



Bids and Awards Committee
BID BULLETIN No. 01-2023

PROCUREMENT OF COPY PAPERS FOR PUBLIC
ATTORNEY'S OFFICE FOR FY 2023
PURCHASE REQUEST NO. 495-06-2023
(Lot 1 and Lot 2)

SUBJECT: *AMENDMENTS ON TECHNICAL SPECIFICATIONS/TERMS OF REFERENCE*

FROM:

LOT 1 COPY PAPER, LONG (8.5"X13", 80gsm) 15,000 reams		
APPROVED BUDGET FOR THE CONTRACT (Php 3,075,000.00) Staggered Delivery Payment terms: Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.		
No. of pcs.	PRODUCT	DELIVERY SCHEDULE (After issuance of Notice to Proceed)
15,000 reams	COPY PAPER, LEGAL SIZE <ul style="list-style-type: none">8.5"X13"80 gsm	(3,750 reams) 15 calendar days
		(3,750 reams) 30 calendar days

		<p>(3,750 reams)</p> <p>45 calendar days</p> <p>(3,750 reams)</p> <p>60 calendar days</p> <p>*For strict compliance</p> <p>Subject to the rules on Liquidated damages</p>
<p>LOT 2</p> <p>COPY PAPER, A4 (210mm X 297mm, 80gsm)</p> <p>7,500 reams</p>		
<p>APPROVED BUDGET FOR THE CONTRACT</p> <p>(Php 1,500,000.00)</p> <p>Delivery:</p> <p>Within Fifteen (15) calendar days from the issuance of Notice to Proceed</p> <p>Staggered Delivery</p> <p>Payment terms:</p> <p>Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.</p>		
No. Of pcs.	PRODUCT	<p>DELIVERY SCHEDULE</p> <p>(After issuance of Notice to Proceed)</p>

7,500 reams	COPY PAPER, A4 SIZE <ul style="list-style-type: none">• 210mm X 297mm• 80 gsm	(1,875 reams)
		15 calendar days
		(1,875 reams)
		30 calendar days
		(1,875 reams)
		45 calendar days
		(1,875 reams)
		60 calendar days
		*For strict compliance
		Subject to the rules on Liquidated damages

TO:

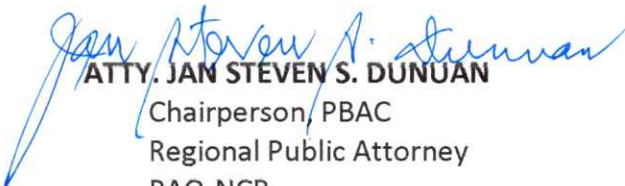
<div>LOT 1</div> <div>COPY PAPER, LONG (8.5"X13", 80gsm)</div> <div>15,000 reams</div>		
<div>APPROVED BUDGET FOR THE CONTRACT</div> <div>(Php 3,075,000.00)</div> <div>Staggered Delivery</div> <div>Payment terms:</div> <div>Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.</div>		
No. of pcs.	PRODUCT	DELIVERY SCHEDULE (After issuance of Notice to Proceed)
15,000 reams	<div>COPY PAPER, LEGAL SIZE</div> <div><div>• 8.5"X13"</div><div>• 80 gsm</div><div>• substance 24</div></div>	<div>(1,875 reams)</div> <div>7 calendar days</div>
		<div>(1,875 reams)</div> <div>14 calendar days</div>
		<div>(1,875 reams)</div> <div>21 calendar days</div>
		<div>(1,875 reams)</div> <div>28 calendar days</div>
		<div>(1,875 reams)</div> <div>35 calendar days</div>
		<div>(1,875 reams)</div> <div>42 calendar days</div>

