



Republic of the Philippines
Office of the Municipal Mayor
BIDS AND AWARD COMMITTEE
Pasuquin, Ilocos Norte

INVITATION TO BID FOR
PURCHASE OF OFFICE SUPPLIES

- 1) The *LGU-Pasuquin*, through the General Fund CY 2025 intends to apply the sum of **Php 842,252.60** being the Approved Budget for the Contract (ABC) to payments under the contract for **MGPIN No 2025-12-312 – PURCHASE OF OFFICE SUPPLIES**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
- 2) The LGU-Pasuquin now invites bids for *the above Procurement Project*. Delivery of the Goods required is **sixty (60) calendar days**. Bidders should have completed, at least *within Two (2) years* from the date of submission and receipt of bids, contracts 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 competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the IRR of RA No. 12009.

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.

- 4) Interested Bidders may obtain further information from *LGU-Pasuquin* and inspect the Bidding Documents at the address given below from *8:00 A.M. to 5:00 P.M., from Monday to Friday*.
- 5) A complete set of Bidding Documents may be acquired by interested Bidders on **December 5, 2025 to December 15, 2025** from the address given below *upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php 1,000.00*.

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.

[Handwritten signatures and initials in blue ink, including 'J Y Y Y & H' and a large 'D' at the top right.]

- 6) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the office address indicated below on or **before December 15, 2025 at 8:30 A.M.** Late bids shall not be accepted.
- 7) All Bids must be accompanied by a Bid Security in any of the acceptable forms and in the amount stated in ITB Clause 16.1.
- 8) Bid opening shall be on **December 15, 2025 at 8:30 A.M.** at the Municipality of *Pasuquin* with address *Maharlika Highway, Barangay 1 Poblacion, Pasuquin, Ilocos Norte*. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.
- 9) The *LGU-Pasuquin* 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 70⁴ of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.
- 10) For further information, please refer to:


SANTITO J. MENOR
Head BAC Secretariat
Maharlika Highway
Barangay No. 1 Poblacion
Pasuquin, Ilocos Norte
(077) 670-0189
pasuquin_bac.secretariat@yahoo.com

- 11) You may visit the following websites:

For downloading of Bidding Documents: lgupasuquin.com

Issued on _____.


PATRICK JOHN T. RATUITA, MAPA
BAC Chairman