

## Department of Public Works and Highways (DPWH)

**Contract ID: 24GHF0004**

**Contract Name:** Supply and Delivery of Office Equipment for the 2nd Quarter of CY 2024

**Location / Delivery Place:** DPWH Cebu 3rd DEO, Toledo City, Cebu

### **CEBU 3RD DISTRICT ENGINEERING OFFICE** Ibo, Toledo City, Cebu

## **INVITATION TO BID**

The DPWH Cebu 3<sup>rd</sup> District Engineering Office through its Bids and Awards Committee (BAC) for Goods, invites suppliers to submit bids for the following Contract:

**Contract ID:** 24GHF0004

**Contract Name:** Supply and Delivery of Office Equipment for the 2nd Quarter of CY 2024

**Location / Delivery Place:** DPWH Cebu 3<sup>rd</sup> DEO, Toledo City, Cebu

**Brief Description of Goods to be procured:** Supply and Delivery of Office Equipment

**Approved Budget of the Contract (ABC): ₱ 2,900,000.00**

**Source of Funds:** GAA FY 2023 - Extended

**Delivery Date of Goods:** 07/02/2024 – 07/31/2024

**Contract Duration:** 30 calendar days

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. Instructions 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) for Sole Proprietorship, or CDA for cooperatives;
- (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 *[10 years period]*; and
- (f) Net Financial Contracting Capacity (NFCC) at least equal to the ABC.

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
1. Issuance /Downloading of Bidding Documents	05/29/2024 to 06/17/2024	Hard copies at BAC Secretariat, DPWH Cebu 3 <sup>rd</sup> DEO, Toledo City, Cebu. Downloadable from DPWH website <a href="http://www.dpwh.gov.ph">www.dpwh.gov.ph</a> , PhilGEPS website <a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a>
2. Pre-Bid Conference	2:00 PM – 06/04/2024	Join Zoom Meeting <b><a href="https://zoom.us/j/91957719861?pwd=eGNuVklYUUJXVWpFeFU0YTNUc3NPZz09">https://zoom.us/j/91957719861?pwd=eGNuVklYUUJXVWpFeFU0YTNUc3NPZz09</a></b> Meeting ID: 919 5771 9861 Passcode: C3DE02024
3. Receipt of Bids by the BAC	Deadline: 10:00 A.M. - 06/17/2024	Procurement/BAC Office, DPWH Cebu 3 <sup>rd</sup> DEO, Toledo City, Cebu
4. Opening of Bids	10:30 A.M. - 06/17/2024	Procurement/BAC Office, DPWH Cebu 3 <sup>rd</sup> DEO, Toledo City, Cebu

Bidders shall pay the BAC an applicable fee of **₱ 5,000.00** for the Bidding Documents, upon securing hard copies of the Documents. Bidders who download the Documents from the DPWH/PhilGEPS website shall pay the fee upon submission of their bids.

All bids must be accompanied by a **Bid Security** in acceptable forms which shall be limited to Bid Securing Declaration, or any form of Bid Security in the amount stated in ITB Clause 18. Late bids shall not be accepted.

**D.O. 34 series of 2020** Basic Hygiene, Workplace Sanitation and Social Distancing Measures to be Observed in the Workplace requires visitors must have confirmed appointments in the Procurement Unit and please be advised to fill out the DPWH Cebu 3<sup>rd</sup> Visitor Health Declaration Form **<https://forms.gle/pEBZ6BraMPcSfa8VA>** one day before the meeting.

The DPWH Cebu 3<sup>rd</sup> DEO reserves the right to accept or reject any bid and to annul the bidding process any time before the contract award, without incurring any liability to the affected bidders.

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

BAC Chairman: REYNALDO V. NAVALES, DPA., ASEAN Eng. DPWH Cebu 3 <sup>rd</sup> DEO, Toledo City, Cebu Telephone No. (032) 520 4290 Email address: <a href="mailto:navales.reynaldo@dpwh.gov.ph">navales.reynaldo@dpwh.gov.ph</a>	BAC Secretariat, Head: ALFIE NIÑO M. LASPOÑA DPWH Cebu 3 <sup>rd</sup> DEO, Toledo City, Cebu Telephone No. (032) 520 4290 Email address: <a href="mailto:laspona.alfienino@dpwh.gov.ph">laspona.alfienino@dpwh.gov.ph</a>
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Approved by:

Dates of Posting/Publication:  
05/29/2024 – DPWH Website  
05/29/2024 – PhilGEPS Website

  
**REYNALDO V. NAVALES, D.P.A., ASEAN Eng.**  
BAC Chairman