



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
EMBAJADA DE LA REPUBLICA DE FILIPINAS
MADRID

BIDS AND AWARDS COMMITTEE , MADRID

**INVITATION TO BID
FOR THE PROCUREMENT OF OFFICE SUPPLIES FY2021**

1. The Philippine Embassy in Madrid invites bids for the procurement of office supplies for the use of the Philippine Embassy in Madrid for FY 2021 described as follows:

Lot No.	Project Specification	Approved Budget for the Contract (US\$)
1	PROCUREMENT OF VARIOUS OFFICE SUPPLIES & OTHER SUPPLIES	To be determined

Please see list of supplies in the attached Terms of Reference (TOR)

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.

2. 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.
3. The DFA-BAC has scheduled the following activities for the said Project:

Deadline for Submission and Receipt of Bids	Bid Opening
31 January 2021 Friday; 12:00 noon	31 January 2021 Friday; 12:00 noon
Venue: Philippine Embassy, C/Eresma 2, 28002 Madrid, Spain	

4. Bids must therefore be delivered to the address below on or before 31 January 2021, 12:00 noon. Late bids shall not be accepted.
- Bid opening shall be on 31 January 2021, 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.
5. 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.
6. 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

08 January 2021


RALF G. ROLDAN
Chairperson



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
EMBAJADA DE LA REPUBLICA DE FILIPINAS
MADRID

**TERMS OF REFERENCE
FOR THE FOR THE PROCUREMENT OF CY 2021 OFFICE SUPPLIES
OF THE PHILIPPINE EMBASSY IN MADRID**

1. The list of supplies and specifications is hereto attached. (Marked as ANNEX A)
2. Interested bidder must be a reputable company with at least five (5) years experience as supplier/distributor of office supplies and stationery.
3. Bidder must have a business address and registration in Madrid, Spain.
4. Bidder must indicate the current price per unit in Euros of each item listed. Any change of price will be subject to approval of the Embassy.
5. Supplies which do not conform with the standard, as specified by the Embassy will be returned without additional charges.
6. Company must agree to the following terms:
 - Payment shall be made through bank transfer on monthly or quarterly basis after receipt of the bill.
 - Orders could be made on monthly/quarterly basis depending on the need of the Embassy.
 - The office supplies and quantity listed are *only indicative*. The Embassy shall only procure and pay the necessary supplies and quantity on per need basis.