

Republic of the Philippines
Department of Social Welfare and Development

DSWD Field Office III, Diosdado Macapagal Government Center, Maimpis,
 City of San Fernando Pampanga, Philippines 2000
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**INVITATION TO BID FOR
 PURCHASE OF OFFICE AND CONSUMABLE
 SUPPLIES FOR TWO (2) MONTHS USE OF
 PROGRAMS / OFFICES CY 2022**

ITB No. GOP/DSWD3-2022-04-002
 (PR Nos. 2022-02-135, 2022-02-162, 2022-03-167,
 2022-03-168, 2022-03-176, 2022-03-178, 2022-03-
 195, 2022-03-202, 2022-03-204 2022-03-211, 2022-
 03-222, 2022-03-223, 2022-03-224, 2022-03-260,
 2022-03-263, 2022-03-273)

- The Department of Social Welfare and Development (DSWD) - Field Office III, through the GASS/DR/Current, ISSO, RRPTP/DR/Current, NHTS Current, PSIF-Combated, PSIF-AICS, SOCPEN/DR/Current, DRRP, Pantawid, SLP/DR/Current, Centers/DR/Current, intends to apply the sum per lot with the following breakdown as follows:

LOT	PARTICULARS	ABC	BIDDING DOCS FEE
A	OFFICE SUPPLIES	PHP 975,860.69	PHP1,000.00
B	CONSUMABLE SUPPLIES	PHP1,212,706.00	PHP5,000.00

being the proposed Approved Budget for the Contract (ABC) to payments under the contract for the **Purchase of Office and Consumable Supplies for Two (2) Months use of Programs / Offices CY 2022** under ITB No. GOP/DSWD3-2022-04-002. Bids received in excess of the ABC shall be automatically rejected at bid opening.

- The DSWD - Field Office III now invites bids for the above Procurement Project. The delivery of Service is required in accordance with **Section VI – Schedule of Requirements**.

Bidders should have completed a contract similar to the Project **within the last five (5) years 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 open competitive bidding procedures via electronic or online using non- discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. In compliance with GPPB Resolution 09-2020 entitled, “Approving Measures for the Efficient Conduct of Procurement Activities during a State of Calamity or Implementation of Community Quarantine or Similar Restrictions”, the DSWD Bids and Awards Committee has confirmed, adopted, and approved measures for online or electronic bidding, as recommended by the GPPB-TSO, for the efficient conduct of all procurement activities, regardless of the procurement modality, during the pandemic in preparation for the full implementation of GPPB Resolution No. 21-2021 using E- Bidding Facility of the Modernized Philippine Government Electronic Procurement System (mPhilGEPS).

In view of this, the procedure for this procurement project shall be in accordance with DSWD BAC Resolution No. 2021-10-01 relative to the Implementation of Electronic Submission and Receipt of Bids and the Bidder’s Kit on **Guidelines to Bidders in Adopting Electronic Submission of Bids** is attached herewith as Annex “A.”

5. Bidding is restricted to Filipino citizens/sole proprietorships, 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.
6. Prospective bidders may obtain further information from the **DSWD – Bids and Awards Committee (BAC) Secretariat** and through the e-mail address given below and inspect the Bidding Documents posted at the DSWD Field Office III.
7. A complete set of Bidding Documents, in digital copy, may be acquired by interested Bidders starting **13 April 2022 to 25 April 2022** from the DSWD Field Office III website given below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB aforementioned.

It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that bidders shall pay the applicable fee/s for the Bidding Documents not later than the submission of their bids

Interested Bidders shall contact the BAC Secretariat through e-mail at secretariatbac.fo3@gmail.com for further instructions on the purchase and payment of the Bidding Documents.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees by sending a clear scanned copy of Official Receipt issued by the DSWD Field Office III Cashier’s Office **on or before the deadline of submission of bids.**

8. DSWD Field Office III, which shall be open to prospective bidders, will hold a Pre-Bid Conference on **13 April 2022 (Wednesday)** at **1:30PM** through video conference via google meet, which link shall be provided a day before the said conference. A pre-registration shall be required for all interested suppliers in order to access the video conferences and to participate further in the procurement activities as scheduled. Those interested bidders must provide complete information in the Google Forms which may be accessed via this link: <https://tinyurl.com/DSWDe-bid>.

Prospective bidders are encouraged to discuss any concerns or clarifications about the eligibility requirements including the technical specifications in the said conference.

