



**INVITATION TO BID**  
**FOR THE**  
**SUPPLY AND DELIVERY OF ENVELOPE, MAILING**  
**FOR THE PROCUREMENT SERVICE**

**PUBLIC BIDDING NO. 21-018-1**

*FUNDING SOURCE:*

*PROCUREMENT SERVICE FUNDS*

1. The **PROCUREMENT SERVICE** invites PhilGEPS registered suppliers to bid for the following items in accordance with the provisions of the Revised IRR of R.A. 9184 on the use of the **Approved Guidelines on the use of a Single Year Framework Agreement (Outright Determination of Lowest Calculated and Responsive Bid)** under GPPB Resolution No. **27-2019**:

Lot No.	Quantity	Item/Description	Approved Budget for the Contract	Price of Bid Documents	Delivery Period
1	15,561 boxes	<b>Envelope, Mailing, White</b>	Php 6,473,376.00	Php1,000.00	Please refer to Section VI. Schedule of Requirements (Framework Agreement List)

Bidders should have completed, within *five (5) years* prior to the date of submission and receipt of bids, a contract similar to the Project.

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

Advertisement/Posting of Invitation to Bid	<b>15 February 2021</b>
Issuance and Availability of Bid Documents	<b>15 February 2021</b>
Pre-Bid Conference	<b>22 February 2021; 01:30 P.M.</b>
Last day of Submission of Written Clarification	<b>24 February 2021</b>
Last day of Issuance of Bid Bulletin	<b>01 March 2021</b>
Deadline for Submission	<b>08 March 2021; 01:30PM</b>
Opening of Bids	<b>Immediately after the Deadline of Submission of Bids</b>

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 and subject to Commonwealth Act 138.
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 **Procurement Service – DBM (PS-DBM)**, 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 **22 February 2021; 01:30 P.M.** which shall be open to all interested parties. Pursuant to the **General Community Quarantine** and strict implementation of physical distancing due to the pandemic, the scheduled meeting may be accessed thru this link: [meet.google.com/oes-tnin-nkf](https://meet.google.com/oes-tnin-nkf) for online access via Google Meet.
7. 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 conducted on **08 March 2021; 01:30 P.M.** at the Bidding Room, Conference Room, Procurement Service, Cristobal St., Paco, Manila. Pursuant to the **General Community Quarantine** and strict implementation of physical distancing due to the pandemic, the scheduled meeting may be accessed thru this link: [meet.google.com/iis-nytc-udg](https://meet.google.com/iis-nytc-udg) for online access via Google Meet. Bids will be opened in the presence of the Bidders’ representatives who choose to attend the opening. **Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall also be rejected.**

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 2<sup>nd</sup> Floor of the Procurement Service.
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:

***Bids and Awards Committee I***  
*Procurement Service*  
*RR Road, Cristobal St., Paco, Manila*  
*8290-6300 loc. 8034*  
*[vdisu@ps-philgeps.gov.ph](mailto:vdisu@ps-philgeps.gov.ph)*

**SIGNATURE REDACTED**

**DICKSON T. PANTI**  
*Chairperson, Bids and Awards Committee*

