



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 7587756  
**Procuring Entity** DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION V  
**Title** Supply and Delivery of Office Supplies and Consumables for the Implementation of PSD AICS  
**Area of Delivery**

<b>Solicitation Number:</b>	IB GOP 2021-DSWD-004	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	1
<b>Category:</b>	Office Equipment Supplies and Consumables	<b>Date Published</b>	31/03/2021
<b>Approved Budget for the Contract:</b>	PHP 1,300,000.00	<b>Last Updated / Time</b>	31/03/2021 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	20/04/2021 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Eva D. Bañares Head, BAC Secretariat Magnolia St., PBN Buragwis, Legazpi City Albay Philippines 4500 63-52-4805670 63-52-4805670 fo5bacsec@gmail.com		

#### Description

Supply and Delivery of Office Supplies and Consumables for the Implementation of PSD AICS

Section I. Invitation to Bid

Field Office V

INVITATION TO BID FOR Supply and Delivery of Office Supplies and Consumables for the Implementation of PSD AICS

1. The Department of Social Welfare and Development Field Office V, through the GAA, the General Appropriations Act CY 2021 intends to apply the sum of:

LOT NO. DESCRIPTION APPROVED BUDGET CEILING

1 Office Supplies Php. 196,000.00  
 2 Genuine Toner Cartridges for Pantum Printers Php. 792,000.00  
 3 Genuine Toner Cartridges for Brother Printers Php. 312,000.00  
 Total Php. 1,300,000.00

Being the ABC to payments under the contract for Supply and Delivery of Office Supplies for the implementation of PSD AICS/IB GOP 2021-DSWD-004. Bids received in excess of the ABC shall be automatically rejected at bid

opening.

2. The Department of Social Welfare and Development Field Office V now invites bids for the above Procurement Project. Delivery of the Goods is required per approved final schedule. Bidders should have completed, within two (2) 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.

a. 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 Department of Social Welfare and Development Field Office V and inspect the Bidding Documents at the address given below during 8:00AM to 4:00PM (Except Saturdays, Sundays & Holidays).

5. A complete set of Bidding Documents may be acquired by interested Bidders on March 31, 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, for Lot 1- Php 500.00, Lot 2- Php 1,000.00, Lot 3- Php 300.00; and Lot 1 to 3 in the amount of Five Thousand Pesos (Php. 5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees by presenting it in person, or sending it through email.

Bidders may pay through bank deposit or fund transfer to DSWD – Trust Fund DBP Account No. 0-01077-615-4 or DSWD - TRUST FUND DBP Account No.: 0615-005832-030.

6. The Department of Social Welfare and Development Field Office V will hold a Pre-Bid Conference on April 7, 2021 9:00 AM through video conferencing via Google Meet, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, on or before 1:00 PM, April 20, 2021. 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 April 20, 2021, 1:00 PM via Google Meet. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. Meeting links will be available upon request through the official BAC Secretariat email address below.

11. The Department of Social Welfare and Development Field Office V 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.

12. For further information, please refer to:

EVA D. BAÑARES  
Head, Procurement & BAC Secretariat  
DSWD FO V, Government Center Site,  
Rawis, Legazpi City 4500  
Email address: fo5bacsec2020@gmail.com

13. You may visit the following websites:

For downloading of Bidding Documents: fo5.dswd.gov.ph

March 31, 2021

(Sgd.)  
GERLIE L. AVILA, MSSW  
BAC Chairperson

**Pre-bid Conference**

Date	Time	Venue
07/04/2021	9:00:00 AM	Department of Social Welfare and Development Field Office V

**Other Information**

Bidding documents may also be downloaded thru this link [https://drive.google.com/file/d/1wkWXpvrBZOw\\_-nQXW7HgokniVJZGfFA0/view?usp=drivesdk](https://drive.google.com/file/d/1wkWXpvrBZOw_-nQXW7HgokniVJZGfFA0/view?usp=drivesdk)

**Created by** Nerichelle R Bobis

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