REPUBLIKA NG PILIPINAS
PUBLIC ATTORNEY'S OFFICE
TANGGAPAN NG MANANANGGOL NG BAYAN
KAGAWARAN NG KATARUNGAN
DOJ-Agencies Bldg., NIA Rd., cor. East Ave. 1104 Diliman, Quezon City
Telephone Nos. 929-90-10/929-94-36 Fax No. 927-68-10/926-28-78

INVITATION TO BID FOR VARIOUS INK CARTRIDGES *For C.Y. 2020*

1. The *Public Attorney's Office-Bids and Awards Committee (PBAC)*, through the *GAA for F.Y. 2020,* intends to apply the sum of ***Seven Million and Six Hundred Thousand Pesos (Php 7,600,000.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract for the purchase of **Various Ink Cartridges** as herein specified in the attached purchase requests by the PAO-Central Office, Administrative Service, Supply Section. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The PUBLIC ATTORNEY'S OFFICE now invites bids for the procurement of Ink Cartridges, for a minimum of:

Item Description	Quantity
Ink cartridge HP-680 (b)	5,000
Ink cartridge HP-680 (c)	3,000
Ink cartridge Canon-810 (b)	5,000

at a maximum total cost of ***Seven Million and Six Hundred Thousand Pesos (Php 7,600,000.00)*** as specified in the pertinent Purchase Requests. Delivery of the Goods is required within ten (10) days after receipt of the Notice to Proceed, unless otherwise specified in the contract.

3. The *Public Attorney's Office-Bids and Awards Committee (PBAC)* now invites bids for the **purchase of Various Ink Cartridges.** The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

4. 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) 9184, otherwise known as the "Government Procurement Reform Act". 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 5183.

5. Interested bidders may obtain further information from *Public Attorney's Office-Bids and Awards Committee (PBAC)* and inspect the Bidding Documents at the address given below at 8:00 AM to 5:00 PM.

6. A complete set of Bidding Documents may be acquired by interested Bidders on **January 31, 2019** from the address 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 **Two Thousand Five Hundred Pesos (Php 2,500.00).** It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

7. The PUBLIC ATTORNEY'S OFFICE will hold a Pre-Bid Conference on ***12 February 2020 at 10:00 a.m.*** at Office of the Officer-In-Charge of the Field Operations and Statistics Service (FOSS), which shall be open to all interested parties.

8. Bids must be duly received by the BAC Secretariat at the address below on or before **24 February 2020 at 5:00 PM**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated above.

   Bid opening shall be on **25 February 2020, 10:30 AM,** at the office of Atty. Rigel A. Salvador, Field Operations and Statistics Service, **4/F DOJ Agencies Building, NIA Road corner East Avenue, Diliman, Quezon City.** Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

9. The *Public Attorney's Office-Bids and Awards Committee (PBAC)* 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

ATTY. MIGUEL NARCISO A. ILAGAN
PBAC, Head Secretariat

MS. MA. TERESITA A. ESPANOLA
PBAC, Secretariat Member

MS. CATALINA N. NUÑEZ
PBAC, Secretariat Member

Public Attorney's Office
DOJ Agencies Building, NIA Road
corner East Avenue, Diliman, Quezon City
Telephone number 929-94-36 locals 121, 122, & 131

For the PBAC Chairman:

ATTY. RONALD JEROME P. NIEVES
Vice-Chairperson, PBAC
Officer-In-Charge
Legal Research Service

Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE
Tanggapan ng Mananangol 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 PURCHASE OF VARIOUS INK CARTIDGES FOR C.Y. 2020 UNDER P.R. NO. 20-01-2020, 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 2018 (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.**

B. INSTRUCTIONS TO BIDDERS:

1. **Two (2) separate bid envelopes 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: "*DO NOT OPEN BEFORE 25 February 2020, 10:30 A.M.*"; and**
3. **Both 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*.**

C. TERMS AND CONDITIONS:

1. **Deadline of submission of bid documents shall be on 24 February 2020, 5:00 P.M. Sealed bids shall be opened during the meeting of the PBAC at the office of Atty. Rigel A. Salvador, 4/F, FOSS, PAO-Central Office, at 10:30 A.M. on 25 February 2020**
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
30 January 2020

