

INVITATION TO BID

SUPPLY AND DELIVERY OF BRAND NEW VARIOUS EQUIPMENT FOR THE PHILIPPINE MILITARY ACADEMY (PMA)

Bid Reference No. MPG-B1-2019-551

1. The **Philippine International Trading Corporation (PITC)** and the **Philippine Military Academy (PMA)** intend to apply the following sums being the Approved Budget for the Contract (ABCs) (**VAT Inclusive**) to payments under the contract for each item more particularly described as follows:

| Item No. | Description | Qty | ABC (PhP) (VAT Inclusive) | | Funding Source | Bid Security* in any of the following forms: | Cost/Price of Bidding Documents (cash payment only) (PhP) |
|----------|-----------------------------|-----------|------------------------------|---------------|---|---|---|
| | | | Unit Price | Total | | | |
| 1 | Digital Photocopier Machine | 4 units | 360,599.03 | 1,442,396.12 | PITC Acknowledgement dated February 7, 2018 /CMDM#1712-134G17G1 | <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 | 1,400 |
| 2 | Laptop Computer | 220 units | 67,576.70 | 14,866,874.00 | | | 14,000 |
| 3 | Desktop Computer | 52 units | 65,961.53 | 3,429,999.56 | | | 3,400 |

- **Bidders may bid for any one, some or all items.**
*Separate Bid Security per line item.
** 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 PMA now invite Bids from authorized Philippine Office Equipment/IT Suppliers, Dealers or Reseller for the Various Equipment (hereafter 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. **Delivery Period for each item are as follows:**

| Item No. | Description | Delivery Period |
|----------|-------------------------------------|---|
| 1 | 4 Units Digital Photocopier Machine | Within Forty-Five (45) calendar days upon receipt of Notice to Proceed |
| 2 | 220 units Laptop Computer | |
| 3 | 52 units Desktop Computer | |

Delivery Place: SAO Warehouse, Philippine Military Academy, Fort del Pilar, Baguio City.

6. A prospective Bidder should have completed **within the last five (5) years** from the date of submission and receipt of bids at least a single contract similar to the contract to be bid amounting to at least **fifty percent (50%)** of the ABC of the project.

“Similar” contract shall mean:

For Item No. 1: Office Equipment

For Items No. 2 and 3: IT 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 (8:00am – 4:00pm) on weekdays only.
9. 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 representation of proper identification document.

Note: For item procurement, the maximum fee for the Bidding Documents for each item 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 items shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all items.

Bidding Documents 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 Bidding Documents.

10. 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 27 November 2019 | BAC I Secretariat c/o Ms. Jane C. Arcilla at 4/F NDC Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City |
| 2. Pre-Bid Conference | 06 December 2019, 2:00 PM | 5/F Conference Room, NDC Bldg, 116 Tordesillas Street, Salcedo Village, 1227 Makati City |
| 3. Submission and Opening of Bidding Documents | 20 December 2019, 3:00 PM <i>*Late bids shall not be accepted*</i> | 5/F Conference Room, NDC Bldg, 116 Tordesillas Street, Salcedo Village, 1227 Makati City |

11. 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 **27 November 2019** at tel. No. 8818-1479 to 81 loc. 382. 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.
12. 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 AND AWARDS COMMITTEE I

*Posting of Invitation to Bid and Bidding Documents on **27 November 2019** @ PhilGEPS & PITC Bulletin Board*