

**INVITATION TO BID FOR  
23GFB0015**

The Department of Public Works and Highways - Albay 2<sup>nd</sup> District Engineering Office, through its Bids and Awards Committee (BAC) for Goods, invites suppliers to apply to submit bids for the following Contract:

Contract Name : **Procurement of Commonly Used Office Supplies for the 1st Quarter of the Year 2024**

Contract Location : **DPWH-Albay 2nd DEO, RES V Compound, Airport Site, Legazpi City, Albay**

Brief Description of Goods to be Procured : **Procurement of Commonly Used Office Supplies for the 1st Quarter of the Year 2024**

Approved Budget for the Contract (ABC) : **P4,469,740.00**

Source of Funds : **101101 (FY 2023)**

Delivery/Contract Duration : **30 C.D.**

PR NO. : **24-01-006**

The BAC is conducting the public bidding for this Contract in accordance with Republic Act No. 9184 and its Implementing Rules and Regulations (IRR).

Bidders should have completed, within 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 IV, Instruction to Bidders.

To be eligible to bid for this Contract, a supplier must meet the following major requirements:

- a) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
- b) Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for exclusive economic zones or areas;
- c) Tax clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR;
- d) Filipino citizen or 60% Filipino-owned partnership/corporation;
- e) Completion of similar contract costing at least 50% of the ABC;
- f) Net Financial Contracting Capacity (NFCC) at least equal to the ABC or in lieu of the NFCC computation, a committed line of credit (CLC) specific to the contract to be bid from a universal or commercial bank.

The DPWH will use non-discretionary "pass/fail" criteria in the eligibility check, preliminary examination of bids, evaluation of bids, post-qualification, and award.

The schedule of key procurement activities for this Contract are shown below:

Activity	Time	Place
1. Issuance/Downloading of Bidding Documents	February 23, 2024 (Friday.) to March 13, 2024 (Wed.)	Hard copies at BAC Secretariat, Procurement Section of this Office. Downloadable from DPWH website <a href="http://www.dpwh.gov.ph">www.dpwh.gov.ph</a> and PhilGEPS website <a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a>
2. Pre-Bid Conference	Friday, March 01, 2024 at 10:00:00 AM	
3. Receipt by the BAC of Bids	March 13, 2024 until 10:00 am	
4. Opening of Bids	Immediately after cut-off of dropping	

Bidders shall pay a fee of **P5,000.00** for the Bidding Documents, upon securing hard copies of the documents. Bidding documents fee **may be refunded** in accordance to section 17.5. of the 2016 Revised IRR of

R.A. 9184, however, said refund shall be subject to the conditions stipulated based on the grounds provided under Section 41 of the Act and this IRR. Bidders that download the Documents from the DPWH/PhilGEPS website shall pay fee upon submission of their the bids. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in Instruction to Bidders.

The DPWH - Albay 2nd District Engineering Office reserves the right to accept or reject any bid and to annul the bidding process at any time before the contract award, without incurring any liability to affected bidder/s, accordance with the provisions of Section 41 of RA 9184 and its IRR.

Any request for additional information concerning this bidding shall be directed to the following:

BAC Chairman: **Engr. NINEZ B. REGALADO**

Address: Albay 2nd DEO, RES V Compound

Airport Site, Legazpi City

Telephone No.: 480-07-90

Email Address: [procurement.albay2nd@gmail.com](mailto:procurement.albay2nd@gmail.com)

OIC - Head Procurement Officer: **Engr. MARIA JOY L. ZAMUDIO**

Address: Albay 2nd DEO, RES V Compound

Airport Site, Legazpi City

Telephone No.: 480-07-90

Email Address: [procurement.albay2nd@gmail.com](mailto:procurement.albay2nd@gmail.com)

Approved by:

Dates of Publication:

February 23, 2024 to February 29, 2024

Newspaper:

