



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

INVITATION FOR NEGOTIATED PROCUREMENT
Procurement of Supply and Delivery of Office Supplies
(Procurement/Contract No. 2019-PCOO-I-004a)

1. The Presidential Communications Operations Office ("PCOO"), through the General Appropriations Act of 2019¹ intends to apply the sum of ₱3,701,455.50 [consisting of two (2) lots as described below] being the Approved Budget for the Contract ("ABC") for payments under the contract for the Procurement of Supply and Delivery of Office Supplies. **Bids/Proposals received in excess of the ABC shall be automatically rejected at bid opening.**

Lot No./Description	Approved Budget for the Contract (ABC)
1) Lot 1: General Office Supplies (Common-use Office Supplies)	P 1, 325, 504.17
2) Lot 2: Consumables (Common-use Printer Inks and Toners) *	P 2, 375, 951.33
TOTAL:	P 3, 701, 455.50

*All printer inks and toners should be brand new, original, and genuine. In the event that the model indicated in the technical specifications has reached its end of life, original replacements will be accepted. No re-manufactured, refilled, or compatible printer inks and toners will be accepted. The Letter of Authenticity or Manufacturer's Certification shall be submitted by the bidder declared as the Lowest Calculated Bidder (LCB) as a post-qualification requirement.

2. The PCOO Bids and Awards Committee-1 ("Committee") invites technically, legally, and financially capable PhilGEPS-registered suppliers to participate in the following activities:

Preliminary conference on **16 March 2020, 1:00 P.M.** at the 4th Floor Conference Room, New Executive Building, Malacañang Compound, J. P. Laurel Street, San Miguel, Manila. All interested suppliers are encouraged to ventilate any concerns about the technical specifications at the said conference.

All prospective suppliers are hereby advised to submit their legal and technical documents (First Envelope) and financial documents (Second Envelope) in a manner compliant with the procedures/guidelines in submitting documents for public bidding, to the PCOO BAC Secretariat at the address stated below on or before **26 March 2020, 9:00 A.M.** Failure to submit the first and second

¹ Pursuant to RA 11464, validity of 2019 GAA is extended until 31 December 2020

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envelopes before the deadline will disqualify the supplier from further participation in the procurement project.

The evaluation of the eligibility (Legal and Technical) documents will be held on **26 March 2020, 01:00 P.M.** at the 4th Floor Conference Room, New Executive Building, Malacañang Compound, J. P. Laurel Street, San Miguel, Manila.

Suppliers with incomplete or defective eligibility documents will be notified accordingly and may complete said deficiencies by submitting additional documents no later than **30 March 2020, 9:00 A.M.** to the PCOO BAC Secretariat at the address stated below.

The additional documents will be evaluated on **30 March 2020, 10:00 A.M.** at the 4th Floor Conference Room, New Executive Building, Malacañang Compound, J. P. Laurel Street, San Miguel, Manila, to determine if the defects in the eligibility documents have been remedied or completed. Thereafter, suppliers determined to have complete legal and technical documents will have their financial envelopes opened and evaluated.

Each supplier shall submit One (1) original and Four (4) copies of the first and second components of its bid/proposal. Suppliers are requested to organize and submit their bids as follows: (a) The “legal & technical” documents and “financial” documents shall be placed in ring binders with all sections therein separated by dividers with properly labeled tabs; (b) The “legal & technical” documents ring binder shall be placed and sealed in the first (1st) envelope, while the “financial” documents ring binder shall be placed and sealed in the second (2nd) envelope;

The Bid/Proposal must be accompanied by a Bid Securing Declaration² in a prescribed form (indicating the registered name of the supplier, and the name and designation of authorized representative) or any form of Bid Security, in an amount not less than the required percentage of the ABC in accordance with the following schedule:

a] The amount of not less than two percent (2%) of the total ABC, if bid security is in cash, cashier’s/manager’s check payable to the order of the Presidential Communications Operations Office (PCOO), bank draft/guarantee or irrevocable letter of credit; or

b] The amount of not less than five percent (5%) of the total ABC, if bid security is in Surety Bond.

The **Final Schedule of Requirements** and **Final Technical Specifications** for this procurement project are collectively attached hereto as **Annex “A”**;

² Bid Securing Declaration Form attached as **Annex “B”**.

Interested suppliers may obtain further information from the BAC Secretariat by e-mail, telephone, or at the address given below, during office hours between 8:00 A.M. to 5:00 P.M., excluding holidays.

