

## INVITATION TO BID FOR 23GFB0018 (RE-BID)

The Department of Public Works and Highways - Albay 2<sup>nd</sup> District Engineering Office, through its Bids and Awards Committee (BAC) for Goods, invites suppliers to apply to submit bids for the following Contract:

Contract Name : **Procurement of Office Equipment and Furniture for the 1st Quarter of the Year 2024**

Contract Location : **DPWH-Albay 2nd DEO, RES V Compound, Airport Site, Legazpi City, Albay**

Brief Description of Goods to be Procured : **Procurement of Office Equipment and Furniture for the 1st Quarter of the Year 2024**

Approved Budget for the Contract (ABC) : **P1,615,900.00**

Source of Funds : **Fund0101101 FY 2023**

Delivery/Contract Duration : **30 C.D.**

Purchase Number : **24-02-008**

The BAC is conducting the public bidding for this Contract in accordance with Republic Act No. 9184 and its Implementing Rules and Regulations (IRR).

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:

- Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
- 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;
- Tax clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR;
- Filipino citizen or 60% Filipino-owned partnership/corporation;
- Completion of similar contract costing at least 50% of the ABC;
- 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.

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 are shown below:

| Activity                                     | Time   | Place   |
|--|--|---|
| 1. Issuance/Downloading of Bidding Documents | July 17, 2024 (Wed.) to July 23, 2024 (Thurs.) | Hard copies at BAC Secretariat, Procurement Section of this Office. Downloadable from DPWH website <a href="http://www.dpwh.gov.ph">www.dpwh.gov.ph</a> and PhilGEPS website <a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a> |
| 2. Pre-Bid Conference                        | Thursday, July 25, 2024 at 10:00:00 AM         |   |
| 3. Receipt by the BAC of Bids                | August 06, 2024 until 10:00 am                 |   |
| 4. Opening of Bids                           | Immediately after cut-off of dropping          |   |

Bidders shall pay a fee of **P5,000.00** for the Bidding Documents, upon securing hard copies of the documents. Bidding documents fee **may be refunded** in accordance to section 17.5. of the 2016 Revised IRR of R.A. 9184, however, said refund shall be subject to the conditions stipulated based on the grounds provided under Section 41 of the Act and this IRR. Bidders that download the Documents from the DPWH/PhilGEPS website shall pay fee upon submission of their the bids. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in Instruction to Bidders.

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The DPWH - Albay 2nd District Engineering Office reserves the right to accept or reject any bid and to annul the bidding process at any time before the contract award, without incurring any liability to affected bidder/s, accordance with the provisions of Section 41 of RA 9184 and its IRR.

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

BAC Chairman: **Engr. NINEZ B. REGALADO**

Address: Albay 2nd DEO, RES V Compound

Airport Site, Legazpi City

Telephone No.: 480-07-90

Email Address: [procurement.albay2nd@gmail.com](mailto:procurement.albay2nd@gmail.com)

Head Procurement Officer: **Engr. MARIA JOY L. ZAMUDIO**

Address: Albay 2nd DEO, RES V Compound

Airport Site, Legazpi City

Telephone No.: 480-07-90

Email Address: [procurement.albay2nd@gmail.com](mailto:procurement.albay2nd@gmail.com)

Approved by:

Dates of Publication:

June 20, 2024 to June 26, 2024

Newspaper:

N/A

  
**NINEZ B. REGALADO**  
Chief, Maintenance Section  
BAC, Chairman

## BID DATA SHEET

| ITB Clause        |  |
|-------------------|--|
| <b>1.1</b>        | <p>The PROCURING ENTITY is <b>DPWH, Albay 2<sup>nd</sup> District Engineering Office</b></p> <p>The Acope of the Goods/Services required under this Contract<br/> <b>Procurement of Office Equipment and Furniture for the 1st Quarter of the Year 2024</b></p>                            |
| <b>2</b>          | <p>The Funding Source is:<br/> The Government of the Philippines (GOP) through <b>Fund0101101 FY 2023</b><br/> amounting to <b><u>P1,615,900.00</u></b><br/> The name of the project is<br/> <b>Procurement of Office Equipment and Furniture for the 1st Quarter of the Year 2024</b></p> |
| <b>3.1</b>        | No further instructions.   |
| <b>5.1</b>        | No further instructions.   |
| <b>5.2</b>        | None of the circumstances mentioned in the ITB Clause exists in this Project. Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.  |
| <b>5.4</b>        | No further instructions.   |
| <b>6.3</b>        | No further instructions.   |
| <b>8.1</b>        | Subcontracting is not allowed.   |
| <b>8.2</b>        | Not applicable.  |
| <b>9.1(a)</b>     | <p>The procuring Entity will hold a pre-bid conference for this Project on <b>July 25, 2024</b><br/> <b>at 10:00am, DPWH Albay 2<sup>nd</sup> District Engineering Office, Airport Site, Legazpi City.</b></p>   |
| <b>9.1(b)</b>     | Contract duration is <b>30 C.D.</b>  |
| <b>10.1</b>       | <p>The Procuring Entity's address is:<br/> DPWH Albay 2nd District Engineering Office,<br/> RES Compound, Airport Site, Legazpi City<br/> <b>NINEZ B. REGALADO</b>, BAC Chairman<br/> (052) 480-0790</p>   |
| <b>10.3</b>       | No further instructions.   |
| <b>12.1(a)(i)</b> | No other acceptable proof of registration is recognized.   |
| <b>13(c)(2)</b>   | The statement of all ongoing government and private contracts shall include all such contracts prior to the deadline for the submission and receipt of bids.   |
| <b>13(c)(3)</b>   | No additional requirements.  |