N/A

  
**NINEZ B. REGALADO**  
Chief, Maintenance Section  
BAC, Chairman

## BID DATA SHEET

ITB Clause	
1.1	<p>The PROCURING ENTITY is <b>DPWH, Albay 2<sup>nd</sup> District Engineering Office</b></p> <p>The Acope of the Goods/Services required under this Contract  <b>Procurement of Commonly Used Office Supplies for the 1st Quarter of the Year 2024</b></p>
2	<p>The Funding Source is:  The Government of the Philippines (GOP) through <b>101101 (FY 2023)</b>  amounting to <b><u>P4,469,740.00</u></b>  The name of the project is  <b>Procurement of Commonly Used Office Supplies for the 1st Quarter of the Year 2024</b></p>
3.1	No further instructions.
5.1	No further instructions.
5.2	None of the circumstances mentioned in the ITB Clause exists in this Project. Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.
5.4	No further instructions.
6.3	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1(a)	<p>The procuring Entity will hold a pre-bid conference for this Project on <b>March 01, 2024</b>  <b>at 10:00am, DPWH Albay 2<sup>nd</sup> District Engineering Office, Airport Site, Legazpi City.</b></p>
9.1(b)	Contract duration is <b>30 C.D.</b>
10.1	<p>The Procuring Entity's address is:  DPWH Albay 2nd District Engineering Office,  RES Compound, Airport Site, Legazpi City  <b>JOANNE T. MORALES</b>, BAC Chairman  (052) 480-0790</p>
10.3	No further instructions.
12.1(a)(i)	No other acceptable proof of registration is recognized.
13(c)(2)	The statement of all ongoing government and private contracts shall include all such contracts prior to the deadline for the submission and receipt of bids.
13(c)(3)	No additional requirements.

<b>14</b>	The ABC is <b>P4,469,740.00</b> Any bid with a financial component exceeding this amount shall not be accepted.
<b>14.2</b>	No incidental services are required.
<b>17.1</b>	The bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
<b>18.1</b>	Bids will be valid until 120 C.D. from the date of opening of bids.
<b>19.1</b>	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>1. The amount of <b>P89,394.80</b> , if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>2. The amount of <b>P223,487.00</b> , if bid security is in surety bond; or draft/guarantee or</p> <p>3. Any combination of the foregoing proportionate to the share of form with respect to total amount of security.</p>
<b>19.2</b>	The bid security shall be valid until <b>July 10, 2024</b>
<b>21.3</b>	Each Bidder shall submit <b>1</b> original copy duly signed and <b>1</b> photocopy (duly signed) of the first and second components of its bid.
<b>22</b>	<p>The address for submission of bids is <b>The Chairman, DPWH, Albay 2nd District Engineering Office, Airport Site, Legazpi City.</b></p> <p>The date for submission of bids is <b>March 13, 2024 until 10:00 am</b></p>
<b>25.1</b>	<p>The place of Bid Opening is at <b>DPWH, Albay 2nd District Engineering Office, Airport Site, Legazpi City.</b></p> <p>The Date and Time of Bid Opening is <b>Immediately after cut-off of dropping</b></p>
<b>25.2</b>	No further instructions.
<b>28.3(d)</b>	Bid Modification is allowed.
<b>28.4</b>	No further instructions.
<b>28.5</b>	No further instructions.
<b>29.2(b)</b>	<p>Only tax returns filed and taxes filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</p> <p>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</p>
<b>29.2(d)</b>	No other acceptable proof of registration is recognized.
<b>32.4(g)</b>	No further instructions.
<b>33.2</b>	No further instructions.

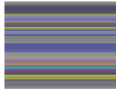
**SPECIAL CONDITION OF CONTRACT**  
**23GFB0015**

**Procurement of Commonly Used Office Supplies for the 1st Quarter of the Year 2024**

<b>GCC Clause</b>	
<b>1.1(g)</b>	The Procuring Entity is <b>DPWH Albay 2nd District Engineering Office.</b>
<b>1.1(i)</b>	The <b>Supplier</b> is _____ .
<b>1.1(j)</b>	The Funding Source is <b><u>101101 (FY 2023)</u></b> in the amount of <b>₱4,469,740.00</b>
<b>1.1(k)</b>	The <b>Project Site</b> is located at <b><u>DPWH-Albay 2nd DEO, RES V Compound, Airport Site, Legazpi City, Albay</u></b>
<b>5.1</b>	The Procuring Entity's address for Notices is at <b>RES V Compound, Airport Site, Legazpi City, Albay.</b> The Supplier's address for Notices is _____ .
	<p style="text-align: center;"><b>Additional Bidding Requirements the Prospective Bidders must closely comply;</b></p> <p>1. Improperly sealed and marked bid envelopes is <b>ACCEPTED</b> provided that the bidder is duly authorized representative shall acknowledge such condition of the bid as submitted.</p> <p>2. Prospective bidders shall present their <b>ORIGINAL OFFICIAL RECEIPT OF PAYMENT</b> for Bid Documents (Project Specific) to the BAC Secretariat of this office before the deadline stated in the <b>Invitation to Bid (IB)</b>. Only the owner or authorized representative with a <b>Special Power of Attorney (SPA)</b> will be allowed to transact business relative to the bidding matters.</p>
<b>6.20</b>	<p><b>Delivery and Documents –</b> Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <p>(i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;</p> <p>(ii) Original and four copies delivery receipt/note, railway receipt, or truck receipt;</p> <p>(iii) Original Supplier's factory inspection report;</p> <p>(iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;</p> <p>(v) Original and four copies of the certificate of origin (for imported Goods);</p> <p>(vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;</p> <p>(vii) Certificate of Acceptance/Inspection Report signed by the</p>

