



Republic of the Philippines  
Province of Pampanga  
Municipality of Guagua



**BIDS AND AWARDS COMMITTEE**

**INVITATION TO BID**

October 29, 2021

1. The Municipality of Guagua, Province of Pampanga through its Bids and Awards Committee (BAC), invites Licensed Supplies/ Manufacturers/ Distributors/ Trading/ Retailers to bid for the hereunder project:

Name of Project	Funding Source	Approved Budget for the Contract (ABC)
<b>Procurement of Assorted Goods for the Year-End Assessment of LGU Employees 2021 LGU GUA 50-21</b>	<b>General Fund CY 2021</b>	<b>Php 1,199,440.00</b>

2. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. Delivery of the Goods is required within thirty (30) calendar days upon receipt of Notice to Proceed (NTP) and door to door delivery to the location/recipient. Bidders should have completed, within the last three (3) years from the date of submission and receipt of bids, a contract similar to the Project, the value of which must be at least 50% of the Approved Budget for the Contract (ABC). The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instruction to Bidders.
4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criteria as specified in the Revised Implementing Rules and Regulations IRR of the Republic Act 9184, otherwise known as the “Government Procurement Reform Act”.

The Schedule of BAC activities is as follows;

Activity	Date& Time	Venue
a. Availability of Bidding Documents	November 02, 2021 – November 22, 2021 8:00am – 5:00pm	Office of the BAC Secretariat, 3 <sup>rd</sup> Floor Municipal Building, Guagua, Pampanga
b. Pre Bid Conference	November 09, 2021, 2:00 pm (Tuesday)	Municipal Auditorium, 4 <sup>th</sup> Floor, Municipal Building, Municipality of Guagua, Pampanga
c. Deadline for Submission of Bids	November 22, 2021, 2:00 pm	
d. Opening of Bids	November 22, 2021, 2:01pm (Monday)	

5. A complete set of Bidding Documents may be purchased by Interested Bidders from the Office of the BAC Secretariat, 3<sup>rd</sup> Floor, Municipal Building, Guagua, Pampanga and upon payment of non-refundable fee in the amount of **Five Thousand Pesos (Php5,000.00)** to the Office of the Municipal Treasurer, 1<sup>st</sup> Floor, Municipal Building, Guagua, Pampanga. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.
6. Bids must be delivered to the address stated on or before **November 22, 2021, (Monday) 2:00** in the afternoon. All bids must be accompanied by a Bid Security in any of the acceptable forms. 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 LGU Guagua, Pampanga 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: Ilona G. Bansil at tel. number (045)4573796.

(Sgd.)  
**ENGR. RAUL G. NAGUIT**  
BAC Chairman

Noted by:

(Sgd.)  
**DANTE D. TORRES**  
Municipal Mayor