



**INVITATION TO BID**

The LGU-Opol, Misamis Oriental through the Bids and Awards Committee (BAC) intends to invite suppliers/manufacturers/distributors/contractors to bid for the hereunder Project:

Name of Project : Supply and Delivery of Office Supplies for 1<sup>st</sup> Quarter 2021  
Location : Opol, Misamis Oriental  
Total Approved Budget for the Contract (ABC) : Four Hundred Seventy One Thousand Seven Hundred Sixty Eight Pesos and 74/100 Only (Php 471,768.74)  
Delivery Period : 30 Calendar Days

Prospective bidders should be PhilGEPS registered with Platinum Membership and possess a valid Mayor's/Business permit applicable to the contract. In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184; must have completed a contract similar to the Project with a value of at least twenty five percent (25%) of the ABC in the case of Expendable Supplies; must not have fifteen percent (15%) or more negative slippage in on-going projects and must have a recent Tax Clearance issued by the BIR Main Office filed through the EFPS (E.O. 398, s. 2005), if applicable. The complete description of an eligible bidder is contained in the Instruction to Bidders and Eligibility Requirements for the Procurement of Goods.

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) 9184, otherwise known as the "Government Procurement Reform Act". Bids received in excess of the ABC shall be automatically rejected at bid opening.

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 5183. The BAC will conduct Post-qualification of the lowest calculated bid.

Interested bidders may obtain further information from LGU-Opol and inspect the Bidding Documents at the address given below during office hours from 8:00AM to 5:00PM.

A complete set of Bidding Documents may be purchased by interested Bidders on March 24, 2021 to April 19, 2021 from the address below and upon payment of a non-refundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the Government Procurement Policy Board, in the amount of Five Hundred Pesos (Php 500.00).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that bidders shall pay the fee for the Bidding Documents not later than the submission of their bids.

The complete schedules of activities are listed as follows;

<b>ACTIVITIES</b>	<b>SCHEDULE</b>
1. Posting	March 24, 2021 to April 19, 2021
2. Pre-Bid Conference	April 5, 2021 @ 10:00 AM/BAC Office
3. Issuance of Bid Documents	March 24, 2021 to April 19, 2021
4. Submission of Bid	April 19, 2021 @ 8:30 AM/BAC Secretariat
5. Bid Opening	April 19, 2021 @ 10:00 AM /BAC Office

The LGU-Opol will hold a Pre-Bid Conference on April 5, 2021, 10:00 o'clock in the morning at the BAC Office, which shall be open to prospective bidders.

Bids must be delivered to and be duly received by the BAC Secretariat at the address abovementioned on or before April 19, 2021, 8:30 AM.

The bidder shall submit a **Bid Securing Declaration, or any form of Bid Security**, in an amount not less than the required percentage of the ABC in accordance with the following schedule, denominated in Philippine Pesos and posted in favor of the Procuring Entity, to wit:

<b>Form of Bid Security</b>	<b>Amount of Bid Security (Not less than the required percentage of the ABC)</b>
<p>a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p>For biddings conducted by LGUs, cashier's/manager's check may be issued by other banks certified by the Bangko Sentral ng Pilipinas (BSP) as authorized to issue such financial instrument.</p>	Two percent (2%)
<p>b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p>For biddings conducted by LGUs, bank draft/ guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</p>	
<p>c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	Five percent (5%)

Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

The LGU-Opol 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 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information/inquiry, please refer to:

**JOSE F. ESCUZAR, JR.**

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**EDGAR C. OLACO**

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