	<p>Procuring Entity's representative at the Project Site; and</p> <p>(viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the GOODS' final destination and the absence of heavy handling facilities at all points in transit. The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity. The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination</p> <p><b>Insurance –</b></p> <p>The Goods supplied under this Contract shall be fully insured by the Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery. The Goods remain at the risk and title of the Supplier until their final acceptance by the Procuring Entity.</p> <p><b>Patent Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
<b>10.40</b>	Not applicable.
<b>13.40</b>	No further instructions.
<b>16.10</b>	None
<b>17.30</b>	No further instructions.
<b>17.40</b>	No further instructions.
<b>21.10</b>	No further instructions.

*SCC for Contract ID No. 23GFB0015*



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
ALBAY 2ND DISTRICT ENGINEERING OFFICE  
Airport Site, Legazpi City

**BILL OF QUANTITIES**

**23GFB0015 - Procurement of Commonly Used Office Supplies for the 1st Quarter of the Year 2024**

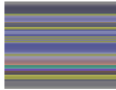
Stock/ Property No.	ITEM/ DESCRIPTION	Quantity	Unit/s	Unit Cost	Total Cost
	<b>I. COMMONLY USED OFFICE SUPPLIES</b>				
1	Ballpen, ordinary, assorted color (12pcs/box)	112	box/s		
2	Ballpen, 0.5 gel pointed, asstd. color (50pcs)	90	box/s		
3	Binder Clip, big	150	box/s		
4	Binder Clip, medium	150	box/s		
5	Binder Clip, small	150	box/s		
6	Bond Paper, A3, Subs. 20, 279x420mm	200	ream/s		
7	Bond Paper, A4, Subs. 20, 81/2x 11 3/4"	1500	ream/s		
8	Bond Paper, subs. 20, short, 216x279mm	100	ream/s		
9	Brown Envelope, ordinary, long	300	pc/s		
10	Brown Envelope, ordinary, short	200	pc/s		
11	Calculator (Scientific)	58	unit/s		
12	Calculator, 16 digits, compact	28	unit/s		
13	Carbon Paper, blue & black	5	box/s		
14	Colored Pencil	10	set/s		
15	Construction Paper, green	15	pack		
16	Construction Paper, assorted color	40	pack		
17	Cork Board, small 2x3	2	unit		
18	Cork Board, big 4x6	4	unit		
19	Correction Fluid	20	pc/s		
20	Correction Tape, 5mmx10m	400	pc/s		
21	Clipboard, long, with cover	35	pc/s		
22	Customized Binder, blue	500	pcs		
23	Cutter, HD	70	pc/s		
24	Cutter Blade, HD	63	tube		
25	Data File Box	100	pc/s		
26	Date Marker Stamp	30	pc/s		
27	Double Sided Tape, 1/2"	300	roll		
28	Double Sided Tape, 1"	180	roll		
29	Double Sided Tape, 2"	50	roll		
30	Duct Tape, assorted color & sizes	140	roll		
31	Engineer's Field Logbook	252	pc/s		
32	Envelope, Expanded, long	300	pc/s		
33	Envelope, Clear, Plastic, long, expanded	100	pc/s		
34	Eraser (Blackboard/whiteboard)	20	pc/s		
35	Folder, expanded, long	300	pc/s		
36	Folder, expanded, short	100	pc/s		
37	Finger Tip Sponge	20	pc/s		
38	Folder, green tab. Long	150	pc/s		
39	Folder, clear, plastic, long	180	pc/s		
40	Folder, clear, plastic, short	25	pc/s		
41	Folder, ordinary, long	1500	pc/s		
42	Folder, ordinary, short	200	pc/s		
43	Folder A4, white	300	pc/s		
44	Glue, big, multi-purpose 130g	60	pcs		
45	Laminating Film, long, thick	60	pack/s		
46	Magic Tape, 24mm x 50m	50	roll		
47	Marking Pen, assorted color (Stabilo)	150	pc/s		
48	Masking Tape 1"	100	roll		
	See continuation next page.....				

