



## INVITATION TO BID FOR THE

### SUPPLY AND DELIVERY OF NOTE PADS AND PENCIL FOR THE PROCUREMENT SERVICE

**PUBLIC BIDDING NO. 21-148-10**

*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
			Unit Price	Total Amount		
1	147,270 pads	Note Pad, Stick- On, 2"x3"	₱41.00	₱6,038,070.00	₱1,000.00	Please refer to Section VI. Schedule of Requirements (Framework Agreement List)
2	196,397 pads	Note Pad, Stick- On, 3"x4"	₱65.00	₱12,765,805.00	₱2,000.00	
3	217,056 boxes	Pencil, Lead / Graphite, with Eraser	₱23.00	₱4,992,288.00	₱1,000.00	

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

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

Advertisement/Posting of Invitation to Bid	<b>14 December 2021</b>
Issuance and Availability of Bid Documents	<b>14 December 2021</b>
Pre-Bid Conference	<b>21 December 2021; 1:30 P.M.</b>
Last day of Submission of Written Clarification	<b>24 December 2021</b>
Last day of Issuance of Bid Bulletin	<b>28 December 2021</b>
Deadline for Submission	<b>04 January 2022; 1:30 P.M.</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”.

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.

4. Interested bidders may obtain further information from the Procurement Service and inspect the Bidding Documents through the BAC Secretariat (Procurement Division VI) at PS Complex, Cristobal St., Paco, Manila during *Mondays to Fridays, except holidays, from 8:00AM to 4:00PM.*
5. A complete set of Bidding Documents may be acquired by interested Bidders from the BAC Secretariat (Procurement Division VI) and upon payment of a non-refundable fee in amounts pursuant to this Invitation. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.

It may also be downloaded free of charge from the websites of the Procurement Service – DBM (PS-DBM) and PhilGEPS, provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

6. The PROCUREMENT SERVICE will hold a Pre-Bid Conference on **21 December 2021; 1:30 P.M.** which shall be open to all interested parties. Pursuant to the health and safety protocols issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases, the scheduled meeting may be accessed thru this link: <http://meet.google.com/gwr-avzm-qsj> via Google Meet.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **04 January 2022; 1:30 P.M.**  
**Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall also be rejected.**
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. Bid opening shall be on **04 January 2022; 1:30 P.M.** at PS Conference Room, Procurement Service, Cristobal St., Paco, Manila. The scheduled meeting may be accessed through this link: <http://meet.google.com/zjt-zdrf-zks> via Google Meet. Bids will be opened in the presence of the Bidders’ representatives who choose to attend the activity.
10. 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.

11. The PROCUREMENT SERVICE 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 Sections 35.6 and 41 of the 2016 revised IRR of RA 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

***Bids and Awards Committee X***  
*Procurement Service*  
*RR Road, Cristobal St., Paco, Manila*  
*8290-6300 loc. 8033/8060*  
*pd6@ps-philgeps.gov.ph*

**SIGNATURE REDACTED**

**ENGR. JAIME NAVARRETE JR.**  
*Chairperson, Bids and Awards Committee X*