

LOCAL GOVERNMENT UNIT OF SAN JOSE

INVITATION TO BID FOR *the Delivery of Office Equipment for of this Local Government Unit*

1. **Select one of the two following paragraphs, and delete the other depending on the Funding Source:**

- a) **If the Funding Source is GOP:**

The **Local Government Unit of San Jose**, through the **General Fund C/Y 2014** intends to apply the sum of **Three Hundred Forty Six Thousand Four Hundred Twenty Pesos (Php 346, 420.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the delivery of Office Equipment of this Local Government Unit. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **LGU-SAN JOSE** now invites bids for the supply and delivery of **OFFICE EQUIPMENT OF THIS LOCAL GOVERNMENT UNIT**. Delivery of the Goods is required 7 days after receipt of NTP. Bidders should have completed, within 7 days 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. **Select one of the following two paragraphs, and delete the other depending on the Funding Source:**

- a) **If the Funding Source is GOP:**

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”.

In addition, select one of the two following paragraphs and delete the other depending on the existence of conditions under Section 23.5.1.2 of the IRR of RA 9184:

- (i) **Select this paragraph if conditions (a), (c), and (d) under Section 23.5.1.2 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 and subject to Commonwealth Act 138.

4. Interested bidders may obtain further information from **LGU-San Jose BIDS AND AWARDS COMMITTEE, LGU-San Jose, Camarines Sur** and inspect the Bidding Documents at the address given below during **8:00 am to 5:00 pm, Monday to Friday excluding holidays**.

5. **Select one of the following two paragraphs, and delete the other depending on the Funding Source:**

- a) **If the Funding Source is GOP:**

A complete set of Bidding Documents may be purchased by interested Bidders on **February 6, 2014 – February 13, 2014** from the address below and upon

payment of a non-refundable fee for the Bidding Documents in the amount of **Five Hundred Pesos Only (P 500.00)**.

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 non-refundable fee for the Bidding Documents not later than the submission of their bids.

6. Bids must be delivered to the address below on or before **February 13, 2014 at 8:00 A.M.**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause **Error! Reference source not found**.

Bid opening shall be on **February 13, 2014 at 10:00 A.M. at 2nd Floor of Municipal Building, San Jose, Camarines Sur**. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address stated above. Late bids shall not be accepted.

7. *[Insert such other necessary information deemed relevant by the PROCURING ENTITY]*
8. The **Local Government Unit of San Jose** reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

JOSELITO C. MARTIREZ
BAC Chairman/Municipal Assessor
San Jose, Camarines Sur

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