ATTY. RONALD JEROME P. NIEVES
Vice-Chairperson, PBAC
Officer-In-Charge
Legal Research Service

Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE
Tanggapan ng Mananangol Pambayan
Kagawaran ng Katarungan
DOJ Agencies Bldg, NIA Road corner East Avenue, 1104 Quezon City
Telephone Nos. 929-90-10 / 929-94-36 ; Fax Nos. 927-68-10 / 926-28-78

TRANS-2020-01-009

January 28, 2020

ATTY. MARLON E. BUAN
Chairperson – PAO-Bids and Awards Committee
Regional Public Attorney
PAO-National Capital Region

Sir:

Attached herewith is the approved Purchase Request needed by PAO Central Office, Administrative Service, Supply Section for restocking and distribution to PAO Central Office and District Offices (Not Available in Procurement Service)

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1.	20-01-2020	**Ink cartridge HP-680 (b)**	5,000	cart	450.00	2,250.000.00
		Ink cartridge HP-680 (c)	3,000	cart	450.00	1,350.000.00
		Ink cartridge Canon-810 (b)	5,000	cart	800.00	4,000,000.00

TOTAL: **7,600.000.00**

Prepared by:

DENVER CHRISTIAN P. LACANILAO
Administrative Aide IV

Certified Correct by:

CARMELA L. FLORENDO
OIC-Supply Section

Noted by:
ATTY. DEMITEER U. HUERTA
PA-IV/OIC-Administrative Service

recd.
1/28/2020
9:45 am

TMANC-2020-01-004

Appendix 60

01/26/2020

PURCHASE REQUEST

Entity Name: PUBLIC ATTORNEY'S OFFICE **Fund Cluster:** 01

Office/Section : Admin. Service, Supply Section		PR No.: 20-01-2020 Responsibility Center Code :		Date: Jan. 14, 2020	
Stock/ Property No.	**Unit**	**Item Description**	**Quantity**	**Unit Cost**	**Total Cost**
I-52	cart	Ink cartridge HP-680 (b)	5,000	450.00	2,250,000.00
I-53	cart	Ink cartridge HP-680 (c)	3,000	450.00	1,350,000.00
I-54	cart	Ink cartridge Canon-810 (b)	5,000	800.00	4,000,000.00
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					7,600,000.00

Purpose:

For restocking and distribution to PAO Central Office and District Offices (Not Available in Procurement Service)

	Requested by:	Approved by:
Signature :		
Printed Name :	ATTY. DEMITEER U. HUERTA	SILVESTRE A. MOSING
Designation :	PA IV/OIC, Administrative Service	Deputy Chief Public Attorney

PUBLIC ATTORNEY'S OFFICE F.P.M.S. RECEIVED JAN 14 2020 REC'D BY: TIME:

PUBLIC ATTORNEY'S OFFICE SUPPLY SECTION RECEIVED 14 JAN 2020 REC'D BY: TIME: 10:30

PUBLIC ATTORNEY'S OFFICE EXECUTIVE SERVICE RECEIVED JAN 24 2020 REC'D BY: TIME: 10:24

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM

Certificate of Non-Availability of Stocks
(CNAS)

