

**INVITATION TO BID**  
**PROCUREMENT OF OFFICE SUPPLIES AND CONSUMABLES, ICTE AND**  
**PERIPHERALS AND COMMUNICATION AND OFFICE EQUIPMENT**  
**P.R. No. 2023-04-0001NCB**

1. The **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES – REGIONAL OFFICE 8 [DENR RO8]**, through the **FY 2023 General Appropriations Act - RA No. 11936** intends to apply the sum of **One Million Seven Hundred Eighty Six Thousand Two Hundred Twenty Seven Pesos & 48/100 [Ph1,786,227.48]** composed of **OFFICE SUPPLIES AND CONSUMABLES, ICTE AND PERIPHERALS AND COMMUNICATION AND OFFICE EQUIPMENT** being the ABC to payment under the Contract. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.
2. The **DENR RO8** now invites bids for the above Procurement Project. Delivery of the Goods is required by **thirty [30] calendar days**. Bidders should have completed, within **two [2] 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 non-discretionary “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 **Procurement Section, DENR RO8, 1<sup>st</sup> Floor, Administration Main Building, Tacloban City** and inspect the Bidding Document at the address given below during office hours from **8:00 a.m. – 5:00 p.m., Monday to Friday** except Holidays.
5. A complete set of Bidding Document may be acquired by interested bidders on **April 28, 2023 to May 22, 2023, Monday-Friday from 8:00 p.m.–5:00 p.m.** at 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 [Ph5,000.00]**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees as maybe presented in person, by facsimile, or through electronic means.
6. The **DENR RO8**, will hold a **Pre-Bid Conference** on **May 8, 2023, 2:00 p.m.** at **DENR RO8, 4th Floor, PMD Conference Room, Admin. Main Building, Sto. Niño Extension, Tacloban City** which shall be open to prospective bidders

7. **Bids in sealed envelope must be duly received** by the BAC Secretariat through manual submission at the office address indicated below on or before **May 22, 2023, 12:00 noon. 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** and as listed hereunder.

Item No.	Item/ Description/ Bid Security	ABC (Ph)	2% of ABC; or	5% of ABC; or	Bid Securing Declaration
LOT 1	PROCUREMENT OF OFFICE SUPPLIES AND CONSUMABLES, ICTE AND PERIPHERALS AND COMMUNICATION AND OFFICE EQUIPMENT	Php1,786,227.48	35,724.55	89,311.37	No amount required
ITEM NO. 1	OFFICE SUPPLIES AND CONSUMABLES	915,587.19			
ITEM NO. 2	ICTE AND PERIPHERALS	585,086.25			
ITEM NO. 3	COMMUNICATION AND OFFICE EQUIPMENT	268,678.30			
ITEM NO. 4	JANITORIAL, HEALTH AND SAFETY SUPPLIES	16,875.74			

9. **Bid opening** shall be on **May 22, 2023, 2:00 p.m.** at the **DENR RO8, 4th Floor, PMD Conference Room, Admin. Main Building, Sto. Niño Extension, Tacloban City** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **DENR RO8** 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.
11. For further information, please refer to:  
**Maita Reina G. Sugang**  
 Chief, Administrative Division  
 DENR RO8, Sto. Niño Ext., Tacloban City  
 Tel. No. [053] – 832-0027/ Email Address: **psdenr08@gmail.com**
12. You may visit the **DENR Region 8 website** for downloading of Bidding Document at: <https://r8.denr.gov.ph/index.php/bid-opportunities/invitation-to-bid>

  
**ARTURO N. SALAZAR, DM, CESO IV**  
 Chairperson, Regional Bids and Awards Committee  
 Assistant Regional Director -Management Services

Date of Issue: April 28, 2023