



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 6641580  
**Procuring Entity** DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION V  
**Title** Engaging Services for the Digitization of Permanent and Valuable Records of DSWD Field Office V  
**Area of Delivery** Albay

<b>Solicitation Number:</b>	IB GOP/19-DSWD-165	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Services	<b>Date Published</b>	12/11/2019
<b>Approved Budget for the Contract:</b>	PHP 1,500,000.00	<b>Last Updated / Time</b>	12/11/2019 00:00 AM
<b>Delivery Period:</b>	6 Month/s	<b>Closing Date / Time</b>	03/12/2019 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Eva D. Bañares Head, BAC Secretariat Magnolia St., PBN Buragwis, Legazpi City Albay Philippines 4500 63-52-4805670 63-52-4805670 fo5bacsec@gmail.com		

#### Description

Department of Social Welfare and Development  
Field Office V

#### INVITATION TO BID

ENGAGING SERVICES FOR THE DIGITIZATION OF PERMANENT AND VALUABLE RECORDS OF DSWD FIELD OFFICE V

1. The Department of Social Welfare and Development, Field Office V, through the General Appropriations Act (GAA) intends to apply the sum of: One Million Five Hundred Thousand Pesos (P1,500,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for IB GOP/19-DSWD-165. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The Department of Social Welfare and Development, Field Office V, now invites bids for the procurement of Engaging Services for the Digitization of Permanent and Valuable Records of DSWD Field Office V. Delivery of the Goods is required per approved final schedule. 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 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.

4. Interested bidders may obtain further information from Department of Social Welfare and Development, Field Office V and inspect the Bidding Documents at the address given below during 8:00AM to 5:00PM.

5. A complete set of Bidding Documents may be acquired by interested Bidders on November 12, 2019 from the address below and upon payment of a non-refundable fee for the Bidding Documents in the amount of: Five Thousand Pesos (P5,000.00)

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 Social Welfare and Development, FO V, will hold a Pre-Bid Conference on 10:30 A.M., November 19, 2019 at DSWD FO V, Procurement Office, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat at the address below on or before 10:00 A.M., December 3, 2019 at DSWD FO V. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause.

Bid opening shall be on 10:00 A.M., December 3, 2019 at DSWD FO V. 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 Social Welfare and Development, FO V, 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:

EVA D. BAÑARES  
Head, Procurement & BAC Secretariat  
DSWD FO V, Buraguis, Legazpi City  
Tel.: (052) 480-5670

(Sgd)  
ATTY. MICHAEL GEROME B. BELLENA, CPA  
BAC Chairperson

**Pre-bid Conference**

Date	Time	Venue
19/11/2019	10:30:00 AM	DSWD FO V Procurement Office

**Other Information**

Bidding documents can also be downloaded thru this link:  
<https://drive.google.com/file/d/1dcxMiOf1WTdtjXpinxbnGnQq9M7aV7Tw/view?usp=drivesdk>

Please download Terms of Reference from associated components

**Created by** Nerichelle R Bobis

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