

Section I. Invitation to Bid

Project Title: Supply and Delivery of ICT Equipment and Accessories for DSWD Field Office VII

Project Identification No.: ITB No. DSWD7-PB-2022-37

1. The *Department of Social Welfare and Development, Field Office VII (DSWD-FO VII)*, through the *authorized appropriations for Fiscal Year 2022 General Appropriations Act* intends to apply the sum of **One Million Three Hundred Ninety-Five Thousand Seven Hundred Thirty-Four Pesos and 80/100 (₱1,395,734.80)** payments under the contract for the **Supply and Delivery of ICT Equipment and Accessories for DSWD Field Office VII**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DSWD Field Office VII* now invites bids from **PhilGEPS registered suppliers**. Delivery of the goods is required within **Section VI. Schedule of Requirements**. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a **single largest completed contract (SLCC)** similar to the Project, **at least 50% of the ABC or equivalent to Php 697,867.40**. The SLCC should be supported with the following documents:
 - i.) Either of **Contract, Purchase Order, Notice of Award or Notice to Proceed**, and
 - ii.) Either of **Certificate of Completion, Certificate of Acceptance, Inspection and Acceptance, Official Receipt / Collection Receipt or Sales Invoice**.

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) 9184, otherwise known as the "Government Procurement Reform Act".

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 5183.

4. Prospective Bidders may obtain further information from *Department of Social Welfare and Development Field Office VII* and inspect the Bidding Documents at the address given below during *office hours, 8:00 AM – 5:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **April 7, 2022** from the given address and website 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 ₱5,000.00.*

The Procuring Entity shall allow the bidder to present its proof of payment for the fees, they may present 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 Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

As stated in GPPB Resolution No. 09-2020, dated 7 May 2020, PEs to maximize the use of existing rules under RA No. 9184, its IRR and related issuances on the conduct of procurement activities, particularly those meant to streamline, simplify and expedite the conduct of procurement and address the challenges and disruptions brought by calamities and crisis such as the COVID-19 pandemic, such as use of videoconferencing, webcasting and similar technology in the conduct of any of the meetings and determination of quorum by the BAC.

6. The *DSWD Field Office VII* will hold a Pre-Bid Conference on **April 19, 2022, Tuesday, 9:00 AM** at *DSWD Field Office VII Conference Room, Cebu City* and/or through **video-conferencing via Google Meet using the code: procurement7**, which shall be open to prospective bidders.

Note:

DSWD Field Office is implementing health screening and temperature check for all personnel, visitor's and client. For your protection, please wear your mask at all times during your visit. Also, kindly fill-out the Health Checklist Form for visitors / clients and submit to the PE's security guard prior to entering the premise.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **May 3, 2022, Tuesday, 8:45 AM**. 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 **May 3, 2022, Tuesday, 9:00 AM** at **DSWD Field Office VII Conference Room, Cebu City** and/or **via Google Meet using the code: procurement7**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The *DSWD Field Office VII* 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

MS. ROSEMARIE S. SALAZAR

Head, BAC Secretariat

DSWD – Field Office VII

M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City

Tel. Nos. (032) 2338785 local 140 and 149

Email Add: bac.fo7@dswd.gov.ph

Website: <https://fo7.dswd.gov.ph/>

April 5, 2022

(SGD.) AILEEN G. CUEVAS
Chairperson, Bids and Awards Committee II

