



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Regional Office I

## **BIDS AND AWARDS COMMITTEE**

### **INVITATION TO BID**

The Department of the Interior and Local Government, Regional Office I (DILG RO I), through its Bids and Awards Committee (BAC), invites prospective service providers to bid for the hereunder contract:

**Bid Number:** PR 2025-07-223

**Name of Project:** SUPPLY AND DELIVERY OF BRAND NEW DILG RO1 ICT EQUIPMENT / RESOURCES TO SUPPORT DAY-TO-DAY OPERATIONS

**Location:** DILG R1 Office, Sevilla, City of San Fernando, La Union

**Approved Budget for the Contract (ABC):** THREE MILLION SEVEN  
HUNDRED TEN THOUSAND PESOS (Php3,710,000.00)

**Delivery Schedule** : Within sixty (45) calendar days upon issuance of the Notice To Proceed (NTP)

**Source of Funds** : NATIONAL EXPENDITURE PROGRAM FY 2025

**Specifications** : The project has the following specifications:



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Item	Specification	Unit	Quantity	ABC Per Item
<b>1</b>	<p><b>LAPTOP</b></p> <ul style="list-style-type: none"> <li>* Brand: At least 30 years in the market</li> <li>* CPU: At least 12 Cores               <ul style="list-style-type: none"> <li>&gt; Latest generation processor available on the market or higher</li> <li>&gt; At least 12 MB L3 Cache, 12 cores, 16 threads</li> <li>&gt; Max Turbo Frequency: at least 4.50GHz</li> </ul> </li> <li>* Memory: At least 16GB DDR4 3200MHz</li> <li>* Display: At least 14 to 15" FHD 1920 x 1080 Resolution Anti-Glare Non-Touch 250nits WVA Display 250 nits</li> <li>* GPU: Integrated or Dedicated Graphics</li> <li>* Graphics Card: Intel Iris Xe Graphics</li> <li>* Storage: At least 512 GB PCIe NVMe M.2 SSD</li> <li>* Wireless Connectivity: Intel Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth wireless card</li> <li>* Operating System: Preloaded License Windows 11 or higher; with built-in recovery for OS, drivers and utilities</li> <li>* Office: Bundled with latest Microsoft Office</li> <li>* Chassis Exterior Materials: Aluminum exterior shell</li> <li>* Keyboard: English US backlit keyboard</li> <li>* Free laptop bag</li> <li>* 3 years warranty on parts, labor and service</li> <li>* Supplier shall respond within 24 hours to provide technical assistance/support upon verbal/written thru mobile/phone, email, and all other forms of communication from the end user</li> <li>* Supplier must submit exclusive distributor certificate or other supporting documents to secure the Department that parts are available in the Philippine market at least 5 years from the date of purchase.</li> </ul>	Set	51	Php 62,000.00
<b>2</b>	<p><b>DESKTOP</b></p> <ul style="list-style-type: none"> <li>* Brand: At least 30 years in the market</li> <li>* CPU: At least 10-Cores or higher, or equivalent               <ul style="list-style-type: none"> <li>Latest generation processor available on the market</li> <li>At least 20MB L3 Cache</li> <li>At least 16 Threads</li> <li>Max Turbo Frequency: At least 4.5GHz</li> </ul> </li> <li>* Memory: At least 16GB (2x8GB DDR4 Memory) 3200Mhz</li> <li>* Graphics: Integrated or Dedicated Graphics</li> <li>* Storage: At least 256GB M.2 PCIe NVMe SSD and 1 TB SATA</li> </ul>	Set	4	Php 62,000.00

