

INVITATION TO BID FOR SUPPLY, DELIVERY AND INSTALLATION OF INVENTORY MANAGEMENT SYSTEM

1. The *National Privacy Commission* through the *FY 2024 General Appropriations Act Republic Act No. 11975* intends to apply the sum of *Six Million Seven Hundred Forty-Nine Thousand Pesos (Php 6,749,000.00)*, being the ABC to payments under the procurement of *Supply, Delivery and Installation of Inventory Management System with APP Item No. 2024-0091*. Bids received in excess of the ABC for each lot shall be automatically rejected at bid at bid opening.
2. The *National Privacy Commission* now invites bids for the above Procurement Project. Full delivery of the Goods is required That the system shall be in its full transition to production within 12 months commencing from the issuance of the Notice to Proceed (NTP). 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) No. 9184.
 - a. 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 No. 5183.
4. Prospective Bidders may obtain further information from *National Privacy Commission* and inspect the Bidding Documents at the address given below during *Monday to Friday, 9:00 AM to 4:00 PM*. *Due to alternative work arrangement being adopted by the Commission, please set an appointment first with the NPC-BAC Secretariat through the email address given below.*

For the processing of payment of the Bidding Documents, please be reminded to bring the following documents:

- a) *Copy of the Invitation to Bid;*
- b) *Original or Certified True Copy of Letter of Intent*
- c) *Copy of company ID; and*
- d) *For check payments, check should be issued to the Bureau of the Treasury*
- e) *For cash payments, copies of the cash with visible serial number.*

Please send an advanced copy of the abovementioned documents to the BAC Secretariat at: bacsecretariat@privacy.gov.ph before your scheduled appointment to facilitate the preparation of payment documents.

5. A complete set of Bidding Documents may be acquired by interested Bidders on 22 November 2024 from the given address and website(s) below *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 (P 10,000.00)* The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, or through electronic means.*
6. The *National Privacy Commission* will hold a Pre-Bid Conference¹ on 28 November 2024, 02:00 PM through video conferencing *via Microsoft Teams*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through *electronic submission* via *electronic mail* to bacsecretariat@privacy.gov.ph on or before 16 December 2024 8:00 AM. 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 December 2024 2:00 PM through *videoconferencing via Microsoft Teams*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Procedure for the conduct of electronic submission and receipt of bids shall be in accordance with the NPC-BAC Guidelines on Electronic Submission and Receipt of Bids.

If you wish to join the pre-bid conference and the bid opening through video conferencing via Microsoft Teams, please coordinate with the NPC-BAC Secretariat through the email address given below.

11. The *National Privacy 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:

Bids and Awards Committee Secretariat
West Banquet Hall, 5th Floor Delegation Building,
Philippine International Convention Center, Pasay City
bacsecretariat@privacy.gov.ph
+632 5322 1322 local 127
www.privacy.gov.ph

Note: Due to the alternative work arrangement being adopted by the National Privacy Commission, please communicate through the e-mail address provided.

13. You may visit the following websites:

For downloading of Bidding Documents: www.privacy.gov.ph

22 November 2024



Digitally signed by
Patula Maria
Theresita Elnar

*Atty. Maria Theresita E. Patula
Chairperson, Bids and Awards Committee*