As of Tuesday, January 14, 2020

Total No. of Items: 114

Product Code	Product Description	UOM	Price
47131604-BR-T01	BROOM-TINGTING	piece	18.20
26111702-BT-A01	BATTERY Dry Cell, AAA	pack	19.73
12191601-AL-E01	ALCOHOL, ethyl	bottle	43.79
47131829-TB-C01	CLEANER- toilet and urinal	bottle	41.60
47131805-CL-P01	Cleanser, scouring powder	can	23.92
44122105-BF-C01	CLIP BACKFOLD, 19mm	box	9.05
44122105-BF-C03	CLIP BACKFOLD, 32mm	box	20.80
44121801-CT-R01	CORRECTION TAPE	piece	14.02
44111515-DF-B01	DATA FILE BOX	piece	77.20
44122011-DF-F01	DATA FOLDER	piece	68.64
47131811-DE-B02	DETERGENT BAR, 140g	piece	9.03
47131811-DE-P02	DETERGENT POWDER, 1kg	pack	37.43
47131803-DS-A01	DISINFECTANT SPRAY	can	128.96
47131601-DU-P01	DUST PAN	piece	24.83
46191601-FE-M01	Fire Extinguisher - Dry	unit	1144.00
55101524-RA-H01	HANDBOOK (RA 9184), 8th Edition	book	37.21
44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	8.98
44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	8.98
56101519-TM-S02	MONOBLOC, TABLE, BEIGE	unit	1315.60
47131613-MP-H02	MOPHANDLE	piece	145.60
44101603-PS-M01	PAPER SHREDDER	unit	5699.20
44121706-PE-L01	PENCIL, LEAD WITH ERASER, 12 pieces per box	box	20.79
44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide, 1	piece	131.96
47131501-RG-C01	RAGS, ALL COTTON, 32 pieces per kilo per bundle	bundle	53.82
14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	70.72
14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	101.92
41111604-RU-P02	RULER, PLASTIC, 450MM, 1 piece in individual plast	piece	17.68
47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	107.12
60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	34.61
60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	34.61
60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	34.61
31151804-SW-H01	STAPLE WIRE, HEAVY DUTY, 23/13	box	19.76
44121605-TD-T01	TAPE DISPENSER, TABLE TOP	piece	55.83
31201502-TA-E01	TAPE, ELECTRICAL	roll	18.67

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47121702-WB-P01	WASTEBASKET, NON RIGID PLASTIC	piece	23.59
43211507-DCT-03	MITHI DESKTOP COMPUTER, ACER VERITON M2640G	unit	0.00
43211503-LCT-03	MITHI 3 Laptop Computer Mid-Range	unit	0.00
43211503-LTE-01	Ultraportable Laptop	unit	68640.00
44103103-HP-B51	HP Toner CF280XC	Cart	7112.56
44103105-BR-B04	INK CART, BROTHER LC67B, Black	Cart	910.00
44103105-BR-B05	INK CART, BROTHER LC67HYBK, Black	Cart	1601.60
44103105-CA-B04	INK CART, CANON PG-740, Black	Cart	754.00
44103105-CA-B02	INK CART, CANON PG-810, Black	Cart	780.00
44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	Cart	249.60
44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	Cart	249.60
44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	Cart	249.60
44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	Cart	249.60
44103105-HX-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	Cart	641.68
44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	Cart	641.68
44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	Cart	641.68
44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	Cart	1269.84
44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	Cart	656.24
44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	Cart	821.60
44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	Cart	1570.40
44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	Cart	1165.84
44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	Cart	1165.84
44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL). Yellow	Cart	1165.84
44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	Cart	366.08
44103105-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	Cart	249.60
44103105-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	Cart	249.60
44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	Cart	249.60
44103112-EP-R07	RIBBON CART, EPSON C13S015531 (S015086), Black	cart	736.32
44103103-BR-B09	TONER CART, BROTHER TN-3320, Black	Cart	3567.20
44103103-BR-B16	TONER CART, BROTHER TN-456 BLACK, high yield 6500	Cart	5080.40
44103103-BR-C03	TONER CART, BROTHER TN-456 CYAN, high yield 6500	Cart	8569.60
44103103-BR-M03	TONER CART, BROTHER TN-456 MAGENTA, high yield 65	Cart	8569.60
44103103-BR-Y03	TONER CART, BROTHER TN-456 YELLOW, high yield 650	Cart	8569.60
44103103-HP-B14	TONER CART, HP CB540A, Black	cart	3337.36
44103103-HP-B23	TONER CART, HP CE310A, Black	Cart	2360.80
44103103-HP-C23	TONER CART, HP CE311A, Cyan	Cart	2542.80
44103103-HP-Y23	TONER CART, HP CE312A, Yellow	Cart	2542.80
44103103-HP-M23	TONER CART, HP CE313A, Magenta	Cart	2542.80
44103103-HP-B24	TONER CART, HP CE320A, Black	Cart	2916.16
44103103-HP-C24	TONER CART, HP CE321A, Cyan	Cart	3072.16
44103103-HP-Y24	TONER CART, HP CE322A, Yellow	Cart	3072.16
44103103-HP-M24	TONER CART, HP CE323A, Magenta	Cart	3072.16
44103103-HP-B25	TONER CART, HP CE390A, Black	Cart	7856.16
44103103-HP-C26	TONER CART, HP CE401A, Cyan	Cart	10193.04

