

INVITATION FOR NEGOTIATED PROCUREMENT

1. In view of two (2) failed public biddings, the Department of Social Welfare and Development (DSWD) Field Office IX invites interested bidders to participate in the NEGOTIATION for the **Procurement of CY 2022 Office Supplies for Social Pension**, in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act".
2. The Department of Social Welfare and Development (DSWD) Field Office IX, through the NGA, the General Appropriations Act 2022 intends to apply the sum of **Five Hundred Ten Thousand One Hundred Thirty Pesos Only (Php 510,130.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of CY 2022 Office Supplies for Social Pension**.
3. The Department of Social Welfare and Development (DSWD) Field Office IX will hold a meeting with all interested bidders on **March 23, 2022 at 9:00am** To reduce the risks and hazards of community transmission of COVID-19, the BAC shall conduct meetings and conferences via [Google Meets:google.com/ero-gtyn-ubx](https://meet.google.com/ero-gtyn-ubx)
4. Bid opening shall be on **March 25, 2022 at 10:30 AM** at the given address below and/or via **Google Meet**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **March 17, 2022** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **One Thousand Pesos Only (Php 1,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means
6. For further information, please refer to:

Riduan P. Hadjimuddin, CESO IV

BAC Chairperson

Department of Social Welfare and Development (DSWD) Field Office IX

General Vicente Alvarez St., Zamboanga City

bac.dswdfo9@gmail.com

Tel. No. (062) 991-6030

<https://fo9.dswd.gov.ph/>

RIDUAN P. HADJIMUDDIN, CESO IV

Chairperson

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total
1	Highlighter marker, assorted color	4 boxes	Php 510,130.00
2	TAPE DISPENSER, Table Top, for 24mm width tape, heavy duty	20 pcs	
3	Expanding folder, white, legal, 100pcs/pack White 2 packs Pink 1 pack Orange 1 pack Red 1 pack Green 1 packs	6 packs	
4	Notebook spiral, kraft, A6 size	100 pcs	
5	Certificate holder, 8.5x11	200 pcs	
6	PENCIL, W/ LEAD ERASER, 12 PER BOX	20 boxes	
7	GLUE, MULTIPURPOSE GLUE, WHITE, 130g	20 bots	
8	Ballpen, needle tip, Black, good quality	500 pcs	
9	Ballpen, needle tip, Blue, good quality	500 pcs	
10	DATA FILE BOX, made of chipboard, with closed ends, GREEN COLOR, w/ pocket label	6 pcs	
11	STAMP PAD ,FELT, Bed dimension 60mm x100mm, with ink violet	100 pcs	
12	STAPLE WIRE, STANDARD , 26/6	30 boxes	
13	STAPLER, STANDARD, LOAD CAP, INDIVIDUAL BOX w/ REMOVER	10 pcs	
14	Double Sided tape, 1 inch	40 rolls	
15	DISINFECTANT SPRAY, 510g, assorted scent	100 pcs	
16	Plastic Mega Box, High Impact resistant, storage and Organizing Box, 120L	140 pcs	

17	USB/OTG, dual driver, 64 gb (android) type “C”	50 pcs
18	UPS Computer POWER supply (650va) 220 volts	12 units
19	<p>Printer, 3 in 1, black, with scanner legal size SPECIFICATION:</p> <ul style="list-style-type: none"> ● Fast Printing and Copying. Print and copy speed of up to 30ppm and produce professional output at up to 2400 x 600 dpi; ● Flexible Paper Handling. Feature an adjustable , 250 sheet capacity paper tray for letter or legal size paper. Plus, a single sheet manual feed slot for envelopes labels or thicker media. ● Versatile , high quality color scanning. Offers an up to 19200 x 19200 dpi (interpolated) resolution and a variety of scan to function including : email, file, image, OCR and SharePoint (PC) ● Flexible connectivity. Built-in wireless 802.11b/g/n and ethernet network interfaces 	9 units
20	EXTERNAL HARD DRIVE (2TB)	8 pcs
21	Carbon Paper, Black, Good quality, legal, 100pcs/pack	6 packs
22	Three layered Mobile Drawer, with lock (metal)	7 pcs

Delivery Schedule

Delivery Place: DSWD FO IX
Delivery Date: 20 Days upon receipt of NTP
Mode of delivery: One Time Delivery

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
1	Highlighter marker, assorted color	
2	TAPE DISPENSER, Table Top, for 24mm width tape, heavy duty	
3	Expanding folder, white,Pink,Orange,Red & Green, legal, 100pcs/pack	
4	Notebook spiral, kraft, A6 size	
5	Certificate holder, 8.5x11	
6	PENCIL, W/ LEAD ERASER, 12 PER BOX	
7	GLUE, MULTIPURPOSE GLUE, WHITE, 130g	
8	Ballpen, needle tip, Black, good quality	

9	Ballpen, needle tip, Blue, good quality	
10	DATA FILE BOX, made of chipboard, with closed ends, GREEN COLOR, w/ pocket label	
11	STAMP PAD ,FELT, Bed dimension 60mm x100mm, with ink violet	
12	STAPLE WIRE, STANDARD , 26/6	
13	STAPLER, STANDARD, LOAD CAP, INDIVIDUAL BOX w/ REMOVER	
14	Double Sided tape, 1 inch	
15	DISINFECTANT SPRAY, 510g, CAN, assorted scent	
16	Plastic Mega Box, High Impact resistant, storage and Organizing Box, 120L	
17	USB/OTG, dual driver, 64 gb (android) type "C"	
18	UPS Computer POWER supply (650va) 220 volts	
19	<p>Printer, 3 in 1, black, with scanner legal size</p> <p>SPECIFICATION:</p> <ul style="list-style-type: none"> · Fast Printing and Copying. Print and copy speed of up to 30ppm and produce professional output at up to 2400 x 600 dpi; · Flexible Paper Handling. Feature an adjustable , 250 sheet capacity paper tray for letter or legal size paper. Plus, a single sheet manual feed slot for envelopes labels or thicker media. · Versatile , high quality color scanning. Offers an up to 19200 x 19200 dpi (interpolated) resolution and a variety of scan to function including : email, file, image, OCR and SharePoint (PC) · Flexible connectivity. Built-in wireless 802.11b/g/n and ethernet network interfaces 	
20	EXTERNAL HARD DRIVE (2TB)	
21	Carbon Paper, Black, Good quality, legal, 100pcs/pack	
22	Three layered Mobile Drawer, with lock (Metal based)	

		
	<p>Delivery Schedule: 15 calendar days upon receipt of NTP.</p> <p>Delivery Site: DSWD FO IX</p>	
	<p>*****</p>	

Section VIII. Checklist of Technical and Financial Documents

TECHNICAL COMPONENT ENVELOPE

Legal Documents

- Valid and **Updated** PhilGEPS Registration Certificate (Platinum Membership) (all pages);

GPPB Resolution No. 15-2021

In lieu of the Class “A” eligibility documents mentioned under Section 8.5.2 of this IRR, the Bidder shall only submit a **valid and updated PhilGEPS Certificate of Registration and Membership** in accordance with Section 8.5.2 of this IRR for purposes of determining Eligibility

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

or

Original copy of Notarized Bid Securing Declaration; **and**

- (f) Original duly signed Omnibus Sworn Statement (OSS);

and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); **or**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents:

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; **or**

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

(i) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; and
(b) Original of duly signed and accomplished Price Schedule(s).

For information and guidance of all concerned.

RIDUAN P. HADJIMUDDIN, CESO IV
BAC Chairperson