

**Republic of the Philippines
RIZAL PROVINCIAL GOVERNMENT
Antipolo City**

INVITATION TO BID

PURCHASE OF OFFICE SUPPLIES

The Rizal Provincial Government, through the **General Fund** intends to apply the sum of **₱5,196,339.00** as the Approved Budget for the Contract (ABC) for the **Purchase of Office Supplies**.

The Rizal Provincial Government now invites bids for the **Purchase of Office Supplies**. Delivery of the Goods is **30 days**. Bidders should have completed a contract similar to the Project within **3 years** from the date of submission and receipt of bids. Bids received in excess of the abovementioned ABC shall be automatically rejected at bid opening.

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”.

Prospective bidders of non-expendable goods must have completed a single contract that is similar to the contract to be bid equivalent to at least fifty percent (50%) of the Approved Budget Cost (ABC). For expendable supplies, said single contract must be at least twenty five percent (25%) of the ABC.

Bidding is restricted to Filipino citizens/sole proprietorship, 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 and subject to Commonwealth Act 138.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-bidding Conference, Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of RA 9184 and its 2016 Revised Implementing Rules and Regulations (IRR).

The Schedule of Activities is as follows:

| ACTIVITIES | DATE | TIME | PLACE |
|---|----------------------------|-----------------------|---|
| 1. Publication/Posting of Invitation to Bid | May 6, 2021 – May 14, 2021 | | |
| 2. Issuance of Bid Documents | May 6, 2021 – May 25, 2021 | 8:00 a.m. – 4:00 p.m. | BIDDING ROOM 3/F Capitol Bldg. Formerly DILG Office, Ynares Center Complex, Antipolo City |
| 3. Pre-Bid Conference | May 13, 2021 | 10:00 a.m. | |
| 4. Opening of Bids | May 26, 2021 | 2:00 p.m. | |

A complete set of Bidding Documents may be purchased by any interested Bidders on the scheduled date of activities from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **₱ 10,000.00**.

Sealed bids must be delivered to the Procurement Section **on or before May 26, 2021 until 1:00 p.m.**

| FORM OF BID SECURITY | AMOUNT OF BID SECURITY |
|--|--|
| a. Cash or cashier's/managers check issued by a Universal or Commercial Bank. | Two percent (2%) |
| b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. | |
| c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. | Five percent (5%) |
| d. Any combination of the foregoing. | Proportionate to share of form with respect to total amount of security. |
| e. Bid Securing Declaration | No percentage required |

The Rizal Provincial Government 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 call at Tel. No. 620-2400 loc. 4914 and look for **MA. TERESA E. LASQUETY.**, BAC Secretary, Procurement Office, Rizal Provincial Government, Ynares Center Complex, Antipolo City.

ENGR. LUISITO G. MUNSOD
Chairman
Bids and Awards Committee