



INVITATION TO BID for

SUPPLY AND DELIVERY OF ONE HUNDRED SIXTY-SEVEN (167) UNITS OF DOCUMENT SCANNER FOR THE DEVELOPMENT BANK OF THE PHILIPPINES Bid Reference No. G-2022-14

1. The **Development Bank of the Philippines**, through the **Corporate Budget**, intends to apply the sum of **Four Million Nine Hundred Eighty-Eight Thousand Two Hundred Ninety Pesos (PhP 4,988,290.00) at PhP 29,870.00 per unit, inclusive of taxes** being the Approved Budget for the Contract (ABC) to payments for the contract for the above-cited project.
2. The **Development Bank of the Philippines** now invites bids for the above-cited procurement project. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. The project must be completed within sixty (60) calendar days after receipt of the Notice to Proceed or Purchase Order.
4. Bidders must have completed a contract, **within the last three (3) 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. **A contract similar to the project refers to supply and delivery of document scanner.** The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
5. 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.
6. 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.
7. 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 **24 March 2022, Mondays to Fridays from 09:00 AM to 04:30 PM.**
8. A complete set of Bidding Documents may be acquired by interested Bidders on **24 March 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 Thousand Pesos (Php 5,000.00).** 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*

9. Following are the schedule of bidding activities:

Particulars	Date	Venue
Issuance and Availability of Bidding Documents	Starting 24 March 2022 09:00 AM to 03:00 PM only (excluding weekends and holidays)	6/F BAC Secretariat, DBP Head Office, Makati City
Pre-Bid Conference*	31 March 2022 (Thursday) 01:00 PM	12/F Executive Staff Room, DBP Head Office, Makati City
Submission of Eligibility Documents, Technical and Financial Proposals	21 April 2022 (Thursday) <u>ON OR BEFORE 09:00 AM</u>	6/F BAC Secretariat DBP Head Office, Makati City
Opening of Eligibility Documents, Technical and Financial Proposals	21 April 2022 (Thursday) 09:30 AM	12/F Executive Staff Room, 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, bidders may attend the Pre-bid Conference through videoconferencing via Zoom Meeting App. Bidders who wish to attend/participate via Zoom Meeting must coordinate with the BAC Secretariat through email at least one (1) day before the scheduled Pre-bid Conference and provide their contact information (name of company, name of representative, email address, contact number). 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.*

10. 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 deadline as specified on the above schedule**. Late bids shall not be accepted.
11. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
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 and Inventory Management Department

DBP Head Office, Sen. Gil J. Puyat corner

Makati Avenue, Makati City

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


Email: bacsecretariat@dbp.ph

Bid Reference No. G-2022-14

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. LUTGARDA C. BAQUIRAN-PERALTA
Senior Vice President, and
Chairperson, DBP Bids and Awards Committee