



Office of the President of the Philippines  
Office of the Presidential Adviser on the Peace Process

## INVITATION TO BID FOR PROCUREMENT OF OFFICE EQUIPMENT

1. The Office of the Presidential Adviser on the Peace Process (OPAPP), through the Joint Normalization Department, intends to procure **OFFICE EQUIPMENT** which has an Approved Budget for the Contract (ABC) in the amount of **Three Million Forty-One Thousand Pesos (PhP3,041,000.00)** to be drawn from the FY 2021 Locally Funded Program – Normalization (Congress-Introduced Fund). All bids in excess of the ABC shall be automatically rejected.
2. The OPAPP encourages the submission of bids for the Procurement Project. The Delivery Date of the Goods shall be made on the date indicated in the Notice to Proceed. Interested bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Procurement Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders) thereof.
3. The bidding will be conducted through an open competitive bidding procedure 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”.

The bidding is restricted to Filipino citizens / sole proprietorships, partnerships, organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to Filipino citizens, or citizens / organizations of a country whose laws or regulations grant similar rights or privileges to Filipino citizens pursuant to RA 5183.

4. Interested bidders may obtain further information and/or inspect the Bidding Documents during weekdays (Monday - Friday) from 08:00AM to 05:00PM at the address provided below.
5. Interested bidders may acquire a complete set of the Bidding Documents starting on **01 December to 20 December 2021** from the address and website(s) below and upon payment of the applicable fee, pursuant to the latest guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (PhP5, 000.00)**. The proof of payment of the applicable fee may be presented in person, by facsimile, or through any electronic means.
6. The OPAPP will hold a Pre-Bid Conference on **10 December 2021** at the Kapayapaan Conference Room, 7th Floor Agustin I Bldg., F.Ortigas Jr. Road, Ortigas Center, Pasig City, and/or through video conferencing or webcasting, which shall be open to prospective bidders.

7. Interested bidders must be manually/ physically submitted to and received by the BAC Secretariat at the address indicated below **on or before 20 December 2021, (10:00AM). 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 Clause 18 of the Bidding Documents.
9. The opening of all bids duly received by the BAC Secretariat on or before the deadline for submission shall be held at the Kapayapaan Conference Room, 7th Floor Agustin I Bldg., F.Ortigas Jr. Road, Ortigas Center, Pasig City on **31 December 2021, (10:00AM)**. The representatives of bidders may attend the opening of bids via teleconference.
10. The OPAPP reserves its right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to the award of contract in accordance with Section 41 of RA 9184 and its IRR, without incurring any liability to affected bidder/s.
11. For further information, please contact:  
  
Bids & Awards Committee Secretariat  
3rd Floor Agustin I Bldg.  
F.Ortigas Jr. Road, Ortigas Center, Pasig City  
(02) 8636 0706 local 871
12. You may likewise visit the following website to download the Bidding Documents:  
  
<https://peace.gov.ph/procurement/>

Issued on 29<sup>th</sup> November 2021, Pasig City.

  
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**ASEC. ANDRES S. AGUINALDO, JR.**  
*Chairperson*  
Bids & Awards Committee