



Republic of the Philippines  
Sandiganbayan  
Quezon City

**INVITATION TO BID**

**INVITATION TO BID FOR THE PROCUREMENT OF  
ONE (1) LOT FOUR (4) STENO WRITER MACHINES WITH  
COMPUTER AIDED TRANSCRIPTION SOFTWARE**

1. The *Sandiganbayan*, through the *General Appropriations Act of 2023* intends to apply the sum of **Four Million Four Hundred Ninety-Eight Thousand Pesos (Php4,498,000.00)** being the ABC to payments under the contract for the **Procurement of One (1) Lot Four (4) Steno Writer Machines with Computer Aided Transcription Software [Reference No.: SB-BID06-2023]**. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.
2. The *Sandiganbayan* now invites bids for the above Procurement Project. Delivery of the Goods shall be within **thirty (30) days** from the issuance of the Notice to Proceed (NTP). 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).
3. 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.
  - a. 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.
4. Prospective Bidders may obtain further information from Sandiganbayan and inspect the Bidding Documents at the address given below from 8:00 A.M to 4:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **May 24, 2023**, at the Legal Research and Technical Staff, 2/F, Sandiganbayan Centennial Building, Batasan Road, Commonwealth Ave., Quezon City or may be downloaded at <https://sb.judiciary.gov.ph/> and upon payment of the applicable fee of **Five Thousand Pesos (Php 5,000.00)**<sup>1</sup> only, pursuant to the latest Guidelines issued by the GPPB.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees either through personal, facsimile, or electronic means.

---

<sup>1</sup> Bidders who participated during the last bidding *i.e.*, *Procurement of One (1) Lot Four Steno Writer Machines with Computer Aided Transcription Software and Fourteen (14) Laptop Computers with Reference No. SB-BID08.1-2022*, posted on December 29, 2022, need not pay the bidding fee.

6. The *Sandiganbayan* will hold a Pre-Bid Conference on **June 5, 2023, 2:00 P.M.** through videoconferencing platform which shall be open to all prospective bidders. Interested parties are advised to email the BAC Secretariat at [sbbacsecretariat@gmail.com](mailto:sbbacsecretariat@gmail.com) before the scheduled date of Pre-Bid Conference to request for the online meeting credentials.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below **on or before June 20, 2023, 1:30 P.M.** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. **Bid Opening** shall be **on June 20, 2023, 2:00 P.M.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *Sandiganbayan* 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.
11. In case any of the above dates are declared a non-working day by a competent national or local government office, the corresponding procurement activity shall be moved to the next working day.
12. For further information, please refer to:

Atty. Dashell C. Yancha-Po  
Head, Bids and Awards Committee (BAC) Secretariat  
Legal Research and Technical Staff  
2/F Sandiganbayan Centennial Building  
[sbbacsecretariat@gmail.com](mailto:sbbacsecretariat@gmail.com)

*May 24, 2023*

(original signed)  
**Atty. Ma. Teresa S. Pabulayan**  
Chairperson, BAC