



INVITATION TO BID FOR THE
Supply and Delivery of Two (2) Units of Brand New
Motor Vehicle for the Department of Tourism Region
IVB- MIMAROPA

1. The Department of Tourism (DOT) Regional Office IV-B (MIMAROPA), through the General Appropriations Act (GAA) Continuing Funds 2021 intends to apply the following sum of **FOUR MILLION SIXTY-FIVE THOUSAND PESOS (PHP 4,065,000.00)**, inclusive of applicable taxes, being the Approved Budget for Contract (ABC) for the **“Supply and Delivery of Two (2) Units of Brand New Motor Vehicle for the Department of Tourism Region IV-B (MIMAROPA)”** with **Project Identification No. DOT IV-B BAC IB-2022-001**.

| Lot No. | ITEMS | Approved Budget for the Contract (ABC) per Lot: |
|----------------|--|--|
| 1 | One (1) unit of Brand New Multipurpose Passenger Vehicle (Van) | PhP3,000,000.00 |
| 2 | One (1) unit of Brand New Motor vehicle (hatchback) | PhP1,065,000.00 |
| TOTAL | | PhP4,065,000.00 |

Bids received in excess of the ABC shall be **automatically rejected** at bid opening.

2. The **DOT-Regional Office IV-B (MIMAROPA)** now invites bids for the above Procurement Project. Delivery of the Goods / Services is required within **fifteen (15) calendar days** from the receipt of the Notice to Proceed (NTP). Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in **Section II (Instructions to Bidders)**.
3. Bidding will be conducted through open competitive bidding procedures using a non- discretionary **“pass/fail”** criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the **DOT-Regional Office IV-B (MIMAROPA)** Bids and Awards Committee (BAC) Secretariat through the contact details given below and inspect the Bidding Documents as posted on the websites of the DOT and the Philippine Government Electronic Procurement System (PhilGEPS) **during office hours**.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **18 October 2022 to 04 November (8:00 am to 5:00 pm)** and **until 9:00 in the morning of 07 November 2022** from the address given below and **upon payment of the applicable fee** for the Bidding Documents to the DOT- MIMAROPA Cashier located at the DOT Regional Office IV-B (MIMAROPA,) 2/F, 351 DOT Bldg. Sen. Gil Puyat Avenue, Makati City in the amount stated in the table below:

| Lot No. | ITEMS | Approved Budget for the Contract (ABC) per Lot: | Bid Documents Fee |
|----------------|--|--|--------------------------|
| 1 | One (1) unit of Brand New Multipurpose Passenger Vehicle (Van) | PhP3,000,000.00 | PhP3,000.00 |
| 2 | One (1) unit of Brand New Motor vehicle (hatchback) | PhP1,065,000.00 | PhP2,000.00 |

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of DOT-Region IV-B (MIMAROPA), provided that bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of its bids.

6. The **DOT-Regional Office IV-B (MIMAROPA)** will hold a Pre-Bid Conference on **25 October 2022 at 10:00 in the morning** which shall be open to prospective bidders. The prospective bidders intending to participate via Zoom are advised to send their email addresses to DOT- Regional Office IV-B (MIMAROPA) BAC Secretariat official email (dot4b.bacsecretariat@gmail.com) no later than **24 October 2022, 3:00 pm**.
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before 07 November 2022, 9:00 in the morning** at the office address indicated below. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **07 November 2022 at 2:00 in the afternoon** at the given address below. Bids will be opened in the presence of the bidder's representatives who choose to attend the activity.

Prospective bidders who are interested in joining the opening of bids must send the following details to the BAC Secretariat (e-mail at dot4b.bacsecretariat@gmail.com) not later than **5:00 in the afternoon of 04 November 2022** with the following details:

Subject: **Attendees to the Bid Opening of MVs**

Body:

- Name of Representative(s) (maximum of two): _____
- Company Name: _____
- Email Address(es): _____
- Contact No(s): _____

10. All documents shall be current and updated and any missing document in the checklist is a ground for outright rejection of the bid. Bidder shall submit **one (1) original** and **three (3) duly certified photocopies** of the first and second components of its bid in sealed envelopes.

For the legal documents that are required to be posted in the place of business, the Prospective Bidders may submit the CERTIFIED TRUE COPY of the same, provided that these will be presented during the post-qualification process.

To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the checklist when placed inside the envelope, with documents bounded, tabbed, and labeled accordingly. The envelope for the first component shall be labeled: **TECHNICAL PROPOSAL** while the second component shall be labeled: **FINANCIAL PROPOSAL**. The envelopes shall be signed and sealed upon submission to the BAC Secretariat and shall be opened during the bid opening.

The second envelope (FINANCIAL PROPOSAL) shall be returned to the bidder **unopened** immediately after the bid opening in the event that the bidder fails the technical evaluation.

11. The **DOT-Regional Office IV-B (MIMAROPA)** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

MS. SHEILA O. PINEDA
BAC Secretariat
Department of Tourism- MIMAROPA
351 Senator Gil Puyat Avenue, Makati
City
Email Address: dot4b.bacsecretariat@gmail.com
Telephone: (02) 8459-5200 loc. 210

13. You may visit the following websites:

For downloading the Bidding Documents: www.tourism.gov.ph
[/www.philgeps.gov.ph](http://www.philgeps.gov.ph)

17 October 2022


MA. ELIZABETH C. VIRAY
BAC Chairperson