

**Office of the President
of the Philippines
Malacañang**

BIDS AND AWARDS COMMITTEE

INVITATION TO BID

One (1) Lot Supply and Delivery of Inks and Toner Cartridges Not Available at PS-DBM for Distribution to various OP Offices for CY 2022 with Purchase Request Number 21-07-0054 dated 19 July 2021

1. The **Office of the President**, through the **General Appropriations Act (GAA) FY 2022 (as part of Early Procurement Activities)** intends to apply the sum of **₱ 2,775,407.25** being the ABC to payments for **One (1) Lot Supply and Delivery of Inks and Toner Cartridges Not Available at PS-DBM for Distribution to various OP Offices for CY 2022 with Purchase Request Number 21-07-0054 dated 19 July 2021**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Office of the President** now invites bids for the above Procurement Project. Delivery of the Goods is required fifteen (15) work days upon receipt of Notice to Proceed (NTP). Bidders should have completed, within **the last 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 Section II (Instructions to Bidders) of the Bidding Documents.
3. Bidding will be conducted through open competitive bidding procedures using 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 open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 Revised IRR of RA No. 9184.
4. Interested bidders may obtain further information from **Office of the President** and inspect the Bidding Documents at the address given below from **8:00AM TO 5:00PM**.
5. A complete set of Bidding Documents may be acquired by interested bidders from **September 30, 2021 to October 20, 2021 from 8:00AM to 12:00NN and from 1:00PM to 5:00PM, Monday to Friday, and up to 9:00AM of October 21, 2021 at 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 (5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in **person at the address given below**.
6. The **Office of the President** will hold a Pre-Bid Conference on **October 7, 2021, Thursday at 2:00PM** at the address given below and/or through video conferencing/webcasting via **Zoom meeting**, which shall be open to prospective bidders.

The BAC Meeting, including its Pre-bid Conference, will be conducted virtually (e.g. via Zoom) in accordance with the health protocols during COVID-19 pandemic. For observance and participation of the bidders, please send an email request to the BAC Secretariat at opbacsec@malacanang.gov.ph for the internet link of the said Pre-bid Conference before its scheduled date. The internet link will be sent via email not earlier than 30 minutes before the start of the BAC Meeting. In the event the bidders opt to stay in the Mabini Hall Building, the BAC Secretariat can still accommodate by providing available room for virtual observance and participation.

7. Bids must be duly received by the BAC Secretariat through **manual submission or in person at the address given below** on or before **October 21, 2021, Thursday at 10:00AM**. **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 **October 21, 2021, Thursday at 10:05AM** at the given address below and/or through videoconferencing/webcasting via **Zoom meeting**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

The BAC Meeting, including its Opening of Bids, will be conducted virtually (e.g. via Zoom) in accordance with the health protocols during COVID-19 pandemic. For observance and participation of the bidders, please send an email request to the BAC Secretariat at opbacsec@malacanang.gov.ph for the internet link of the said Opening of Bids before its scheduled date. The internet link will be sent via email not earlier than 30 minutes before the start of the BAC Meeting. In the event the bidders opt to stay in the Mabini Hall Building, the BAC Secretariat can still accommodate by providing available room for virtual observance and participation.

10. The **Office of the President** 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 Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Gen Anderson G. Tanhueco
PSO III
BAC Secretariat
1005, BAC Secretariat Office, Room 123,
1st Floor Mezzanine, Mabini Hall Bldg.,
J.P. Laurel St., San Miguel, Malacañang,
Manila, Metro Manila
opbacsec@malacanang.gov.ph
(02) 8249-8310 loc 8297

12. You may visit the following websites:

op-proper.gov.ph

For viewing/downloading of Bidding Documents, please scan the QR Code using your camera or Google Lens App:



September 30, 2021


Atty. RYAN ALVIN R. ACOSTA
 Chairman, Bids and Awards Committee

**Office of the President
of the Philippines
Malacañang**

BIDS AND AWARDS COMMITTEE

September 30, 2021

CERTIFICATION

This is to certify that the attached Invitation To Bid (ITB) for bidding of the OP Project - **One (1) Lot Supply and Delivery of Inks and Toner Cartridges Not Available at PS-DBM for Distribution to various OP Offices for CY 2022 with Purchase Request Number 21-07-0054 dated 19 July 2021** is subject for posting thru the PhilGEPS, OP website, and three (3) conspicuous places within the vicinity of the Malacañan Complex (e.g Mabini Hall; Presidential Complaint Center Bldg. at Bahay Ugnayan, JP Laurel Street., Motorpool Bldg. at P.Casal Street) from September 30, 2021 to October 21, 2021.


DIR. FLORENCE JUNE D. BANTUGAN
Head, BAC Secretariat