



Funding the Republic

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
**KAWANIHAN NG INGATANG-YAMAN**  
(BUREAU OF THE TREASURY)  
Intramuros, Manila

**INVITATION TO BID**

1. The **Bureau of the Treasury (BTr)**, through the **FY 2022 RA 1163 Continuing and RA 11963 Current Appropriations** intends to apply the sum of **Sixteen Million Pesos (Php16,000,000.00)** being the ABC to payments under the contract for the **Digitization Service of the Existing Documents for the Field Offices of the Bureau of the Treasury / ITB-29-2023-G**. Bids received in excess of the ABC shall be automatically rejected at bid opening. Bids are broken into lots:

Lot No.	Description	ABC	Bidding documents fee (non-refundable)
1	Luzon Cluster	Php8,749,524.00	Php9,000.00
2	Visayas Cluster	Php2,670,330.00	Php3,000.00
3	Mindanao Cluster	Php4,580,146.00	Php4,000.00

2. The **BTr** now invites bids for the above Procurement Project. Delivery of the Goods is required by **two hundred forty-two (242) calendar days upon receipt of Notice to Proceed**. Bidders should have completed, within **the last five (5) 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 the Office of the BTr Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during 8:00 am to 5:00 pm.

***A pre-registration will be conducted to prospective bidders who wish to attend the scheduled bidding activities. Only those who registered will be provided an invitation/link for the scheduled Pre-Bid Conference. Please refer to the pre-registration link:***

<https://forms.gle/7mFqUAzNQrmNXjhn9>

5. A complete set of Bidding Documents may be acquired by interested Bidders on December 4, 2023 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 stated above.* .
6. The **BTr-BAC** will hold a Pre-Bid Conference<sup>1</sup> on **December 11, 2023, 9:00 am via zoom** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through online or electronic submission as indicated below, on or before **8:00 am of December 21, 2023**. 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 **December 21, 2023, 9:00 am** , **via zoom**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **electronic** submission of bidding documents shall be made only to the official email: **[e-bids@treasury.gov.ph](mailto:e-bids@treasury.gov.ph)**. Only pre-registered bidders who have received meeting invitation link and with submitted proof of payment of bidding documents (e.g. electronic payment system transaction receipt, validated bank deposit slip) will be allowed to submit their bids
11. The **BTr-BAC** 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  
Bureau of the Treasury  
Ayuntamiento Building  
Cabildo St., cor. A. Soriano Avenue, Intramuros Manila  
Email: [bac@treasury.gov.ph](mailto:bac@treasury.gov.ph)  
Contact Number: 8663-2287 loc. 2827  
Fax Number: 8524-7017***
13. You may visit the following websites:  
  
For downloading of Bidding Documents: [www.treasury.gov.ph](http://www.treasury.gov.ph)  
  
For online bid submission: **[e-bids@treasury.gov.ph](mailto:e-bids@treasury.gov.ph)**

*December 4, 2023*

The schedules of activities are as follows:

A.	ACTIVITY	SCHEDULE
1.	Advertisement and issuance of Bidding Documents	December 4, 2023 Office of the BAC Secretariat, Ground Floor, Ayuntamiento Bldg., Intramuros, Manila 8:00 a.m. –5:00 p.m.
2.	Pre-bid Conference	December 11, 2023, 9:00 a.m. Via zoom
3.	Request for Clarification	Until December 12, 2023 Office of the BAC Secretariat, Ground Floor, Ayuntamiento Bldg., Intramuros, Manila 8:00 a.m. –5:00 p.m Email: <a href="mailto:bac@treasury.gov.ph">bac@treasury.gov.ph</a>
4.	Issuance of Supplemental Bid Bulletin	December 14, 2023 Office of the BAC Secretariat, Ground Floor, Ayuntamiento Bldg., Intramuros, Manila 8:00 a.m. –5:00 p.m
5.	Submission and Receipt of Bids	December 21, 2023, 8:00 a.m. <a href="mailto:e-bids@treasury.gov.ph">e-bids@treasury.gov.ph</a>
6.	Opening of Bids	December 21, 2023, 9:00 a.m. Via zoom

**EDUARDO ANTHONY G. MARINO III** (Sgd.)

Deputy Treasurer of the Philippines  
and Chairperson, BAC