



**Republika ng Pilipinas**

PAMAHALAANG LUNGSOD NG TACLOBAN  
(City Government of Tacloban)  
Kanhuraw Hill, Tacloban City 6500

**BIDS AND AWARDS COMMITTEE**

**INVITATION TO BID**

REF #024-03-2018 (MARCH 8, 2018)  
PR# 2018-290 DATED 02/15/2018  
PR# 2018-294 DATED 02/15/2018  
5208642

The Procuring Entity through its Bids and Awards Committee (BAC), invites bidders/suppliers to apply for eligibility and to bid for the hereunder procurement:

- Name of Project** : Procurement of Office Supplies and Devices.
- End-user** : City Civil Registrar's Office and City Mayor's Office.
- Brief Description/  
Specifications** : Consolidated Office and Janitorial supplies.
- Approved Budget  
for the Contract /  
Estimated Budget** : Php207,722.00
- Source of Funds** : General Fund
- Contract Duration** : 30 days

**SCHEDULE OF ACTIVITIES:**

<b>Procurement Stage</b>		<b>Start Date</b>	<b>End Date</b>	<b>Time</b>
Advertisement	:	03/08/2018	03/15/2018	From 8:00 A.M. to 5:00 P.M.
Pre-Bid Conference	:	n/a	n/a	2:00 P.M.
Submission of Bids	:	03/15/2018	03/15/2018	Until 2:00 P.M.

Prospective bidders may download and examine the attached Bid Documents by clicking the figure opposite the Associated Components.

Bid documents may be secured from the BAC Secretariat Office at the Executive Lounge, City Hall Bldg., Tacloban City upon payment of a non-refundable amount of **Php1,000.00** to the City Treasurer's Office.

Prospective bidders should have experience in undertaking a similar project within the last five (5) years with an amount of at least 50% of the proposed project for bidding, and have key personnel and equipment (owned, leased or under purchase) available for the implementation of the project.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act

(RA) 9184, otherwise known as the "Government Procurement Reform Act". Post-qualification of the lowest calculated bid shall be conducted to determine the lowest calculated and responsive bid.

All particulars relative to eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulation (IRR).

The City Government of Tacloban reserves the right to accept or reject any bid, 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.

**For further information, please refer to:**

*Eunice J. Alcantara, DVM  
BAC Chairman  
Balyuan Livelihood Training Center  
City Hall, Tacloban City*

  
**EUNICE J. ALCANTARA, DVM**  
City Veterinarian  
Chairman, BAC

City Hall Bulletin Board  
New Bus Terminal Board  
MASA  
Procurement Unit  
CGSO  
End-user (CCRO & CMO)