INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF PAPER CLIP, VINYL/PLASTIC COATED, JUMBO 50MM FOR THE PROCUREMENT SERVICE

PUBLIC BIDDING NO. 25-063-2

1. The **PROCUREMENT SERVICE – DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)**, using a *Single Year* Framework Agreement, through the 2025 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	336,000 boxes	Paper Clip, Vinyl/Plastic Coated, Jumbo 50mm	₱20.00	₱6,720,000.00	₱10,000.00

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 PAPER CLIP, VINYL/PLASTIC COATED, JUMBO 50MM**. 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 *ten (10) 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 the Government Procurement Policy Board (GPPB) Resolution No. 21-2021 (Approving the Proposed Electronic Bidding Guidelines of the Modernized Philippine Government Electronic Procurement System). The preliminary examination of bids shall be conducted using a non-discretionary "pass/fail" criterion as specified in Section 59 of the Implementing Rules and Regulations (IRR) of Republic Act .(RA) No. 12009. 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.

   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 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 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, 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 **09 September 2025; 10:00 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/wzg-vujq-baq** 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 Modernized PhilGEPS (mPhilGEPS) (https://www.philgeps.gov.ph) on or before **23 September 2025; 9:30 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 14.

9. Bid opening shall be on **23 September 2025; 9:30 A.M** at PS Conference Room, PS Complex Cristobal St., Paco, Manila and/or via *Google meet thru this link* **meet.google.com/wzg-vujq-baq**. Bids will be opened in the presence of the bidders or their duly authorized representatives who choose to attend the activity.

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

Posting of Invitation to Bid	02 September 2025
Issuance and Availability of Bid Documents	02 September 2025
Pre-Bid Conference	09 September 2025; 10:00 A.M.
Last Day of Submission of Written Clarifications	12 September 2025
Last day of Issuance of Supplemental/Bid Bulletin	16 September 2025
Deadline for Submission and Receipt of Bids	23 September 2025; 9:30 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 Sections 64 and 70 of the IRR of RA No. 12009, 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
    bacsec@ps-philgeps.gov.ph

13. 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

14. You may visit the following websites:

    For downloading of Bidding Documents, please refer to the following link: (mPhilGEPS) **https://www.philgeps.gov.ph** or **https://ps-philgeps.gov.ph**

Date of Issue: September 02, 2025

ROMMEL D. RIVERA
Chairperson, Bids and Awards Committee II