

Republic of the Philippines  
Province of Guimaras  
Municipality of Buenavista  
**OFFICE OF THE BIDS AND AWARDS COMMITTEE**  
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INVITATION TO BID

BID NUMBER 2020 – 01

**PURCHASE FOR PR #17 – PURCHASE OF OFFICE SUPPLIES – M.T.O.**

1. The Municipal Government of Buenavista, Province of Guimaras through its BIDS AND AWARDS COMMITTEE (BAC) intends to apply the sum of **Four Hundred Twenty One Thousand Twenty Five Pesos and Nine Centavos Only (P 421,025.09)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **PURCHASE OF OFFICE SUPPLIES – M.T.O.** Bids received in excess of the ABC shall be automatically rejected at Bid Opening.
2. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criterion as specified in the Implementing Rules and Regulations Part A (IRR-A) of Republic Act No. 9184 (R.A. 9184), otherwise known as the Government Procurement Reform Act, and it restricted to organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, as specified in Republic Act 5183 (R.A.5183). Only Bids from Bidders who pass the eligibility check will be opened. The process of the eligibility check is described in Section II of the Bidding Documents, ITB. The bidder with the lowest Calculated Bid (LCB) shall advance to the post-qualification stage in order to finally determine his responsiveness to the technical and financial requirements of the project. The contract shall then be awarded to the Lowest Calculated and Responsiveness Bidder (LCRB) who has determined as such procedure.
3. Interested Bidders may obtain further information from Bids and Awards Committee (BAC) Municipality of Buenavista Province of Guimaras and inspect the Bidding Documents at the address given below from 8:00 A.M. to 4:30 P.M.
4. A complete set of Bidding Documents may be purchased by interested Bidders on March 9, 2020 until 9:30 A.M. of March 30, 2020 from the address below and upon payment of non-refundable fee for the Bidding Documents in the amount of **Five Hundred Pesos Only (P 500.00)**. The method of payment will be paid to MTO. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.
5. The Municipal Government of Buenavista, Province of Guimaras will hold a **Pre-Bid Conference on March 16, 2020, 9:30 A.M.** at the BAC Office, which shall be open to all interested parties.
6. Bids must be delivered to the address below on or before October 8, 2020 at the BAC Office. All bids must be accompanied by a Bid Security in a freely convertible currency and in either of the following form; Cash, Cashier's/Manager's Check, bank Draft/Guarantee confirmed by a Universal or Commercial Bank, Irrevocable Letter of Credit issued by a Universal or Commercial Bank in the amount equivalent to 2% of a Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security in the amount equivalent to 5 % of the BAC.
7. Bid Opening shall be on March 30, 2020 – 9:30 A.M., at the BAC office. Bids will be opened in the presence of the Bidder's representatives who choose to attend at the address below. Late bids shall not be accepted.
8. The Municipality of Buenavista, Province of Guimaras reserves the right to accept or reject any or all bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders and accept the offer most advantageous to the government.

  
**ALEX S. FERNANDEZ**  
BAC Chairman

Bids and Award Committee Office  
Municipal Building, New Poblacion, Buenavista  
Guimaras, 5044  
(033)580-7992

Date of Posting: March 9, 2020