

DPWH - Albay 2nd District Engineering Office
Old Airport Road, Brgy. 40, Cruzada
Legazpi City, Albay

INVITATION TO BID FOR 24GFB0024

The Department of Public Works and Highways - Albay 2nd 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 Office Supplies for the use of DPWH Albay 2nd District Engineering Office**

Contract Location : **DPWH-Albay 2nd DEO, RES V Compound, Old Airport Road, Brgy. 40, Cruzada, Legazpi City, Albay**

Brief Description of Goods to be Procured : **Procurement of Office Supplies for the use of DPWH Albay 2nd District Engineering Office**

Approved Budget for the Contract (ABC) : **P4,098,936.00**

Source of Funds : **GAA FY 2024**

Delivery/Contract Duration : **20 C.D.**

Purchase Number : **24-11-105**

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	January 04, 2025 (Sat.) to January 24, 2025 (Fri.)	Hard copies at BAC Secretariat, Procurement Section of this Office. Downloadable from DPWH website www.dpwh.gov.ph and PhilGEPS website www.philgeps.gov.ph
2. Pre-Bid Conference	Wednesday, January 10, 2024 at 10:00:00 AM	
3. Receipt by the BAC of Bids	January 24, 2025 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. JOANNE T. MORALES**
Address: Albay 2nd DEO, RES V Compound
Airport Site, Legazpi City
Telephone No.: 480-07-90
Email Address: 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

Dates of Publication:
January 04, 2025 to January 10, 2025
Newspaper:
N/A

Approved by:


JOANNE T. MORALES
OIC-Assist. District Engineer
BAC, Chairperson

BID DATA SHEET

ITB Clause	
1.1	<p>The PROCURING ENTITY is DPWH, Albay 2nd District Engineering Office</p> <p>The Acopo of the Goods/Services required under this Contract Procurement of Office Supplies for the use of DPWH Albay 2nd District Engineering Office</p>
2	<p>The Funding Source is: The Government of the Philippines (GOP) through GAA FY 2024 amounting to <u>P4,098,936.00</u> The name of the project is Procurement of Office Supplies for the use of DPWH Albay 2nd District Engineering Office</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 January 10, 2024 at 10:00am, DPWH Albay 2nd District Engineering Office, Airport Site, Legazpi City.</p>
9.1(b)	Contract duration is 20 C.D.
10.1	<p>The Procuring Entity's address is: DPWH Albay 2nd District Engineering Office, RES Compound, Airport Site, Legazpi City NINEZ B. REGALADO, 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.

14	The ABC is P4,098,936.00 Any bid with a financial component exceeding this amount shall not be accepted.
14.2	No incidental services are required.
17.1	The bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
18.1	Bids will be valid until 120 C.D. from the date of opening of bids.
19.1	<p>The bid security shall be in the following amount:</p> <p>1. The amount of P81,978.72 , 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 P204,946.80 , if bid security is in surety bond; or</p> <p>3. Any combination of the foregoing proportionate to the share of form with respect to total amount of security.</p>
19.2	The bid security shall be valid until May 23, 2025
21.3	Each Bidder shall submit 1 original copy duly signed and 1 photocopy (duly signed) of the first and second components of its bid.
22	<p>The address for submission of bids is The Chairman, DPWH, Albay 2nd District Engineering Office, Airport Site, Legazpi City. The date for submission of bids is January 24, 2025 until 10:00 am</p>
25.1	<p>The place of Bid Opening is at DPWH, Albay 2nd District Engineering Office, Airport Site, Legazpi City. The Date and Time of Bid Opening is Immediately after cut-off of dropping</p>
25.2	No further instructions.
28.3(d)	Bid Modification is allowed.
28.4	No further instructions.
28.5	No further instructions.
29.2(b)	<p>Only tax returns filed and taxes filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted. NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</p>
29.2(d)	No other acceptable proof of registration is recognized.
32.4(g)	No further instructions.
33.2	No further instructions.

