



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 11282016

**Procuring Entity** DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION XII

**Title** NP-2FB-DSWD12-2024-TARABASA-004 NEGOTIATED PROCUREMENT TWO-FAILED PROCUREMENT OF SUPPLY AND DELIVERY OF CONSUMABLE AND EXPENDABLE OFFICE SUPPLIES FOR THE USE OF TARA BASA! TUTORING PROGRAM STAFF (LOT

**Area of Delivery** South Cotabato

<b>Solicitation Number:</b>	2024-04-0450 STU	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Two Failed Biddings (Sec. 53.1)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	4
<b>Category:</b>	Office Equipment Parts and Accessories	<b>Date Published</b>	24/09/2024
<b>Approved Budget for the Contract:</b>	PHP 440,950.00	<b>Last Updated / Time</b>	24/09/2024 00:00 AM
<b>Delivery Period:</b>	20 Day/s	<b>Closing Date / Time</b>	08/10/2024 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Loreto Jr. Vargas Cabaya Regional Director Regional Center, Brgy. Carpenter Hill Koronadal City South Cotabato Philippines 9506 63-228-3180 Ext.81 63-228-3180 fo12@dswd.gov.ph		

#### Description

INVITATION FOR  
NEGOTIATED PROCUREMENT TWO-FAILED PROCUREMENT OF SUPPLY AND DELIVERY OF CONSUMABLE AND EXPENDABLE OFFICE SUPPLIES FOR THE USE OF TARA BASA! TUTORING PROGRAM STAFF (LOT 2)  
Reference Number: NP-2FB-DSWD12-2024-TARABASA-004

- The Department of Social Welfare and Development Field Office XII (DSWD FO XII), through its Bids and Awards Committee (BAC) intend to procure NP-2FB-DSWD12-2024-TARABASA-004 NEGOTIATED PROCUREMENT TWO-FAILED PROCUREMENT OF SUPPLY AND DELIVERY OF CONSUMABLE AND EXPENDABLE OFFICE SUPPLIES FOR THE USE OF TARA BASA! TUTORING PROGRAM STAFF (LOT 2) with an Approved Budget for the Contract amounting to Four Hundred Forty Thousand and Nine Hundred Fifty Pesos Only (P440,950.00) inclusive of all applicable taxes.
- The DSWD FO XII BAC now invites technically, legally, and financially capable suppliers for the said project.
- The Procurement procedure for this requirement is Negotiated Procurement for two-failed Bidding pursuant to Section 53.1 of the Revised Implementing Rules and Regulations (R-IRR) of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act".

The selection of the successful offer shall be based on the best and final offer that will be submitted on the set deadline by the BAC and which would meet the minimum technical specifications required.

4. Interested Bidders may obtain further information from the DSWD BAC Secretariat at the address and contact number given below from September 24, 2024 to October 07, 2024, 8:00 AM to 5:00 PM.

5. The DSWD FO 12 will hold a Negotiation Meeting on 30 September 2024 at DSWD REGIONAL OFFICE XII, BRGY.

6. The schedule of the bidding activities are as follows:

#### ACTIVITIES SCHEDULE

Advertisement/ Posting of Request for Quotation / Start of Availability of Request for Quotation September 24, 2024 to October 7, 2024, 8:00 AM to 5:00 PM.

Negotiation Meeting 30 September 2024 at DSWD REGIONAL OFFICE XII, BRGY. CARPENTER HILL, KORONADAL CITY  
Deadline of Submission of Quotations and Legal / Technical Documents (in

Sealed Envelope) On or before 08 October 2024, 9:00 A.M.

Opening of Quotations 08 October 2024, 10:30 A.M.

Tentative Schedule for Post-qualification 10 October 2024

7. Two (2) copies of the proposals (one original and one copy) must be submitted to the BAC which must be duly received by the BAC Secretariat through manual submission at the office address indicated above on or before 9:00 AM of 08 October 2024. Late submission shall not be accepted.

