

DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY

BACOLOR, PAMPANGA

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Supply and Delivery of Various Office Supplies

**Fifth Edition
August 2016**

Republic of the Philippines
DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY
Bacolor, Pampanga

**INVITATION TO BID FOR
THE SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES**

1. The Don Honorio Ventura Technological State University (DHVTSU), through the **Fund 101 (GAA)** for the Fiscal Year 2017³ intends to apply the sum of **Two Million Seven Hundred Thirty One Thousand Five Hundred Ten Pesos & 21/100 Only (P2,731,510.21)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Supply and Delivery of Various Office Supplies (Contract No. 2017 dhvt su 0058)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **DHVTSU** now invites bids for **Supply and Delivery of Various Office Supplies**.⁴ Delivery of the Goods is required within twenty (20) 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, DHVTSU, 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 August 04 to August 22, 2017, 8:00 A.M. to 4:00 P.M., and August 23, 2017 8:00 A.M. to 8:59

³ In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of (LGUs, the Budget for the contract approved by the respective *Sanggunian*. (Section 5(a), R.A. 9184)

⁴ A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

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 **DHVTSU** will hold a Pre-Bid Conference⁵ on August 14, 2017, 10:00 A.M. at the BAC Office, DHVTSU, 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 23, 2017 from 8:00 A.M. to 8:59 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 23, 2017, 9:00 A.M. at the BAC Office, DHVTSU, 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. *[Insert such other necessary information deemed relevant by the Procuring Entity]*
9. The **DHVTSU** 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.
10. For further information, please refer to:

(Sgd.) Engr. ROHEL S. SERRANO
Chairman, Bids and Awards Committee (GOODS & SERVICES)
Cabambangan, DHVTSU, Bacolor, Pampanga
Tel. No. (045) 901-06-01/(045) 626-59-57
Email address: dhvtsubacsecretariat@gmail.com
Website Address: **www.dhvtsu.edu.ph**

⁵May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.