INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF PENCIL, LEAD/GRAPHITE WITH ERASER FOR THE PROCUREMENT SERVICE

PUBLIC BIDDING NO. 25-074-1

1) The **PROCUREMENT SERVICE – DEPARTMENT OF BUDGET AND MANAGEMENT (PS - DBM)**, through the **2025 PS-DBM Revolving Fund**[1] intends to apply the sum of **₱7,987,000.00** being the Approved Budget for the Contract (ABC) to payments under the contract for **Supply and Delivery of Pencil, Lead/Graphite with Eraser for the Procurement Service**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2) The **PS-DBM** now invites bids for the **Supply and Delivery of Pencil, Lead/Graphite with Eraser**[2], under a **Single Year Framework Agreement.** The award shall be given to the bidder with the Lowest Calculated Responsive Bid (LCRB) following the procedures under Sections 61 and 63 of the same IRR. 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, at least *ten (10) years* from the date of submission and receipt of bids, contracts similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

Item No.	Quantity	Item/ Description	Approved Budget for the Contract		Price of Bid Documents
			Unit Price	Total Amount	
1	163,000 boxes	Pencil, Lead/Graphite with Eraser	₱49.00	₱7,987,000.00	₱10,000.00
Delivery Sites: PS-DBM Main Warehouse, Paco, Manila Pampanga Depot (Regional Government Center Maimpis, San Fernando City, Pamapanga) End-User Agencies within Metro Manila; Antipolo, Rizal; and Imus, Cavite					

3) Bidding will be conducted in accordance with the Government Procurement Policy Board (GPPB) Resolution No. 12-2021 (Approving the Proposed Electronic Bidding Guidelines of the Modernized Philippine Government Electronic Procurement System).The preliminary examination of bids shall be conducted through competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.

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[1] Approved Budget for the Contract (ABC) refers to the budget for the contract duly approved by the Head of the Procuring Entity (HoPE), within the authorized amount in the General Appropriations Act (GAA), continuing, and automatic appropriations, or other authorized source of funds, in the case of National Government Agencies (NGAs); the corporate operating budget approved by the governing Boards, pursuant to Executive Order (EO) No. 518, s. 1979, entitled "Establishing a Procedure for the Preparation and Approval of the Operating Budgets of Government Owned or Controlled Corporations, in the case of GOCCs, GFIs, and RA No. 8292, or the "Higher Education Modernization Act of 1997", in the case of SUCs; and the budget for the contract approved by the Sanggunian through an appropriation ordinance in the case of LGUs. For multi-year contracts, for which a Multi-Year Contractual Authority (MYCA) or an equivalent document is required, the ABC shall be the total project cost reflected in the MYCA or equivalent document (Section 5(a), RA No. 12009);

[2] A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential Bidders to decide whether or not to respond to the invitation.

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. Interested Bidders may obtain further information from the PS-DBM and inspect the Bidding Documents at the address given below from Mondays to Fridays, except holidays, 8:00 A.M. to 5:00 P.M.

5. A complete set of Bidding Documents may be acquired by interested Bidders from the BAC Secretariat and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of ten thousand pesos (**₱10,000.00**).

   It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of PS-DBM, 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 **08 October 2025; 11:00 A.M.** at PS Conference Room, PS Complex Cristobal St., Paco, Manila and/or through video conferencing or webcasting via Google meet thru this link **meet.google.com/imq-sqtb-ixm** which shall be open to prospective bidders.

7. Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through online submission through the electronic bidding facility of the PhilGEPS as indicated below, on or before **22 October 2025; 10:00 A.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 16.1.

9. Bid opening shall be on **22 October 2025; 10:00 A.M.** at PS Conference Room, PS Complex Cristobal St., Paco, Manila and/or via Google Meet thru this link **meet.google.com/kxg-rybc-ezx**. 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:

Posting of Invitation to Bid	01 October 2025
Issuance and Availability of Bid Documents	01 October 2025
Pre-Bid Conference	08 October 2025; 11:00 A.M.
Last Day of Submission of Written Clarifications	11 October 2025
Last day of Issuance of Supplemental/Bid Bulletin	15 October 2025
Deadline for Submission and Receipt of Bids	22 October 2025; 10:00 A.M.
Opening of Bids	Immediately after the Deadline of Submission and Receipt 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 Section 70 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.

12. For further information, please refer to:

    Bids and Awards Committee I
    Procurement Service – DBM
    Cristobal St., Paco, Manila
    bacsec@ps-philgeps.gov.ph

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

    Ron Cyprus G. Obniala
    Information System Analyst
    Procurement Service – PhilGEPS
    Cristobal Street, Paco, Manila
    rcobniala@ps-philgeps.gov.ph
    09090648277

13. You may visit the following websites:

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

    For electronic bid submission: www.philgeps.gov.ph

Date of Issue: October 1, 2025

SIGNATURE REDACTED

ROMMEL D. RIVERA
Chairperson, Bids and Awards Committee I