



## INVITATION TO BID

For

**Contract ID No.: 25GIM0003**

**Contract Name: SUPPLY/PROCUREMENT OF OFFICE SUPPLIES**

**Contract Location: DPWH-TCDEO, NEW BUS TERMINAL, BRGY. 91, ABUCAY, TACLOBAN CITY**

(July 9, 2025)

1. The Department of Public Works and Highway Tacloban City DEO, through Fund of **EAO CY 2025** intends to apply the sum of **(Four Million Four Hundred Ninety Thousand Thirteen Pesos and 82/100 (Php 4,490,013.82))** being the Approved Budget for the Contract (ABC) to payments under the contract for **SUPPLY/PROCUREMENT OF OFFICE SUPPLIES, DPWH-TCDEO, NEW BUS TERMINAL, BRGY. 91, ABUCAY, TACLOBAN CITY** with **Contract ID No. 25GIM0003**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Department of Public Works and Highway Tacloban City DEO now invites bids for Procurement Project. Procurement of Goods is required by **Twenty (25) C.D.** Bidders should have completed, within **the last two (2) 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).
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.

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.

4. Prospective Bidders may obtain further information from DPWH-Tacloban City District Engineering Office, New Bus Terminal Brgy. 91, Abucay Tacloban City and inspect the Bidding Documents at the address given below during **Mondays – Fridays @ 8:00 A.M. – 5:00 P.M.**
5. A complete set of Bidding Documents may be acquired by interested Bidders on **July 9, 2025 – July 29, 2025** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos Only (Php 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees presented in person.
6. The DPWH Tacloban City DEO will hold a **Pre-Bid Conference on July 17, 2025: 9:00 A.M.** at the BAC Office, DPWH Tacloban City District Engineering Office which shall be open to prospective bidders.
7. **Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before July 29, 2025 9:00 A.M.** Late



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**TACLOBAN CITY DISTRICT ENGINEERING OFFICE**  
New Bus Terminal, Brgy. 91, Abucay, Tacloban City



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 **ITB** Clause 14.
9. **Bid opening shall be on July 29, 2025 @ 9:00 A.M.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Summary for the Procurement Activities:

PROCUREMENT ACTIVITIES	SCHEDULE
Publication Period in the (PhilGEPS/DPWH Website/DPWH Bulletin Board	<b>July 9, 2025 – July 16, 2025</b>
Issuance of Bidding Documents	<b>July 9, 2025 – July 29, 2025</b>
Pre-Bid Conference	<b>July 17, 2025: 9:00 A.M.</b> at BAC Office, DPWH Tacloban City-DEO, New Bus Terminal, Brgy. 91, Abucay Tacloban City
Submission and Receipt of Bids	<b>July 29, 2025 until 9:00 A.M.</b> at BAC Office, DPWH Tacloban City-DEO, New Bus Terminal, Brgy. 91, Abucay Tacloban City
Opening of Bids	<b>July 29, 2025 @ 9:00 A.M.</b> at BAC Office, DPWH Tacloban City-DEO, New Bus Terminal, Brgy. 91, Abucay Tacloban City

11. The DPWH TCDEO 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 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:  
The Head, BAC Secretariat  
BAC Office, DPWH-Tacloban City District Engineering Office  
New Bus Terminal, Brgy. 91, Abucay, Tacloban City
13. You may visit the following websites of <https://notices.philgeps.gov.ph/> and <https://www.dpwh.gov.ph/> for downloading of Bidding Documents.

Approved by:

**(SGD) REYNALDO B. DE GUZMAN**  
BAC Chairperson

Noted by:

**(SGD) RAY P. MATE**  
OIC-Office of the District Engineer  
DPWH Tacloban City DEO