

**INVITATION TO BID FOR  
23GFB0029**

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 : **Purchase of Office Supplies for the use of Various Section of this Office**

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

Brief Description of Goods to be Procured : **Purchase of Office Supplies for the use of Various Section of this Office**

Approved Budget for the Contract (ABC) : **₱3,383,229.00**

Source of Funds : **Fund0101101 FY 2023**

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

Purchase Number : **24-04-053**

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:

- Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
- 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;
- Tax clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR;
- Filipino citizen or 60% Filipino-owned partnership/corporation;
- Completion of similar contract costing at least 50% of the ABC;
- 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	July 17, 2024 (Wed.) to July 23, 2024 (Thurs.)	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	Thursday, July 25, 2024 at 10:00:00 AM	
3. Receipt by the BAC of Bids	August 06, 2024 until 10:00 am	
4. Opening of Bids	Immediately after cut-off of dropping	

Bidders shall pay a fee of **₱5,000.00** 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)

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:

June 20, 2024 to June 26, 2024

Newspaper:

N/A

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

## BID DATA SHEET

ITB Clause	
<b>1.1</b>	The PROCURING ENTITY is <b>DPWH, Albay 2<sup>nd</sup> District Engineering Office</b>  The Acope of the Goods/Services required under this Contract <b>Purchase of Office Supplies for the use of Various Section of this Office</b>
<b>2</b>	The Funding Source is: The Government of the Philippines (GOP) through <b>Fund0101101 FY 2023</b> amounting to <b><u>P3,383,229.00</u></b> The name of the project is  <b>Purchase of Office Supplies for the use of Various Section of this Office</b>
<b>3.1</b>	No further instructions.
<b>5.1</b>	No further instructions.
<b>5.2</b>	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.
<b>5.4</b>	No further instructions.
<b>6.3</b>	No further instructions.
<b>8.1</b>	Subcontracting is not allowed.
<b>8.2</b>	Not applicable.
<b>9.1(a)</b>	The procuring Entity will hold a pre-bid conference for this Project on <b>July 25, 2024</b> <b>at 10:00am, DPWH Albay 2<sup>nd</sup> District Engineering Office, Airport Site, Legazpi City.</b>
<b>9.1(b)</b>	Contract duration is <b>30 C.D.</b>
<b>10.1</b>	The Procuring Entity's address is: DPWH Albay 2nd District Engineering Office, RES Compound, Airport Site, Legazpi City <b>NINEZ B. REGALADO</b> , BAC Chairman (052) 480-0790
<b>10.3</b>	No further instructions.
<b>12.1(a)(i)</b>	No other acceptable proof of registration is recognized.
<b>13(c)(2)</b>	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.
<b>13(c)(3)</b>	No additional requirements.

<b>14</b>	The ABC is <b>₱3,383,229.00</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 following amount:</p> <p>1. The amount of <b>₱67,664.58</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>₱169,161.45</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>December 03, 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>August 06, 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.

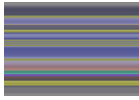
**SPECIAL CONDITION OF CONTRACT**  
**23GFB0029**

**Purchase of Office Supplies for the use of Various Section of this Office**

<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>Fund0101101 FY 2023</b> in the amount of <b>₱3,383,229.00</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><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 <u>bidding matters.</u></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. 23GFB0029*



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

## BILL OF QUANTITIES

### 23GFB0029/PR NO. 24-04-053 -Purchase of Office Supplies for the use of Various Sections of this Office

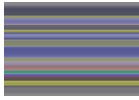
Stock/ Property No.	ITEM/ DESCRIPTION	Quantity	Unit/s	Unit Cost	Total Cost
	<b>I. COMMONLY USED OFFICE SUPPLIES</b>				
1	Ballpen, ordinary, black (50pcs/box)	50	box/s		
2	Ballpen, ordinary, blue (50pcs/box)	50	box/s		
3	Binder Clip, big 2"	100	box/s		
4	Binder Clip, medium	100	box/s		
5	Binder Clip, small	100	box/s		
6	Bond Paper, A3, Subs. 20, 279x420mm, ultra white, high quality	155	ream/s		
7	Bond Paper, A4, Subs. 20, 81/2x 11 3/4" , ultra white, high quality	1500	ream/s		
8	Bond Paper, subs. 20, short, 216x279mm, ultra white, high quality	50	ream/s		
9	Brown Envelope, ordinary, long	800	pc/s		
10	Brown Envelope, ordinary, short	400	pc/s		
11	Calculator (Scientific) 2nd edition, programmable, FX 5800	50	unit/s		
12	Calculator, 16 digits, compact, 192.8x148.5x45.5mm, dual power	9	unit/s		
13	Colored Pencil	10	set/s		
14	Construction Paper, green	10	pack		
15	Construction Paper, assorted color	10	pack		
16	Cork Board,small 2x3	1	unit		
17	Cork Board, big 4x6	3	unit		
18	Correction Fluid	7	pc/s		
19	Correction Tape, 5mmx10m	250	pc/s		
20	Clipboard, long, with cover	20	pc/s		
21	Customized Binder, blue, plastic with clip	300	pcs		
22	Cutter, HD, 18mm, removable blade snapper, 152mm	30	pc/s		
23	Cutter Blade, HD	10	tube		
24	Data File Box ,color blue, durable, thick	100	pc/s		
25	Date Marker Stamp	5	pc/s		
26	Double Sided Tape, 1/2"	150	roll		
27	Double Sided Tape, 1"	90	roll		
28	Double Sided Tape, 2"	30	roll		
29	Duct Tape, assorted color,HD, (green, orange,yellow, red)	50	roll		
30	Engineer's Field Logbook	150	pc/s		
31	Envelope, Expanding, long	300	pc/s		
32	Envelope , Clear, Plastic, long, expanded	100	pc/s		
33	Eraser (Blackboard/whiteboard) 12.7 x5 x 2.3cm	8	pc/s		
34	Folder, expanded, long	300	pc/s		
35	Folder, expanded, short	50	pc/s		
36	Finger Tip Sponge	3	pc/s		
37	Folder, green tab. Long	150	pc/s		
38	Folder, clear, plastic, long	150	pc/s		
39	Folder, clear, plastic, short	25	pc/s		
40	Folder, ordinary, long	1500	pc/s		
41	Folder, ordinary, short	100	pc/s		
42	Folder A4, white	100	pc/s		
43	Glue, big, multi-purpose 130g	30	pcs		
44	Laminating Film, long , thick	50	pack/s		
45	Magic Tape, 24mm x 50m	10	roll		
46	Marking Pen, assorted color (Stabilo)	78	pc/s		
47	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

