



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region XII

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
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**INVITATION TO BID FOR THE
PROCUREMENT OF REGULAR OFFICE SUPPLIES FOR
USE OF DILG XII FOR 1ST – 4TH QUARTER CY 2024**

1. The **Department of the Interior of Local Government – Region XII**, through National Expenditure Program (NEP) /General Appropriations Act FY 2024 intends to apply the sum of **One Million Thirty Six Thousand Two Hundred Forty Pesos Only (PHP 1,036,240.00)** being the ABC (**inclusive of transportation costs/fees**) to payments under the contract for **REGULAR OFFICE SUPPLIES FOR USE OF DILG XII FOR 1ST – 4TH QUARTER CY 2024**. **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 December 05, 2023 (Tuesday) 8:00 A.M. – 5:00 P.M. TO December 14, 2023 (Thursday) until 8:30 AM 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 December 04, 2023 (MONDAY) AT EXACTLY 02:00 PM 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;**

MANUAL BID SUBMISSION (HARD COPY) AT THE ADDRESS: DILG XII PRIME REGIONAL GOVERNMENT CENTER, BRGY. CARPENTER HILL, KORONADAL CITY AND MUST BE SUBMITTED NOT LATER THAN 10:00A.M. ON DECEMBER 14, 2023 (Thursday). 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 DECEMBER 14, 2023 (Thursday) 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.**

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.

11. For further information, please refer to:

KATHERINE M. LLANO

Supervising Administrative Officer

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 / dilgro12rbacsecretariat@gmail.com

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>

November 23, 2023


LAILYN A. ORTIZ, CESO V
RBAC Chairperson