



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
Manila

**INVITATION TO BID**  
(PB57-2021)

The Department of Justice, through its Bids and Awards Committee, is inviting interested parties to bid the hereunder project:

Name of Project : **Purchase of Various Office Supplies not available in the Procurement Service**

Approved Budget for the Contract : ₱ 847,064.68

Delivery Period : Thirty (30) calendar days

Location : Department of Justice, Padre Faura St. Ermita, Manila

The prospective bidders must have an experience of having completed, within a period of five (5) years from the date of submission and receipt of bids, of at least one (1) contract similar to the contract to be bid, and whose value, adjusted to current price using NSO consumer price indices, must be at least fifty percent (50%) of the ABC to be bid. The eligibility check/ screening as well as the preliminary examination of bids shall use non-discretionary "pass/fail" criteria. A Post-qualification evaluation of the lowest calculated bid shall likewise be conducted.

All particulars relative to eligibility statement and screening, bid security, performance security, pre-bidding conference, evaluation of bids, post-qualification and award of contract shall be governed by the pertinent provisions of the Revised Implementing Rules and Regulation of Republic Act No. 9184 dated 28 October 2016, GPPB Resolution No. 09-2020 dated 7 May 2020, which allows the submission of alternate documentary requirements and **DOJ Circular No. 030 dated 7 September 2020**.

The complete schedule of activities is listed, as follows:

<b>ACTIVITIES</b>	<b>SCHEDULE</b>
Issuance of Bidding Documents	December 11-20, 2021
Submission and Receipt of Bids	Until 20 December 2021 at 9:00 a.m.
Opening and Evaluation of Bids	20 December 2021 at 10:00 a.m. (via google meet – meet.google.com/cqb-unvi-upr)

Bid documents may be obtained from the Cash and Disbursement Section (Cashier's Office) at the frontline office of the Department at the address stated above

or downloaded at the Department's website at <https://www.doj.gov.ph>. For questions, additional information, or request for a copy of DOJ Circular No. 030 dated 7 September 2020, you may call the Procurement Management Division (PMD) at 8524-6361 or 85238481 local 323.

All bids shall be addressed to the Chairperson, Bids and Awards Committee, and may be submitted either manually at the frontline office of the Department or electronically *via* email to [bac-secretariat@doj.gov.ph](mailto:bac-secretariat@doj.gov.ph), copy furnished the PMD at [pmd@doj.gov.ph](mailto:pmd@doj.gov.ph).

Prospective bidders who will opt to submit electronically must comply with the following conditions stated in DOJ Circular No. 030 dated 7 September 2020, to wit:

1. The bid submission must be in an archive format and password protected;
2. The password of the bid submission must be disclosed by the bidder's representative **ONLY** during the scheduled date and time of the opening of bids stated above;
3. Include in their email the name of their authorized representative/s; and
4. Should notify and inform the PMD through its telephone numbers or email stated above of the fact of their electronic submission of bids.

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.

All participating bidders shall be charged a non-refundable bid fee in the amount of **One Thousand Pesos (P 1,000.00)**, which may be paid directly to the Cashier's Office or online via the DOJ BAC Trust Fund Account (Landbank of the Philippines Account No. 0592-1060-86), in which case, the bidders must email to the PMD a copy of the validated deposit slip/proof payment. Once the PMD has verified such payment with the Cashier's Office, bidders will receive a copy of their respective Official Receipts through email.

The Department of Justice reserves its right to reject any or all bids should there be any defect therein, accept the offer most advantageous to the government, and assumes no responsibility whatsoever to compensate or indemnify bidders for any expense incurred in the preparation of the bid.

9 December 2021

  
**MARGARET V. CASTILLO-PADILLA**  
*Assistant Secretary*  
Chairperson, Bids and Awards Committee