



Invitation to Bid for the Procurement of Supply of Toner/Ink with Free Use of Computer Printers for FY 2024

1. The ***National Labor Relations Commission***, through the ***National Expenditure Program FY 2024*** intends to apply the sum of ***Three Million Six Hundred Eighty Seven Thousand Pesos (Php3,687,000.00)*** being the Approved Budget for the Contract (ABC) for ***Procurement of Supply of Toner/Ink with Free Use of Computer Printers for FY 2024 [PB 10-2024]*** under ***one (1) lot***. Bids received in excess of the ABC shall be automatically rejected at the bid opening.] Bids received in excess of the ABC shall be automatically rejected at the bid opening.
2. The ***National Labor Relations Commission*** now invites bids for the above Procurement Project. Delivery of the Goods is required for ***FY 2024***. 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 a non-discretionary ***"pass/fail"*** criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. 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 the ***National Labor Relations Commission*** and inspect the Bidding Documents at the address given below from ***8:00 AM to 5:00 PM, Mondays to Fridays, except holidays***.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***November 22, 2023*** from the given address and websites 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 ***Php5,000.00***. The Procuring Entity shall allow the bidder to present its proof of payment for the fees ***in person or through electronic means***.

It may also be downloaded free of charge from the website of the **PhilGEPS** and the website of the **National Labor Relations Commission**, provided that the Bidder shall pay the applicable fee for the Bidding Documents ~~not later than the submission of~~ their bids.

6. The **National Labor Relations Commission** will hold a Pre-Bid Conference on **November 29, 2023 at 2:30 PM** through **video conferencing via Zoom** application. It shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below on or before **December 11, 2023 at 9:00 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 on **December 11, 2023 at 2:30 PM** at the given address below with observance of health protocols such as wearing face masks. It shall be open to prospective bidders. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. *With respect to the documentary requirements, the Committee shall accept any of the following:*
 - a. **Original or certified true copies duly certified by the issuing agency; or**
 - b. **Photocopies subject to verification with the original during the opening of the bids.**
11. The **National Labor Relations 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 IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

Mr. JOSEPH LUIS B. MACAM

BAC Secretariat thru the Administrative Division

Ground Floor, Ben-Lor IT Center, 1184 Quezon Ave., Paligsahan, 1102 Quezon City

nrcbacsecretariat2023@gmail.com

(02)8740-7733 / (02)8781-771

www.nlrc.dole.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents: ***www.nlrc.dole.gov.ph*** and/or ***the PhilGEPS website.***

22 November 2023.



VILMA MARIA S. PLAN-BARRERA

Labor Arbiter / Chairperson – Bids and Awards Committee