

BIDS AND AWARDS COMMITTEE

NOTICE OF NEGOTIATED PROCUREMENT

The Philippine International Convention Center (PICC) announces that the Bids and Awards Committee (BAC) will conduct a Negotiated Procurement for the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES**, consisting of three (3) lots as follows:

Description	ABC
LOT I – PAPER & BY PAPER PRODUCTS. (21 ITEMS)	₱145,585.63
LOT II – LIQUID PRODUCTS, PENS/PENCILS AND ERASERS/RUBBER PRODUCTS, PLASTIC PRODUCTS, METAL PRODUCTS. (38 ITEMS)	₱63,815.82
LOT III – TOOLS/DEVICES/OFFICE MACHINE, BATTERIES AND COMPUTER RELATED ACCESSORIES, VARIOUS ADHESIVE MATERIALS/TAPES. (17 ITEMS)	₱31,995.80

The total Approved Budget for Contract (ABC) for this requirement is **TWO HUNDRED FORTY ONE THOUSAND THREE HUNDRED NINETY SEVEN PESOS & TWENTY FIVE CENTAVOS (₱241,397.25), VAT Inclusive.**

This will be undertaken in accordance with Sec. 53.1, Two Failed Bids, of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184 otherwise known as "The Government Procurement Reform Act".

A complete set of documents may be obtained by interested bidders from October 16, 2019 to on or before 10:00 a.m. of November 4, 2019 and upon payment in cash of a non-refundable fee in the amount of:

Description	Cost of Bidding Documents
LOT I – PAPER & BY PAPER PRODUCTS.	₱400.00
LOT II – LIQUID PRODUCTS, PENS/PENCILS AND ERASERS/RUBBER PRODUCTS, PLASTIC PRODUCTS, METAL PRODUCTS.	₱300.00
LOT III – TOOLS/DEVICES/OFFICE MACHINE, BATTERIES AND COMPUTER RELATED ACCESSORIES, VARIOUS ADHESIVE MATERIALS/TAPES.	₱300.00

Submission of proposals will be on or before 10:00 a.m. of November 4, 2019, at the BAC Secretariat Office, Ground Floor, Delegation Building, PICC Complex, 1307 Pasay City. Attached are the specifications for this particular procurement.


MELPIN A. GONZAGA
Chairman *for.*
A

BIDS AND AWARDS COMMITTEE (BAC)

NEGOTIATED PROCUREMENT

Sir:

We wish to inform you that the procurement of the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES**, will be done by way of Alternative Method of Procurement through Negotiated Procurement.

The total Approved Budget for Contract (ABC) for this project is **TWO HUNDRED FORTY ONE THOUSAND THREE HUNDRED NINETY SEVEN PESOS & TWENTY FIVE CENTAVOS (₱241,397.25), VAT Inclusive.**

Please submit your proposal on or before **10:00 a.m. of November 4, 2019** at the BAC Secretariat, Ground floor, Delegation Building, PICC together with the following:

A. ELIGIBILITY DOCUMENTS:

1. Certified photocopy of the valid and current PhilGEPS Certificate of Registration – Platinum Membership. If any of the documents mentioned in Annex "A" is not current, the new document should be submitted.

If any of the documents mentioned in Annex "A" is not current, the new document should be submitted.

2. Statement of all on-going 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;
3. Statement of the Single Largest Completed Contract (SLCC) similar to the contract to be bid, entered into within the last three (3) years from the date of submission and opening of bids, and whose value is at least fifty percent (50%) of the ABC. Attach to such statement the following;

- a. Certified photocopy of the SLCC; and
- b. Certificate of Acceptance or Official Receipt or Sales Invoice

4. Net Financial Contracting Capacity (NFCC):

Computation of NFCC must be at least equal to the ABC to be bid, calculated as follows;

$$\text{NFCC} = [(\text{Current assets minus current liabilities}) (15)] \text{ minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.}$$

or a committed Line of Credit from Universal or Commercial Bank, in lieu of its NFCC Computation. The committed Line of Credit must be at least equal to ten percent (10%) of the ABC to be bid.

B. TECHNICAL COMPONENT:

1. Terms of Reference fully accomplished;
2. Notarized Omnibus Sworn Statement with attached;
 - a. For Corporations, the duly notarized Secretary's Certificate; or
 - b. For Sole Proprietorship, the notarized Special Power of Attorney.

