Bid Notice Abstract

Reference Number	12556444
Procuring Entity	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION XII
Title	NP2FB-DSWD12-2025-CIS-003 NEGOTIATED PROCUREMENT TWO-FAILED BIDDING – SU
Area of Delivery	South Cotabato

Solicitation Number:	NP2FB-DSWD12-2025-CIS-003
Trade Agreement:	Implementing Rules and Regulations
Procurement Mode:	Negotiated Procurement - Two Failed Biddings (Sec. 53.1)
Classification:	Goods
Category:	Office Equipment Supplies and Consumables
Approved Budget for the Contract:	PHP 495,852.00
Delivery Period:	20 Day/s
Client Agency:	
Contact Person:	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 procurement.fo12@dswd.gov.ph

Description

INVITATION FOR
NEGOTIATED PROCUREMENT TWO-FAILED BIDDING – SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF IMPLEMENTATION OF AYUDA SA KAPOS ANG KITA PROGRAM (AKAP) LOT 5 & 8
Reference Number: NP2FB-DSWD12-2025-CIS-003

1. The Department of Social Welfare and Development Field Office XII (DSWD FO XII), through its Bids and Awards Committee (BAC) intend to procure NP2FB-DSWD12-2025-CIS-003 NEGOTIATED PROC and Five Hundred Eighty-two Pesos Only (₱242,582.00) for Lot 8 inclusive of all applicable taxes.

2. The DSWD FO XII BAC now invites technically, legally, and financially capable suppliers for the said project.

3. 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 N

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 06 November 2025 to 18 November 2025, 8:00 AM to 5:00 PM

5. The DSWD FO 12 will hold a Negotiation Meeting on 12 November 2025, 1:30 PM at DSWD REGIONAL OFFICE XII, BRGY. CARPENTER HILL, KORONADAL CITY, which shall be open to prospective bidde

6. The schedule of the bidding activity/ies are as follows:

ACTIVITIES SCHEDULE
Posting of Request for Quotation 05 November 2025 to 19 November 2025
Negotiation Meeting 12 November 2025, 1:30 PM at DSWD
REGIONAL OFFICE XII, BRGY.
CARPENTER HILL, KORONADAL CITY
Deadline of Submission of Quotations and Legal / Technical Documents (in Sealed Envelope) 19 November 2025, 9:00 AM
Opening of Quotations 19 November 2025, 1:30 PM
Tentative Schedule for Post-qualification November 20-26, 2025

7. One (1) copy of the proposal 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

8. Bid opening and evaluation shall be on 19 November 2025, 1:30 PM 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

A. Eligibility and Technical Documents
a) Valid PhilGEPS Registration Certificate (Platinum Membership), including the Annex/es;

b) 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 shal

c) Bid Security in any of the following form as prescribed under the 2016 revised IRR of RA 9184:

i. In case of cash, Manager's Check, Bank Guarantee (not less than ₱5,056.40 for lot 5 and ₱4,851.64 for lot 8 or the amount equivalent to two percent (2%) of ABC)

ii. In case if Surety Bond, submit also a certification issued by the Insurance Commission or Original Copy Notarized Bid Securing Declaration (not less than ₱12,663.64 for lot 5 and ₱12,129.10 or the am

iii. Bid Securing Declaration.

d) Conformity with the Schedule of Requirements (Annex "A");

e) Conformity with the Technical Specifications (Annex "B");

f) Notarized Omnibus Sworn Statement (OSS) supported with Notarized Secretary's Certificate in case of a corporation or cooperative; in case of partnership or single proprietorship, the bidder shall subn
g) 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

B. Financial Documents

h) Bid Form

i) Price Schedule

10. The Special Conditions of the Contract (Annex "C") shall form part of the contract. Other conditions of the contract shall be governed by the implementation of the rules and regulations of RA 9184 an

11. The Department of Social Welfare and Development Field Office XII 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 awa

12. 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

13. 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 5th day of November 2025.

