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Philippine Government Electronic Procurement System

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Procurement Opportunities

## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 8639939  
**Procuring Entity** MUNICIPALITY OF MONKAYO, COMPOSTELA VALLEY  
**Title** INVITATION TO BID FOR THE PROCUREMENT OF OFFICE SUPPLIES AND DEVICES FOR MUNICIPAL VICE MAYOR'S OFFICE  
**Area of Delivery** Davao de Oro (Compos. Valley)

<b>Solicitation Number:</b>	PB-2022-093	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	1
<b>Classification:</b>	Goods	<b>Document Request List</b>	2
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	03/05/2022
<b>Approved Budget for the Contract:</b>	PHP 100,580.00	<b>Last Updated / Time</b>	04/05/2022 16:01 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	17/05/2022 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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 AND DEVICES FOR MUNICIPAL VICE MAYOR'S OFFICE

The Municipality of Monkayo, through the GENERAL FUND 2022 intends ONE HUNDRED THOUSAND FIVE HUNDRED EIGHTY PESOS ONLY (PhP. 100,580.00) being the ABC to payments under the contract for PROCUREMENT OF OFFICE SUPPLIES AND DEVICES FOR MUNICIPAL VICE MAYOR'S OFFICE USE /PB-2022-093. 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 Commonwealth Act 138.

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 MAY 02, 2022 2F BAC Office, Legislative Bldg., Matillosa St. Poblacion, Monkayo, Davao de Oro  
 ISSUANCE OF BIDDING DOCUMENTS MAY 03, 2022 (8:00AM TO 5:00PM) TO MAY 10, 2022 (8:00AM TO 12:00NN) 2F Mun. Mayor's Office, Unity Bldg., J.Martin St., Poblacion, Monkayo, Davao de Oro  
 OPENING OF BIDS MAY 10, 2022 (2:00pm) 2F, Session Hall Building, Matillosa St., Poblacion, Monkayo, Davao de Oro  
 BID EVALUATION MAY 11, 2022 2ND Floor BAC Office, Legislative Bldg., Matillosa St. Poblacion, Monkayo, Davao de Oro  
 POST QUALIFICATION MAY 13, 2022  
 ISSUANCE OF NOTICE OF AWARD MAY 18, 2022 2ND Floor BAC Office, Legislative Bldg., Matillosa St. Poblacion, Monkayo, Davao de Oro  
 SIGNING OF CONTRACT MAY 20, 2022  
 APPROVAL OF CONTRACT MAY 23, 2022  
 ISSUANCE OF NTP/PO MAY 24, 2022

a complete set of Bidding Documents may be purchased by interested Bidders on MAY 03, 2022 (8:00AM TO 5:00PM) to MAY 10, 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 MAY 10, 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 MAY 10, 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: MAY 02, 2022

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

**Remarks**

CONFLICT OF OPENING SCHEDULE

**Created by** Christopher M. Edjic

**Date Created** 02/05/2022

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