



**INVITATION TO BID**

**SUPPLY AND DELIVERY OF ONLINE LEAVE MANAGEMENT SYSTEM (OLMS)  
 EQUIPMENT SUPPORT FOR THE DEPARTMENT OF ENVIRONMENT AND  
 NATURAL RESOURCES (DENR)**  
**Bid Ref. No. DENR-CO-2023-013**

**Approved Budget for the Contract: ₱8,729,000.00**

- The **Department of Environment and Natural Resources (DENR)** through the CY 2023 General Appropriations Act (GAA) intends to apply the sum of **Pesos: Eight Million Seven Hundred Twenty-Nine Thousand (8,729,000.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **Supply and Delivery of OLMS Equipment Support for the DENR:**

| Description  | Qty.  | Total ABC<br>₱<br>(VAT<br>Inclusive) | Funding<br>Source | Bid Security:<br>Bid Securing<br>Declaration<br>OR<br>Cash/Cashier's/<br>Manager's<br>Check, Bank<br>Draft/ Guarantee,<br>Irrevocable Letter<br>of<br>Credit*equivalent<br>to at least 2% of<br>the ABC (₱) | Bid Security:<br>Surety<br>Bond**<br>(5%)(₱) | Cost/Price of<br>Bid Documents<br>(cash payment<br>only) (₱) |
|--|-------|--------------------------------------|-------------------|---|--|--|
| Supply and Delivery of OLMS Equipment Support for the DENR | 1 lot | 8,729,000.00                         | 2023 GAA          | 174,580.00  | 436,450.00                                   | 10,000.00  |

\* Only those issued and confirmed by a Local Universal or Local Commercial Bank

\*\* Must be callable upon demand issued by a Surety or Insurance Company duly certified by the Insurance Commission as authorized to issue such bond

- Bids received in excess of the ABC shall automatically be rejected at Bid Opening. Late bids shall not be accepted.
- DENR now invites Bids from eligible bidders for the **SUPPLY AND DELIVERY OF ONLINE LEAVE MANAGEMENT SYSTEM (OLMS) EQUIPMENT SUPPORT FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)** (hereinafter referred to as GOODS).
- The delivery period must be within **one hundred twenty (120) calendar days** from receipt of Notice to Proceed (NTP).
- A prospective Bidder must have completed within the last five (5) years a Single contract of similar nature amounting to at least fifty percent (50%) of the ABC.  
*Similar in nature shall mean **“Supply and Delivery of Biometric Equipment”**.*
- Open competitive bidding procedures will be conducted using a non-discretionary “pass/fail” criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) 9184, otherwise known as the “Government Procurement Reform Act”. All particulars relative to this bidding including Eligibility Checking, Bid Security, Evaluation and Post-Qualification Procedures and Award of Contract shall be governed by R.A. 9184 and its Revised IRR.
- Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organization 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 5183.
- The Invitation to Bid and Bidding Documents may be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and DENR website at [www.denr.gov.ph](http://www.denr.gov.ph).

9. The complete set of Bidding Documents may be acquired by interested bidders by requesting a copy of Order Form via email at [bac.co@denr.gov.ph](mailto:bac.co@denr.gov.ph) prior payment of the corresponding fee as indicated above not later than the schedule of submission of bids. The Bidding Documents shall be received personally by the prospective Bidder or his duly authorized representative upon presentation of proper identification document.

10. The **Schedule of Bidding Activities** shall be as follows:

| ACTIVITIES                            | DATE & TIME  | VENUE/MODE   |
|---------------------------------------|--|--|
| 1. Sale and Issuance of Bid Documents | <b>9:00 AM to 4:00 PM only<br/>Mondays to Fridays<br/>Starting 18 May 2023</b> | BAC Secretariat c/o Dianne G. Ibias at BAC Secretariat Office, Basement, DENR Main Bldg., Diliman, Quezon City |
| 2. Pre-Bid Conference                 | <b>26 May 2023, (Friday)<br/>10:00 AM</b>                                      | Online via Google Meet Platform**  |
| 3. Submission of Bid Documents        | <b>08 June 2023, (Thursday)<br/>09:00 AM</b>                                   | BAC Secretariat Office, Basement, DENR Main Bldg., Visayas Ave., Diliman, Quezon City                          |
| 4. Opening of Bids                    | <b>08 June 2023, (Thursday)<br/>10:00 AM</b>                                   | Online via Google Meet Platform**  |

**\*\* Only two (2) pre-registered representatives per bidder shall be allowed to participate in the Google Meet videoconference.**

11. Prospective Bidders interested to join the Pre-Bid Conference and Bid Opening through Google Meet video conference may send request for the link to the [bac.co@denr.gov.ph](mailto:bac.co@denr.gov.ph) with the following information together with proof of identity of the attendee at least a day before the scheduled conference:

|   |                       |
|---|-----------------------|
| a. Name of Project:   |                       |
| b. Bid Reference No.:   |                       |
| c. Activity:  |                       |
| d. Company Name:  |                       |
| e. Company Address:   |                       |
| f. Name of Representative/s (maximum of 2 personnel only):  | i. _____<br>ii. _____ |
| g. Email Address/es (to which all communications from the Bids and Awards Committee shall be sent): | i. _____<br>ii. _____ |
| h. Contact Nos.   |                       |
| i. Attach Scanned Copy or Photo of Identification Card (ID)   |                       |

For the Pre-Bid Conference, bidders are encouraged to send their authorized technical representative/s or personnel who are familiar with the bid requirements and will prepare the documents for the bidder.

12. Interested bidders may obtain further information from the BAC Secretariat c/o Dianne G. Ibias from 9:00 AM to 4:00 PM only, Mondays to Fridays starting **18 May 2023** at Tel. No. (02) 8926-2675. However, any queries relative to the content of the bid documents and the project requirements can only be made not later than ten (10) calendar days prior to the Submission and Opening of Bids.

13. DENR 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 IRR, without thereby incurring any liability to the affected bidder/s.

**NORLITO A. ENERAN, LL.M., CESO III**  
 Director, Legal Affairs Service &  
 Vice Chairperson, Bids & Awards Committee  
 Date: **17 May 2023**