NAIRA S. ARATUC
BAC Vice-Chairperson

ANNEX A

Schedule of Requirements

NEGOTIATED PROCUREMENT TWO-FAILED BIDDING – SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF IMPLEMENTATION OF AYUDA SA KAPOS ANG KITA PROGRAM (AKAP) LOT 5 & 8 with
The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.
Item Number Description Quantity Total Delivered, Weeks/Months
LOT 5- MIDSAYAP SATELLITE
1 Paper, multicopy, A4, Substance 20, at least 70 gsm, multi-purpose quality paper 20 BOX 20 BOX Delivery of the Goods/Services is required to be delivered One time and within twenty (20) calendar da
2 Cartolina Assorted Colors 78gsm 10 BOX 10 BOX
3 MARKER PERMANENT, bullet type , blue 20 BOX 20 BOX
4 Ballpen (black 12pcs box) rubberize grip, Point Size ; 0.5mm, Acroball series ballpoint pens, oil based ink, retractable 20 BOX 20 BOX
5 Sign Pen (blue) 0.5 ,12pcs/box gel pen ink/water resistant /roller ball type suitable for smooth and vibrant writing/ quick-drying ink 10 BOX 10 BOX
6 SIGN PEN (black), 0.7, 12pcs/box, gel pen ink/water resistant /roller ball type suitable for smooth and vibrant writing/ quick-drying ink 10 BOX 10 BOX
7 Epson Refill ink 003 © 10 PIECES 10 PIECES
8 Epson Refill ink 003 (M) 10 PIECES 10 PIECES
9 Epson Refill ink 003 (Y) 10 PIECES 10 PIECES
10 Epson Refill ink 003 (black) 10 PIECES 10 PIECES
11 Expanded Long Envelop (blue) 100pcs/box 10 BOX 10 BOX
12 Paper Fastener, 70mm x 8-1/2 inches long, 50 pcs per box, plastic coated 20 BOX 20 BOX
14 Folder-Blue Long, 100pcs/pack 10 PACK 10 PACK
15 Folder-White Long, 100pcs/box 10 BOX 10 BOX
16 Stapler (Stapling Capacity: 2-30 sheets of (64gsm papers)
Load Capacity: 26/6: 105 staples and 24/6: 50 staples.
Throat Depth: 47 mm.
Staples: No.3-1M (24/6) and No.35-5M(26/6)
Dimensions: 1-5/8"(W) x 5-5 / 16"(L) x 2-15 / 36"(H)) 15 PIECES 15 PIECES
17 Correction Tape 5mm x 6m 150 PIECES 150 PIECES
18 Sticky Notes 3 x 3'' (100's) 100 PACKS 100 PACKS
19 Alcohol Spray Bottle (300ml), Isopropyl Alcohol Solution with Moisturizer 50 BOTTLES 50 BOTTLES
20 Bathroom Tissue 3-Ply / 12 rolls x 1 Pack, 150 pulls per roll 25 PACKS 25 PACKS
21 Binder Clamp 32mm, 1 dozen per box 10 BOX 10 BOX
22 Steel Ruler 12 inches 15 PIECES 15 PIECES
23 Stamp Pad (size no.2) 87x 143mm) 30 PIECES 30 PIECES
24 Pencil No. 2 10 BOX 10 BOX
25 Puncher Heavy Duty (Random Color); 7 × 11 × 16 cm; with adjustable paper gauge, rubber protection pads, handle lock 10 PIECES 10 PIECES
26 Expanded Folder Long (Yellow) 100pcs/box 5 BOX 5 BOX
27 Expanded Folder Long (Green)100pcs/box 5 BOX 5 BOX
28 Expanded Folder Long (Pink)100pcs/box 5 BOX 5 BOX
29 Expanded Folder Long (Red)100pcs/box 5 BOX 5 BOX
30 Expanded Folder Long (Orange)100pcs/box 5 BOX 5 BOX
31 Expanded Folder Blue-Long 100pcs/box 5 BOX 5 BOX
32 Stick- on note pad 3x3 inch (76x76mm) 50 PACK 50 PACK
33 Metal Date Stamp 4mm 10 PIECES 10 PIECES
34 Double Sided Tape 20 meters (36mm) 20 PIECES 20 PIECES
35 Double Sided Tape 20 meters (24mm) 20 PIECES 20 PIECES
36 Double Sided Tape 20 meters (18mm) 20 PIECES 20 PIECES
Note:
1. Bidders should attach brochure/pictures of the offered brands/products
2. Actual items of the brands/products shall be checked during post-qualification
Place of Delivery/Venue: MIDSAYAP SATELLITE – Poblacion 4, Midsayap, Cotabato