8. Bid opening and evaluation shall be on 08 October 2024, 10:30 a.m. at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

9. Interested bidders shall submit the following documents in sealed envelopes, labelled as "Negotiated Procurement for Two-Failed Biddings", with the title of the procurement project, name of the bidder, address, and the contact details of the bidder, addressed to the BAC.

#### Checklist of Technical and Financial Documents

##### I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

a. Valid PhilGEPS Registration Certificate (Platinum Membership)(all pages)

Technical Documents

a. Statement of Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid. For this purpose, the definition of similar contracts shall refer to Internet Service Providers which shall be completed within the last 2 years prior to the date of submission of the best and final offer.

b. Original Copy of Bid Security in any of the following form as prescribed under the 2016 revised IRR of RA 9184:

i. The amount of not less than ₱8,819.00 or the amount equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or

ii. The amount of not less than ₱22,047.50 or the amount equivalent to five percent (5%) of ABC if bid security is in Surety Bond; and

iii. Bid Securing Declaration (notarized)

c. Conformity with the Schedule of Requirements and Technical Specifications (please see Annex A and B)

d. Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of corporation, partnership, or cooperative, or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder

e. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

##### II. FINANCIAL COMPONENT ENVELOPE

a. Original of duly signed and accomplished Financial Bid Form;

b. Price Schedule

10. The DSWD FO XII reserves the right to accept or reject any bid/proposal, annul the bidding process, and 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.

11. For further information, please refer to:

DSWD 12- BAC Secretariat Head

Administrative Division- Procurement Section

DSWD Field Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City, 9506

procurement.fo12@dswd.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents:  
<https://fo12.dswd.gov.ph/bid-bulletin/>  
<https://www.philgeps.gov.ph>

Issued this 23rd day of September 2024

JACKIYA A. LAO  
Chairperson, DSWD FOXII BAC  
ANNEX B

#### Technical Specifications

1. The project is for NEGOTIATED PROCUREMENT TWO-FAILED PROCUREMENT OF SUPPLY AND DELIVERY OF CONSUMABLE AND EXPENDABLE OFFICE SUPPLIES FOR THE USE OF TARA BASA! TUTORING PROGRAM STAFF (LOT 2) with NP-2FB-DSWD12-2024-TARABASA-004 as Reference Number.

2. Bidders must state either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the goods/equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's unamended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

#### Item Specification Statement of Compliance

##### LOT 2

Office Supplies: Expendable

1 External Hard Drive; Black; -8 UNITS

Capacity: 2TB; Hard Disk Description: Mechanical Hard Disk; Hard Disk Interface: USB 3.0; Hard Disk Rotational Speed: 5400 RPM; Hardware Platform: PC, Mac Special Feature: Password Protection; Form Factor: 2.5-inch

2 Flashdrive: USB 3.1 Gen 1; -25 UNITS

Backwards compatible with USB 2.0; Read speed of up to 400MB/s; Write speed of up to 250MB/s; Interface: USB 3.1; Model: x770w; Storage Capacity: 32GB

Note: the flash drives should have no preloaded files.

3 Data file box, 125mm x 230mm x 400mm - Color: Blue; Vertical -20 PIECES

4 DATA FOLDER, Clipboard, 75mm x 240mm x 400mm with taglia lock -30 PIECES

5 File Organizer legal size - Expanding, plastic -30 PIECES

6 Heavy Duty Puncher, two hole, punching capacity: 30 sheets @

80 gsm, with adjustable paper gauge and handle lock -20 PIECES

7 Scissors; symmetrical; size: 215mm (8.5"); Material: Stainless steel; Blade thickness: 2.5mm; Unique design handle.; Sandblasting surface; Packed by slide card -60 PAIRS

8 Tape Dispenser 1"; Black - Table Top -30 PIECES

9 Storage Box 120L; width (m) .52; height (cm) 44; gross weight (kg) 3.52; net weight (kg) 2.92; material non-biodegradable;

color: transparent -20 PIECES

10 Heavy duty Stapler; Weight: 0.494kg; Product Dimension:(W x H x L) 7.4in x 1.13in x 2.7in; Color: Gray, Black, Blue; Material Type: Metal -10 PIECES

