



Republic of the Philippines  
Province of Laguna  
**MUNICIPALITY OF LOS BAÑOS**  
*Special Science and Nature City*  
**BIDS AND AWARDS COMMITTEE**  
Tel Nos. 530-2952 loc 106/304/306 530-2584 Telefax Nos. 530-2585

## ***Section I. Invitation to Bid***

### **SUPPLY & DELIVERY OF IT EQUIPMENT FOR VARIOUS OFFICES LOS BAÑOS, LAGUNA**

1. The **MUNICIPALITY OF LOS BAÑOS**, through the **GENERAL FUND** intends to apply the sum of **SEVEN HUNDRED TWENTY NINE THOUSAND THREE HUNDRED PESOS (P 729, 300.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **18-GOODS-47**. Bids received in excess of the ABC shall be automatically rejected in bid opening.
2. The **MUNICIPALITY OF LOS BAÑOS** now invites bids for the Supply & Delivery of IT Equipment for Various Offices, Los Baños, Laguna. Delivery of the Goods is required *within Seven (7) calendar days after receipt of Notice to Proceed (NTP)*. Bidders should have completed, within *five (5) years* 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".
  - (i) 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 *Municipality of Los Baños Bids and Awards Committee* and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m., except Weekends and Holidays.
5. A complete set of Bidding Documents may be purchased by interested Bidders starting **OCTOBER 3, 2018 (WEDNESDAY)**, 8:00 a.m. to 5:00 p.m. from the address below and upon payment of a non-refundable registration fee in the amount of **Five Hundred Pesos (P 500.00)** upon submission of a LOI and for the Bidding Documents in the amount of **ONE THOUSAND PESOS (P 1,000.00) c/o Ms. Joyce Ann Mae L. del Valle, BAC Secretariat** at the Municipal Budget Office.
6. Bids must be delivered to the address below on or before **OCTOBER 10, 2018 (WEDNESDAY), 2:00 p.m.** *3<sup>rd</sup> Floor, Municipal Building, National Hi-way, Brgy. Timugan, Los Baños, Laguna*. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause.

In case of *force majeure* opening of bids will be automatically postponed and rescheduled on the next working day/s.

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 Municipality of Los Baños 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 the BAC Secretariat:  
**Ms. Maria Luisa G. Diaz (Municipal Treasurer's Office) – (049) 530-2584**  
**Ms. Joyce Ann Mae L. Del Valle (Municipal Budget Office) – (049) 530-2952 loc. 106**  
**Ms. Althea Mae D. Deomano (Municipal Planning and Development Office) - (049) 530-2952 loc. 306**

Approved:

Noted:

**(SGD)TWILA T. TORRES**  
BAC-Chairperson

**(SGD)HON. CAESAR P. PEREZ**  
Mayor