



**INVITATION TO BID
FOR THE**

**SUPPLY AND DELIVERY OF OFFICE FURNITURE FOR THE PROCUREMENT
SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)
DEPOTS**

PUBLIC BIDDING NO. 022-2023

*FUNDING SOURCE: GOVERNMENT OF THE PHILIPPINES (GOP) THROUGH
2023 APPROVED BUDGET OF THE PROCUREMENT SERVICE (PS)*

1. The **PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)** invites PhilGEPS registered suppliers to bid for the following items in accordance with the provisions of the Revised IRR of R.A. 9184:

| Lot No. | Qty | UOM | Item/Description | Approved Budget for the Contract | Price of Bid Documents | Delivery Period |
|----------------|------------|------------|---|---|-------------------------------|---------------------------|
| 1 | 1 | Lot | Supply and Delivery of Office Furniture for PS-DBM Depots | ₱ 1,170,596.00 | ₱ 5,000.00 | Please refer to Annex "A" |

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 | 09 November 2023 (Thursday) |
| Issuance and Availability of Bid Documents | 09 November 2023 (Thursday) |
| Pre-Bid Conference | 16 November 2023 (Thursday); 10:00 AM |
| Last day of Submission of Written Clarification | 20 November 2023 (Monday) |
| Last day of Issuance of Bid Bulletin | 23 November 2023 (Thursday) |
| Deadline for Submission | 30 November 2023 (Thursday); 10:00 AM |
| Opening of Bids | Immediately after the Deadline of Submission of Bids |

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 Procurement Service – DBM (PS-DBM), 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 **16 November 2023 (Thursday); 10:00 AM** 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 **30 November 2023 (Thursday); 10:00 AM** 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 also be rejected.**
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 2nd Floor of the Procurement Service.
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:

*PS-Internal Bids and Awards Committee
Secretariat, Internal BAC
2nd Floor, PS Complex
Procurement Service-PhilGEPS
Cristobal Street, Paco, Manila
internal-bacsec@ps-philgeps.gov.ph*

Signature Redacted

ENGR. JAIME M. NAVARRETE JR.
Chairperson, Internal Bids and Awards Committee