



### INVITATION TO APPLY FOR ELIGIBILITY AND TO BID

The **DBP Data Center, Inc. (DCI)** through the DCI Fund intends to apply the sum of **SEVEN MILLION PESOS** (Philippine Currency) being the Approved Budget for the Contract (ABC) to payments under the contract for **Bid No. 2016-001**. Bids received in excess of the ABC shall be automatically rejected at Bid opening.

DCI now invites Bids from eligible Bidders for the **DIGITIZATION OF MICROFILM DATA**. Delivery of the SERVICES is required **within six (6) months** from the issuance of Notice to Proceed (NTP). The description of an eligible Bidder is contained in Section II of the Bidding Documents, Instruction to Bidders (ITB).

#### DIGITIZATION SERVICES

Lot	Lot Description	Qty	Approved Budget (Inclusive of 12% VAT)	Cost of Bid Document
A	Digitization of DCI Microfilm Collection	1	P7,000,000.00	P 20,000.00

Bidding will be conducted through open competitive bidding procedures using non discretionary pass/fail criteria as specified in the Implementing Rules and Regulations Part A (IRR-A) of Republic Act 9184 (R.A. 9184), otherwise known as the "Government Procurement Reform Act," and is restricted to Filipino citizens/sole proprietorships, organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

Interested Bidders may obtain further information from DCI at the address given below from 9 A.M. to 4 P.M.

A complete set of Bidding Documents may be purchased by interested Bidders from April 27, 2016 until 2 P.M. of May 5, 2016 from the address below and upon payment of a nonrefundable fee. The method of payment will be Cash. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.

DCI will hold a Pre-Bid Conference at 2:00 P.M. of May 5, 2016 at DCI's Office, 15<sup>th</sup> Floor Pacific Star Building, Sen. Gil Puyat Avenue corner Makati Avenue, Makati City, which shall be open only to all interested parties who have purchased the Bidding Documents.

Bids and eligibility requirements must be delivered to the address below on or before 2:00 P.M. of May 17, 2016. All Bids must be accompanied by a Bid security in the form and in the amount indicated in the table below. Late Bids shall not be accepted.

Form of Security	Minimum Amount in % Approved Budget for the Contract to be Bid	Amount of Bid Security
Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Two percent (2%)	P140,000.00
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	Two percent (2%)	P140,000.00
Surety Bond	Five percent (5%)	P350,000.00

Bid opening shall be at 2:00 P.M. of May 17, 2016 at DCI's Office, 15<sup>th</sup> Floor Pacific Star Building, Sen. Gil Puyat Avenue corner Makati Avenue, Makati City . Bids will be opened in the presence of the Bidders' representatives who choose to attend at the given address.

DCI 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.

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(SGD) REGINO R. TRINIDAD  
Chairman, Bids & Awards Committee