



Republic of the Philippines
Department of the Interior and Local Government
Region 13 (Caraga)

INVITATION TO BID
FOR

**The Procurement of ICT Resources for
MITHI – Office Productivity**

1. The **Department of the Interior and Local Government (DILG) Region XIII - Caraga** through the **General Appropriations Act (GAA) FY 2024**, intends to apply the sum of **Three Million Five Hundred Twelve Thousand Pesos (Php 3,512,000.00)** being the ABC to payments under the contract for **The Procurement of ICT Resources for MITHI-Office Productivity** with project number **2024-03-096**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **DILG XIII-Caraga Regional Office** now invites bids for the above Procurement Projects, in accordance with the provisions under Appendix 31 of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. Delivery, testing and inspection shall be delivered within **thirty (30) calendar days**. Bidders should have completed, within **five (5) 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) No. 9184.
 - a. 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 No. 5183.
4. Prospective Bidders may obtain further information from the office of **DILG XIII-Caraga Regional Office** and inspect the Bidding Documents at the address given

below during working hours from 8:00 AM to 5:00 PM, Mondays to Fridays, except holidays.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **8 April 2024** from the given address and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (Php 5,000.00) only**. A bidder is allowed to pay the applicable fee via cash at the Procuring Entity's Office and shall present a proof of payment to the BAC Secretariat on or before the deadline of submission of bid, or they may send a copy thru the email address given below.
6. The DILG XIII- Caraga Region will hold a **Pre-Bid Conference** on **17 April 2024, at 1:00 PM** at the **Local Government Regional Resource Center (LGRRC) of DILG XIII-Caraga Regional Office, Butuan City**.
7. Bids must be duly received by the BAC Secretariat through **manual submission** at the **DILG XIII-Caraga Regional Office, Purok 1-A, Barangay Doongan, Butuan City, on or before 1:30 PM of 29 April 2024. 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 **29 April 2024, 1:30 PM** at the office address of the Procuring Entity stated below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **DILG XIII-Caraga Region** 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

BIDS AND AWARDS COMMITTEE

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT XIII

CARAGA REGIONAL OFFICE

Purok 1-A, Barangay Doongan, Butuan City

documents.dilg13@gmail.com

(085) 975 9230

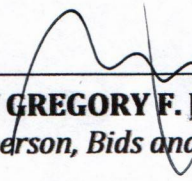
<http://caraga.dilg.gov.ph/>

12. You may visit the following websites:

For downloading of Bidding Documents:

- a. DILG XIII-Caraga website: <http://caraga.dilg.gov.ph/>
- b. PhilGEPS website at <https://philgeps.gov.ph/>

Issued this 8th day of April 2024.



RAY GREGORY F. JARANILLA
Chairperson, Bids and Awards Committee