



Republika ng Pilipinas

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

BIDS AND AWARDS COMMITTEE

INVITATION TO BID

REF #036-08-2016 (SEPTEMBER 1, 2016)
PR# 2016-820 DATED 07/25/16
(4035557)

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 & Devices.

Location : City General Services Office

**Brief Description/
Specifications** : Consolidated office and janitorial supplies of different offices of the City Government of Tacloban for the 3rd Quarter of C.Y. 2016.

**Approved Budget
for the Contract /
Estimated Budget** : Php1,999,885.00

Source of Funds : General Fund

**Contract Duration
/ Delivery Period** : 30 Days

SCHEDULE OF ACTIVITIES:

Procurement Stage		Start Date	End Date	Time
Advertisement	:	09/01/2016	09/22/2016	From 8:00 A.M. to 5:00 P.M.
Pre-Bid Conference	:	09/08/2016	09/08/2016	2:00 P.M.
Submission of Bids	:	09/22/2016	09/22/2016	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 **Php5,000.00** to the City Treasurer's Office.

Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount of at least 25% of the proposed project for bidding, and have key personnel and equipment (owned, leased or under purchase) available for the implementation of the project.

The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary “pass/fail” criteria. 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*

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

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