

# Invitation to Bid



Republic of the Philippines  
Province of Camarines Norte  
Municipality of Santa Elena

## BIDS AND AWARDS COMMITTEE

### INVITATION TO BID FOR *Procurement of Regular Office Supplies/Materials for Different Municipal Office/Department (3<sup>rd</sup> & 4<sup>th</sup> Qtr)*

1. The **MUNICIPALITY OF STA. ELENA, CAMARINES NORTE** through the **Bids and Awards Committee** now invites bids for the project.

Name of Contract	:	Procurement of Regular Office Supplies/Materials for Different Municipal Office/Department (3rd & 4th Qtr)
Project Identification No.	:	2023-G-030
Location(s)	:	Brgy. Poblacion, Sta. Elena, Camarines Norte
Source of Fund	:	General Fund
Approved Budget for the Contract	:	Php453,646.00
Contract Duration	:	60 w.d.
Non-Refundable Bid Fee	:	Php. 1,000.00

2. Bids received in excess of the ABC for the lot shall be automatically rejected at bid opening.
3. 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).
4. 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, otherwise known as the “Government Procurement Reform Act”.
5. Timelines for the abovementioned project are as follows:

Activities	Date/Time/Venue
<b>Issuance of Bid Documents</b>	<b>November 14, 2023</b> Office of the BAC Secretariat, 2 <sup>nd</sup> Floor of Municipal Hall Building, Brgy. Poblacion, Sta. Elena, Camarines Norte
<b>Submission and Receipt of Bids</b>	<b>December 4, 2023 – 8:30 AM</b> Office of the BAC Secretariat, 2 <sup>nd</sup> Floor of Municipal Hall Building, Brgy. Poblacion, Sta. Elena, Camarines Norte

	Form of submission: Manual Submission at the office address
<b>Eligibility Check</b>	<b>December 4, 2023 – 9:00 AM</b> Mayor’s Office Conference Room, 2 <sup>nd</sup> Floor of Municipal Hall Building, Brgy. Poblacion, Sta. Elena, Camarines Norte
<b>Opening of Bids</b>	<b>December 4, 2023 – 2:00 PM</b> Mayor’s Office Conference Room, 2 <sup>nd</sup> Floor of Municipal Hall Building, Brgy. Poblacion, Sta. Elena, Camarines Norte

6. Interested bidders may obtain further information from **MUNICIPALITY OF STA. ELENA, CAMARINES NORTE** and inspect the Bidding Documents at the address given below during **MONDAY TO FRIDAY 8:00 AM TO 5:00 PM AT THE OFFICE OF THE BAC SECRETARIAT.**
7. Interested bidders may obtain the Bid Documents starting on **November 14, 2023** until the date of bid opening and upon payment of a non-refundable bid fee in the **amount stated above for the particular project.** All bids must be accompanied by a bid security in any of the acceptable forms and in the amount state in **ITB** Clause 16. Late bids shall not be accepted.
8. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
9. The **MUNICIPALITY OF STA. ELENA, CAMARINES NORTE** 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 or bidders.
10. For further information, please refer to:

(SGD.)  
**JESSIE EMMANUEL T. RICERRA**  
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Office of the BAC Secretariat  
2<sup>nd</sup> Floor Municipal Hall Building, Magsaysay St.,  
Purok, Brgy. Sta. Elena (Poblacion), Sta. Elena, Camarines Norte  
[09201158355/jessiericerra@yahoo.com](mailto:09201158355/jessiericerra@yahoo.com)

(SGD.)  
**MR. REX H. HERALDO**  
BAC Chairman