



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION



INVITATION TO BID

**PROCUREMENT OF COMPREHENSIVE MAINTENANCE SERVICE
AGREEMENT SUPPORT FOR THE EXISTING UPS AND PACU
OF THE INSURANCE COMMISSION
(PROJECT REFERENCE NO. 18 – 07 – 247)**

1. The **Insurance Commission** through its **Bids and Awards Committee (BAC)** intends to apply the sum of **One Million Three Hundred Fifty Thousand Pesos (Php1,350,000.00)**, inclusive of **12% VAT** and all **applicable taxes**, being the **Approved Budget for the Contract (ABC)** to payments under the contract for the **Procurement of Comprehensive Maintenance Service Agreement Support for the existing UPS and PACU of the Insurance Commission**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Insurance Commission (IC) now invites bids for **Procurement of Comprehensive Maintenance Service Agreement Support for the existing UPS and PACU of the Insurance Commission**. Delivery of the Goods is required as indicated in the **Bid Data Sheet**. Bidders should have completed, **within three (3) years from the date of submission and receipt of bids, a contract similar to the Project**. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act". 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.
4. Interested bidders may obtain further information from the IC-BAC Secretariat and inspect the Bidding Documents at the address given below from **9:00 A.M. to 5:00 P.M., Monday to Friday**.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **20 August 2018** from the address below and upon payment of a nonrefundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **TWO THOUSAND PESOS only (Php2,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

6. IC will hold a **Pre-Bid Conference** on **28 August 2018, 1:30 P.M.** at the IC Function Lounge, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **11 September 2018, 12:00 Noon**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**.

Bid opening shall be on **11 September 2018, 1:30 P.M.** at **IC Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. IC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

MR. EDWIN CORNELIUS A. LAUZ

BAC Chairperson

Insurance Commission

1071 United Nations Avenue, Ermita, Manila

523-8461 to 70 local 107

Email address : bacsec@insurance.gov.ph

Website : www.insurance.gov.ph


EDWIN CORNELIUS A. LAUZ
BAC Chairperson