

Section I. Instructions to Bidders (Revised)

INVITATION TO BID FOR THE PROCUREMENT OF 27 LAPTOP PC (MID-END) AND 8 LAPTOP PC (WORKSTATION)

1. The **Center for International Trade Expositions and Mission (CITEM)**, through the Corporate Operating Budget for 2021 intends to apply the sum of **One Million Three Hundred Seventy-Nine Thousand Seven Hundred (PHP 1,379,700.00)** for the **27 Units Laptop PC (Mid-end)** and **One Million Two Hundred Thousand Pesos (PHP 1,200,000.00)** for Procurement of **8 Units Laptop PC (Workstation)** being the ABC to payments under the contract for each lot/item. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.
2. The **Center for International Trade Expositions and Mission (CITEM)** now invites bids for the above Procurement Project. Delivery of the Goods is required **Ninety (90) to One Hundred Twenty (120) days upon receipt of Notice to Proceed**. 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.

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 **CITEM Bids and Awards Committee Secretariat** and inspect the Bidding Documents at the address given below during *Monday to Friday, 8:00AM - 5:00PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *30 September 2021* from the given address and website(s) below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *Three Thousand Five Hundred Pesos (Php 3,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *through electronic means*. *Payment shall be made thru CITEM Bank Account below, a copy of bank deposit slip should be emailed to the BAC Secretariat:*
 - o Bank : Landbank of the Philippines
 - o Account Name : CITEM
 - o Account Number : 1772 1038 63
 - o Bank Address : LBP Century Park (Harrison Plaza) Branch
 - o Swift Code : TLBPPHMM
6. The **Center for International Trade Expositions and Mission (CITEM)** will hold a Pre-Bid Conference on *12 October 2021, 2:00PM via Microsoft Teams or Zoom* which shall be open to prospective bidders. Please contact the CITEM Bids and Awards Committee Secretariat through

email at citembac@citem.com.ph for the link of the Video Conference meeting. The link will be released on the actual day of the Pre-Bid Conference.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **26 October 2021, 2:00PM**. **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 **26 October 2021, 2:00PM via Microsoft Teams or Zoom**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Please contact the CITEM Bids and Awards Committee Secretariat through email at citembac@citem.com.ph for the link of the Video Conference meeting. The link will be released on the actual day of the Opening of Bids.
10. The **Center for International Trade Expositions and Mission (CITEM)** 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.
11. For further information, please refer to:

CITEM-BAC Secretariat

Center for International Trade Expositions and Missions
Golden Shell Pavilion
Roxas Blvd. Cor. Sen. Gil Puyat Ave., Pasay City
Tel no. +63(2) 8-831-2201 loc. 294/309
Email: citembac@citem.com.ph
Website: www.citem.com.ph

12. You may visit the following websites:

For downloading of Bidding Documents: <https://citem.gov.ph/procurement/invitation-to-bid>

30 September 2021

ATTY. ANNA GRACE I. MARPURI
Chairman, CITEM-Bids and Awards Committee

Section III. Bid Data Sheet (Revised)

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Laptop PC (Mid-End) and/or Laptop PC (Workstation). b. completed within three (3) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting not allowed.
12	The price of the Goods shall be quoted Delivery Duty Paid (DDP) <i>at CITEM, Golden Shell Pavilion, Roxas Boulevard, Pasay City.</i>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>Lot 1 (Laptop PC (Mid-End):</p> <ul style="list-style-type: none"> a. The amount of not less than Php 27,594.00, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php 68,985.00 if bid security is in Surety Bond. <p>Lot 2 Laptop PC (Workstation):</p> <ul style="list-style-type: none"> a. The amount of not less than Php 24,000.00, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php 60,000.00 if bid security is in Surety Bond. <p>Unnotarized Bid Securing Declaration is accepted during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the PE or of the Bidder subject to compliance therewith after award of contract but before payment.</p>
19.3	Different suppliers may be awarded for the two laptops.
20.2	No additional requirement
21.1	No additional Requirement

Section VI. Schedule of Requirements (Revised)

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Description	Quantity	Delivery Period
Laptop PC (Mid-End) (Please see Section VII-Technical Specification)	27 Units	90 to 120 days upon receipt of notice to proceed.
Laptop PC (Workstation) (Please see Section VII-Technical Specification)	8 Units	90 to 120 days upon receipt of notice to proceed.

I hereby commit to comply and deliver all the above requirement in accordance with the above stated schedule.

Name of Company/Bidder
Date

(Signature Over Printed Name)
Bidder/Authorized Representative

Section VII. Technical Specifications (Revised)

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

Lot	Specification	Statement of Compliance
1	Twenty-Seven (27) units Laptop PC (Mid-End)	
	Operating system: Windows 10 64bit Professional	
	Processor: Minimum Intel i7 10510U – 10 th Gen (1.8GHz, 8MB Cache, 4 core)	
	Memory : 16GB DDR4 2400	
	Storage: 1TB SSD	
	Display: 15.6-inch High Definition Anti-glare LED SVA	
	2GB GDDR5 Dedicated Graphics	
	Connectivity: Gigabit Ethernet 802.11 AC Wifi and Bluetooth	
	Ports: USB 3.0, RJ45, HDMI, Headphone/microphone combo	
	Warranty: <ul style="list-style-type: none"> • Three (3) years (Parts, Labor, Next Business Day Onsite) • Manufacturer Warranty Certificate Included • Laptop brand must have authorized service centers that should provide the Next Business Day Onsite (provide list of service centers) 	
	Includes: <ol style="list-style-type: none"> 1. With USB laser mouse 2. Laptop bag must be same brand with the laptop 	
	Brochure of Laptop unit being offered.	
2	Eight (8) units Laptop PC (Workstation)	
	Operating system: MacOS	
	Processor: Intel i7 – 9 th Gen (2.6GHz 6-core Turbo Boost up to 4.5Ghz)	
	Memory : 16GB DDR4 2666Mhz	
	Storage: 512 GB SSD	
	Display: 16-inch Retina Display	
	AMD Radeon Pro 5500M with 4GB GDDR6	

	Connectivity: 802.11 AC Wifi and Bluetooth	
	Ports: Four Thunderbolt 3	
	Touch Bar and Touch ID	
	Warranty: <ul style="list-style-type: none"> • 1 Year Standard Warranty • Manufacturer Warranty Certificate Included • Laptop brand must have authorized service centers that should provide the Next Business Day Onsite (provide list of service centers) 	
	Brochure of Laptop unit being offered.	

I hereby certify that the statement of compliance to the foregoing Technical Specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall result to automatic disqualification of our bid.

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position