



INVITATION TO BID

SUPPLY, DELIVERY AND ASSEMBLY OF ONE (1) LOT VARIOUS BRAND NEW OFFICE FURNITURE AND CABINETS FOR THE DEPARTMENT OF HEALTH – CENTRAL OFFICE (DOH-CO)

Bid Reference No.: GPG-B1-2019-172

Approved Budget for the Contract: ₱1,781,143.00

1. The **Philippine International Trading Corporation (PITC)** and the **Department of Health – Central Office (DOH-CO)** intend to apply the sum of Pesos: One Million Seven Hundred Eighty One Thousand One Hundred Forty Three & 00/100 Only (₱1,781,143.00) being the Approved Budget for the Contract (ABC) to payment under the contract for SUPPLY, DELIVERY AND ASSEMBLY OF ONE (1) LOT VARIOUS BRAND NEW OFFICE FURNITURE AND CABINETS FOR THE DEPARTMENT OF HEALTH – CENTRAL OFFICE (DOH-CO).

Description	Qty	Unit Price (₱)	Total ABC (₱) (VAT Inclusive)	Bid Security in any of the following forms:
Supply and Delivery of One (1) Lot Various Brand New Office Furniture and Equipment, consisting of the following:				
1. Free Standing Desk (W=36" x D=18" x H=24") (±1")	30 sets	6,499.00	194,970.00	<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**
2. Free Standing Desk (W=46" x D=20" x H=24") (±1")	3 sets	7,499.00	22,497.00	
3. Mobile Steel Cabinet/Pedestal	33 pcs	5,000.00	165,000.00	
4. Bookshelves / Rack Cabinet	22 pcs	8,000.00	176,000.00	
5. 3-Layer Steel Cabinet, All metal body	15 pcs	14,300.00	214,500.00	
6. 9-Door Locker Cabinet	3 pcs	10,500.00	31,500.00	
7. 12-Door Locker Cabinet	3 pcs	11,000.00	33,000.00	
8. Junior Executive Chair	60 pcs	5,175.00	310,500.00	
9. Conference Chair	100 pcs	5,175.00	517,500.00	
10. Senior Executive Chair	2 pcs	14,999.00	29,998.00	
11. 3-Seater Gang Chair	8 pcs	6,960.00	55,680.00	
12. Reception Sofa	2 pcs	14,999.00	29,998.00	
Funding Source	PITC AR#2311 dated 08 May 2017		Cost/Price of Bid Documents (cash payment only) (₱)	1,700.00

*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.

Bids received in excess of the ABC shall be automatically rejected at Bid opening.

2. The PITC and DOH-CO now invite Bids from authorized Philippine Manufacturers or Distributors for the Supply, Delivery and Assembly of One (1) Lot Various Brand New Office Furniture and Equipment (hereinafter referred to as **GOODS**).
3. The bidding is restricted to Filipino citizens / sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging citizens of the Philippines.
4. 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 **fifty percent (50%)** of the ABC of the lot being bid.

Similar contract shall mean **“Office Furniture/Equipment”**.

5. Delivery Period: Within thirty (30) calendar days upon receipt of Notice to Proceed
 Delivery Place: DOH LMD Warehouse, Bldg. 25, San Lazaro Compound, Sta. Cruz, Manila
 Assembly Period/Place: Within seven (7) calendar days after delivery, DOH-CO Health Facility and Services Regulatory Bureau
6. 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.
7. 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.

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.

8. Interested bidders may obtain further information from PITC and inspect the Bidding Documents at the address given below during office hours.
9. 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 16 Aug 2019	5/F NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
2) Pre-Bid Conference	23 Aug 2019 (Friday) 11:00 AM	5/F Conference Room, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
3) Submission and Opening of Bid Documents	19 Sep 2019 (Thursday) 03:00 PM *Late bids shall not be accepted	

10. 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 16 Aug 2019** or call tel. No. 818-1479 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.**
11. 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 Aug 2019 @ PhilGEPS & PITC Bulletin Board