



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

INVITATION TO BID

(PROCUREMENT /CONTRACT No. 2019-PCOO-I-004)

Procurement of the Supply and Delivery of Office Supplies

1. The **PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE**, through the General Appropriations Act of 2019 (2019 GAA) intends to apply the sum of **NINE MILLION FOUR HUNDRED FIFTY-FOUR THOUSAND and SIXTY-TWO PESOS (PHP9,454,062.00)**, being the Approved Budget for the Contract (ABC) for payments under the Contract for Procurement of the Supply and Delivery of Office Supplies. **Bids received in excess of the ABC shall be automatically rejected at bid opening.**
2. The PCOO now invites Philippine Government Electronic Procurement System (PHILGEPS) registered suppliers to bid for the Procurement of the Supply and Delivery of Office Supplies (not available in PS-DBM). The Goods are required to be completely delivered by the winning bidder within **THIRTY (30) CALENDAR DAYS** from receipt of the Notice to Proceed (NP). Bidders should have completed a contract similar to the Project within **Three (3) years** prior to the deadline of submission and receipt of bids. The description of an eligible bidder is provided in the Bidding Documents, particularly, in **Clause 5** of 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) 9184, otherwise known as the “Government Procurement Reform Act”.
4. 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.
5. Interested bidders may obtain further information from the PCOO Bids and Awards Committee Secretariat and inspect the Bidding Documents at the

address given below during office hours, between 8:00 AM to 5:00 PM, excluding holidays.

6. Interested Bidders may acquire a complete set of Bidding Documents from **June 28, 2019** until the deadline for the submission of bids, and upon payment of an applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the Government Procurement Policy Board (GPPB) amounting to **TEN THOUSAND PESOS (PHP 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 the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

7. The PCOO will hold a Pre-Bid Conference on **July 8, 2019** at **10:00 AM**, at the **Conference Room, 4th Floor, New Executive Building, Malacañang Complex, Manila**, which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat at the address below on or before **July 25, 2019** at **9:00 AM**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**.

Bid opening shall be on **July 25, 2019** at **10:00 AM** at the **Conference Room, 4th Floor, New Executive Building, Malacañang Complex, Manila**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. **Late bids shall NOT be accepted.**

9. Each bidder shall be required to submit One (1) Original and Four (4) copies of the First (Eligibility and Technical Documents) and Second (Financial) components, respectively, of its bid submission. Each bidder will submit a total of Ten (10) sealed envelopes duly marked and sealed as indicated in Clause 20 Section II of ITB.

The First and Second envelopes of the Original shall be enclosed together in an outer envelope. The First, Second, Third and Fourth copies, respectively, shall be enclosed in the same manner. These Five (5) envelopes shall be marked, respectively, and sealed in a box as indicated in Clause 20.3 Section III BDS.

Bidders are advised to use a document ring binder with colored tabs to identify each document in the bid proposal.

10. The PCOO 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 41 of R.A. No. 9184 and its 2016 RIRR, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

Atty. ANNA FARINAH B. MINDALANO
Head, Bids and Awards Committee Secretariat
Presidential Communications Operations Office
Basement Level, New Executive Building
Malacañang Complex, Manila
Telefax No: (+632) 735-6170
Email: pcoo.bac@gmail.com
Website: <https://pcoo.gov.ph>

(ORIGINAL SIGNED)
USec. MARVIN R. GATPAYAT
Chairperson
Bids and Awards Committee – I
(PCOO BAC-I)

CERTIFICATION

<i>Schedule of Requirements and Technical Specifications are in conformity with the requirements of the end-user:</i>	(ORIGINAL SIGNED) Mary Ann R. Valmoria Admin. Officer V/Supply Officer III End-User Representative
<i>Procurement Project is covered by 2019 Annual Procurement Plan:</i>	(ORIGINAL SIGNED) Ma. Alma A. Francisco Budget Officer V