



## Bid Notice Abstract

### Invitation to Bid (ITB)

<b>Reference Number</b>	10138584
<b>Procuring Entity</b>	DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
<b>Title</b>	2nd Posting Procurement of (1) Year Rental of Office Space for the Department of Tourism MIMAROPA Region
<b>Area of Delivery</b>	Metro Manila

<b>Solicitation Number:</b>	DOT BAC IB NO. 2023-001	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Public Bidding	<b>Associated Components</b>	9
<b>Classification:</b>	Civil Works		
<b>Category:</b>	Lease and Rental of Property or Building	<b>Bid Supplements</b>	0
<b>Approved Budget for the Contract:</b>	PHP 7,800,000.00		
<b>Delivery Period:</b>	1 Year/s	<b>Document Request List</b>	0
<b>Client Agency:</b>			
<hr/>		<b>Date Published</b>	16/09/2023
<b>Contact Person:</b>	Faye Angeli Argamosa Reyes Tourism Operations Officer II 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.119  tdd.mimaropa@gmail.com	<b>Last Updated / Time</b>	15/09/2023 17:24 PM
		<b>Closing Date / Time</b>	26/09/2023 11:00 AM

#### Description

1. The Department of Tourism (DOT) Regional Office IV-B (MIMAROPA), through the General Appropriations Act (GAA) Funds 2023 intends to apply the amount of SEVEN MILLION EIGHT HUNDRED THOUSAND PESOS (PHP 7,800,000.00), inclusive of applicable taxes, being the Approved Budget for Contract (ABC) of the "PROCUREMENT OF RENTAL OF OFFICE SPACE FOR THE DOT- MIMAROPA)" for One (1) Year Period with Project Identification No. DOT IV-B BAC IB-2023-001

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

2. The DOT-MIMAROPA now invites bids for the above Procurement Project. Delivery of the Goods / Services is required for One (1) year period and renewable subject for evaluation. Bidders should have completed, within two (2) 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- 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 from 9:00 a.m. to 5:00 p.m. (Philippine Standard Time), Monday to Thursday, except Holidays.

5. A complete set of Bidding Documents may be acquired by interested Bidders starting September 16, 2023 until September 26, 2023 during office hours from the given address and email(s) 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 Ten Thousand Pesos (Php 10,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.

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

6. The DOT-MIMAROPA will hold a Pre-Bid Conference on September 26, 2023, 11:00 in the morning at The New DOT Bldg., 2ND Floor Conference Room/ Regional Office MIMAROPA, 351 Senator Gil Puyat Avenue, Brgy. Bel-Air Makati City 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 September 25, 2023.

7. Bids must be duly received by the BAC Secretariat through manual submission on or before October 09, 2023, 11:00 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 October 10, 2023, 1:00 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 2:00 in the afternoon of October 09, 2023 with the following details:

Subject: Attendees to the Bid Opening of Rental of Office Space

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 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 (2nd Floor Conference Room)  
351 Senator Gil Puyat Avenue, Makati City  
Email Address: dot4b.bacsecretariat@gmail.com  
Telephone: (02) 8459-5200 loc. 210/ +639 42991 4199

13. You may visit the following websites:

For downloading the Bidding Documents: [www.tourism.gov.ph](http://www.tourism.gov.ph) /[www.philgeps.gov.ph](http://www.philgeps.gov.ph) 17 October 2022

CECIL V. ARANTON  
BAC Chairperson

**Pre-bid Conference**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
25/09/2023	11:00:00 AM	2/F Conference Room, No. 351 Sen Gil Puyat Avenue, Makati City

**Created by** Faye Angeli Argamosa Reyes  
**Date Created** 15/09/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

© 2004-2023 DBM Procurement Service. All rights reserved.

[Help](#) | [Contact Us](#) | [Sitemap](#)