



Republic of the Philippines  
PROVINCE OF QUEZON  
MUNICIPALITY OF POLILLO  
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INVITATION TO BID FOR:

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES & OTHER OFFICE SUPPLIES FOR THE 3<sup>RD</sup> QUARTER-LGU POLILLO, QUEZON**

1. The Municipality of Polillo, through the Approved Budget 2023 intends to apply the sum of One Million Three Hundred Fifty Four Thousand One Hundred Thirty One Pesos & 60/100 Only (P1,354,131.60) being the Approved Budget for the Contract (ABC) to payments under the contract for SUPPLY AND DELIVERY OF OFFICE SUPPLIES & OTHER OFFICE SUPPLIES FOR THE 2<sup>ND</sup> QUARTER-LGU POLILLO, QUEZON with Project Identification Number ITB 2023-058. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Municipality of Polillo now invites bids for the above Procurement Project. Completion of the Works is required **Thirty (30) Calendar Days**. Bidders should have completed 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.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least **seventy five percent (75%)** 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 **Municipality of Polillo** and inspect the Bidding Documents at the address given below from, **8:00AM to 5:00PM (Monday to Friday)**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **September 4, 2023 to September 25, 2023** (before 2:30PM) from given 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 **P 5,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees will be presented in person, by facsimile, or through electronic means.
6. The Municipality of Polillo will hold **Pre-Bid Conference** on **September 11, 2023, 2:30pm** at BAC Unit Office, 2<sup>nd</sup> Floor Municipal Building-Annex, Mabini St., Brgy. Poblacion, Polillo, Quezon and/or through videoconferencing/webcasting via messenger, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address as indicated below, (ii) online or electronic submission as indicated below on or **September 25, 2023, 2:30pm**. at the address below. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 16**.
9. Bid opening shall be on **September 25, 2023, 2:30PM** at the given address below and/or through messenger. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Municipality of Polillo** 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 Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder of bidders.

II. For further information, please refer to:

Engr. Cyrus Ken M. Marasigan, BAC Chairperson & BAC Secretariat  
Mahini St. Poblacion, Polillo, Quezon 4339  
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ENGR. CYRUS KEN M. MARASIGAN  
BAC Chairperson

Publication:  
September 4, 2023 (Philgeps & in conspicuous  
places in this municipality)