



REPUBLIC OF THE PHILIPPINES  
**Sandiganbayan**  
 Quezon City

MA. TERESA S. PABULAYAN  
 Executive Clerk of Court IV

### Invitation to Apply for Eligibility and to Bid

#### Procurement of Three (3) Units Steno Writers with Computer-Aided Transcription Software

The Sandiganbayan, through its General Appropriations Act of 2018, intends to apply the sum of **Three Million Pesos (PhP 3,000,000.00) only, inclusive of 12% Value Added Tax**, being the **Approved Budget for the Contract (ABC)** for the following project:

Quantity	Item/Description	Approved Budget for the Contract	Non-Refundable Bid Fee
One (1) Lot	Three (3) Steno Writers	PhP 3,000,000.00	PhP 2,000.00
	Three (3) Professional Computer Aided Transcription Software		
	Three (3) Audio Sync Mic		

- Bids received in excess of the ABC shall be automatically rejected at bid opening.
- 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 (ITB).
- Timelines for the above mentioned project is as follows:

Activities	Date/Time/Venue
Posting and Issuance of Bid Documents	<b>November 26, 2018</b> Legal Research and Technical Staff 2/F Sandiganbayan Centennial Building (LRTS)
Pre-Bid Conference	<b>December 5, 2018, 10:00 A.M.</b> Budget and Finance Division (BFD) Conference Room, G/F, Sandiganbayan Centennial Building (BFD Conference Room)
Submission and Receipt of Bids	<b>December 18, 2018, 9:30 A.M.</b> LRTS
Opening of Bids	<b>December 18, 2018, 10:00 A.M.</b> BFD Conference Room

- Interested bidders may obtain the Bid Documents starting on **November 26, 2018** until the date of the bid opening and upon payment of a non-refundable amount of **TWO THOUSAND PESOS (Php2,000.00)**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Late bids shall not be accepted.

Interested bidders may obtain additional information and/or inspect the Bidding Documents at the address given below from Monday to Friday, 8:00 a.m. to 4:00 p.m.


The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the Sandiganbayan website provided that Bidders shall pay the non-refundable bid fee for the Bidding Documents not later than the submission of their bids.

- 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 (RIRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act".

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 R.A. No. 5183 and subject to Commonwealth Act No. 138.

- The Pre-Bid Conference is open to all interested persons.
- The Sandiganbayan reserves the right to accept or reject any bid, declare a failure of bidding, or reject all bids at any time prior to contract award in accordance with Section 41 of R.A. No. 9184 and its 2016 RIRR, without thereby incurring any liability to the affected bidder or bidders.
- For further information, please contact:

*Sandiganbayan Bids and Awards  
Committee Secretariat*  
Legal Research and Technical Staff  
2/F, Sandiganbayan Centennial Bldg.,  
Commonwealth Ave., Quezon City  
Tel. No. 951-4587

  
**Atty. MA. TERESA S. PABULAYAN**  
*Chairperson, Bids and Awards Committee*