



## *Section I. Invitation to Bid*

*CGETDC ITB Nr 21-09-001*

**INVITATION TO BID FOR  
SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC  
UNITS AND STAFF OFFICES**

1. The ***COAST GUARD EDUCATION, TRAINING AND DOCTRINE COMMAND*** through the **General Appropriations Act (GAA) 2021** intends to apply the sum of **Three Million Three Hundred Sixty-One Thousand Six Hundred Fifty-Six Pesos and 20/100 Only (PhP 3,361, 656.20)** being the ABC to payments under the contract for the **Supply and Delivery of Office Supplies for CGETDC Units and Staff Offices**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The ***COAST GUARD EDUCATION, TRAINING AND DOCTRINE COMMAND*** now invites bids for the above Procurement Project. Delivery of the Goods is required based on the delivery schedule provided under Section VI (Schedule of Requirements) of this Bidding Documents commencing from the date of receipt of the Notice to Proceed. 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 ***COAST GUARD EDUCATION, TRAINING AND DOCTRINE COMMAND*** and inspect the Bidding Documents at the address given below from Monday to Friday during office hours from **08:00 AM to 05:00 PM**, except non-working days (i.e. Saturday and Sunday), legal holiday, or special non-working holiday, or other nonworking days duly declared by the President, Governor, Mayor or other Government Official authorized to make such declaration.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **01 October 2021 to 25 October 2021** from the given address 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 (PhP 5,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The Procuring Entity shall allow the bidder to present its proof of payment for the fees ***in person or through email***.
7. The ***COAST GUARD EDUCATION, TRAINING AND DOCTRINE COMMAND*** will hold a Pre-Bid Conference on **11 October 2021, 10:00 AM at the CGETDC, Library/Conference Room, Coast Guard Base Farola, Muelle dela Industria, Farola Compound, Binondo, Manila**, which shall be open to prospective bidders.

8. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, on or before **25 October 2021, 9:00 AM**. Late bids shall not be accepted.

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9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
10. Bid opening shall be on **25 October 2021, 9:00 AM onwards** at the given address below at the **CGETDC, Library/Conference Room, Coast Guard Base Farola, Muelle dela Industria, Farola Compound, Binondo, Manila**, Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. Bidders shall bear all costs associated with the preparation and submission of their bids, and the **CGETDC** will in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Bidders should note that the **CGETDC** will accept bids only from those that have paid the applicable fee for the Bidding Documents.

The **CGETDC** assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005 - Tie-Breaking Method, the Bids and Awards Committee (BAC) shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is "DRAW LOTS," in the event that two (2) or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated Responsive Bid (LCRB) to determine the final bidder having the LCRB, based on the following procedures:

- a) In alphabetical order, the bidders shall pick one rolled paper.
  - b) The lucky bidder who would pick the paper with a "CONGRATULATIONS" remark shall be declared as the final bidder having the LCRB and recommended for award of the contract.
12. The Coast Guard Education, Training and Doctrine Command 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.
13. For further information, please refer to:

**CG LTJG DINA MAE B HERRERA**

Procurement Officer, CGETDC

DCTS for Logistics, T4 Office

Coast Guard Education, Training and Doctrine Command

Coast Guard Base Farola, Muelle Dela Industria, Binondo Manila

Contact Number:

Cgetdc.logistics@coastguard.gov.ph

14. You may visit the following websites:

For downloading of Bidding Documents: [www.philgeps.gov.ph](http://www.philgeps.gov.ph) or [www.coastguard.gov.ph](http://www.coastguard.gov.ph)

**01 October 2021**

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**CG CAPT PAMELA DC DOLINA**  
**Chair, CGETDC Bids and Awards Committee**

