



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 EMBASSY'S COMMUNICATION ROOM,
CONFERENCE ROOM , PASSPORT ROOM & OTHER PARTS OF THE EMBASSY**

1. The Philippine Embassy in Madrid invites bids for the repair of the communications room, conference room, passport room and other parts of the Philippine Embassy described as follows:

Lot No.	Project Specification	Approved Budget for the Contract (US\$)
1	REPAIR OF THE EMBASSY'S COMMUNICATION ROOM, CONFERENCE ROOM , PASSPORT ROOM & OTHER PARTS OF THE EMBASSY	€15,000.00 (Approx \$18,072.29) (ROE: US\$1.00=€0.83)

Please see 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, within Madrid, Spain or with office in Madrid or nearby area, 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
15 November 2018 Thursday; 12:00 noon	15 November 2018 Thursday; 12:00 noon
Venue: Philippine Embassy, C/Eresma 2, 28002 Madrid, Spain	

5. Bids must therefore be delivered to the address below on or before 15 November 2018, 12:00 noon. Late bids shall not be accepted.

Bid opening shall be on 15 November 2018, 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


RALF G. ROLDAN
Chairperson

TERMS OF REFERENCE
FOR THE REPAIR OF THE EMBASSY'S COMMUNICATION ROOM,
CONFERENCE ROOM , PASSPORT ROOM & OTHER PARTS OF THE EMBASSY

1. For purposes of coordination, qualified bidders should be located in Madrid or areas near Madrid, Spain.
2. Interested bidder must be a reputable company located in Madrid, Spain or nearby areas in Madrid.
3. Bidder must have a business address and registration in Madrid, Spain.
4. Bidder must provide specific plan, unit price (if applicable) in Euros with value added tax. Any change of price will be subject to approval of the Embassy.
5. The Embassy has the sole right to approve the proposed design/plan for the repair of the Embassy's conference room, communications room,, passport room and other parts, as may be specified. Any change in the agreed repair will be approved by the Embassy.
6. Company must agree to the following terms:
 - Payment shall be made through bank transfer after the completion of the project and after receipt of the bill.
 - Completion of the repair/project is subject to the approval of the Embassy.