



Republic of the Philippines
CITY OF ALAMINOS
Province of Pangasinan

INVITATION TO BID

The **City Government of Alaminos, Pangasinan** through its Bids and Awards Committee (BAC) invites PhilGEPS registered suppliers to apply for eligibility and if found eligible to bid for the **PROCUREMENT OF ACCOUNTABLE FORMS TO BE USED AT CITY TREASURER’S OFFICE, CITY OF ALAMINOS, PANGASINAN** with the following minimum requirements and corresponding approved budget.

| Qty. | Unit | Item Description | Approved Budget for Contract |
|--------|------|--|------------------------------|
| 50,000 | SETS | PERSONALIZED ACCOUNTABLE FORM 51 (in continuous form) Size : 8 1/2 “ x 5” Stock : Imported Carbonless paper Packaging : 3Ply/set, 1,000 sets/box | |
| 25,000 | SETS | PERSONALIZED ACCOUNTABLE FORM 56 (in continuous form) Size : 6 1/2 “ x 11” Stock : Imported Carbonless paper Packaging : 3Ply/set, 1,000 sets/box | |
| | | Total | Php 435,000.00 |

Bids received in excess of the ABC shall be automatically rejected at the Bid Opening.

Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criteria as specified in the Revised Implementing Rules and Regulations of Republic Act No. 9184 (R.A. 9184), otherwise known as the Government Procurement Reform Act, and is restricted to organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, as specified in Republic Act 5138 (R.A. 5138). Only Bids from Bidders who pass the eligibility check will be opened. The process for the eligibility check is described in Section II of the Bidding Documents, **ITB**. The bidder/s with the Lowest Calculated Bid (LCB) shall advance to the post-qualification stage in order to finally determine responsiveness to the technical and financial requirements of the project. In case two (2) or more bidders tie in the financial proposals, and are eventually found to be equally post-qualified, “drawing of lots” shall be resorted to as the tie-breaking method in accordance with GPPB Circular No. 06-2005. The contract shall then be awarded to the **Lowest Calculated and Responsive Bidder (LCRB)** determined after Post Qualification, or after the drawing of lots in case of tie.

Interested Bidders may obtain further information from the Bids and Awards Committee of Alaminos City, Pangasinan, inspect and/or purchase the Bidding Documents upon payment of a non-refundable fee of **One Thousand Eighty Seven Pesos Only (Php 1,087.00)** at the Bids & Awards Committee, City Budget Office, 2ndFlr. City Hall Bldg., Alaminos City, Pangasinan beginning **August 26 – September 20, 2010**.

The Bidding Documents shall be received personally by the prospective bidder or his authorized representative.

Bids and eligibility requirements must be delivered to the above-mentioned address on or before **September 20, 2010 at 10:00 AM**. All Bids must be accompanied by a Bid Security in the form of Cash, Certified Check, Cashier’s Check, Manager’s Check and in amount not less than the amount provided hereunder:

FORM OF SECURITY

- A. Cash, Certified Check, Cashier’s Check, Manager’s Check, Bank Draft or Irrevocable Letter of Credit
- B. Bank Guarantee
- C. Surety Bond

MINIMUM AMOUNT OF % OF ABC TO BE BID

- Two percent (2%)
- Two percent (2%)
- Five percent (5%)

The schedule of BAC activities is as follows:

| BAC ACTIVITIES | SCHEDULE |
|---|---|
| 1. Issuance and Availability of Bidding Documents | August 26 – September 20, 2010, Bids & Awards Committee, City Budget Office, 2ndFlr. City Hall Bldg., Alaminos City, Pangasinan |
| 2. Last Submission and Receipt of Bid | September 20, 2010 @ 10:00 A.M. Conference Room, Alaminos City Hall Building, Alaminos City, Pangasinan |
| 4. Opening of Bids | September 20, 2010 @ 10:30 A.M. Conference Room, Alaminos City Hall Building, Alaminos City, Pangasinan |

The **City Government of Alaminos, Pangasinan** reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

Approved by:

MS. ROWENA F. RUIZ
BAC Chairman

Date of Posting : August 26, 2010