

## ADVERTISEMENT TO BID

Notice is hereby given that sealed bids for items listed at the back hereof will be received in the Office of the Bids and Awards Committee (BAC) not later than May 22, 2017 12:00 P.M. Bidders should submit bids on duly sealed envelopes labeled "**BIDS FOR ITEMS: SUPPLY OF 7 BOTTLES OF INK-L360 AND OTHERS INTENDED FOR DEP-ED/ALS OFFICE FOR 2ND QUARTER on May 22, 2017 1:30 P.M. at Mayor's Conference Room, Maragusan, Compostela Valley.**"

A proposed bond shall be in an amount equal to a percentage of the ABC in accordance either of the following: a.) Cash or cashier's/manager's check issued by a Universal or Commercial Bank (2% of the ABC); b.) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (2% of the ABC); c.) Surety bond callable upon demand issued by surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (5% of the ABC); d.) Any combination of the foregoing (Proportionate to share of form with respect to total amount of security). Such bond shall accompany each bid to the Municipal Government of Maragusan. The bond shall be forfeited in favor of Maragusan Government should the winning bidder fails to enter into contract price in the form of cash, certified checks, manager's checks, GSIS bond, Private Surety Institution duly accredited. Should the bidder fail to put up the Performance bond; the government shall confiscate his proposal bond and bar him from participating in some of the future public bidding, being an irresponsible bidder.

Failure of the successful bidder to finish the project/deliveries on time, the Municipal Accountant shall impose penalties of 1/10 of 1% of the total value of the contract cost if the supplies or materials called for has been delivered partially within the stipulated date, and to deduct 5% of the amount of the value of the penalties imposed from any money due from the bidder or be recovered from the bidder's bond filed his bid.

It is requested that a representative of the bidder be present to witness the opening of bids and **TO ANSWER QUERY THAT MAYBE ASKED BY THE COMMITTEE.** However, all bids received on time will be opened even without the presence of the bidder or their authorized representatives.

The government reserves the right to reject any or all bids, waive any defect contained therein and accept the bid as maybe considered most advantageous to the government.

All items and conditions in the advertisement and specifications, exception, notation and remarks in his bid shall "**Ipsa Facto**" constitutes a part of the contract if not objected by the Municipal Committee on Award and for the bidder.

Very truly yours,

NELSON M. ORTIZ  
BAC CHAIRMAN

Standard Form Number: SF-GOOD-05  
Revised on: July 28, 2004**INVITATION TO BID**

Name of Project : DEP-ED/ALS  
 Location : Municipality of Maragusan, Compostela Valley  
 Brief Description : SUPPLY OF 7 BOTTLES OF INK-L360 AND OTHERS INTENDED FOR DEP-ED/ALS  
 OFFICE FOR 2ND QUARTER  
 Approved Budget for the Contract (ABC) : 23,445.00  
 Source of Fund: : SEF  
 Contract Duration : 10 days after receipt of P.O.

For contracts involving delivery of goods:

Prospective bidders should have experience in undertaking a similar project within the last 2 years with an amount of at least 50% of the proposed project for bidding. The eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post qualification of the lowest calculated bid shall be conducted.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementation Rules and Regulation (IRR).

The complete schedules of activities is listed, as follows:

<b>ACTIVITIES</b>	<b>SCHEDULE</b>
1. Issuance of Bid Documents	May 15, 2017
2. Pre-bid Conference	
3. Submission of letters of intent and Application for Eligibility (If single-stage bidding is used, delete this activity)	
4. Opening of Bids	May 22, 2017
5. Bid Evaluation	May 24, 2017
6. Post-qualification	MAY 25-31, 2017
7. Notice of Award	

For single-stage bidding:

Bid documents will be available only to prospective bidders upon payment of a non-refundable amount of P 500.00 to the Municipality of Maragusan Cashier.

Approved by:

Date of Publication: \_\_\_\_\_  
 Newspaper: \_\_\_\_\_

NELSON M. ORTIZ  
 BAC Chairman

REFERENCES:

Purchase Request No. 200-17-04-PR0883

Date: May 15, 2017

Bid File: 17-261

Item No.	Qty	Unit	Articles Description	Unit Price	Total Price
1	7	BOT.	INK - L360 ( BLACK		
2	5	BOT.	INK - L360 (YELLOW)		
3	5	BOT.	INK - L360 ( MAGENTA		
4	5	BOT.	INK - L360 ( CYAN )		
5	1	PCS	STAPLER WITH REMOVER		
6	1	BOXES	STAPLE WIRE #35		
7	5	BOX	STAPLE WIRE - NO.10		
8	5	BOT.	GLUE - 130 GRMS		
9	2	PC.	CALCULATOR		
10	30	PCS	EXPANDED ENVELOP-LONG - ASSORTED COLOR		
11	2	PCS	SCOTCH TAPE - 4"		
12	30	PCS	PENTEL PEN - (BLACK)		
13	30	BOT.	PENTEL PEN INK - BLACK		
14	3	PCS	CORRECTION TAPE		
15	1	PCS.	CUTTER L500		
16	50	PCS	BROWN ENVELOP LONG		
17	50	PCS.	FOLDER - LONG-BROWN		
18	1	BOXES	PAPER FASTENER PLASTIC		
19	5	PCS	SCISSOR - (BIG)		
20	3	PACK	PHOTOPAPER-GLOSSY		
21	19	PCS.	BALLPEN BLACK		
22	3	PCS	SIGN PEN BLACK		
23	27	PCS.	SHARPENER		
24	27	PCS.	RUBBER ERASER		
25	1	BOX	PAPER CLIP-MEDIUM		
26	1	BOX	PUSH PIN		
27	2	PCS.	RULER - METAL 12"		
28	18	BOX	PENCIL # 2		
29	3	BOT.	ALCOHOL - 500ML		
30	2	PACKS	VELUM PAPER		
31	2	PC	STAMP PAD		
32	5	PACKS	STICKER PAPER LONG		
33	3	DOZEN	TISSUE PAPER		
34	5	BOT.	MURIATIC ACID		
35	50	PCS	FILE ORGANIZER		
36	500	PCS	MANILA PAPER		
<b>DEP-ED/ALS</b>					

**Bids Requirements and Entries**

1. The Bid security shall be in the following forms and amount:
  - a. Cash or cashier's/ manager's check issued by a Universal or Commercial Bank. [2% of ABC]
  - b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank [2% of ABC]
  - c. Surety bond callable upon demand issued by surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. [5% of the ABC]
  - d. Any combination of the foregoing. (Proportionate to share of form with respect to total amount of security)

Bids Distributed To:

2. Type or print your quotation in blue or black ink.
3. Bidder's bond must be either in cash, cashier's check, Manager's check or surety bond. Payee of the check issued should be to the Mun. Treasurer, Maragusan, Compostela Valley.
4. Delivery must within 10 days upon receipt of the Purchase Order.
5. Indicate unit and total lot price.

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Name of Establishment

REFERENCES:

Purchase Request No. 200-17-04-PR0883

Date: May 15, 2017

Bid File: 17-261

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- 6. Submit bid with original copy of the bidder's bond.
- 7. Unprinted name of the establishment and unprinted name of Bidder will be disqualified.
- 8. Unsigned quotation will be disqualified.
- 9. Erasures/alterations should be initiated accordingly.
- 10. Only accredited suppliers by GSO/Local Treasurer.

Name of Bidder

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Signature of Bidder