



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office I

BIDS AND AWARDS COMMITTEE
INVITATION TO BID

The Department of the Interior and Local Government, Regional Office I (DILG RO I), through its Bids and Awards Committee (BAC), invites prospective service providers to bid for the hereunder contract:

- Bid Number** :PR 2021-04-124
- Name of Project** : RENTAL/LEASE OF SIX (6) LAPTOPS FOR THE PROVISION OF LOGISTICS SUPPORT TO REGIONAL OPERATIONS ON EASE OF DOING BUSINESS (EODB) PROGRAM IMPLEMENTATION
- Location** :DILG R1 Office, Sevilla, City of San Fernando, La Union
- Approved Budget for the Contract (ABC)** :Two Hundred Seventy-Nine Thousand Nine Hundred Ninety-Five Pesos (Php279,995.00)
- Delivery Schedule** :within seven (7) calendar days upon approval of the contract/upon receipt of the Notice to Proceed (NTP) with the duration from the date of delivery until December 31, 2021
- Source of Funds** :SARO NO. 2020-09-1735 AND SARO NO. 2021-0650
- Specifications** :The project has the following specifications:

Item	DESCRIPTION	UNIT	QUANTITY
1	Rental/Lease of six (6) laptops with the following specifications: <ul style="list-style-type: none">➤ Processor: Intel CORE i7➤ RAM: 8GB DRR4, 3200MHz➤ Storage: 128 GB M.2PCIe NVMe Solid State Drive and ITB HDD➤ OS: Windows 10 Pro, 64-bit➤ Video Card: NVIDIA GeForce MX330 with @ 2GB GDDR5 graphics memory	Unit	6

The Eligibility Check/Screening as well as Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria.

Criteria for the eligibility check of prospective bidders, examination and evaluation of bids and post-qualification and all matters relevant to this procurement shall be in accordance with Republic Act 9184 (The Government Procurement Reform Act) and its Revised Implementing Rules and Regulations.



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office I

Schedule of bidding activities shall be as follows:

Activity	Requirements	Dates/Place
Posting of Invitation to Bid	To be posted in the PhilGEPs, DILG RO1 website and conspicuous place in the DILG Regional Office for 7 days	May 6-May 13, 2021
Availability and Issuance of Bid Documents	Payment of non-refundable fee in the amount of P300.00 in cash, payable to the Cashier, DILG Regional Office	May 6, 2021, 8:30 AM-4:00 PM; May 7, 2021, 8:30AM – 3:00 PM; May 10-12, 2021, 8:30 AM-4:00 PM; May 13, 2021, 8:30 AM - 10:00 AM
Pre-Bid Conference	DILG RO1 will not hold Pre-Bid Conference. However, prospective bidders who desire to have one should request the BAC in writing.	
Deadline of Submission of Bids	Bids must be accompanied by a Bid Security in the form of Bid Securing Declaration or any of the following forms and amount: (a) The amount of not less than Five Thousand Five Hundred Ninety-Nine and 90/100 pesos (P5,599.90) if bid security is in cash/cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or (b) The amount of not less than Thirteen Thousand Nine Hundred Ninety-Nine and 75/100 Pesos (P13,999.75) if bid security is in Surety Bond	May 13, 2021 at 10:00 AM at the DILG RO 1
Opening of Bids	Bidders or representatives may attend the activity physically or virtually	May 13, 2021, 10:01 AM at the DILG RO 1 Conference Hall, City of San Fernando, La Union or Zoom Platform

Complete set of Bid Documents (CD Form) may be obtained at the **BIDS AND AWARDS COMMITTEE c/o BAC SECRETARIAT**, DILG Regional Office I, Aguila Road, City of San Fernando, La Union or prospective bidders may request a copy of the Bid Documents through email.

Eligibility Requirements and Technical Documents with tabbing for each document (placed in one folder, properly arranged according to the checklist), and Financial Documents with tabbing for each document (placed in one folder) shall be placed in a separate and marked, sealed envelope addressed to **ALICIA C. BANG-OA, BAC Chairman c/o BAC Secretariat** located at the DILG Regional Office I, Aguila Road, City of San Fernando, La Union. For inquiries, you may call telephone number (072) 607-1245 / 607-4468 or send email to: dilgr1.bac@gmail.com

The DILG RO I reserves the right to reject any Bids, to annul the bidding process, which may be considered disadvantageous and not beneficial to the DILG Regional Office or waive any defect or informality therein. The DILG Regional Office assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bid proposals.


ALICIA C. BANG-OA
BAC Chairperson

BAC Secretariat
May 5, 2021