Atty. MARK ANTHONY C. DE LEON

Head, Bids and Awards Committee Secretariat
Presidential Communications Operations Office
Basement Level, New Executive Building
Malacañang Complex, Manila
Telefax No.: (+632) 735-6170
E-mail: **bac.secretariat@pco.gov.ph**
Website: <https://pcoo.gov.ph>

(Original Signed)
Usec. MARVIN R. GATPAYAT
Chairperson
Bids and Awards Committee

CERTIFICATION

<p>The Schedule of Requirements and Technical Specifications are in conformity with the requirements of the end-user unit:</p> <p>(Original Signed) <u>NOE R. SUAREZ</u> <i>End-User Representative</i></p>	<p>This procurement project is covered under the PCOO Annual Procurement Plan:</p> <p>(Original Signed) <u>MA. ALMA A. FRANCISCO</u> <i>Budget Division</i></p>
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Section VII. Technical Specifications

TECHNICAL SPECIFICATIONS

ANNEX "A"

Bidders must state “**Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of each “Specifications.”

Item No.	Product Description	Quantity	Unit of Measure	STATEMENT OF COMPLIANCE
LOT 1: GENERAL OFFICE SUPPLIES (Commonly use Office Supplies)				
1	Balikbayan Box (Travel Box), 20 x 20 x 20	1,000	pieces	
2	Ballpoint pen, 0.7mm (black), 5.5" in height with cover	1,000	pieces	
3	Ballpoint pen, 0.7mm (blue), 5.5" in height with cover	1,000	pieces	
4	Ballpoint pen, 0.7mm (red), 5.5" in height with cover	300	pieces	
5	Board Paper, 220GSM SHORT, 10 sheets	50	set	
6	Copy Paper (Letter size), 80gsm, size: 216mm x 279mm	850	reams	
7	Copy Paper, 120 GSM (Letter size) size: 216mm x 279mm	20	reams	
8	Electric Typewriter Ribbon, Olympia, M: Compact 5DM	30	pieces	
9	Eraser, Electric Typewriter Ribbon, Olympia, M: Compact 5DM	50	pieces	
10	File Tab Divider, assorted colors, made of special board vellum size: 216 x 279mm	200	reams	
11	File/Storage Box with Cover, Legal Size, size: 12 x 10 x 15	300	pieces	
12	File/Storage Box with Flip Cover, Half size (customize) size: Height: 10" inches, width: 5" inches	500	pieces	
13	Folder Thermal Binding Covers, short (1mm, 1/16")	500	reams	
14	Folder Thermal Binding Covers, short (3mm, 1/8")	500	reams	
15	Folder Thermal Binding Covers, short (5mm, 3/16")	500	reams	
16	Folder Thermal Binding Covers, short (12mm, 1/2")	500	reams	
17	Folder Thermal Binding Covers, short (15mm, 5/8")	500	reams	
18	Folder Thermal Binding Covers, short (21mm, 7/8")	500	reams	
19	High End, adhesive, strong Sticky Notes (with SIGN HERE)	900	packs	
20	High End, Sticky Notes Cube (2x2), 47.6mm x 47.6mm	400	pads	
21	High End, Sticky Notes (4 in. x 6 in.) Ruled, 102mm x 153mm	450	pads	

22	Index Card, PLAIN/Blank, white (5" x 8"), 14pt., thick, 100 sheets	100	pack	
23	Index Card, RULED, white (5" x 8"), 14pt., thick, 100 sheets	50	pack	
24	Permanent Marker, GOLD, Medium Point Paint Marker	50	pieces	
25	Permanent Marker, SILVER, Medium Point Paint Marker	50	pieces	
26	Photo Paper, MATTE, A4, 10 sheets, white	70	set	
27	Photo Sticker Paper A4, Glossy, 150gsm	70	set	
28	Rubber Band #16, 350 grams	20	boxes	
29	Sign Pen, GREEN, liquid/gel ink, 0.5mm	200	pieces	
30	Sticker Paper, MATTE, A4, 10 sheets (High Quality)	70	set	
31	Sticker Paper, GLOSSY, A4, 10 sheets	70	set	
32	Time Card, (US Tag Board), 100S	150	bundle	
33	Typewriter Ribbon, Manual (Olympia T.W. - Black Nylon)	10	spools	
34	Specialty Paper (Ivory), 170GSM, size: 8.5 x 13 inches, 10 sheets per pack	20	packs	
35	CDR-W, speed: 4x 700MB	90	pieces	
36	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	70	pieces	
37	Flash Drive 8gb, USB 2.0	170	pieces	
38	Flash Drive 32gb, USB 2.0	350	pieces	
39	Keyboard, USB type with numeric keypad, rounded edge keycaps	50	units	

