

**INVITATION TO BID
FOR THE
SUPPLY AND DELIVERY OF INDEX TAB AND FOLDER L-TYPE A4
FOR THE PROCUREMENT SERVICE**

PUBLIC BIDDING NO. 19-253-4

FUNDING SOURCE: PROCUREMENT SERVICE FUNDS

1. The **PROCUREMENT SERVICE** invites PhilGEPS registered suppliers to bid for the following items:

Lot No.	Quantity		Description	Approved Budget for the Contract	Price of Bid Documents	Delivery Period
1	24,998	Boxes	Index Tab	₱1,399,888.00	₱1,000.00	Please refer to Section VI. Schedule of Requirements
2	15,060	Packs	Folder, L-Type, A4	₱2,936,700.00	₱1,000.00	
Total Approved Budget for the Contract = ₱4,336,588.00						

Bidders should have completed, within *Five (5) years* prior to 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.

2. The summary of the bidding activities are as follows:

Advertisement/Posting of Invitation to Bid	August 05, 2019
Issuance and Availability of Bid Documents	August 05, 2019
Pre-Bid Conference	August 15, 2019; 02:00 PM
Last day of Submission of Written Clarification	August 19, 2019
Last day of Issuance of Bid Bulletin	August 22, 2019
Deadline for Submission and Opening of Bids	August 30, 2019; 10:00 AM

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.
4. 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 5183

5. Interested bidders may obtain further information from the Procurement Service and inspect the Bidding Documents at the address given below during office hours.

A complete set of Bidding Documents may be acquired by interested Bidders from the PS Cashier's Office and upon payment of a nonrefundable fee in amounts pursuant to the Schedule.

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

6. The PROCUREMENT SERVICE will hold a Pre-Bid Conference on **August 15, 2019; 02:00 PM** which shall be open to all interested parties.

7. Bids must be duly received by the BAC Secretariat at the address below on or before the deadline of submission and receipt of bids. 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 **August 30, 2019; 10:00 AM** at the Bidding Room, Conference Room, Procurement Service, Cristobal St., Paco, Manila. Bids will be opened in the presence of the Bidders' representatives who choose to attend the opening. **Late bids shall not be accepted.**

8. Bidders shall drop their duly accomplished eligibility requirements, technical and financial proposals in two separate sealed envelopes in the designated bid box located at the Bidding Room.

9. The PROCUREMENT SERVICE 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:

The Procurement Division 4
Procurement Service
RR Road, Cristobal St., Paco, Manila
689-7750 loc. 4017, 563-9351
pd4@ps-philgeps.gov.ph

(SGD.)
ENGR. ESTRELLITA G. FULE
Chairperson, Bids and Awards Committee IV