



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES INKS AND TONERS FOR THE DEPARTMENT OF AGRARIAN REFORM CENTRAL OFFICE (DARCO) FOR CY 2023 (PBD-116-23-08)(PART-II)

1. The Department of Agrarian Reform (DAR), through the General Appropriations Act (GAA) of 2023 intends to apply the sum of Philippine Pesos One Million Two Hundred Fifty Five Thousand Nine Hundred Fifty Two and 80 /100 only (PhP 1,255,952.80) being the Approved Budget for the Contract (ABC) to payments under the contract for the Supply And Delivery of Various Office Supplies, Inks and Toners for the Department of Agrarian Reform Central Office (DARCO) for CY 2023 (PBD-116-23-08). Bids received in excess of the ABC shall be automatically rejected at bid opening.

LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC) (PHP)
1	Various Offices Supplies	Php560,452.80
2	Inks and Toners	Php695,500.00

Bidders may bid for one or both lots but must bid for all the items and quantities required in each lot. Evaluation and contract award shall be done on a per lot basis.

2. The Department of Agrarian Reform now invites bids for the above Procurement Project. Delivery of the goods is required **thirty (30) calendar days** upon receipt of Notice to Proceed (NTP). Bidders should have completed, within **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 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 the DAR-BAC Secretariat and inspect the Bidding Documents at the address given below from Monday to Friday, between 8:00 am to 5:00 pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **August 22, 2023** 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, in the amount of **Philippine Pesos One Thousand Pesos only (PhP1,000.00)**. The Procuring Entity shall

allow the bidder to present its proof of payment for the fees through the presentation of the original copy of the official receipt issued by DAR not later than the date of bid submission.

6. The Department of Agrarian Reform will hold a Pre-Bid Conference on **August 29, 2023 at 3:00 p.m.**, face to face, at the FASPO Conference Room, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **September 13, 2023 at 4:00 p.m.** Late 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 conducted face to face on **September 13, 2023 at 5:00 p.m.** at the FASPO Conference Room 2nd Floor, DAR Central Office, Elliptical Road, Diliman, Quezon City Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Department of Agrarian Reform reserves the right to reject any and all bids, declare 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.
11. For further information, please refer to:

CHARISSE ATACADOR

Head DAR-BAC Secretariat
Ground Floor, DAR Central Office
Elliptical Road, Diliman, Quezon City
Telephone Numbers: 8928-1011; 09667812052
Email address: darcobac116@gmail.com

12. You may visit the following websites:
For downloading of Bidding Documents: www.dar.gov.ph
www.philgeps.gov.ph

August 18, 2023


AMIHILDA J. SANGCOPAN
Undersecretary for Mindanao Affairs
Chairperson, Bids & Awards Committee