SPECIAL CONDITION OF CONTRACT
24GFB0024

Procurement of Office Supplies for the use of DPWH Albay 2nd District Engineering Office

GCC Clause	
1.1(g)	The Procuring Entity is DPWH Albay 2nd District Engineering Office .
1.1(i)	The Supplier is _____ .
1.1(j)	The Funding Source is GAA FY 2024 in the amount of P4,098,936.00
1.1(k)	The Project Site is located at <u>DPWH-Albay 2nd DEO, RES V Compound, Old Airport Road, Brgy. 40, Cruzada, Legazpi City, Albay</u>
5.1	The Procuring Entity's address for Notices is at RES V Compound, Airport Site, Legazpi City, Albay . The Supplier's address for Notices is _____ .
	<p>Additional Bidding Requirements the Prospective Bidders must closely comply;</p> <p>1. Improperly sealed and marked bid envelopes is ACCEPTED 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 ORIGINAL OFFICIAL RECEIPT OF PAYMENT for Bid Documents (Project Specific) to the BAC Secretariat of this office before the deadline stated in the Invitation to Bid (IB). Only the owner or authorized representative with a Special Power of Attorney (SPA) will be allowed to transact business relative to the bidding matters.</p>
6.20	<p>Delivery and Documents –</p> <p>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>Packaging –</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>Insurance –</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>Patent Rights –</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>
10.40	Not applicable.
13.40	No further instructions.
16.10	None
17.30	No further instructions.
17.40	No further instructions.
21.10	No further instructions.

SCC for Contract ID No. 24GFB0024



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

BILL OF QUANTITIES					
24GFB0024/PR NO. 24-11-105 - Procurement of Office Supplies for the use of DPWH Albay 2nd District Engineering Office					
Stock/ Property No.	ITEM/ DESCRIPTION	Quantity	Unit/s	Unit Cost	Total Cost
	I. COMMONLY USED OFFICE SUPPLIES				
1	Ballpen, ordinary, assorted color (12pcs/box)	100	box/s		
2	Binder Clip, big 2"	150	box/s		
3	Binder Clip, medium	150	box/s		
4	Binder Clip, small	150	box/s		
5	Bond Paper, A3, Subs. 20, 70gsm	100	ream/s		
6	Bond Paper, A4, Subs. 20, 70gsm	1500	ream/s		
7	Bond Paper, subs. 20, long, 70 gsm	500	ream/s		
8	Bond Paper, subs. 20, short, 70 gsm	50	ream/s		
9	Box (file storage box)	100	pc/s		
10	Calculator, 16 digits	8	unit/s		
11	Carbon Paper	10	box/s		
12	Chalk, white, dustless, 100pcs	1	box/s		
13	Colored Pencil	7	set/s		
14	Construction Paper, green	5	pack		
15	Construction Paper, assorted color	5	pack		
16	Cork Board,small 2x3	1	unit		
17	Cork Board, big 4x6	3	unit		
18	Correction Tape, white,5mmx10m	500	pc/s		
19	Clipboard, long	50	pc/s		
20	Customized Binder, hard cover with thickness of 2.5mm, royal blue cover,	300	pcs		
21	Cutter, HD, 18mm, removable blade snapper, 152mm	20	pc/s		
22	Cutter Blade, HD	50	pcs		
23	Data File Box, stand file box, assorted color,thick,long	100	pc/s		
24	Date Marker Stamp	5	pc/s		
25	Double Sided Tape, 1/2"	150	roll		
26	Double Sided Tape, 1"	150	roll		
27	Duct Tape, assorted color & sizes often coated w/ polyethylene	50	roll		
28	Engineer's Field Logbook	200	pc/s		
29	Envelope, Expanded, short	200	pc/s		
30	Envelope, Expanded, long	300	pc/s		
31	Envelope , Clear, Plastic,short	100	pc/s		
32	Envelope , Clear, Plastic, long	50	pc/s		
33	Eraser (Blackboard) 12.7x5x2.3cm	8	pc/s		
34	Eraser, Staedtler, white & blue, rough	50	pc/s		
35	Folder, expanded, long	200	pc/s		
36	Folder, expanded, short	50	pc/s		
37	File Case long	20	pc/s		
38	Folder, green tab. Long	300	pc/s		
39	Folder, green tab. Short	61	pc/s		
40	Folder, clear, plastic, long	165	pc/s		
41	Folder, clear, plastic, short	25	pc/s		
42	Folder, ordinary, long	5000	pc/s		
43	Folder, ordinary, short	100	pc/s		
44	Folder A4, white	100	pc/s		
45	Folder, Morocco (blue), A4	100	pc/s		
46	Glue, Instant, fast bonding and super strenght	33	btl/s		
47	Illustration Board	15	pc/s		
48	Keyboard (USB)	100	pc/s		
49	Laminating Film, A4, 125 microns, clear	30	pack/s		
50	Mouse (USB), HD	100	pc/s		
51	Mouse Pad	200	p/cs		
52	Magic Tape	30	pc/s		
53	Mailing Envelope, long	100	500 pcs per box		
54	Mailing Envelope, short	10	500 pcs per box		
55	Marking Pen, assorted color, pastel color	150	pc/s		
56	Masking Tape 1"	200	roll		
57	Masking Tape 2"	100	roll		
58	Morocco Paper	50	pack		
	See continuation next page.....				
			TOTAL		

