



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



INVITATION TO BID

**PROCUREMENT OF VARIOUS OFFICE EQUIPMENT FOR VARIOUS
OFFICE AND DEPARTMENTS, DAGUPAN CITY
(GOODS-006CB-2024 / PR NO. 2024-03761-018)**

1. The **City Government of Dagupan**, through the **GENERAL FUND CONTUINING**, intends to apply the sum of **ONE MILLION SEVEN HUNDRED FIFTY EIGHT THOUSAND THREE HUNDRED THIRTY EIGHT AND 70/100 PHILIPPINE PESOS (PhP 1,758,338.70)** being the Approved Budget for the Contract (ABC) to payment under the contract for **“PROCUREMENT OF VARIOUS OFFICE EQUIPMENT FOR VARIOUS OFFICE AND DEPARTMENTS, DAGUPAN CITY”**. Bids received in excess of the ABC shall be automatically rejected during the bid opening.

Item No.	Item Description	Qty	Unit
1	Airconditioner, Split type, Standard Inverter, 1.5HP	1	unit
2	Airconditioner, Split Type, Standard Inverter, 2.5HP	1	unit
3	Airconditioner, Window Type, Inverter, 2.0HP	2	unit
4	Audio Speaker, 1000watts, with Stand	1	unit
5	Binding and Punching Machine, 15 sheet 34 Hole Punch Capacity	1	unit
6	Computer CPU, Basic i3 Processor, Basic DDR4 Motherboard, 8GB Memory, 240GB Solid State Drive, 1TB Hard Disk Drive, Generic CPU Case with PSU	5	unit
7	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	1	set
8	Computer Desktop, Intermediate i5 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	7	set
9	Digital Photocopier, Multi Function, Monochrome, Laser Print Technology, 20ppm on A4, with Auto Document Feeder	1	unit
10	Electric Fan , Stand Fan, 18", Aluminum blade	4	unit
11	Electric Fan, Industrial Fan, 24" Stainless Steel Blade, Thermal Fuse Protected	2	unit
12	Electric Fan, Stand Fan, 16" Banana Blade, Wheel Base	8	unit
13	Electric Fan, Wall Fan, 16", Banana Blade	2	unit
14	Emergency Light, High Power Surface Mount LED	2	unit
15	Exhaust Fan, 12"	5	unit
16	Hard Disk Drive, External, 2TB, USB 3.0	3	unit
17	Laminating Machine	1	unit
18	Microwave Oven, 20 Liters	1	unit
19	Mop Squeezer, Heavy Duty Plastic, Wheel base, with Wringer	1	unit
20	Office Table, Steel with Center drawer, 120x60, with Pedestal Cabinet	2	unit

21	Office Table, Steel, with Center drawer, with side drawers	1	unit
22	Paper Shredder, 8 sheets, 22 liters Bin	1	unit
23	Portable Public Address System, with 1 Wireless Handheld Microphone	1	unit
24	Portable Trolley Speaker (2 way active speaker with USB, BT, FM, SD, rechargeable battery function and 2 wireless microphone	1	unit
25	Presenter, Laser Point, Wireless	1	unit
26	Printer, All in One, Ink Jet Tank, 10/5 ipm Mono/Color, Wi-Fi Direct	4	unit
27	Printer, All in One, Ink Jet Tank, Duplex Printing with Auto Document Feeder	1	unit
28	Projector, 3600 ANSI Lumens, 16:9 Supported	2	unit
29	Refrigerator, 7.2 cu. Ft., Two Door No Froze, Inverter	1	unit
30	Rice Cooker, 15 cups, 2.2 liters, with steamer, Drum type	1	unit
31	Switch Hub, 16ports	1	unit
32	Table (Office table), Steel, L-type with center drawer and mobile cabinet	1	unit
33	Table, Computer table	1	unit
34	Table, Folded in half, Steel Frame, Plastic Material, 72"	9	unit
35	Table, Folding, Steel Frame, Plastic Material, 72"	12	unit
36	Table, Office table, steel, with movable steel cabinet	5	unit
37	Uninterruptible Power Supply, 1200va, 650w	2	unit
38	Uninterruptible Power Supply, 650va, 360w	5	unit
39	Uninterruptible Power Supply, 700va, 360w, with USB Port	1	unit
40	Vacuum Cleaner, 800watts, 220V-60Hz	1	unit
41	Water Dispenser, Floor Standing, Hot Warm and Cold, Bottom Load	1	unit
42	Water Dispenser, Floor Standing, Hot Warm and Cold, Top Load	2	unit

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 **February 8, 2024 (8:00 A.M. - 5:00 P.M.) to February 29, 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.

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. The City Government of Dagupan will hold a **Pre-bid Conference** on **February 15, 2024 2:00 P.M. at BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City** which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission **on or before 1:00 P.M., February 29, 2024** at **BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City**. 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 15.
9. Bid opening shall be on **February 29, 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.
10. 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.
11. 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