9. Bids must be duly received and acknowledged by the BAC Secretariat through online or electronic submission **on or before 25 April 2022 (Monday) at 12:00NN** in the manner compliant with the submission of eligibility documents for public bidding and in accordance with the above-mentioned DSWD BAC Resolution No. 2021-10-01 relative to the Implementation of Electronic Submission and Receipt of Bids and the Bidder's Kit on **Guidelines to Bidders in Adopting Electronic Submission of Bids**. Late bids shall not be accepted.
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. Further, pursuant to GPPB Resolution No. 09- 2020, the DSWD shall allow the bidder to submit an unnotarized Bid Securing Declaration (BDS), as alternate documentary requirement subject to compliance therewith by the winning bidder after award and before payment of the contract.
11. Bid opening shall be **on 25 April 2022 (Monday) at 1:30PM** via google meet video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
12. Prospective bidders are requested to organize and submit their Bids electronically as provided under the Bidder's Kit on **Guidelines to Bidders in Adopting Electronic Submission of Bids**. **and suppliers are hereby reminded, as follows:**
 - a) The submission of the Legal and Technical Documents (First Envelope) and Financial Documents (Second Envelope) shall be in PDF file with password-protected RAR archive file format;
 - b) Scan the original copy of the **Legal and Technical Requirements** and save as PDF, after scanning the original copy of the **Legal and Technical Requirements**, place the scanned files in one folder with file name "**Legal and Technical Documents**" and compress the folder using **WinRAR Extractor Application** with file name "**Folder 1 - Legal and Technical Documents**", place/set a password on the file;
 - c) Scan the original copy of the **Financial Requirements** and save as PDF, after scanning the original copy of the **Financial Requirements**, place the scanned files in one folder with file name "**Financial Requirements**" and compress the folder using **WinRAR Extractor Application** with file name "**Folder 2 - Financial Documents**", place/set a password on the file;
 - d) After encrypting the **Legal and Technical, and Financial Requirements**, compress the two (2) encrypted files using **WinRAR Extractor Application** with file name "**DSWD-FOIII Bidding No. __ - (Name of Bidder)**", and set a strong password;

In case of modification of bids by the bidder, the bidder shall use the file name for the main file "**DSWD-FOIII Bidding No. __ - (Name of Bidder) - Modification**"

The original bid submitted shall not be retrieved but a modified bid shall be submitted to the BAC Secretariat official uploading site provided that it is equally secured by password, properly identified, and submitted on or before the set deadline. The bidder shall use the following file names:

- For Legal and Technical Requirements: "**Folder 1 - Legal and Technical Documents – Modification**"
- For Financial Requirements: "**Folder 2 - Financial Documents - Modification**"

Important: Passwords shall bear a unique combination for each file. Same passwords for all files are **strictly not allowed**. Please see attached **ANNEX** for your guidance.

- e) Submit/Upload your bids thru this link: <https://tinyurl.com/dswdfo3ebid> on or before the set deadline;
- f) After submission of your bids, wait for an acknowledgement of BAC via email for the confirmation of your submitted bids indicating the Date and Time of your submission, and also the link for the Opening of Bids will be sent to your registered email. Please print the confirmation sent by the BAC as proof of your submission.

Important: All bids submitted after the deadline will **NOT** be considered in the bid opening.

- 13. It is the responsibility of the bidders who submitted their bids electronically to monitor receipt of an auto-generated bid receipt acknowledging their bid submission. Failure to receive a bid receipt means the submission was not successful.
- 14. In case the bidder fails to submit any or all of the documentary requirements in a password-protected PDF files, the bid/quotation will automatically be disqualified and shall be declared as “FAILED” and the supplier will no longer be allowed to participate further in the procurement activities scheduled for this Project.
- 15. After the opening and evaluation of bids, the BAC, its staff and personnel, Secretariat and Technical Working Group (TWG), as well as Observers are prohibited from making or accepting any communication with any bidder regarding the evaluation of their bids until issuance of Notice of Award (NOA). However, the BAC, through its Secretariat, may ask in writing the bidder for clarification of its request in writing. All responses to requests for clarification shall be in writing.
- 16. The DSWD 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 Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No.9184, without thereby incurring any liability to the affected bidder or bidders.
- 17. For further information, please refer to:

THE CHAIRPERSON

Bids and Awards Committee
c/o BAC Secretariat
DSWD Field Office III, Diosdado
Macapagal Government Center, Maimpis,
City of San Fernando, Pampanga,
Philippines
Tel: (045) 961 – 2143

- 18. You may visit the following websites:

For downloading of Bidding Documents:

ps-philgeps.gov.ph - Website of the Philippine Government Electronic Procurement System (PhilGEPS)

www.fo3.dswd.gov.ph – Website of the DSWD Field Office III

19. Prospective bidders are **required** to pay for the purchase of the project's Philippine Bidding Documents through over-the-counter cash deposit made via Landbank of the Philippines (LBP).

Only payments made through LBP shall be accepted and recognized. After payment, bidders must immediately send a clear scanned copy of their deposit slip to the official email address of the BAC Secretariat (secretariatbac.fo3@gmail.com).

Bank details are as follows:

Account Name:

DSWD FO III MISCELLANEOUS TRUST

Account Number: 3772-1013-16



VENUS F. REBULDELA

Bids and Awards Committee Chairperson