

April 28, 2025

Invitation to Bid

The Department of Public Works and Highways (DPWH), Regional Office V, through its Bids and Awards Committee (BAC) for Goods and Services, invites suppliers to submit bids for the following Contract/s:

Contract ID: **25GF000002**

Contract Name: **Procurement of IT Equipment - four (4) units Multifunction Laser Printer (Color, A3) and eight (8) units Document Scanner (Sheetfed, A3) (PR No. 2025-02-002 dated 2/5/2025)**

Contract Location: **DPWH Regional Office V, Old Airport Road, Brgy. 40, Cruzada, Legazpi City**

Brief Description of Goods to be procured: **Office Equipment**

Approved Budget for the Contract (ABC): **PhP7,106,666.64**

Source of Fund: **RA 12116 Regular 2025 Current CO-EAO**

Supply & Delivery Period: **30 C.D.**

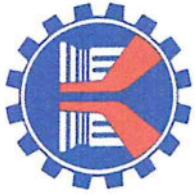
Cost of Bid Documents: **PhP10,000.00**

The BAC is conducting the public bidding for this Contract in accordance with RA 9184 and its Implementing Rules and Regulations.

Bidders should have completed, within 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 IV, Instruction to Bidders.

To be eligible to bid for this Contract, a supplier must meet the following major requirements:

- a) Registration certificate from SEC, Department of Trade and Industry (DTI);
- b) Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for exclusive economic zones or areas;
- c) Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR;
- d) Filipino Citizen or 60% Filipino-owned partnership/corporation;
- e) Completion of a similar contract costing at least 50% of the ABC within the last five (5) years and
- f) Net Financial Contracting Capacity (NFCC) at least equal to the ABC or in lieu of the NFCC computation, a committed line of credit (CLC) specific to the contract to be bid from a universal or commercial bank.



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The DPWH will use non-discretionary "pass/fail" criteria in the eligibility check, preliminary examination of bids, evaluation of bids, post-qualification, and award.

The schedule of key procurement activities for this Contract is shown below:

Activity	Time	Place
Issuance/Downloading of Bidding Documents	May 2, 2025 to May 21, 2025	Hard Copies at BAC Secretariat/Procurement Office of DPWH, Regional Office V, Old Airport Road, Brgy. 40, Cruzada, Legazpi City. Downloading from DPWH website www.dpwh.gov.ph , PhilGEPS website www.philgeps.gov.ph
Pre-Bid Conference	2:00 PM of May 9, 2025	BAC Secretariat/Procurement Staff Office of DPWH, Regional Office V, Old Airport Road, Brgy. 40, Cruzada, Legazpi City (www.youtube.com/@DPWH.RO.5)
Receipt of Bids & Presentation of Original Official Receipt of Payment for Bid Documents (Project Specific)	Scheduled until 10:00 AM of May 21, 2025	BAC Secretariat/Procurement Staff Office of DPWH, Regional Office V, Old Airport Road, Brgy. 40, Cruzada, Legazpi City
Opening of Bids	May 21, 2025, immediately after the deadline of submission and receipt of bids	BAC Secretariat/Procurement Staff Office of DPWH, Regional Office V, Old Airport Road, Brgy. 40, Cruzada, Legazpi City (www.youtube.com/@DPWH.RO.5)

Bidders shall pay the applicable fee in the amount stated above for the Bidding Documents at the **cashier of any DPWH Office on or before the deadline of receipt of bids.**

Prospective bidders shall present their **ORIGINAL OFFICIAL RECEIPT OF PAYMENT** for Bid Documents (project specific) to the BAC Secretariat of this Office before the deadline stated above. The Owner or Authorized Representatives will be allowed to transact business relative to bidding matters. Representatives are required to submit Special Power of Attorney or Secretary's Certificate, whichever is applicable, and two (2) valid government issued IDs to be allowed to transact business. All participating bidders must be in the Document Request List (DRL) of the PhilGEPS website and secure a print-out copy showing that they are included in the list.

Person/s who will be submitting Motion for Reconsideration, if there is any, must present Authorization in the form of Special Power of Attorney or Secretary's Certificate, whichever is applicable.



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Per GPPB Resolution No. 15-2021, prospective bidders are required to upload and maintain current the following eligibility documents in the PhilGEPS:

- a. Registration Certification (SEC/DTI Registration)
- b. Mayor's/Business Permit or its Equivalent Documents
- c. Tax Clearance, and
- d. Audited Financial Statements

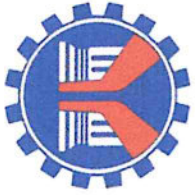
Any expired document among the afore-cited eligibility documents shall render the PhilGEPS Platinum Registration Certificate as automatically suspended and its validity shall resume only once the said expired document is already updated with the PhilGEPS.

For recently expired Mayor's Permit, the recently expired Mayor's Permit together with official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the LGU shall be accepted by the PhilGEPS for the purpose of updating the PhilGEPS Certificate of Platinum Registration and Membership.

Prospective bidders shall attach their newly updated PhilGEPS Certificate of Platinum Registration and Membership to be considered eligible.

All Bids must be accompanied by a Bid security in any of the acceptable forms with the following schedule:

Form of Bid Security		Minimum amount in % of ABC
1. Cash or cashier's/manager's check issued by a Universal or Commercial Bank.		Two percent (2%)
2. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.		
3. Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.		Five percent (5%)
4. Bid Securing Declaration that is an undertaking which states, among others, that the bidder shall enter into contract with the procuring entity and furnish the required performance security within ten (10) calendar days, or less, as indicated in the Bidding Documents, from receipt of the Notice of Award, and committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as required in the guidelines issued by the GPPB.		



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The Department of Public Works and Highways reserves the right to accept or reject any Bid and to annul the bidding process any time prior to contract award, without incurring any liability to the affected Bidders.

Any requests for additional information concerning this bidding shall be directed to the following:

LYNETTE V. GRAGEDA
OIC-Head, Procurement
DPWH, Regional Office V, Old Airport Road,
Brgy. 40, Cruzada, Legazpi City
09155492825
grageda.lynette@dpwh.gov.ph

ARNEL L. SAMSON
BAC Chairperson
DPWH, Regional Office V, Old Airport Road,
Brgy. 40, Cruzada, Legazpi City

APPROVED BY:

ARNEL L. SAMSON
BAC Chairperson
Engineer V

Date of Posting: May 2 - 8, 2025
Websites: DPWH & PhilGEPS
ID No/s.: 25GF00002