**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**

**Caraga Region**



**Invitation to Bid for**

**LEASE OF TWO (2) SETS OF DESKTOP COMPUTERS FOR THE DENR-R13, REGIONAL OFFICE**

1. The *DENR Caraga, Regional Office*, through the *SAA Fund No. CO-R13-101-2022-03-393* intends to apply the sum of *One Hundred Sixty Thousand Pesos (Php160,000.00) and 2022-06-01* being the ABC to payments under the contract for *Lease of Two (2) Sets Desktop Computers for the DENR-R13, Regional Office.* Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DENR Caraga, Regional Office* now invites bids for the above Procurement Project.Delivery of the Goods is required *within CY-2022*. Bidders should have completed, within *two (2) 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 *BAC Secretariat’s Office, Procurement Section, Admin. Division, DENR Caraga, Regional Office, Brgy. Ambago, Butuan City* and inspect the Bidding Documents at the address given below during *Mondays-Fridays, 08:00 A.M.-05:00 P.M*.
6. A complete set of Bidding Documents may be acquired by interested Bidders on *June 30, 2022* 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 Five Hundred Pesos (Php500.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees that will be *presented either in person, by facsimile, or through electronic means.*
7. The *DENR Caraga, Regional Office* will hold a virtual Pre-Bid Conference[[1]](#footnote-1) on *July 8, 2022* at *08:30 A.M. (BAC biometric time),* through video conferencing/webcasting *via Zoom,* which shall beopen to prospective bidders.

1. Bids must be duly received by the BAC Secretariat either through (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both *on or before July 20, 2022 at 01:00 P.M. (BAC biometric time).* Late bids shall not be accepted.

1. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

1. Bid opening shall be *on July 20, 2022* at *01:30 P.M. (BAC biometric time),* through video conferencing/webcasting *via Zoom.* Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
2. *Use back-up data or cloud storage for large files uploaded for online bid submissions.*
3. The *DENR Caraga, Regional 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.
4. For further information, please refer to:

***ALLAN C. MEDICO***

*Procurement Section, Admin. Division*

*Brgy. Ambago, Butuan City*

*denr13\_procurement@yahoo.com*

*(085) 815-3675*

*www.denr.caraga.gov.ph*

1. You may visit the following websites:

For downloading of Bidding Documents: *denr.caraga.gov.ph*

*Date of Issue: June 29, 2022*

**ATTY. CLAUDIO A. NISTAL, JR.**

*BAC, Chairperson/OIC, ARD for Management Services*

1. 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. [↑](#footnote-ref-1)