

Republic of the Philippines
PROVINCE OF DAVAO ORIENTAL
Municipality of Manay

INVITATION TO BID

1. The *Municipality of Manay*, through General Fund intends to apply the sum of *One Hundred Nine Thousand Pesos* being the Approved Budget for the Contract (ABC) to payments under the contract for *Procurement of office supplies*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Municipality of Manay* now invites bids for procurement of office supplies under Purchase Request # 101-2016-02-0060 by the *Office of Sangguniang Bayan at Manay, Davao Oriental*.¹ Delivery of the Goods is required 10 to 15 days after receipt of Purchase Order. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

Quantity	Unit	Description
12	piece	Ink cartridge PIXMA (black 40)
10	piece	Ink cartridge PIXMA (colored 41)
12	piece	Ink Cartridge PIXMA (Black 810)
10	piece	Ink Cartridge PIXMA (colored) 811
25	ream	Book Paper Long
25	ream	Book paper short
2	tube	Riso Ink
4	piece	Toner (TN3320MFC-8910W)
5	piece	USB 16 GB

3. 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”.
 - (i) 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.
4. Interested bidders may obtain further information from *Municipality of Manay* and inspect the Bidding Documents at the address given below during 8:00 am to 5:00 pm.

¹ A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

A complete set of Bidding Documents may be purchased by interested Bidders on March 12, 2016 from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of 8:30 o'clock in the morning to 4:30 o'clock in the afternoon at One Thousand Pesos(P 1,000.00).

The *Municipality of Manay* will hold a Pre-Bid Conference on _____ at *the Mayor's Conference Hall* At _____, which shall be open to all interested parties.

5. Bids must be delivered to the address below on or before March 18, 2016 at 4:30 pm. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB**.

Bid opening shall be on March 19, 2016 at 10 :30 o'clock in the morning at the *Mayor's Conference Hall* . 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.

6. The *Municipality of Manay* 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.

7. For further information, please refer to:

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JAN MAE D. LLAVORE
BAC Chairman

