



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



INVITATION TO BID

**PROCUREMENT OF VARIOUS FURNITURES & FIXTURES, OFFICE EQUIPMENT
AND ICT EQUIPMENT FOR CIVIL REGISTRY USE, DAGUPAN CITY
(GOODS-018CB-2024 / PR NO. 2024-03910-010)**

1. The **City Government of Dagupan**, through the **TRUST FUND**, intends to apply the sum of **SIX HUNDRED THIRTY NINE THOUSAND SIX HUNDRED FIFTY ONE AND 10/100 PHILIPPINE PESOS (PhP 639,651.10)** being the Approved Budget for the Contract (ABC) to payment under the contract for **“PROCUREMENT OF VARIOUS FURNITURES & FIXTURES, OFFICE EQUIPMENT AND ICT EQUIPMENT FOR CIVIL REGISTRY USE, DAGUPAN CITY”**. Bids received in excess of the ABC shall be automatically rejected during the bid opening.

Item No.	Item Description	Qty	Unit
1	Office Chair, High Back, Mesh, Gaslift Swivel, with Arm Rest	3	units
2	Shelves, Steel type, 5 layers	6	units
3	Digital Photocopier, Multi Function, Monochrome, Laser Print Technology, 20ppm on A4	2	units
4	Paper Shredder, 8 sheets, 22 Liters Bin	1	unit
5	Computer Desktop, Advanced i7 Processor, Basic DDR4 Motherboard, 8GB Memory, 240GB Solid State Drive, 1TB Hard Disk Drive, Generic CPU Case with PSU, 24" Monitor 1080p, with Keyboard and Mouse	4	sets
6	Printer, All in One, Ink Jet Tank, 10/5 ipm Mono/Color	4	units

2. The **City Government of Dagupan** now invites bids for the above Procurement Project. Delivery of the Goods is required within the period of **THIRTY (30) C.D.** Bidders should have completed, within **FIVE (5) 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 non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 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 BAC Secretariat and inspect the Bidding Documents at the address given below during **regular office hours (8:00 A.M. - 5:00 P.M.)**.
5. A complete set of Bidding Documents may be acquired by interested bidders from **April 4, 2024 (8:00 A.M. - 5:00 P.M.) to April 11, 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 **ONE THOUSAND PHILIPPINE PESOS (PHP 1,000.00)**. 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.

The Bidding Documents may also be downloaded from the website of the **Philippine Government Electronic Procurement System (PhilGEPS)**, provided the Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

6. Bids must be duly received by the BAC Secretariat through manual submission **on or before 1:00 P.M., April 11, 2024** at **BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City**. Late bids shall not be accepted.
7. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB CLAUSE 15.

8. Bid opening shall be on **April 11, 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.

9. 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.

10. 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