

**INVITATION TO BID FOR
PRINTING AND DELIVERY OF NIA DESK AND WALL
CALENDAR, AND EXECUTIVE PLANNER
ITB NO. BS-020-2024**

1. The *National Irrigation Administration (NIA)*, through the *Corporate Operating Budget (COB)* for CY 2024 intends to apply the sum of **Three Million Four Hundred Sixty Seven Thousand Eight Pesos (Php 3,467,008.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for ***Printing and Delivery of NIA Desk and Wall Calendar, and Executive Planner, to wit:***

Lot No.	Particulars	ABC per Lot
1	NIA DESK AND WALL CALENDAR 2025	2,999,808.00
2	NIA EXECUTIVE PLANNER 2025	467,200.00
TOTAL		PHP 3,467,008.00

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

2. The *NIA* now invites bids for the above Procurement Project. Delivery of the Goods is required by:

Lot No.	Particulars	Delivery Period
1	NIA DESK AND WALL CALENDAR 2025	Thirty (30) calendar days Upon receipt of final digital proofing
2	NIA EXECUTIVE PLANNER 2025	

Bidders should have completed a contract similar to the Project. For this purpose, **similar contracts** shall refer to:

Lot No.	Particulars	Definition of Similar Contracts
1	NIA DESK AND WALL CALENDAR 2025	Printing and Delivery of Magazine/Calendar
2	NIA EXECUTIVE PLANNER 2025	Printing and Delivery of Planner

The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).



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- 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.

- Prospective Bidders may obtain further information from **NIA BAC-B Secretariat, c/o Procurement Section, Procurement and Property Division** and inspect the Bidding Documents at the address given below during **(8:00 AM – 5:00 PM)**.
- A complete set of Bidding Documents may be acquired by interested Bidders on **October 2, 2024 to October 23, 2024** from the given address and website(s) 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:

PARTICULARS	Approved Budget for the Contract	Standard Rates for Bidding Documents per Lot
LOT 1 - NIA DESK AND WALL CALENDAR 2025	Php 2,999,808.00	Php 5,000.00
LOT 2 - NIA EXECUTIVE PLANNER 2025	Php 467,200.00	Php 500.00

The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person

- The National Irrigation Administration will hold a Pre-Bid Conference on **October 11, 2024, 10:00AM** at Classroom A, 3rd Floor IEC Building, NIA Complex, EDSA, Quezon City which shall be open to prospective bidders.
- Bids must be duly received by the BAC-B Secretariat through manual submission at the office address indicated below on or before **October 23, 2024, 9:30 AM**. Late bids shall not be accepted.
- All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.



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9. Bid opening shall be on **October 23, 2024, 10:00 AM** at Classroom A, 3rd Floor IEC Building NIA Complex, EDSA Diliman, Quezon City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The NIA 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:
The Head Secretariat
Bids and Awards Committee-B,
Procurement and Property Division
National Irrigation Administration
2nd Floor, ICC Building, NIA Complex,
EDSA, Diliman, Quezon City
Tel. Nos., 8-921-3906, 8-929-6071 loc. 115


ENGR. ROBERT C. SUGUITAN
Chairperson