



## INVITATION TO BID

### Supply and Delivery of Laptops for the ASEAN Centre for Biodiversity

The ASEAN Centre for Biodiversity (ACB) intends to apply the sum of **Two Million Two Hundred Eighty Thousand Pesos (PHP 2,280,000.00)** 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 bid opening.

The ACB, through the Bids and Awards Committee (BAC), now invites bids for the Supply and Delivery of Supply and Delivery of Laptops for the ACB.

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) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is open to all interested bidders, subject to the conditions for eligibility provided in the IRR of RA 9184 and ACB Procurement Guidelines.

Interested bidders may obtain further information from ACB Bids and Awards Committee Secretariat and inspect the Bidding Documents uploaded in the ACB website.

A complete set of Bidding Documents may be acquired by interested Bidders starting **24 November 2025** upon payment of a non-refundable fee for the Bidding Documents in the amount of **Five Thousand Pesos (PHP 5,000.00)**. It may also be downloaded in the ACB website. Purchase of bidding documents is also accepted thru online payment in the ACB bank account below:

Bank Account No.: 0911-0141-06  
Bank of the Philippines Island (BPI)  
National Highway, Batong Malake  
Los Baños, Laguna

The ACB will hold a Pre-Bid Conference on **9 December 2025, 2:00 PM** through video conferencing, which shall be open to prospective bidders. Prospective bidders are advised to send interested participants' names and email addresses via email on or before **9 December 2025, 10:00 AM**. Kindly coordinate with the BAC Secretariat before the said date for further details and instructions.

Bids must be duly received by the BAC Secretariat at the address below on or before **19 December 2025 at exactly 10:00 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 ITB Clause 18.

Bid opening shall be on **19 December 2025, 10:01 AM** in-person and through 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' 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 **19 December 2025, 9:00 AM**.

The ACB 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.

For further information, please refer to:

**PAULINE KRISTY C. ERASGA**

Head, BAC Secretariat  
ASEAN Centre for Biodiversity  
University of the Philippines Los Baños, Laguna 4031  
Telephone/Fax Nos.: +6349 536 2865 / +632 8 584 4210  
Email: [acb-bac@aseanbiodiversity.org](mailto:acb-bac@aseanbiodiversity.org)

  
**GRACE ANNE R. PALIS**  
Chairperson

Bids and Awards Committee

