



INVITATION TO BID

Supply and Delivery of Laptops for the ASEAN Centre for Biodiversity

The ASEAN Centre for Biodiversity (ACB) intends to apply the amount of **Two Million Two Hundred Twenty-Five Thousand Pesos (PHP 2,225,000.00)** being the Approved Budget for the Contract (ABC), to payments under the contract for the Supply and Delivery of Laptops for the ACB. Bids received in excess of the ABC shall be automatically rejected at the opening of bids.

The ACB, through the Bids and Awards Committee (BAC), hereby invites eligible bidders to submit bids for the Supply and Delivery of Laptops for the ACB.

The procurement process shall be conducted through open competitive bidding using a non-discretionary "pass/fail" criterion. Participation in the bidding is open to all interested bidders, subject to the eligibility requirements and conditions set forth in the ACB Procurement Guidelines. Interested bidders may obtain further information from the ACB BAC Secretariat and may inspect the Bidding Documents uploaded on the ACB website.

A complete set of the Bidding Documents may be obtained by interested bidders beginning **7 August 2026**, upon payment of a non-refundable fee of **Five Thousand Pesos (PHP 5,000.00)**. The Bidding Documents may also be downloaded from the ACB website. Payment for the Bidding Documents may likewise be made through online bank transfer. Upon request, the ACB shall provide the necessary bank account details to facilitate the payment.

The ACB will hold a **Pre-Bid Conference** on **20 August 2026 at 3:00 PM** via video conference and shall be open to all prospective bidders. Interested participants are requested to submit their names and email addresses to the BAC Secretariat on or before **20 August 2026 at 11:00 AM**. Prospective bidders are encouraged to coordinate with the BAC Secretariat prior to the conference for further details and instructions.

Bids must be duly received by the BAC Secretariat at the address indicated below **on or before 4 September 2026 at exactly 11:00 AM**. Late bids shall not be accepted. All bids must be accompanied by a Bid Security in any of the acceptable forms and in the amount stated in the Invitation to Bid.

The opening of bids shall take place on **4 September 2026 at 11:01 AM**, both in-person and via video conferencing, at the **ACB Conference Room, Domingo M. Lantican Avenue, University of the Philippines Los Baños, Laguna**. Bids will be opened in the presence of the bidders' authorised representatives who choose to attend at the address below. Prospective bidders are advised to send through email containing the names and email addresses of interested participants on or before **4 September 2026, 9:00 AM**.

The ACB reserves the right to reject all bids, declare a failure of bidding, or refrain from awarding the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

BAC Secretariat

ASEAN Centre for Biodiversity
University of the Philippines Los Baños, Laguna 4031
Contact Nos.: +6349 536 2865 / +632 8 584 4210
Email: acb-bac@aseanbiodiversity.org

Signed

GRACE ANNE R. PALIS

Chairperson
Bids and Awards Committee

