



Republic of the Philippines
Office of the President
Philippine Sports Commission

**Invitation to Bid for
Supply and Delivery of Various Office Supplies for Property Stocking 2021**

1. The **Philippine Sports Commission**, through the **PSC Funds FY 2021**, intends to apply the sum of **Three Million Eight Hundred Ninety-Eight Thousand Four Hundred Sixty-Two Pesos & 42/100 (₱3,898,462.42)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Supply and Delivery of Various Office Supplies for Property Stocking 2021 [PSCBAC-21-2021]**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Philippine Sports Commission** now invites bids for the above Procurement Project. Delivery of the Goods is required **thirty (30) calendar days from the receipt of the Notice to Proceed**. Bidders should have completed, within **three (3) 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 non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Prospective bidders may obtain further information from the **Philippine Sports Commission** and inspect the Bidding Documents at the address given below from **Mondays to Fridays, 8:00 AM to 5:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested bidders on **1 December 2021** 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 **₱5,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **in person**.
6. The **Philippine Sports Commission** will hold a Pre-Bid Conference on **9 December 2021, 10:00 AM**, to be conducted onsite and online. Onsite Pre-Bid Conference will be held at Ground Floor, Administration Building, Rizal Memorial Sports Complex, P. Ocampo Sr. St., Malate, Manila, which shall be open to prospective bidders. The representative must:
(a) be fully vaccinated against COVID-19; (b) present a negative COVID-19 RT-PCR (swab test) result taken at least three (3) days before the scheduled Pre-Bid conference; and
(c) fill out and submit the Health Declaration Form (HDF) at least two (2) days prior to the Pre-Bid conference. The HDF may be accessed through this link: <https://bit.ly/3m9sxB6>. Only one representative per prospective bidder shall be allowed.

Prospective bidders who wish to attend the Pre-Bid Conference online must send the following details to the BAC Secretariat through email at bac@psc.gov.ph at least 2 days prior to the scheduled Pre-Bid conference:

- Company Name
- Company Address

- Name of Representative
 - Designation
 - Email address
 - Contact Number
7. Bids must be duly received by the BAC Secretariat through **manual submission only** at the office address as indicated below, on or before **21 December 2021 at 10:00 AM**. 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 conducted onsite on **21 December 2021, 10:00 AM** at the given address below. Bids will be opened in the presence of the bidders' representative who choose to attend the activity. The representative must: (a) be fully vaccinated against COVID-19; (b) present a negative COVID-19 RT-PCR (swab test) result taken at least three (3) days before the scheduled Pre-Bid conference; and (c) fill out and submit the Health Declaration Form (HDF) at least two (2) days prior to the Pre-Bid conference. The HDF may be accessed through this link: <https://bit.ly/3m9sxB6>. Only one representative per bidder shall be allowed.
 10. The **Philippine Sports Commission** 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 Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
 11. For further information, please refer to:

Atty. Michelle C. Labajanan
Bids and Awards Committee Secretariat
Philippine Sports Commission
2nd Floor, Administration Building
Rizal Memorial Sports Complex
P. Ocampo Sr. St.,
Malate, Manila
bac@psc.gov.ph
8523-9831 local 186
www.psc.gov.ph
 12. You may visit the following websites:

For downloading of Bidding Documents: <https://psc.gov.ph/en/pbd,-bid-data-sheet-and-terms-of-reference.html>

29 November 2021

ATTY. GUILLERMO B. IROY, JR.
Chairman, Bids and Awards Committee