



REPUBLIC OF THE PHILIPPINES

**DEPARTMENT OF AGRARIAN REFORM**

**Tunay na Pagbabago sa Repormang Agraryo**



**INVITATION TO BID FOR THE PROCUREMENT OF 75 UNITS OF A4  
MONOCHROME MULTI-FUNCTION PRINTER/COPIER  
PBD-043B-24-04**

1. The **Department of Agrarian Reform (DAR)**, through the **Agrarian Reform Fund-GOP**, intends to apply the sum of **PHILIPPINE PESOS THREE MILLION SEVEN HUNDRED FORTY-NINE THOUSAND NINE HUNDRED TWENTY-FIVE PESOS and 00/100 (PHP 3,749,925.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **PROCUREMENT OF 75 UNITS OF A4 MONOCHROME MULTI-FUNCTION PRINTER/COPIER-PBD-043B-24-04**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **DAR** now invites bids for the above Procurement Project. The delivery of the Goods is required within **thirty (30) calendar** days from receipt of Notice to Proceed. 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) No. 9184.  
  
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 DAR BAC (B) Secretariat and inspect the Bidding Documents at the address given below during Monday to Friday between 8:00AM to 5:00PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **01 August 2024** from the given address in paragraph 11 and websites in paragraph 12 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 Thousand and 00/100 (Php 5,000.00)**. 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.


6. The Department of Agrarian Reform Central Office will hold a Pre-Bid Conference<sup>1</sup> on **07 August 2024 at 10:00AM** at **OSEC Boardroom, 5<sup>th</sup> Floor DAR Main Building, DAR Central Office, Elliptical Road, Diliman, Quezon City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated in paragraph 11 below on or before **22 August 2024 at 10:00AM**. 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 **22 August 2024 at 10:00AM** at **OSEC Boardroom, 5<sup>th</sup> Floor DAR 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.
10. The Department of Agrarian Reform Central Office 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:

*ATTY. SHIELA MAE GERAPUSCO*  
*Chairperson, BAC-B Secretariat*  
*Procurement Division*  
*Ground Floor, DAR Main Building*  
*DAR Central Office*  
*Elliptical Road, Diliman*  
*Quezon City*  
*Telephone Numbers: 8928-1011; 0966-781-2052*  
*Email address: [procurementdivision.darco2013@gmail.com](mailto:procurementdivision.darco2013@gmail.com),*  
*[darco.bacsecretariat.b@dar.gov.ph](mailto:darco.bacsecretariat.b@dar.gov.ph)*

12. 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)

30 July 2024

  
**ATTY. QUINTIN O. MAGSICO JR.**  
Assistant Secretary, Finance and Management Office, and Procurement-related Services  
Chairperson, Bids and Awards Committee B

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.