***Section I. Invitation to Bid***

**Supply and Delivery of Office Supplies**

**DSWD-FO7-PB-2015-35**

1. The *Department of Social Welfare and Development, Field Office VII (DSWD-FO VII)*, through the authorized appropriations for Fiscal Year 2015 General Appropriations Act intends to apply the sum of ***Eight Hundred Ninety Four Thousand Four Hundred Thirty Pesos (P894,430.00)***being the Approved Budget for the Contract (ABC) to payments under the contract for **Supply and Delivery of Office Supplies**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DSWD-FO VII* now invites bids for the said project***.***  Bidders should have contracts, within *three (3) years* from the date of submission and receipt of bids, a **single largest completed contrac**t similar to the Project equivalent to at least **25% of the ABC** or equivalent to at least **P223,607.50**. 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 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 and subject to Commonwealth Act 138.

1. Interested bidders may obtain further information from the *BAC Secretariat* and inspect the Bidding Documents at the address given below during *office hours*.

A complete set of Bidding Documents may be purchased by interested Bidders starting **November 23, 2015** from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of ***One Thousand Pesos (P1,000.00)***.

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 nonrefundable fee for the Bidding Documents not later than the submission of their bids.

The *Bids and Awards and Committee (BAC)* will hold a **Pre-Bid Conference on *December 1, 2105, 9:30 AM*** at the procuring entity’s conference room*,* which shall beopen only to all interested parties who have purchased the Bidding Documents.

1. Bids must be delivered to the **BAC Secretariat Office** of the procuring entity on or before ***December 14, 2015, 9:30 AM***. 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 ***December 14, 2015, 9:45 AM*** at ***ARDO’s Office***. 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.

1. Participating bidders shall submit three (3) copies of their duly accomplished eligibility requirement, technical and financial proposals.
2. The *DSWD-FO VII* reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
3. For further information, please refer to:

**MS. JOSEPHINE C. BELOTINDOS**

*Head, BAC Secretariat*

*DSWD – F.O. VII*

*M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City*

*Tel. Nos. (032) 412-9908; 233-8785 local 132 or 127*

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**GRACE Q. SUBONG**

*Chairperson, Bids & Awards Committee*