



*Republic of the Philippines*  
Department of Environment and Natural Resources  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES**  
Capitol Site, Maasin City, Southern Leyte  
Tel Nos. (053)-8025936  
Email Address: [denrpenrosouthernleyte@gmail.com](mailto:denrpenrosouthernleyte@gmail.com)

## INVITATION TO BID

### FOR THE CENRO SAN JUAN OFFICE BUILDING EXPANSION OF THIRD FLOOR San Jose, San Juan, Southern Leyte

PR No. 2022-11-126

1. The Department of Environment and Natural Resources, PENRO Southern Leyte, Maasin City, through the GAA for FY 2023 intends to apply the sum of **THREE MILLION PESOS ONLY (Php3,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **CENRO San Juan Office Building Expansion of Third Floor** for DENR-CENRO San Juan, Southern Leyte Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DENR-PENRO Southern Leyte now invites bids for the **CENRO San Juan Office Building Expansion of Third Floor**.

Completion of the works is required with ONE HUNDRED TWENTY (120) CALENDAR DAYS. Bidders should have completed within TEN (10) 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, INSTRUCTION TO BIDDERS.

3. Bidding will be conducted through open competitive bidding procedure using the discretionary pass/fail criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184) otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizen/sole proprietorships, partnerships, or organizations with at least seventy-five percent (75%) interest or outstanding capital stock belonging to citizen of the Philippines.

4. Interested Bidders may obtain further information from DENR-PENRO Southern Leyte, Maasin City/CENRO San Juan, and inspect the Bidding Documents at the address given below from 8:00-12:00AM to 1:00-5:00PM from Mondays to Fridays.
5. A complete set of Bidding Documents may be purchased by interested Bidders from the address below and upon payment of a non-refundable fee for the Bidding Documents in the amount of **FIVE THOUSAND PESOS ONLY (Php5,000.00)**. It may also be downloaded free of charge from the website of the Procuring Entity, DENR-PENRO Southern Leyte, Maasin City, provided that bidders shall pay the fee for Bidding Documents not later than the submission of their bids.


6. The DENR-PENRO Southern Leyte, Maasin City will hold a Pre-Bid Conference on December 7, 2022 at 2:00 PM at DENR Conference Hall, Capitol Site, Maasin City, Southern Leyte which shall be open to all interested parties.
7. Bids must be delivered to this address below on or before December 19, 2022, 1:00 PM at DENR- PENRO, Capitol Site, Maasin City, Southern Leyte. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 18.

Bids will be opened on December 19, 2022, 2:00 PM in the presence of the bidder's representatives who choose to attend at the address below. Late Bids shall not be accepted.

8. The Bidding Schedules of Activities is as follows:

ACTIVITIES	SCHEDULE
1. Advertisement/Posting of Invitation to Bid	November 29, 2022
2. Issuance and Availability of Bidding Documents	November 29, 2022 to December 19, 2022
3. Pre-Bid Conference	December 7, 2022, 2:00PM
4. Deadline of Submission of Receipts of Bids	December 19, 2022, 1:00 PM
Opening of Bids	December 19, 2022 2:00 PM
5. Issuance of Notice of Award	December 22, 2022
6. Contract Starts/Commencement	From the date of acceptance of Notice to Proceed (NTP)

9. The DENR-PENRO Southern Leyte, Maasin City reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:



**LORNA N. SALAZAR-LONGCOP**  
BAC Chairperson  
DENR-PENRO, Capitol Site,  
Maasin City, Southern Leyte  
Tel No. 053-8025936

APPROVED:

**ALLEN SJ. CEBUANO**  
PENR Officer



**LORNA N. SALAZAR-LONGCOP**  
Chief, Administrative Officer