



# PhilGEPS

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## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 10544678  
**Procuring Entity** MUNICIPALITY OF QUINAPONDAN, EASTERN SAMAR  
**Title** Supply and Delivery of Common Use Office Supplies for LGU Offices/Departments  
**Area of Delivery** Eastern Samar

<b>Solicitation Number:</b>	QES-02-08-2024	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	13/02/2024
<b>Approved Budget for the Contract:</b>	PHP 649,171.00	<b>Last Updated / Time</b>	12/02/2024 16:25 PM
<b>Delivery Period:</b>	10 Day/s	<b>Closing Date / Time</b>	04/03/2024 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Lorenzo B Gahoy BAC Chairman Brgy. Bagte Quinapondan Eastern Samar Philippines 6810 63-998-9979594 63-055-5761020 gahoy.lorenzo@yahoo.com		

#### Description

The Local Government Unit – Quinapondan, Eastern Samar, through its Bids & Awards Committee (BAC ), intends to apply the sum of Six Hundred Forty Nine Thousand One Hundred Seventy One Pesos (Php649,171.00) under Annual Budget Appropriation Ordinance, series of 2024, being the Approved Budget for the Contract (ABC) to payment under the contract for the Supply and Delivery of Common Use Office Supplies for the day to day operation of different offices of LGU Quinapondan for Calendar Year 2024. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The LGU- Quinapondan, Eastern Samar, through Bids & Awards Committee (BAC) now invites bids for the Supply and Delivery of Common Use Office Supplies for LGU Offices/Departments. Delivery of the Goods is required within Ten (10) days from receipt of Notice to Proceed. Bidders should have completed within three (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.

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".

The Schedule of BAC Activities is as follows:

1. Advertisement/Posting February 13, 2024 to February 19, 2024
2. Issuance of Bidding Documents February 14, 2024 - March 4, 2024 at the Office of the BAC, Second Floor, Municipal Hall, Quinapondan, Eastern Samar from 8:00 a.m. to 5:00 p.m.

C/O Alicia Q. Mina  
BAC Secretary

Contact No.09454697169

3. Deadline of Submission and Receipt of Bidding Documents is on March 4, 2024 at 10:00 A.M. Bids may be submitted on or before the March 4, 2024 at Conference Room, 3rd Flr., Municipal Hall, Municipality of Quinapondan, Province of Eastern Samar.

4. Opening of Bids will be on March 4, 2024 immediately after the 10:00 A.M. deadline for the receipt of bids at Conference Room, 3rd Flr., Municipal Hall, Municipality of Quinapondan, Province of Eastern Samar.

5. Post Qualification March 6, 2024

6. Resolution to Award March 9, 2023

Interested bidders may obtain further information from the Bids and Awards Committee of LGU Quinapondan and inspect the Bidding Documents at the address given below during Mondays through Fridays from 8:00 to 5:00 PM.

A complete set of Bidding Documents may be purchased by interested Bidders starting on February 14, 2024 until March 4, 2024 from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of Five Hundred Pesos (Php500.00). 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 nonrefundable fee for the Bidding Documents not later than the submission of their bids.

Bids must be delivered to the address below on or before 10:00 O'clock in the Morning, LGU-HRMO Clock time on March 4, 2024. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.1.

Bid opening shall be on March 4, 2024, immediately after 10:00 AM (LGU-HRMO Clock Time), following the deadline set for the submission and receipt of bids, at the Conference Hall of the Municipal Building. 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.

The Bids and Awards Committee 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.

For further information, please contact Alice Q. Mina or Lorenzo B. Gahoy at the following address;

Bids and Awards Committee  
LGU-Quinapondan, Eastern Samar  
Contact No. 09991942483

Approved by

(SGD.) LORENZO B. GAHOY  
BAC CHAIRMAN

**Created by** Lorenzo B Gahoy

**Date Created** 08/02/2024

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