



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

INVITATION TO BID

FOR

**Lease to Own of Equipment for CHED Smart Studio for
Videoconferencing and Webinars**

1. The *Commission on Higher Education*, through the *HEDF for FY 2021* intends to apply the sum of *One Million Six Hundred Eighty Thousand Pesos Only (Php1,680,000.00)* being the ABC to payments under the contract for the *Lease to Own of Equipment for CHED Smart Studio for Videoconferencing and Webinars*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Commission on Higher Education* now invites bids for the above Procurement Project. Delivery of the Goods is required to be *Eighteen (18) calendar days upon Receipt of 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 *Commission on Higher Education* and inspect the Bidding Documents at the address given below during *8:00AM to 5:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *October 25-November 17, 2021* from the given address and website (s) below *and upon payment of Five Thousand Pesos (P5,000.00), the applicable fee for the Bidding Documents, 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 in person, by facsimile, or through electronic means**.

6. The *Commission on Higher Education* will hold a Pre-Bid Conference on *November 3, 2021 at 11:00 AM* through video conferencing or webcasting via **Zoom**, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, ***on or before November 17, 2021 at 9:00 AM***. 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 **November 17, 2021 at 10:00 AM** at the **CHED BAC Room, 2/F, HEDC Building, C.P Garcia Avenue, Diliman, Quezon City** and/or **via Zoom**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The ***Commission on Higher Education*** 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:

Ms. Beatriz D. Pascual
Head, Bids and Awards Committee Secretariat
Ground Floor, HEDC Building, C.P Garcia Ave.
Diliman, Quezon City, 1101
bacsecretariat@ched.gov.ph
Telephone Number: 8441-1171
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12. You may visit the following websites:

For downloading of Bidding Documents: ***www.ched.gov.ph***

October 25, 2021



ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO
Chairperson, Bids and Awards Committee