



Republic of the Philippines
(Republic Act 7611)

**PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF
BIDS AND AWARDS COMMITTEE**

**INVITATION TO BID FOR
PR No. 22-11-15-03: Supply and Delivery of Common Office Supplies and
Equipment FY 2022**

1. The *Palawan Council for Sustainable Development Staff*, through the *General Appropriations Act FY 2022* intends to apply the total sum of:

DIVISION	ABC
AFD Annex A "Regular Fund"	362,438.50
OED Annex B "Regular Fund"	80,295.43
EMED Annex C "KRM Regular Fund"	93,469.65
Annex D "EMES Regular Fund"	32,492
EPRPD Annex E "RMPD Regular Fund"	25,461.6
Annex F "ECAN Zoning Regular Fund"	191,569.71
EEED Annex G "Regular Fund"	82,566.06
DMD SOUTH Annex H "Regular Fund"	60,751.98
DMD NORTH Annex I "Regular Fund"	33,556.23
DMD CALAMIAN Annex J "Regular Fund"	15,000
Annex K "WMF"	100,000
EZMED Annex L "WMF"	183,600
Annex M "Regular Fund"	33,693.06
TOTAL	1,294,894.22

being the ABC to payments under the contract for *PR No. 22-11-15-03: Supply and Delivery of Common Office Supplies and Equipment 2022*. Bids received in excess of the ABC per Division as well as the total ABC shall be automatically rejected at bid opening.

2. The *Palawan Council for Sustainable Development Staff* now invites bids for the above Procurement Project. Delivery of the Goods is required within **90 days after signing of Notice to Proceed**. 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) No. 9184.

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 No. 5183.

4. Prospective Bidders may obtain further information from *Palawan Council for Sustainable Development Staff* and inspect the Bidding Documents at the address given below during **8:00 AM to 5:00 PM**.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **July 12, 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 five thousand pesos 5,000.00.* 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. The **Palawan Council for Sustainable Development Staff** will hold a Pre-Bid Conference¹ on **10:00 AM, July 20, 2022** at **OED Conference Room PCSD Bldg., Sports Complex rd., Sta. Monica, Puerto Princesa City, Palawan** and/or through video conferencing or webcasting *via Zoom*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **5:00 PM, August 1, 2022.** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **10:00 AM, August 2, 2022** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Palawan Council for Sustainable Development Staff** 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

*BAC Secretariat
Palawan Council for Sustainable Development Staff (PCSDS)
PCSD Building, Sports Complex Road, Barangay Santa Monica, Puerto Princesa City,
Palawan
bac@pcsd.gov.ph
+6348 – 434- 4235
pcsd.gov.ph*

12. You may visit the following websites:
For downloading of Bidding Documents: ***philGEPs.gov.ph/www.pcsd.gov.ph***

Date: _____

LEVITA A. LAGRADA
BAC Chairperson

¹ May 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.