



**INVITATION TO Bid**  
**FOR THE**  
**SUPPLY AND DELIVERY OF NOTEPAD, STICK-ON, 76MM X 76MM**  
**FOR THE PROCUREMENT SERVICE**

PUBLIC BIDDING NO. 24-031-2

1. The **PROCUREMENT SERVICE – DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)**, using a **Single Year Framework Agreement (Outright Determination of Lowest Calculated and Responsive Bid under Appendix 32 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184)**, through the **2024 PS-DBM Revolving Fund**, intends to apply the Approved Budget for the Contract (ABC) corresponding to the total cost of each item to be bid out, as follows:

Item No.	Quantity	Item/Description	Approved Budget for the Contract		Price of Bid Documents
			Unit Price	Total Amount	
1	218,956 pads	Notepad, Stick-on, 76mm x 76mm	₱55.00	₱12,042,580.00	₱25,000.00

*Bids received in excess of the total cost per item shall be automatically rejected*

2. The **PS-DBM** now invites bids for **SUPPLY AND DELIVERY OF NOTEPAD, STICK-ON, 76MM x 76MM**. Delivery of the Goods is required within the delivery period stated in Section VI Schedule of Requirements of the Bidding Documents. Bidders should have completed, within **5 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 in accordance with Appendix 36. Revised Guidelines for Electronic Bidding (e-Bidding) 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 the PS-DBM and inspect the Bidding Documents through the BAC Secretariat (Procurement Division V) at PS Complex, Cristobal St., Paco, Manila during ***Mondays to Thursdays, except Fridays and holidays, from 8:00 AM to 7:00PM.***
5. A complete set of Bidding Documents may be acquired by interested Bidders from the BAC Secretariat (Procurement Division V) and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amounts stated in Paragraph 1 of this IB. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.

It may also be downloaded free of charge from the websites of the PS-DBM and PhilGEPS, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The PS-DBM will hold a Pre-Bid Conference<sup>1</sup> on ***06 February 2024; 10:00 AM*** at PS Conference Room, PS Complex Cristobal St., Paco, Manila and/or through video conferencing or webcasting via ***meet.google.com/tcc-gjqe-nyd*** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through electronic submission through the e-bidding facility of the MPhilGEPS (<https://www.philgeps.gov.ph>) on or before ***20 February 2024; 01:30 P.M.*** **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 ***20 February 2024; 01:30 P.M*** at PS Conference Room, PS Complex Cristobal St., Paco, Manila and/or via ***meet.google.com/epz-fwcw-zev.*** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The summary of the bidding activities is as follows:

Advertisement/Posting of Invitation to Bid	30 January 2024
Issuance and Availability of Bid Documents	30 January 2024
Pre-Bid Conference	Tuesday, 06 February 2024; 10:00 AM
Last day of Submission of Written Clarification	Saturday, 10 February 2024
Last day of Issuance of Bid Bulletin	Tuesday, 13 February 2024
Deadline for Submission and Receipt of Bids	Tuesday, 20 February 2024; 1:30 P.M
Opening of Bids	Immediately after the Deadline of Submission of Bids

<sup>1</sup> 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.

11. The *PS-DBM* 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:

**Bids and Awards Committee II**

*Procurement Service – DBM  
Cristobal St., Paco, Manila  
8290-6300 loc. 8033/8060  
pd5@ps-philgeps.gov.ph*

13. For purposes of e-bidding facility clarifications, please refer to:

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14. You may visit the following websites:

For downloading of Bidding Documents, please refer to the following link:  
<https://www.philgeps.gov.ph> / <https://ps-philgeps.gov.ph>

*[Date of Issue: January 30, 2024]*

**SIGNATURE REDACTED**

**VIC ANTHONY A. TUBON**

*Chairperson, Bids and Awards Committee II*