



INVITATION TO BID

**SUPPLY AND DELIVERY OF FAMILY PACKS FOR THE
OFFICE OF CIVIL DEFENSE (OCD)
Bid Reference No. MPG-B1-2019-216**

1. The **Philippine International Trading Corporation (PITC)** and the **Office of Civil Defense (OCD)** intend to apply the sum of the following being the Approved Budget for the Contract (ABC) to payment under the contract for each lot below:

Lot No.	Description	Qty	ABC ₱ (VAT Inclusive)		Funding Source	Bid Security in any of the following forms:	Cost/Price of Bid Documents (cash payment only) (₱)
			Price/Pack	Total			
FAMILY PACKS CONSISTING OF (Detailed list of the items will be found in the Technical Bid Form):							
1) One (1) stackable storage box, hard plastic that would fit in items stated below;							
2) Hygiene Kit;							
3) Sleeping Kit; and							
4) Kitchenwares/Dinnerwares for the following:							
1	Family Packs for OCD Regions II, III, V and Central Office	3,773 packs	10,795.00	40,729,535.00	PITC CMDM#1901. 113	<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 LC* equivalent to at least 2% of the ABC • Surety bond callable upon demand equivalent to at least 5% of the ABC 	25,000.00
2	Family Packs for OCD Regions VII, VIII, IX and CARAGA	3,772 packs	10,795.00	40,718,740.00			25,000.00

* Separate Bid Security for each lot being bid.

** Must be issued by a Local Universal or Local Commercial Bank.

2. Bids received in excess of the ABC per lot shall be automatically rejected at Bid opening.
3. Each Family Pack contains the following:

3.1 One (1) stackable storage box, hard plastic that would fit in items 2.2, 2.3 and 2.4	
3.2 Hygiene Kit	
a) 2 pieces bath soap	g) 2 packs cotton buds (100 pcs with 2 tips)
b) 2 bars soap for laundry	h) 1 piece disposable shaver
c) 5 pieces toothbrush	i) 1 piece nail cutter for toenails
d) 2 tubes toothpaste	j) 2 pieces plastic Hair Comb
e) 2 pieces face towel	k) 2 pieces bath towel
f) 2 packs feminine napkin	
* All above items must be packed in a polybag	
3.3 Sleeping Kit	
a) 5 pieces pillow with pillow case	
b) 5 pieces blanket	
c) 2 pieces sleeping mat	
d) 2 pieces mosquito net [Type: Long Lasting Insecticidal Net (LLIN)]	



3.4 Kitchenwares/ Dinnerwares

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|---|--|
| a) 5 pieces/set melamine plates | h) 1 piece aluminum frying pan |
| b) 6 pairs/set stainless steel spoon and fork | i) 1 piece aluminum cooking pot with ear handles and cover |
| c) 2 pieces large melamine bowl | j) 1 piece stainless steel chef's knife |
| d) 5 pieces melamine drinking cups | k) 1 piece manually operated can opener |
| e) 1 piece plastic pitcher with cover | |
| f) 1 piece stainless steel serving spoon | |
| g) 1 piece stainless steel ladle for cooking | |

4. Detailed description of each item of the Family Pack is found in Annex V.
5. Bidders may bid for any one or both lots.
6. Delivery Period : Each lot will be delivered within one hundred fifty (150) calendar days upon receipt of Notice to Proceed.
Delivery Place : Each lot will be delivered to OCD designated warehouse within Metro Manila.
7. PITC and OCD now invite bids from eligible Philippine Suppliers / Distributors / Dealers for the Supply and Delivery of Family Packs (hereafter referred to as GOODS).
8. A prospective Bidder must have completed contracts of similar nature within the last five (5) years from the date of submission and receipt of bids as follows:
 - (a) Single completed contract of similar nature amounting to at least twenty-five percent (25%) of the ABC; **OR**
 - (b) At least two (2) completed contracts of similar nature and the aggregate contract amounts must at least be equivalent to twenty-five percent (25%) of the ABC. The largest of these similar contracts must be at least equivalent to twelve and a half percent (12.5%) of the ABC."Similar nature" shall mean **consumer products/grocery items**.
9. Open competitive bidding procedures will be conducted using a non-discretionary "pass/fail" criterion as specified in the 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 Revised IRR.
10. The bidding is open 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.
11. The Invitation to Bid and Bidding Documents may be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and PITC website at www.pitc.gov.ph.
12. The complete set of Bidding Documents may be acquired by interested bidders during office hours (8:00am – 4:00pm) but no later than 4:00pm upon payment of a non-refundable 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.

Note: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.



It may also be 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.

13. 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 31 July 2019	BAC I Secretariat c/o Ms. Jane C. Arcilla at 4/F NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
2. Pre-Bid Conference	09 August 2019 9:00 AM	5/F Conference Room\ NDC Building, 116 Tordesillas St. Salcedo Village 1227 Makati City
3. Submission and Opening of Bids	04 September 2019, 11:00 AM “Late Bids will not be accepted”	

14. Interested bidders may obtain further information from the BAC I Secretariat c/o Ms. Jane C. Arcilla at the 4/F NDC Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City, from 8:00 AM to 4:00 PM only, Mondays to Fridays starting **31 July 2019** at tel. No. 818-98-01 loc. 337. **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.**
15. 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 I

Postings on 31 July 2019 at PhilGEPS, PITC Website (www.pitc.gov.ph) & PITC Bulletin Board