

BACOLOR, PAMPANGA

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Supply and Delivery of Office Supplies and Other Supplies, Materials and Devices**

**Fifth Edition  
August 2016**



Republic of the Philippines  
**DON HONORIO VENTURA STATE UNIVERSITY**  
Villa de Bacolor, Pampanga

**INVITATION TO BID FOR  
THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND OTHER SUPPLIES,  
MATERIALS AND DEVICES**

1. The Don Honorio Ventura State University (DHVSU), through the **Fund 101 (GAA)** for the Fiscal Year 2019 intends to apply the sum of **Four Million One Hundred Seventy Thousand Five Hundred Thirty Nine Pesos Only (P4,170,539.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **The Supply and Delivery of Office Supplies and Other Supplies, Materials and Devices (Contract No. \_\_\_\_\_)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **DHVSU** now invites bids for **The Supply and Delivery of Office Supplies and Other Supplies, Materials and Devices**. Delivery of the Goods is required within thirty (30) calendar days after receipt of Notice to Proceed (NTP). Bidders should have completed, within the last 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) 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.
4. Interested bidders may obtain further information from **Mr. Antonio B. Mercado** of the BAC Secretariat, Property and Procurement Office, DHVSU, Villa de Bacolor, Pampanga, and inspect the Bidding Documents at the address given below during office hours from 8:00 a.m. to 4:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on July 15, 2019 to August 04, 2019, 8:00 A.M. to 4:00 P.M., and August 05, 2019, 8:00 A.M. to 9:30 A.M. from the BAC Secretariat and upon payment of a non-refundable fee in the amount of **Five Thousand Pesos Only (P5,000.00)**.

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 **DHVSU** will hold a Pre-Bid Conference on July 23, 2019, 10:00 A.M. at the BAC Office, DHVSU, Villa de Bacolor, Pampanga, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before August 05, 2019 from 9:00 A.M. to 9:59 A.M.. 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 August 05, 2019, 10:00 A.M. at the BAC Office, DHVSU, Villa de Bacolor, Pampanga. 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.

8. The **DHVSU** 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 IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

**(Sgd.) Engr. RANIE B. CANLAS**  
Chairman, Bids and Awards Committee (GOODS & SERVICES)  
Cabambangan, DHVSU, Villa de Bacolor, Pampanga  
Tel. No. (045) 901-06-01/(045) 626-59-57  
Email address: dhvtsbacsecretariat@gmail.com  
Website Address: [www.dhvtsu.edu.ph](http://www.dhvtsu.edu.ph)