



Funding the Republic

Republic of the Philippines
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 **National Expenditure Program (NEP) For FY 2025**, intends to apply the sum of **Two Million Pesos (Php2,000,000.00)** being the ABC to payments under the contract for the **Procurement of Support and Maintenance Services for the Document Tracking System of the Bureau of the Treasury -Central Office / ITB-12-2025-G (EPA)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **BTr** now invites bids for the above Procurement Project. Delivery of the Goods is required by **Seven (7) calendar days upon receipt of Notice to Proceed**. Bidders should have completed, within **the last 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 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/QBQfDwH6fh8jfGki6>
5. A complete set of Bidding Documents may be acquired by interested Bidders on **December 3, 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 **Five Thousand Pesos (Php5,000.00)**.

6. The **BTr-BAC** will hold a Pre-Bid Conference¹ on **December 11, 2024, 2:00 pm 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 23, 2024**. 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 23, 2024, 2:00 pm** , **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**. Only pre-registered bidders who have received meeting invitation link and with submitted proof of payment of bidding documents 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
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

For online bid submission: **e-bids@treasury.gov.ph**

December 3, 2024

The schedules of activities are as follows:

A. ACTIVITY	SCHEDULE
1. Advertisement and issuance of Bidding Documents	December 3, 2024 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, 2024, 2:00 p.m. Via zoom
3. Request for Clarification	Until December 13, 2024 Office of the BAC Secretariat, Ground Floor, Ayuntamiento Bldg., Intramuros, Manila 8:00 a.m. –5:00 p.m Email: bac@treasury.gov.ph
4. Issuance of Supplemental Bid Bulletin	December 16, 2024, 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 23, 2024, 8:00 a.m. e-bids@treasury.gov.ph
6. Opening of Bids	December 23, 2024, 2:00 p.m. Via zoom

EDUARDO ANTHONY G. MARIÑO III
(Sgd.)

Deputy Treasurer of the Philippines
and Chairperson, BAC