

**Bid Notice Abstract**

## Invitation to Bid (ITB)

Reference Number: 8447321  
 Procuring Entity: MUNICIPALITY OF MONKAYO, COMPOSTELA VALLEY  
 Title: INVITATION TO BID FOR THE PROCUREMENT OF OFFICE SUPPLIES FOR VARIOUS OFFICES  
 Area of Delivery: Davao de Oro (Compos. Valley)

Solicitation Number:	PB-2022-051	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	19/02/2022
Approved Budget for the Contract:	PHP 132,331.00	Last Updated / Time	19/02/2022 00:00 AM
Delivery Period:		Closing Date / Time	01/03/2022 13:00 PM
Client Agency:			
Contact Person:	Christopher M. Edjic Municipal Agriculturist/ BAC Chairman Magsaysay Street, Poblacion Monkayo Davao de Oro (Compos. Valley) Philippines 8805 63-84-8220423 Ext.107 63-917-6020397 lgumonkayo_bac@yahoo.com		

**Description**

Republic of the Philippines  
 Province of Davao de Oro  
 Municipality of Monkayo

**INVITATION TO BID FOR THE PROCUREMENT OF OFFICE SUPPLIES FOR VARIOUS OFFICES**

The Municipality of Monkayo, through the GENERAL FUND 2022 intends ONE HUNDRED THIRTY-TWO THOUSAND THREE HUNDRED THIRTY-ONE PESOS ONLY (PhP. 132,331.00) being the ABC to payments under the contract for PROCUREMENT OF OFFICE SUPPLIES FOR VARIOUS OFFICES/PB-2022-051. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The Municipality of Monkayo, Davao de Oro now invites bids for the above Procurement Project. Delivery of the Goods is required by (15) days. Bidders should have completed, within (1) year 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 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 5183 and subject to

Interested bidders may obtain further information from Municipality of Monkayo and inspect the Bidding Documents at the address given below during weekdays from 8:00am to 5:00pm, except for holidays and declared non-working holidays.

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.

A complete procurement schedule hereunder stated:

**ACTIVITIES SCHEDULE VENUE**

**DATE OF POSTING FEBRUARY 18, 2022** 2F BAC Office, Legislative Bldg., Matillosa St. Poblacion, Monkayo, Davao de Oro

**ISSUANCE OF BIDDING DOCUMENTS FEBRUARY 21, 2022 (8:00AM TO 5:00PM) TO MARCH 01, 2022 (8:00AM TO 12:00NN)** 2F Mun. Mayor's Office, Unity Bldg., J.Martin St., Poblacion, Monkayo, Davao de Oro

**OPENING OF BIDS MARCH 01, 2022 (2:00pm)** 2F, Session Hall Building, Matillosa St., Poblacion, Monkayo, Davao de Oro

**BID EVALUATION MARCH 02-03, 2022** 2ND Floor BAC Office, Legislative Bldg., Matillosa St. Poblacion, Monkayo, Davao de Oro

**POST QUALIFICATION MARCH 04, 2022**

**ISSUANCE OF NOTICE OF AWARD MARCH 07-09, 2022** 2ND Floor BAC Office, Legislative Bldg., Matillosa St. Poblacion, Monkayo, Davao de Oro

**SIGNING OF CONTRACT MARCH 10-11, 2022**

**APPROVAL OF CONTRACT MARCH 14-15, 2022**

**ISSUANCE OF NTP/PO MARCH 16, 2022**

a complete set of Bidding Documents may be purchased by interested Bidders on FEBRUARY 21, 2022 (8:00AM TO 5:00PM) to MARCH 01, 2022 (8:00AM TO 12:00NN) from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of FIVE HUNDRED PESOS ONLY.

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 MARCH 01, 2022; 12:00 NN. All Bids must be accompanied by a bid security in a form of cash or cashier's/manager's check equivalent to 2% of ABC, or Bid Securing Declaration as stated in ITB Clause 18.

Bid opening shall be on MARCH 01, 2022; 2:00 pm at 2ND Floor, Session Hall, Legislative Building, Monkayo, Davao de Oro. 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 Municipality of Monkayo 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 refer to:

Ms. Rosie S. Rabi  
Head, BAC Secretariat  
2F BAC Office, Legislative Building  
Matillosa St. Poblacion, Monkayo, Davao de Oro  
Email: lgumonkayo\_bac@yahoo.com  
<http://monkayo.gov.ph/>

Date of Issue: FEBRUARY 18, 2022

CHRISTOPHER M. EDJIC  
Municipal Agriculturist  
BAC Chairman  
Pob., Monkayo, Davao de Oro

Created by Christopher M. Edjic

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