



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue, Manila



## INVITATION TO BID

### **PROCUREMENT OF INFORMATION TECHNOLOGY SERVICE MANAGEMENT (ITSM) SYSTEM FOR THE INSURANCE COMMISSION (PROJECT REFERENCE No. 2025 – 01 – 019)**

1. The **Insurance Commission**, through the **Government of the Philippines (GOP)** under **2025 Special Account in the General Fund (SAGF) 151**, intends to apply the sum of **Seven Million One Hundred Ninety Thousand Pesos (Php7,190,000.00), inclusive of 12% VAT**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Information Technology Service Management (ITSM) System for the Insurance Commission** with **Project Reference No. 2025-01-019**. 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 the **Procurement of Information Technology Service Management (ITSM) System for the Insurance Commission**. 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 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. (02) 8523-8461 local 107 or through email ([bacsec@insurance.gov.ph](mailto: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 **25 January 2025** from the given address and the IC website (<https://www.insurance.gov.ph/public-bidding/>) and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos (Php10,000.00)**.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees through electronic means.

Moreover, starting **25 January 2025**, the Bidding Documents 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/public-bidding/>) provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

6. The Insurance Commission will conduct a **Pre-Bid Conference** on **03 February 2025, at 1:30 P.M.** This conference will take place **online** via **Zoom Videoconferencing**, per Section 22.3 of revised IRR of RA 9184. Prospective bidders are welcome to attend.

Interested bidders should email their request to participate in the Pre-Bid Conference, including the company name, full name, designation, and email addresses of the company representatives, to [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph). Each company may send up to **two (2) representatives** and must specify their preferred mode of attendance (onsite or online).

7. Bids must be duly received by the BAC Secretariat manual submission at the office address indicated below on or before **17 February 2025, 01:00 PM**. 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 **17 February 2025, 01:30 P.M.** at the **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 given address. 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). The procuring entity shall only accept a **maximum of two (2) company representatives** for the Bid Opening.

10. Each Bidder shall submit one (1) original and two (2) copies of the First and Second components of its bids: A three-envelope system. In addition, bidders are required to include a soft copy in the original bid submission. Kindly refer to **Section II, item 15**.
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 local 107

Email address: bacsec@insurance.gov.ph

You may visit the following websites:

For downloading Bidding Documents:

**<https://www.insurance.gov.ph/public-bidding>**

**- ORIGINAL SIGNED –  
ARTURO S. TRINIDAD II  
BAC Chairperson**

*24 January 2025*