



### INVITATION TO BID

#### SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES

(PhilMech-Goods-24-02-07-Rebidding)

1. The **Philippine Center for Postharvest Development and Mechanization (PhilMech)** through its **FY 2024 Coco Levy Fund, Rice Competitive Enhancement Fund and Regular Fund** intends to apply the below-specified amounts, being the Approved Budget for the Contract (ABC) for each lot, as indicated herein to payments under the contract for the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES**. Bids received in excess of the ABC of each Lot shall be automatically rejected during Bid opening.

LOT Number	PARTICULARS	ABC (PhP)	FUND SOURCE	COST OF BIDDING DOCUMENTS (PhP)
1	Supply and Delivery of Various Office Supplies (Regular Fund)	871,963.06	FY 2024 – Regular Fund	1,000.00
2	Supply and Delivery of Various Office Supplies Regular Fund (RCEF fund)	244,906.40	RCEF 2024 – RCEF Fund	250.00
3	Supply and Delivery of Various Office Supplies Regular Fund (Coco Levy Fund)	265,559.30	FY 2024 – Coco Levy Fund	250.00
	<b>ALL LOTS</b>	<b>1,382,428.76</b>		<b>1,500.00</b>

2. The PhilMech now invites bids from eligible bidders for the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES**. 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 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 **Philippine Center for Postharvest Development and Mechanization** and inspect the Bidding Documents at the address given below from 8:00 am to 5:00 pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders during office hours from **March 1 to March 25, 2024** from the address below upon payment of the applicable fee for the Bidding Documents as specified for each lot above.

Bidders may also opt to deposit in cash the applicable fee to the PhilMech's Official Bank Account: Landbank of the Philippines (LBP) Account Name: PHILMECH TRUST FUND; Account No. 2962-1023-63 and by presenting or sending the proof of payment e.g. bank deposit slips to the address written below or email to [bac@philmech.gov.ph](mailto:bac@philmech.gov.ph).

The Bidding Documents 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

**Main Office:** CLSU, Science City of Muñoz, Nueva Ecija, Philippines  
Mobile Nos.: (+63) 917-800-4526/ (+63) 917-813-0852  
Email: [od@philmech.gov.ph](mailto:od@philmech.gov.ph)

**Liaison Office:** 3<sup>rd</sup> Floor, ATI Bldg., Elliptical Road, Diliman, Quezon City  
Email: [lo@philmech.gov.ph](mailto:lo@philmech.gov.ph)





provided that Bidders shall pay the applicable fee for the Bidding Documents before the submission of their Bids.

6. The **PHilMech** will hold a Pre-Bid Conference on **March 8, 2024; 1:30PM** 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 address indicated below on or before **1:30PM of March 25, 2024**. 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 on **March 25, 2024; 1:30PM** at the address given below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **PHilMech** 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 35.6 and Section 41 of RA9184 and its IRR and GPPB Resolution No. 09-2020 without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please **contact**:

The BAC Secretariat,  
PHilMech Administrative Division-Procurement Management Section  
CLSU Compound, Science City of Muñoz, Nueva Ecija  
Contact No. 0917 301 8242  
E-mail: [bac@philmech.gov.ph](mailto:bac@philmech.gov.ph)

12. Interested bidders may also visit the following websites:

For downloading of Bidding Documents:  
[www.philmech.gov.ph](http://www.philmech.gov.ph)  
<https://old.philmech.gov.ph/?page=bidding>

  
**NELSON C. SANTIAGO, Ph.D.**  
BAC Chairperson

#### NOTICE/ANNOUNCEMENT

PHILMECH DOES NOT CONDONE ANY FORM OF SOLICITATION FROM ANY PROSPECTIVE BIDDER BY ANY OF ITS STAFF/EMPLOYEE OR BY ANY OTHER PARTY. ANY ACTIVITY OF THIS NATURE MAY BE IMMEDIATELY REPORTED TO THE OFFICE OF THE DIRECTOR OR TO ANY APPROPRIATE LAW ENFORCEMENT AGENCY FOR ENTRAPMENT AND/OR INVESTIGATION.

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