



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
Agham Road, Diliman, Quezon City 1105

**INVITATION TO BID FOR  
PUBLIC BIDDING OF GENERAL OFFICE SUPPLIES AND TONER/INK  
CARTRIDGES FOR PRINTER AND FACSIMILE MACHINES FOR THE OFFICE  
OF THE OMBUDSMAN**

1. The Office of the Ombudsman, through the General Appropriations Act for CY 2023 intends to apply the sum of **Eight Million Eight Hundred Forty-Seven Thousand Seventy Pesos (P8,847,070.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Public Bidding of General Office Supplies and Toner/Ink Cartridges for Printer and Facsimile Machines for the Office of the Ombudsman (PB 2023-11)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Office of the Ombudsman now invites bids for **Public Bidding of General Office Supplies and Toner/Ink Cartridges for Printer and Facsimile Machines for the Office of the Ombudsman (PB 2023-11)**, categorized as follows:

Lot No.	Particulars	Quantity	Approved Budget for the Contract (ABC) (Php)	Bidding Fees (Non-refundable) (Php)
1	Bookpaper	1 lot	1,825,920.00	2,000.00
2	General Office Supplies	1 lot	2,359,000.00	2,500.00
3	IT Supplies	1 lot	42,750.00	500.00
4	Stand Fan	1 lot	75,000.00	500.00
5	Customized Morocco Board	1 lot	200,000.00	500.00
6	Original Toner/Ink Cartridges	1 lot	4,214,400.00	3,500.00
7	Original Fuji Xerox Toner Cartridges	1 lot	130,000.00	500.00
Total ABC for Lots 1 to 7			P 8,847,070.00	P 10,000.00

3. Delivery of the Goods is required **within** the following periods:
- a) Lot 1 - 30 calendar days from receipt of Notice to Proceed
  - b) Lot 2 - 60 calendar days from receipt of Notice to Proceed
  - c) Lot 3 - 30 calendar days from receipt of Notice to Proceed
  - d) Lot 4 - 30 calendar days from receipt of Notice to Proceed
  - e) Lot 5 - 30 calendar days from receipt of Notice to Proceed
  - f) Lot 6 - 60 calendar days from receipt of Notice to Proceed
  - g) Lot 7 - 60 calendar days from receipt of Notice to Proceed

Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the proposed project for bidding. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the Updated 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act.”



5. 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. 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).
6. Prospective Bidders may obtain further information from the Office of the Ombudsman via email at [bac@ombudsman.gov.ph](mailto:bac@ombudsman.gov.ph) and inspect the Bidding Documents posted at the Ombudsman and the PhilGEPS websites.
7. A complete set of Bidding Documents may be acquired/downloaded by interested Bidders starting **24 October 2023 to 21 November 2023 and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amounts specified in item nos. 2 and 14 of this Invitation to Bid.** The Procuring Entity shall allow the bidder to present its proof of payment for the fees **through electronic means not later than the submission of their bids.**

The bidding documents may also be downloaded free of charge from the websites of PhilGEPS and the Office of the Ombudsman, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

8. The Office of the Ombudsman will hold a **Pre-Bid Conference on 08 November 2023 (Wednesday) at 9:30 a.m.** through video conferencing via Google Meet, which shall be open to prospective bidders. Prospective bidders should signify their intention to participate by sending an **email to BAC Secretariat-Main** through the email address given below. The Meeting Link to the video conference will be sent to the participants at least one (1) day before the event through email.
9. Bids must be duly received by the BAC Secretariat-Main through manual/physical submission at the designated receiving area with authorized receiving personnel of the Central Records Division of the Office of the Ombudsman on or before **21 November 2023 (Tuesday) at 2:00 p.m. Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall be rejected** (Reference: Sec. 25.9, 2016 RIRR of RA 9184).
10. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14.**
11. Bid opening shall be on **22 November 2023 (Wednesday) at 9:30 a.m. through video conferencing using Google Meet** (face-to-face for the BAC Secretariat Main). The Meeting Link to the video conference will be sent to the participants at least one (1) day before the event through email. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
12. Prospective bidders, who wish to join the pre-bid conference and the bid opening through video conferencing using Google Meet, must send a letter of intent containing the names and email addresses of interested participants to the BAC Secretariat-Main email address: [bac@ombudsman.gov.ph](mailto:bac@ombudsman.gov.ph).
13. The Office of the Ombudsman reserves the right to accept or reject any and all bids, to annul the bidding process, and to 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 RIRR of RA No. 9184, without thereby incurring any liability to the affected bidder/s.



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

<b>COST OF BIDDING DOCUMENTS</b> (Non-refundable)	Lot 1 = 2,000.00 Lot 2 = 2,500.00 Lot 3 = 500.00 Lot 4 = 500.00 Lot 5 = 500.00 Lot 6 = 3,500.00 Lot 7 = 500.00 Lots 1 to 7 = ₱ 10,000.00
<b>INSPECTION/SELLING PERIOD OF BIDDING DOCUMENTS</b>	<b>October 24, 2023 to November 21, 2023</b> - Bidding documents may be downloaded from the PhilGEPS website or Ombudsman website.  - For payment of bidding fees, prospective bidders may inquire from the Ombudsman BAC Secretariat for payment details. Proof of payment such as deposit slips and transaction receipts may be submitted via email for the issuance official receipt.
<b>PRE-BID CONFERENCE</b>	<b>November 08, 2023 at 9:30 a.m.</b> - Video Conferencing via Google Meet - Prospective bidders should signify their intention to participate by sending an email to the BAC Secretariat-Main and Google Meet meeting link will be provided at least one (1) day before the event.
<b>DEADLINE OF SUBMISSION OF BIDS</b> (Note: Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall be rejected)	<b>November 21, 2023 at 2:00 p.m.</b> - <b>Manual / physical submission of bidding documents</b> at the designated receiving area with authorized receiving personnel of Central Records Division of the Office of the Ombudsman, Ombudsman Main Building, Agham Road, Quezon City.
<b>OPENING OF BIDS</b>	<b>November 22, 2023 at 9:30 a.m.</b> - Video Conferencing via Google Meet - Prospective bidders should signify their intention to participate by sending an email to the BAC Secretariat-Main and Meeting Link will be provided at least one (1) day before the event.

15. For further information, please refer to:

**BIDS AND AWARDS COMMITTEE SECRETARIAT – MAIN**

Ground Floor, Ombudsman Main Building,  
Agham Road, Diliman Quezon City 1105

☎ (02) 5317-83-00 loc. 2206

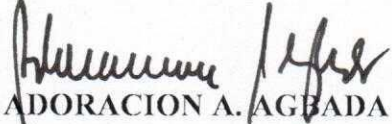
✉ [bac@ombudsman.gov.ph](mailto:bac@ombudsman.gov.ph)

[www.ombudsman.gov.ph](http://www.ombudsman.gov.ph) (see Bid Announcements)

*Note: Please communicate through the email addresses or telephone number provided. Also, all requests shall be in writing and addressed to the BAC Secretariat-Main.*

16. You may visit the following websites for downloading of Bidding Documents:
- **Office of the Ombudsman Official Website:** [www.ombudsman.gov.ph](http://www.ombudsman.gov.ph) (see links under *Bid Announcements*> under *Invitation to Bid*)
  - **Log in at PhilGEPS Website:** <https://notices.philgeps.gov.ph/>

24 October 2023, Quezon City, Philippines.

  
ADORACION A. AGBADA  
Assistant Ombudsman, OMB-Luzon  
Chairperson, Bids and Awards Committee