




INVITATION TO BID FOR PROCUREMENT OF OFFICE SUPPLIES

1. The **Municipality of Urbiztondo**, through the **General Fund** intends to apply the sum of **₱ 499,959.20** being the ABC to payments under the contract for **Procurement of Office Supplies with Identification Number bidgoods2302**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Municipality of Urbiztondo** now invites bids for the above Procurement Project. Delivery of the Goods is required by **12 Calendar Days or March 6, 2023**. Bidders should have completed, within *[insert relevant period]* 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) No. 9184.

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. Prospective Bidders may obtain further information from **Municipality of Urbiztondo** and inspect the Bidding Documents at the address given below during **8:00 A.M. to 5:00 P.M., Monday to Friday**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **February 8, 2023 to February 16, 2023** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **₱ 500.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *be presented in person*.
6. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **February 16, 2023 at 10:00 A.M.** Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.

8. Bid opening shall be on **February 16, 2023 at 10:00 A.M.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The *Municipality of Urbiztondo* 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:


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ENGR. NORBERTO C. CANCINO
Chairman
Bids and Awards Committee

Noted:


MODESTO M. OPERANIA
Municipal Mayor