



Republic of the Philippines
Province of Cebu

MUNICIPALITY OF DAANBANTAYAN

Bids and Awards Committee

E-mail address: bac.daanbantayan@gmail.com Contact No. 0917-112-7120

PB-2024-08-48

Invitation to Bid for Supply and Delivery of Office Equipment's for PDAO and GAD Office of MSWDO

1. The **Municipality of Daanbantayan**, through the **Supplemental Budget #2** intends to apply the sum of **Four Hundred Fourteen Thousand One Hundred Seventy Pesos Only (P 414,170.00)** being the ABC to payments under the contract for **PB-2024-08-48**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Municipality of Daanbantayan** now invites bids for the above Procurement Project, Delivery of the Goods is required by **August 2024**. Bidders should have completed, within **15 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. Bidding will be conducted through open competitive bidding procedures using a nondiscretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.
4. Prospective Bidders may obtain further information from **Municipality of Daanbantayan** and inspect the Bidding Documents at the address given below during office hours (8:00 AM to 5:00 PM).
5. A complete set of Bidding Documents may be acquired by interested Bidders on **July 26, 2024** from the address below:
Office of the Bids and Awards Committee
Second Floor, Municipal Building
Municipality of Daanbantayan.
Bid documents fee of **Five Hundred Pesos (P 500.00)** shall be paid at the same address stated above. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.
[NOTE: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.]
6. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **August 08, 2024**. Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
8. Bid opening shall be on **August 08, 2024** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The **Municipality of Daanbantayan** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. The bidders shall accomplish the Technical Component and Financial Component (as specified in ITB Clause 20, Documents Comprising the Bid: Eligibility and Technical Components in three copies (one original and two duplicate copies) which shall be enclosed in properly sealed and marked envelopes in accordance with ITB Clause 21, Sealing and Marking of Bids, to wit:
"Bidders shall enclose their original eligibility and technical documents described in ITB Clause 12 in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT", and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "ORIGINAL BID".
Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. 1 - TECHNICAL COMPONENT" and "COPY NO. 1 - FINANCIAL COMPONENT" and the outer envelope as "COPY NO. 1", respectively. These envelopes containing the original and the copies shall then be enclosed in one

single envelope. (This shall apply to “COPY NO. 2” of the Technical and Financial Component.)

The original and the number of copies of the Bid as indicated in the BDS shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.

All envelopes shall:

- contain the name of the contract to be bid in capital letters; bear the name and address of the Bidder in capital letters;
- be addressed to the Procuring Entity’s BAC in accordance with ITB Clause 1.1;
- bear the specific identification of this bidding process indicated in the ITB Clause 1.2; and
- bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with ITB Clause 21.”

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(Name of Bidder)

(Address of Bidder)

Mr. Dale Mito S. Diano
BAC Chairman
Bids and Awards Committee
Municipality of Daanbantayan

ITB No.: PB-2024-08-48

DO NOT OPEN BEFORE August 08, 2024

11. The Municipal Government of Daanbantayan, Cebu reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

JANINE A. CONDES
JACQUELOU L. ESCARDA,
GINALYN C. NOVAL,
RODELIZA C. DOBLE
BAC Secretariat Municipal
Hall, Daanbantayan, Cebu

(SGD.)

DALE MITO S. DIANO
Municipal Planning and Development
Coordinator BAC Chairman