

INVITATION TO BID (IB)

The **Department of Tourism (DOT)** through its **Bids and Awards Committee (BAC)**, invites Phil-GEPS registered suppliers/manufacturers/distributors/contractors/service providers to apply for eligibility and to bid for the hereunder project:

Name of Project : **Procurement of DOT Office Supplies**

Brief Description : For bench stocking of DOT Miscellaneous Office Supplies
(One lot bidding)

Approved Budget for the Contract (ABC) : Php 832,858.90

Prospective bidders must have completed, within the last two (2) years, a single contract that is similar to the contract to be bid, and whose value must be at least fifty percent (50%) of the ABC, and have key personnel and equipment (owned, leased or under purchase) available for the execution of the project. The criteria to be used by the BAC in the eligibility check of prospective bidders shall be a non-discretionary "pass/fail" basis. As such, non-submission of any of the eligibility requirements will result in the disqualification of prospective bidders. Post-qualification of the Lowest Calculated Bid shall be conducted.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of the revised R.A. 9184 and its Implementing Rules and Regulation (IRR).

The complete schedule of activities is listed, as follows:

Activities	Schedule
1. Issuance of Bid Documents	October 19 to 29, 2009 (8:00 a.m. to 5:00 pm) until 12:00 noon of October 30, 2009 Rm. 314 3rd Floor DOT Bldg. T.M.Kalaw Ermita, Manila
2. Submission of Bids (Technical and Financial Envelope)	Until 1:00 p.m. only of October 30, 2009 Rm. 314 3rd Floor DOT Bldg. T.M.Kalaw Ermita, Manila
3. Opening of Bids (includes Eligibility Check)	October 30, 2009 (2:00 p.m.) Rm. 202 2nd Floor DOT Bldg. T.M. Kalaw Ermita, Manila

A complete set of Bidding Documents may be obtained at the BAC Secretariat c/o Florencio Capati, 3rd Floor Room. 314, DOT Bldg. T.M. Kalaw St. Ermita, Manila (tel. nos. 524-1680 and 524-1742) upon payment of non-refundable fee of Five Hundred Pesos (P500.00). Bids shall be submitted in sealed envelopes labeled Technical Envelope and Financial Envelope addressed to the undersigned.

The Department of Tourism reserves the right to reject any or all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding. Likewise, the DOT may waive any minor defect therein and accept the offer most advantageous to the government. Further, the DOT assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Approved by:

(Sgd.) Usec. OSCAR P. PALABYAB
BAC Chairman

Date of Postings: Phil-GEPS website: October 19 to 30, 2009
DOT Website: October 19 to 30, 2009
DOT Bulletin Boards: October 19 to 30, 2009