



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
National Road, Putatan, Muntinlupa City

BIDS and AWARDS COMMITTEE

www.muntinlupacity.gov.ph

INVITATION TO BID FOR THE SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR USE OF VARIOUS OFFICES

1. The City Government of Muntinlupa, through its duly-approved Executive Budget for 2018 intends to apply the sum of **Three Million Eight Hundred Twenty Six Thousand Four Hundred Ninety One Pesos (P3,826,491.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Supply & Delivery of Office Supplies for use of Various Offices**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The City Government of Muntinlupa now invites bids for **Supply & Delivery of Office Supplies for use of Various Offices**. Delivery of the Goods is required **within 15-30 days from issuance of the Purchase Order**. Bidders should have completed, within **two (2) 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.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

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.

4. Interested bidders may obtain further information from City Government of Muntinlupa and inspect the Bidding Documents at the address given below during office hours from 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **September 7, 2018** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (P5,000.00)**.

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,



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provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The City Government of Muntinlupa will hold a Pre-Bid Conference on **September 14, 2018**, 1:00 p.m. at the City Administrator's Conference Room, 2/F City Hall Main Building, National Road, Putatan, Muntinlupa City, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **September 27 2018**, 1:00 p.m. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18

Bid opening shall be on **September 27, 2018**, 2:00 p.m. at the City Administrator's Conference Room, 2/F City Hall Main Building, National Road, Putatan, Muntinlupa City. 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.

8. The City Government of Muntinlupa 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.
9. For further information, please refer to:

Jonnah O. Hidalgo

BAC Secretariat Head

City Government of Muntinlupa

BAC Office, 2/F City Hall Main Bldg.

National Road, Putatan, Muntinlupa City

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Website address: www.muntinlupacity.gov.ph


ENGR. ALLAN A. CACHUELA
Chairperson
BAC – City Government of Muntinlupa