

INVITATION TO BID FOR PURCHASE OF OFFICE SUPPLIES (SBO)

1. The **LOCAL GOVERNMENT UNIT OF SOLSONA**, through the **GENERAL FUND**³ intends to apply the sum of **TWO HUNDRED FORTY SEVEN THOUSAND FIVE HUNDRED SEVEN PESOS (P247,507.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **PURCHASE OF OFFICE SUPPLIES (SBO)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **LOCAL GOVERNMENT UNIT OF SOLSONA** now invites bids for **PURCHASE OF OFFICE SUPPLIES (SBO)**.⁴ Delivery of the Goods is required **WITHIN 15 DAYS UPON RECEIPT OF NOTICE TO PROCEED**. Bidders should have completed, within **2 YEARS** 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”.

In addition, select one of the two following paragraphs and delete the other depending on the existence of conditions under Section 23.4.1.2 of the IRR of RA 9184:

- (i) *Select this paragraph if conditions (a), (c), and (d) under Section 23.4.1.2 of the IRR of RA 9184 do not exist:* 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.
- (ii) *Select this paragraph if condition (a), (c), or (d) under Section 23.4.1.2 of the IRR of RA 9184 exists:* Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.

³ In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of LGUs, the Budget for the contract approved by the respective *Sanggunian*. (Section 5(a), R.A. 9184)

⁴ A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

4. Interested bidders may obtain further information from **BAC SECRETARIAT OF THE PROCURING ENTITY** and inspect the Bidding Documents at the address given below during **8:00AM – 5:00PM, MONDAY - FRIDAY**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **MARCH 12, 2021 to MARCH 30, 2021** from the address below *upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of FIVE HUNDRED PESOS (P500.00) Note: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.*

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 **LOCAL GOVERNMENT UNIT OF SOLSONA** will hold a Pre-Bid Conference⁵ on *N/A* at *N/A*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **MARCH 30, 2021, 9:30 AM**. 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 **MARCH 30, 2021, 10:00 AM** at **OFFICE OF THE BAC CHAIRPERSON, SOLSONA, ILOCOS NORTE**. 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. *[Insert such other necessary information deemed relevant by the Procuring Entity]*
9. The **LOCAL GOVERNMENT UNIT OF SOLSONA** 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:

Minette Joy D. Vicente
BAC Secretariat
Solsona, Ilocos Norte
0917-555-8579

[Insert website address, if applicable]

⁵May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

CHARYMELLE O. FORONDA

*[Insert Name and Signature of the BAC
Chairperson or the Authorized
Representative of the BAC Chairperson]*