

**ALBAY 3<sup>RD</sup> DISTRICT ENGINEERING OFFICE**  
*Paulog, Ligao City*

**INVITATION TO BID**

For

***25GFO0007 - Purchase of Office Supplies***

The ***Department of Public Works and Highways (DPWH) - Albay 3<sup>rd</sup> District Engineering Office (DEO)***, through ***MOOE SR 2025-02-006230*** intends to apply the sum of ***Five Million Forty-Four Thousand Three Hundred Forty Pesos and Eighty-One Centavos (Php 5,044,340.81)*** being the Approved Budget for the Contract (ABC) to payments under the contract for the above-stated contract. Bids received in excess of the ABC shall be automatically rejected at the bid opening.

The ***DPWH - Albay 3<sup>rd</sup> DEO***, through its Bids and Awards Committee (BAC), now invites bids for the above procurement project. Delivery of services is required within a ***30*** calendar days (CD) contract duration. 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).

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.

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.

Prospective bidders may obtain further information from ***DPWH - Albay 3<sup>rd</sup> DEO***, and inspect the Bidding Documents at the address given below during ***Monday-Friday (8:00AM-12:00PM, and 1:00PM-5:00PM)***.

**25GFO0007 - Purchase of Office Supplies**

A complete set of Bidding Documents may be acquired by interested Bidders on **April 4, 2025 until the submission of bids**, from the given address and website below, and upon payment of an applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (P 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

Bidders can make payment for the purchase of Bid Documents at any DPWH Field office. Should they opt to make such payment in our office, they are advised that the **cut-off time** for securing order of payment for such fee is at **9:30 AM**, and the order of payment itself from the accounting section for such fee is at **9:45 AM** on the deadline date for the receipt by the BAC of bids.

The *DPWH - Albay 3<sup>rd</sup> District Engineering Office* will hold Pre-Bid Conference on **April 11, 2025** at **9:00 AM** at the **Procurement Unit Office, Paulog, Ligao City**, which shall be open to prospective bidders.

Bids must be duly received by the BAC Secretariat through *manual submission* at the *Procurement Unit Office, Paulog, Ligao City*, on or before **April 23, 2025** at **10:00 AM**. Late bids shall not be accepted.

All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

Bid Opening shall be on **April 23, 2025** **right after the deadline for the submission and dropping of bids**, at the **Procurement Unit Office, Paulog, Ligao City**. Bids will be opened in the presence of the bidders' representative/s who choose to attend the activity.

Prospective bidders are advised that this Office is implementing **D.O. 28 series of 2024 - 3-strike policy in the procurement of contracts for infrastructure works, goods, and consulting services**.

The *DPWH-Albay 3<sup>rd</sup> District Engineering Office* reserves the right to accept or reject any bid and to annul the bidding process any time before the Contract award, without incurring any liability to the affected bidders, in accordance with the provisions of Section 41 of RA 9184 and its IRR.

For further information, please refer to:

**RUBIROSA A. NOTA**  
BAC Secretariat Head  
Procurement Unit Office  
Paulog, Ligao City  
[notara@dpwh.gov.ph](mailto:notara@dpwh.gov.ph)

**25GF00007 - Purchase of Office Supplies**

You may visit the following websites for downloading of Bidding Documents:

[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

[www.dpwh.gov.ph](http://www.dpwh.gov.ph)



**EDDIE A. HERNANDEZ**  
BAC Chairman

**April 3, 2025**

*Date Issued*