



Republic of the Philippines
Sandiganbayan
Quezon City

INVITATION TO BID

**Procurement of One (1) Lot
Four (4) Steno Writer Machines with Computer Aided Transcription
Software and Fourteen (14) Laptop Computers**
[Reference No.: SB-BID08-2022]

1. The Sandiganbayan, through its Continuing Appropriations and the General Appropriations Act of 2022, intends to apply the total amount of **Five Million Five Hundred Ninety Thousand Pesos (PhP5,590,000.00), inclusive of 12% Value Added Tax (VAT), being the Approved Budget for the Contract (ABC)** for the *Procurement of One (1) Lot Four (4) Brand New Steno Writer Machines with Computer Aided Transcription Software and Fourteen (14) Brand New Laptop Computers* with technical specifications stated in Section VII of herein Bidding Documents. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Sandiganbayan now invites bids for the above Procurement Projects. Delivery of the Goods is required within **thirty (30) days** after the receipt by winning bidder 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. 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 the 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 **July 27, 2022** 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 **Six Thousand Pesos (PhP6,000.00)**, 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.

6. The Sandiganbayan will hold a **Pre-Bid Conference on August 9, 2022, 2:00 P.M.** which shall be open to all prospective bidders via zoom videoconferencing platform with details below:

Topic: Pre-Bid (Steno Writers)

Time: Aug 9, 2022 10:00 AM Singapore

Join Zoom Meeting

<https://us06web.zoom.us/j/87147978494?pwd=UW1pQlhyZ25ZdDR4RVhkYWVs5b00rdz09>

Meeting ID: 871 4797 8494

Passcode: 396989

7. **Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before August 25, 2022, 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 August 25, 2022, 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. For further information, please refer to:

Atty. Dashell C. Yancha-Po
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Legal Research and Technical Staff
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sbbacsecretariat@gmail.com

[original signed]
Atty. Ma. Teresa S. Pabulayan
Chairperson, BAC

July 26, 2022.