



REPUBLIC OF THE PHILIPPINES

# DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

## INVITATION TO BID FOR THE PROCUREMENT OF SERVICES FOR THE PREVENTIVE MAINTENANCE OF AIRCONDITIONING UNITS AT THE DAR CENTRAL OFFICE (DARCO) CY 2024 PBD-043B-24-07

1. The Department of Agrarian Reform, through the General Appropriations Act of 2024 and based on the Annual Procurement Plan for CY 2024 intends to apply the sum of **Philippine Pesos One Million Four Hundred Forty-Six Thousand only (PhP1,446,000.00)**, being the **Approved Budget for the Contract (ABC)** to payments under the contract for the **Preventive Maintenance of Airconditioning Units at the DAR Central Office for CY 2024/PBD-043B-24-07**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Department of Agrarian Reform now invites bids for the above Procurement Project, the details of which can be found in the Schedule of Requirements and the Technical Specifications sections of the bidding documents. Contract duration shall commence ten (10) calendar days upon the winning bidder's receipt of the Notice to Proceed until December 31, 2024.

Prospective bidders should have completed within a period of three (3) years immediately preceding the deadline for submission of bids a Single Largest Completed Contract (SLCC) similar in nature to the contract to be bid, the value of which should be at least 50% of the ABC.

Bidders must bid for all the items/services required in this procurement package. Delivery of the Services is required within ten (10) calendar days from the supplier's receipt of the Notice to Proceed (NTP) issued by DAR. 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 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.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 22, 2024** 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 Thousand only (PhP5,000.00)**. 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 will hold a Pre-Bid Conference on **October 29, 2024 at 10:00 a.m.** through a face-to-face conference at the **OSEC Board Room, 5<sup>th</sup> Floor, 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 below on or before **November 12, 2024 at 10:00 a.m.** 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 conducted face to face on **November 12, 2024, 10:00 a.m.** at the **FMAO Conference Room, 3<sup>rd</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.
10. 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.
11. For further information, please refer to:

**Atty. Shiela Mae D. Gerapusco**

DAR-BAC Secretariat Chairperson

Procurement Division Office

Ground Floor, DAR Central Office

Elliptical Road, Diliman, Quezon City

Telephone Numbers: 4453-8300/4455-5840; 89281011 or Mobile No.: 09667812052

Email address: **[darco.bacsecretariat.b@dar.gov.ph](mailto:darco.bacsecretariat.b@dar.gov.ph)**

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)

**October 21, 2024**

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**ATTY. QUINTIN O. MAGSICO, JR.**  
Assistant Secretary FMS and Procurement  
Chairperson, Bids & Awards Committee