Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

INVITATION TO BID FOR THE PROCUREMENT OF OFFICE LAPTOPS FOR THE PEZA HEAD OFFICE (PEZA-HO-2026-03)

1) The *Philippine Economic Zone Authority (PEZA),* through the *Corporate Operating Budget FY 2026* intends to apply the sum of ***Twelve Million Twenty-Seven Thousand Five Hundred Pesos in Philippine Currency (PhP12,027,500.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract for *the Procurement of Office Laptops for PEZA Head Office (PEZA-HO-2026-03).* Bids received in excess of the ABC shall be automatically rejected at bid opening.

2) The *Philippine Economic Zone Authority* now invites bids for the Procurement of Office Laptops to be utilized by PEZA Employees. Delivery of the Goods is required *within one hundred twenty (120) calendar days upon receipt of the Notice to Proceed*. Bidders should have completed, at least *3 years* from the date of submission and receipt of bids, contracts 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 competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.

   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) Interested Bidders may obtain further information the Philippine Economic Zone Authority and inspect the Bidding Documents at the address given below from *8:00 AM to 5:00 PM, on Monday, Tuesday, and Thursday.*

5) A complete set of Bidding Documents may be acquired by interested Bidders on ***25 July 2026*** from the address given below *and* upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of ***Twenty-Five Thousand Pesos in Philippine Currency (PhP 25,000.00).***

   It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6) The *Philippine Economic Zone Authority* will hold a Pre-Bid Conference on ***03 August 2026, Monday, 10:30 AM*** at ***12th floor, Board Room, PEZA Investment and Corporate Center Roxas Boulevard cor. San Luis Street, Pasay City*** and/or through video conferencing via *MS Teams Meeting* which shall be open to prospective Bidders.

7) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the office address indicated below on or before ***17 August 2026, Monday; 12:00 NN***. Late bids shall not be accepted.

   To ensure the proper submission of bids, each bidder is required to submit **ONE (1) SEALED MOTHER ENVELOPE** containing all the necessary documents outlined in this ITB. Each envelope must be clearly labeled and include the following details:
   1. Name/Project Title of the contract to be bid;
   2. Name and address of the bidder;

3. Recipient Bids and Awards Committee (BAC)/Procuring Entity (PE); and
4. "Do not open before [date/time of opening of bids]"

Contents of the Mother Envelope:

- Two (2) sets of original copies, marked as "Original Copy."
  Each set shall contain:
  - One (1) original marked as "Technical Component Envelope"; and
  - One (1) original marked as "Financial Component Envelope".
- Two (2) sets of duplicate copies of the original, marked as "Copy 1."
  Each set shall contain:
  - One (1) duplicate copy marked as "Technical Component Envelope"; and
  - One (1) duplicate copy marked as "Financial Component Envelope".
- One (1) USB Flash Drive, marked as "Copy 2."
  Containing scanned copies, in PDF format, of the complete contents of the original Technical and Financial Component Envelopes.

8) All Bids must be accompanied by a Bid Security in any of the acceptable forms and in the amount stated in ITB Clause 16.1.

9) Bid opening shall be on ***17 August 2026, Monday; 3:30 PM*** at ***12th floor, Board Room, PEZA Investment and Corporate Center Roxas Boulevard cor. San Luis Street, Pasay City***. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.

10) The *Philippine Economic Zone Authority* 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 70 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.

11) For further information, please refer to:

Mary Simonette C. Moral
Head Secretariat, Bids and Awards Committee (BAC)
PEZA Investment and Corporate Center
Roxas Boulevard cor. San Luis Street, Pasay City, 1300
Tel. No. 8551-3451 loc. 338
Email: bacsec@peza.gov.ph
Website: **www.peza.gov.ph**

12) You may visit the following websites:
For downloading of Bidding Documents: **https://www.peza.gov.ph/bid-opportunities**

23 July 2026

ROWENA T. NAGUIT
Chairperson
Bids and Awards Committee