C. OTHER DOCUMENTARY REQUIREMENTS:

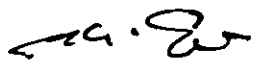

1. Certified photocopy of the CY 2018 Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);
2. Company Profile with Organizational Chart and sketch of office location;
3. Certificate of Satisfactory Completion & Acceptance of previous PICC projects undertaken within the last three (3) years, if any.

Negotiation shall be made with the bidder who made the lowest offer; should the negotiation fail then the same shall be made with the second lowest offer.

Attached is the Terms of Reference and other requirements for the implementation of the abovementioned requirements.

PICC reserves the right to reject any offer or all quotations found to be disadvantageous to the government.

Very truly yours,


MELPIN A. GONZAGA
Chairman


Date _____

The Chairman
Bids and Awards Committee (BAC)
Philippine International Convention Center (PICC)

Dear Sir/Madam:

In response to your letter dated _____, 2019, I wish to submit our offer for the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES.**

Item No.	Qty.	Unit	ITEM/DESCRIPTION	Unit Price	Total Amount
LOT I – PAPER & BY PAPER PRODUCTS					
1	51	pack	BinCard, 100pcs/pack, Size: 7 1/4" x 3 1/2"		
2	5	piece	Binder Ring Long, 3 Ring D Type 64mm		
3	86	piece	Binder Ring, 2 Ring holes, Legal Size for 210x330m/Black		
4	10	piece	Corrugated Box (size 24" x 14 1/2" x 10")		
5	11	pack	Index Card, Ruled both sides, Size: 5"x8", 100pcs/ pack		
6	5	cart	Label Tape, compatible with Brother P Touch Makers, Standard Laminated Adhesive Cassette TZe221 TZ221 Black Print on white 9mm x 8m		
7	20	pad	Note Pad, Stick On, Size: 47.6mm x 47.6mm, 100 sheet per pad		
8	2	pack	Paper Photo, Standard, 8.1/2" x 11", 20 sheets/pack		
9	223	ream	Paper, Book A3, 70 gsm, size: 297mm x 420mm, 500 sheets/ream		
10	5	ream	Paper, Book, subs 24, Color: Blue, Size: Long (216mm x 330mm), 500 sheets/ream		
11	10	ream	Paper, Book, subs 24, Color: Green, Size: Long (216mm x 330mm), 500 sheets/ream		
12	21	ream	Paper, Book, subs 24, Color: Pink, Size: Long (216mm x 330mm), 500 sheets/ream		
13	5	ream	Paper, Book, subs 24, Color: Yellow, Size: Long (216mm x 330mm), 500 sheets/ream		
14	20	pack	Paper, Elit Specialty Board, Color: P. Cream 8 1/2 x 11 , Vellum, 220 GSM, 10 sheets/pack		
15	130	sheet	Paper, Elit, specialty board, 8 1/2" x 11", 220 gsm, as per sample		
16	6	piece	Paper, Manila, 36"x48"		
17	50	piece	Paper, Morocco, Pre cut, 8.5" x 13", (color: Light Green)		
18	20	ream	Paper, Newsprint, short (8.5"x11")		
19	26	pack	Paper, Photo Glossy , finish , A4 size, 210mm x 297mm, 200 gsm 20 sheets/pack		
20	78	pack	Paper, Sticker, Inkjet Friendly, A4 size, matt, (10 sheets/pack)		
21	1	pad	Yellow, Pad Ruled, 215mm x 300 mm, 90 leaves		
LOT I TOTAL:					

