



Invitation to Bid

Invitation to Bid for the Supply and Delivery of Documentary Boxes, Data Folders 14”, Data Folders 19”, Data Folders Spanish 22”, Plastic Envelopes and Vertical Folders (1 Lot)

1. The Land Registration Authority (LRA), through the Authorized Appropriation under Fiscal Year 2021 NEP (National Expenditure Program) intends to apply the sum of **Six Million Four Hundred Eighty Seven Thousand Six Hundred Fifty Pesos (P6,487,650.00)** being the Approved Budget for the Contract (ABC), subject to the approval of General Appropriations Act (GAA) Fiscal Year 2021 to payments under the contract for the **Supply and Delivery of Documentary Boxes, Data Folders 14”, Data Folders 19”, Data Folders Spanish 22”, Plastic Envelopes and Vertical Folders (1 Lot)** with Project ID No.: LRA BAC-PGSM-2021-05. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The Land Registration Authority (LRA) is conducting this procurement through the Early Procurement Activity (EPA) for FY 2021 to ensure the timely delivery of goods, implementation of infrastructure projects and rendition of consultancy services, consistent with the GPPB Resolution No. 14-2019 dated July 17, 2019. EPA shall refer to the conduct of procurement activities, from posting of the procurement opportunity, if required, until recommendation of the Bids and Awards Committee (BAC) to the HoPE as to the award of the contract for goods to be delivered, infrastructure projects to be implemented and consulting services to be rendered in the following fiscal year (i.e. FY 2021), pending approval of their respective funding sources.

The bidders, therefore, are herewith informed of the following:

- a. Interested bidders are invited/requested to submit their bid proposals based on indicative budget (i.e. subject to final approval) through this invitation to Bid, together with the bidding documents;
- b. The Land Registration Authority (LRA) will evaluate the bid proposal and determine the winning bidder. The financial bid proposal of the winning bidder will be contract price/amount which is considered **fixed price**. However, the Notice of Award (NOA) will only be issued upon the approval of the budget.
- c. Would there be a delay in the award as affected by the possible delay in the budget approval, the bid validity as specified in the bidding documents (which is a maximum of 120 calendar days), the winning bidder may be requested to extend the bid validity accordingly (that is, changing the expiration of the original bid security.) In case of the bidder’s refusal to extent the bid validity the bid submitted by said bidder will be rejected.



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2. The Land Registration Authority (LRA) now invites bids for the above Procurement Project. **Supply and Delivery of Documentary Boxes, Data Folders 14”, Data Folders 19”, Data Folders Spanish 22”, Plastic Envelopes and Vertical Folders (1 Lot).** Delivery of the Goods shall be within sixty (60) calendar days upon receipt of an approved Purchase Order in accordance with the Delivery schedule under Section VI Schedule of requirements. Bidders should have completed, within the past 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 (Instruction 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, partnership, 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 5183.

4. Prospective bidders may obtain further information from the LRA-Bids and Awards Committee (BAC) Secretariat through the contact details given below and inspect the Bidding Documents as posted on the websites of the LRA and the Philippine Government Electronic Procurement System (PhilGEPS).
5. A complete set of Bidding Documents may be acquired by interested Bidders on **December 1, 2020 to December 23, 2020** from the 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 **₱6,488.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **presented in person or through electronic means**.
6. The Land Registration Authority will hold a **Pre-Bid Conference on December 09, 2020, 11:00 a.m., at 4th Floor, LRA Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City**, which shall be open to prospective bidders. To reduce the risks and hazards of community transmission of COVID-19, the BAC shall conduct meetings and conferences via videoconferencing at <https://meet.google.com/fss-byrs-jft> until further notice, or until such time that the state of calamity, or implementation of community quarantine or similar government restrictions shall have been lifted by the proper government authorities.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **December 23, 2020, 10:00 a.m. at 4th Floor, LRA Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City. 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 23, 2020, 10:00 a.m.** at 4th Floor, LRA Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City **via videoconferencing at <https://meet.google.com/oqb-ddsj-rzw>**. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, shall likewise join the meeting via videoconferencing.
10. The Land Registration Authority 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 and 41 of the 2016 revised IRR of RA 9184, without thereby incurring any liability to the affected bidder or bidders.



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11. For further information, please refer to:

MARIA RUDYLYN CEBRERO
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Room 02, Office of the Property and Supply Section
Mobile No. 0919-455-4890
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BIANCA MARIE MANZANADES
BAC-PGSM Secretariat Member
Room 104, Office of the Plan Examination Section
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12. You may visit the following websites:

For downloading of Bidding Documents: PhilGEPs website and *LRA website*.

December 1, 2020


JOEL MARI MARTIN M. BIGORNIA
Vice-Chairman
LRA Bids and Awards Committee on
Procurement of Goods, Supplies & Materials