



Republic of the Philippines
Supreme Court
Manila

**Invitation to Bid for the
Procurement of Various Office Supplies for the Official Use of the Lower Courts**


1. The **Supreme Court**, through the Appropriations of the Lower Courts for the Current Year 2022, intends to apply the sum of **Fifty Four Million One Hundred Fourteen Thousand Six Hundred Thirty Pesos (₱54,114,630.00), inclusive of taxes and freight charges**, being the Approved Budget for the Contract (ABC) to payment under the contract for the **Procurement of Various Office Supplies for the Official Use of the Lower Courts - ITB No. 2022-04**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Supreme Court** now invites bids for the above Procurement Project. Delivery of the Goods is required and must be in accordance with Section VI. Schedule of Requirements of the Bidding Documents. Bidders should have completed, within five (5) 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 SC-BAC-GS Secretariat and inspect the Bidding Documents at the address given below during office hours from Mondays to Fridays at 9:00 AM to 4:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **March 28, 2022 (Monday)** 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 **Twenty Five Thousand Two Hundred Pesos (₱25,200.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.
6. The Supreme Court will hold a Pre-Bid Conference on **April 5, 2022 (Tuesday), 2:00 p.m.** within its premises and/or through video conferencing or webcasting via **Microsoft Teams**, which shall be open to prospective bidders. Prospective bidders are advised to send a **letter of intent** containing the names and email addresses of interested participants on or before **April 5, 2022 (Tuesday), 10:00 a.m.** Kindly coordinate with the SC-BAC-GS Secretariat prior to said date for further details and instructions.
7. Bids must be duly received by the SC-BAC-GS Secretariat through manual submission at the office address indicated below on or before **April 19, 2022 (Tuesday), 10:00 a.m.** 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 on **April 19, 2022 (Tuesday), 2:00 p.m.** at the given address below and/or via **Microsoft Teams**. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity, via video-conferencing.
10. The **Supreme Court** 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:

Bids and Awards Committee for Goods and Services (SC-BAC-GS) Secretariat
Office of Assistant Court Administrator Lilian C. Barribal-Co
3rd Floor, Supreme Court Old Building, Taft Ave., Manila.
e-mail: bacgs.sc@judiciary.gov.ph; scbacgs2010@gmail.com
Telephone No. (02) 8536-9233

12. For downloading of Bidding Documents, you may visit: <https://sc.judiciary.gov.ph/bids-and-awards/>

March 28, 2022


LILIAN C. BARRIBAL-CO
Assistant Court Administrator
and Chairperson, SC-BAC-GS