Item No.	Qty.	Unit	ITEM/DESCRIPTION	Unit Price	Total Amount
LOT II – LIQUID PRODUCTS, PENS/PENCILS AND ERASERS/RUBBER PRODUCTS, PLASTIC PRODUCTS, METAL PRODUCTS.					
1	50	bottle	Correction Fluid, 15 ml, water base, white opaque		
2	18	tube	Lead, mechanical , point 0.5mm, 12 pcs/tube		
3	12	tube	Lead, mechanical , Refill point 0.7mm, 12 pcs/tube		
4	2	piece	Calligraphy pen, disposable, acid free water based pigment ink is water resistant and fade proof, Tip Size: (0.1)		
5	2	piece	Calligraphy pen, disposable, acid free water based pigment ink is water resistant and fade proof, Tip Size: (0.2)		
6	2	piece	Calligraphy pen, disposable, acid free water based pigment ink is water resistant and fade proof, Tip Size: (0.3)		
7	6	piece	Pen, Marker, Permanent Round toe, oil based Ink, 1mm		
8	18	piece	Pen, Twin permanent marker (red)		
9	282	piece	Pen, Ball, Black, Fine ball point 0.7mm		
10	258	piece	Pen, Ball, Blue, Fine ball point 0.7mm		
11	37	piece	Pen, Ball, Red, Fine ball point 0.7mm		
12	2	piece	Pencil, Mechanical, 0.5mm Lead, Push type		
13	1	box	Pencil, lead with eraser, No.1, 12 pcs/box , wood cased		
14	15	piece	Acrylic counter holder size: 12" x 3" clear		
15	5	piece	Card holder, 10 pockets plastic envelope		
16	149	box	Fastener, paper, vinyl, plastic, FP-50, 70mm		
17	30	pack	Film, vinyl acetate, 5 sheets/pack		
18	20	piece	Folder, Plastic, Long w/ slider		
19	60	piece	ID (name badge with clip-small, plastic)		
20	20	piece	ID Clips, small, heavy duty spring, nickel plated, extra strong, dome fitting, metal badge		
21	5	roll	Laminator Film, 12" in width, 100 meters / roll 75 mic-150 mic thick per side		
22	3	roll	Laminator Film, 12" in width, 50 meters / roll thickness:250 microns, gloss finish		
23	4	roll	Laminator Film, 9" in width, 100 meters / roll		
24	3	box	Laminator Film, for A3 , 100 sheets (75 mic-150 mic thick per side)		
25	4	box	Laminator Film, for A4 , 125 microns, 100 sheets		
26	6	box	Push pin, hammer head type, 100pieces/box		
27	4	bundle	Ring Binder, 10mm x 1.12mm, plastic, 10 pcs/ bundle		
28	2	bundle	Ring Binder, 12mm x 1.12mm, plastic, 10 pcs/ bundle		
29	3	bundle	Ring Binder, 14mm x 1.12mm, plastic, 10 pcs/ bundle		
30	4	bundle	Ring Binder, 6mm x 1.12mm, plastic, 10 pcs/ bundle		
31	4	bundle	Ring Binder, 8mm x 1.12mm, plastic, 10 pcs/ bundle		
32	15	piece	Wrapper, Plastic Cellophane, Blue		
33	16	piece	Wrapper, Plastic Cellophane, Red		

Item No.	Qty.	Unit	ITEM/DESCRIPTION	Unit Price	Total Amount
34	46	pack	Clip, Bulldog, 1" Metal, 4pcs/pack		
35	53	pack	Clip, Bulldog, 2" Metal, 4pcs/pack		
36	66	pack	Clip, Bulldog, 3" Metal, 4pcs/pack		
37	1	piece	Ruler, Stainless steel metal 24 inches		
38	2	piece	Ruler, Stainless steel metal 12 inches		
				LOT II TOTAL:	
LOT III – TOOLS/DEVICES/OFFICE MACHINE, BATTERIES AND COMPUTER RELATED ACCESSORIES, VARIOUS ADHESIVE MATERIALS/TAPES					
1	1	piece	Cutting Mat 18x12" A3 Self Healing Cutting Mat Double Sided Durable PVC Printed Colorful		
2	1	unit	Dater, Trodat		
3	50	piece	DVD Rewritable, capacity: 4.5 GB (min), Recording Time: 120 minutes (min)		
4	4	piece	Scissor, metal, 9.5", multi-purpose		
5	1	piece	Stamp , Self Inking "Certified True Copy" , Stamp		
6	2	box	Label Stickers 24mmx90mm, 10 pcs/fold, 1,000 pcs/box		
7	3	bottle	Paste, 200g. 7 oz, water well paste		
8	10	roll	Tape , Double sided w/o foam, width: 1/2", Usable length: 10 yards		
9	56	roll	Tape , Double sided w/o foam,width: 1", Usable length: 10 yards		
10	12	roll	Tape , Packaging, 3" x 50 yds		
11	35	roll	Tape, Double sided, Foam Type, width: 24mm, Usable length: 10 yrds		
12	14	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Black		
13	15	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Blue		
14	19	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Gray		
15	40	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Red		
16	10	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Yellow		
17	20	roll	Tape, Transparent, width: 0.5"		
				LOT III TOTAL:	

TOTAL AMOUNT OF BID: INCLUSIVE OF VALUE ADDED TAX (VAT)

_____ (P _____)
 (Amount in Words) (Amount in figures)

Handwritten signature/initials

Very truly yours,

 Signature of bidder over printed name

 Address

 Telephone/Fax No.

