



**NATIONAL ARCHIVES OF THE PHILIPPINES**  
*Pambansang Sinupan ng Pilipinas*

**INVITATION TO BID FOR**  
***Procurement of Various ICT Equipment and Supplies***

1. The *National Archives of the Philippines*, through the *General Appropriations Act of 2020 and 2021* intends to apply the sum being the ABC to payments under the contract for each lot.

Item Number	Contract Name	ABC	Description	Quantity
Lot 1	Procurement of Various ICT Equipment and Supplies – Lot 1	Php 2,130,000.00	Server	2 units
			Layer 2 Switches	3 units
			Layer 3 Switch	1 unit
			Server Rack Cabinet	2 units
			Server UPS	5 units
Lot 2	Procurement of Various ICT Equipment and Supplies – Lot 2	Php 1,620,000.00	Laptop	7 units
			External Hard Drive	30 units
			Network Attached Storage	3 units
			Digital Camera	5 units
			Projector	1 unit
			Multi-Function printer	1 unit
Lot 3	Procurement of Various ICT Equipment and Supplies – Lot 3	Php 890,000.00	ADF Scanner	2 units
			Book Scanner	5 units
			Flatbed Document Scanner A3 with ADF	3 units
			Document Presenter	3 units

2. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.
3. The *National Archives of the Philippines* now invites bids for the above Procurement Project. Delivery of the Goods is required by ***within sixty (60) days upon receipt of Notice to Proceed***. 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).
4. 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.

5. Prospective Bidders may obtain further information from *National Archives of the Philippines* and inspect the Bidding Documents at the address given below during **Monday to Friday, 8:00 a.m. to 5:00 p.m.**
6. A complete set of Bidding Documents may be acquired by interested Bidders on **April 12, 2021** 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 in person, by facsimile, or through electronic means.  
  
*[NOTE: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.]*
7. The *National Archives of the Philippines* will hold a Pre-Bid Conference<sup>1</sup> on **April 19, 2021, 1:00 p.m.** at **NAP Audiovisual Room, 6<sup>th</sup> Floor PPL Building 1000 U.N. Avenue corner San Marcelino Street, Manila** and/or through video conferencing or webcasting via **Zoom (Meeting ID: 958 5555 0123)**, which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat on or before **May 3, 2021, 12:30 a.m.**. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **May 3, 2021, 1:00 p.m.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. The *National Archives of the Philippines* 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:

**VIRGINIA S. RAYMUNDO**  
*BAC Secretariat*

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

*National Archives of the Philippines*  
*6<sup>th</sup> Floor PPL Building*  
*1000 U.N. Avenue corner San Marcelino Street, Manila*  
[nationalarchives@nationalarchives.gov.ph](mailto:nationalarchives@nationalarchives.gov.ph) / [nap\\_bac@nationalarchives.gov.ph](mailto:nap_bac@nationalarchives.gov.ph)  
*Telefax: (02) 8708-8656*  
[www.nationalarchives.gov.ph](http://www.nationalarchives.gov.ph)

13. You may visit the following websites:

For downloading of Bidding Documents: [www.nationalarchives.gov.ph](http://www.nationalarchives.gov.ph)

*April 7, 2021*

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***ELIZABETH B. EJE***  
*BAC Chairperson*