



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

IN-BAC-2022-10-091

**INVITATION TO BID FOR**

***Supply and Delivery of Consolidated Office Supplies for the use of the different offices of the PGIN for the 4th Quarter 2022***

1. The *Provincial Government of Ilocos Norte*, through the *General Fund* intends to apply the sum of *Five Million Six Hundred Fifty Seven Thousand Twelve Pesos and Seventy Four Centavos (Php 5,657,012.74)* being the ABC to payments under the contract for *Supply and Delivery of Consolidated Office Supplies for the use of the different offices of the PGIN for the 4th Quarter 2022*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *PGIN* now invites bids for the above Procurement Project. 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) No. 9184.  
  
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 No. 5183.
4. Prospective Bidders may obtain further information from *PGIN* 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 *October 11, 2022 - October 31, 2022* from the given address and website(s) 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).The Procuring Entity shall allow the bidder to present its proof of payment for the fees *presented in person*.

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 *PGIN* will hold a Pre-Bid Conference<sup>1</sup> on *October 19, 2022 10:30 A.M. at BAC Office, Provincial Capitol Building, Laoag City, Ilocos Norte* and/or through video conferencing or webcasting *via Zoom*. 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 indicated below on or before *October 31, 2022 10:30 A.M.* 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 14.
9. Bid opening shall be on *October 31, 2022, 10:30 A.M. at BAC Office, Provincial Capitol Building, Laoag City, Ilocos Norte* and/or *via Zoom*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Each Bidder shall submit *One original copy* of the first and second components of its bid.
11. The *PGIN* 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 IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

**JOSEPHINE P. CALAJATE/  
WILFREDO B. LORENZO JR./  
GRACE M. JARA/  
GENEDINE D. JAMBARO/  
DEMIL C. DOMINGO**  
BAC Secretariat  
BAC Office  
Provincial Capitol Building  
Ilocos Norte  
Telephone Number: (077)772-2049  
Fax Number: (077)772-2049  
Email address: [bacilocosnorte@yahoo.com](mailto:bacilocosnorte@yahoo.com)

October 07, 2022

  
**ATTY. YVETTE N. CONVENTO-LEYNES**  
BAC Chairperson

<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.