



Republic of the Philippines
Province of Oriental Negros
MUNICIPALITY OF AYUNGON
BIDS AND AWARDS COMMITTEE

INVITATION TO BID

PROCUREMENT OF ONE (1) PACKAGE OFFICE SUPPLIES FOR MUNICIPALITY OF
AYUNGON USE AT AYUNGON, NEGROS ORIENTAL

BID IDENTIFICATION NUMBER **2023-04-26**

1. The **Municipality of Ayungon**, through the **General Funds 2023** intends to apply the sum of **One Million Five Hundred Thousand Pesos Only. (1,500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of One (1) Package Office Supplies for Municipality of Ayungon Use at Ayungon, Negros Oriental**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Municipality of Ayungon** now invites bids for **Office Supplies**. Delivery of the Goods is required within **Thirty (30) days after issuance of Purchase Order (PO)**. Bidders should have completed, within **30 days** 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.
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) 9184, otherwise known as the "Government Procurement Reform Act".

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.
4. Interested bidders may obtain further information from the **Municipality of Ayungon**, and inspect the Bidding Documents at the address given below during **8:00 AM to 5:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **April 9 – May 2, 2023 in the amount of Five Thousand Pesos (Php 5,000.00) only**.

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 **Municipality of Ayungon** will hold a Pre-Bid Conference on this project on **April 17, 2023 @ SB Session Hall, 2:00 PM**.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **May 2, 2023, at 2:00 PM**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**.

Bid opening shall be on **May 2, 2023, at 2:00 PM**, at SB Session Hall, Municipality of Ayungon. 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.

8. All interested bidders/suppliers who will submit their bid documents such documents should be properly tabbed. Eligibility documents should be three (3) copies in each separate folders.
9. The Municipality of Ayungon 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.
10. For further information, please refer to:

Engr. Edgar L. Martinez, En.p
BAC Chairman
Municipality of Ayungon
Ayungon, Negros Oriental
0917-895-2561

ENGR. EDGAR L. MARTINEZ, En.P
BAC Chairman