Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE
Tanggapan ng Mananganggol 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 ORIGINAL INK CARTRIDGES FOR CANON PRINTERS FOR THE USE OF PUBLIC ATTORNEY'S OFFICE FOR FY 2022

LOT 1: PURCHASE REQUEST NO. 109-02-2022
LOT 2: PURCHASE REQUEST NO. 110-02-2022

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

1. The *PUBLIC ATTORNEY'S OFFICE*, through the ***General Appropriations Act under fiscal year 2022*** intends to apply the total amount of **TEN MILLION SEVEN HUNDRED THOUSAND PESOS (Php 10,700,000.00)** being the ABC to payments under the contract for the procurement of various ink cartridges for the Public Attorney's Office, as specified under Purchase Request No. 109-02-2022 for Lot 1 and Purchase Request No. 110-02-2022 for Lot 2, described as follows:

LOT 1		
APPROVED BUDGET FOR THE CONTRACT (Php 5,700,000.00) **Delivery: 15 calendar days after issuance of notice to proceed** **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)
6,000 cart.	• CANON PG-810 ink cartridge suitable, fit and compatible for use with CANON PIXMA MP237 PRINTER • Ink color: Black • Original, new toner, not remanufactured, not refill. • Yield up to 600 pages per cartridge • Print Technology: Inkjet • Ink type: Pigment based • Strong infiltration capacity, no pore lines, no diffuse, no fade when it is wet on the printer.	**(6,000 cart.)** 15 days *For strict compliance. Subject to the rules on Liquidated Damages

	Excellent fastness rate, printed graphics context will be kept for long time. Good compatibility of colors will represent you perfect performance. • Low corrosion and long lifespan	
LOT 2		
APPROVED BUDGET FOR THE CONTRACT (Php 5,000,000.00) **Delivery: 15 calendar days after issuance of notice to proceed** **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)
4,000 cart.	• CANON CL-811 ink cartridge suitable, fit and compatible for use with CANON PIXMA MP237 PRINTER • Ink color: Multicolored • Original, New toner, not remanufactured, not refill. • Yield up to 600 pages per cartridge • Print Technology: Inkjet • Ink type: Pigment based • Strong infiltration capacity, no pore lines, no diffuse, no fade when it is wet on the printer. Excellent fastness rate, printed graphics context will be kept for long time. Good compatibility of colors will represent you perfect performance. • Low corrosion and long lifespan	**(4,000 cart.)** 15 days *For strict compliance. Subject to the rules on Liquidated damages

2. The *Public Attorney's Office* now invites bids for the above Procurement Project. Delivery of the Goods is required to be accomplished within the schedule specified above within a period starting **fifteen (15) calendar days** upon receipt of notice to proceed/deliver. 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 ***11 March 2022*** 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)* for Lot 1 and Ten Thousand Pesos (Php10,000.00) for Lot 2. 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 ***22 March 2022 TUESDAY Time: 10:30a.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***[1] , 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 ***05 April 2022 TUESDAY 9:30a.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 ***05 April 2022 TUESDAY 10:30a.m.*** 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

MR. CHRISTIAN BACAYCAY
PBAC, Secretariat Member

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[1] *http://us04web.zoom.us/j/6491347597?pwd=Qmk0WjFGelRiQnRXSnpxekZTSEl4dz09 Meeting ID: 649 134 7597 Passcode: PBAC2022*

[2] *http://us04web.zoom.us/j/6491347597?pwd=Qmk0WjFGelRiQnRXSnpxekZTSEl4dz09 Meeting I: 649 134 7597 Passcode: PBAC2022*

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*

10 March 2022

ATTY. MAZLON E BUAN
PBAC Chairperson
Regional Public Attorney
PAO-Region IV-A

Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE
Tanggapan ng Mananaggol 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 ORIGINAL INK CARTRIDGES FOR CANON MODEL PRINTERS AS SPECIFIED** ***UNDER P.R. NO. 109-02-2022 (LOT 1) and P.R. No. 110-02-2022 (LOT 2), 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 AND Certification from the manufacturer that the bidder is an authorized seller /distributor/dealer of the manufacturer. In case of a reseller, he must present a certification from his distributor that he is an authorized reseller of the manufacturer along with a certification from the manufacturer that his distributor is an authorized dealer/seller of the manufacturer.**
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.
15. Single Largest Completed Contract SLCC within three (3) years from submission of bid that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to equivalent to at least twenty-five percent (25%) of the ABC for expendable items.

B. INSTRUCTIONS TO BIDDERS:

1. Two (2) separate bid envelopes, with AT LEAST three (3) 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* 05 *April 2022, 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 22 March 2022 TUESDAY Time: 10:30am 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: http://us04web.zoom.us/j/6491347597?pwd=Qmk0WjFGelRiQnRXSnpxekZTSEl4dz09 Meeting ID: 649 134 7597 Passcode: PBAC2022

C. TERMS AND CONDITIONS:

1. **Deadline of submission of bid documents shall be on 05 April 2022, 9:30 A.M. Sealed bids shall be opened during the meeting of the PBAC at the PAO-Central Office Library, 5th Floor, DOJ Agencies Bldg., Diliman, Quezon City 10:30 A.M. on 05 April 2022. 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
10 March 2022

ATTY. MARLON E BUAN
PBAC Chairperson
Regional Public Attorney
PAO-Region IV-A

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

a. Information that specifies and complements provisions of the ITB must be incorporated.

b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: a. *Procurement or sale of Original Ink Cartridges for Canon Printers* b. completed within three (3) years prior to the deadline for the submission and receipt of bids.
7.1	
12	The price of the Goods shall be quoted DDP Quezon City or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount equivalent to not less than 2% of ABC per lot if bid security is in cash, cashier's manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount equivalent to not less than 5% of ABC per lot if bid security is in Surety Bond.
19.3	*See attached Terms of Reference: Technical Specification and Delivery Schedule*
20.2	1. Company profile; 2. List of existing and previous clients; Certification issued by Head of the company or authorized representative, whether the prospective bidder is a manufacturer, supplier or distributor of the above items AND Certification from the manufacturer that the bidder is an authorized seller /distributor/dealer of the manufacturer. In case of a reseller, he must present a certification from his distributor that he is an authorized reseller of the manufacturer along with a certification from the manufacturer that his distributor is an authorized dealer/seller of the manufacturer. 3. Security and Exchange Commission registration or Department of Trade and Industry business permit; 4. Valid and current Mayor's permit or business permit; 5. VAT registration;

	6. Latest Income Tax Return; 7. Audited Financial Statements for Year 2020 (stamped "received" by the BIR); 8. Statement of the prospective bidder that he/she is not "blacklisted" or barred from bidding by the government or any of its agencies/offices; 9. 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; 10. 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; 11. Certificate of Registration from *PHILGEPS*; 12. Bid Price; 13. Bid Security in accordance with RA 9184 and its implementing rules and regulations.
21.2	*Not applicable*