

Section I. Invitation to Bid



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, 1104

PB-2016-08

INVITATION TO BID “PUBLIC RE- BIDDING OF QUARTERLY CY 2016 GENERAL OFFICE SUPPLIES REQUIREMENT (LOT 2-COPY PAPER) FOR THE OFFICE OF THE DEPUTY OMBUDSMAN-MOLEO”

1. The Office of the Deputy Ombudsman – MOLEO through the General Appropriations Act for CY 2016 intends to apply the sum of **TWO HUNDRED ONE THOUSAND PESOS (Php201,000.00)** being the Approved Budget for the Contract (ABC) as payment for the procurement of **General Office Supplies Requirement (Lot 2-Copy Paper) for the Office of the Deputy Ombudsman – MOLEO (PB-2016-08)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Office of the Ombudsman now invites bids for the **Quarterly CY 2016 General Office Supplies Requirement (Lot 2-Copy Paper) for the Office of the Deputy Ombudsman – MOLEO**, categorized as follows:

OBJECT OF BIDDING			Bidding Fees
Lot No.	Particulars	Approved Budget for the Contract (ABC) in Php	(Non-Refundable) in Php
Lot 2	Copy Paper Supplies	201,000.00	P500.00
Total ABC for Lot 2		201,000.00	P500.00

Delivery of goods is required **within seven (7) calendar days upon issuance 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, 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.

- 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).

- Interested bidders may obtain further information from the Office of the Deputy Ombudsman – 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 **December 1, 2016 to December 13, 2016**, from the address below and upon payment of a non-refundable fee for the Bidding Documents in the amount of P500.00.

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.

- Bids must be delivered to the address below on or before **December 13, 2016, 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 **December 13, 2016, 1:30 p.m.** at the PACPB-MOLEO Conference Room, 2nd 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 below.

- Please refer to the table below for the cost of the bidding documents and summary of bidding activities

COST OF BIDDING DOCUMENTS	₱500.00 (non-refundable)
INSPECTION/SELLING PERIOD OF BIDDING DOCUMENTS	December 1, 2016 to December 13, 2016 BAC Secretariat Office 2 nd flr., Ombudsman Bldg.
DEADLINE OF SUBMISSION OF BIDS (Late bids shall not be accepted)	On or before December 8, 2016, 12:00 noon BAC Secretariat Office 2 nd flr., Ombudsman Bldg. Agham Road, Quezon City
OPENING OF BIDS	December 13, 2016, 1:30 p.m. PACPB Conference Room 2 nd flr., Ombudsman Bldg. Agham Road, Quezon City

7. The **Office of the Deputy Ombudsman - 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 (MOLEO)

2nd Floor Ombudsman Building,

Agham Road North Triangle, Diliman Quezon City 1104

☎ (02)926-87-44 / 📠 (02)479-73-00 loc. 5212

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DENNIS L. GARCIA

Director, PIAAPB

Chairperson, Bids and Awards Committee