

Republic of the Philippines
Department of Social Welfare and Development
FIELD OFFICE NCR
389 San Rafael Street corner Legarda Street, Manila
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INVITATION TO BID # 15-05-12

SUPPLY & DELIVERY OF TONERS FOR THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT – NATIONAL CAPITAL REGION (DSWD-NCR)

1. The Department of Social Welfare and Development – National Capital Region intends to apply the sum of **ONE MILLION ONE HUNDRED SEVENTY ONE THOUSAND EIGHT HUNDRED PESOS (Php1,171,800.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Supply & Delivery of Toners for the Department of Social Welfare and Development-National Capital Region (DSWD-NCR)**.

Bids received in excess of the ABC shall be automatically rejected at bid opening. Late bids shall not be accepted.


2. A prospective bidder should have been in a business with dealings similar to this project for a period of at least five (5) years prior to the date of bid opening and should have completed within the last three (3) years from the date of submission and receipt of bids at least one (1) contract of similar nature amounting to at least fifty percent (50%) of the ABC.
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criteria as specified in the Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184), otherwise known as the "Government Procurement Reform Act".
4. The 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.
5. The Invitation to Bid (ITB) may be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and DSWD-NCR website at www.ncr.dswd.gov.ph.

The complete set of Bidding Documents may be acquired by interested Bidders starting 06 May 2015, 9:00 a.m. to 5:00 p.m., from the address below and upon payment of a non-refundable fee of Php5,000.00.

6. The DSWD-NCR BAC will hold a Pre-Bidding Conference on 13 May @ 10:00 A. M which shall be open to all interested bidders. Bidders are encouraged to send their authorized technical representative or personnel who are familiar with the bid requirements and will prepare the documents for the bidder. Bidders may directly coordinate with the BAC-Secretariat in the address below.

The opening of bids will be on 26 May 2015 at 10:00 a.m. at DSWD-NCR.

7. Interested Bidders/Contractors may obtain further information from the BAC Secretariat, c/o Ms. Mary Ann D. Yulas at DSWD-NCR 389 San Rafael cor. Legarda Streets, Sampaloc Manila from 9:00 AM to 5:00 PM at tel. no. (02) 310-1434 / 733-0010 to 18 loc 209 or email at dswdnrc_bac2011@yahoo.com.ph or dswdnrc.bac@gmail.com.
8. The DSWD-NCR reserves the right to accept or reject any bid/quotation, to annul the bidding/procurement process, and to reject all bids/quotations at any time prior to contract award, without thereby incurring any liability to the affected Bidder/s and/or Contractor/s.


MANUELA M. LOZA
Chairperson
Bids and Awards Committee