



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.gov.ph>

CENTRAL OFFICE BIDS AND AWARDS COMMITTEE (COBAC)

INVITATION TO BID

PROCUREMENT OF INKS AND TONERS COBAC IB NO. 013 (G) s. 2018

1. The *Department of the Interior and Local Government (DILG)*, through the *General Appropriations Act of 2018*¹ intends to apply the sum **Nine Hundred Forty-Two Thousand, Seven Hundred Eighty-Six Pesos (Php 942,786.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF INKS AND TONERS**. Bids received in excess of the ABC shall be rejected automatically at bid opening.
2. The DILG now invites bids for the **PROCUREMENT OF INKS AND TONERS**. Delivery of the Goods is required for forty-five (45) calendar days upon receipt of the Notice to Proceed (NTP). Bidders should have completed, within two (2) years from the date of submission and receipt of bids (*October 9, 2016-October 8, 2018*), 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 nondiscretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act."

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 5183.

¹ In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of LGUs, the Budget for the contract approved by the respective *Sanggunian*. (Section 5(a), RA 9184)

4. Interested bidders may obtain further information from the COBAC Secretariat, 23rd Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City and inspect the Bidding Documents at the address given above from 8:00 a.m. – 5:00 p.m., Mondays – Fridays.
5. A complete set of Bidding Documents may be purchased by interested Bidders on **September 17 – October 9, 2018** from the address above and upon payment of fees for the Bidding Documents in the amount of **One Thousand Pesos (Php 1,000.00)**.
6. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the DILG Website, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
7. The DILG will hold a Pre-Bid Conference² on **September 25, 2018 – 1:30 p.m.** at the *27th Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City*, which shall be open to prospective bidders. **Representatives of prospective bidders must bring proper Authorization from their companies and competent proof of identification in all stages of the procurement process.**
8. Bids must be duly received by the COBAC Secretariat at the address below on or before **1:30 p.m., October 9, 2018**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on **October 9, 2018, 1:30 p.m.**, at the *27th Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City*. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
9. The bidders must refer to the published Bidding Documents for final guidance.
10. The *DILG* 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 RA 9184 and its 2016 RIRR, without thereby incurring any liability to the affected bidder or bidders.

²May be deleted in case the ABC is less than One Million Pesos (Php 1,000,000.00) where the Procuring Entity may not hold a Pre-Bid Conference.

11. For further information, please refer to:

MS. ELNORA A. VELASCO

Head, COBAC Secretariat

23rd Floor, DILG-NAPOLCOM CENTER

EDSA corner Quezon Avenue, West Triangle

Quezon City

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ASEC. RICOJUDGE JANVIER M. ECHIVERRI

Chairperson, COBAC

by:

ATTY. JENA J. JAVAREZ
Vice Chairperson, COBAC

AS:GSD:BACSEC
JJJ:EAV:CSC:DGL:TPP