



## INVITATION TO BID FOR

### [Supply and Delivery of Additional Supplies and Materials for Philippine Identification System (PhilSys) Pre-registration Training and Activities for the Month of November – December 2020 of PSA Region 7]

1. The *Philippine Statistics Authority 7 (PSA 7)*, through the *RA 11465 (2020 General Appropriations Act)*<sup>1</sup> intends to apply the sum of *FIVE MILLION FOUR HUNDRED FORTY-SEVEN THOUSAND AND SIXTY-SEVEN PESOS ONLY (PhP5,447,067.00)* being the Approved Budget for the Contract (ABC) to payments under the contract stated below for the *Supply and Delivery of Additional Supplies and Materials for Philippine Identification System (PhilSys) Pre-registration Training and Activities for the Month of November – December 2020 of PSA Region 7* with its corresponding ABC for each lot. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

Lot No.	Description	Approved Budget for the Contract (ABC)
1	LOT A - OFFICE SUPPLIES	PhP307,312
2	LOT B - CONSUMABLES	PhP342,040
3	LOT C – PERSONAL PROTECTIVE SUPPLIES	PhP2,900,815
4	LOT D - VEST	PhP145,600
5	LOT E - POLO SHIRT	PhP404,000
6	LOT F - UMBRELLA	PhP362,200
7	LOT G - RAINCOAT	PhP 183,600
8	LOT H - MESSENGER BAG	PhP505,000
9	LOT I - TABLET COVER	PhP296,500

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<sup>1</sup> Ibid.

1. The *PSA 7* now invites bids for *Supply and Delivery of Additional Supplies and Materials for Philippine Identification System (PhilSys) Pre-registration Training and Activities for the Month of November – December 2020 of PSA Region 7.*<sup>2</sup>

<b>Lot No.</b>	<b>Item Description</b>	<b>Qty.</b>	<b>Schedule of Delivery</b>	<b>Place of Delivery / Project Sites</b>
<b>1</b>	<b>OFFICE SUPPLIES</b>		One (1) week from receipt of the Notice to Proceed. Delivery can be on staggered basis.	
<i>1.1</i>	<b>Certificate holder</b> , A4, back: hardbound front: laminated plastic color: blue, red, yellow	839 pcs.		Cebu/Bohol/Negros Oriental
<i>1.2</i>	<b>Correction tape</b> , film base type, UL 6m min	839 pcs.		Cebu/Bohol/Negros Oriental
<i>1.3</i>	<b>Eraser</b> , felt, for blackboard/whiteboard	9 pcs.		Cebu/Bohol/Negros Oriental
<i>1.4</i>	<b>Retractable ID Badge</b> Reels/holder with Belt Clip, color: White; Wire Length: approximately 14"; Diameter: approximately 1-1/4", plastic snap loop is at the end of the cord for ID card holder attachment, secure metal clip for easy fasten to pocket, belt, waistband or lanyard	1,010 pcs.		Cebu/Bohol/Negros Oriental
<i>1.5</i>	<b>Marker</b> , whiteboard, black, felt tip, bullet type	9 pcs.		Cebu/Bohol/Negros Oriental
<i>1.6</i>	<b>Marker</b> , whiteboard, blue, felt tip, bullet type	9 pcs.		Cebu/Bohol/Negros Oriental
<i>1.7</i>	<b>Marker</b> , whiteboard, red, felt tip, bullet type	9 pcs.		Cebu/Bohol/Negros Oriental
<i>1.8</i>	<b>Marker</b> , permanent, bullet type, black	9 pcs.		Cebu/Bohol/Negros Oriental
<i>1.9</i>	<b>Marker</b> , permanent, bullet type, blue	9 pcs.		Cebu/Bohol/Negros Oriental

