



## **INVITATION TO BID**

### **PROCUREMENT OF CONSUMABLES FOR LASER PRINTERS FOR CY 2021 (PROJECT REFERENCE NO. 2021 – 09 – 177)**

1. The **Insurance Commission**, through the **Government of the Philippines (GOP) under 2021 Special Fund 151** intends to apply the sum of **Two Million Two Hundred Thousand Pesos (Php 2,200,000.00), inclusive of 12% VAT**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Consumables for Laser Printers for CY 2021**. Bids received more than the ABC, and late bids shall be automatically rejected at bid opening
2. The Insurance Commission (IC), through its Bids and Awards Committee, now invites bids for **Procurement of Consumables for Laser Printers for CY 2021**. Delivery of the Goods is required as indicated in the **Bid Data Sheet**. Bidders should have completed, **within five (5) 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. Prospective Bidders may obtain further information from the IC-BAC Secretariat at Telephone No. 8523-8461 local 107 or through email (bacsec@insurance.gov.ph) and inspect the Bidding Documents at the address given below from **9:00 A.M. to 4:00 P.M., Monday to Friday**.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **23 October 2021** from the given address at the IC website (<https://www.insurance.gov.ph/category/bid-docs/>) and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (Php5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through electronic means.

Kindly sign-up/make an appointment through the **IC Appointment Reservation System (ICare)** prior the official visit in the Insurance Commission through this web application portal: <https://web.insurance.gov.ph/icare/login>

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the IC website (<https://www.insurance.gov.ph/category/bid-docs/>), provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

6. To reduce the risks and hazards of community transmission of COVID-19, the **Insurance Commission** will hold a **Pre-Bid Conference** on **03 November 2021, 2:30 P.M.** online via **WebEx video conferencing** facility (Cisco WebEx Meetings) in accordance with **Section 22.3 of the revised IRR of RA No. 9184**, which shall be open to prospective bidders.

Interested bidders may send their request to participate in the Pre-Bid Conference through e-mail. Kindly indicate the company name, full name, designation, and e-mail addresses of the company representatives and send the request to [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph).

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **16 November 2021, 12:00 Noon**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **16 November 2021, 2:30 PM** at **IC Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila** and online via **WebEx video conferencing** facility (Cisco WebEx Meetings) in accordance with **Section 29 of the revised IRR of RA No. 9184**. Bids will be opened in the presence of the bidders' representatives who choose to attend. Late bids shall not be accepted.

Interested bidders may send their request to participate in the Bid Opening through e-mail. Kindly indicate the company name, full name, designation, and e-mail addresses of the company representatives and send the request to [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph).

10. Each Bidder shall submit one (1) original and two (2) copies of the First and Second components of its bids: Three-envelope system.
11. The **Insurance Commission** 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

**MR. ARTURO S. TRINIDAD II**

BAC Chairperson

Insurance Commission

1071 United Nations Avenue, Ermita, Manila

8523-8461 to 70 local 107

Email address: bacsec@insurance.gov.ph

You may visit the following websites:

For downloading of Bidding Documents:

**<https://www.insurance.gov.ph/category/procurement>**

[ORIGINAL SIGNED]  
**ARTURO S. TRINIDAD II**  
BAC Chairperson

*22 October 2021*