



PASEGURUHAN NG MGA NAGLILINGKOD SA PAMAHALAAN
(GOVERNMENT SERVICE INSURANCE SYSTEM)
Financial Center, Pasay City, Metro Manila 1308

***Invitation to Bid
for the***

**SUPPLY AND DELIVERY FOUR (4) LAYERS FILING CABINETS
TO THE GSIS HEAD OFFICE AND BRANCH OFFICES**

1. The Government Service Insurance System (GSIS), through the GSIS Corporate Operating Budget for CY 2014, intends to apply the sum of **TWO MILLION FIVE HUNDRED TWENTY THOUSAND PESOS ONLY (PHP2,520,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the *Supply and Delivery of Four(4) Layers Filing Cabinets to the GSIS Head Office and Branch Offices*.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The GSIS now invites bids for the *Supply and Delivery of Four(4) Layers Filing Cabinets to the GSIS Head Office and Branch Offices*. Delivery of the Goods is required within sixty (60) calendar days from the receipt of the **Notice to Proceed (NTP)**. Bidders should have completed, within the past three (3) years from the date of submission and receipt of bids, a contract similar to the Project. Similar contract should refer to the supply and delivery of office equipment. 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 Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.

4. Interested bidders may obtain further information from the GSIS Bids and Awards Committee (GBAC) Secretariat and inspect the Bidding Documents at the address given below from 8:00AM to 5:00PM, Monday to Friday excluding holidays.

GBAC Secretariat, Level 2 Core G, GSIS Headquarters Building, Financial Center, Pasay City

A complete set of Bidding Documents may be purchased by interested Bidders starting on **03 February 2015** from the said office/address and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **Php5,000.00**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

5. The GSIS Bids and Awards Committee will hold a Pre-Bid Conference on **11 February 2015, 9:00am** at the ***GBAC Conference Room, Level 2 Core G, GSIS Headquarters Building, Financial Center, Pasay City***, which shall be open to all interested parties.
6. Bids must be delivered to the addresses given below on or before **25 February 2015, 9:00A.M.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Late bids shall not be accepted.

*GBAC Secretariat
GSIS Bids and Awards Committee
Level 2 Core G, GSIS Headquarters Building, Financial Center, Pasay City*

Bid opening shall be conducted on **25 February 2015, 9:30A.M.** at the ***GBAC Conference Room, Level 2 Core G, GSIS Headquarters Building, Financial Center, Pasay City***. Bids will be opened in the presence of the Bidders' representatives who choose to attend.

7. The GSIS reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

*GBAC Secretariat
GSIS Bids and Awards Committee
Level 2 Core G, GSIS Headquarters Building, Financial Center, Pasay City
Tel No. : (02) 976-4961/ 976-4945 / Fax No. : (02)859-0373
GBAC Secretariat@gsis.gov.ph / www.gsis.gov.ph*

VP JOSEPH PHILIP T. ANDRES
*Chairperson, GBAC for Goods and
Services and Consultancy-Cluster 2*