<sup>2</sup> A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

1.10	<b>Marker</b> , permanent, bullet type, red	9 pcs.	Cebu/Bohol/Negros Oriental
1.11	<b>Specialty paper</b> , short, 90 gsm, color: pale cream (10 sheets/pack)	90 packs	Cebu/Bohol/Negros Oriental
1.12	<b>Pencil</b> , lead, w/eraser, wood cased, hardness, lead no. 2 (3pcs/pack)	283 packs	Cebu/Bohol/Negros Oriental
1.13	<b>Staple wire</b> , standard, (26/6)	6 boxes	Cebu/Bohol/Negros Oriental
1.14	<b>Tape, masking</b> , width; 24mm ( $\pm 1$ mm)	3 rolls	Cebu/Bohol/Negros Oriental
1.15	<b>Tape, packaging</b> , brown, width: 48mm ( $\pm 1$ mm)	3 rolls	Cebu/Bohol/Negros Oriental
1.16	<b>Tape, Transparent</b> , width: 24mm ( $\pm 1$ mm)	6 rolls	Cebu/Bohol/Negros Oriental
1.17	<b>Pencil sharpener</b> , manual, single cutter head	3 pcs.	Cebu/Bohol/Negros Oriental
1.18	<b>Scissors</b> , symmetrical, blade length; 65mm min	6 pairs	Cebu/Bohol/Negros Oriental
1.19	<b>Stapler</b> , standard type, load cap:200 staples min	6 pcs.	Cebu/Bohol/Negros Oriental
1.20	<b>Staple Remover</b> , plier-type	6 pcs.	Cebu/Bohol/Negros Oriental
1.21	<b>Tape Dispenser</b> , table top, for 24mm width tape	3 pcs.	Cebu/Bohol/Negros Oriental
1.22	<b>File storage box with lid</b> , size: Legal dimension: 15x12x10 inches	3 pcs.	Cebu/Bohol/Negros Oriental
1.23	<b>Bond Paper</b> , legal size, 80 gsm	134 reams	Cebu/Bohol/Negros Oriental
1.24	<b>Bond Paper</b> , A4, 80 gsm	8 reams	Cebu/Bohol/Negros Oriental
1.25	<b>Ballpen</b> , black, liquid or gel, 0.5 mm, needle type	7,212 pcs.	Cebu/Bohol/Negros Oriental

1.26	<b>Ballpen</b> , red, liquid or gel, 0.5 mm, needle type	989 pcs.		Cebu/Bohol/Negros Oriental
1.27	<b>Clipboard</b> , FC/long, hard acrylic plastic	728 pcs.		Cebu/Bohol/Negros Oriental
1.28	<b>Puncher</b> , heavy duty, 30 sheets of 70gsm multipurpose paper, with two-hole guide, diameter of hole:7mm (approx.)	6 pcs.		Cebu/Bohol/Negros Oriental
1.29	<b>Fastener</b> , for paper, metal, non-corroding, able to hold 25mm thick of multipurpose paper(70gsm), 70mm between prongs	728 boxes		Cebu/Bohol/Negros Oriental
1.30	<b>PVC ID Card sheet</b> , A4	15 boxes		Cebu/Bohol/Negros Oriental
2	<b>CONSUMABLES</b>			
2.1	<b>Toner cart HP 78A</b> , black	50 carts	One (1) week from receipt of the Notice to Proceed. Delivery can be on staggered basis.	Cebu
2.2	<b>Epson 664 ink color</b> , cyan	1 bottle		Cebu
2.3	<b>Epson 664 ink color</b> , yellow	1 bottle		Cebu
2.4	<b>Epson 664 ink</b> , magenta	1 bottle		Cebu
2.5	<b>Epson 664 ink</b> , black	11 bottle		Cebu
2.6	<b>HP 85A- Black Laserjet Toner Cartridge</b>	25 cart		Bohol
2.7	<b>Ink, Epson 774, black, Epson M220</b>	30 bottles		Bohol/Negros Oriental
2.8	<b>HP Ink 704-</b> Black	30 carts		Bohol
2.9	<b>HP Ink 704-</b> Tri-color	30 carts		Bohol
2.10	<b>INK REFILL, Epson 003, genuine</b> , black	20 bottles		Bohol/Negros Oriental
2.11	<b>INK REFILL, Epson 003, genuine</b> , magenta	20 bottles		Bohol/Negros Oriental
2.12	<b>INK REFILL, Epson 003, genuine</b> , cyan	20 bottles		Bohol/Negros

