



Republic of the Philippines
Office of the Mayor
BIDS AND AWARDS COMMITTEE
Dagupan City



INVITATION TO BID

**PROCUREMENT OF SYSTEM UPGRADE FOR ONLINE APPLICATION AND
PAYMENT AT ONE STOP BUSINESS CENTER OFFICE, DAGUPAN CITY
(CONSULTING SERVICES-001CB-2024)**

1. The **City Government of Dagupan**, through the **GENERAL FUND CY 2022 (CONTINUING)** intends to apply the sum of **TWO MILLION PHILIPPINE PESOS (PhP 2,000,000.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for **“PROCUREMENT OF SYSTEM UPGRADE FOR ONLINE APPLICATION AND PAYMENT AT ONE STOP BUSINESS CENTER OFFICE, DAGUPAN CITY”**.
2. The City Government of Dagupan now calls for the submission of eligibility documents for the Installation and Implementation of System Upgrade for Online Application and Payment at One Stop Business Center Office, Dagupan City.

2.1 Upgrade and enhance the Revenue Generating System to establish linkage with Real Property Tax and Business Permit and License System:

- 2.1.1 Online Assessment and Payment for Real Property Tax (End to End Process)
- 2.1.2 Online Billing and Payment for Business Tax (End to End Process)

Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **March 26, 2:00 P.M. at BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

3. Interested bidders may obtain further information from Office of BAC Secretariat and inspect the Bidding Documents at the address given below during 8:00 am to 5:00 pm.
4. A complete set of Bidding Documents may be acquired by interested bidders from **March 18, 2024 (8:00 A.M. - 5:00 P.M.) to April 16, 2024 (8:00 A.M. - 12:00 N.N.)** from given address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by GPPB, in the amount of **FIVE THOUSAND PHILIPPINE PESOS (PHP 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by providing a printed copy of the official receipt.
5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of three (3) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

Quality Based Evaluation.

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
7. The Procuring Entity shall evaluate bids using the Quality – Cost Based Evaluation: The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed within three (3) months.

9. The City Government of Dagupan will hold a **Pre-bid Conference on April 4, 2024 2:00 P.M. at BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City** which shall be open to short listed bidders.
10. Bids must be duly received by the BAC Secretariat through manual submission **on or before 1:00 P.M., April 16, 2024 at BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City**. Late bids shall not be accepted.
11. Bid opening shall be on **April 16, 2024 2:00 P.M. at BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City**. Bids will be opened in the presence of the bidder's representatives who chose to attend the activity.
12. The City Government of Dagupan 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 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, without thereby incurring any liability to the affected bidder or bidders.
13. For further information, please refer to BAC Secretariat:

Engr. Athena Arenas
Ms. Manolita T. De Venecia
Mr. Allan R. Zabala

Address: BAC Office, 2nd Floor, City Hall Complex
A.B. Fernandez Ave., Dagupan City
Contact No: 0917-855-3267

(ORIGINAL SIGNED)
ATTY. AURORA E. VALLE
BAC Chairman