



INVITATION TO BID

for

**PROCUREMENT OF SEVEN HUNDRED FORTY-FIVE (745) UNITS OF LAPTOPS:
[(LOT 1-SIX HUNDRED EIGHTY (680) UNITS LAPTOPS, STANDARD) AND (LOT 2- SIXTY-FIVE (65)
UNITS LAPTOPS, MEDIUM END)]
FOR THE DEVELOPMENT BANK OF THE PHILIPPINES (DBP)
Bid Reference No. G-2020-38**

1. The *Development Bank of the Philippines*, through the *Corporate Budget approved by the governing Board for CY 2020* intends to apply the sum of *Thirty-Nine Million Four Hundred Forty Thousand Pesos & 00/100 (PhP39,440,000.00)* for Lot 1-Laptop, Standard and *Four Million Five Hundred Fifty Thousand Pesos & 00/100 (PhP4,550,000.00)* for Lot 2- Laptop, Medium End, being the ABC to payments under the contract for each lot/item. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening. Details of the ABC per lot/item shall be as follows:

Lot	Type	Quantity	ABC per unit (in PhP inclusive of tax)	Total ABC per lot (in PhP inclusive of tax)	Cost of Bidding Documents
1	Laptop, Standard	680 units	58,000.00	39,440,000.00	25,000.00
2	Laptop, Medium End	65 units	70,000.00	4,550,000.00	5,000.00
			TOTAL	43,990,000.00	

2. The *Development Bank of the Philippines* now invites bids for the above Procurement Project. Delivery of the Goods is required per milestone as specified in the Terms of Reference.
3. Bidders should have completed, ***within the last two (2) years*** from the date of submission and receipt of bids, a contract similar to the Project equivalent to at least fifty percent (50%) of the ABC per lot. **A contract similar to the project refers to supply and delivery of laptops.** The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
4. 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.
5. 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.

6. Prospective Bidders may obtain further information from *the Development Bank of the Philippines* and inspect the Bidding Documents at the address given below starting from **29 December 2020, Mondays to Fridays from 09:00 AM to 04:00 PM.**
7. A complete set of Bidding Documents may be acquired by interested Bidders on **29 December 2020** from the given address and website(s) below **and upon payment of the applicable fee for the Bidding Documents (as applicable above) pursuant to the latest Guidelines issued by the GPPB. If in case the bidder participates in both lots, bidders shall pay the total fee for the Bidding Documents in the amount of Twenty-Five Thousand Pesos (Php25,000.00) as the maximum fee prescribed in the Guidelines issued by the GPPB for the sum of the ABC of all lots.** The Procuring Entity shall allow the bidder to present its proof of payment for the fees via *physical presentation of Official Receipt (OR) (original).* Bidders shall also be given the printed format of the Bidding Documents provided that bidders shall pay the applicable Bidding Documents Fee at least the day before the deadline for submission of their bids. Bidders may also opt to pay electronically through our online payment facility.

*BAC Secretariat Unit-Procurement and Inventory Management
Department (PIMD), 6th Floor, Development Bank of the Philippines
(DBP)-Head Office Sen. Gil Puyat Ave., cor. Makati Ave., Makati City*

8. The *Development Bank of the Philippines* will hold a **Pre-Bid Conference** on **07 January 2021, 02:00 PM** at **4th Floor, Training Room B, Development Bank of the Philippines-Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City** and/or through video conferencing or webcasting via *Microsoft Teams (MS Teams)*, which shall be open to prospective bidders. **Following are the schedule of bidding activities:**

Particulars	Date	Venue
Issuance and Availability of Bidding Documents	Starting 29 December 2020 09:00 AM to 02:00 PM only (excluding weekends and holidays)	6/F BAC Secretariat DBP Head Office, Makati City
*Pre-Bid Conference	07 January 2021 (Thursday) 02:00 PM	4 th Floor, Training Room C, DBP Head Office, Makati City
Submission of Eligibility Documents, Technical and Financial Proposals	21 January 2021 (Thursday) ON OR BEFORE 11:00 AM	6/F BAC Secretariat DBP Head Office, Makati City
Opening of Eligibility Documents, Technical and Financial Proposals	21 January 2021 (Thursday) 01:00 PM	4 th Floor, Training Room C, DBP Head Office, Makati City

**Note: The Pre-bid Conference shall be open to all interested parties. In view of the ongoing COVID-19 pandemic situation, bidders may attend the Pre-bid Conference through videoconferencing via Microsoft Teams (MS Teams). Bidders who wish to attend/participate via MS Teams must coordinate with the BAC Secretariat through email at least one (1) day before the scheduled Pre-bid Conference and provide their contract information (e.g. name of representative, email address, etc.). Bidders are advised to send their authorized technical and/or administrative representatives who will prepare the bid*

documents to ensure completeness and compliance of bids. Bidders are prohibited from recording (audio, video or picture format) the proceedings of the Pre-Bid Conference.

9. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated above **OR** via (ii) online or electronic submission **on or before 11:00 AM; 21 January 2021.** Late bids shall not be accepted.
10. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
11. Bid opening shall be on **21 January 2021 at 01:00 PM** at the given address provided above and/or through video conferencing or webcasting via Microsoft Teams (MS Teams). Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
12. The **Development Bank of the Philippines** 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.
13. For further information, please refer to:

DBP Bids and Awards Committee Secretariat

6/F Procurement & Inventory Management Department

DBP Head Office, Sen. Gil J. Puyat corner

Makati Avenue, Makati City

Trunkline: (+632) 818-9511 local 2610 or 2606

Telefax: (+632) 812-5702

Email: bac-sec@dbp.ph

Bid Reference No. G-2020-33

14. You may visit the following websites:

For downloading of Bidding Documents: <https://www.dbp.ph/invitations-to-bid/>

For online bid submission: *please refer to Bid Data Sheet (BDS) for the procedures of Online/Electronic Bid Submission.*

ATTY. SORAYA F. ADIONG

Senior Vice President and

First Vice Chairperson,

DBP Bids and Awards Committee