



**INVITATION TO BID**

**LEASE-TO-OWN OF DOCUMENT MANAGEMENT SYSTEM FOR THE  
BUREAU OF CUSTOMS (BOC)**

**Bid Reference No.: GPG-B1-2020-369 Rebid  
(Previous Bid Reference No. - GPG-B1-2020-070)**

**Approved Budget for the Contract: ₱ 43,419,529.14**

1. The **Philippine International Trading Corporation (PITC)** and the Bureau of Customs (BOC) intend to apply the sum of Pesos: Forty Three Million Four Hundred Nineteen Thousand Five Hundred Twenty Nine and 14/100 (₱ 43,419,529.14) being the Approved Budget for the Contract (ABC) to payment under the contract for the Lease-to-own of Document Management System for the Bureau of Customs. Bids received in excess of the ABC shall be automatically rejected at Bid Opening.

Description	Total ABC (₱) (VAT Inclusive)	Cost/Price of Bid Documents (₱)
<b>Components of the Lease-to-Own of Document Management System</b>		
1. Supply, Delivery, Installation, Testing and Implementation of Document Management System	43,419,529.14	25,000.00  Via Cash Payment or Cash Deposit
2. Services including customization, configuration, deployment, training, support and maintenance		
3. Digitization Services		
<b>Funding Source</b>	<b>Bid Security: (In any of the following forms)</b>	
PITC A/R No. 003027 dated 05/25/2018	<ul style="list-style-type: none"> <li>• Bid Securing Declaration</li> <li>• Cash or Cashier's/ Manager's Check* equivalent to at least 2% of the ABC</li> <li>• Bank Guarantee/ Bank draft or Irrevocable Letter of Credit to at least 2% of the ABC*</li> <li>• Surety bond callable upon demand to at least 5% of the ABC**</li> </ul>	

\*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

2. PITC and BOC now invite bids from eligible Supplier/Distributor/Reseller of IT/Office Equipment with Application System for the Lease-to-Own of Document Management System for the Bureau of Customs (BOC) (hereafter referred to as GOODS).
3. Project Period: Eighteen (18) months upon receipt of Notice to Proceed.
4. Project Place: Customs ICT Center, Gate 3, South Harbor, Port Area, Manila
5. A Prospective bidder must have completed a contract of similar nature within last five (5) years from the date of submission and receipt of bids as follows:
  - a. Single completed contract of similar nature within the last five (5) years equivalent to at least fifty percent (50%) of the ABC

**OR**

- b. At least two (2) completed contracts of similar nature within the last five (5) years from the date of submission and receipt of bids and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC. The largest of these similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC

**Similar contract shall mean:**

- **Lease-to-Own Contracts of Office Equipment/IT equipment that includes the delivery of both equipment and application system OR**
- **Lease contract of Office Equipment/IT equipment that includes the delivery of both equipment and application system OR**
- **Outright purchase contract of Office Equipment/IT equipment that includes the delivery of both equipment and application system**

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.

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.

7. The complete set of Bidding Documents may be acquired by interested bidders from Monday to Friday between 9:00AM to 2:00PM upon payment of a non-refundable fee as indicated above and look for the following BAC Secretariat:

<b>Monday</b>	<b>Jane Arcilla / Veronica Morales</b>
<b>Tuesday</b>	<b>Veronica Morales</b>
<b>Wednesday</b>	<b>Jane Arcilla / Veronica Morales</b>
<b>Thursday</b>	<b>Irissa Ordillano</b>
<b>Friday</b>	<b>Irissa Ordillano</b>

8. It may be also downloaded free of charge from the website of the PhilGEPS and the PITC website. However, only those who have paid the cost of Bidding Documents at least one (1) day before the submission of their bids will be allowed to bid.

Bidders may pay for the cost of Bidding Documents thru any of the following modes of payment:

- 1) Cash Payment

PITC Cashier will be available from Tuesday to Thursday between 10:00 AM to 2:00 PM;

**OR**

- 2) Cash Deposit

Interested Bidders may send a request letter for Bank Details to the BAC Secretariat c/o Ma. Theresa Elima at [myette.elima@pitc1973.onmicrosoft.com](mailto:myette.elima@pitc1973.onmicrosoft.com). Thereafter, proof of payment must be emailed back to the BAC Secretariat

9. The **Schedule of Bidding Activities** shall be as follows:

ACTIVITIES	TIME	VENUE
1) Sale of Bidding Documents	8:00 AM to 4:00 PM only Mondays to Fridays starting 14 September 2020	3/F NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
2) Pre-Bid Conference	21 September 2020 Monday, 3:00PM	Via Zoom Video conference
3) Submission of Bid Documents	06 October 2020 Tuesday, 10:00 AM*	3/F, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
4) Bid Opening	06 October 2020 Tuesday, 10:00 AM	Via Zoom Video conference

*\*Late Bids shall not be accepted.*

In line with the precautionary health measures being adopted by the agency, bidders who have paid the cost of the Bidding Documents who may want to observe the Pre-bid Conference and Opening of Bids may join via Zoom video conference and are advised to send their request for Zoom Link Password to the **bac1secretariat@pitc1973.onmicrosoft.com** with the following information together with proof of identity of the attendee/s **a day before** the scheduled conference. Maximum of two (2) participants per company.

<b>1. Name of Project</b>
<b>2. Bid Reference</b>
<b>3. Activity</b>
<b>4. Company Name</b>
<b>5. Address</b>
<b>6. Name of Representative [maximum of two (2)]</b>
<b>7. Contact Nos.</b>
<b>8. E-mail Address</b>
<b>9. Scanned or Photo of Proof of Identity pls attach:</b>

For the Pre-Bid Conference, bidders are encouraged to send their authorized technical representatives or personnel who are familiar with the bid requirements and who will prepare the documents for the bidder. Only the **pre-registered** representatives/personnel/s shall be allowed to attend during zoom meeting.

10. Interested bidders may obtain further information from the BAC Secretariat by sending their queries via e-mail at **bac1secretariat@pitc1973.onmicrosoft.com** starting 18 August 2020. **However, any queries relative to the contents of the bid 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.

#### **PITC, Bids & Awards Committee I**

*Posting of Invitation to Bid and Bidding Documents on 14 September 2020 @ PhilGEPS, PITC Bulletin Board*