



Republic of the Philippines
Province of Pampanga
MUNICIPALITY OF GUAGUA

BIDS AND AWARDS COMMITTEE

INVITATION TO BID

November 14, 2022

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)
Purchase of Printer with scanner, Laptop, and Desktop to be used at Guagua East District LGU GUA 50-22	SEF/ Local School Board CY 2022	PhP 335,000.00

2. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. Delivery of the Goods is required within forty-five (45) 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 15, 2022 – December 05, 2022 8:00 am – 5:00 pm	Office of the BAC Secretariat, 3 rd Floor Municipal Building, Guagua, Pampanga
b. Pre Bid Conference	November 22, 2022, 10:00 am (Tuesday)	SB Session Hall, 2 nd Floor, Municipal Building, Municipality of Guagua, Pampanga
c. Deadline for Submission of Bids	December 05, 2022, 10:00 am	Municipal Auditorium, 4 th Floor, Municipal Building, Municipality of Guagua, Pampanga
d. Opening of Bids	December 05, 2022, 10:01 am (Monday)	

5. A complete set of Bidding Documents may be purchased by Interested Bidders from the Office of the BAC Secretariat, 3rd Floor, Municipal Building, Guagua, Pampanga upon submission of letter of authorization with valid company I.D. of the authorized representative and upon payment of non-refundable fee in the amount of **Five Hundred Pesos (Php500.00)** to the Office of the Municipal Treasurer, 1st 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 **December 05, 2022, (Monday) 10:00** in the morning. 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 telephone number (045) 457-3796.

(Sgd.)
ENGR. RAUL G. NAGUIT
BAC Chairperson

Noted by:

(Sgd.)
ANTHONY JOSEPH S. TORRES
Municipal Mayor