



MARCH 7, 2016

INVITATION TO BID FOR SUPPLY AND DELIVERY OF PORTABLE COMPUTERS (LAPTOP) WITH EXTERNAL OPTICAL DRIVES

1. The *Philippine Retirement Authority*, through the *Corporate Operating Budget for 2015* intends to apply the sum of Five Million Eight Hundred Sixty Five Thousand Pesos [PHP 5,865,000.00] being the Approved Budget for the Contract (ABC) to payments under the contract for the Supply and Delivery of Portable Computers. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Philippine Retirement Authority* now invites bids for the Supply and Delivery of **sixty-nine (69) units of Portable Computers (Laptops) with External Optical Drives** to our PRA Makati Office. Delivery of the Goods is required *within 30 days from the receipt of Notice to Proceed or Purchase Order, whichever is earlier*. Bidders should have completed contracts, covering years 2011-2015 and from January 2016 up to the day before the deadline 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. The summary of the bidding activities is as follows:

Advertisement/Posting of Invitation to Bid	March 7, 2016
Issuance and Availability of Bid Documents	March 7, 2016
Pre-Bid Conference	March 16, 2016, 1:30 p.m.
Issuance of Bid Bulletin	March 21, 2016
Deadline for Submission of Bids	March 28, 2016, 5:00 p.m.
Opening and Evaluation of Bids	March 29, 2016, 9:00 a.m.
Post-Qualification	March 30, 2016, 2:00 p.m.

4. 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."
5. 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 5183 and subject to Commonwealth Act 138.
6. Interested bidders may obtain further information from *PRA Bids and Awards Committee Secretariat* and inspect the Bidding Documents at the address given below during 8:00 a.m. - 5:00 p.m.
7. A complete set of Bidding Documents may be purchased by interested Bidders on 7 March 2016 from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of Ten Thousand Pesos (Php 10,000.00) . 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 non-refundable fee for the Bidding Documents not later than the submission of their bids.
8. The *Philippine Retirement Authority* will hold a Pre-Bid Conference on March 16, 2016 at 2:00 p.m. at 29th Floor, Citibank Tower, Paseo de Roxas, Makati City which shall be open only to all interested parties who have purchased the Bidding Documents.
9. Bids must be delivered to the address below on or before March 28, 2015 at 5:00 p.m. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB**.
10. Bid opening shall be on March 29, 2016 at 29th Floor, Citibank Tower, Paseo de Roxas, Makati City. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address given. Late bids shall not be accepted. The *Philippine Retirement Authority* 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.
11. For further information, please refer to:
Ms. Agnes A. Pajilan/ Ms. Ruby D. Abriol
Members, BAC Secretariat
Philippine Retirement Authority
29th Floor, Citibank Tower
Paseo de Roxas, Makati City
Telephone No.: 848-1412-16
Fax No. 848-1420

Orlando H. Habitan
BAC Chairperson