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	<p>HDD</p> <ul style="list-style-type: none"> <li>* Operating System: Preloaded License Windows 11 Pro 64bit or higher, or equivalent OS with built-in recovery for OS, drivers and utilities</li> <li>* Office: Bundled with Microsoft Office Home and Student 2021</li> <li>* I/O Ports: 1 Headphone Audio Combo Jack, 2 USB 2.0 Type-A, 2 USB 3.2 Gen 1 Type-A, 1 RJ45 1000/2500 Gigabit Ethernet Port, 1 HDMI/VGA/Display Port</li> <li>* Expansion Slots: 1 PCIe 3.0 x 1, 1 PCIe 4.0 x 16, 1 M.2 connector for storage, 2 DDR4 DIMM/U-DIMM slot</li> <li>* Network: At least 802.11 wireless LAN, 5.0 LAN Bluetooth and With Gigabit Ethernet</li> <li>* Power Supply: At least 240 Watt-hours (Wh)</li> <li>* Monitor: Preferably must be the same brand with the offered unit           <ul style="list-style-type: none"> <li>Size: At least 23.8 inch</li> <li>Resolution: At least 1920x1080</li> <li>With VGA/HDMI port and cable</li> </ul> </li> <li>* With Mouse, Keyboard and UPS</li> <li>* 3 years warranty on parts, labor and service</li> <li>* Supplier shall respond within 24 hours to provide technical assistance/support upon verbal/written thru mobile/phone, email, and all other forms of communication from the end user</li> </ul>			
<b>3</b>	<p>LASER PRINTER WITH NETWORK MODULE</p> <ul style="list-style-type: none"> <li>* Print Technology: Colour Laser</li> <li>* Functions: Print, scan, copy; Duplex printing: Automatic (default)</li> <li>* Print Speed: At least 20 pages per minute (PPM) (Overall)</li> <li>* Print Resolution: At least 600 x 600 dots per inch (DPI)</li> <li>* Scan Speed: At least 20 ppm</li> <li>* Scan Type: Flatbed, Automatic Document Feeder (ADF)</li> <li>* Scan File Format: JPEG, PDF, TIF, XPS</li> <li>* Paper: A4, A5, Legal, Letter, Folio/Officio</li> <li>* Copy Speed: At least 21 copy per minute (CPM)</li> <li>* Copy Resolution: At least 600 x 600 dpi</li> <li>* Connectivity/ Standard Interface: USB 2.0, Ethernet, Wi-Fi</li> <li>* Memory: At least 512 Megabytes (MB)</li> <li>* Processor Speed: At least 500 Megahertz (Mhz)</li> <li>* Monthly Duty Cycle: At least 50,000 pages</li> <li>* Paper Handling (Input): Cassette: At least 250 pages</li> <li>* Paper Handling (Output): At least 100 pages</li> </ul>	<b>Set</b>	<b>4</b>	<b>Php 60,000.00</b>

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	<p>* Operating System: Windows 10 or higher; equivalent OS</p> <p>*2 years warranty on parts, labor and service</p> <p>*Supplier shall respond within 24 hours to provide technical assistance/support upon verbal/written thru mobile/phone, email, and all other forms of communication from the end user</p> <p>*Supplier shall submit Certification that the machine consumables and parts are available in the Philippine market at least 2 years from the date of purchase</p>			
<b>4</b>	<p><b>DIGITAL SINGLE-LENS REFLEX CAMERA (DSLR)</b></p> <p>24.2 Megapixels</p> <p>*24.2MP APS-C Sensor</p> <p>*45 Cross-Type AF Points</p> <p>*6fps continuous shooting</p> <p>*Dual Pixel CMOS AF</p> <p>*60p Full HD</p> <p>*Wi-Fi and Bluetooth Connectivity</p> <ul style="list-style-type: none"> <li>➤ DISPLAY: Aspect ratio: 3:2</li> <li>Display Size</li> <li>Resolution: 1920x1080pixels</li> <li>Adjustable Angel: Tilttable</li> <li>Viewfinder: Optical</li> <li>➤ LENS (inclusion)</li> <li>Lens Mount: EF/EF-s</li> <li>Aperture: f6</li> <li>Focal Length: 28.8-88</li> <li>Exposure Compensation: +/-5 EV</li> <li>Focus: Autofocus, Manual Focus</li> <li>ISO Maximum: 25600</li> <li>ISO Minimum: 100</li> <li>ISO Auto: Yes</li> <li>➤ Camera Features: Built-in Flash\</li> <li>➤ Battery: 1 x Rechargeable Li-ion Battery LP-E17</li> <li>➤ 2 years warranty on parts, labor and service</li> <li>➤ Supplier shall respond within 24 hours to provide technical assistance/support upon verbal/written thru mobile/phone, email, and all other forms of communication from the end user</li> </ul>	<b>Set</b>	<b>1</b>	<b>Php 60,000.00</b>



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The Eligibility Check/Screening as well as Preliminary Examination of Bids shall use non-discretionary “pass/fail” criteria.

