



Republic of the Philippines  
**PUBLIC ATTORNEY'S OFFICE**

**Tanggapan ng Manananggol Pambayan  
Kagawaran ng Katarungan**

DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City  
Telephone Nos. 929-90-10 / 929-94-36 ; Fax Nos. 927-68-10 / 926-28-78

**ELIGIBILITY REQUIREMENTS FOR BIDDERS FOR THE CONTRACT OF  
PROCUREMENT OF VARIOUS OFFICE SUPPLIES AS SPECIFIED  
UNDER P.R. NO. 515-06-2021, FOR PAO-CENTRAL OFFICE LOCATED AT  
DOJ AGENCIES BUILDING, NIA ROAD COR. EAST AVENUE 1104  
QUEZON CITY**

For qualification, please submit the following set of bidding requirements/documents to the PAO Bids and Awards Committee (PBAC) Secretariat:

**A. SET OF BIDDING REQUIREMENTS/DOCUMENTS:**

1. Company profile;
2. List of existing and previous clients;
3. Certification issued by Head of the company or authorized representative, whether the prospective bidder is a manufacturer, supplier or distributor of the above items
4. Security and Exchange Commission registration or Department of Trade and Industry business permit;
5. Valid and current Mayor's permit or business permit;
6. VAT registration;
7. Latest Income Tax Return;
8. Audited Financial Statements for Year 2020 (stamped "received" by the BIR);
9. Statement of the prospective bidder that he/she is not "blacklisted" or barred from bidding by the government or any of its agencies/offices;
10. Sworn Affidavit that the bidder or any officer of their corporation is not related to the Head of the Procuring Entity by consanguinity or affinity up to the third civil degree;
11. Sworn Statement by the Head of the Company or authorized representative that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original and all information provided therein are true and correct;
12. Certificate of Registration from *PHILGEPS*;
13. Bid Price;
14. Bid Security in accordance with RA 9184 and its implementing rules and regulations.

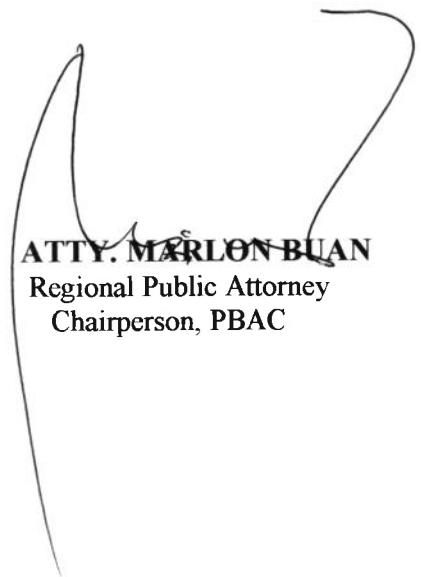
### **3. INSTRUCTIONS TO BIDDERS:**

1. Two (2) separate bid envelopes, with AT LEAST two (2) copies each, shall be submitted. The first envelope containing the technical component: the set of bidding requirements/documents; and the second envelope containing the financial component: the bid price and bid security;
2. The bidder shall mark the two (2) envelopes and their respective copies: **"DO NOT OPEN BEFORE 11 August 2021, 10:30 A.M."**; and
3. All envelopes shall then be sealed and placed in another outer envelope (shall be sealed also) which shall be addressed to the Chairman of the PBAC.
4. Pre-Bid Conference will be held on 29 July 2021 THURSDAY Time: 10:00am at the PAO Central Office Library at PAO- Central Office, 5<sup>th</sup> Floor DOJ Agencies Bldg., NIA Road corner East Avenue, Diliman Quezon City and/or through video conferencing or webcasting via Zoom:  
<http://us04web.zoom.us/j/6491347597?pwd=Qmk0WjFGelRiQnRXSnpxekZTSEl4dz09> Meeting ID: 649 134 7597 Passcode: PBAC2021

### **C. TERMS AND CONDITIONS:**

1. Deadline of submission of bid documents shall be on 11 August 2021, 9:00 A.M. Sealed bids shall be opened during the meeting of the PBAC at the PAO-Central Office Library, 5<sup>th</sup> Floor, DOJ Agencies Bldg., Diliman, Quezon City 10:30 A.M. on 11 August 2021. Bidders are requested to be present at the venue and time of the opening bids or to be present via Zoom access.
2. Bidders shall be notified of the result of the Bid Evaluation.
3. The Lowest Calculated Responsive Bid/Highest Rated Responsive Bid shall undergo post-qualification process.

Quezon City, Metro Manila  
16 July 2021



**ATTY. MARLON BUAN**  
Regional Public Attorney  
Chairperson, PBAC