



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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INVITATION TO BID

**SUPPLY AND DELIVERY OF CENTRALIZED OFFICE SUPPLIES AND
 CONSUMABLES FOR CY 2025**

ITB No. GOP/DSWD3-2025-04-0003

1. The Department of Social Welfare and Development (DSWD) - Field Office III, through the GAA FY 2025 – Various Funds of DSWD FO III intends to apply the sum of **ELEVEN MILLION NINE HUNDRED NINETY-ONE THOUSAND FOUR HUNDRED THIRTY-FOUR PESOS AND 16/100 (PHP 11,991,434.16)** being the Approved Budget for the Contract for the **SUPPLY AND DELIVERY OF CENTRALIZED OFFICE SUPPLIES AND CONSUMABLES FOR CY 2025**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

LOT	PARTICULARS	ABC	BIDDING DOCUMENT FEE
A	SUPPLY AND DELIVERY OF CENTRALIZED OFFICE SUPPLIES AND CONSUMABLES FOR CY 2025 LOT A	Php 3,003,182.56	Php 5,000.00
B	SUPPLY AND DELIVERY OF CENTRALIZED OFFICE SUPPLIES AND CONSUMABLES FOR CY 2025 LOT B	PHP 8,988,251.60	Php 10,000.00

2. The Department of Social Welfare and Development (DSWD) - Field Office III now invites bids for the above Procurement Project. Delivery of the Goods shall within the period appearing in the **SCHEDULE OF REQUIREMENTS**. Bidders should have completed, **within the last ten (10) 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 using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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.

4. Prospective Bidders may obtain further information from **Department of Social Welfare and Development Field Office III** and inspect the Bidding Documents at the address given below or at the DSWD Field Office III official website.

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. A complete set of Bidding Documents may be acquired by interested Bidders on **April 21, 2025 to May 5, 2025 (8:30 AM)** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or electronic mail.

Interested Bidders shall contact the BAC Secretariat through e-mail at quotation.fo3@dswd.gov.ph for further instructions on the purchase and payment of the Bidding Documents.

Upon receipt from the BAC of an official Acknowledgement Receipt of Bid and payment of the Bidding Document Fee, the bidder shall submit to the BAC Secretariat clear digital copies of the aforementioned Acknowledgement Receipt of Bid and either clear scanned copy of Official Receipt issued by the DSWD Field Office III Cashier’s Office or any valid proof of payment made via bank or electronic banking **on or before the deadline of submission of bids.**

6. Department of Social Welfare and Development Field Office III will hold a Pre-Bid Conference on **April 21, 2025| 3:00 PM** through video conferencing or webcasting via Google Meet which shall be open to prospective bidders.

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 on the said conference.

7. Bids must be duly received and acknowledged by the BAC Secretariat through online or electronic submission **on or before May 5, 2025 at 9:00 AM** 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 SUBMISSION OF BIDS SHALL NOT BE ACCEPTED

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **May 5, at 10:00 AM** via Google Meet video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. 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;
- b) Scan the original copies of the Legal and Technical Requirements and save them as PDF files. Place the scanned documents in a single folder named "**Legal and Technical Requirements**";

 Note: The scanned documents must be arranged following the sequence stated in the Checklist of Technical and Financial Requirements with correct filename based on the Checklist.

- c) Compress the folder using WinRAR Extractor Application (or its equivalent) and name the compressed file "**FOLDER 1 – LEGAL AND TECHNICAL DOCUMENTS**". Assign a strong password to the compressed file.
- d) Scan the original copies of the Financial Requirements and save them as PDF files. Place the scanned documents in a single folder named "**Financial Requirements**";
- e) Compress the folder using WinRAR Extractor Application (or its equivalent) and name the compressed file "**FOLDER 2 – FINANCIAL DOCUMENTS**". Assign a strong password to the compressed file;
- f) After encrypting both the Legal and Technical Documents and the Financial Documents, compress these two encrypted files into a single archive using

WinRAR Extractor Application (or its equivalent). Name the final compressed file as: "DSWD-FOIII ITB No. [Insert ITB Number] - (Name of Company)";

- g) Assign another different unique, strong password to the final compressed file (i.e., different from the passwords assigned in Folder 1 and Folder 2).

 Summary on Passwords:

- Folder 1 – Legal and Technical Documents: Password 1 (unique)
- Folder 2 – Financial Documents: Password 2 (unique, different from Password 1)
- Final compressed file: Password 3 (unique, different from Password 1 and Password 2)

Same passwords for any and all files are strictly not allowed

The original bid submitted shall not be retrieved. Instead, the modified bid shall be uploaded to the BAC Secretariat's official uploading site, properly secured with a strong and unique password, properly identified, and submitted on or before the set deadline.

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

- a) Submit/Upload your bids thru this link: <https://tinyurl.com/dswdfo3cbupload> on or before the set deadline;
- b) 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
- c) Also, the link for the Opening of Bids will be sent to your registered email upon submission of the copy of the Acknowledgement Receipt of Bid and proof of payment of the bidding document to the BAC Secretariat as stated in item no.6 hereof.

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

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.

In case the bidder fails to submit any or all of the folders containing the documentary requirements in unique password-protected RAR 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.

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.

11. The DSWD FO III 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 IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. 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

13. 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

Prospective bidders are **required** to pay for the purchase of the project's Philippine Bidding Documents personally at DSWD FO III.


DIR. MARIBEL M. BLANCO
Bids and Awards Committee Chairperson