

**Section III - Bid Data Sheet**

<b>ITB Clause</b>	
1.1	The Procuring Entity is <b><u>NATIONAL HOME MORTGAGE FINANCE CORPORATION</u></b> (hereinafter referred to as “NHMFC” for brevity)
1.2	<p>The name of the project is <b>PURCHASE OF LAPTOP for CY 2018</b></p> <p>The project entails the winning bidder to provide in One (1) Lot the following items :</p> <ul style="list-style-type: none"> <li><b>a. Thirty Six (36) Units - Laptop i5 with Operating System, latest MS Office (perpetual) &amp; Anti-virus (perpetual)</b></li> <li><b>b. Thirty Six (36) Units – Operating System</b></li> <li><b>c. Thirty Six (36) Units – Latest MS Office ( perpetual )</b></li> <li><b>d. Thirty Six (36) Units – Anti-virus ( perpetual )</b></li> </ul> <p>The goods are grouped into a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p>
2	<p>The Funding Source is thru the 2018 Corporate Operating Budget (COB) of the National Home Mortgage Finance Corporation.</p> <p>The Approved Budget of the Contract (ABC) is <b>Three Million Six Hundred Thousand Pesos (Php 3,600,000.00)</b>, inclusive of all taxes that may be imposed by the Government of the Philippines.</p>
5.1	No further instructions.
5.2	None of the circumstances mentioned in the <b>ITB</b> Clause exists in this Project. Foreign bidders, except those falling under <b>ITB</b> Clause 5.2(b), may not participate in this Project.

5.4	<p>Refer to the Instructions to Bidders. The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(b)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC to be bid.</p> <p>Bidders shall include in their Bids:</p> <ol style="list-style-type: none"> <li>1) the corresponding proof of completion, which could either be: <ol style="list-style-type: none"> <li>(i) Certificate of Final Acceptance/Completion from the bidder's client; or</li> <li>(ii) Official Receipt of the bidder covering the full amount of the contract.</li> </ol> </li> </ol> <p><i>Failure to submit a copy of the Single Largest Completed Contract with proof of completion is a valid ground for disqualification of the bidder for award and forfeiture of the bid security.</i></p> <p>Similar contract shall refer to the supply and delivery of laptop.</p>
5.5	No further instructions.
6.3	No further instructions.
7	No further instructions.
8.1	Subcontracting of the contract or any part thereof is not allowed.
8.2	"Not applicable"
9.1	The NHMFC will hold a <b>pre-bid conference</b> on <b>13 December 2018 at 1:00 p.m.</b> at the NHMFC Board Room, 5/F Filomena Building III, Amorsolo St., Legaspi Village, Makati City.
10.1	<p>The NHMFC's address is:</p> <p>NATIONAL HOME MORTGAGE FINANCE CORPORATION FILOMENA BUILDING III, 104 AMORSOLO STREET, LEGASPI VILLAGE, MAKATI CITY</p>

	Contact Person: MARK NATALIO M. SUMISIM Head, BAC Secretariat (02) 8931501 local 372 nhmfc.bacsec@gmail.com
12.1	No further instructions.
12.1(a)(i)	No other acceptable proof of registration is recognized.
12.11(a)(iii)	Not Applicable.
13.1	No additional Requirements
13.2	The ABC is <b>Three Million Six Hundred Thousand Pesos (Php 3,600,000.00)</b> , inclusive of all taxes that may be imposed by the Government of the Philippines.  Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iii)	No incidental services are required.
15.4(b)	Not applicable.
15.5	Bid Prices shall be fixed. Adjustable price proposals shall be treated as non-responsive and shall be rejected.
15.6	Extraordinary circumstances refer to events that may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon the recommendation of the NHMFC.
16.1(b)	The bid prices shall be quoted in Philippine Pesos.
18.5(a)(iv)	No further instructions.
17.1	Bids will be valid within one hundred twenty (120) calendar days from date of submission and opening of bids.
18.1	The bid security shall be in the following amount:  2% of the Approved Budget for the Contract in the amount <b>Seven Two Thousand Pesos (PHP 72,000.00)</b> which may either be in the form of cash, cashier's check or manager's check, or <b>Bid Securing Declaration</b>

18.2	The bid security shall be valid within one hundred twenty (120) calendar days from date of submission and opening of bids.
18.5(a)(iv)	<p>Refer to the Instructions to Bidders.</p> <p>The additional grounds for forfeiture of bid security:</p> <ol style="list-style-type: none"> <li>1. Submission of eligibility requirements containing false information or falsified documents.</li> <li>2. Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding.</li> <li>3. Allowing the use of one's name, or using the name of another for purposes of public bidding.</li> <li>4. Withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid.</li> <li>5. Refusal or failure to post the required performance security within the prescribed time.</li> <li>6. Refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification.</li> <li>7. Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor.</li> <li>8. Failure of the potential joint venture partners to enter into the joint venture after the bid is declared as successful.</li> <li>9. All other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.</li> </ol>
18.5(b)(iii)	Refer to the Instructions to Bidders. No further instructions.
20.1	Refer to the Instructions to Bidders. No further instructions.
20.3	Each Bidder shall submit one (1) original and three (3) extra

	copies each of the Bidder's Eligibility Requirement, Technical and Financial Proposals.
21	<p>The address for submission of bids is:</p> <p><b>LOURDES C. BACANI</b>  <b>BAC CHAIRPERSON</b>  c/o BAC SECRETARIAT  NATIONAL HOME MORTGAGE FINANCE CORPORATION  4/F, FILOMENA BUILDING III, 104 AMORSOLO STREET  LEGASPI VILLAGE, MAKATI CITY</p> <p><b>The deadline for submission of bids is on 26 December 2018 not later than <u>1:00 p.m.</u> Late bids shall not be accepted.</b></p> <p>To synchronize all bid activities for this Project, the official time clock to be used by the BAC shall be the wall clock located at the Ground Floor Lobby (Front Desk) Filomena Building III, 104 Amorsolo St., Legaspi Village, Makati City</p>
24.1	<p>The place of bid opening is at the NHMFC BOARD ROOM, 5/F, FILOMENA BUILDING III, 104 AMORSOLO STREET, LEGASPI VILLAGE, MAKATI CITY</p> <p>The date and time of bid opening is <b>26 December 2018 at 1:00 p.m.</b></p>
25.1	<p>Refer to the Instructions to Bidders.  No further instructions.</p>
27.1	No further instructions.
28.3	The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
28.3(b)	Bidders shall only be allowed to modify their bids before the opening of bids and upon written request to the BAC.
28.5	<p>Refer to the Instructions to Bidders.  No further instructions.</p>
29.2	<i>The Bidders have the option to submit manually filed tax returns or tax returns filed through the Electronic Filing and Payments System (EFPS).</i>

32.4(g)	No additional contract documents required.
34.2	The effective date of the Contract is upon issuance of the Notice to Proceed.