



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region XII

Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

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INVITATION TO BID FOR
REGULAR OFFICE SUPPLIES FOR USE OF DILG XII
FOR 2ND – 4TH QUARTER CY 2022

1. The **Department of the Interior of Local Government – Region XII**, through REPUBLIC ACT 11639 intends to apply the sum of **One Million Three Hundred Eighty-Six Thousand and Eight Hundred Fifty Pesos Only (PHP 1, 386, 850.00)** being the ABC (inclusive of transportation costs/fees) to payments under the contract for **REGULAR OFFICE SUPPLIES FOR USE OF DILG XII FOR 2ND – 4TH QUARTER CY 2022**. **Bids received in excess of the ABC shall be automatically rejected at bid opening.**
2. The **Department of the Interior of Local Government – Region XII** now invites bids for the above Procurement Project. **Delivery of the Goods is required not later than THIRTY (30) CALENDAR DAYS including Saturdays, Sundays, and Holidays from the receipt of Notice to Proceed (NTP)**. Bidders should have completed, within *the prescribed period* 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.
 - a. *Under Section 23.4.1.2 of the 2016 revised IRR of RA No. 9184 do not exist:]* 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.
 - b. **BIDDING IS OPEN TO ALL QUALIFIED BIDDERS**, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.
4. Prospective Bidders may obtain further information from **Department of the Interior of Local Government (DILG) – Region XII through its Regional Bids and Awards**

Committee (RBAC) from 8:00 AM to 5:00 PM (Monday – Friday) excluding Saturdays, Sundays, and Holidays.

5. **A COMPLETE SET OF BIDDING DOCUMENTS MAY BE ACQUIRED BY INTERESTED BIDDERS ON MAY 3, 2022 (TUESDAY) 8:00 A.M. – 5:00 P.M. TO MAY 24, 2022 (TUESDAY) 8:00A.M. FROM THE GIVEN ADDRESS AND WEBSITE(S) BELOW:**

Address:

**Prime Regional Government Center, Brgy. Carpenter Hill,
Koronadal City, South Cotabato**

Website:

<http://region12.dilg.gov.ph/reports-resources>

6. **DEPARTMENT OF THE INTERIOR OF LOCAL GOVERNMENT – REGION XII WILL HOLD A PRE-BID CONFERENCE¹ ON MAY 10, 2022 (TUESDAY) AT EXACTLY 10:00AM THROUGH BLENDED MODE (FACE TO FACE AND VIRTUAL CONFERENCE), which shall be open to prospective bidders.**
7. **Bids must be duly received by the BAC Secretariat in TWO (2) SEALED ENVELOPES INDICATING TECHNICAL AND FINANCIAL COMPONENTS IN EITHER OF THE TWO OPTIONS:**
- (A) MANUAL BID SUBMISSION (HARD COPY) AT THE ADDRESS: DILG XII PRIME REGIONAL GOVERNMENT CENTER, BRGY. CARPENTER HILL, KORONADAL CITY OR ELECTRONIC/ONLINE BID SUBMISSION AT E-MAIL ADDRESS: dilgro12rbacsecretariat@gmail.com MUST BE SUBMITTED NOT LATER THAN 10:00A.M. ON MAY 24, 2022 (TUESDAY). 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 MAY 24, 2022 (TUESDAY), 10:00 A.M. via BLENDED MODE (FACE TO FACE AND VIDEO CONFERENCING). BIDS WILL BE OPENED IN THE PRESENCE OF THE BIDDER OR HIS/HER AUTHORIZED REPRESENTATIVE WHO CHOOSE TO ATTEND THE ACTIVITY.**
10. **The *Department of the Interior and Local Government (DILG) – Region XII* 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:**

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1, 000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

KATHERINE M. LLANO

Admin. Officer V/SAO Designate

Department of the Interior and Local Government (DILG) Region XII

Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City

Landline No. (083) 228-7959-60

Email Address: mail@region12.dilg.com.ph

12. You may visit the following websites:

For downloading of Bidding Documents, you may reach the DILG-XII Website at <http://region12.dilg.gov.ph/reports-resources>

For online bid submission: dilgro12rbacsecretariat@gmail.com

May 2, 2022


LAILYN A. ORTIZ, CESO V
RBAC Chairperson