11 Mechanical Sharpener; stainless steel with metal body; with translucent pencil shaving bin -5 PIECES

12 Wireless presentation clicker; size: 131\*18.4\*12.5mm; Color:

black; Working voltage: 1.5V; Battery power supply:

1.5V/AAA\*1; Charging power supply: 3.7V/180mAh -5PIECES

13 Document Steel Filling Tray (3 Layers), Black, 37L X 29H X 24W -10 PIECES

14 Laminating machine (hot & cold reverse) size: A4; heavy duty; 220V -3 PIECES

15 Monoblock chairs; Color: Blue; Size: 43cm x 38cm x 72cm; Armless with Backrest; Mid-back height; Lightweight; Durable;

Stackable; Easy to carry and move; Easy to clean; comfortable -50 PIECES

16 Foldable tables; Size: 122.4Lx60.9WX73.6H; Weight:

11.2Kg; Material: High Density Polyethylene/Steel; Rust-

resistant powder coated steel frame; stain resistant and easy to

clean; superior strength and durability; Mode of UV-Protected High Density Polyethylene (HDPE) top; Pre-assembled -

15 pieces

17 35/40L Air Cooling Fan Industrial; Air-conditioning Fan;Household Wheel; Remove with Water Tank Cooling Fan Air Cooler;Heavy Industrial Cooling Fan; Mobile Air