Item Number Description Quantity Total Delivered, Weeks/Months
LOT 8- GENERAL SANTOS CITY SATELLITE
1 Stapler (Stapling Capacity: 2-30 sheets of (64gsm papers)
Load Capacity: 26/6: 105 staples and 24/6: 50 staples.
Throat Depth: 47 mm.
Staples: No.3-1M (24/6) and No.35-5M(26/6)
Dimensions: 1-5/8"(W) x 5-5 / 16"(L) x 2-15 / 36"(H)) 14 PIECES 14 PIECES Delivery of the Goods/Services is required to be delivered One time and within twenty (20) calendar days upon the receipt of
2 Record Book (300 pages) 14 PIECES 14 PIECES
3 Tabbing(INDEX TAB) Assorted color 20 BOX 20 BOX
4 PAPER, multicopy, Long, Substance 20 at least 70 gsm, multi-purpose quality paper 50 BOX 50 BOX
5 Paper, multicopy, A4, Substance 20, at least 70 gsm, multi-purpose quality paper 50 BOX 50 BOX
6 PAPER, multicopy,Short, Substance 20 at least 70 gsm, multi-purpose quality paper 25 BOX 25 BOX
7 Alcohol Spray Bottle (300ml), Isopropyl Alcohol Solution with Moisturizer 100 BOTTLES 100 BOTTLES
8 Pencil No. 2 5 BOX 5 BOX
9 MARKER PERMANENT, bullet type , black 5 BOX 5 BOX
10 MARKER PERMANENT, bullet type , blue 5 BOX 5 BOX
11 BLACK METAL BINDER CLIPS; Long tail clip (32mm) 50 BOX 50 BOX
12 BLACK METAL BINDER CLIPS; Long tail clip (41mm) 50 BOX 50 BOX
13 BLACK METAL BINDER CLIPS; Long tail clip (51mm) 50 BOX 50 BOX
14 Correction Tape 5mm x 6m 50 PIECES 50 PIECES
15 Correction Tape 5mm x 16m 50 PIECES 50 PIECES
16 Folder Long (Blue) 100pcs/box 10 BOX 10 BOX
17 Folder Long (Brown)100pcs/box 10 BOX 10 BOX
18 Folder Long (Expanded)100pcs/box 10 BOX 10 BOX

19 Ballpen (black 12pcs box) rubberize grip, Point Size ; 0.5mm, Acroball series ballpoint pens, oil based ink, retractable 5 BOX 5 BOX
20 Ballpen (blue 12pcs box) rubberize grip, Point Size ; 0.5mm, Acroball series ballpoint pens, oil based ink, retractable 5 BOX 5 BOX
21 STICK ON NOTE – 5 in 1 COLOR (Arrow – Sign here) Item code: 20200F-5C-S
Size: 0.5" x 1.7" / 1.3 x 4.3cm
5 x 25 Sheets
Removable notes Arrow-Please Sign Here
Florescent Pad 5 PACK 5 PACK
22 Magazine File(Long) 25 PIECES 25 PIECES
23 Double Sided Tape (1 inch/50 Y) 20 PIECES 20 PIECES
24 Paper Fastener, 70mm x 8-1/2 inches long, 50 pcs per box, plastic coated 14 BOX 14 BOX
25 Epson Refill Ink 003 (black) 5 PIECES 5 PIECES
26 Epson Refill Ink 003 (C) 5 PIECES 5 PIECES
27 Epson Refill Ink 003 (M) 5 PIECES 5 PIECES
28 Epson Refill Ink 003 (Y) 5 PIECES 5 PIECES
29 PUNCHER HEAVY DUTY(RANDOM COLOR) Dimension: 7 × 11 × 16 cm - With adjustable paper gauge
-Rubber protection pads
-Handle lock 14 PIECES 14 PIECES
30 5'' Scissor Black 14 PIECES 14 PIECES
31 SIGN PEN (black), 1.0, 12pcs/box, Metal Clip, Neon Top Plug, Rubber Grip, Partially Clear Barrel 2 BOX 2 BOX
Note:
1. Bidders should attach brochure/pictures of the offered brands/products
2. Actual items of the brands/products shall be checked during post-qualification
Place of Delivery/Venue: GENERAL SANTOS SATELLITE – Unihub Building, Pendatun Avenue, Brgy. Dadiangas North, General Santos City

