



Republic of the Philippines

Office of the Solicitor General

OSG Bldg. 134 Amorsolo St., Legaspi Village, Makati City

Tel No. 8988-1674 loc. 777; & 8836-3314;

Telefax No. 8813-11-74

Website: www.osg.gov.ph

INVITATION TO BID FOR

[RE-BIDDING] PROCUREMENT OF SUPPLY AND DELIVERY OF TONERS WITH PRINTER (FY 2025)

1. The **Office of the Solicitor General**, through **Republic Act (RA) No. 12116** or the **General Appropriations Act of FY 2025** intends to apply the sum of **Four Million Six Hundred Thirty-Six Thousand Pesos Only (Php4,636,000.00)** being the ABC to payments under the contract for **Procurement of Supply and Delivery of Toners with Printer for FY 2025/ OSG PR No. 024-10-225**. Bids received in excess of the Approved Budget for the contract (ABC) shall be automatically rejected at bid opening.
2. The **OSG** now invites bids for the above Procurement Project. Delivery of the Goods is required to complete the delivery, installation, and configuration **within forty-five (45) calendar days from the receipt of the Notice to Proceed** and will be effective for one (1) year. Bidders should have completed, within **five (5) 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 nondiscretionary "*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 **OSG** and inspect the Bidding Documents at the address given below during **Monday to Friday 8:00am to 5:00pm**.

5. A complete set of Bidding Documents may be acquired by interested Bidders from Monday to Friday, between 8:00am to 5:00pm starting **31 January 2025** until **10:00 am** of **19 February 2025**, from the given address and website(s) 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)**. Interested bidders may purchase the bidding documents by depositing the amount of **Five Thousand Pesos (Php5,000.00)**, with the **OSG Trust Fund 101 Account Number 1802-1016-23**, Office of the Solicitor General, Land Bank of the Philippines, Paseo de Roxas Branch, Makati City and submitting the proof of deposit at **fms@osg.gov.ph**, or by paying directly with the Cashier's Office at the Office of the Solicitor General, 134 Amorsolo Street, Legaspi Village, Makati City.
6. The **OSG** will hold a Pre-Bid Conference open to prospective bidders on **7 February 2025 @ 10:30 am** at the **9th Floor, Padilla Hall/6th Floor, Library and Legal Resources Division, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City** and/or through video conferencing or webcasting **via Microsoft Teams**.
7. Bids must be duly received by the BAC Secretariat/Procurement through manual submission at the office address indicated below on or before **10:25 am of 19 February 2025**. **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 **10:30 am of 19 February 2025** at the **9th Floor, Padilla Hall/6th Floor, Library and Legal Resources Division, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City** and/or via **Microsoft Teams**. Bids will be opened in the presence of the bidders' representatives who choose to personally attend the activity.
10. Prospective Bidders are required to submit (1) one additional hard copy of their bid as allowed in **ITB** Clause 15.

Also, for purposes of videoconferencing, prospective bidders are advised to provide their email addresses not later than thirty (30) minutes before the activity at the email address below. While the BAC can conduct face-to-face pre-bid conference and opening of the bids, prospective bidders are enjoined to send at most two (2) representatives due to limited space of the conference room.

11. The **OSG** 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.

12. For further information, please refer to:

Christian D. Buat

ADMIN Division – Procurement Section / BAC Secretariat

Office of the Solicitor General

OSG Building, 134 Amorsolo St., Legaspi Village, Makati City 1229

E-mail Address: osg.procurement@yahoo.com and/or rfq.osgprocurement@gmail.com

Tel No. (02) 8988-1674 loc. 777 / (02) 8836-3314 / Telefax No. (02) 8813-1174

Website: www.osg.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents: <https://osg.gov.ph/page?call=proc-biditems>

Date of Issue: *January 31, 2025*


SHARON E. MILLAN-DECANO
Assistant Solicitor General
Chairperson, Bids and Awards Committee