|                |   |
|----------------|---|
| <b>14</b>      | The ABC is <b>₱1,615,900.00</b> Any bid with a financial component exceeding this amount shall not be accepted.   |
| <b>14.2</b>    | No incidental services are required.  |
| <b>17.1</b>    | The bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.  |
| <b>18.1</b>    | Bids will be valid until 120 C.D. from the date of opening of bids.   |
| <b>19.1</b>    | <p>The bid security shall be in the following amount:</p> <p>1. The amount of <b>₱32,318.00</b> , if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>2. The amount of <b>₱80,795.00</b> , if bid security is in surety bond; or draft/guarantee or</p> <p>3. Any combination of the foregoing proportionate to the share of form with respect to total amount of security.</p> |
| <b>19.2</b>    | The bid security shall be valid until <b>December 03, 2024</b>  |
| <b>21.3</b>    | Each Bidder shall submit <b>1</b> original copy duly signed and <b>1</b> photocopy (duly signed) of the first and second components of its bid.   |
| <b>22</b>      | <p>The address for submission of bids is <b>The Chairman, DPWH, Albay 2nd District Engineering Office, Airport Site, Legazpi City.</b></p> <p>The date for submission of bids is <b>August 06, 2024 until 10:00 am</b></p>  |
| <b>25.1</b>    | <p>The place of Bid Opening is at <b>DPWH, Albay 2nd District Engineering Office, Airport Site, Legazpi City.</b></p> <p>The Date and Time of Bid Opening is <b>Immediately after cut-off of dropping</b></p>   |
| <b>25.2</b>    | No further instructions.  |
| <b>28.3(d)</b> | Bid Modification is allowed.  |
| <b>28.4</b>    | No further instructions.  |
| <b>28.5</b>    | No further instructions.  |
| <b>29.2(b)</b> | <p>Only tax returns filed and taxes filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</p> <p>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</p>  |
| <b>29.2(d)</b> | No other acceptable proof of registration is recognized.  |
| <b>32.4(g)</b> | No further instructions.  |
| <b>33.2</b>    | No further instructions.  |

**SPECIAL CONDITION OF CONTRACT**  
**23GFB0018 (RE-BID)**

**Procurement of Office Equipment and Furniture for the 1st Quarter of the Year 2024**

| <b>GCC Clause</b> |  |
|-------------------|--|
| <b>1.1(g)</b>     | The Procuring Entity is <b>DPWH Albay 2nd District Engineering Office.</b>   |
| <b>1.1(i)</b>     | The <b>Supplier</b> is _____ .   |
| <b>1.1(j)</b>     | The Funding Source is <b>Fund0101101 FY 2023</b> in the amount of <b>P1,615,900.00</b>   |
| <b>1.1(k)</b>     | The <b>Project Site</b> is located at <b><u>DPWH-Albay 2nd DEO, RES V Compound, Airport Site, Legazpi City, Albay</u></b>  |
| <b>5.1</b>        | The Procuring Entity's address for Notices is at <b>RES V Compound, Airport Site, Legazpi City, Albay.</b><br>The Supplier's address for Notices is _____ .  |
|                   | <p><b>Additional Bidding Requirements the Prospective Bidders must closely comply;</b></p> <p>1. Improperly sealed and marked bid envelopes is <b>ACCEPTED</b> provided that the bidder is duly authorized representative shall acknowledge such condition of the bid as submitted.</p> <p>2. Prospective bidders shall present their <b>ORIGINAL OFFICIAL RECEIPT OF PAYMENT</b> for Bid Documents (Project Specific) to the BAC Secretariat of this office before the deadline stated in the <b>Invitation to Bid (IB)</b>. Only the owner or authorized representative with a <b>Special Power of Attorney (SPA)</b> will be allowed to transact business relative to the <u>bidding matters.</u></p>   |
| <b>6.20</b>       | <p><b>Delivery and Documents –</b><br/>Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <p>(i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;</p> <p>(ii) Original and four copies delivery receipt/note, railway receipt, or truck receipt;</p> <p>(iii) Original Supplier's factory inspection report;</p> <p>(iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;</p> <p>(v) Original and four copies of the certificate of origin (for imported Goods);</p> <p>(vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;</p> <p>(vii) Certificate of Acceptance/Inspection Report signed by the</p> |

|              |  |
|--------------|--|
|              | <p>Procuring Entity's representative at the Project Site; and</p> <p>(viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.</p>   |
|              | <p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the GOODS' final destination and the absence of heavy handling facilities at all points in transit. The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity. The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity<br/> Name of the Supplier<br/> Contract Description<br/> Final Destination</p> <p><b>Insurance –</b></p> <p>The Goods supplied under this Contract shall be fully insured by the Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery. The Goods remain at the risk and title of the Supplier until their final acceptance by the Procuring Entity.</p> <p><b>Patent Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p> |
| <b>10.40</b> | Not applicable.  |
| <b>13.40</b> | No further instructions.   |
| <b>16.10</b> | None   |
| <b>17.30</b> | No further instructions.   |
| <b>17.40</b> | No further instructions.   |
| <b>21.10</b> | No further instructions.   |

*SCC for Contract ID No. 23GFB0018 (RE-*

## BILL OF QUANTITIES

**23GFB0018/PR NO. 24-02-008 (RE-BID) - Procurement of Office Equipment and Furniture for the 1st Quarter of the Year 2024**

[illegible]

NAME OF SUPPLIER

### AMOUNT IN WORDS

AMOUNT IN FIGURES

SIGNATURE OF SUPPLIER