

**Republic of the Philippines**  
**City of Canlaon**  
**Office of the Bids and Awards Committee**

**INVITATION TO BID FOR *the* PROCUREMENT OF OFFICE SUPPLIES AND EQUIPMENT**

The Local Government of Canlaon City, through Local House Clearing Board. 1 intends to apply the sum Three Hundred Forty Five Thousand Seven Hundred Ninety Eight (P345,798.00) being the Approved Budget for the Contract (ABC) to payments under the contract for supply and delivery of Office Supplies and Equipment for use of City Mayor's Office, Canlaon City. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The Local Government of Canlaon now invites bids supply and delivery of Office Supplies and Equipment for use of City Mayor's Office, Canlaon City.<sup>1</sup> Delivery of the Goods is required 7 calendar days after issuance and receipt of Notice to Proceed. Bidders should have completed, within two 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.

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".

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.

Interested bidders may obtain further information from the City Government of Canlaon and inspect the Bidding Documents at the address given below during 8:00 am to 5:00 pm, Monday to Friday.

A complete set of Bidding Documents may be purchased by interested Bidders on the day the Invitation to Bid is published up to the day of the Opening of Bids from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of:

<i>Total budget for the Contract</i>	<i>Amount</i>
<i>500,000 and below</i>	<i>500.00</i>
<i>More than 500,000 up to 1 Million</i>	<i>1,000.00</i>
<i>More than 1 Million up to 5 Million</i>	<i>5,000.00</i>
<i>More than 5 Million up to 10 Million</i>	<i>10,000.00</i>
<i>More than 10 Million up to 50 Million</i>	<i>25,000.00</i>
<i>More than 50 million up to 500 Million</i>	<i>50,000.00</i>
<i>More than 500 Million</i>	<i>75,000.00</i>

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 nonrefundable fee for the Bidding Documents not later than the submission of their bids.

The City Government of Canlaon City will hold a Pre-Bid Conference on *July 24, 2018 – 1:30PM at the Office of the Bids and Awards Committee, Canlaon City*, which shall be open to all interested parties.

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<sup>1</sup> 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.

Bids must be delivered to the address below not later than on the day and time of the Bid Opening. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount:

<b>Schedule of Bid Security</b>	<b>Amount</b>
Cash or cashier's/manager's check issued by Universal or commercial bank	2% of the ABC
Bank draft/guarantee or irrevocable letter of Credit issued by a Universal or Commercial Bank: Provided, however, that it shall confirmed or Authenticated by a Universal or Commercial Bank, Issued by a foreign bank	2% of the ABC
Surety Bond callable upon demand issued by a Surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	5% of the ABC
Any combination of the following	Proportionate to share of form with respect to total amount of security
Bid Securing Declaration	

Bid opening shall be on August 7, 2018 – 1:30 PM at the Office of the Bids and Awards Committee. 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.

The Local Government Unit of Canlaon 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:

*Mr. Remigio L. Blanco- BAC -Chairman/ Presiding Officer  
General Service Officer-Canlaon City  
Contact No.09081892018*

*Mrs. Ninfa M. Coruna – Head, BAC Sec.  
City Mayor's Office, Canlaon City  
Contact No.09195935852*

*Canlaon City Website: [www.canlaoncity.gov.ph](http://www.canlaoncity.gov.ph)  
email address: [bacoffice@gucanlaon@yahoo.com](mailto:bacoffice@gucanlaon@yahoo.com)  
Contact No.:09175617931*

Certified for posting:

**NINFA M. CORUÑA**  
CGADH 1/BAC Secretariat

**REMIGIO L. BLANCO**  
BAC Chairman