



## INVITATION TO BID

FOR THE

### SUPPLY AND DELIVERY OF ENVELOPE, DOCUMENTARY, A4 & LEGAL FOR THE PROCUREMENT SERVICE

#### PUBLIC BIDDING NO. 23-040-3

- 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 GPPB Resolution No. 27-2019)**, through the **2023 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        | 5,564 boxes  | ENVELOPE,<br>DOCUMENTARY, A4       | ₱ 808.00                         | ₱ 4,495,712.00  | ₱ 5,000.00             |
| 2        | 13,256 boxes | ENVELOPE,<br>DOCUMENTARY,<br>LEGAL | ₱ 1,037.00                       | ₱ 13,746,472.00 | ₱ 25,000.00            |

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

***Note:** For this procurement, the maximum fee for the bidding documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB, as reflected in the amounts stated in Paragraph 1 of this IB; provided that the total fees for the Bidding Documents for all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots, i.e. P25,000.00.*

- The **PS-DBM** now invites bids for **SUPPLY AND DELIVERY OF ENVELOPE, DOCUMENTARY, A4 & LEGAL**. 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).
- 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”.

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.

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 Fridays, except holidays, from 8:00 AM to 5:00PM.*
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 on **July 6, 2023; 10:00 A.M.** at PSComplex, Cristobal St., Paco, Manila and/or through video conferencing or webcasting *via* Google Meet thru this link: [meet.google.com/fkp-ywdh-nts](https://meet.google.com/fkp-ywdh-nts), 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 **July 20, 2023; 10:00 A.M.**

**Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall also be rejected.**

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 **July 20, 2023; 10:00 A.M.** at PS Conference Room, PS Complex Cristobal St., Paco, Manila and/or via Google Meet. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity in person or via Google Meet thru this link: [meet.google.com/rwj-uvpn-yfv](https://meet.google.com/rwj-uvpn-yfv).
10. The summary of the bidding activities is as follows:

|                                                 |                                                      |
|-------------------------------------------------|------------------------------------------------------|
| Advertisement/Posting of Invitation to Bid      | 29 June 2023                                         |
| Issuance and Availability of Bid Documents      | 29 June 2023                                         |
| Pre-Bid Conference                              | 06 July 2023; 10:00 am                               |
| Last day of Submission of Written Clarification | 10 July 2023                                         |
| Last day of Issuance of Bid Bulletin            | 13 July 2023                                         |
| Deadline for Submission                         | 20 July 2023; 10:00 am                               |
| Opening of Bids                                 | Immediately after the Deadline of Submission of Bids |

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 2<sup>nd</sup> Floor of the Procurement Service.

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 9184, without thereby incurring any liability to the affected bidder or bidders.
  
12. For further information, please refer to:

***Bids and Awards Committee III***  
*Procurement Service*  
*RR Road, Cristobal St., Paco, Manila*  
*8290-6300 loc. 8033/8060*  
*pd5@ps-philgeps.gov.ph*

**SIGNATURE REDACTED**

**JOSEPH P. BALAGTAS**  
*Chairperson, Bids and Awards Committee III*