



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)
East Avenue cor. NIA Road
Quezon City

**INVITATION TO BID FOR SUPPLY AND DELIVERY OF
DOCUMENTARY BOXES, DATA FOLDERS 14”, DATA
FOLDERS 19”, DATA FOLDERS SPANISH 22”, PLASTIC
ENVELOPES AND VERTICAL FOLDERS (6 Lots)**

1. The **Land Registration Authority (LRA)**, through the FY 2023 General Appropriations Act (GAA) Republic Act (R.A.) No. 11936 intends to apply the sum of **EIGHT MILLION SIX HUNDRED SEVENTY-EIGHT THOUSAND EIGHT HUNDRED NINETY PESOS ONLY (₱8,678,890.00)**, inclusive of VAT being the ABC to payments under the contract for **Supply and Delivery of Documentary Boxes, Data Folders 14”, Data Folders 19”, Data Folders Spanish 22”, Plastic Envelopes, and Vertical Folders (6 Lots)** with Project ID No. **LRA BAC-PGSM-2023-10**, broken down as follows:

Lot No.	Description/Items	Quantity	Cost Breakdown of the Approved Budget for the Contract (ABC) in Php
1	Documentary Boxes	7,000 pieces	2,071,720.00
2	Data Folders 14”	700 pieces	1,093,785.00
3	Data Folders 19”	700 pieces	1,323,000.00
4	Data Folders Spanish 22”	500 pieces	1,199,685.00
5	Plastic Envelopes	60,000 pieces	1,800,000.00
6	Vertical Folders	6,000 pieces	1,190,700.00
TOTAL ABC (VAT Inclusive)			8,678,890.00

Bids received in excess of the ABC per lot shall be automatically rejected at bid opening.

2. The LRA now invites bids for the above Procurement Project. Delivery of the Goods shall be within **Thirty (30) 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 two (2) 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). For the technical specifications, see Section VII.
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 the **LRA-Bids and Awards Committee (BAC) Secretariat for Non-Infrastructure** 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 **September 26, 2023 to October 18, 2023** from the given address below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of:

Lot No. 1: Two Thousand Seventy-Two Pesos Only (**₱2,072.00**)

Lot No. 2: One Thousand Ninety-Four Pesos Only (**₱1,094.00**)

Lot No. 3: One Thousand Three Hundred Twenty-Three Pesos Only (**₱1,323.00**)

Lot No. 4: One Thousand Two Hundred Pesos Only (**₱1,200.00**)

Lot No. 5: One Thousand Eight Hundred Pesos Only (**₱1,800.00**)

Lot No. 6: One Thousand One Hundred Ninety-One Pesos Only (**₱1,191.00**)

Payment shall be made at the LRA Cashier located at the One Stop Shop (OSS). The LRA shall allow the bidder to present its proof of payment for the fees by presenting it in person.

6. The **Land Registration Authority** will hold a **Pre-Bid Conference on October 04, 2023, 8:00 AM**, at **4th Floor, LRA Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City**, which shall be open to prospective bidders and/or through videoconferencing/webcasting via *Zoom application* using the following:
Meeting ID: 885 8790 3055
Passcode: 261906
7. **Bids must be duly received** by the BAC Secretariat through manual submission at the address below on or before **October 18, 2023, 7:30 AM** at the **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 **October 18, 2023, 8:00 AM** at **4th Floor, LRA Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

For the purpose of constituting a quorum, either the physical and virtual presence of the BAC members shall be considered pursuant to GPPB Resolution No. 09-2020.
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 35.6 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:

MARIA RUDYLYN A. CEBRERO

BAC-PGSM Secretariat Member

Room 02, Property and Supply Section, Lower Ground Floor

Mobile No. 0999-2262745

NONETTE KHALIL M. AMPARO, RN

BAC-PGSM Secretariat Member

Room 302, 3rd Floor, Office of the Reconstitution Division

Mobile No. 0917-2426183

12. For viewing and downloading of Bidding Documents you may visit:

<http://notices.philgeps.gov.ph/>

<https://lra.gov.ph/bids-opportunities/>

Date Issuance of Bidding Documents:

26 September 2023 at Quezon City



ATTY. TRISTAN E. DE GUZMAN

Chairperson, LRA Bids and Awards Committee

East Avenue corner NIA Road, Diliman, Quezon City