



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
 Office of the Deputy Ombudsman for the Military
 and Other Law Enforcement Offices
 Agham Road, Diliman, Quezon City, 1101

INVITATION TO BID

“Public Bidding of 2nd Quarter General Office Supplies FY 2017 for the Office of the Deputy Ombudsman for the Military and Other Law Enforcement Offices (OMB-MOLEO)”

1. The Office of the Deputy Ombudsman for the Military and Other Law Enforcement Offices (OMB-MOLEO) through the General Appropriations Act for CY 2016, intends to apply the sum of **Six Hundred One Thousand Seven Hundred Twenty Five Pesos Only (Php601,725.00)**, being the Approved Budget for the Contract (ABC) to payments of the procurement of **2nd Quarter General Office Supplies FY 2017 for the Office of the Deputy Ombudsman for the Military and Other Law Enforcement Offices (OMB-MOLEO) (PB-2017-03)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The OMB-MOLEO now invites bids for the **Public Bidding of 2nd Quarter General Office Supplies FY 2017 for the Office of the Deputy Ombudsman for the Military and Other Law Enforcement Offices (OMB-MOLEO)**, categorized as follows:

| OBJECT OF BIDDING | | | |
|----------------------------|--|--|-------------------------------|
| Lot Nos. | Particulars | Approved Budget for the Contract (ABC) | Bidding Fees (Non-Refundable) |
| Lot 1 | General Office Supplies | ₱ 332,325.00 | ₱ 500.00 |
| Lot 2 | Toners/Ink Cartridges compatible for Computer Printers (HP, Canon & Brother) | ₱ 269,400.00 | ₱ 500.00 |
| Total ABC for Lots 1 and 2 | | ₱ 601,725.00 | |

Delivery of goods and services is required within **fifteen (15) calendar days, after receipt of the Notice to Proceed**. Bidders should have completed from the date of submission and receipt of bids, a contract similar to the Project, equivalent to at least fifty percent (50%) of the ABC. 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 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

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 5183 and subject to Commonwealth Act 138. Interested bidders should be enrolled in the Electronic Filing and Payment System (eFPS) program of the Bureau of Internal Revenue (BIR), pursuant to Executive Order No. 398, RR 3-2005, and must be registered under the Philippine Government Electronic Procurement System (PhilGEPS).

4. Interested bidders may obtain further information from the Office of the Deputy Ombudsman for the Military and Other Law Enforcement Offices (OMB-MOLEO) and inspect the Bidding Documents at the address given below from Monday to Friday, 8:00 a.m. to 5:00 p.m.

A complete set of Bidding Documents may be purchased by interested Bidders starting **June 19 to July 10, 2017**, from the address below and upon payment of the afore-cited non-refundable fees for the Bidding Documents.

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

5. The Office of the Deputy Ombudsman-MOLEO will hold a **Pre-Bid Conference** on **June 28, 2017, 1:30 p.m.** at the PACPB MOLEO Conference Room, 2nd Floor, Ombudsman Building, Agham Road, Quezon City which shall be open to all interested parties.
6. Bids must be delivered to the address below on or before **July 10, 2017, 12:00 noon.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18. Late bids shall not be accepted.

Bid opening shall be on **July 10, 2017, 1:30 p.m.** at the PACPB MOLEO Conference Room, Second Floor, Ombudsman Building, Agham Road, Quezon City. Bids will be opened in the presence of the Bidder's representatives who choose to attend at the address stated.

7. Please refer to the table below for the cost of the bidding documents and summary of bidding activities:

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| COST OF BIDDING DOCUMENTS (Non-refundable fees) | Lot 1 - ₱ 500.00 Lot 2 - ₱ 500.00 |
| INSPECTION/SELLING PERIOD OF BIDDING DOCUMENTS | June 19 to June 28, 2017 OMB-MOLEO BAC Secretariat's Office, 2 nd Floor, Ombudsman Bldg. |
| PRE-BID CONFERENCE | June 28, 2017, 1:30 p.m. PACPB MOLEO Conference Room, 2nd Floor, Ombudsman Building, Agham Road, Quezon City |
| DEADLINE OF SUBMISSION OF BIDS (Late bids shall not be accepted) | On or before July 10, 2017, 12:00 noon OMB-MOLEO BAC Secretariat's Office, 2 nd Floor, Ombudsman Bldg., Agham Road, Quezon City |
| OPENING OF BIDS | July 10, 2017, 1:30 p.m. PACPB MOLEO Conference Room, 2nd Floor, Ombudsman Building, Agham Road, Quezon City |

8. The **OMB-MOLEO** reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

BIDS AND AWARDS COMMITTEE SECRETARIAT (OMB-MOLEO)

2nd Floor Ombudsman Building, Agham Road,

North Triangle, Diliman Quezon City 1101

☎ (02)479-73-00 loc. 5235

✉ bac-moleo@ombudsman.gov.ph

🌐 www.ombudsman.gov.ph

(Sgd.) **ALAN R. CAÑARES**

Director IV, PACPB

Chairperson, Bids and Awards Committee