bulletin Board, and PITC Website (**[www.pitc.gov.ph](http://www.pitc.gov.ph)**)