



**INVITATION TO BID**

The City Government of Baguio, through its Bids and Awards Committee (BAC), invites suppliers/manufacturers/distributors registered with the Philippine Government Electronic Procurement System (PHILGEPS) to bid for the following project:

Circular Proposal	Name of Project	Brief Description	ABC (in Php)	BID DOCS FEE (Non-refundable)	Delivery Period
CP 2020-100 Bidding	Supply and Delivery of various Office Furniture c/o various Departments	Please refer to the Bid Form for detailed specifications	912,305.00	1,000.00	thirty (30) calendar days

- Bidding will be conducted through open competitive bidding using non-discretionary pass/fail criteria as specified in the Revised Implementing Rules and Regulations of RA 9184. Only bids from Bidders who pass the eligibility check will be opened. **ALL PAGES of the Bid, including attachments thereto such as brochures, shall be initialed by the person or persons signing the Bid.** Post qualification of the Lowest Computed and Responsive Bid shall be conducted.
- Bid Documents and Instruction to Bidders will be available for issuance starting **November 19 to November 27, 2020** at the BAC Secretariat, City General Services Office, City Hall, Baguio City with Telephone No. (074) 442-8795/ 300-6537 local 3712 to 14 upon presentation of DRL from Phil-GEPS and payment of a non-refundable amount, to wit;
- Deadline for manual and electronic submission and receipt of bids will be at the **City General Services Office, City Hall, Baguio City on or before 9:00AM of November 27, 2020.** Submission Formats of documents must be strictly in accordance with the Instruction to Bidders. **Late Submission and/or incomplete application shall not be accepted.**
- All Particulars relative to the eligibility, bidding, evaluation of bids and award of contract shall be governed by the Revised Implementing Rules and Regulations of Republic Act 9184. Additional information shall be furnished upon request. All communications should be addressed to the undersigned at the aforementioned address. Philippine Bidding Documents may be downloaded from the GPPB website.
- The City Government of Baguio reserves the right to 1) Review all eligibility requirements/ documents and waive any defects contained therein; 2) Reject any or all bids; 3) Confiscate the bid bond and/ or pursue appropriate legal action should a bidder be found to have violated RA 9184 and its IRR; and/ or Accept the Offer most advantageous to the government. Any decision made by the City Government of Baguio is final and executory.
- Further, the City Government of Baguio assumes no obligation whatsoever to compensate or indemnify the bidder or winning bidder, as the case may be, for any expense or loss that said party (ies) may incur in its participation in the Pre- Bidding and Bidding process nor does it guarantee that an award will be made.

**ATTY. LETICIA O. CLEMENTE**  
 BAC Chairperson and  
 City Budget Officer

Republic of the Philippines  
**BIDS AND AWARDS COMMITTEE**  
 Baguio City  
 (074) 300-6537/ (074)442-8795  
**BID FORM**

CIRCULAR Proposal No. 2020-100 Bidding

November 18, 2020

Circular Proposal No. \_\_\_\_\_

Date Prepared \_\_\_\_\_

The City Government of Baguio, through its Bids and Awards Committee desires to purchase the articles listed below for delivery from  
**thirty (30) calendar days** upon receipt of Contract Award.

ITEM	QTY	UNIT	Particulars	ABC (Php)	Unit Price	Total
<b>1</b>	<b>1</b>	<b>lot</b>	<b>Various Office Furniture</b>	<b>912,305.00</b>		
	11	unit	Executive Chair - Executive Chair - high back with armrest, gaslift, swivel and reclining mechanism, black leatherette upholstery with high density, metal based with caster, foam cushion	7,500.00		
	5	unit	Filing Cabinet - Filing Cabinet - Lateral, steel, gauge 22, four drawers with lock	16,000.00		
	18	unit	Filing Cabinet - Mobile pedestal, 3 drawer, gauge 22, with lock and key	4,000.00		
	17	unit	Filing Cabinet - Filing Cabinet - Vertical, steel, gauge 22, four drawers with lock	10,384.40		
	119	unit	Guest Chair, Foldable - Guest Chair, Foldable - Plastic seat, metal frame 44 (W) * 52 (D) * 81 (H) cm	2,014.00		
	48	piece	Junior Executive Chair - Junior Executive Chair - mid back, with armrest, gaslift and swivel, leatherette, metal based with caster	5,200.00		
			This is a lot bidding, partial bids are not allowed			
			Please indicate unit price of offer, brands must be indicated in the Eligibility and Technical Proposal			
			Offers must not exceed indicated line item unit price			
			Bidders must possess valid Mayor's/Business Permit with a relevant line of business			

Please refer to attached Bid Instruction for the ELIGIBILITY REQUIREMENTS, TECHNICAL PROPOSAL and FINANCIAL PROPOSAL format.  
 Drop your documents in the bidding box located at the City General Services Office, City Hall, Baguio. The OPENING OF BIDS by the Bids and Awards Committee shall be at the **Multi Purpose Hall, City Hall Annex, Baguio City, November 27, 2020 10AM**  
 COA representative, two (2) observers from the private sector and non-government agency as well as interested bidders.

**ATTY. LETICIA O. CLEMENTE**  
 Chairperson, Bids & Awards Committee

*PLEASE READ CONDITIONS AT THE BACK HEREOF. Non-compliance of any of the provisions thereof will invalidate one's bid/quotation.*  
 Bidders shall fill the blank spaces below.

Respectfully returned to the Bids and Awards Committee, Baguio, with the prices quoted. All conditions set at the back hereof are hereby accepted.  
 The required good faith deposit is hereby enclosed in the amount of Php \_\_\_\_\_ in Cash, check or Surety Bond.  
 My business is \_\_\_\_\_ which is licensed under Business Permit No./ Mayor's permit No. \_\_\_\_\_  
 issued c

*Please refer to the Bid Conditions at the back*

NAME OF ESTABLISHMENT \_\_\_\_\_

BIDDER'S SIGNATURE \_\_\_\_\_