



Republic of the Philippines
Municipality of Capas
Province of Tarlac

BIDS AND AWARDS COMMITTEE

INVITATION TO BID FOR *Supply and Delivery of Various Office Supplies and Materials*

1. The *Municipality of Capas*, through the *General Fund* intends to apply the sum of *two million one hundred thousand pesos (Php 2,100,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Supply and delivery of various office supplies and materials*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Municipality of Capas* now invites bids for *Supply and delivery of various office supplies and materials*. Delivery of Goods is required *within twenty one (21) days*. 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 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 Capas* and inspect the Bidding Documents at the address given below during *8:00 a.m. to 5:00 p.m.*

A complete set of Bidding Documents may be purchased by interested Bidders on *March 11-31, 2021* from the address below and upon payment of a nonrefundable fee for the Bidding Documents.
5. The *Municipality of Capas* will hold a Pre-Bid Conference on *March 18, 2021 at 10:00 in the morning*, which shall be open only to all interested parties who have purchased the Bidding Documents.
6. Bids must be delivered to the address below on or before *March 31, 2021 at 10:00 am*. 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 31, 2021 at 10:00 am* at *Municipal Hall of Capas, Tarlac*. 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.
7. The *Municipality of Capas* 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.
8. For further information, please refer to:

Rosie S. Manalo
BAC Secretariat
Municipal Building of Capas, Sto. Domingo 2nd, Capas, Tarlac
Contact No. (045) 324-0151

(SGD) ENGR. SONIA M. COMPRA
BAC Vice- Chairman