NAME OF SUPPLIER

AMOUNT IN WORDS

AMOUNT IN FIGURES

SIGNATURE OF SUPPLIER



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
ALBAY 2ND DISTRICT ENGINEERING OFFICE  
Airport Site, Legazpi City

## BILL OF QUANTITIES

### 23GFB0015 - Procurement of Commonly Used Office Supplies for the 1st Quarter of the Year 2024

Stock/ Property No.	ITEM/ DESCRIPTION	Quantity	Unit/s	Unit Cost	Total Cost
	<b>I. COMMONLY USED OFFICE SUPPLIES</b>				
49	Masking Tape 2"	200	roll		
50	Morocco Paper	50	sheet/s		
51	Numbering Machine 12 digits	2	unit		
52	Packing Straw (Twine)	30	roll/s		
53	Packing Tape	50	roll		
54	Paper Clamp (small)	100	pc/s		
55	Paper Clamp (big)	100	pc/s		
56	Paper Clip, plastic coat, small	50	box/s		
57	Paper Clip, plastic coat, big	50	box/s		
58	Paper Fastener, plastic, assorted color	200	box/s		
59	Paper, Fastener, plastic, asstd. color, long	100	box/s		
60	Pencil # 1 & 2	150	pc/s		
61	Pencil Holder, stationery organizer desktop storage	50	pcs		
62	Pencil Sharpener, HD	20	pc/s		
63	Permanent Marker, black (Broad)	100	pc/s		
64	Permanent Marker, blue (Broad)	100	pc/s		
65	Photo Paper, gloss, long	200	pack/s		
66	Post-It Tag/Flags, assorted color & sizes, 125 sheets/pack	350	pack/s		
67	Post-It Notes small, assorted color size: 0.6"x2" 1.5x5.1cm	350	pad/s		
68	Post-It Notes big, 101x76mm, 4x25 sheets	320	pad/s		
69	Puncher, paper, heavy duty	65	pc/s		
70	Push Pin, colored head	40	box/s		
71	Record/Logbook, 500 leaves	200	pc/s		
72	Record/Logbook 150 leaves	200	pc/s		
73	Record/Logbook, 300 leaves	200	pc/s		
74	Record/Logbook, 200 leaves	150	pc/s		
75	Ruler, Transparent	118	pc/s		
76	Ring Binder, spiral, assorted size & color	150	pc/s		
77	Rubber Bond, big	20	box/s		
78	Rubber Bond, small	10	box/s		
79	Scotch Tape 2", plastic	100	roll		
80	Scissor, big, HD	70	pc/s		
81	Scotch Tape 1/2", plastic	170	roll		
82	Scotch Tape 1", plastic	200	roll		
83	Sign Pen 0.3	140	box/s		
84	Sign Pen, black 0.5	217	box/s		
85	Sign Pen, blue 0.5	197	box/s		
86	Sign Pen (Energel) black	113	box/s		
87	Sign pen (Energel) blue	137	box/s		
88	Stamping Pad Ink (blue,black & red)	40	pc/s		
89	Staple Wire # 35 ,standard staple	200	box/s		
90	Staple Wire (heavy duty stapler)	20	box/s		
91	Staple cartridge 70FE (for electronic stapler)	8	box/s		
92	Stapler with Staple Remover, HD, standard	65	pc/s		
93	Sticker paper Gloss/Matte, long, size: 8.5" x 13"	190	pack		
94	Tape Dispenser, Table Top	34	pc/s		
95	Specialty Paper, long 100pcs	63	pack/s		
96	Stamping Pad, no.2	30	pc/s		
97	Stamping Pad Ink (blue,black & red)	40	pc/s		
98	PVC Card Sheet , acetate, long	5	pack		
99	Typewriter Ribbon (Manual)	10	pc/s		
See continuation next page.....					

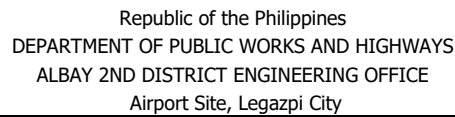
NAME OF SUPPLIER \_\_\_\_\_

AMOUNT IN WORDS \_\_\_\_\_

AMOUNT IN FIGURES \_\_\_\_\_

SIGNATURE OF SUPPLIER \_\_\_\_\_





<b>BILL OF QUANTITIES</b>	
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**23GFB0015 - Procurement of Commonly Used Office Supplies for the 1st Quarter of the Year 2024**

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