



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE

Tanggapan ng Manananggol Pambayan
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

INVITATION TO BID FOR
VARIOUS OFFICE SUPPLIES FOR PAO CENTRAL
OFFICE AND DISTRICT OFFICES

1. The ***PUBLIC ATTORNEY'S OFFICE***, through the ***General Appropriations Act under fiscal year 2021***, intends to apply the sum of ***TWO MILLION SIX HUNDRED THIRTY ONE THOUSAND AND FIVE HUDNRED PESOS (Php 2,631 ,500.00)*** being the ABC to payments under the contract for the procurement of Various Office Supplies ***for PAO-Central Office under Purchase Request No. 038-01-2021***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The ***PUBLIC ATTORNEY'S OFFICE (PAO)*** now invites bids for the procurement of the following various office supplies ***as herein specified in the aforementioned Purchase Request***:

Unit	Item Description	Quantity	Unit Cost	Total Cost
pcs.	Ballpen Black 0.7mm ballpoint pen	10000	10.00	100,000.00
pcs.	Battery AAA	300	25.00	7,500.00
rls.	Correction Tape (8m)	8000	20.00	160,000.00
pcs.	Highlighter (Fluorescent Marker)	8000	18.00	144,000.00
pcs.	Marking Pen - Permanent (bullet type, black)	5000	25.00	125,000.00
pds.	Paper Ruled Pad	1500	35.00	52,500.00
bxs.	Paper Clip Big (50mm)	5000	20.00	100,000.00
bxs.	Paper Clip Small (33mm)	3000	15.00	45,000.00
pcs.	Pencil lead with eraser	5000	10.00	50,000.00
pcs.	Puncher	300	150.00	45,000.00
pcs.	Official Record Book (300pages)	1500	75.00	112,500.00
pcs.	Sign pen, Black, 0.7mm Hi-techpoint V7 Grip	7000	40.00	280,000.00

bxs.	Staple Wire (Standard)	5000	25.00	125,000.00
pcs.	Stapler standard	300	180.00	54,000.00
pairs	Scissors symmetrical	300	50.00	15,000.00
rls.	Tape Transparent (24mm)	6000	15.00	90,000.00
pds.	Sticky Note Pad (3x4in.)	5000	7.00	35,000.00
pcs.	Sign pen, Blue, 0.7mm Hi-techpoint V7 Grip	3000	40.00	120,000.00
packs	Looseleaf Cover, Legal	500	936.00	468,000.00
bxs.	Envelope, Documentary for legal documents	250	1,200.00	300,000.00
bxs.	Envelope, Documentary, A4	80	850.00	68,000.00
bxs.	Envelope, Mailing	300	450.00	135,000.00
			TOTAL:	2,631,500.00

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 the PAO-Bids and Awards Committee and inspect the Bidding Documents at the address given below during **8:00am to 5:00pm.**
5. A complete set of Bidding Documents may be acquired by interested Bidders on **18 February 2021** from the given address and website 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 (Php 5,000.00).* The Procuring Entity shall allow the bidder to present its proof of payment for the fees **in person.**
6. The *PUBLIC ATTORNEY’S OFFICE* will hold a Pre-Bid Conference on **26 February FRIDAY 10:30 am** at the PAO Central Office Library at PAO- Central Office, 5th Floor DOJ Agencies Bldg., NIA Road corner East Avenue, Diliman Quezon City and/or through video conferencing or webcasting **via Zoom¹**, which shall be open to prospective bidders.

¹ <http://us04web.zoom.us/j/6491347597?pwd=Qmk0WjFGelRiQnRXSnpxekZTSEl4dz09> Meeting ID: 649 134 7597 Passcode: PBAC2020

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **10 March 5:00pm**. 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 **11 March 2021 10:30 am** at the given address below and/or via **Zoom**². Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **PUBLIC ATTORNEYS OFFICE** 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:

ATTY. MIGUEL NARCISO A. ILAGAN
PBAC, Head Secretariat

CHRISTIAN BACAYCAY
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

12. You may visit the following websites:

For downloading of Bidding Documents: *PAO Website: pao.gov.ph*

² <http://us04web.zoom.us/j/6491347597?pwd=Omk0WjFGelRiQnRXSnpxekZTSEl4dz09> Meeting I: 649 134 7597
Passcode: PBAC2020

17 February 2021

For the PBAC Chairman:

ATTY. RONALD JEROME P. NIEVES

Vice-Chairperson, PBAC

Officer-In-Charge

Legal Research Service

