



REPUBLIC OF THE PHILIPPINES

# DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

## INVITATION TO BID FOR THE PROCUREMENT OF LEASE OF SEVENTY-TWO (72) UNITS OF BRAND-NEW PHOTOCOPYING MACHINES FOR CY 2025 PBD-043-24-01(EPA)

1. The **Department of Agrarian Reform (DAR)**, through the proposed **General Appropriations Act of 2025** intends to apply the sum of **Philippine Pesos Six Million Two Hundred Forty Thousand only (PhP 6,240,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Lease of Seventy-Two (72) units of Brand-New Photocopying Machines for CY 2025 for Twelve (12) Months (January-December) for the DAR Central Office/PBD-043-24-01(EPA)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Department of Agrarian Reform** now invites bids for the above Procurement Project. Delivery of the goods is required **thirty (30) calendar days** upon receipt of Notice to Proceed (NTP). 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.

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 DAR-PBAC Secretariat and inspect the Bidding Documents at the address given below from Monday to Friday between 8:00 am to 5:00 pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 22, 2024** 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 **Philippine Pesos Ten Thousand only (PhP10,000.00)**. 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 DAR not later than the date of bid submission.

6. The Department of Agrarian Reform will hold a Pre-Bid Conference on **November 29, 2024 at 10:00 a.m.**, face to face, at the **FMAO Conference Room, 3<sup>rd</sup> Floor, Main Building, DAR Central Office, Elliptical Rd., Quezon City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **December 12, 2024 at 10:00 a.m.** 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 conducted face to face on **December 12, 2024 at 10:00 a.m.** at **FMAO Conference Room, 3<sup>rd</sup> Floor, Main Building, DAR Central Office, Elliptical Rd., Quezon City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Department of Agrarian Reform 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.
11. For further information, please refer to:

**Atty. SHIELA MAE GERAPUSCO**

Head, DAR-BAC B Secretariat

Procurement Division Office

Ground Floor, DAR Central Office

Elliptical Road, Diliman, Quezon City

Telephone Numbers: 4453-8300/4455-5840; 89281011 or Mobile No.: 09667812052

Email address: [darco.bacsecretariat.b@gmail.com](mailto:darco.bacsecretariat.b@gmail.com)

12. You may visit the following websites:  
For downloading of Bidding Documents: [www.dar.gov.ph](http://www.dar.gov.ph)  
[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

**November 21, 2024**

  
**ATTY. QUINTIN O. MAGSICO, JR.**

Assistant Secretary, Finance & Management Office (FMO)

for Finance & Management Service (FMS) &

Procurement-Related Services

Chairperson, Bids & Awards Committee