TERMS OF REFERENCE

A. TECHNICAL SPECIFICATIONS

Item No.	Qty.	Unit	ITEM/DESCRIPTION	COMPLIANCE
LOT I – PAPER & BY PAPER PRODUCTS				
1	51	pack	BinCard, 100pcs/pack, Size: 7 1/4" x 3 1/2"	
2	5	piece	Binder Ring Long, 3 Ring D Type 64mm	
3	86	piece	Binder Ring, 2 Ring holes, Legal Size for 210x330m/Black	
4	10	piece	Corrugated Box (size 24" x 14 1/2" x 10")	
5	11	pack	Index Card, Ruled both sides, Size: 5"x8", 100pcs/ pack	
6	5	cart	Label Tape, compatible with Brother P Touch Makers, Standard Laminated Adhesive Cassette TZe221 TZ221 Black Print on white 9mm x 8m	
7	20	pad	Note Pad, Stick On, Size: 47.6mm x 47.6mm, 100 sheet per pad	
8	2	pack	Paper Photo, Standard, 8.1/2" x 11", 20 sheets/pack	
9	223	ream	Paper, Book A3, 70 gsm, size: 297mm x 420mm, 500 sheets/ream	
10	5	ream	Paper, Book, subs 24, Color: Blue, Size: Long (216mm x 330mm), 500 sheets/ream	
11	10	ream	Paper, Book, subs 24, Color: Green, Size: Long (216mm x 330mm), 500 sheets/ream	
12	21	ream	Paper, Book, subs 24, Color: Pink, Size: Long (216mm x 330mm), 500 sheets/ream	
13	5	ream	Paper, Book, subs 24, Color: Yellow, Size: Long (216mm x 330mm), 500 sheets/ream	
14	20	pack	Paper, Elit Specialty Board, Color: P. Cream 8 1/2 x 11 , Vellum, 220 GSM, 10 sheets/pack	
15	130	sheet	Paper, Elit, specialty board, 8 1/2" x 11", 220 gsm, as per sample	
16	6	piece	Paper, Manila, 36"x48"	
17	50	piece	Paper, Morocco, Pre cut, 8.5" x 13", (color: Light Green)	
18	20	ream	Paper, Newsprint, short (8.5"x11")	
19	26	pack	Paper, Photo Glossy , finish , A4 size, 210mm x 297mm, 200 gsm 20 sheets/pack	
20	78	pack	Paper, Sticker, Inkjet Friendly, A4 size, matt, (10 sheets/pack)	
21	1	pad	Yellow, Pad Ruled, 215mm x 300 mm, 90 leaves	
LOT II – LIQUID PRODUCTS, PENS/PENCILS AND ERASERS/RUBBER PRODUCTS, PLASTIC PRODUCTS, METAL PRODUCTS.				
1	50	bottle	Correction Fluid, 15 ml, water base, white opaque	
2	18	tube	Lead, mechanical , point 0.5mm, 12 pcs/tube	
3	12	tube	Lead, mechanical , Refill point 0.7mm, 12 pcs/tube	
4	2	piece	Calligraphy pen, disposable, acid free water based pigment ink is water resistant and fade proof, Tip Size: (0.1)	
5	2	piece	Calligraphy pen, disposable, acid free water based pigment ink is water resistant and fade proof, Tip Size: (0.2)	
6	2	piece	Calligraphy pen, disposable, acid free water based pigment ink is water resistant and fade proof, Tip Size: (0.3)	

