



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**

**Lot 1: National Capital Region (NCR) and Luzon  
Lot 2: Visayas and Mindanao**

1. The **Supreme Court**, through the Appropriations of the Lower Courts in the Maintenance and Other Operating Expenses for the Current Year 2023, intends to apply the sum of **One Hundred Nine Million Two Hundred Sixty Five Thousand Sixty Five Pesos and 65/100 (₱109,265,065.65)**, inclusive of all taxes and freight charges, being the Approved Budget for the Contract (ABC) to payments under the contracts for the **Procurement of Various Office Supplies for the Official Use of the Lower Courts - ITB No. 2024-01**, consisting of **two (2) lots**, with the corresponding ABCs, to wit:

<i>Lot &amp; Description</i>	<i>ABC</i>
Lot 1: National Capital Region (NCR) and Luzon	₱68,043,725.10
Lot 2: Visayas and Mindanao	₱41,221,340.55

Bids received in excess of the ABC for each lot 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 3:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **February 16, 2024 (Friday)** 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:

<i>Lot &amp; Description</i>	<i>Fee</i>
Lot 1: NCR and Luzon	₱26,500.00
Lot 2: Visayas and Mindanao	₱21,500.00

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 **February 27, 2024 (Tuesday), at 1:00 p.m.**, through video conferencing or webcasting via **Microsoft Teams**, which shall be open to prospective bidders.

In order to participate in the Pre-Bid Conference, interested bidders shall send a letter of intent (via electronic mail) containing the names and email addresses of interested participants **on or before February 27, 2024 (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 March 12, 2024 (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 **March 12, 2024 (Tuesday)** at the given address below and/or via **Microsoft Teams**. The following is the schedule of the opening of bids:


<i>Lot &amp; Description</i>	<i>Time</i>
Lot 1: NCR and Luzon	1:00 p.m.
Lot 2: Visayas and Mindanao	2:00 p.m.

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 address: [bacgs.sc@judiciary.gov.ph](mailto:bacgs.sc@judiciary.gov.ph); [scbacgs2010@gmail.com](mailto: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/>

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