



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

Invitation to Bid

(PB2023-07-150)

The Department of Justice (DOJ), through its Bids and Awards Committee (BAC), intends to apply the sum of **Nine Million Six Hundred Eighty-Four Thousand Six Hundred Forty-Seven Pesos & 63/100 only (₱ 9,684,647.63)** from the General Appropriations Act of 2023 as payment for the contract of the **Supply and Delivery of Office Supplies Not Available at the Procurement Service**, itemized into as follows:

| Lot No. | Particulars | Quantity | Sub-ABC (In Pesos) | Cost of Bidding Documents (In Pesos) |
|------------------|---|----------|-----------------------|--------------------------------------|
| 1 | Supply and Delivery of Office Supplies Not Available at the Procurement Service | 1 lot | ₱ 9,684,647.63 | ₱ 10,000.00 |
| Total ABC | | | ₱ 9,684,647.63 | |

Please note that any bid received in excess of the ABC for each item shall be automatically rejected at the bid opening. The procurement activity shall be guided by the following rules, to wit:

1. The BAC is now inviting prospective bidders/suppliers to submit their bids for the above procurement project. The goods subject thereof must be delivered within forty (45) calendar days upon the Bidders/Supplier's receipt of the Notice to Proceed. Bidders should have completed, within five (5) years (January 2018 to January 2023) prior to the deadline for the submission and receipt of bids, a contract similar to the Project. For this purpose, similar contracts shall refer to the procurement of office supplies. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instruction to Bidders).
2. 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.
3. 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 and regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the Procurement Management Division (PMD) at telephone number 85246361 or 85238481 local 323 and may inspect the Bidding Documents during office hours.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **August 3, 2023 to August 23, 2023**, or before the deadline of the submission of bids from the PMD and website of the DOJ, and upon payment of the applicable fee pursuant to the latest Guidelines issued by the **GPPB**.
6. The DOJ-BAC will hold a Face-to- Face Pre-Bidding Conference on **August 9, 2023 at 3:00 p.m.** at Rm. 315, 3rd Floor, Conference Room, Delas Alas Building, DOJ Compound, P. Faura St., Ermita, Manila which shall be open to all prospective bidders.
7. All bids shall be addressed to the Chairperson, Bids and Awards Committee, and may be submitted either manually at the frontline office of the DOJ or electronically via email to bac-secretariat@doj.gov.ph copy furnished the PMD at 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:


- a. The bid submission must be in an archive format and password protected;
- b. 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;
- c. Include in their email the name of their authorized representative/s; and
- d. 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 submission was not successful.

8. All participating bidders shall be charged a non-refundable bid fee in the amount of Ten Thousand Pesos (₱ 10,000.00) which may be paid directly to the Cashier's Office or online via the DOJ BAC Trust Fund Account (Land Bank of the Philippines Account No. 0592-1060-86), in which case the bidders must furnish or email to the PMD a copy of the validated deposit slip/proof of payment. Once the PMD has verified such payment with the Cashier's Office, bidders will receive a copy of their respective Officials Receipts through email.
9. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.1 of the Bidding Documents.
10. Submission and receipt of bids shall be until **August 23, 2023 at 9:00 a.m. only**.

11. Face-to-Face Bid opening shall be on **August 23, 2023 at 9:30 a.m.** at Rm. 315, 3rd Floor, Conference Room, Delas Alas Building, DOJ Compound, P. Faura St., Ermita, Manila. Bids will be opened in the presence of the bidders' representative who choose to attend the activity.
12. The Department of Justice reserves the 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.
13. For further information or clarification, or to be able to download the Bidding Documents, you may visit www.doj.gov.ph or www.philgeps.gov.ph.

July 31, 2023


ASEC. FREDDERICK A. VIDA
Chairperson, Bids and Awards Committee