



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
 Agham Road, Diliman, Quezon City

INVITATION TO BID
“PUBLIC BIDDING OF QUARTERLY CY 2019 GENERAL OFFICE SUPPLIES
REQUIREMENT FOR THE OFFICE OF THE OMBUDSMAN”

1. The Office of the Ombudsman through the General Appropriation Act for CY 2019 intends to apply the sum of **One Million One Hundred Ninety Three Thousand Three Hundred Fifty Pesos (₱1,193,350.00)**, being the Approved Budget for the Contract (ABC) to payments of the procurement of **Quarterly CY 2019 General Office Supplies Requirement for the Office of the Ombudsman (PB-2019-18)**. 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 **Public Bidding of Quarterly CY 2019 General Office Supplies Requirement for the Office of the Ombudsman**, categorized as follows:

OBJECT OF BIDDING			Bidding Fees
Lot No.	Particulars	Approved Budget for the Contract (ABC)	(Non-Refundable)
Lot 1	General Office Supplies	₱ 467,350.00	₱ 500.00
Lot 2	Bookpapers	₱ 726,000.00	₱1,000.00
Total ABC for Lots 1 and 2		₱ 1,193,350.00	

Delivery of goods is required within **fifteen (15) calendar days** after 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, 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 2016 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. 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 Ombudsman and inspect the Bidding Documents at the address given below from Monday to Friday, 8:00 a.m. to 5:00 p.m.

5. A complete set of Bidding Documents may be acquired by interested Bidders starting **August 23, 2019** to **September 16, 2019** from the address below and upon payment of the applicable fee for the Bidding Documents.

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

6. The Office of the Ombudsman will hold a **Pre-Bid Conference on September 03, 2019 at 1:30 p.m.** at the Hearing Room, Ground Floor, Ombudsman Building, Agham Road, Quezon City which shall be open to all interested parties.
7. Bids must be delivered to the address below on or before **September 16, 2019, 1:30 p.m.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on **September 16, 2019, 1:30 p.m.** at the Hearing Room, Ground 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. Late bids shall not be accepted.

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

COST OF BIDDING DOCUMENTS (Non-refundable fee)	Lot 1- ₱ 500.00; and Lot 2- ₱ 1,000.00
INSPECTION/SELLING PERIOD OF BIDDING DOCUMENTS	August 23, 2019 to September 16, 2019 BAC Secretariat Office, Ground Floor, Ombudsman Building, Agham Road, Quezon City
PRE-BID CONFERENCE	September 03, 2019 at 1:30 p.m. Hearing Room, Ground Floor, Ombudsman Building, Agham Road, Quezon City
DEADLINE OF SUBMISSION OF BIDS (Late bids shall not be accepted)	On or before September 16, 2019, 1:30 p.m. BAC Secretariat Office, Ground Floor, Ombudsman Building, Agham Road, Quezon City
OPENING OF BIDS	September 16, 2019, 1:30 p.m. Ombudsman Hearing Room, Ground Floor, Ombudsman Building, Agham Road, Quezon City

9. The Office of the Ombudsman 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 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

BIDS AND AWARDS COMMITTEE SECRETARIAT (CENTRAL)

Ground Floor Ombudsman Building,
Agham Road North Triangle, Diliman Quezon City 1105

☎ (02)479-73-00 loc. 2206

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(Sgd.) **MARIBETH T. PADIOS**
Assistant Ombudsman, PIEMS
Chairperson, Bids and Awards Committee