



**INVITATION TO BID
FOR**

24GBG25

Procurement and Delivery of Common Office Supplies for Use in the Various Offices of the DPWH Isabela Third District Engineering Office, Brgy. Tagaran, Cauayan City, Isabela

1. The **DPWH-Isabela 3rd District Engineering Office**, through **Engineering & Administrative Overhead CY 2024 - FY 2024 RA 11975 REGULAR 2024 CURRENT** intends to apply the sum of **₱ 2,103,716.16** being the Approved Budget for the Contract (ABC) to payments under the **Contract ID 24GBG25: Procurement and Delivery of Common Office Supplies for Use in the Various Offices of the DPWH Isabela Third District Engineering Office, Brgy. Tagaran, Cauayan City, Isabela**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **DPWH-Isabela 3rd District Engineering Office** through its Bids and Awards Committee now invites bids for the above Procurement Project. Completion of the Works is required within the supply period until **February 2025**.

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|----------------------------------|---|--|
| Contract ID | : | 24GBG25 |
| Name of Contract | : | Procurement and Delivery of Common Office Supplies for Use in the Various Offices of the DPWH Isabela Third District Engineering Office, Brgy. Tagaran, Cauayan City, Isabela |
| Scope of Work/ Brief Description | : | Procurement and Delivery of Common Office Supplies |
| ABC | : | ₱ 2,103,716.16 |
| Contract Duration | : | 30 C.D. |
| Cost of Bidding Documents | : | Php 5,000.00 |
| Source of Fund | : | Engineering & Administrative Overhead CY 2024 - FY 2024 RA 11975 REGULAR 2024 CURRENT |

Bidder should have completed a contract similar to the Project. The description of an eligible bidders is contained in the Bidding Documents, particularly, in Section II (Instruction 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) No. 9184.

To be eligible to bid for this contract, a contractor 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. Filipino citizen or 60% Filipino-owned partnership/corporation;
 - c. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;
 - d. Completion of similar contract costing at least 50% of ABC;
 - e. Net Financial Contracting Capacity (NFCC) at least equal to the ABC.
4. Prospective bidders may obtain further information from **DPWH-Isabela Third District Engineering Office** and inspect the Bidding Documents at the **BAC Secretariat, Procurement Unit Office, DPWH-Isabela Third District Engineering Office, Tagaran, Cauayan City, Isabela** during weekdays from **8:00 A.M. to 5:00 P.M.**

5. A complete set of Bidding Documents may be acquired by interested bidders on **December 06, 2024 to December 26, 2024** (8:00 A.M. – 5:00 P.M.) and **December 27, 2024** until 9:00 A.M. at **BAC Secretariat, Procurement Unit Office, DPWH-Isabela Third District Engineering Office, Tagaran, Cauayan City, Isabela** and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **PHP 5,000.00**.
6. The DPWH-Isabela Third District Engineering Office will hold a Pre-Bid Conference on **December 13, 2024 at 9:00 A.M.** at **New Conference Room, DPWH-Isabela Third District Engineering Office, Tagaran, Cauayan City, Isabela** through live streaming on Youtube: <https://www.youtube.com/@DPWHIsabela3rdDEO> which shall be open to prospective bidders or bidder's representatives who chose to attend the activity, subject to existing health protocol.
7. Bids must be duly received by the BAC Secretariat through (a) manual submission at the office address indicated below, or (b) online or electronic submission as indicated below, or (c) both on or before **December 27, 2024**. 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 **Instruction To Bidders (ITB) Clause 14**.
9. Bid opening shall be on **December 27, 2024, immediately after the deadline of submission of bids**, at **New Conference Room, DPWH-Isabela Third District Engineering Office, Tagaran, Cauayan City, and Isabela** and/or through live streaming on Youtube: <https://www.youtube.com/@DPWHIsabela3rdDEO> which shall be open to prospective bidders or bidder's representatives who chose to attend the activity, subject to existing health protocol.
10. The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), and the website of Procuring Entity, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
11. The **DPWH-Isabela 3rd District Engineering Office** 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 35.1 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

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

| Activity | Time | Place |
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| 1. Issuance/Downloading of Bidding Documents | December 06, 2024 to December 26, 2024 (8:00 A.M. – 5:00 P.M.) and December 27, 2024 until 9:00 A.M. | Hard copies are available at BAC Secretariat, Procurement Unit Office, DPWH-Isabela Third District Engineering Office, Tagaran, Cauayan City, Isabela. Downloadable from DPWH website: www.dpwh.gov.ph , PhilGEPS website: www.philgeps.gov.ph |
| 2. Pre-Bid Conference | December 13, 2024 at 9:00 A.M. | New Conference Room, DPWH-Isabela Third District Engineering Office, Tagaran, Cauayan City, Isabela |
| 3. Receipt by the BAC of Bids | Deadline: December 27, 2024 at 9:00 A.M. | Bids must be duly received by the BAC Secretariat through manual submission at the New Conference Room, DPWH-Isabela Third District Engineering Office, Tagaran, Cauayan City, Isabela |
| 4. Opening of Bids | December 27, 2024 , immediately after the deadline of submission of bids | New Conference Room, BAC, DPWH-Isabela Third District Engineering Office, Tagaran, Cauayan City, Isabela. |

12. For further information, please refer to the following:

ALBERT L. CASTILLO
BAC Chairman
DPWH-Isabela 3rd DEO,
Tagaran, Cauayan City

FEDERICO R. PAROAN, JR.
Head of BAC Secretariat
DPWH-Isabela 3rd DEO,
Tagaran, Cauayan City
goodsprocurementitdeo@gmail.com

13. You may visit the following websites:

For downloading of Bidding Documents:

DPWH website: www.dpwh.gov.ph

PhilGEPs website: www.philgeps.gov.ph

For Online Bid Submission: electronicbids_isabela3@dpwh.gov.ph

Date of Issue: December 05, 2024


ALBERT L. CASTILLO
BAC Chairman
Assistant District Engineer