



**Republic of the Philippines**  
**Department of Social Welfare and Development**  
FIELD OFFICE NCR  
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## **INVITATION TO BID # 15-04-0**

### **SUPPLY AND DELIVERY OF OFFICE EQUIPMENTS FOR PANTAWID PAMILYA PILIPINO PROGRAM OF THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT – NATIONAL CAPITAL REGION (DSWD-NCR)**

1. The Department of Social Welfare and Development – National Capital Region intends to apply the sum of **ONE MILLION SIX FIVE HUNDRED SIXTY THOUSAND SIX HUNDRED PESOS (Php1,560,600.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Supply and Delivery of Office Equipments for Pantawid Pamilya Pilipino Program of the Department of Social Welfare and Development-National Capital Region (DSWD-NCR)**.

Bids received in excess of the ABC shall be automatically rejected at bid opening. Late bids shall not be accepted.

2. A prospective bidder should have been in a business with dealings similar to this project for a period of at least five (5) years prior to the date of bid opening and should have completed within the last three (3) years from the date of submission and receipt of bids at least one (1) contract of similar nature amounting to at least fifty percent (50%) of the ABC.
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criteria as specified in the Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184), otherwise known as the "Government Procurement Reform Act".
4. The bidding is restricted to Filipino citizens/sole proprietorships, organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
5. The Invitation to Bid (ITB) may be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and DSWD-NCR website at [www.ncr.dswd.gov.ph](http://www.ncr.dswd.gov.ph).

The complete set of Bidding Documents may be acquired by interested Bidders starting 13 April 2015, 9:00 a.m. to 5:00 p.m., from the address below and upon payment of a non-refundable fee of Php1,000.00.

6. The DSWD-NCR BAC will hold a Pre-Bidding Conference on 15 April 2015 @ 3:00 P.M which shall be open to all interested bidders. Bidders are encouraged to send their authorized technical representative or personnel who are familiar with the bid requirements and will prepare the documents for the bidder. Bidders may directly coordinate with the BAC-Secretariat in the address below.

The opening of bids will be on 28 April 2015 at 3:00 p.m. at DSWD-NCR.

7. Interested Bidders/Contractors may obtain further information from the BAC Secretariat, c/o Ms. Mary Ann D. Yulas at DSWD-NCR 389 San Rafael cor. Legarda Streets, Sampaloc Manila from 9:00 AM to 5:00 PM at tel. no. (02) 310-1434 / 733-0010 to 18 loc 209 or email at [dswdnrc\\_bac2011@yahoo.com.ph](mailto:dswdnrc_bac2011@yahoo.com.ph) or [dswdnrc.bac@gmail.com](mailto:dswdnrc.bac@gmail.com).
8. The DSWD-NCR reserves the right to accept or reject any bid/quotation, to annul the bidding/procurement process, and to reject all bids/quotations at any time prior to contract award, without thereby incurring any liability to the affected Bidder/s and/or Contractor/s.

**(signed)**  
**MANUELA M. LOZA**  
Chairperson  
Bids and Awards Committee