Republic of the Philippines

Office of the Solicitor General

OSG Bldg. 134 Amorsolo St., Legaspi Village, Makati City
Tel No. 8988-1674 loc. 777; & 8836-3314; Telefax No. 8813-11-74
Website: www.osg.gov.ph

INVITATION TO BID

PROCUREMENT OF LONG (8.5" x 13") AND A4 (8.3" x 11.7") COPY PAPER FOR OSG FOR CY 2026

1) The **Office of the Solicitor General**, through the **FY 2026 National Expenditure Program** intends to apply the sum of ***Five Million Ninety-Three Thousand Pesos (₱5,093,000.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Long (8.5" x 13") and A4 (8.3" x 11.7") for CY 2026 / OSG PR No. 025-10-171 (EPA2026)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2) The **OSG** now invites bids for the **Procurement of Long (8.5" x 13") and A4 (8.3" x 11.7") for CY 2026**. The supplier shall undertake an initial delivery of **2,000 reams long copy paper and 200 reams A4 copy paper within fifteen (15) days from receipt of the Notice to Proceed (NTP)**. The **balance** shall be **delivered within five (5) days upon request of the OSG, until the total quantity ordered shall be fully delivered**, which shall not be beyond **March 31, 2027. Full delivery must be completed within 12 months after the first delivery date.** The Bidder shall have a Single Largest Completed Contract (SLCC) that is at least one (1) similar contract, completed within **three (3) years** prior to the deadline for the submission and receipt of bids. 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 competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.

   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) Interested Bidders may obtain further information from **OSG** and inspect the Bidding Documents at the address given below from **Monday** to **Friday 8:00am to 5:00pm**.

5) A complete set of Bidding Documents may be acquired by interested Bidders on **Monday to Friday**, between **8:00am to 5:00pm starting 28 November 2025 until 8:30am of 17 December 2025** from **6th Floor, ADMIN/Procurement Section, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City** upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos (Php10,000.00)**. Interested bidders

may purchase the bidding documents by depositing the amount of **Ten Thousand Pesos (Php10,000.00)** with the **OSG Trust Fund 101 Account Number 1802-1016-23**, Office of the Solicitor General, Land Bank of the Philippines, Paseo de Roxas Branch, Makati City and submitting the proof of deposit at **fms@osg.gov.ph**, or by paying directly with the Cashier's Office at the Office of the Solicitor General, 134 Amorsolo Street, Legaspi Village, Makati City.

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 **OSG** will hold a Pre-Bid Conference on **5 December 2025 @ 9:00am** at **6th floor, BAC Room Convergys One Building located at 6796 Ayala Ave cor. Salcedo St., Legaspi Village, Makati City** and/or through video conferencing or webcasting *via* **Microsoft Teams**, which shall be open to prospective Bidders.

7) Bids must be duly received by the Special Bids and Awards Committee (SBAC) Secretariat/ Procurement Section through manual submission at the **6th Floor, ADMIN/Procurement Section, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City** on or before **8:30am** of **17 December 2025**. **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 16.1.

9) Bid opening shall be at **9:00am** on **17 December 2025** at **6th floor, BAC Room, Convergys One Building located at 6796 Ayala Ave cor. Salcedo St., Legaspi Village, Makati City** and/or *via* **Microsoft Teams**. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.

10) Prospective Bidders are required to submit (1) one additional hard copy of their bid.

Further Prospective Bidders are notified that **this procurement is undertaken through Early Procurement Activity. In this regards, prospective bidders are enjoined to refer to the GPPB Circular 06-2019 dated July 17, 2019 and other related issuances.**

Also, for purposes of videoconferencing, prospective bidders are advised to provide their email addresses not later than thirty (30) minutes before the activity at the email address below. While the SBAC can conduct face-to-face pre-bid conference and opening of the bids, prospective bidders are enjoined to send at most two (2) representatives due to the limited space of the conference room.

11) The **OSG** 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 Section 70[i] of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.

12) For further information, please refer to:

Christian D. Buat
ADMIN Division – Procurement Section / SBAC Secretariat
Office of the Solicitor General
OSG Building, 134 Amorsolo St., Legaspi Village, Makati City 1229
E-mail Address: **osgprocurement@osg.gov.ph**
Tel No. (02) **8988-1674** loc. **777** / (02) **8836-3314** / Telefax No. (02) **8813-1174**
Website: **www.osg.gov.ph**

13) You may visit the following websites:

For downloading of Bidding Documents: https://osg.gov.ph/page?call=proc-biditems

For electronic bid submission: *N/A*

Date of Issue: **November 28, 2025**

OMAR M. DIAZ
Senior State Solicitor
Vice Chairperson, Special Bids and Awards Committee