				Oriental
2.13	<b>INK REFILL, Epson 003, genuine, yellow</b>	20 bottles		Bohol/Negros Oriental
2.14	<b>Toner Cart, HP CB435A, Black</b>	2 carts		Negros Oriental
2.15	<b>TONER, HP CE285A (HP85A), black</b>	10 carts		Negros Oriental
<b>3</b>	<b>PERSONAL PROTECTIVE SUPPLIES</b>		One (1) week from receipt of the Notice to Proceed. Delivery can be on staggered basis.	
3.1	<b>FACE MASK</b> surgical, disposable, 3ply with earloop, odorless	72,426 pcs.		Cebu/Bohol/Negros Oriental
3.2	<b>LATEX GLOVES</b> *Material Natural Rubber Latex *Color Pale Yellow, the color may vary due to storage time and conditions *Design Straight Fingers, Thumb and Fingers in one plane, Fits either *hand (Ambidextrous) Rolled Rim. *Shelf Life 3 years from the date of manufacture	181,472 pcs.		Cebu/Bohol/Negros Oriental
3.3	<b>REUSABLE FACE SHIELD</b> *Full face shield *Anti-fog *Latex-free *One size fit all *with eyeglass frame	2,977 pcs.		Cebu/Bohol/Negros Oriental
3.4	<b>ALCOHOL (ETHYL 500ML)</b> *at least 70% Ethanol (Ethyl alcohol) *Colorless Clear liquid *Cap: Flip-top/pull-up *Scented	6,906 bottles		Cebu/Bohol/Negros Oriental
3.5	<b>TISSUE PAPER</b> *2ply, 1000 sheets *12 rolls/pack	962 packs		Cebu/Bohol/Negros Oriental
3.6	<b>WET WIPES (90pcs/pack)</b> *Unscented *Wipes contains the natural properties of aloe vera, lanolin, and vitamin E. *It is natural, mild and effective cleansing. *Paraben-free *Hypo-allergenic	3,104 packs		Cebu/Bohol/Negros Oriental

	<p>*Natural ingredients          *Resable cover to prevent moisture loss          *Sheet size: 200mm x 100mm          *Thicker sheet          *FDA Approved</p>			
3.7	<b>Ascorbic Acid (Vit. C) *500 mg</b>	36,868 tablets		Cebu/Bohol/Negros Oriental
<b>4</b>	<b>VEST</b>		Two (2) weeks from receipt of the Notice to Proceed. Delivery can be on staggered basis.	
4.1	<p><b>UNIFORM-VEST</b>          *Material: cotton blend, thick, Casual and comfortable to wear, Brand new Good quality with PSA logo in front and Philippine Identification System (PhilSys) logo at the back          *Size: XL, XXL, 3XL          *Color: Gray and blue with gray reflector, 4 pockets: 2 chest, 2 side</p> <p><i>(please see attached design)</i></p>	728 pcs.		Cebu/Bohol/Negros Oriental
<b>5</b>	<b>POLO SHIRT</b>		Two (2) weeks from receipt of the Notice to Proceed. Delivery can be on staggered basis.	
5.1	<p><b>POLO-SHIRT</b>          with Philippine Identification System (PhilSys) logo          polyster, interlock, smooth and sleek fabric,          White, good quality cloth</p>	1,010 pcs.		Cebu/Bohol/Negros Oriental
<b>6</b>	<b>UMBRELLA</b>		Two (2) weeks from receipt of the Notice to Proceed. Delivery can be on staggered	
6.1	<p><b>UMBRELLA</b>          white with PSA and PhilSys logos, silver frame, black plastic handle with grip          100% brand new and high-quality rain or shine all weather purpose          size: if open, 8cm width 85cm height available</p> <p><i>(Please see attached design)</i></p>	1,811 pcs.		Cebu/Bohol/Negros Oriental

7	<b>RAINCOAT</b>		Two (2) weeks from receipt of the Notice to Proceed. Delivery can be on staggered	
	<b>RAINCOAT</b> , white, PVC nylon fabric, Thick, poncho with PSA and PhilSys logos	918 pcs.		Cebu/Bohol/Negros Oriental
8	<b>MESSENGER BAG</b>		Two (2) weeks from receipt of the Notice to Proceed. Delivery can be on staggered	
8.1	<b>MESSENGER BAG</b> *Lining Material: Polyester, good quality with Philsys logo *Handbags Type: Messenger Bag *Closure Type: Zipper and Hasp *Shape: Satchels *Item type: shoulder bag, handbag *Color: Black *Size: 27.5 *9*19cm Weight: 0.3kg  <i>(please see attached design)</i>	1,010 pcs.		Cebu/Bohol/Negros Oriental
9	<b>TABLET COVER</b>		Two (2) weeks from receipt of the Notice to Proceed. Delivery can be on staggered	
9.1	<b>TABLET COVER</b> * water proof *Transparent front allowing full use of device features, touchscreen compatible *Includes padded back and back window for crystal clear photos and videos W/rear hand loop, easy to carry with adjustable shoulder strap *tablet dimension: 244.5x154.3x7mm *tablet brand: Samsung Galaxy Tab S6 lite, 10.4in	593 pieces		Cebu/Bohol/Negros Oriental