Item No.	Qty.	Unit	ITEM/DESCRIPTION	COMPLIANCE
7	6	piece	Pen, Marker, Permanent Round toe, oil based Ink, 1mm	
8	18	piece	Pen, Twin permanent marker (red)	
9	282	piece	Pen, Ball, Black, Fine ball point 0.7mm	
10	258	piece	Pen, Ball, Blue, Fine ball point 0.7mm	
11	37	piece	Pen, Ball, Red, Fine ball point 0.7mm	
12	2	piece	Pencil, Mechanical, 0.5mm Lead, Push type	
13	1	box	Pencil, lead with eraser, No.1, 12 pcs/box , wood cased	
14	15	piece	Acrylic counter holder size: 12" x 3" clear	
15	5	piece	Card holder, 10 pockets plastic envelope	
16	149	box	Fastener, paper, vinyl, plastic, FP-50, 70mm	
17	30	pack	Film, vinyl acetate, 5 sheets/pack	
18	20	piece	Folder, Plastic, Long w/ slider	
19	60	piece	ID (name badge with clip-small, plastic)	
20	20	piece	ID Clips, small, heavy duty spring, nickel plated, extra strong, dome fitting, metal badge	
21	5	roll	Laminator Film, 12" in width, 100 meters / roll 75 mic-150 mic thick per side	
22	3	roll	Laminator Film, 12" in width, 50 meters / roll thickness:250 microns, gloss finish	
23	4	roll	Laminator Film, 9" in width, 100 meters / roll	
24	3	box	Laminator Film, for A3 , 100 sheets (75 mic-150 mic thick per side)	
25	4	box	Laminator Film, for A4 , 125 microns, 100 sheets	
26	6	box	Push pin, hammer head type, 100pieces/box	
27	4	bundle	Ring Binder, 10mm x 1.12mm, plastic, 10 pcs/ bundle	
28	2	bundle	Ring Binder, 12mm x 1.12mm, plastic, 10 pcs/ bundle	
29	3	bundle	Ring Binder, 14mm x 1.12mm, plastic, 10 pcs/ bundle	
30	4	bundle	Ring Binder, 6mm x 1.12mm, plastic, 10 pcs/ bundle	
31	4	bundle	Ring Binder, 8mm x 1.12mm, plastic, 10 pcs/ bundle	
32	15	piece	Wrapper, Plastic Cellophane, Blue	
33	16	piece	Wrapper, Plastic Cellophane, Red	
34	46	pack	Clip, Bulldog, 1" Metal, 4pcs/pack	
35	53	pack	Clip, Bulldog, 2" Metal, 4pcs/pack	
36	66	pack	Clip, Bulldog, 3" Metal, 4pcs/pack	
37	1	piece	Ruler, Stainless steel metal 24 inches	
38	2	piece	Ruler, Stainless steel metal 12 inches	
LOT III – TOOLS/DEVICES/OFFICE MACHINE, BATTERIES AND COMPUTER RELATED ACCESSORIES, VARIOUS ADHESIVE MATERIALS/TAPES				
1	1	piece	Cutting Mat 18x12" A3 Self Healing Cutting Mat Double Sided Durable PVC Printed Colorful	
2	1	unit	Dater, Trodat	
3	50	piece	DVD Rewritable, capacity: 4.5 GB (min), Recording Time: 120 minutes (min)	
4	4	piece	Scissor, metal, 9.5", multi-purpose	
5	1	piece	Stamp , Self Inking "Certified True Copy" , Stamp	

K. Abou

Item No.	Qty.	Unit	ITEM/DESCRIPTION	COMPLIANCE
6	2	box	Label Stickers 24mmx90mm, 10 pcs/fold, 1,000 pcs/box	
7	3	bottle	Paste, 200g. 7 oz, water well paste	
8	10	roll	Tape , Double sided w/o foam, width: 1/2", Usable length: 10 yards	
9	56	roll	Tape , Double sided w/o foam,width: 1", Usable length: 10 yards	
10	12	roll	Tape , Packaging, 3" x 50 yds	
11	35	roll	Tape, Double sided, Foam Type, width: 24mm, Usable length: 10 yds	
12	14	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Black	
13	15	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Blue	
14	19	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Gray	
15	40	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Red	
16	10	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Yellow	
17	20	roll	Tape, Transparent, width: 0.5"	

Statement of Compliance

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.

B. Performance Bond

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.	Five percent (5%)
Bank draft/guarantee issued by a Universal or Commercial Bank	Five percent (5%)
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

C. PAYMENT

Full payment shall be made after complete delivery and acceptance of the items and submission of the Sales Invoice. Five percent (5%) of the payment shall be retained to cover the warranty obligations.

Handwritten initials/signature

D. Schedule of Requirements

Description	Delivery
<p>Supply and Delivery of Various Office Supplies:</p> <p>LOT I – PAPER & BY PAPER PRODUCTS. (21 ITEMS)</p> <p>LOT II – LIQUID PRODUCTS, PENS/PENCILS AND ERASERS/RUBBER PRODUCTS, PLASTIC PRODUCTS, METAL PRODUCTS. (38 ITEMS)</p> <p>LOT III – TOOLS/DEVICES/OFFICE MACHINE, BATTERIES AND COMPUTER RELATED ACCESSORIES, VARIOUS ADHESIVE MATERIALS/TAPES. (17 ITEMS)</p>	<p>Delivery shall be within thirty (30) calendar days after receipt of Notice to Proceed</p>

I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

Name of Company / Bidder

Signature over printed Name of Authorized Representative

Position

Date

Handwritten initials/signature