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44103103-HP-B28	TONER CART, HP CE505A, Black	Cart	4466.80
44103103-HP-B48	TONER CART, HP Q7553A, Black	Cart	4399.20
44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, Black	Cart	3406.00
44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, Black	Cart	2350.40
44103103-SA-B14	TONER CART, SAMSUNG MLT-D108S, Black	Cart	2875.58
44103103-SA-B21	TONER CART, SAMSUNG MLT-D203E, Black	Cart	7259.20
44103103-SA-B18	TONER CART, SAMSUNG MLT-D203L, Black	Cart	3458.00
44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	Cart	3962.24
44103105-HP-B48	Ink Cartridge, HP C9403A (HP72) 130ml Matte Black	Cart	3016.00
44103105-HP-T43	Ink Cartridge, HP F6V26AA (HP680) Tri-color	Cart	405.60
44103105-HP-B43	Ink Cartridge, HP F6V27AA (HP680) Black	Cart	405.60
44103105-HP-C50	Ink Cartridge, HP L0S51AA (HP955) Cyan Original	Cart	995.75
44103105-HP-M50	Ink Cartridge, HP L0S54AA (HP955) Magenta Original	Cart	995.75
44103105-HP-Y50	Ink Cartridge, HP L0S57AA (HP955) Yellow Original	Cart	995.75
44103105-HP-B50	Ink Cartridge, HP L0S60AA (HP955) Black Original	Cart	4956.60
44103105-HX-C48	Ink Cartridge, HP L0S63AA (HP955XL) Cyan Original	Cart	1212.64
44103105-HX-M48	Ink Cartridge, HP L0S66AA (HP955XL) Magenta Origin	Cart	1212.64
44103105-HX-Y48	Ink Cartridge, HP L0S69AA (HP955XL) Yellow Origina	Cart	1212.64
44103105-HX-B48	Ink Cartridge, HP L0S72AA (HP955XL) Black Original	Cart	1644.24
44103105-HP-C51	Ink Cartridge, HP T6L89AA (HP905) Cyan Original	Cart	453.62
44103105-HP-M51	Ink Cartridge, HP T6L93AA (HP905) Magenta Original	Cart	453.62
44103105-HP-Y51	Ink Cartridge, HP T6L97AA (HP905) Yellow Original	Cart	453.62
44103105-HP-B51	Ink Cartridge, HP T6M01AA (HP905) Black Original	Cart	741.28
44103103-CA-B00	TONER CART, CANON CRG 324 II	Cart	13399.36
44103103-HP-B53	Toner Cartridge, HP CF226A (HP26A) Black LaserJet	Cart	5787.60
44103103-HP-B55	Toner Cartridge, HP CF280A, LaserJet Pro M401/M425	Cart	5200.00
44103103-HP-B56	Toner Cartridge, HP CF281A (HP81A) Black LaserJet	Cart	8606.00
44103103-HP-B57	Toner Cartridge, HP CF283A (HP83A) LaserJet Black	Cart	3241.70
44103103-HP-B58	Toner Cartridge, HP CF287A (HP87) black	Cart	10051.00
44103103-HX-B52	Toner Cartridge, HP CF325XC (HP25X) Black LaserJet	Cart	13156.00
44103103-HP-B60	Toner Cartridge, HP CF350A Black LJ	Cart	2901.60
44103103-HP-C60	Toner Cartridge, HP CF351A Cyan LJ	Cart	2953.60
44103103-HP-Y60	Toner Cartridge, HP CF352A Yellow LJ	Cart	2953.60
44103103-HP-M60	Toner Cartridge, HP CF353A Magenta LJ	Cart	2953.60
44103103-HP-B61	Toner Cartridge, HP CF360A (HP508A) Black LaserJet	Cart	7056.40
44103103-HX-B54	Toner Cartridge, HP CF410XC (HP410XC) black	Cart	7441.20

**This certificate is valid within fifteen (15) days upon the date of issuance; Items indicated above are currently not available from the Procurement Service and agency may procure thru other sources in accordance with 2016 Revised IRR of RA 9184.*

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