



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 4314340  
**Procuring Entity** OCCIDENTAL MINDORO STATE COLLEGE  
**Title** PROCUREMENT OF OFFICE SUPPLIES FOR THE 1ST QUARTER OF CY 2017  
**Area of Delivery** Occidental Mindoro

<b>Solicitation Number:</b>	B-8661-17-03	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	6
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	31-Jan-2017
<b>Approved Budget for the Contract:</b>	PHP 790,170.20	<b>Last Updated / Time</b>	31-Jan-2017 00:00 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	21-Feb-2017 14:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Aileene T Dagos Administrative Officer V San Jose, San Jose Occidental Mindoro Philippines 5100 63-43-4570259 63-43-4911460 dagosaileene@gmail.com		

#### Description

INVITATION TO BID  
PROCUREMENT OF OFFICE SUPPLIES FOR THE 1ST QUARTER OF CY 2017

1. The OCCIDENTAL MINDORO STATE COLLEGE (OMSC), through the General Fund/Special Trust Fund intends to apply the sum of Seven Hundred Ninety Thousand One Hundred Seventy Pesos and 20/100 (Php790,170.20) being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Office Supplies for the 1st Quarter of CY 2017 (B-8661-17-03). Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The OCCIDENTAL MINDORO STATE COLLEGE (OMSC) now invites bids for the Procurement of Office Supplies for the 1st Quarter of CY 2017 (B-8661-17-03).
3. Delivery of the Goods is required thirty (30) calendar days after receipt of Notice to Proceed. Bidders must have an experience of having completed, within the period of five (5) years from the date of submission and receipt of bids, at least two (2) contracts that are similar to this Project, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC.
4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 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 and subject to Commonwealth Act 138.

5. Interested bidders may obtain further information from OCCIDENTAL MINDORO STATE COLLEGE and inspect the Bidding Documents at the address given below during office hours, Mondays to Fridays (8:00-12:00/1:00-5:00) from January 31 to February 21, 2017.

6. A complete set of Bidding Documents may be purchased by interested Bidders from January 31 to February 21, 2017 from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of One Thousand Pesos Only (Php1,000.00) to the OMSC Cashier. 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 nonrefundable fee for the Bidding Documents not later than the submission of their bids.

7. The Occidental Mindoro State College will hold a Pre-bid Conference on February 8, 2017 - 3:00 PM at the BAC Office, 2F Administration Building, OMSC Main Campus, San Jose, Occidental Mindoro which shall be open only to all interested parties who have purchased the Bidding Documents.

Bidders are encouraged to attend the Pre-bid Conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the bidder shall not prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents discussed during the Pre-bid Conference by securing a copy of the Minutes of the Pre-Bid Conference and shall pay the nonrefundable fee amounting to Five Hundred Pesos (Php500.00) per set of the minutes.

8. Prospective bidders shall submit their sealed envelopes, duly accomplished forms as specified in the BDS and must be delivered to the address below on or before 2:00 PM, February 21, 2017. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

The authorized representative shall submit a letter from the authorized management officer authorizing him/her to drop their bid, attend the bidding process and present ID for verification.

Should the scheduled date of Pre-Bid and Opening of Bids falls under special holidays, the same shall be re-scheduled a day after or on succeeding working days.

Bids will be opened on the same day at 3:00 PM. Late bids shall not be accepted.

9. Prospective bidders are strongly encouraged to order or download the electronic copy of the Bidding Documents from the PhilGEPS website: [www.philgeps.net](http://www.philgeps.net), for them to be included in the Document Request List of the project.

10. Prospective bidders shall quote the brand they are offering. For the winning bidder, a Retention Fee of ten percent (10%) of the Contract Price shall be withheld on top of the six percent (6%) VAT and Withholding Tax.

11. The OCCIDENTAL MINDORO STATE COLLEGE 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, without thereby incurring any liability to the affected bidder or bidders. The OMSC further assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in preparation of their bids.

12. For further information, please refer to:

CATHELYN M. ALACABA  
BAC Secretary for Goods and Services  
Occidental Mindoro State College, San Jose, Occidental Mindoro  
Email Address: [omsc\\_9747@yahoo.com](mailto:omsc_9747@yahoo.com)  
Tel/Fax No. (043) 457-0259  
Mobile No. 0918-9574839

MA. PAZ FATIMA D. PALMARES  
Chairperson  
Bids and Awards Committee

**Pre-bid Conference**

**Date**

**Time**

**Venue**

08-Feb-2017

3:00:00 PM

BAC Office, 2F Administration Building,  
OMSC Main Campus  
San Jose, Occidental Mindoro

**Created by** Aileene T Dagos

**Date Created** 30-Jan-2017

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

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