Conforme:
Name of Company: _____
Signature of Bidder or Authorized Representative: _____
Name and Designation: _____
Date: _____

ANNEX B
Technical Specifications
NEGOTIATED PROCUREMENT TWO-FAILED BIDDING – SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE OF IMPLEMENTATION OF AYUDA SA KAPOS ANG KITA PROGRAM (AKAP) LOT 5 & 8 with
Item Specification Statement of Compliance
[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Stat
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 Bidder's statement of c
LOT 5- MIDSAYAP SATELLITE
1 Paper, multicopy, A4, Substance 20, at least 70 gsm, multi-purpose quality paper
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6 SIGN PEN (black), 0.7, 12pcs/box, gel pen ink/water resistant /roller ball type suitable for smooth and vibrant writing/ quick-drying ink
7 Epson Refill ink 003 ©
8 Epson Refill ink 003 (M)
9 Epson Refill ink 003 (Y)
10 Epson Refill ink 003 (black)
11 Expanded Long Envelop (blue) 100pcs/box
12 Paper Fastener, 70mm x 8-1/2 inches long, 50 pcs per box, plastic coated
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31 Expanded Folder Blue-Long 100pcs/box
32 Stick- on note pad 3x3 inch (76x76mm)
33 Metal Date Stamp 4mm
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Dimensions: 1-5/8"(W) x 5-5 / 16"(L) x 2-15 / 36"(H))
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3 Tabbing(INDEX TAB) Assorted color
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16 Folder Long (Blue) 100pcs/box
17 Folder Long (Brown)100pcs/box
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5 x 25 Sheets
Removable notes Arrow-Please Sign Here
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26 Epson Refill Ink 003 (C)
27 Epson Refill Ink 003 (M)
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-Rubber protection pads
-Handle lock
30 5'' Scissor Black
31 SIGN PEN (black), 1.0, 12pcs/box, Metal Clip, Neon Top Plug, Rubber Grip, Partially Clear Barrel
Note:
1. Bidders should attach brochure/pictures of the offered brands/products
2. Actual items of the brands/products shall be checked during post-qualification
Place of Delivery/Venue: GENERAL SANTOS SATELLITE – Unihub Building, Pendatun Avenue, Brgy. Dadiangas North, General Santos City
Conforme:
Name of Company: _____
Signature of Bidder or Authorized Representative: _____
Name and Designation: _____
Date: _____
ANNEX C

Special Conditions of Contract

GCC Clause
Delivery and Documents –

For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current editio

One time and within twenty (20) calendar days upon the receipt of the Notice to Proceed
Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).
Incidental Services –

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar service

Spare Parts – Not applicable

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be
transit.

Transportation –

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the

The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or
Intellectual Property Rights –

The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
2.2 The terms of payment shall be as follows: Please refer to the Schedule of requirements and technical specifications

Partial payment must correspond to the value of goods delivered and accepted after the appropriate inspection and acceptance procedures.

Proof of Deliveries (Delivery Receipts/Acknowledgment Receipts) must be signed by authorized person to support claims for payment.

4 The inspections and tests that will be conducted by the Inspection (DSWD Inspection Committee), and Final Acceptance by the DSWD Acceptance Committee, and End-User.

Created by	Loreto Jr. Vargas Cabaya
Date Created	05/11/2025

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