Delivery of the Goods is required *on the schedule mentioned under Section VI. Schedule of Requirements*. 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.

2. 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.

3. Interested bidders may obtain further information from **PSA 7 through the RBAC Secretariat** and inspect the Bidding Documents at the address given below during **working days, 8:00 am to 5:00 pm**.
4. A complete set of Bidding Documents may be acquired by interested Bidders from **29 October 2020 to 18 November 2020 (until 12:00nn only)** 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:

<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>COST OF THE BIDDING DOCUMENTS (in Philippine Peso)</b>
<i>500,000 and below</i>	<i>500.00</i>
<i>More than 500,000 up to 1 Million</i>	<i>1,000.00</i>
<i>More than 1 Million up to 5 Million</i>	<i>5,000.00</i>
<i>More than 5 Million up to 10 Million</i>	<i>10,000.00</i>
<i>More than 10 Million up to 50 Million</i>	<i>25,000.00</i>

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(<http://rso07.psa.gov.ph>), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The **PSA 7** will hold a Pre-Bid Conference on **06 November 2020, 1:30 PM** at **2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO 7), Gaisano Capital South Bldg., Colon St., Cebu City**, which shall be opened to prospective bidders.
6. Bids must be duly received by the **RBAC Secretariat** at the address below on or before **18 November 2020, 12:00nn**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause Error! Reference source not found.**



Bid opening shall be on ***18 November 2020, 1:30 PM*** at ***2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), Gaisano Capital South Bldg., Colon St., Cebu 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.

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

<b>ACTIVITIES</b>	<b>DATE AND TIME</b>	<b>VENUE</b>
Sale and Issuance of Bid Documents	29 October 2020 to 18 November 2020  <i>(Note: During office hours only, Monday-Friday, from 8:00 AM. to 5:00 PM except for 18 November 2020 which is until 12:00 NN only)</i>	2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), Gaisano Capital South Bldg., Colon St., Cebu City
Pre-Bid Conference	06 November 2020 1:30 PM	
Submission of Bids	29 October 2020 to 18 November 2020  <i>(Note: During office hours only, Monday-Friday, from 8:00 AM to 5:00 PM except for 18 November 2020 which is until 12:00 NN only)</i>	
Deadline for the Submission of Bids	18 November 2020 until 12:00 NN only	
Opening of Bids	18 November 2020 1:30 P.M.	
<b>OTHER INFORMATION</b>		
As Cebu City is placed under Modified General Community Quarantine (MGCQ) due to COVID-19 outbreak, please take note of the following:		
<b><u>SALE OF THE BIDDING DOCUMENTS</u></b>		
<ul style="list-style-type: none"> <li>• By appointment (depending on the availability of the Cashier)</li> <li>• Prospective Bidder/s may call the RBAC Secretariat for the schedule / appointment.</li> </ul>		
<b><u>RBAC Secretariats:</u></b>		
Irish B. Velasco – 09224418804 Melita C. Jomoad – 09424031383		

Cayylord D. Niala – 09239325957

**ISSUANCE OF BID DOCUMENTS**

Bidding documents can be downloaded from the PhilGEPS website and the website of PSA RSSO 7 as indicated in the bidding documents. ***(Reminder: Only those who have paid the applicable fee for the bidding documents are eligible to bid.)***

8. The **PSA 7** 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.
9. For further information, please refer to:

***Ms. Edwina M. Carriaga/Ms. Irish B. Velasco/Ms. Melita C. Jomoad/  
Mr. Cayylord D. Niala  
Philippine Statistics Authority Regional Statistical Services Office 7  
Gaisano Capital South Bldg. Colon St., Cebu City  
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**EDWINA M. CARRIAGA**  
*R07-BAC Chairperson*



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