INVITATION TO BID

SUPPLY AND DELIVERY OF INKS, TONERS AND CONSUMABLES FOR USE OF DSWD FO2 FOR THE 1ST QUARTER CY 2026

ITB NO. 2026-04-0006

1. The ***Department of Social Welfare and Development*** through the Government of the Philippines (GOP), funded under P/A/P 310100100000/310100100202000/208000200002000/320103100001000/320102110000100/330100100001000 intends to apply the sum of **Three Million Four Hundred Thirty Four Thousand Three Hundred Sixty Five Pesos and 30/100 (Php3,434,365.30)** being the ABC to payment under the contract for **"Supply And Delivery of Inks, Toners And Consumables For Use Of DSWD FO2 For The 1st Quarter CY 2026".** 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 within **Fifteen (15) Calendar days upon the receipt of the Notice to Proceed**. 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 competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.

   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. Interested 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-Thursday.**

5. A complete set of Bidding Documents may be acquired by interested Bidders on **April 21, 2026 – May 12, 2026** 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 (P5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *personally.*

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The ***Department of Social Welfare and Development*** will hold a Pre-Bid Conference[1] on **April 29, 2026 @ 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 **May 12, 2026 @ 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 stated in **ITB** Clause 16.1.

9. Bid opening shall be on **May 12, 2026 @ 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 Section 70 of the IRR of RA No. 12009, 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

[1] May be deleted in case the ABC is less than Two Million Pesos (Php2,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.