



INVITATION TO BID FOR THE Supply and Delivery of Information and Communications Technology (ICT) Equipment for the Department of Tourism

1. The *Department of Tourism (DOT)* through the *Government Appropriations Act (GAA)- Continuing Funds 2021* intends to apply the following sum, **inclusive of applicable taxes** being the ABC to payments under the contract for “*Supply and Delivery of Information and Communications Technology (ICT) Equipment for the Department of Tourism*” (Project identification No. *DOT-BAC IB No. 2022-018*):

| Lot No. | Qty. | ITEMS | Approved Budget for the Contract (ABC) per Lot: |
|---------|----------|---|---|
| 1 | 30 sets | Desktop Computer (packaged with Licensed OS, Productivity Tools and UPS) | PhP2,962,000.00 |
| 2 | 35 units | Laptop Computer (bundled with Licensed Operating System and Productivity Tools) | PhP2,924,000.00 |
| | | TOTAL | PhP5,886,000.00 |

Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

2. The *DOT* now invites bids for the above Procurement Project. Delivery of the Goods is required within the dates provided in the Schedule of Requirements and Technical Specifications. Bidders should have completed, within **five (5) 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-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).

5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 14 to December 2, 2022 (8:00 a.m. to 5:00 p.m.) and December 5, 2022 (up to 9:00 a.m. only)** from the address below **and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of PhP10,000.00 in accordance with the following schedule:**

| Lot No. | ITEMS | Approved Budget for the Contract (ABC) per Lot: | Bidding Documents Fee |
|----------------|---|--|------------------------------|
| 1 | Desktop Computer (packaged with Licensed OS, Productivity Tools and UPS) | PhP2,962,000.00 | PhP5,000.00 |
| 2 | Laptop Computer (bundled with Licensed Operating System and Productivity Tools) | PhP2,924,000.00 | PhP5,000.00 |

The payment of bidding documents fee shall be made to the DOT Cashier located at the Ground Floor, DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City.

Or deposited to:

| | |
|--------------------|---|
| Account Name | Department of Tourism-Regular Trust |
| Account Number | 00-0-05002-407-4 |
| Beneficiary's Bank | Development Bank of the Philippines (DBP) |
| Bank Branch | F. Zobel Branch |
| Address | 809 J.P Rizal corner F. Zobel St., Makati City, Philippines |

(Note: Please send a copy of the proof of payment at the email address mpsingzon@tourism.gov.ph / dot.bac@tourism.gov.ph)

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

6. The DOT will hold a Pre-Bid Conference on **November 21, 2022 (10:00 A.M.) at the 4th Floor Conference Room, DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **9:00 A.M. of December 5, 2022**. 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 ***December 5, 2022 (10:00 A.M.) at the 4th Floor Conference Room, DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City.*** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
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 ***five (5) photocopies*** of the first and second components of its bid in sealed envelope.

To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.

11. The *DOT* 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 the 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:

Mr. Godofredo R. Maldonado, Jr.
Head, BAC Secretariat
Procurement Management Division
4th Floor DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City
Email Address: grmaldonado@tourism.gov.ph /dot.bac@tourism.gov.ph
Telephone No. 8459-5200 to 30, local 425
Website Address: www.tourism.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents: www.philgeps.gov.ph /www.tourism.gov.ph

November 14, 2022



ASEC. REYNALDO L. CHING
BAC Chairperson