



## *Section I. Invitation to Bid*

### SUPPLY AND DELIVERY OF VARIOUS MAILING ENVELOPES

1. The Government Service Insurance System (GSIS) through the GSIS Corporate Operating Budget for CY 2017 intends to apply the sum of **One Million Five Hundred Fifty Thousand Two Hundred Pesos (Php 1,550,200.00)** being the Approved Budget for the Contract (ABC) to payments for the contract for the **Supply and Delivery of Various Mailing Envelopes**.

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 Various Mailing Envelopes**. Delivery of the Goods should be completed within fifteen (15) calendar days upon approval of the sample. Bidders should have completed, within the past three (3) years prior to the deadline for the submission and receipt of bids, a contract similar to the Project whose amount is at least 25% of the ABC. 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 Building, Financial Center, Pasay City |
|---|

A complete set of Bidding Documents may be acquired by interested Bidders starting on **21 July 2017, from 8:00AM to 3:00PM** 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) and the website of the

Procuring Entity, 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 **August 01, 2017, 1:30PM** at the GBAC Conference Room, Level 2 Core G, GSIS Building, Financial Center Pasay City. The Pre-Bid Conference shall be open to all interested parties. However, only interested parties who have purchased the Bidding Documents are allowed to raise clarificatory questions and concerns.
6. Bids must be delivered to the address below on or before **August 15, 2017, 12:00NOON.** 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.

Bid opening shall be on **August 15, 2017, 1:30PM** at the GBAC Conference Room, Level 2 Core G, GSIS Building, Financial Center Pasay City. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the given address.

After the Bid Opening, a detailed evaluation of the financial component of the eligible bid/s shall be conducted to determine the Single or Lowest Calculated Bid (SCB or LCB). Only the bidder with the SCB or LCB shall be notified within seven (7) calendar days to submit post-qualification documents.

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 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](http://www.gsis.gov.ph)

(Original Signed)

**VP ~~N~~ONATHAN C. PINEDA**  
*Chairperson*  
GBAC for Goods, Services, and  
Consultancy (Cluster II)