Conditioning Fan -6 PIECES

18 HDMI wireless transmitter receiver; Transfer method - 5GHz

Extender; HDMI Resolution: -1080P@60Hz, compatible with

720P@60Hz; VGA resolution -1080P@60Hz, compatible with

720P@60Hz; Phase - 50 meters

wireless; Port - USB-C; Material - Aluminum alloy + ABS -4 PIECES  
19 Digital recorder; 4GB internal memory, expandable to 32GB with micro SD; Maximum Files: 5,000files; S-microphone system records distant or quiet sounds clearly; Focus and Wide-Stereo recording; Auto voice recording reduces background noise; Built-in USB connector; BUILT-IN MEMORY : 4GB; INPUT AND OUTPUT TERMINALS: [PC I/F] Hi-Speed USB [Input] Stereo Mic-in jack [Output] Stereo Earphone jack -4 PIECES  
20 8"x2 inch BT SPEAKER Portable Wireless & Rechargeable with Microphone and Remote(MZONE); 4500mah; USB portable cable -10 PIECES  
21 Secretariat box (small); Storage box; Medium size; Made of plastic resins; High impact resistant Extreme durability; with wheels for easy mobility; Measurements: L60 x W45 x H38cm -4 PIECES  
22 Extension cord (multisocket); 6 Gang [6X International Outlet] Extension Set; Length: 5 Meters; Individual Switch and LED On Indicator; Internal Surge Protection Device; Built-in Fuse Protection; Insulated Copper Wire Connection; Fire Retardant Plastic; Adaptable to standard plugs of all countries; Insulation Resistance: 500MΩ; Rated Voltage: 250V~; Rated Current: 10A Power: 2500W MAX -5 PIECES  
23 Portable document scanner  
High resolution scanner for A4 size documents and images, excellent scanning performance; Compact size and lightweight design; Built-in real time scanning detector; Built in speed controller; Avoid image distortion; Supports memory card up to 32G, can store large capacity files. Direct plug-in, driver installation not required; Scan above 200 pages -4 PIECES  
24 Spring binder machines; Size: A4; Punch size: 3\*8MM; binding capacity: 200 sheets; punching capacity: 12 sheets; With handle, side margin adjustment, pinch roller, waste bin and die disengagement pin -1 PIECE  
25 Single hole puncher; Size: 154x60x17mm; 6mm Hole diameter; capacity: 8 sheets; color – silver; high quality steel; heavy-duty -10 PIECES  
26 Three hole puncher; Size: 278x40x51mm; punches up to 8 sheets ; Use three 7mm diameter punch heads; Hole pitch: 108mm; durable steel construction; -2 PIECES  
27 Microphones wireless; Dual, long range, high power sound RECEIVER  
Sensitivity:12dBuV(80db S/N); Sensitivity rang:12-32dBuV; RF squelch: ≥275dB; Audio output level: Balanced output:0~0.5V/600 Audio output:0~0.5V/5K; Power: 220 AVC SYSTEM RF characteristics Modulation: PLL; Frequency ranges:520MHZ~952MHZ; Modulation: FM; Peak : deviation:±45khz; AF frequency response: 80~15KHZ(±3DB); T.H.D: ≤1%; Temperature range: -10°C~+40°C -6 UNITS  
28 Document shredder machine;  
Paper shredding capacity: 16 sheets; Capacity: 30L Paper shredding time: 60min Can Shred Paper/Card Type/Optical Disc; Size: 628\*400\*310mm; Confidentiality Level: 5 levels of confidentiality; German level 5 confidential: An A4 sheet of paper can be shredder 2598 sections; Noise≤60dB - low working noise, bass shredding - 1 PIECE  
29 Filing cabinets  
3 Drawer Vertical Filing Cabinet with Central Locking System, Anti-Top Over Safety Feature (only one door at a time opening), powder coated paint finish, with file dividers and duplicate keys, Heavy Duty Commercial Grade -5 PIECES  
30 Laptop stand with cooler; 100% aluminum alloy material; 5KG Max loading Foldable; Support all sizes of laptop; Six-speed control; Fan heat dissipation; Triangular stabilization; Frosted material; Silicone anti-slip; Folding size: 290x220x27mm; Lifting Height: 0-27cm Fan parameters: Dual-core silent motor fan cooling; Rated voltage 5V; Rated current 0.15A; Rated power 0.6W; Air Volume 2.0CFM; Power supply mode: USB Power, plug and play, type-c interface. -10PIECES  
31 Webcam (wide angle); 1080P HD & 150°Ultra-wide Angle; 150° viewing angle; Screen can accommodate more people; For live broadcast or conference; 2 million pixels, 1080P high-definition picture quality, records real pictures; Auto Focus & Face Capture Using high-definition lens; Multiple Installation Methods -10 UNITS  
32 Portable Bluetooth Wireless Splash Proof Boombox Speaker 10000mah external battery with dual USB charge out -43 UNITS  
33 Portable medicine/first aid box;  
Size: Large (34\*19\*21.54cm-16L); Color: White 3 layer and transparent top design, large capacity, insulation from external pollution; large opening for easy access; with safety lock buckle -5 PIECES  
34 1200W 560Wmah Portable Large Capacity, Power Station 220V, Outdoor Multifunctional Fast Charge ,Power Station with charging Board, Heavy Duty Outdoor Mobile Power Car Travel Camping Home Emergency

Power supply support AC/DC/USB output - 3 UNITS  
35 12inch LCD Writing Tablet,  
Children Drawing Pad, Smart  
Notebook, One Button Erase with Pen for Children's Learning, LED electronic writing Board Handwriting Tablet -10  
PIECES

Note: Samples of the offered items shall be checked during the conduct of post-qualification

Delivery Term: within 10 working days upon the receipt of Purchase Order.

Payment Term: 1 month after the completed delivery  
Place of Delivery / Venue: Purok Bumanaag, DSWD FO XII,  
Brgy. Zone III, Koronadal City)  
General Requirements:

The supplier must attach a certification of satisfactory performance for all its completed government projects for the last year. Any unsatisfactory performance will result in disqualification in accordance with the RDC Resolution

I hereby certify to comply with all the above requirements.

\_\_\_\_\_  
Name of the Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of the Representative

\_\_\_\_\_  
Date

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	CONSUMABLE AND EXPENDABLE OFFICE SUPPLIES	NP-2FB-DSWD12-2024-TARABASA-004 NEGOTIATED PROCUREMENT TWO-FAILED PROCUREMENT OF SUPPLY AND DELIVERY OF CONSUMABLE AND EXPENDABLE OFFICE SUPPLIES FOR THE USE OF TARA BASA! TUTORING PROGRAM STAFF (LOT 2)	1	Lot	440,950.00

**Created by** Loreto Jr. Vargas Cabaya

**Date Created** 23/09/2024

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