

INVITATION TO BID FOR

**SUPPLY AND DELIVERY OF DIGITAL
MULTI-FUNCTION PRINTER**

**- ITB No. GOP/17-DSWD-024 -
(PR No. 2017103163)**

1. The **Department of Social Welfare and Development (DSWD)**, through the **Information Management Bureau (IMB) – Continuing Appropriation – Capital Outlay Funds** intends to apply the sum of **Two Million Eight Hundred Thousand Pesos (PhP2,800,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Supply and Delivery of Digital Multi-function Printer**, Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **DSWD** now invites bids for **Supply and Delivery of Digital Multi-function Printer**. Delivery of the Goods shall be in accordance with **Section VI. Schedule of Requirements**. 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) 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. Interested bidders may obtain further information from **DSWD Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below **from Monday to Friday at 8:00 a.m. to 5:00 p.m.**
5. A complete set of Bidding Documents may be purchased by interested Bidders on **05 December 2017 to 26 December 2017** from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **Two Thousand Five Hundred Pesos (PhP 2,500.00)**.

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.

6. The **DSWD** will hold a Pre-Bid Conference on **14 December 2017, 1:45 p.m.**, at **The A. Venue Hotel, 7829 Makati Avenue, Makati City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **26 December 2017, 1:00 p.m.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**.

Bid opening shall be on **26 December 2017, 1:30 p.m.**, at **Legal Service Conference Room, 4th Floor, DSWD Central Office, IBP Road, Constitution Hills, Quezon City**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The **DSWD** 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.
9. For further information, please refer to:

THE CHAIRPERSON

DSWD Bids and Awards Committee-I
c/o BAC Secretariat
Ground Floor, DSWD Central Office
IBP Road, Constitution Hills, Quezon City
Fax No. (02) 931-6139
Telephone Nos. (02) 931-8101 to 07 Local 123

FLORITA R. VILLAR
Undersecretary and
Bids and Awards Committee-I Chairperson

By:



CARLO FLORENDO C. CASTRO
Director and
Bids and Awards Committee-I Vice Chairperson