



REPUBLIC OF THE PHILIPPINES

# DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

**INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF DIFFERENT TYPES OF OFFICE EQUIPMENT AND APPLIANCES FOR THE DEPARTMENT OF AGRARIAN REFORM CENTRAL OFFICE (DARCO) CY 2023  
PBD-116-23-04**

1. The Department of Agrarian Reform, through the General Appropriations Act of 2023 and continuing GAA of 2022, based on the Annual Procurement Plan for CY 2023 intends to apply the sum of Philippine Pesos Nine Hundred Thirty Thousand Five Hundred Seventeen & 90/100 Only (PhP930,517.90) being the Approved Budget for the Contract (ABC) to payments under the contract for the Supply and Delivery of Different Types of Office Equipment & Appliances for the Department of Agrarian Reform Central Office (DARCO)CY 2023/PBD-116-23-04. Bids submitted which exceed the ABC shall be automatically rejected at bid opening.
2. The Department of Agrarian Reform now invites bids for the above Procurement Project broken down into two (2) lots as follows:

Lot No.	Description	Total Qty.	Approved Budget for the Contract (PhP)
1	Audio Visual & Office Equipment		
	1a. Projector	2	50,000.00
	1b. Infographic Monitor, 65 inches with bracket	8	368,971.20
	1b.1 Infographic Monitor, 55 inches	1	40,000.00
	1b.2 Infographic Monitor, 50 inches	2	54,000.00
	1b.3 Infographic Monitor, 32 inches	1	20,000.00
	1c. Speaker	1	37,398.70
	1c.1 Speakerphone	1	11,688.00
	1c.2 Conference Room Speaker	1	15,749.00
	1c.3 Portable Speaker	1	5,000.00
	1c.4 Audio Broadcasting Bar	1	20,000.00
	1d. Digital Voice Recorder	6	32,994.00
	1e. Paper Shredder	7	54,691.00
	1f. 6 in 1 multi-function laminating machine	1	2,000.00
	1f.1 laminating film 100pcs/pck	3	1,407.00
	<b>TOTAL, Lot 1</b>		<b>713,898.90</b>
2	Appliances, etc.		
	2a. Refrigerator- 8 cu.ft.	5	95,000.00
	2a.1 Refrigerator- 7 cu.ft.	1	17,000.00
	2a.2 Refrigerator- 3.8 cu.ft.	1	12,000.00
	2b. Mist Fan	2	16,000.00
	2c. Air Purifier	2	24,000.00
	2d. Air Humidifier	1	1,619.00

	2e. Exhaust Fan	2	5,000.00
	2f. Water & Coffee Boiler	2	12,000.00
	2g. Hand Truck Pulley	2	9,000.00
	2h. Step Ladder	1	4,000.00
	2i. Percolator	2	21,000.00
	<b>TOTAL, Lot 2</b>		<b>216,619.00</b>

Bidders may bid for any or all lots but must bid for all the items and quantities required in each lot. Evaluation and contract award shall be done on a per lot basis. Delivery of the Goods is required within thirty (30) calendar days from the supplier's receipt of the Notice to Proceed (NTP) issued by DAR. 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.
4. 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.
5. Prospective Bidders may obtain further information from *the DAR-BAC Secretariat* and inspect the Bidding Documents at the address given below from Monday to Friday between 8:00 am to 5:00 pm.
6. A complete set of Bidding Documents may be acquired by interested Bidders on *August 22, 2023* from the given address and website(s) 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 Philippine Pesos Five Hundred Only (PhP500.00) per Lot.* The Procuring Entity shall allow the bidder to present its proof of payment for the fees through the presentation of the original copy of the official receipt issued by DAR not later than the date of bid submission.
7. *The Department of Agrarian Reform* will hold a Pre-Bid Conference on *August 29, 2023 at 1:00 p.m.* through a face-to-face conference, which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before *September 12, 2023 at 12:00 noon.* Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be conducted face to face on *September 12, 2023 at 1:00 p.m.* at the FASPO Conference Room, 2<sup>nd</sup> Floor, Main Building, DAR Central Office, Elliptical Road, Diliman, Quezon City Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. *The Department of Agrarian Reform 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.

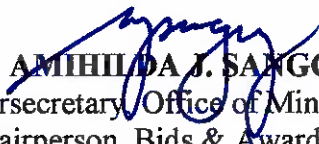
12. For further information, please refer to:

**Ms. Charisse Atacador**  
Chairperson, DAR-BAC Secretariat  
Ground Floor, DAR Central Office  
Elliptical Road, Diliman, Quezon City  
Telephone Numbers: 4453-8300/4455-5840; 89281011 or Mobile No.: 0966 781 2052  
Email address: [darcoba116@gmail.com](mailto:darcoba116@gmail.com)

You may visit the following websites:

For downloading of Bidding Documents: [www.dar.gov.ph](http://www.dar.gov.ph)  
[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

**18 August 2023**

  
**AMIHILDA J. SANGCOPAN**  
Undersecretary, Office of Mindanao Affairs &  
Chairperson, Bids & Awards Committee