



REPUBLIC OF THE PHILIPPINES  
**NATIONAL TELECOMMUNICATIONS COMMISSION**  
Regional Office No. IVA, Diversion Road, Batangas City

**INVITATION TO BID FOR**

**PROCUREMENT, DELIVERY AND INSTALLATION OF TWENTY-EIGHT (28) UNITS BRAND NEW DESKTOP COMPUTERS; AND PROCUREMENT AND DELIVERY OF SIX (6) UNITS BRAND NEW LAPTOP COMPUTERS**

- 1) The **National Telecommunications Commission Region IV-A (NTC Region IV-A)**, through the **General Appropriations Act (GAA)** intends to apply the sum of:

**One Million Eight Hundred Twenty Thousand Pesos (P 1,820,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract: **Lot One (1) – “Procurement, Delivery and Installation of Twenty-Eight (28) Units Brand New Desktop Computers” / Project Identification No. NTC RIVA-2026-01-01**; and

**Four Hundred Eighty Thousand Pesos (P 480,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract: **Lot Two (2): “Procurement and Delivery of Six (6) Units Brand New Laptop Computers” / Project Identification No. NTC RIVA-2026-01-02**.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

- 2) The **NTC Region IV-A** now invites bids for the procurement, delivery and installation of desktop computers and procurement and delivery of laptop computers. Delivery of the Goods is required **sixty (60) calendar days from receipt of Notice to Proceed (NTP)**. Bidders should have completed, **within the last 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 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 from **NTC Region IV-A BAC Secretariat** and inspect the Bidding Documents at the address given below during office hours at **8:00 AM to 5:00 PM** from Mondays to Fridays excluding Holidays.

- 5) A complete set of Bidding Documents may be acquired by interested Bidders on **MARCH 9, 2026**

**(Monday)** from the address given below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (P5,000.00)**.

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 the Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees **in person** or **through the given email address below**.

- 6) The **NTC Region IV-A Bids and Awards Committee (BAC)** will hold a **Pre-Bid Conference** on **MARCH 17, 2026 (Tuesday) 10:00 AM** at **Lily Hall, 2<sup>nd</sup> Floor, National Telecommunications Commission Region IV-A, Diversion Road, Brgy. Bolbok, Batangas City**, 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 **MARCH 31, 2026 (Tuesday) at 10:00 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 16.1**.
- 9) Bid opening shall be on **MARCH 31, 2026 (Tuesday), 11:00 AM** at the address given below. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.
- 10) The **NTC Region IV-A** 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 70 of RA No. 12009, without incurring any liability to the affected Bidder or Bidders.
- 11) For further information, please refer to:

**JENNIFER D. MARQUEZ**  
Head, BAC Secretariat  
National Telecommunications Commission  
Region IV-A  
Diversion Road, Brgy. Bolbok  
Batangas City  
(043) 723-2495  
Email: [jennifer.marquez@ntc.gov.ph](mailto:jennifer.marquez@ntc.gov.ph)  
Website: [www.ntcr4a.com](http://www.ntcr4a.com)

12) You may visit the following website(s):

For downloading of Bidding Documents:

NTC Region IV-A website: <https://www.ntcr4a.com>

PhilGEPS website: <https://notices.philgeps.gov.ph>

Issued: **March 4, 2026**

**(Orig. Sgd.)**  
**MARIA LUISA A. DITAN**  
Chairperson  
Bids and Awards Committee