

# Section I. Invitation to Bid

## Department of Social Welfare and Development

Field Office Caraga

Butuan City

### INVITATION TO BID FOR

### PROCUREMENT OF SEMI-EXPENDABLE - ICT EQUIPMENT FOR PROGRAM IMPLEMENTATION OF DSWD FIELD OFFICE CARAGA (RICTMS, SOCPEN, CIU) C.Y. 2025 – BATCH 2

1. The Department of Social Welfare and Development – Field Office Caraga, through the *General Appropriations Act for C.Y 2025* intends to apply the sum of **Three Million Two Hundred Ninety-One Thousand Four Hundred Ninety Pesos Only (PhP3,291,490.00)** being the ABC to payments under the contract for **PROCUREMENT OF SEMI-EXPENDABLE - ICT EQUIPMENT FOR PROGRAM IMPLEMENTATION OF THE DSWD FIELD OFFICE CARAGA (RICTMS, SOCPEN, CIU) C.Y. 2025 – BATCH 2**. Bids received in excess of the ABC shall be automatically rejected at bid opening, to wit:

ITEM	UNIT	QTY	ABC
LAPTOP COMPUTER (SEMI-EXPENDABLE)	UNIT/S	34	<b>THREE MILLION TWO HUNDRED NINETY-ONE THOUSAND FOUR HUNDRED NINETY PESOS ONLY (PHP3,291,490.00)</b>
DESKTOP COMPUTER (SEMI-EXPENDABLE)	SET	16	
PRINTER, ALL-IN-ONE COLOR INK TANK PRINTER (PRINT, SCAN, COPY, FAX) WITH WI-FI, WI-FI DIRECT, USB, AND ADF (SEMI-EXPENDABLE)	UNIT/S	29	
PRINTER, ALL-IN-ONE COLOR INK TANK PRINTER (PRINT, SCAN, COPY) WITH WI-FI, WI-FI DIRECT, USB, AND AUTO DUPLEX (SEMI-EXPENDABLE)	UNIT/S	1	
COMPUTER MONITOR (SEMI-EXPENDABLE)	UNIT/S	8	
DOCUMENT SCANNER, HIGH VOLUME (SEMI-EXPENDABLE)	UNIT/S	3	
EXTERNAL HARD DRIVE, 1TB (SEMI-EXPENDABLE)	PC/S	24	

2. The Department of Social Welfare and Development – Field Office Caraga now invites bids for the above Procurement Project. **Delivery of the Goods is required within Forty-Five (45) calendar days after receipt of the Notice to Proceed.**

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.

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 Department of Social Welfare and Development – Field Office Caraga and inspect the Bidding Documents at the address given below during office hours 8:00 am to 5:00 pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **May 15, 2025 – June 3, 2025 before 1:30 pm**, 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 Only (PhP5,000.00)**.*

The Procuring Entity shall allow the bidder to present its proof of payment for the fees and ***it may present in person, by facsimile, or through electronic means.***

6. The Department of Social Welfare and Development – Field Office Caraga will hold a Pre-Bid Conference on **May 22, 2025, at 2:00 p.m.** at Conference Hall, Pahigayon Building, DSWD Field Office Caraga, Capitol Site Compound, Butuan City and/or through video conferencing or webcasting *via Google Meet with details stated below*, which shall be open to prospective bidders.

**Google Meet Link: [meet.google.com/acs-zitj-jct](https://meet.google.com/acs-zitj-jct)**

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **June 3, 2025, 1:30 pm**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **June 3, 2025 at 2:00 pm**, at Conference Hall, Pahigayon Building, DSWD Field Office Caraga, R. Palma Street, Butuan City and/or via ***Google Meet with details stated below***. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

**Google Meet Link: [meet.google.com/kzh-bfhw-yck](https://meet.google.com/kzh-bfhw-yck)**

10. The Department of Social Welfare and Development – Field Office Caraga 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.

11. For further information, please refer to:

Ryan V. Piamonte  
Head, BAC Secretariat  
DSWD Field Office Caraga  
Capitol Site, Butuan City  
Contact No. 0975-201-7497  
Email address: [bac.focrg@dswd.gov.ph](mailto:bac.focrg@dswd.gov.ph)

12. You may visit the following websites:

For downloading of Bidding Documents: [caraga.dswd.gov.ph/category/procurements](http://caraga.dswd.gov.ph/category/procurements)  
or [notices.philgeps.gov.ph](http://notices.philgeps.gov.ph)

May 15, 2025



Digitally signed  
by JEAN PAUL  
SALAPANG  
PARAJES  
Date: 2025.05.14  
13:30:50 +0800

**JEAN PAUL S. PARAJES**  
Chairperson  
Bids and Awards Committee