



INVITATION TO BID
FOR THE
SUPPLY AND DELIVERY OF PAPER, MULTICOPY, LEGAL
FOR THE PROCUREMENT SERVICE
PUBLIC BIDDING NO. 23-070-2

1. The *Procurement Service - Department of Budget and Management (PS-DBM)*, through the *PS Revolving Fund* intends to apply the sum of ₱953,295,950.00 being the total Approved Budget for the Contract (ABC) to payments under the contract for Supply and Delivery of Paper, Multicopy, Legal for the Procurement Service. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The *PS-DBM*, using a *multi-year* for a duration of *two (2) years Framework Agreement* pursuant to **Appendix 32 of the Implementing Rules and Regulation of RA9184 9th edition, Guidelines on the Use of Framework Agreement by All Procuring Entities**, through the *2023 PS Revolving Fund* intends to apply the ABC corresponding to the total cost of each item to be bid out, as follows:

Item No.	Item Description	Unit Price	Quantity per Year		ABC per Year	
1	Paper, Multicopy, Legal	₱230.00	1 st	2,368,437 reams	1 st	₱544,740,510.00
			2 nd	1,776,328 reams	2 nd	₱408,555,440.00
Total			4,144,765 reams		₱953,295,950.00	

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 Paper, Multicopy, Legal. Delivery of the Goods is required within the delivery period stated in Section VI Schedule of Requirements after issuance of a Call-Off. Bidders should have completed, within *five (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 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 **PS-DBM** and inspect the Bidding Documents at the address given below during *weekdays, except holidays, from 8:00AM to 4:00PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **August 4, 2023** 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, in the amount indicated in the table below. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.

Item No.	Item Description	Price of Bid Documents ¹
1	Paper, Multicopy, Legal	₱75,000.00

6. The **PS-DBM** will hold a Pre-Bid Conference² on **August 11, 2023; 1:30 PM** at **PS Conference Room, 2nd Floor, PS Building, PS Compound, Cristobal St., Paco, Manila** and/or through video conferencing or webcasting via **Google Meet** through this link: <https://meet.google.com/ker-kuae-eyd>, 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 **August 25, 2023; 10:00 AM**
- 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 **August 25, 2023; 10:00 AM** at the given address below and/or via **Google Meet** through this link: <https://meet.google.com/zfo-ctmz-ree>. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

¹ For multi-year Framework Agreement, the ABC for the first year shall be the basis in computing for the required amount of bidding documents fee

² 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.

10. The summary of the bidding activities is as follows:

Advertisement/Posting of Invitation to Bid	04 August 2023
Issuance and Availability of Bid Documents	04 August 2023
Pre-Bid Conference	11 August 2023; 1:30pm
Last day of Submission of Written Clarification	15 August 2023
Last day of Issuance of Bid Bulletin	18 August 2023
Deadline for Submission	25 August 2023; 10:00am
Opening of Bids	Immediately after the Deadline of Submission of Bids

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
RR Road, Cristobal St., Paco, Manila
8290-6300 loc. 8033/8060
[*pd4@ps-philgeps.gov.ph*](mailto:pd4@ps-philgeps.gov.ph)

13. You may visit the following websites:

For downloading of Bidding Documents: www.ps-philgeps.gov.ph

SGD.
JOSEPH C. DE SALES
Chairperson, Bids and Awards Committee II