Criteria for the eligibility check of prospective bidders, examination and evaluation of bids and post-qualification and all matters relevant to this procurement shall be in accordance with Republic Act 9184 (The Government Procurement Reform Act) and its Revised Implementing Rules and Regulations.

**Schedule of bidding activities shall be as follows:**

<b>Activity</b>	<b>Requirements</b>	<b>Dates/Place</b>
Posting of Invitation to Bid	To be posted in the PhilGEPS, DILG RO1 website and conspicuous place in the DILG Regional Office for 7	August 18-25, 2025
Availability and Issuance of Bid Documents	Payment of non-refundable fee in the amount of <b>P3,710.00</b> in cash, payable to the Cashier, DILG Regional Office	Aug. 18-20, 2025, 8:30AM-4:00 PM; Aug. 22, 2025, 8:30AM-4:00 PM; Aug. 26-29, 2025, 8:30AM- 4:00 PM; Sept.1-5, 2025, 8:30AM- 4:00 PM Sept. 8-11, 2025 8:30AM- 4:00 PM Sept. 12, 2025 8:30AM – 2:00 PM
Pre-Bid Conference	DILG RO1 will hold Pre-Bid Conference	Aug. 29, 2025 at 2:01 PM  Zoom Meeting ID: 829 4190 3948 Passcode: bacmeeting
Deadline of Submission of Bids	Bids must be accompanied by a Bid Security in the form of Bid Securing Declaration or any of the following forms and amount: (a) The amount of not less than Seventy Four Thousand Two Hundred Pesos (P74,200.00) if bid security is in cash/cashier’s/manager’s	Sept. 12, 2025 at 2:00 PM at the DILG RO1



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	<p>check, bank draft/guarantee or irrevocable letter of credit; or (b) The amount of not less than One Hundred Eighty-Five Thousand Five Hundred Pesos (P185,500.00) if bid security is in Surety Bond</p>	
Opening of Bids	<p>Bidders or representatives may attend the activity physically or virtually</p>	<p>Sept. 12, 2025, 2:01 PM at the DILG RO 1 Conference Hall, City of San Fernando, La Union or Zoom Platform (hybrid)</p> <p>Zoom Meeting ID: 829 4190 3948 Passcode: bacmeeting</p>

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Complete set of Bid Documents (CD Form) may be obtained at the **BIDS AND AWARDS COMMITTEE c/o BAC SECRETARIAT**, DILG Regional Office I, Aguila Road, City of San Fernando, La Union or prospective bidders may request a copy of the Bid Documents through email.

Eligibility Requirements and Technical Documents with tabbing for each document (placed in one folder, properly arranged according to the checklist), and Financial Documents with tabbing for each document (placed in one folder) shall be placed in a separate and marked, sealed envelope addressed to **RHODORA G. SORIANO, BAC Chairperson c/o BAC Secretariat** located at the DILG Regional Office I, Aguila Road, City of San Fernando, La Union. For inquiries, you may call telephone number (072) 607-1245 / 607-4468 or send email to: [dilgr1.bac@gmail.com](mailto:dilgr1.bac@gmail.com).

The DILG RO I reserves the right to reject any Bids, to annul the bidding process, which may be considered disadvantageous and not beneficial to the DILG Regional Office or waive any defect or informality therein. The DILG Regional Office assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bid proposals.

**RHODORA G. SORIANO**  
BAC Chairperson

BAC Secretariat  
August 15, 2025