



INVITATION TO BID

SUPPLY AND DELIVERY OF SIX (6) UNITS BRAND NEW WRAPPING MACHINE FOR THE OFFICE OF CIVIL DEFENSE (OCD)

Bid Reference No. MPG-BI-2019-467

Approved Budget for the Contract – ₱3,000,000.00

1. The **Philippine International Trading Corporation (PITC)** and the **Office of Civil Defense (OCD)** intend to apply the sum of **PESOS: Three Million and 00/100 only (₱ 3,000,000.00) [VAT Inclusive]** being the **Approved Budget for the Contract (ABC)** to payment under the contract for the **SUPPLY AND DELIVERY OF SIX (6) UNITS BRAND NEW WRAPPING MACHINE FOR THE OFFICE OF CIVIL DEFENSE (OCD)** more particularly described as follows:

Description	Qty	ABC (PhP) (VAT Inclusive)	Funding Source	Bid Security* in any of the following forms:	Cost/Price of Bidding Documents (cash payment or cash deposit) (PhP)
Wrapping Machine	6 units	3,000,000.00 (500,000.00/unit)	PITC Acknowledgement Ref. No. TL-2019-180 dated 01 March 2019	<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 	3,000.00

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

2. Bids received in excess of the ABC shall be automatically rejected at Bid opening.
3. **PITC and OCD** now invite Bids from authorized dealers, distributors or resellers for the **Supply and Delivery of Six (6) Units Brand New Wrapping Machine for the Office of Civil Defense (OCD)** (hereafter referred to as GOODS)
4. The bidding is open to Filipino citizen/sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
5. **Delivery Period: Within Sixty (60) Calendar days upon receipt of Notice to Proceed.**
Delivery Place: OCD Warehouses in Region II, III, V, Basco, Samar and Dinagat Islands.

OCD WAREHOUSES	DELIVERY ADDRESS
OCD Region II	Regional Government Center, Carig Sur, Tuguegarao City
OCD Region III	NDRRMC-HRD (Human Resources Depot/Warehouse) Clark Airbase, Angeles City, Pampanga
OCD Region V	DCC-Compound, PAF-TOG 5, Airport Site, Legaspi City, Albay
Logistics Hub-Basco	Brgy. San Antonio, Basco Batanes
Logistics Hub-Allen Northern Samar	Brgy. Sabang 2, Allen Northern Samar
Logistics Hub-Dinagat Islands	Brgy. San Antonio, Dinagat Islands



6. A prospective Bidder should have completed **within the last five (5) years** from the date of submission and receipt of bids **a single contract** similar to the contract to be bid amounting to at least **fifty percent (50%)** of the ABC of the item being bid for.
“Similar” contract shall mean Packing Equipment.
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.
8. 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. Interested bidders may inspect the Bidding Documents upon presentation of proper identification during office hours (9:00am – 2:00pm) on weekdays only.
9. The complete set of Bidding Documents maybe 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:

Date	BAC Secretariat	Local Number
Monday	Jane Arcilla	382
Tuesday	Irish Ordillano	394
Wednesday	Jane Arcilla	382
Thursday	Irish Ordillano	394
Friday	Irish Ordillano	394

It may also be 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.

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

- 1) **Cash Payment** – PITC Cashier will be available from **Tuesday to Thursday between 10:00AM to 2:00PM**; OR
- 2) **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 for verification purposes.

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

ACTIVITIES	TIME	VENUE
1. Sale and Issuance of Bidding Documents	9:00 AM to 2:00 PM only Mondays to Fridays, starting 05 October 2020	Assigned BAC I Secretariat per above schedule at 3/F, NDC Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City
2. Pre-Bid Conference	12 October 2020, 11:00 AM	Via video conference** (Zoom)
3. Submission of Bid Documents	06 November 2020, 11:00 AM <i>Late bids shall not be accepted</i>	3/F, NDC Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City
4. Opening of Bid Documents	06 November 2020, 11:00 AM	Via video conference** (Zoom)

****Only two (2) pre-registered 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, prospective bidders interested to join the **Pre-Bid Conference and Bid Opening** via video conference (Zoom). You may send request for Zoom Link Password to the “bac1secretariat@pitc1973.onmicrosoft.com” with the following information together with proof of identity of the attendee **a day before** the scheduled conference.

Name of Project	
Bid Reference No.	
Activity	
Company Name	
Address	
Name of Representative [maximum of two (2)]	
Contact Nos.	
E-mail Address (to which all communications from the Bids and Awards Committee shall be sent)	
Scanned copy or Photo of Proof of Identity (Please attach)	

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.

- Interested bidders may obtain further information from the **Assigned BAC I Secretariat per above schedule at 3/F, NDC Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City, from 9:00 AM to 2:00 PM only, Mondays to Fridays starting 05 October 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.

PITC BIDS AND AWARDS COMMITTEE I

Postings of Invitation to Bid and Bidding Documents on 03 October 2020, @PhilGEPS and PITC Website