



*Funding the Republic*

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG INGATANG-YAMAN  
(BUREAU OF THE TREASURY)  
INTRAMUROS, MANILA 1002

**INVITATION TO BID**

The Bureau of the Treasury (BTr), through the Bids and Awards Committee (BAC), invites interested bidders to apply for eligibility and to bid for the Supply of Services for the Digitization of Republic Act (R.A.) Nos. 304,897 and 369 Documents (Backpay Documents) and Provision for Document Management Solution.

**Approved Budget for the Contract (ABC) :** Php16,900,000.00 inclusive of all applicable taxes

**Delivery Schedule :** Twelve (12) Months from start date. Start date shall be within thirty (30) calendar days from the date of receipt of Notice To Proceed

Prospective bidders must have at least twenty (20) years experience in the IT business. The amount of largest single completed contract that is similar to the services to be bid for the past three (3) years, must be at least 50% of the approved budget of the proposed services for bidding and must at least meet the minimum requirements of the services to be procured as stated in the Technical Specifications/Instructions to Bidders (ITB) of the bidding documents. The bidding documents can be obtained from the Office of the BAC Secretariat.

The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use the non- discretionary “pass/fail” criteria. Failure to submit the required document under the bidding documents or the submission of a document which does not comply with the legal formalities shall be rated “failed”.

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

The schedule of activities are as follows:

<i>ACTIVITY</i>	<i>SCHEDULE</i>
1. Issuance of Bidding Documents (upon payment of non-refundable amount equivalent to 0.1% of the ABC or P16,900.00)	August 27 – September 8, 2010 Office of the BAC Secretariat 3 <sup>rd</sup> Floor, Bureau of the Treasury Palacio del Gobernador Intramuros, Manila 8:00 a.m. – 4:00 p.m.

<i>ACTIVITY</i>	<i>SCHEDULE</i>
2. Pre-bid Conference	September 8, 2010 2:00 p.m. Rm. 401, Bureau of the Treasury Palacio del Gobernador Intramuros, Manila
3. Submission and Opening Bids	September 22, 2010 10:00 a.m. Rm. 401, Bureau of the Treasury Palacio del Gobernador Intramuros, Manila
4. Bid Evaluation	September 22, 2010
5. Submission of Additional Requirements	September 23-27, 2010 Office of the BAC Secretariat 3 <sup>rd</sup> Floor, Bureau of the Treasury Palacio del Gobernador Intramuros, Manila 8:00 a.m. – 4:00 p.m.
6. Post Qualification	September 23 – 30, 2010
7. Issuance of Notice of Award	October 4, 2010
8. Contract Signing & Issuance of Notice to Proceed	October 6, 2010

The BAC reserves the right to reject documents which do not comply with the requirements, waive any formalities of documents or consider any submission of documents as substantial compliance, reject any and all bids, declare a failure of bidding, annul the bidding process, or not award the contract, without thereby incurring any liability to the affected bidder or bidders or if the funds/allotment for the program/project/activity has been withheld or reduced through no fault of the procuring entity.

The BAC assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

**ATTY. GISELA F. LOOD**  
Chairperson, BAC

For inquiries, pls. call the BAC Secretariat:  
**MS. ELLEN DIUMANO**  
Tel. No. 5228122 loc. 321; Telefax No. 5250029