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: **PB-2026-06-001**

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): SEVEN MILLION SIX HUNDRED FIFTY THREE THOUSAND PESOS (Php 7,653,000.00)

Delivery Schedule : Within sixty (60) calendar days upon issuance of the Notice To Proceed (NTP)

Source of Funds : NATIONAL EXPENDITURE PROGRAM FY 2026

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Specifications : The project has the following specifications:

Item	Specification	Unit	Quantity	ABC Per Item
1	**LAPTOP** * Brand New * Brand: At least 30 years in the market * CPU: At least 14 Cores At least 18 Threads At least 18 MB Smart Cache or better Max Turbo Frequency: At least 4.5 GHZ or better * Memory: At least 16GB DDR5 5600Mhz * Display: At least 14" FHD 1920 x 1080 resolution * GPU: Integrated or Dedicated Graphics * Storage: At least 1TB PCIe NVMe M.2 SSD * Operating System: Preinstalled Windows 11 Pro 64bit or higher, or equivalent OS with embedded license and built-in recovery for OS, drivers and utilities * Preinstalled with latest Office Productivity Suite * Built-In Webcam: At least 1080p FHD camera * Ports: At least 2x Type-A USB3.2 Gen1 At least 1x Type-C USB3.2 Gen2 At least 1x HDMI Port At least 1x Audio jack/combo * Built-In Connectivity: At least Wi-Fi 6 and Bluetooth 5 * Keyboard: Backlit Keyboard * Warranty: - 3 years warranty on-site on Parts, Labor, and Service - Supplier shall respond within 24 hours for Technical Assistance/Support Center which can provide response to technical issues via Telephone Call, E-mail or Site Visit upon verbal/written notification by the end-user agency * With free laptop bag & wireless optical mouse	**Set**	**88**	**Php 65,000.00**

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2	**DESKTOP** * Brand: At least 30 years in the market * CPU: At least 14 Cores or better At least 20 Threads or better At least 24 MB Smart Cache or better Max Turbo Frequency: At least 4.8 GHz or better * Memory: At least 16GB DDR5 Memory 5600Mhz * GPU: Integrated or Dedicated Graphics * Storage: Drive 1: At least 512GB M.2 PCIe NVMe SSD Drive 2: At least 1TB 2.5 HDD * Operating System: Preinstalled Windows 11 Pro 64bit or higher, or equivalent OS with embedded license and built-in recovery for OS, drivers and utilities * Office: Preinstalled with latest Office Productivity Suite * I/O Ports: At least 2 USB 2.0 Type-A, At least 1 USB 5Gbps Type-C, At least 1 USB 5Gbps Type-A, At least 1 Gigabit Ethernet Port, At least 1 HDMI 2.1, At least 1 Display Port 1.4, At least 1 Headphone-out and Mic-In Jack, or at least Audio Combo Jack * Built-In Network: At least Wi-Fi 6 and Bluetooth 5; With Gigabit Ethernet * Power Supply: At least 120 W * Monitor: Must be the same brand with the offered unit: - Size: At least 23.8 inch, Resolution, At least 1920x1080 IPS Panel, With HDMI port and at least 2m cable * Warranty: - 3 years warranty on-site on Parts, Labor, and Service - Supplier shall respond within 24 hours for Technical Assistance/Support Center which can provide response to technical issues via Telephone Call, E-mail or Site Visit upon verbal/written notification by the end-user agency * Accessories: 1. Optical Mouse with mouse pad 2. Standard full size USB Keyboard with numeric keypad 3. Automatic Voltage Regulator: 220 V, 500 watts	**Set**	**25**	**Php 65,000.00**
3	**HEAVY DUTY LASER PRINTER WITH NETWORK MODULE** * Print Technology: Colour Laser * Functions: Print, scan, copy; Duplex printing: Automatic (default) * Print Speed: At least 20 pages per minute (PPM) (Overall) * Print Resolution: At least 600 x 600 dots per inch (DPI) * Scan Speed: At least 20 ppm * Scan Type: Flatbed, Automatic Document Feeder (ADF) * Scan File Format: JPEG, PDF, TIF, XPS, High Compression PDF * Paper: A4, A5, Legal, Letter, Folio/Officio * Copy Speed: At least 21 copy per minute (CPM) * Copy Resolution: At least 600 x 600 dpi	**Set**	**4**	**Php 62,000.00**