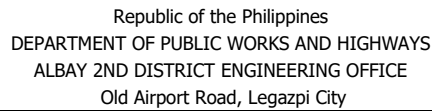
NAME OF SUPPLIER _____
 AMOUNT IN WORDS _____
 AMOUNT IN FIGURES _____
 SIGNATURE OF SUPPLIER _____



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Stock/ Property No.	ITEM/ DESCRIPTION	Quantity	Unit/s	Unit Cost	Total Cost
	I. COMMONLY USED OFFICE SUPPLIES				
59	Numbering Machine 12 digits	4	unit		
60	Packing Straw (Twine)	20	roll/s		
61	Packing Tape	50	roll		
62	Paper Clamp (small)	100	pc/s		
63	Paper Clamp (big)	100	pc/s		
64	Paper Clip, plastic coat, small	100	box/s		
65	Paper Clip, plastic coat, big	100	box/s		
66	Paper Cutter, metal with paper adjuster	1	unit		
67	Paper Fastener, plastic, assorted color	150	box/s		
68	Paper, Fastener, plastic, asstd. color, long	28	box/s		
69	Paper Tray, aluminum, 4 layers	50	pc/s		
70	Paste, water well paste	4	pc/s		
71	Pencil #2	100	box/s		
72	Pencil Sharpener, HD	4	pc/s		
73	Pen Markers for Mylar, Blue	50	box/s		
74	Pen Markers for Mylar, Black	50	box/s		
75	Permanent Marker, black (Broad)	200	pc/s		
76	Permanent Marker, blue (Broad)	200	pc/s		
77	Photo Paper, Matte, A4, 12pcs/pack	500	pack/s		
78	Post-It Tag/Flags, assorted color & sizes	200	pack/s		
79	Post-It Notes small, assorted color	250	pad/s		
80	Post-It Notes big, assorted color	200	pad/s		
81	Puncher, paper, HD	9	pc/s		
82	Push Pin, colored head	10	box/s		
83	Printable Vinyl Stcker Paper,A4	100	pack		
84	Printable Vinyl Stcker Paper, long	100	pack		
85	Record/Logbook, 500 leaves	50	pc/s		
86	Record/Logbook 150 leaves	50	pc/s		
87	Record/Logbook, 300 leaves	50	pc/s		
88	Record/Logbook, 200 leaves	50	pc/s		
89	Ruler, Transparent	35	pc/s		
90	Ring Binder, spiral, assorted size & color	50	pc/s		
91	Rubber Bond, big	2	box/s		
92	Rubber Bond, small	2	box/s		
93	Scissor, symmetrical/asymmetrical	150	pc/s		
94	Scotch Tape 1", plastic	300	roll		
95	Sign Pen 0.3mm needle tip,blue	300	pc/s		
96	Sign Pen, black 0.5mm needle tip, black	500	pc/s		
97	Sign Pen, blue 0.5mm needle tip, blue	500	pc/s		
98	Sign Pen (Energel) black	90	box/s		
99	Sign pen (Energel) blue	90	box/s		
100	Stamping Pad no.2	25	pc/s		
101	Stamping Pad Ink (blue,black & red)	15	pc/s		
102	Staple Wire # 35	100	box/s		
103	Staple cartridge 70FE (for electronic stapler)	4	box/s		
104	Stapler with Staple Remover, Hergonomic style	150	pc/s		
105	Sticker paper Matte, 10sheets/pack, A4	200	pack		
106	Storage Box (Multi-purpose) 70ltr	100	pc/s		
107	Storage Box (Multi-purpose) 155ltr	200	pc/s		
108	Stock Card	2000	pcs		
109	Tape Dispenser	10	pc/s		
110	Typewriter Ribbon (Manual)	5	pc/s		
111	USB Flash Drive, 4GB	30	pc/s		
112	USB Flash Drive, 16GB	30	pc/s		
113	USB Flash Drive, 32GB	100	pc/s		
114	USB Flash Drive, 64 GB	100	pc/s		
115	USB Flash Drive, 128 GB	100	pc/s		
116	USB Hub, port usb 3.0, splitter on/off, 4-port	100	pc/s		
	See continuation next page.....		TOTAL		

NAME OF SUPPLIER _____
 AMOUNT IN WORDS _____
 AMOUNT IN FIGURES _____
 SIGNATURE OF SUPPLIER _____



24GFB0024/PR NO. 24-11-105 - Procurement of Office Supplies for the use of DPWH Albay 2nd District Engineering Office

NAME OF SUPPLIER _____
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