



Republic of the Philippines

Department of Environment and Natural Resources  
**ENVIRONMENTAL MANAGEMENT BUREAU**  
Office of the Regional Director

CARAGA Region XIII

**INVITATION TO BID SUPPLY AND DELIVERY OF TWENTY FIVE (25)  
UNITS ALL IN ONE COMPUTER AND ONE (1) UNIT LASERJET  
PRINTER**

The **Environmental Management Bureau (EMB R-XIII)**, through its Bids and Awards Committee (BAC), invites suppliers/manufacturers/distributors/contractors to apply for eligibility and if found eligible, to bid for the hereunder contract:

Name of Contract : Supply and Delivery of Twenty Five (25)  
Units All in one Computer and One (1)  
Unit Laserjet Printer

Location : Purok 5, Barangay Ambago, Butuan  
City

Brief Description : Goods

Approved Budget for the Contract : Php 1,545,000.00( inclusive of 12%  
VAT)

Source of Funds :REGULAR AGENCY FUND  
(DOWNLOADED)

Delivery Schedule : 30 days

Prospective bidders should have completed, within 3 years from the date of submission and receipt of bids, at least one (1) single contract of similar nature. The bidding will be conducted through open competitive bidding procedures and shall use a non-discretionary "Pass/Fail" criteria as specified in the Implementing Rules and Regulations (IRR) of RA 9184.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulation (IRR).

The complete schedule of activities is listed as follows:


Activities	Schedule	
	Date	Time
1. Advertisements	November 18, 2016	
2. Pre-Bid Conference	November 25, 2016	2:00PM (PST)
3. Receipts of Bids Deadline	December 2, 2016	1:00PM (PST)
4. Opening of Bids	December 2, 2016	2:00PM (PST)
4. Bid Evaluation	December 9, 2016	
5. Post-Qualification	December 16, 2016	
6. Notice of Award	December 23, 2016	
7. Contract Signing	January 3, 2017	
8. Notice to Proceed	January 10, 2017	

Interested bidders may obtain further information from the BAC Office at **EMB Regional Office located at Purok 5, Barangay Ambago, Butuan City.** Prospective bidders shall submit the Eligibility Requirements to the BAC at the said address. They may also obtain the results of the Eligibility Check by the BAC at the same address.

The BAC will issue Bidding Documents on to bidders declared by the BAC to be eligible for the bidding upon payment of non-refundable amount of **Five Thousand Pesos Only ( P 5,000.00)** to **EMB Cashier**. Bid documents may also be downloaded free of charge from the PhilGEPs and Procuring Entity website provided that the Bidder shall pay the above mentioned fee not later that the submission of its bids.

The EMB R-XIII shall assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids and reserve the right to accept or reject any Bid, to annul the bidding process, and to reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

Approved by:

  
**ALBERT G. ARCAMO**  
 Chief, EME Division  
 BAC Chairman

