



Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
**Bids and Awards Committee**

**INVITATION TO BID FOR THE SUPPLY & DELIVERY OF OFFICE &  
COMPUTER SUPPLIES FOR USE OF VARIOUS OFFICES**

1. The *City Government of Muntinlupa*, through its duly approved **2024 Executive Budget & LCR Trust Fund** intends to apply the sum of **Thirty One Million Three Hundred Fifty Two Thousand Eight Hundred Ninety Five Pesos (P31,352,895.00)** being the ABC to payments under the contract for **Supply & Delivery of Office & Computer Supplies for use of Various Offices/00000137**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The City Government of Muntinlupa now invites bids for the above Procurement Project. Delivery of the Goods is required within **180 days but start of delivery is 15 days from the issuance of the Notice to Proceed**. Bidders should have completed, within **two (2) 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) No. 9184.
4. 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 No. 5183.
5. Prospective Bidders may obtain further information from CGM BAC Secretariat through contact details given below and inspect the Bidding Documents at the address given below during office hours 8am to 5pm.
6. A complete set of Bidding Documents may be acquired by interested Bidders on **January 26, 2024** from the given address and website(s) below and upon payment of a fee in the amount of **Twenty Five Thousand Pesos (P25,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees which will be presented in person, by facsimile or through electronic means.
7. The City Government of Muntinlupa will hold a Pre-Bid Conference on **February 2, 2024**, 8:30 a.m. Audio Visual Room, 2/F City Hall Main Building, National Road, Putatan, Muntinlupa City, which shall be open to prospective bidders.



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8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **February 15, 2024**, 8:00 a.m. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **February 15, 2024**, 9:00 a.m. Audio Visual Room, 2/F City Hall Main Building, National Road, Putatan, Muntinlupa City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. The City Government of Muntinlupa 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

***Jonnah O. Hidalgo***

*Head, BAC Secretariat*

*City Government of Muntinlupa*

*bacmuntinlupa@gmail.com*

*Tel. no.: (02)861-11127*

*Facsimile no. :(02) 861-1127*

**ENGR. ALLAN A. CACHUELA**

Chairperson

BAC- City Government of Muntinlupa

MANAGEMENT INFORMATION SYSTEMS OFFICE