		<div>(1,875 reams)</div> <div>49 calendar days</div> <div>(1,875 reams)</div> <div>56 calendar days</div> <div>*For strict compliance</div> <div>Subject to the rules on Liquidated damages</div>
<div>LOT 2</div> <div>COPY PAPER, A4 (210mm X 297mm, 80gsm)</div> <div>7,500 reams</div>		
<div>APPROVED BUDGET FOR THE CONTRACT</div> <div>(Php 1,500,000.00)</div> <div>Delivery:</div> <div>Within Fifteen (15) calendar days from the issuance of Notice to Proceed</div> <div>Staggered Delivery</div> <div>Payment terms:</div> <div>Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.</div>		
No. Of pcs.	PRODUCT	<div>DELIVERY SCHEDULE</div> <div>(After issuance of Notice to Proceed)</div>

7,500 reams	COPY PAPER, A4 SIZE <ul style="list-style-type: none">• 210mm X 297mm• 80 gsm• substance 24	(1,875 reams)
		15 calendar days
		(1,875 reams)
		30 calendar days
		(1,875 reams)
		45 calendar days
		(1,875 reams)
		60 calendar days
		*For strict compliance
		Subject to the rules on Liquidated damages

Bidders must provide a sample of copy paper (20 pieces) during the opening of bids.

Quezon City, Metro Manila
24 August 2023


ATTY. JAN STEVEN S. DUNUAN
Chairperson, PBAC
Regional Public Attorney
PAO-NCR



Bids and Awards Committee

TERMS OF REFERENCE (TOR)

**PROCUREMENT OF COPY PAPER FOR FY 2023
(PURCHASE REQUEST NO. 495-06-2023)**

(Through Public Bidding Pursuant to 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184)

1. Approved Budget for the Contract

The bidder shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **FOUR MILLION FIVE HUNDRED SEVENTY-FIVE THOUSAND PESOS (Php 4,575,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

2. Specifications:


LOT 1 COPY PAPER, LONG (8.5"X13", 80gsm) 15,000 reams		
APPROVED BUDGET FOR THE CONTRACT (Php 3,075,000.00)		
Staggered Delivery		
Payment terms: Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.		
No. of pcs.	PRODUCT	DELIVERY SCHEDULE (After issuance of Notice to Proceed)
15,000 reams	COPY PAPER, LEGAL SIZE <ul style="list-style-type: none">8.5"X13"80 gsmsubstance 24	(1,875 reams) 7 calendar days
		(1,875 reams) 14 calendar days
		(1,875 reams) 21 calendar days
		(1,875 reams) 28 calendar days
		(1,875 reams) 35 calendar days
		(1,875 reams) 42 calendar days
		(1,875 reams) 49 calendar days
		(1,875 reams) 56 calendar days


		*For strict compliance Subject to the rules on Liquidated damages
LOT 2 COPY PAPER, A4 (210mm X 297mm, 80gsm) 7,500 reams		
APPROVED BUDGET FOR THE CONTRACT (Php 1,500,000.00) Delivery: Within Fifteen (15) calendar days from the issuance of Notice to Proceed Staggered Delivery Payment terms: Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.		
No. Of pcs.	PRODUCT	DELIVERY SCHEDULE (After issuance of Notice to Proceed)
7,500 reams	COPY PAPER, A4 SIZE <ul style="list-style-type: none"> • 210mm X 297mm • 80 gsm • substance 24 	(1,875 reams) 15 calendar days (1,875 reams) 30 calendar days (1,875 reams) 45 calendar days (1,875 reams) 60 calendar days *For strict compliance Subject to the rules on Liquidated damages

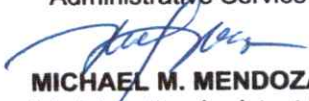
Bidders must provide a sample of copy paper (20 pieces) during the opening of bids.

August 23, 2023

TECHNICAL WORKING GROUP:

Head

ALMA E. DUMAGO – LATOSA
 Director II
 Financial Planning and Management Service

Members:

THOR ARTHUR B. AVILA
 Administrative Officer V
 Human Resource Management and Development Division
 Administrative Service


MICHAEL M. MENDOZA
 Administrative Assistant III
 Cash Section
 Administrative Service