



**INVITATION TO BID**

2<sup>nd</sup> ITB for the Supply and Delivery of Various Office Equipment  
 under 2018 Rice Program

1. The *Department of Agriculture Regional Field Office No. 5*, through the *General Appropriations Act for CY 2018-Rice* intends to apply the sum of *One Million Pesos (Php1,000,000.00)* being the Approved Budget for the Contract (ABC) to payment under the contract for:

Description	ABC (Php) (inclusive of VAT)	Funding Source	Bid Security: Cash/Cashier's/ Manager's Check, Bank Draft/Guarante, Irrevocable Letter of Credit (2%) (Php)	Bid Security: Surety Bond (5%) (Php)	Cost/Price of Bid Documents (cash payment only) (Php)
Supply and Delivery of Various Office Equipment					
Airconditioner	Php70,000.00/unit	GAA 2018- Rice	} Php20,000.00	} Php50,000.00	} Php1,000.00
Airconditioner	Php50,000.00/unit				
DSLR Camera with accessories and Lens	Php90,000.00/unit				
Tripod	Php10,000.00/unit				
Microphone	Php20,000.00/unit				
Refrigerator	Php20,000.00/unit				
Photocopier	Php50,000.00/unit				
Steel cabinet	Php10,000.00/unit				
	<b>Php1,000,000.00</b>		<b>Php20,000.00</b>	<b>Php50,000.00</b>	<b>Php1,000.00</b>

Bids received in excess of the ABC shall be automatically rejected at bid opening. **Partial bid is allowed.**

2. The *Department of Agriculture Regional Field Office No. 5* now invites bids for :

Description	Location of Project	Unit	Specifications	Delivery of the Goods
Supply and Delivery of Various Office Equipment	Bicol Region	10 units	<b>Airconditioner</b> <ul style="list-style-type: none"> <li>• Floor Mounted</li> <li>• Non-Inverter Airconditioning</li> <li>• Capacity –Cool 37980 KW/HR</li> <li>• Input –Cool 4270W</li> </ul>	30 calendar days

			<ul style="list-style-type: none"> <li>• Amps –Cool 21.6 Ampere</li> <li>• Installation (for authorized installer only) of the unit is included in the ABC</li> </ul>	
		1 unit	<p><b>Airconditioner</b></p> <ul style="list-style-type: none"> <li>• Split type Inverter Air Conditioning</li> <li>• Capacity -22 683 Kj/h</li> <li>• Input -1950 W</li> <li>• Current 8.9 Amp</li> <li>• Max input 2500 W</li> <li>• 11.7 Ampere</li> </ul>	30 calendar days
		1 unit	<p><b>DSLR Camera with Accessories and LENS</b></p> <p><i>Specs:</i></p> <ul style="list-style-type: none"> <li>• 24 MP APS-C CMOS + DIGIC 6</li> <li>• 45-point All Cross-Type AF &amp; Intelligent Viewfinder</li> <li>• Enhanced Dual Pixel CMOS AF; Full HD 60p Movie Shooting</li> <li>• LENS EF-S18-135 IS USM</li> </ul> <p><i>Accessories:</i></p>	30 calendar days
		1 unit	<p><b>TRIPOD</b></p> <ul style="list-style-type: none"> <li>• Quick Locking Plate Buckle</li> <li>• Detachable monopod</li> <li>• Portable fold</li> <li>• Leg adjustment</li> <li>• Number of leg sections: 5</li> <li>• Maximum height: 1475mm</li> <li>• Minimum height: 395mm</li> <li>• Weight: 1.26kg</li> <li>• Maximum load: 4kg</li> </ul>	
		1 unit	<p><b>MICROPHONE</b></p> <ul style="list-style-type: none"> <li>• Ultra Compact and Lightweight</li> <li>• Broadcast-Quality Condenser Mic</li> <li>• Supercardioid Polar Pattern</li> <li>• Integrated Shock Mount and Windscreen</li> <li>• 3-Position Level Control</li> <li>• 2-Step High Pass Filter</li> <li>• Standard Camera Shoe Mount</li> <li>• 3/8” Threaded Mount</li> <li>• 3.5mm Audio Conversion Line Cable Mic</li> <li>• Adapter Cord</li> </ul>	
		1 unit	<p><b>REFRIGERATOR</b></p> <ul style="list-style-type: none"> <li>• Volume Capacity -7.2 cu.ft</li> <li>• Capacity -205 liters (gross) / 187 liters (net)</li> <li>• Rating -230v /60 hz</li> <li>• Refrigerant –R600a</li> <li>• Color –Dark graphite</li> <li>• Dimension -555x1400x585 (WXHxD,mm)</li> <li>• Net Weight -40kg</li> </ul>	30 calendar days

			<ul style="list-style-type: none"> <li>• Smart Inverter Compressor</li> <li>• Moist Balance Crisper</li> </ul>	
		1 unit	<b>PHOTOCOPIER</b> <ul style="list-style-type: none"> <li>• Max paper size A3 11x17”</li> <li>• 21 cpm</li> <li>• Output tray 250 pages</li> <li>• Bypass tray 100 pages</li> <li>• Resolution 600x600</li> <li>• Scan resolution 600x600</li> <li>• Print function</li> <li>• Desktop</li> <li>• Platen cover</li> </ul>	30 calendar days
		6 unit	<b>STEEL CABINET</b> <ul style="list-style-type: none"> <li>• With Plastic Divider Central Lock Powder Coated</li> <li>• Central Lock Powder Coated</li> <li>• Orientation: 3 –Layer (Lateral)</li> <li>• Color: Beige</li> <li>• Anti-Tilt</li> <li>• Central Locking</li> <li>• Punched Holes for Folders</li> <li>• Plastic Divider</li> <li>• Movable Hanger</li> <li>• With Name Holder</li> <li>• Dimension: L900mm x W460mm x H1015mm</li> </ul>	30 calendar days

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.

- 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) 9184, otherwise known as the “Government Procurement Reform Act”.

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 5183.

- Interested bidders may obtain further information from ***Department of Agriculture Regional Field Office No. 5*** and inspect the Bidding Documents at the address given below during ***Mondays – Fridays, 8:00 AM to 5:00 PM.***
- A complete set of Bidding Documents may be acquired by interested Bidders on ***October 24, 2018 to November 12, 2018 (1:00PM)*** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount as stated above.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity,

provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The *Department of Agriculture Regional Field Office No. 5* will hold a Pre-Bid Conference on **October 31, 2018; 9:30AM** at DA Library, Research Building, DA RFO-5, San Agustin, Pili, Camarines Sur, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **November 12, 2018; 1:00PM**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause Error! Reference source not found.**

Bid opening shall be on **November 12, 2018; 1:30PM** at DA Library, Research Building, DA RFO-5, San Agustin, Pili, Camarines Sur. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The *Department of Agriculture Regional Field Office No. 5* 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

**Engr. NILDA T. ALBANO**  
BAC Secretariat Office  
**Department of Agriculture, Regional Field Office No. 5**  
San Agustin, Pili, Camarines Sur 4418  
Tel. No. (054) 477-3356

October 22, 2018, San Agustin, Pili, Camarines Sur

**ROSARIO C. SALES**  
Chief, Admin & Finance Division  
Chairperson, Bids and Awards Committee