



Republic of the Philippines  
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE  
Malacañang, Manila

**INVITATION TO BID FOR**  
**Project: Procurement of Goods for Lease of IT**  
**Equipment for ASEAN 2017 Chairmanship**

1. The Presidential Communications Operations Office (PCOO) through the 2016 General Appropriations Act of the Department of Foreign Affairs, pursuant to Administrative Order No. 48 creating the National Organizing Council (NOC) for ASEAN 2017 under which PCOO is the chair of its Committee on Media Affairs and Strategic Communications (CMASC); and DFA-PCOO Memorandum of Agreement dated March 22, 2016, intends to apply the sum of **FOUR MILLION PESOS ONLY (PHP 4,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for lease of IT Equipment for ASEAN 2017 Chairmanship. **Bids received in excess of the ABC shall be automatically rejected at bid opening.**
2. The PCOO now invites registered PhilGEPS IT suppliers to bid for the lease/rental of IT equipment/s to produce audio and video content including animations for promotion of ASEAN 2017. Delivery of the Goods is required from the time the winning bidder receives the notice to proceed and within the duration of the Project as reflected in the contract of lease. Bidders should have completed, within three (3) 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 (ITB).
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 (R.A.) No. 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.
4. Interested bidders may obtain further information from PCOO and inspect the Bidding Documents at the address given below from Monday to Friday between 8:00 a.m. to 5:00 p.m., excluding holidays.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **January 18, 2017** from the address below and upon payment of an applicable fee for

the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **FIVE THOUSAND PESOS ONLY (PHP 5,000.00)**.

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 PCOO will hold a Pre-Bid Conference on **January 25, 2017 at 10:00 a.m.** at the Conference Room, 4th Floor, New Executive Building, Malacañang Complex, Manila, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **February 6, 2017 at 12:00 noon**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**.

Bid opening shall be on **February 6, 2017 at 1:00 p.m.** at the Conference Room, 4th Floor, New Executive Building, Malacañang Complex, Manila. 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.**

To facilitate the immediate implementation of the procurement of this Project, the PCOO shall proceed with the procurement activities short of award, pending the approval by NOC of the revised CMASC Work and Financial/Budget Plan (WFBP) for ASEAN 2017, pursuant to Section 7.2 of the 2016 Revised Implementing Rules and Regulations (RIRR) of R.A. No. 9184.

8. The PCOO 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 RIRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

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The Bids and Awards Committee Secretariat  
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**Dir. OMAR V. ROMERO**  
Vice-Chairperson, Bids and Awards Committee  
Presidential Communications Operations Office