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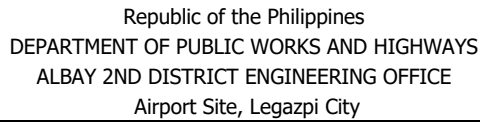
Stock/ Property No.	ITEM/ DESCRIPTION	Quantity	Unit/s	Unit Cost	Total Cost
	<b>I. COMMONLY USED OFFICE SUPPLIES</b>				
48	Masking Tape 2"	50	roll		
49	Morocco Paper	50	sheet/s		
50	Numbering Machine 12 digits	4	unit		
51	Packing Straw (Twine)	70	roll/s		
52	Packing Tape 2" brown, (50m, 100m)	50	roll		
53	Paper Clamp (small)	100	pc/s		
54	Paper Clamp (big)	100	pc/s		
55	Paper Clip, plastic coat, small	100	box/s		
56	Paper Clip, plastic coat, big	100	box/s		
57	Paper Fastener, plastic, assorted color	150	box/s		
58	Paper, Fastener, plastic, asstd. color, long	20	box/s		
59	Pencil # 1 & 2	50	box/s		
60	Pencil Holder, stationery organizer desktop storage	20	pcs		
61	Pencil Sharpener, HD	20	pc/s		
62	Permanent Marker, black (Broad)	100	pc/s		
63	Permanent Marker, blue (Broad)	100	pc/s		
64	Photo Paper, gloss/matt, long	200	pack/s		
65	Post-It Tag/Flags, assorted color & sizes, 125 sheets/pack	250	pack/s		
66	Post-It Notes small, assorted color size: 0.6"x2" 1.5x5.1cm	250	pad/s		
67	Post-It Notes big, 101x76mm, 4x25 sheets	200	pad/s		
68	Puncher, paper, heavy duty	20	pc/s		
69	Push Pin, colored head	10	box/s		
70	Record/Logbook, 500 leaves	50	pc/s		
71	Record/Logbook 150 leaves	70	pc/s		
72	Record/Logbook, 300 leaves	60	pc/s		
73	Record/Logbook, 200 leaves	50	pc/s		
74	Ruler, Transparent	30	pc/s		
75	Ring Binder, spiral, assorted size & color	100	pc/s		
76	Rubber Bond, big	2	box/s		
77	Rubber Bond, small	5	box/s		
78	Scotch Tape 2", plastic	80	roll		
79	Scissor, symmetrical/asymmetrical	60	pc/s		
80	Scotch Tape 1/2", plastic	100	roll		
81	Scotch Tape 1", plastic	150	roll		
82	Sign Pen, 0.5 mm needle tip,	100	box/s		
83	Sign Pen, 0.5 mm needle tip, black, 12/box	100	box/s		
84	Sign Pen, 0.3 mm needle tip, black, 12/box	100	box/s		
85	Sign Pen, 0.3 mm needle tip, blue, 12/box	100	box/s		
86	Stamping Pad Ink (blue,black & red)	30	pc/s		
87	Staple Wire # 35 ,standard staple	20	box/s		
88	Staple cartridge 70FE (for electronic stapler)	1	box/s		
89	Stapler with Staple Remover, HD, standard	30	pc/s		
90	Sticker paper Gloss/Matte, long, size: 8.5" x 13"	100	pack		
91	Tape Dispenser, Table Top	50	pc/s		
92	Specialty Paper, long 100pcs	10	pack/s		
93	Stamping Pad, no.2	35	pc/s		
94	SD Card Ultra 128GB, micro SD	20	pc/s		
95	Stamping Pad Ink (blue,black & red)	45	pc/s		
96	PVC Card Sheet , acetate, long	20	pack		
	See continuation next page.....				

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AMOUNT IN WORDS

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SIGNATURE OF SUPPLIER



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