



INVITATION TO BID

PROCUREMENT OF INFORMATION TECHNOLOGY (IT) EQUIPMENT (PROJECT REFERENCE No. 2020 – 02 – 064)

1. The **Insurance Commission through its Special Account General Fund 151** intends to apply the sum of **Eight Million Pesos (Php 8,000,000.00), inclusive of 12% VAT**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Various Information Technology (IT) Equipment**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Insurance Commission (IC) now invites bids for the **Procurement of Various Information Technology (IT) Equipment**. 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 3:00 P.M., Monday to Friday (Except Thursday)**.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **14 August 2020 from 9:00 A.M. to 3:00 P.M., Monday to Friday (Except Thursday)** on 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 **TEN THOUSAND PESOS only (PhP10,000.00)**.

Kindy 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/procurement/bid-docs>) 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 **24 August 2020, 2:00 P.M.**, using an **online platform**, pursuant to Section 22.3 of the IRR of RA 9184 which shall be open to all interested parties.

To reduce the risks and hazards of community transmission of COVID-19, the BAC shall conduct meetings and conferences via Cisco Webex Video Conferencing facility (WebEx Meetings) until further notice, or until such time that the state of calamity, or implementation of community quarantine or similar government restrictions shall have been lifted by the proper government authorities.

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 representative and send the request to bacsec@insurance.gov.ph. Other details on the online Pre-Bid Conference are provided in Clause 9.1 of the Bid Data Sheet.

7. Bids must be duly received by the BAC Secretariat at the address below on or before **07 September 2020, 1:00 P.M.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Late bids shall not be accepted.

Bid opening shall be on **07 September 2020, 2:00 P.M.** at **IC Computer Laboratory at 1071 United Nations Avenue, Ermita Manila and via Cisco Webex Video Conferencing facility (WebEx Meetings) until further notice, or until such time that the state of calamity, or implementation of community quarantine or similar government restrictions shall have been lifted by the proper government authorities.**

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:

THE SECRETARIAT, Bids and Awards Committee
Insurance Commission, 1071 United Nations Avenue, Ermita, Manila
523-8461 to 70 local 107
Email address: bacsec@insurance.gov.ph
Website: <https://www.insurance.gov.ph>

ORIGINAL SIGNED
EDWIN CORNELIUS A. LAUZ
BAC Chairperson