



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 12259668
Procuring Entity DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION IV-A
Title PROCUREMENT OF LAPTOP COMPUTERS AND MICROSOFT OFFICE LICENSES
Area of Delivery Batangas,Cavite,Laguna,Metro Manila,Quezon,Rizal

Solicitation Number:	2025-015	Status	Active
Trade Agreement:	Others		
Procurement Mode:	Public Bidding	Associated Components	1
Classification:	Goods		
Category:	Computer Furniture	Bid Supplements	0
Estimated Budget for the Contract:	PHP 2,240,000.00		
Delivery Period:	30 Day/s	Document Request List	8
Client Agency:			
Contact Person:	MARY JANE J MOLLENIDO ADMINISTRATIVE OFFICER V Alabang-Zapote Road, Alabang Muntinlupa City Metro Manila Philippines 1770 63-2-8074142 procurement.fo4a@dswd.gov.ph	Date Published	29/07/2025
		Last Updated / Time	29/07/2025 00:00 AM
		Closing Date / Time	15/08/2025 17:00 PM

Description

1. The DSWD FIELD OFFICE IV-A CALABARZON, through the CY2025 Current Appropriations – Centrally Managed Fund intends to apply the sum of Two Million Two Hundred Forty Thousand Pesos (Php2,240,000.00) being the ABC to payments under the contract for the PROCUREMENT OF LAPTOP COMPUTERS AND MICROSOFT OFFICE LICENSES with Procurement Project Number 2025-015 with the following details:

Item Number	Description	Approved Budget	Cost
1	Laptop Computer	1,715,000.00	
2	MS Office Home and Business 2021	525,000.00	
Total		2,240,000.00	

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The DSWD FIELD OFFICE IV-A CALABARZON now invites bids for the above Procurement Project. Delivery of Goods is required based on the delivery schedule as provided in Section VI. Schedule of Requirements. 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) No. 9184.

a. 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 office of the Procurement Management Section at DSWD Field Office IV CALABARZON EXTENSION OFFICE, 3RD FLOOR, AYALA MALL SOUTHPARK, MUNTINLUPA NATIONAL ROAD, MUNTINLUPA CITY and inspect the Bidding Documents at the address given below from Monday to Friday – 8:00 am to 5:00 pm

5. A complete set of Bidding Documents may be acquired by interested Bidders from 29 July 2025 to 18 August 2025 from 8:00 am to 5:00 p.m. from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (Php 5,000.00).

The Procuring Entity shall allow the bidder to present its proof of payment for the fees through the presentation of the original copy of the official receipt issued by DSWD IV-A not later than the date of bid submission in person.

6. The DSWD FIELD OFFICE IV-A CALABARZON will hold a Pre-Bid Conference on 6 August 2025 at 10:00 A.M. through video conferencing or webcasting via Google Meet through the link <https://meet.google.com/zsa-xypi-amp> which shall be open to all prospective/interested bidders. A pre-registration requirement shall be necessary

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before 18 August 2025 at 10:00 A.M. LATE BIDS SHALL NOT BE ACCEPTED. UNSEALED or UNMARKED BID ENVELOPES SHALL ALSO BE REJECTED.

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 18 August 2025 at 1:00 P.M at DSWD Field Office IV CALABARZON EXTENSION OFFICE, 3RD FLOOR, AYALA MALL SOUTHPARK, MUNTINLUPA NATIONAL ROAD, MUNTINLUPA CITY. Bids will be opened in the presence of the bidders and /or their duly authorized representatives who chose to attend the bid opening. All bidders shall be required to present their proof of identification and/or authorization, whichever is applicable prior to the conduct of bid opening.

10. Bidders shall drop their duly accomplished eligibility requirements, technical and financial proposals in three (3) separate sealed envelopes - legal, technical and financial component and Financial bid, both enclosed in one (1) main envelope duly signed and sealed in the designated bid box located at the Procurement Management Section, DSWD Field Office IV CALABARZON EXTENSION OFFICE, 3RD FLOOR, AYALA MALL SOUTHPARK, MUNTINLUPA NATIONAL ROAD, MUNTINLUPA CITY.

11. The DSWD FIELD OFFICE IV-A CALABARZON 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.

12. For further information, please refer to:

DSWD FO IV-A Bids and Awards Committee
thru the BAC Secretariat, 3RD Floor, 3rd floor,
Ayala Mall Southpark, Muntinlupa National Road,
Muntinlupa City
Email Address: procurement.fo4a@dswd.gov.ph
Telefax Nos.: (02) 8807-4140/1518
Mobile No.: 0968-768-8421
Website: fo4a.dswd.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents:

For downloading of Bidding Documents at fo4a.dswd.gov.ph, provided that the Bidders shall pay the non-refundable fee for the documents not later than the submission of their bids.

Pre-bid Conference

Date	Time	Venue
06/08/2025	1:00:00 PM	DSWD Field Office IV CALABARZON EXTENSION OFFICE, 3RD FLOOR, AYALA MALL SOUTHPARK, MUNTINLUPA NATIONAL ROAD, MUNTINLUPA CITY

Other Information

Please see attached documents

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