



SPECIAL BIDS AND AWARDS COMMITTEE

**INVITATION TO BID
(ITB)**

1. The OFFICE OF THE SOLICITOR GENERAL (OSG) hereby invited all interested parties — individuals, partnerships and/or corporations, to participate in the public bidding of various items particularly metal lighting fixtures and various printer toner with a lot price of **THIRTY NINE THOUSAND THREE HUNDRED TWENTY EIGHT PESOS and 33/ 100 (Php 39, 328.33)**, in an “AS-IS WHERE IS” basis as indicated below:

Description		Quantity	Unit of Measurement
Metal	555 pcs x 9kg	4995	Kg.
Toner	Yellow (EPC-045Y)	14	Pc.
Toner	Cyan (EPC-045C)	14	Pc.
Toner	Black (EPC-045K)	19	Pc.
Toner	Magenta (EPC-045M)	14	Pc.
Toner	Brother (TN-2260)	49	Pc.
Toner	Brother (TN-2025)	18	Pc.
Toner	HP (13A)	6	Pc.
Toner	HP (15A)	4	Pc.

Toner	HP (49A)	21	Pc.
Toner	HP (80A)	31	Pc.
Toner	HP (53A)	77	Pc.
Toner	HP (51A)	28	Pc.
Toner	HP (98A)	1	Pc.
Toner	Canon (EP-052H)	190	Pc.
Toner	Fujixerox (CT201632)	1	Pc.
Toner	Fujixerox (CT201633)	13	Pc.

2. No bid shall be allowed lower than the said lot prices.

3. Upon payment of a non-refundable Bid Fee of Five Hundred Pesos (Php 500.00) per lot at the OSG Cashier Division, **interested bidders may get the bid documents on March 12, 2020 at the FAB Secretariat. Pre-bid conference will be held on March 17, 2020 at 2:00 pm** at the conference room of Felix Angelo Bautista Division. Interested bidders may **view and inspect said items** at the OSG Building Basement with office address at 134 Amorsolo Street, Legazpi Village, Makati City on **March 17, 2020 from 8: 00 am to 5: 00 pm.**

4. **Sealed bids will be received at the Special Bids and Awards Committee Office at 9th floor, Padilla Hall, OSG Building, 134 Amorsolo Street Legazpi Village, Makati City. Deadline of submission of bid is on March 20, 2020 at 2:00 pm.** Bid submitted beyond said deadline shall not be accepted. The bidder (company owner) shall enclose in a sealed envelope the following:

a) Fully-accomplished Bid Form;

b) Minimum bid bond equivalent to ten (10%) percent of the bid price set by the OSG in the form of cash or manager's check issued by a reputable bank payable to the Office of the Solicitor General;

c) Photocopy of the company's latest Mayor's Permit, DTI Registration, SEC Registration, Barangay Clearance;

d) Photocopy of the company's latest Annual Income Tax Return (Bid Form 1701), stamped received by BIR or its duly accredited and authorized institutions/tax clearance (BIR Form 17.14B) or Certificate of Registration (BIR Form 2303), in case of new companies;

e) Latest notarized Special Power of Attorney and Board Resolution (in case the duly authorized company representative is attending the public bidding)

5. The company owner or his/her duly notarized company representative must be present during the opening of bids, otherwise, his/her envelope shall not be opened.

6. A bidder may modify its bid offer after it has been submitted, provided that the modification is received by the OSG prior to the deadline of the submission of bid. A bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted by the OSG prior to the deadline of the submission of bids. A bidder that withdraw its bid shall not be permitted to submit another bid for the same project.

7. The bid shall be declared void if it does not comply with the requirements mentioned in item nos. 2, 3, 4 and 5. Prior to the issuance of the Notice of Award and to Proceed (NAP), the winning bidder shall present the original copy of the foregoing documents for validation.

8. **Opening of bids shall be held on March 20, 2020 at 2:00 pm at Felix Angelo Bautista Conference Room, APMC Building, Office of the Solicitor General, 136 Amorsolo Street, Legazpi Village, Makati City.**

9. The bond will be returned to the non-winning bidder/s right after the award.

10. Award shall be made to the highest bidder. In case of a tie, the OSG will resort to a non-discretionary criteria (toss coin or draw) to determine the winning bidder. In case the winning bidder refuses to accept the award, the next higher bidder shall be awarded the bid, so forth and so on. However, any bidder who refuses to accept the award shall be

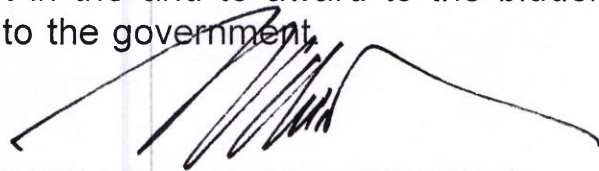
blacklisted and shall not be allowed to participate in future biddings, without prejudice to OSG's other causes of action and remedies available.

11. The ten (10%) percent bond shall be forfeited if the full price is not paid by the winning bidder within the prescribed period stated in the NTP.

12. Upon payment of the full price, the winning bidder/s shall be the recipient of the metal lighting fixtures and various printer toner and is required to haul the same within seven (7) working days. Expenses incidental to the pick-up/hauling shall be borne by the winning bidder; and in case the winning bidder fails to complete the pick-up hauling of the property within the prescribed period, the award shall be revoked/cancelled. The next higher bidder shall be awarded the bid, so forth and so on.

13. If prospective bidders are declared ineligible, no bids are received, all bids fail to comply with the bid requirement, all bids are below the floor price, the winning bidder refuses to accept the award or the winning bidder fails to make the payment as required, the SBAC shall declare a failure of bidding.

14. This ITB will be posted in at least three (3) public places in the locality and at the OSG Intranet and Website. The OSG reserves the right to reject any or all of the bids with or without cause, to annul the bidding process, to waive any defect in the and to award to the bidder whose bid is the most advantageous to the government.



ANGELITA VILLANUEVA MIRANDA

Assistant Solicitor General

Chairperson, Special Bids and Awards Committee