



Section I. Invitation to Bid

Bidding 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 FY 2022 General Appropriation Act (Republic Act No. 11518) intends to apply the sum of ***Six Million Nine Hundred Thirty Nine Thousand Six Hundred Thirty Four (Php 6,939,634.00)***, VAT Inclusive. being the Approved Budget for the Contract (ABC), 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-2022-05. Bids received in excess of the ABC shall be automatically rejected at bid opening.
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 **23 September 2022 to 14 October 2022** 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 **₱7,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by presenting it in person or sending the scanned copy via email to the assigned member of the BAC-PGSM Secretariat.
6. The Land Registration Authority will hold a **Pre-Bid Conference on 30 September 2022, 10:00 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

risks and hazards of community transmission of COVID-19, the BAC shall conduct meetings and conferences via videoconferencing at meet.google.com/xgc-qrdc-hzj 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 **14 October 2022, 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 **14 October 2022, 10:00 a.m** at 4th Floor, LRA Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City **via videoconferencing at meet.google.com/xgc-qrdc-hzj**. 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.
11. For further information, please refer to:

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12. You may visit the following websites:

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

September 23, 2022


DIR. FAYE ANGELA M. PASCUA
***Chairperson, Bids and Awards Committee on Procurement
of Goods, Supplies and Materials (BAC-PGSM)***
