



Republic of the Philippines
Province of Batangas
Municipality of Calatagan

BIDS AND AWARDS COMMITTEE

Tel.No./Fax No. 09172010917/ (043)213-3001

Standard Form Number : SF-GOOD-03
Revised on: July 28, 2004

July 30, 2020

**INVITATION TO APPLY FOR ELIGIBILITY AND TO BID
(PROCUREMENT OF GOODS)**

The Municipal Government of Calatagan, Batangas, through its Bids and Awards Committee (BAC), invites suppliers/manufacturers/distributors/contractors to apply for eligibility and to bid for the hereunder project:

SOURCE OF FUND	: <u>SPECIAL EDUCATION FUND</u>
Name of Project	: (GD-POMP-001-2020) PROCUREMENT OF DUPLICATING MACHINES
Location	: LGU-Calatagan, Batangas
Brief Description	: Seven (7) Units Duplicating Machines (Digital Desktop, Fully automatic, one drum stencil system, Original Size: 275x395mm: print speed:60-90 sheets per minute: First Print Speed: less than 50 sec; Resolution: 300x300dpi, reproduction ratio: pre-set enlargement: 115,122,141%; pre-set reduction: 71,82,87.93% color Printing: replacing color drum, feeder capacity: 500 sheets 64gsm)
Approved Budget For the Contract	: Php1,274,000.00 (ONE MILLION TWO HUNDRED SEVENTY-FOUR THOUSAND PESOS)
Delivery Period	: 15 c.d

For Contracts involving delivery of goods or contract for services:

Prospective bidders should have experience in understanding a similar project within the last two (2) years, with an amount of at least 50% of the proposed project for bidding, and have key personnel and equipment (owned, leased or under purchase) available for the prosecution of the project. The list of minimum equipment requirement is indicated in the Eligibility Forms. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use the 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-Bid Conference(s), Evaluation of Bids, Post-Qualification and Awards of Contract shall be governed by the pertinent provisions of R.A 9184 and its Implementing Rules and Regulations (IRR).

The complete schedule of activities is listed, as follows:

Activities	Schedule
1. Advertisement and Posting to Phil-GEPS/LGU-Website/Newspaper conspicuous places	July 31, 2020- August 7, 2020
2. Pre-bid Conference	(Mandatory for ABC > 2M)
3. Submission of Letter of Intent/ Eligibility Check/ Issuance of Bid Documents	August 10-12, 2020
4. Receipt /Opening of Bids	August 25, 2020 10:00 A.M/ 2:00 PM
5. Bid-Evaluation	August 26, 2020
6. Post-Qualification	August 27, 2020
7. Issuance of Notice of Award	August 28, 2020
8. Signing of Contract Agreement	September 1, 2020
9. Issuance of Notice to Proceed	September 2, 2020

Bid Documents will be available only to eligible bidders upon payment of non-refundable amount to the Treasurer's Office

The cost of bidding documents based on the following standard rates:

Approved Budget for the Contract (ABC)	Cost of Bidding Documents (In Philippine Peso)
500,000.00 and below	500.00
More than 500,000.00 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00

The Municipal Government of Calatagan assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Approved by:

RONALDO A. TORRES
BAC Chairman

Date: _____

