



Invitation to Bid for the Procurement for the Lease of Multi-Function and Energy-Efficient Network Printers and Copying Machines (Early Procurement Activity)
DOT-BAC-IB NO. 2021-021 (EPA)

1. The *Department of Tourism (DOT)*, through the *General Appropriation Act 2022* intends to apply the sum of *Four Million Thirty-Two Thousand Five Hundred Seventy-Four Pesos (PhP4,032,574.00)* being the ABC to payments under the contract for ***“Procurement for the Lease of Multi-Function and Energy-Efficient Network Printers and Copying Machines” DOT-BAC IB 2021-021 (Early Procurement Activity)***. For the purpose of early procurement activity (EPA) authorized under Section 7.6 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the proposed budget under the FY 2022 National Expenditure Program shall be used as basis for this specific project. The period for the performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project. Bids received in excess of the ABC 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 ***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 ***DOT-BAC Secretariat*** through the contact details given below during ***8:00 a.m. to 3:00 p.m. Monday to Friday Excluding holidays*** 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 **January 01, 2022 to January 21, 2022 (8:00 a.m to 3:00 p.m.)** and **January 24, 2022 (until 9:00 a.m.)** from the given address and website(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 Five Thousand Philippine Pesos (PhP5,000.00) 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: Pls. send copy of the Transaction report or any proof of payment at the email addresses vccervantes@tourism.gov.ph and 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 virtual Pre-Bid Conference on **January 10, 2022 at 10:30 a.m.** using the Google Meet platform. The prospective bidders are advised to send their email address to the DOT-BAC Secretariat official email at dot.bac@tourism.gov.ph jpvillamin@tourism.gov.ph not later than 5:00 p.m. on **January 7, 2022**.
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before January 24, 2022 at 9:00 a.m. only** 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 **January 24, 2022 at 10:30 a.m.** at the given address below **The Opening of Bids will be conducted through video conference using the Google Meet platform on January 24, 2022 at 10:30 a.m.**

Prospective bidders who are interested in joining the opening of bids must send the following details to the BAC Secretariat via e-mail at dot.bac@tourism.gov.ph and jpvillamin@tourism.gov.ph not later than 5:00 p.m. of January 21, 2022.

- **Name of Representative(s) - Maximum of two (2)**
- **Company Name:**
- **Email Address:**
- **Contact No.**

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 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, DOT-BAC Secretariat
Procurement Management Division
4th Floor, DOT Bldg.
351 Sen. Gil Puyat Ave., Makati City
Telephone Nos. 8459-5200 to 30 Loc. 425
Email Address: grmaldonado@tourism.gov.ph
Facsimile No.: 8459-5200 to 30 Loc. 425
Website Address: www.tourism.gov.ph

12. You may visit the following websites:

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


OIC-USEC. REYNALDO L. CHING
DOT-BAC Chairperson

31 December 2021