



## INVITATION TO BID for the Procurement of Educational Supplies

The LGU-El Salvador City, Misamis Oriental, through its Bids and Awards Committee (BAC), invites interested suppliers, to apply for eligibility and if found eligible, to bid for the contract:

1. Invitation to Bid No. : 2023-09-114  
Brief Description : Procurement of Educational Supplies  
Approved Budget for the Contract : ₱ 242,376.40  
Delivery Period : within 15 calendar days upon receipt of NTP  
Source of Fund : CSWD-GAD 1 (General Fund)

ITEM NO.	QUANTITY	UNIT	DESCRIPTION
1	190	Pcs	Ballpen, black
2	113	Pcs	Signpen, black
3	190	Pcs	File box
4	38	Pack	Folder with tab, legal size
5	190	Pcs	Tape, transparent, 48mm
6	150	Bundle	DTR
7	40	Pcs	Glue, multi-purpose, 200ml
8	40	Pcs	Stapler, standard size
9	40	Box	Staple wire, standard
10	3	Pads	Index card, 5x8
11	1	Cart	Toner cartridge
12	24	Pcs	Ink 003 black, magenta, yellow, cyan

Procurement will be conducted through open competitive bidding procedures in accordance with R.A. 9184 and its Revised Implementing Rules and Regulations.

To bid for this contract, a bidder must purchase bid documents and should have experienced in undertaking similar project within the last two (2) years with an amount of at least fifty percent (50%) of the proposed project for bidding. The eligibility check as well as the preliminary Examination of Bids shall use non-discretionary pass/fail criteria.

The significant time and deadlines for procurement activities are shown below:

ACTIVITY	DATE	TIME
1. Issuance of Bid Documents	From September 7, 2023 to September 12, 2023	9:00 A.M. – 4:00 P.M. during office hours only
2. Receipts of Bids	September 14, 2023	Deadline until 9 o'clock in the morning
3. Opening of Bids	September 14, 2023	9 o'clock in the morning

The BAC will issue hard copies of Bidding Documents at the City Hall Building of El Salvador, Misamis Oriental, upon payment of a non-refundable fee **FIVE HUNDRED PESOS ONLY (500.00)** to the Treasurer's Office.

Bids must accompanied by a bid security, in the amount and acceptable form, as stated in Section 27.2 of the Revised IRR.

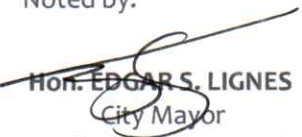
Prospective bidders shall submit their duly accomplished forms as specified in the BDs in two (2) separate sealed envelopes to the BAC Chairman. The first envelope shall contain the technical component of the bid including the eligibility requirements. The second envelope shall contain the financial component of the bid. Contract will be awarded to the Lowest Calculated Responsive Bid as determined in the bid evaluation and post-qualification.

The LGU-El Salvador reserves the right to accept or reject any bid and to annul the bidding process any time before Contract award and assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

Approved by:

  
**NOLLY ADRIAN B. GABULE**  
City Agriculturist  
BAC Chairman

Noted by:

  
**Hon. EDGAR S. LIGNES**  
City Mayor

Head of Procuring Entity

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Posted in conspicuous place, City Hall premises

Website: <https://www.philgeps.gov.ph>