



## INVITATION TO BID

(STII-PB-2024-013)

1. The **DOST-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST-STII)**, through its Bids and Awards Committee (BAC), invites PhilGEPS registered with Platinum Membership supplier/manufacturer/contractors to bid for the hereunder item:

No.	Item/Description	Fund Source	Approved Budget for the Contract (ABC)	Price of Bid Documents (non-refundable)
1	<b>Digitization and Archiving Services for AV Materials (2<sup>nd</sup> Posting)</b>  <i>See attached Technical Specifications</i>	<b>FY 2023 Continuing Appropriation and General Appropriations Act of CY 2024 (CICA)</b>	<b>Php1,100,000.00</b>	<b>Php1,100.00</b>

2. The DOST-STII now invites bids for the above Procurement Project. Bidders should have completed, within 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.
4. The Project shall be awarded as follow:
  - One Project having several items that shall be awarded as one contract.
5. Prospective Bidders may obtain further information from DOST-STII and inspect the Bidding Documents at the address given below during office hours.
6. A complete set of Bidding Documents may be acquired by interested Bidders on **01 February 2024** at the STII – BAC Secretariat – General Services and Property Section (GSPS), 2nd Flr. STII Bldg, DOST Complex, Gen. Santos Avenue, Bicutan, Taguig City and upon payment of a nonrefundable fee in amounts pursuant to the Schedule.

It may also be downloaded free of charge from the PHILGEPS website (<https://www.philgeps.gov.ph/Indexes/login>) and the website of the Procuring Entity (<http://stii.dost.gov.ph>), provided that Bidders shall pay the applicable fee for the Bidding Documents on or before the deadline for the submission of bids.



7. The DOST-STII shall conduct a **virtual Pre-Bid Conference via Zoom on 13 February 2024 – 11:00 AM** at the CAST Room, STII Bldg, DOST Complex, Gen. Santos Avenue, Bicutan, Taguig City, which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat at the address below **on or before 28 February 2024 – 11:00 AM**, and with the observance of safety and health protocols of DOST-STII. Documents to be submitted by the bidder/s will be received at the DOST-STII lobby by the guard on duty, subject to disinfection. If any bidder wishes to submit all documents in electronic form, please contact the BAC Secretariat for instructions. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
10. Bid opening shall be conducted virtually via Zoom on **28 February 2024 – 11:00 AM** at the CAST Room STII Bldg, DOST Complex, Gen. Santos Avenue, Bicutan, Taguig City. Bid will be opened in the virtual presence of the bidders' representatives. Late bids shall not be accepted. Bids received in excess of the ABC shall be automatically rejected.
11. The DOST-STII 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
12. For further information and Zoom link access for pre-bid conference and bid opening, please refer to:

**JONA M. BERNAL**  
Head BAC Secretariat  
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Mobile No. 09062540101/ 09239582400

  
**ALAN C. TAULE**  
BAC Chairperson  


Approved by:

  
**RICHARD P. BURGOS**  
Director