

INVITATION TO BID FOR THE PURCHASE AND DELIVERY OF OFFICE SUPPLIES OF DSWD FIELD OFFICE 1 FOR THE SECOND SEMESTER CY 2021 (RE-ADVERTISEMENT)

SOLICITATION NO. 21-DSWDF01-011A

1. The *Department of Social Welfare and Development – Field Office 1 (DSWD - FO 1)*, through the *GAA FY 2021*¹ intends to apply the sum on a *per lot basis for the Purchase and Delivery of Office Supplies of DSWD Field Office 1 for the Second Semester CY 2021 (Re-Advertisement)*. Bids received in excess of the ABC for each lot shall be automatically rejected during bid opening, to wit:

Lot No.	PARTICULARS	Approved Budget for the Contract (ABC)
1	INK & TONERS	2,062,895.01
2	OFFICE SUPPLIES	3,518,243.84

2. The *DSWD – FO 1* now invites bids for the above Procurement Project. Delivery of the Goods is required **15-30 days upon receipt of Notice to Proceed**. Bidders should have completed, within **three (3) 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 (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 No. 5183.

4. Prospective Bidders may obtain further information from *DSWD-FO 1 Bids and Awards Committee Secretariat* and inspect the Bidding Documents at the address given below during **8:00 AM to 05:00 PM, Mondays to Fridays**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **08 - 28 September 2021** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (PhP5,000.00) only per lot**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through an authorized representative or through Cash Deposit at Landbank Account No. 0202014895 LBP-SFLU.

¹ Ibid.

6. The **DSWD-FO 1** will hold a Pre-Bid Conference² on **16 September 2021 at 2:00 PM** at the **DSWD - FO 1 Panlipunan Hall, Quezon Avenue, City of San Fernando, La Union**, and/or through video conferencing or webcasting via Google Meet at this link meet.google.com/rmk-xbaz-fzg, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **28 September 2021 at 9:00 AM**. Late bids shall not be accepted.
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 **28 September 2021 at 10:00 AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **DSWD-FO 1** 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 No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

HERMINIGILDA L. SONSON

Head, Bids and Awards Committee Secretariat
DSWD Field Office 1, Quezon Avenue, City of San Fernando, La Union
Trunk Line Number: (072) 687-80-00 local 222
Email Address: bac.fo1@dswd.gov.ph
Fax Number: (072) 888-21-84/888-25-05
Website: <http://www.fo1.dswd.gov.ph>

12. You may visit the following websites:

For downloading of Bidding Documents:

<https://www.philgeps.gov.ph>

<https://fo1.dswd.gov.ph/procurement-opportunities/>

07 September 2021

HELEN O. NERONA
SWO V/Chief, Statutory Programs
Division/ Chairperson, Bids and Awards
Committee

² May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.