


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 2021 -01

PURCHASE FOR PR #06 – PURCHASE OF INK AND COMPUTER ACCESSORIES – 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 **Two Hundred Eighty Eight Thousand Eight Hundred Seventy Five Pesos Only (P 288,875.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **PURCHASE OF INK AND COMPUTER ACCESSORIES – 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 form Bids and Awards Committee (BAC) Municipality of Buenavista, Province of Guimaras and inspect the Bidding Documents at the address given below form 8:00 A.M. to 4:30 P.M.
4. A complete set of Bidding Documents may be purchased by interested Bidders on February 8, 2021 until 9:30 A.M. of March 2, 2021 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 February 16, 2021, 10:00 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 March 2, 2021 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 ABC.
7. **Bid Opening** shall be on March 2, 2021 – 10:00 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
(033)580-7685

Date of Posting: February 8, 2021

Republic of the Philippines
Province of Guimaras
Municipality of Buenavista
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This bidder's tender was
Authenticated by: _____

BIDDER'S TENDER

Paid under O.R. No. _____
Dated: _____

The Chairman
Buenavista, Guimaras

Sir:

In connection with your invitation to apply for eligibility and to bid dated _____ I/We proposed to furnish and deliver in conformity with your specifications the articles of which I/We quote, as specified below, and do hereby bind myself/ourselves to accept the award should my / our bid be found to be the lowest calculated responsive bid.

To guarantee the faithful compliance with the conditions in the invitation to apply for eligibility and to bid, I/We hereby furnish herewith BID SECURITY, in the amount of ₱ _____ % of the Approved Budget for the Contract.

Item No.	Unit	Qty	Description of Articles	Unit Price	Total Amount
1	pcs.	7	Computer Mouse w/ pad		
2	boxes	8	Computer printer ribbon #S015639 (LQ310)		
3	pcs.	5	Keyboard with mouse		
4	pc.	1	Keyboard		
5	bottles	135	Printer ink T-6641, black		
6	bottles	43	Printer ink T-6642, cyan		
7	bottles	39	Printer ink T-6643, magenta		
8	bottles	43	Printer ink T-6644, yellow		
9	bottles	10	Printer ink 774, black		
10	bottles	35	Printer ink 003, black		
11	bottles	29	Printer ink 003, cyan		
12	bottles	26	Printer ink 003, magenta		
13	bottles	26	Printer ink 003, yellow		
14	bottles	20	Printer ink D60, black		
15	boxes	11	Printer ink 678 black		
16	boxes	7	Printer ink 878 colored		
17	boxes	4	Printer ink #704 black		
18	boxes	2	Printer ink #704 colored (tri-color)		
19	boxes	20	Printer ink 85A (Laser Jet 1102)		
20	pcs.	2	USB (Flash Drive), 8 GB		
21	pcs.	22	USB (Flash Drive), 16 GB		
22	pcs.	12	USB (Flash Drive), 32 GB		
23	pcs.	3	USB (Flash Drive), 64 GB		
			X-X-X-X-X		
			Total - - -		
Amount in Words:					

NAME OF PROJECT: PR #06 - Purchase of Ink & Computer Accessories - M.T.O.

Note:

Deliveries will be made during office hours at the Municipal Treasurer's Office within 10 days from the date of acceptance of the Purchase Order (P.O.).

(Name of Company, Corporation)

Signature over Printed Name

Date: _____

NOTE:

Stamp registered name of Company below
signature of the proprietor or authorized
representative.