



**INVITATION TO BID NO. 33-18 FOR**  
*Purchase of Office Supplies for Different Offices, Roxas City*

1. The **Roxas City Government**, through the Appropriation Ordinance intends to apply the sum of **P743,858.80** being the Approved Budget for the Contract (ABC) to payments under the contract for **Purchase of Office Supplies for Different Offices, Roxas City**.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **Roxas City Government** now invites bids for **Purchase of Office Supplies for Different Offices, Roxas City**. Delivery of the Goods is required **within 120 days after receipt of NTP**. Bidders should have completed, **within 5 year** 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 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 and subject to Commonwealth Act 138.

4. Interested bidders may obtain further information from **Roxas City Government** and inspect the Bidding Documents at the address given below during **Mon-Fri-8-5pm**.

A complete set of Bidding Documents may be purchased by interested Bidders on **June 08 –June 20, 2018**, from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **P1,000.00**

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

5. The **Roxas City Government** will hold a **Pre-Bid Conference** on, which shall be open to all interested parties.

6. Bids must be delivered to the address below on or before **June 20, 2018, 3:00pm**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause

Bid opening shall be on **June 20, 2018, 3:00pm at BAC Office, 3<sup>rd</sup> Floor, Roxas City Hall**. 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.

7. The **Roxas City 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.

8. For further information, please refer to:

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**GILBERT G. TAN**  
BAC Chairman  
Address: Bids and Awards Committee  
Secretariat, Roxas City Hall