



Republic of the Philippines  
Department of Budget and Management  
**PROCUREMENT SERVICE**  
**BIDS AND AWARDS COMMITTEE**



**INVITATION TO BID  
FOR THE**

**Supply and Delivery of Office Supplies and Writing Instruments  
for the Procurement Service**

PUBLIC BIDDING NO. 18-404-2

*FUNDING SOURCE: APPROVED BUDGET OF THE PROCUREMENT SERVICE*

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

Lot No.	Quantity	Item/Description	Approved Budget for the Contract	Price of Bid Documents	Delivery Period
1	102,864 Pieces	<b>DATA FOLDER</b> , made of chipboard, with taglia lock, 6 pieces per bundle	7,714,800.00	2,000.00	Please refer to Section VI. Schedule of Requirements
2	49,782 Bottles	<b>INK, FOR STAMP PAD</b> , Volume (min.): 50ml, 12 bottles per box	1,474,542.84	1,000.00	Please refer to Section VI. Schedule of Requirements
3	30,934 Pieces	<b>STAMP PAD, FELT</b> , 60mm x 100mm (min.) bed dimension, 12 pieces per pack	1,015,253.88	1,000.00	Please refer to Section VI. Schedule of Requirements
4	435,385 Pieces	<b>MARKER, PERMANENT, bullet type, medium point, black/blue/red, 12 pieces per box</b> Black- 252,972 pieces Blue- 106,639 pieces Red- 75,774 pieces	4,406,096.20	1,000.00	Please refer to Section VI. Schedule of Requirements
<b>TOTAL</b>			14,610,692.92		

Bidders should have completed, within *Five (5) years* from 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>November 15, 2018</b>
Issuance and Availability of Bid Documents	<b>November 15, 2018</b>
Pre-Bid Conference	<b>November 22, 2018 at 10:30 AM</b>
Last Day of Issuance of Bid Bulletin	<b>November 27, 2018</b>
Deadline for Submission	<b>December 04, 2018 at 10:30 AM</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 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.

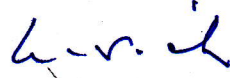
6. The PROCUREMENT SERVICE will hold a Pre-Bid Conference on **November 22, 2018 at 10:30 A.M.** which shall be open to all interested parties.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be conducted on **December 04, 2018 at 10:30 A.M.** 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. Unsealed or unmarked bid envelopes shall be rejected also.**



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:

*Procurement Division 2*  
*Procurement Service*  
*RR Road, Cristobal St., Paco, Manila*  
*689-7750 loc. 4021, 561-6116*  
**pd2@ps-philgeps.gov.ph**

  
**ENGR. MANUEL S. AVILA**  
Chairperson  
Bids and Awards Committee 2