



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 THE
 PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR
 PUBLIC ATTORNEY'S OFFICE FOR FY 2021
 (PURCHASE REQUEST NO. 515-06-2021)**

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

- The **PUBLIC ATTORNEY'S OFFICE**, through the *General Appropriations Act under fiscal year 2021* intends to apply the amount of **ONE MILLION SIX HUNDRED TWENTY THOUSAND PESOS ONLY (Php 1,620,000.00)** being the ABC to payments under the contract for the procurement of various office supplies for the Public Attorney's Office, as specified under Purchase Request No. 515-06-2021 described as follows:

No.	PR No.	Item Description	Quantity	Unit
1.	515-06-2021	Ballpen Black 0.7mm ballpoint pen	10,000	pcs
		Battery AA	500	pcs
		Battery AAA	500	pcs
		Envelope, Mailing	300	bxs
		Marking Pen – Permanent (bullet type, black)	3,000	pcs
		Official Record Book (300pages)	1,500	pcs
		Scissors symmetrical	300	pairs
		Packaging Tape 2"	2,000	pcs
		Paper Fastener	3,000	bxs
		Staple Remover (heavy duty)	300	pcs
		Twine Plastic (1kl/roll)	200	rls
		Transparent tape	5,000	rls
		CD-R	6,000	pcs
		XXXXXXXXXXXXXXXXXXXXXXXXXXXX		

- The *Public Attorney's Office* now invites bids for the above Procurement Project. Delivery of the Goods is required to be accomplished within a period starting **fifteen (15) calendar days** upon receipt of notice to proceed/deliver ***Please refer to attached Schedule of Delivery for details on staggered delivery**. Bidders should have completed, within three (3) years from the date of submission and receipt of

bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

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 **19 July 2021 MONDAY** 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 (Php5,000.00)* 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 Conference¹ on **29 July 2021 THURSDAY Time: 10:00a.m.** 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 Zoom*², which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **11 August 2021 WEDNESDAY 9:00a.m.** 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 August 2021 WEDNESDAY 10:30a.m.** at the given address below and/or *via Zoom*³. 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.

² <http://us04web.zoom.us/j/6491347597?pwd=Qmk0WjFGelRiOnRXSnpjekZTSE14dz09> Meeting ID: 649 134 7597 Passcode: PBAC2021

³ <http://us04web.zoom.us/j/6491347597?pwd=Qmk0WjFGelRiOnRXSnpjekZTSE14dz09> Meeting ID: 649 134 7597 Passcode: PBAC2021

11. For further information, please refer to:

ATTY. MIGUEL NARCISO A. ILAGAN
PBAC, Head Secretariat

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*

16 July 2021

For the PBAC Chairman:



ATTY. MARLON BUAN
Regional Public Attorney
Chairperson, PBAC