Item No.	Product Description	Quantity	Unit of Measure	STATEMENT OF COMPLIANCE
LOT II: CONSUMABLES (Commonly Use Consumable Inks and Toner)				
1	Drum Cart, Brother DR-261CL	10	drums	
2	Ink Cart, Brother BT 5000C (Cyan)	25	cart	
3	Ink Cart, Brother BT 5000M (Magenta)	25	cart	
4	Ink Cart, Brother Ink BT 5000Y (Yellow)	25	cart	
5	Ink Cart, Brother BT 6000BK (Black)	30	cart	
6	Ink Cart, Brother LC39BK (black)	10	cart	
7	Ink Cart, Brother LC39C (cyan)	10	cart	
8	Ink Cart, Brother LC39M (magenta)	10	cart	
9	Ink Cart, Brother LC39Y (yellow)	10	cart	
10	Ink Cart, Canon PGI-35 (Black)	280	cart	
11	Ink Cart, Canon CLI-36 (Colored)	250	cart	
12	Ink Cart, Canon PG 750 Black	50	cart	
13	Ink Cart, Canon CLI-751 Cyan	50	cart	
14	Ink Cart, Canon CLI-751 Magenta	50	cart	
15	Ink Cart, Canon CLI-751 Yellow	50	cart	
16	Ink Cart, HP CN053AA (932B XL),Black	350	cart	
17	Ink Cart, HP CN054AA (HP 933C XL), Cyan	300	cart	
18	Ink Cart, HP CN055AA (HP 933M XL), Magenta	300	cart	
19	Ink Cart, CN056AA (HP 933Y XL), Yellow	300	cart	
20	Toner Cart, Brother, 261 (Black)	10	cart	
21	Toner Cart, Brother, 261 (Cyan)	10	cart	
22	Toner Cart, Brother, 261 (Magenta)	10	cart	
23	Toner Cart, Brother, 261 (Yellow)	10	cart	
24	Toner Cart, Brother DR 2255	5	cart	
25	Toner Cart, Brother DR 2355	6	cart	
26	Toner Cart, Brother TN 2360	8	cart	
27	Toner Cart, Sharp AR6023 (MX-237GT)	5	cart	
28	Waste Toner, Brother WT-220CL Bottle	8	cart	

Other Terms and Conditions:

	Statement of Compliance
All printer inks and toners should be brand new, original, and genuine.	
In the event that the model indicated in the technical specifications has reached its end of life, original replacements will be accepted.	
No re-manufactured, refilled, or compatible printer inks and toners will be accepted.	
The Letter of Authenticity or Manufacturer's Certification shall be submitted by the bidder declared as the Lowest Calculated Bidder (LCB) as a post-qualification requirement.	

I hereby commit to comply and the deliver all of the above requirements in accordance with the above-stated schedules

_____ <i>Name of Company/Bidder</i>	_____ <i>Signature over Printed Name of Representative</i>	_____ <i>Date</i>
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ANNEX "B"

REPUBLIC OF THE PHILIPPINES)
_____) S.S.
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BID-SECURING DECLARATION

Invitation to Bid No.: [Ref. Number: _____]

To: Presidential Communications Operations Office

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Section 23.1 (b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at _____.

[NAME OF COMPANY]

BY:

*Name of Bidder's
Authorized Representative
[Insert Signatory's Legal Capacity]
Affiant*

SUBSCRIBED AND SWORN to before me this __ day of [month] [year] at [place of execution], _____. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity. Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with No. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this __ day of [month] [year].

NOTARY PUBLIC

Serial No. of Commission _____

until _____

Roll of Attorneys No. _____

PTR No. __, [date issued], [place issued]

IBP No. __, [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____



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***Statement of ALL Ongoing Government and Private Contracts
(Including Contracts Awarded but not yet Started)***

NAME OF PROJECT :

BIDDER'S COMPANY NAME :

COMPANY ADDRESS :

ITEM NO.	a) Name of Contract b) Date of Contract c) Contract Duration	Owner's Name and Address/Party Contracting with Bidder	Kinds of Goods	a) Amount of Contract b) Value of Outstanding Contracts	Date of Delivery
GOVERNMENT					
	a) b) c)			a) b)	
PRIVATE					
	a) b) c)			a) b)	

Instructions:

1. Please indicate the correct and complete information required for each contract.
2. Date of Delivery indicates the projected date/s provided in their respective contracts
3. In case there are no ongoing contracts, pls. put N/A or None.

Submitted by : _____ Designation: _____ Date: _____
(Printed Name and Signature)



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Statement of the Single Largest Completed Contract

NAME OF PROJECT :

BIDDER'S COMPANY NAME :

COMPANY ADDRESS :

a.) Name of Contract b.) Date of Contract c.) Contract Duration	Owner's Name and Address/Party Contracting with the Bidder	Kinds of Goods	Amount of Completed Contract	Date of Delivery
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Instructions:

1. Please indicate the correct and complete information required for each contract.
2. Attach End-user's Acceptance OR Official Receipt(s) OR Sales Invoice issued for the Contract
3. If no completed contract, please put N/A or None.

Submitted by : _____

(Printed Name and Signature)

Designation : _____

Date : _____