



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**

**Invitation to Bid**  
**Procurement for the Supply and Delivery of Looseleaf Folders**

1. The Philippine Statistics Authority (PSA), through the 2017 General Appropriations Act, intends to apply the sum of Two Million One Hundred Thousand Pesos (P2,100,000.00), being the Approved Budget for the Contract (ABC) to payments under the Procurement for the Supply and Delivery of Looseleaf Folders. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Lot No.	Qty	Item Description	Approved Budget for the Contract (ABC)	Price of Bidding Documents (in PhP)
1	35,000 pieces	Supply and Delivery of Looseleaf Folders	2,100,000.00	5,000.00
		<b>Total ABC</b>	<b>2,100,000.00</b>	

2. The PSA now invites bids for the procurement for the Supply and Delivery of Looseleaf Folders. Delivery of the Goods is required **within thirty (30) calendar days** upon receipt of Notice to Proceed. Bidders should have completed, within the last three 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 Revised Implementing Rules and Regulations (IRR) of 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.

4. Interested bidders may obtain further information from the PSA-BAC Secretariat c/o Joseph P. Cajita and inspect the Bidding Documents at the address given below during 10:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested bidders starting **07 June 2017** from the address below and upon payment of the applicable fee as indicated above. The Bidding Documents shall be received personally by the prospective Bidder or his duly authorized representative upon presentation of proper identification document.

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.

6. The PSA-BAC will hold a Pre-Bid Conference on **19 June 2017, 1:30 P.M.** at the PSA-17<sup>th</sup> Floor, Cyberpod Centris 3, Eton Centris, EDSA cor. Quezon Avenue, Diliman, Quezon City, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the PSA, 11<sup>th</sup> Floor, Cyberpod Centris One, Eton Centris, EDSA cor. Quezon Ave., Diliman, Quezon City, on or before **03 July 2017, 1:30 P.M.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bids will be opened in the presence of the bidder's representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The Schedule of Bidding Activities shall be as follows:

ACTIVITIES	DATE AND TIME	VENUE
Sale and Issuance of Bid Documents	June 7, 2017 to July 2, 2017 10:00A.M. to 5:00 P.M.	BAC, General Services Division, Philippine Statistics Authority 11 <sup>th</sup> Floor, Cyberpod Centris One Eton Centris, EDSA corner Quezon Avenue, Diliman, Quezon City
Pre-Bid Conference	19 June 2017 1:30 P.M.	PSA Conference Room, 17 <sup>th</sup> Floor, Cyberpod Centris Three, EDSA, Diliman, Quezon City
Submission and Opening of Bids	03 July 2017 1:30 P.M.	PSA Lobby, 17 <sup>th</sup> Floor, Cyberpod Centris Three, EDSA, Diliman, Quezon City

9. The PSA reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. The PSA further reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, and makes no assurance that contract shall be entered into as a result of this invitation, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

**PSA-BAC Secretariat**

11<sup>th</sup> Floor, Cyberpod Centris One, Eton  
Centris, EDSA cor. Quezon Ave., Diliman,  
Quezon City

Tel. No.: (02) 374 8281 or 374 8283

Email: [j.cajita@psa.gov.ph](mailto:j.cajita@psa.gov.ph)

Web: [www.psa.gov.ph](http://www.psa.gov.ph) or <https://procurement.psa.gov.ph/>



**ROMEO S. RECIDÉ**

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Chair, PSA-BAC