

INVITATION TO BID FOR

SUPPLY AND DELIVERY OF VARIOUS INKS AND TONERS

(ITB No. GOP/18-DSWD-010)¹

1. The Department of Social Welfare and Development (DSWD), through the Protective Services Bureau - Social Welfare Attache Office (PSB-SWATO), Current Appropriation Funds - Financial Management Service - Special Project Division (FMS-SPD) - Pantawid Pamilya Funds and General Administration and Support Services Group (GASSG), Unified Financial Management Unit (UFMU), Standard Bureau (SB), Social Marketing Service (SMS), Sustainable Livelihood Program (SLP), Protective Service Bureau, Procurement Services, Policy Development and Planning Bureau (PDPB), Pantawid Pamilyang Pilipino Program (4Ps), Office of the Undersecretary for Operations and Programs Group - Protective Programs (OUSOPG-PP), Office of the Undersecretary for Operations and Programs Group (OUSOPG), Office of the Office of the Undersecretary for Support Programs Infrastructure Management (OUSPIM), Office of the Undersecretary for Institutional Development Group (OUSIDG), Office of the Secretary (OSEC), Office of the Assistant Secretary Office of the Secretary Group (OASOSG), Office of the Assistant Secretary for Policy and Programs Group (OASPPG), Office of the Assistant Secretary for General Administration and Support Services Group (OASGASSG), Legal Service (LS), KALAHI-CIDSS - National Community Driven Development Program (KC-NCDDP), Information Management Bureau (IMB), National Household Targeting Office (NHTO), Internal Audit Service (IAS), General Services Division - Transport Management Section (GSD-TMS), Records and Archives Management Division (RAMD), Financial Management Service - Office of the Director (FMS-OD), Financial Management Service - Accounting Division (FMS-AD), Financial Management Service - Fiscal Control Division (FMS - FCD), Financial Management Service - Budget Division (FMS-BD), Commission on Audit (COA), Social Welfare Institutional Development Bureau (SWIDB), Administrative Service - Property Administration Management Division (AS-PAMD), and Administrative Service - Office of the Director (AS-OD) Funds, intends to apply the sum of Thirteen Million Six Hundred Seventy-One Thousand Seven Hundred Fifty-Three Pesos and Six Centavos (PhP 13,671,753.06), being the Approved Budget for the Contract-(ABC) to payments under the contract for the Supply and Delivery of Various Inks and Toners classified in accordance to the following lots:

Lot Nos.	Particulars	LOT ABC (in Phil Peso)
1	Ink Cartridge, HP	3,763,058.56
2	Ink Cartridge, Brother	2,005,147.50

¹ PR Nos. 2018051474, 2018062048 & 2018051605

Lot Nos.	Particulars	LOT ABC (in Phil Peso)
3	Ink Cartridge, Canon	289,780.00
4	<ul style="list-style-type: none"> • Toner Cartridge, Lexmark • Photoconductor Kit, Lexmark • Maintenance Kit, Lexmark 	1,769,500.00
5	Toner Cartridge, Panasonic	139,200.00
6	Toner Cartridge, Samsung	858,136.00
7	Toner Cartridge, Fuji Xerox	3,514,931.00
8	Toner Cartridge, for Docuprint	372,000.00
9	Ink Cartridge, HP	160,000.00
10	Lexmark (Program Toner Cartridge)	800,000.00
Total ABC		13,671,753.06

Bids received in excess of the Lot ABC or Total ABC shall be automatically rejected at bid opening.

2. The DSWD now invites bids for the **Supply and Delivery of Various Inks and Toners**. Delivery of Goods shall be **within seven (7) calendar days from receipt of Notice to Proceed (NTP)**. Bidders should have completed, **within three (3) 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 **DSWD Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below from **Monday to Friday at 8:00 a.m. to 5:00 p.m.**

A complete set of Bidding Documents may be purchased by interested Bidders on **06 August 2018 to 29 August 2018** from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount corresponding to the total cost of the ABC of the Lots to which the bidder intends to participate, to wit:

Lot ABC <i>(in Philippine Peso)</i>	Cost of the Bidding Document
3,763,058.56 (Lot No. 1)	Five Thousand Pesos (PhP 5,000.00)
2,005,147.50 (Lot No. 2)	Two Thousand Five Hundred Pesos (PhP 2,500.00)
289,780.00 (Lot No. 3)	Five Hundred Pesos (PhP 500.00)
1,769,500.00 (Lot No. 4)	Two Thousand Five Hundred Pesos (PhP 2,500.00)
139,200.00 (Lot No. 5)	Five Hundred Pesos (PhP 500.00)
858,136.00 (Lot No. 6)	One Thousand Pesos (PhP 1,000.00)
3,514,931.00 (Lot No. 7)	Five Thousand Pesos (PhP 5,000.00)
372,000.00 (Lot No. 8)	Five Hundred Pesos (PhP 500.00)
160,000.00 (Lot No. 9)	Five Hundred Pesos (PhP 500.00)
800,000 .00 (Lot No. 10)	One Thousand Pesos (PhP 1,000.00)

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.

5. The DSWD will hold a **Pre-Bid Conference** on **15 August 2018, 01:30 p.m.**, at the **Katapatan Conference Room, 4th Floor Magiliw Building DSWD Central Office, IBP Road, Constitution Hills, Quezon City** which shall be open to all interested parties.

6. Bids must be delivered to the address below on or before **29 August 2018, 01:00 p.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 immediately follow after the deadline of the submission and receipt of bids, at the **Katapatan Conference Room, 4th Floor Magiliw Building DSWD Central Office, IBP Road, Constitution Hills, Quezon City.** Bids will be opened in the presence of the Bidders' representatives who choose to attend. **Late bids shall not be accepted.**

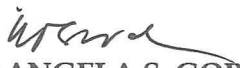
7. **Award of contract is on per Lot basis.** The amount of bid security must be equivalent to the percentage of the lot to which the bidder intends to participate.
8. The DSWD reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its 2016 Revised IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

THE CHAIRPERSON

DSWD Bids and Awards Committee
c/o BAC Secretariat
Ground Floor, DSWD Central Office
IBP Road, Constitution Hills, Quezon City
Fax No. (02) 951-7116
Telephone Nos. (02) 931-8101 to 07 Local 122 or 124

LUZVIMINDA C. ILAGAN
Undersecretary and
Bids and Awards Committee Chairperson

By:


MARIE ANGELA S. GOPALAN
Director IV and
Bids and Awards Committee Vice-Chairperson