

Republic of the Philippines  
**PROVINCE OF SOUTHERN LEYTE**  
Maasin City

**Invitation to Bid for the Procurement of Various Office Equipment, IT Equipment and Office Supplies**  
**Contract ID # 2020-10-30-496PG**

1. The *Provincial Government of Southern Leyte* through the **PGO – Office Equipment and Office Supplies Expenses** intend to apply for a sum of:

<b>Lot 1 – Office Equipment</b>	<b>P 12,853,440.00</b>
<b>Lot 2 – IT Equipment</b>	<b>P 720,000.00</b>
<b>Lot 3 – Various Office Supplies</b>	<b>P 1,766,640.00</b>

For a total of **P 15,340,080.00** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Various Office Equipment, IT Equipment and Office Supplies**. Bids received in excess of the ABC shall be automatically rejected a bid opening.

2. The *Provincial Government of Southern Leyte* now invites bids for the **Procurement of Various Office Equipment, IT Equipment and Office Supplies**. Delivery of the Goods is required **within 30 calendar days** from the date of receipt of the Notice to Proceed. Bidders should have completed, within two 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) 9184, otherwise known as the “Government Procurement Reform Act”.

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.

4. Interested bidders may obtain further information from the Provincial Government of Southern Leyte and inspect the Bidding Documents at the address given below during regular office hours.
5. A complete set of Bidding Documents may be acquired by interested Bidders **on October 9, 2020** from the address payment of a non-refundable fee in the amount of **Lot 1 - P 25,000.00, Lot 2 – P 1,000.00, Lot 3 – P 5,000.00** at the Provincial Treasury Services Office, this province.

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 Provincial Government of Southern Leyte will hold a **Pre-Bid Conference on October 16, 2020** 10AM at Jose Rizal Hall, Provincial Capitol, Asuncion, Maasin City, Southern Leyte which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **October 30, 2020** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause Error! Reference source not found.**

Bid opening shall be on **October 30, 2020** *at ten o'clock in the morning* at Jose Rizal Hall, Provincial Capitol, Asuncion, Maasin City, Southern Leyte. 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.

8. The Provincial Government of Southern Leyte 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. Attendance to the Pre-Bid Conference is a must for all suppliers. Non-attendance Signifies you waive your rights to be informed.
10. For further information, please refer to:

**Mr. Jason C. Calva**

Office of the Provincial Administrator

2F Provincial Capitol, Asuncion, 6600 Maasin City, Southern Leyte

Tel.No. +63 63 5702389

**(Sgd ) JASON C. CALVA**  
Provincial Administrator/BAC Chairman