



Republic of the Philippines
 Department of Agriculture
Philippine Center for Postharvest Development and Mechanization
 Science City of Muñoz, Nueva Ecija, Philippines
www.philmech.gov.ph
 ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007 CERTIFIED



INVITATION TO BID

SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR THE 4TH QUARTER OF 2021
(PHilMech-Goods-21-07-09)

1. The **Philippine Center for Postharvest Development and Mechanization (PHilMech)** through its **FY 2021 Regular Fund** intends to apply the below-specified amounts, being the Approved Budget for the Contract (ABC), as indicated herein to payments under the contract for the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR THE 4TH QUARTER OF 2021**. Bids received in excess of the ABC of each Lot shall be automatically rejected during Bid opening.

Item Number	Project Reference Number	Description	ABC (PhP)	COST OF BIDDING DOCUMENTS (PhP)
1	PHilMech-Goods-21-07-09-01	Supply and Delivery of Various Office Supplies for the 4 th Quarter of 2021	1,886,695.15	1,200.00
2	PHilMech-Goods-21-07-09-02	Supply and Delivery of Various Office Supplies for the 4 th Quarter of 2021	362,246.52	500.00
			2,248,941.67	1,700.00

2. The PHilMech now invites bids from eligible bidders for the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR THE 4TH QUARTER OF 2021**. Delivery of the GOODS is required within **Thirty (30)** calendar days from receipt of the Notice to Proceed. Bidders should have completed within ten (10) years from the date of submission and receipt of bids a contract similar to the project. For this purpose, similar contract shall refer to the Supply and Delivery of Various Office Supplies.
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criteria as specified in the Implementing Rules and Regulations Part A (IRR-A) of Republic Act 9184 (R.A. 9184), otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino Citizens/sole proprietorships, cooperatives and partnerships and organizations with at least (60%) interest of 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 5183.

4. Interested Bidders may obtain further information from the **PHilMech** at the address given below during office hours (8:00 am to 5:00 pm) on weekdays only.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **July 9 – August 2, 2021** from the address given below upon payment of a nonrefundable fee for the Bidding Documents as stated above or **PhP 1,700.00 for all lots**.

Bidders may also opt to pay thru Landbank Account Fund Transfer. You may deposit your cash at PHilMech's Official Bank Account: **Landbank of the Philippines (LBP) Account Name: PHILMECH TRUST FUND; Account No. 2962-1023-63** and present or send the proof of payment e.g. bank deposit slips to the address written below or email to philmech_bac@yahoo.com.ph

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their Bids.

6. The **Philippine Center for Postharvest Development and Mechanization** will hold a Pre-Bid Conference on **July 19, 2021; 10:00AM** at the **Auditorium, PHilMech Main Office, Science City of Muñoz, Nueva Ecija**, which shall be open to prospective bidders.

Interested bidders may opt to attend via video conferencing and pre-register on the email address provided below to signify their intention to participate. A Personal Meeting ID shall be provided to the authorized representative upon registration.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **10:00AM of August 2, 2021**.

Bid opening shall be on **August 2, 2021; 10:00AM** at the **Auditorium, PHilMech Main Office, CLSU Compound, Science City of Muñoz, Nueva Ecija**. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address given below. Late Bids shall not be accepted.

Main Office: CLSU, Science City of Muñoz, Nueva Ecija, Philippines
 Mobile Nos. (+63) 932-869-6837/ (+63) 917-813-0852
 Fax No.: (044) 456-0110
Liaison Office: 3rd floor, ATI Bldg., Elliptical Road, Diliman, Quezon City
 Tel. No. (02) 927-4019, 927-4029

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Participating bidders who submitted their bid proposals on time may also attend via video conferencing. A Personal Meeting ID shall be provided to the authorized representative through email.

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 **August 2, 2021; 10:00AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity
10. In observance with the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases protocol on social distancing, **only one (1) designated / authorized representative per company** shall be allowed to participate and/or attend in the conduct of the bidding activities
11. The **Philippine Center for Postharvest Development and Mechanization** 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 Section 41 of RA9184 and its IRR without thereby incurring any liability to the affected bidders or bidders.
12. For further information, please refer to:
 The BAC Secretariat,
 PHilMech Administrative Division-Procurement Management Section
 CLSU Compound, Science City of Muñoz, Nueva Ecija
 Contact No. 09173018242
 E-mail: philmech_bac@yahoo.com.ph
13. You may visit the following websites:
 For downloading of Bidding Documents:
www.philmech.gov.ph
<https://old.philmech.gov.ph/?page=bidding>


ARNEL RAMIR M. APAGA, CESO VI
 BAC Chairperson

NOTICE/ANNOUNCEMENT

D.A DOES NOT CONDONE ANY FORM OF SOLICITATION ON ANY PROSPECTIVE WINNING AND LOSING BIDDERS BY ANY OF OUR STAFF/EMPLOYEES OR ANY OTHER PARTY. ANY SORT OF THIS KIND SHALL BE REPORTED IMMEDIATELY TO THE OFFICE OF THE SECRETARY OR THE NATIONAL BUREAU OF INVESTIGATION (NBI) FOR ENTRAPMENT AND PROPER INVESTIGATION.

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