



Republic of the Philippines  
 Province of Ilocos Norte  
 Office of the Provincial Governor  
**BIDS AND AWARDS COMMITTEE**  
 Laoag City

**IN-BAC-2020-03-025**

**INVITATION TO BID FOR**

***Procurement of Office Supplies for the use of  
 the different offices of the PGIN for the 1st  
 Quarter 2020***

1. The *Provincial Government of Ilocos Norte*, through the *General Fund* intends to apply the sum of *Eight Million Three Hundred Forty Six Thousand Three Hundred Seventy Pesos and Thirty Six Centavos (Php 8,346,370.36)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Procurement of Office Supplies for the use of the different offices of the PGIN for the 1st Quarter 2020*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Provincial Government of Ilocos Norte* now invites bids for *Procurement of Office Supplies for the use of the different offices of the PGIN for the 1st Quarter 2020* on Line Item Bid. Delivery of the Goods is required within *15 Calendar Days upon receipt of the Purchase Order*. Bidders should have completed, within *the last 3 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 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".  
  
Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.
4. Interested bidders may obtain further information from *BAC OFFICE* and inspect the Bidding Documents at the address given below during *8:00 A.M. to 5:00 PM, Monday to Friday*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *March 20, 2020 - April 13, 2020* from the 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 Ten Thousand Pesos (P 10,000.00)*.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The **BAC OFFICE** will hold a Pre-Bid Conference on **April 01, 2020 10:30 A.M.** at **BAC Office, Provincial Capitol Building, Laoag City, Ilocos Norte**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **April 13, 2020 10:30 A.M.** All Bids must be accompanied by a bid security in any of the acceptable forms:
  - a) Cash or Cashier's / Manager's Check (2%) - P 166,927.41 ✓
  - b) Bank Guarantee/draft Irrevocable LC (2 %) - P 166,927.41 ✓
  - c) Surety Bond Callable upon demand (5 %) - P 417,318.52 ✓
  - d) Bid Securing Declaration

Bid opening shall be on **April 13, 2020, 10:30 A.M.** at **BAC Office, Provincial Capitol Building, Laoag City, Ilocos Norte**. 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.

8. The **BAC OFFICE** 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

**JOSEPHINE P. CALAJATE**  
**FE P. SIAZON**  
**GRACE M. JARA**  
**NORALYN A. BOQUE**  
**GENEDINE D. JAMBARO**  
**JOHANNE M. QUILLOPE**  
BAC Secretariat  
BAC Office  
Provincial Capitol Building  
Ilocos Norte  
Telephone Number: (077)772-2049  
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Email address: [bacilocosnorte@yahoo.com](mailto:bacilocosnorte@yahoo.com)

**Approved by:**

  
**JOSEPHINE A. RUEDAS, M.D.**  
BAC Chairperson