



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
EMBAJADA DE LA REPUBLICA DE FILIPINAS
MADRID
FOREIGN SERVICE OF THE PHILIPPINES
MADRID, SPAIN
BAC-MadridPE

INVITATION TO BID

FOR THE REPAIR OF THE CONSULAR SECTION

1. The Philippine Embassy in Madrid invites bids for the repair of the working area of the Consular Section of the Philippine Embassy in Madrid described as follows:

Lot No.	Project Specification	Approved Budget for the Contract (US\$)
1	REPAIR OF THE CONSULAR WORKING AREA OF THE PHILIPPINE EMBASSY IN MADRID	To be determined

Please see the attached Terms of Reference (TOR)

2. Bidding will be conducted through open competitive bidding procedures 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.

3. Interested bidders may obtain further information from the BAC-Madrid PE Secretariat and inspect the Bidding Documents at the address given below, during office hours from 9:00 a.m. to 5:00 p.m.

4. The DFA-BAC has scheduled the following activities for the said Project:

Deadline for Submission and Receipt of Bids	Bid Opening
20 November 2017 Monday; 12:00 noon	20 November 2017 Monday; 3:00 pm
Venue: Philippine Embassy, C/Eresma 2, 28002 Madrid, Spain	

5. Bids must therefore be delivered to the address below on or before 20 November 2017, 12:00 noon. Late bids shall not be accepted.

Bid opening shall be on 20 November 2017, 3:00 p.m. at the Philippine Embassy in Madrid.

Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Anyone who wishes to observe the proceeding shall be most welcome.

6. The Embassy 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.

7. For further information, please refer to:

BAC-Madrid PE Secretariat
Philippine Embassy
C/ Eresma 2, 28002 Madrid
Tel. No. 917 823 830
Email address: madrid.pe@dfa.gov.ph



EMMANUEL R. FERNANDEZ
Chairperson

**TERMS OF REFERENCE
FOR THE REPAIR OF THE WORKING AREA OF THE CONSULAR SECTION OF
THE PHILIPPINE EMBASSY IN MADRID**

1. The repair of the working area of the Consular Section should include the following (plan is available upon request and inspection may be done):
 - Installation of individual cubicles to ensure security of documents, provide a working space and comfortable working areas for the employees;
 - To inspect/repair electrical connections to ensure that it is compliant with the EU standards and to avoid accidents or any untoward incidents; and
 - To provide additional storage space for Consular documents.
2. All quotations shall include delivery, installation and other charges. Completion of the project shall be within the specified and agreed period and no additional cost/charges shall be demanded after the bid has been finalized.
3. The Embassy reserves the right to determine the acceptability of the project.
4. The company shall ensure that installation will have a warranty of at least one year.
5. Payment shall be made through bank transfer after the total bill is received. No initial down payment shall be paid for by the Embassy, unless specified in the contract.

CONFORME:
