

## INVITATION TO BID

### SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF DSWD FO2 FOR 1ST QUARTER CY 2025 (2<sup>ND</sup> POSTING)

ITB NO. 2025-02-0001

1. The *Department of Social Welfare and Development* through the Government of the Philippines (GOP), funded under P/A/P 100000100001000/200000100001000/200000100003000/200000100005000/31010010001000/310100002000/320101100001000/320103100001000/32104100001000/33010010001000/350100100001000/200000200001000 for CY 2025 intends to apply the sum of **One Million Six Hundred Fourteen Thousand Two Hundred One Pesos and Seventy Centavos (Php1,614,201.70)** being the ABC to payment under the contract for “**Supply And Delivery Of Office Supplies For The Use Of DSWD FO2 For 1st Quarter CY 2025 (2<sup>nd</sup> Posting)**”. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Department of Social Welfare and Development Field Office 02* now invites bids for the above Procurement Project. Delivery of the Goods is required by **15 Calendar days**. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the project 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.
  - a. 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 *Department of Social Welfare and Development Field Office 02* and inspect the Bidding Documents at the address given below from **8:00AM-5:00PM, Monday-Friday**.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **March 25, 2025 – April 15, 2025** from the given address 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 (P 5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *personally*.
6. The **Department of Social Welfare and Development** will hold a Pre-Bid Conference<sup>1</sup> on April 02, 2025 @ 10:00 A.M. at the **Department of Social Welfare and Development Field Office 02, Conference Hall**, 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 April 15, 2025 @ 10:00 A.M. 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 **ITB Clause 14**.
9. Bid opening shall be on April 15, 2025 @ 10:00 A.M. at the **Department of Social Welfare and Development Field Office 02, Conference Hall**. Bid will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Department of Social Welfare and Development** 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.
11. For further information, please refer to:

**THE BAC CHAIRPERSON**  
Bids and Awards Committee  
c/o BAC Secretariat  
DSWD FO 02, Carig, Tuguegarao City  
Tel. No. 078-304-1004

  
**CELSO L. ARAO JR.**  
BAC Chairperson

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.