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	* Connectivity/ Standard Interface: USB 2.0, Ethernet, Wi-Fi * Memory: At least 512 Megabytes (MB) * Processor Speed: At least 500 Megahertz (Mhz) * Monthly Duty Cycle: At least 8,000 pages * Paper Handling (Input): Cassette: At least 250 pages * Operating System: Windows 10 or higher; equivalent OS *3 years warranty on-site on Parts, Labor, and Service *Supplier shall respond within 24 hours for Technical Assistance/Support Center which can provide response to technical issues via Telephone Call, E-mail or Site Visit upon verbal/written notification by the end-user agency			
4	**DIGITAL SINGLE-LENS REFELEX CAMERA (DSLR)** 24.2 Megapixels *24.2MP APS-C Sensor *45 Cross-Type AF Points *6fps continuous shooting *Dual Pixel CMOS AF *60p Full HD *Wi-Fi and Bluetooth Connectivity - 3 years warranty on-site on Parts, Labor, and Service - Supplier shall respond within 24 hours for Technical Assistance/Support Center which can provide response to technical issues via Telephone Call, E-mail or Site Visit upon verbal/written notification by the end-user agency	**Set**	**1**	**Php 60,000.00**

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 12009 (The New Procurement Government Act) and its Revised Implementing Rules and Regulations.

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Schedule of bidding activities shall be as follows:

Activity	Requirements	Dates/Place
Posting of Invitation to Bid	To be posted in the PhilGEPS, DILG RO1 website and conspicuous place in the DILG Regional Office for 7 calendar days	June 4-11, 2026
Availability and Issuance of Bid Documents	Payment of non-refundable fee in the amount of **P7,653.00** in cash, payable to the Cashier, DILG Regional Office	June 4, 2026 to July 6, 2026, office hours of Mondays to Thursdays except Fridays, holidays and weekends. Payment of Bid Documents fee can be done either: 1) Thru fund transfer to Landbank Account (please coordinate with DILG R1 Accounting Section thru telephone number 072-607-4470; or, 2) Over-the-counter at the DILG R1 Accounting Section. The Procuring Entity shall allow the bidder to present its proof of payment for the fees which can be presented in person, by facsimile, or through electronic means, during the submission of bidder's bid documents.
Pre-Bid Conference	DILG RO1 will hold Pre-Bid Conference	June 15, 2026 at 2:00 PM DILG RO 1 Training Hall, City of San Fernando, La Union or Zoom Platform (hybrid) Zoom Meeting details: Meeting ID: 820 7473 8749 Passcode: dilg1234
Deadline of Submission of Bids	Bids must be accompanied by a Bid Security in the form of Bid Securing Declaration or any of the	July 6, 2026 at 2:00 PM at the DILG R1

	following forms and amount: (a) The amount of One Hundred Fifty-three Thousand and Sixty Pesos (P153,060.00) if bid security is in cash/cashier's/ manager's check; or (b) The amount of Three Hundred Eighty Two Thousand Six Hundred and Fifty Pesos (P382,650.00) if bid security is in bank draft / guarantee or irrevocable letter of credit / Surety Bond	
Opening of Bids	Prospective Bidders or their representatives may attend the activity physically or virtually	July 6, 2026, 2:01 PM at the DILG R1 Training Hall, City of San Fernando, La Union or Zoom Platform (hybrid) Zoom Meeting details Meeting ID: 820 7473 8749 Passcode: dilg1234

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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, in 3 sets (1 original copy and 2 duplicate copies) addressed to **ATTY. CHESTER S. CAYABAS-DIWAS, 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.

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.

ATTY. CHESTER S. CAYABAS-DIWAS
BAC Chairperson

BAC Secretariat
June 4. 2026