



Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF GLORIA**

INVITATION TO BID  
ITB No. 2019-037

**Supply and Delivery of Materials for the Improvement of Municipal Accounting Office, Municipal Planning & Development Office, and Municipal Environment and Natural Resources Office**

1. The Municipality of Gloria, through Appropriation Ordinance No. 19 dated September 2, 2019 under the Office of Municipal Mayor amounting to Two Hundred Fifty-Seven Thousand and Eight Hundred Forty-Eight Pesos (Php 257,848.00) being the approved budget for the contract (ABC) to payments under the contract for the **Supply and Delivery of Materials for the Improvement of Municipal Accounting Office, Municipal Planning & Development Office, and Municipal Environment and Natural Resources Office**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Municipality of Gloria now invites bids for **Supply and Delivery of Materials for the Improvement of Municipal Accounting Office, Municipal Planning & Development Office, and Municipal Environment and Natural Resources Office**. Delivery of Goods is required within **thirty (30) days upon receipt of Notice to Proceed**. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly in Section II, Instruction to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act.”

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.

**BAC SCHEDULE OF ACTIVITIES**

- |  |                             |
|--|-----------------------------|
| a. Posting in the Bulletin Board and PhilGEPS      | : November 7, 2019          |
| b. Issuance of Bidding Documents                   | : November 7 – 14, 2019     |
| c. Pre-bid Conference                              | : Not Applicable            |
| d. Deadline for the Submission and Receipt of Bids | : November 14, 2019 1:00 PM |
| e. Opening and Preliminary Examination of Bids     | : November 14, 2019 2:30 PM |
| f. Bid Evaluation                                  | : November 15, 2019         |

4. Interested bidders may obtain further information from **Municipality of Gloria** and inspect the Bidding Documents at the address given below from **8:00 to 5:00 pm** during office hours.
5. A complete set of Bidding Documents may be acquired by interested bidders on **November 7 – 14, 2019** from the address below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.

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.

6. Bids must be duly received by the BAC Secretariat at the address below on or before **November 14, 2019 at 1:00 pm**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause.

Bid opening shall be on **November 14, 2019 at 2:30 pm at Municipal Conference Hall**. 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 Gloria** 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 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

**MARIEHELLE A. PEREZ**  
BAC Secretariat  
Municipality of Gloria  
Gloria, Oriental Mindoro

**MANULITO S. RODRIGUEZ**  
BAC Chairperson  
Municipality of Gloria  
Gloria, Oriental Mindoro

## Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is <b>Municipality of Gloria</b>. The name of the Contract is <b>Supply and Delivery of Materials for the Improvement of Municipal Accounting Office, Municipal Planning &amp; Development Office, and Municipal Environment and Natural Resources Office</b>.</p> <p>The identification number of the Contract is <b>Invitation to Bid No. 2019-037</b>.</p>
1.2	<p>The lot(s) and reference is/are: <b>Invitation to Bid No. 2019-037</b></p> <p><b>Supply and Delivery of Materials for the Improvement of Municipal Accounting Office, Municipal Planning &amp; Development Office, and Municipal Environment and Natural Resources Office.</b></p>
2	<p>The Funding Source is: The Government of the Philippines (GOP) through <b>Appropriation Ordinance No. 19 dated September 2, 2019 under the Office of Municipal Mayor</b> amounting to <b>Two Hundred Fifty-Seven Thousand and Eight Hundred Forty-Eight Pesos (Php 257,848.00)</b>.</p> <p>The name of the Project is <b>Supply and Delivery of Materials for the Improvement of Municipal Accounting Office, Municipal Planning &amp; Development Office, and Municipal Environment and Natural Resources Office</b>.</p>
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, except those falling under <b>ITB</b> Clause, may not participate in this Project.
5.3	The Bidder must have completed, within the period specified in the Invitation to Bid and <b>ITB</b> Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (25%) of the ABC.
7	No further instructions.
8.1	Subcontracting is not allowed
8.2	Not Applicable
9.1	Not Applicable
10.1	<p>The Procuring Entity's address is:</p> <p><b>MANULITO S. RODRIGUEZ</b> MCR/BAC Chairman Municipality of Gloria Oriental Mindoro</p>
12.1(a)	<p>In accordance with Clause 19.4 of the Instruction to Bidders, the bid, except for the unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s to the Bidder.</p> <p><b>ELIGIBILITY REQUIREMENTS</b></p> <p style="text-align: center;"><u>Class "A" Documents</u></p> <p><b>LEGAL DOCUMENTS</b></p> <p>1. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR. Include also the following documents:</p>

- a. Mayor's Permit
- b. DTI/SEC
- c. Tax Clearance
- d. Audited Financial Statement

TECHNICAL DOCUMENTS

2. Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents; if none, Certification of No Ongoing/Awarded but not yet started contracts.
3. Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Section 23.4.1.3 and 23.4.2.4 of the IRR within the relevant period as provided in the Bidding Documents.

The Statement shall be supported by the following:

- a. Purchase Order or Notice of Award/Proceed
- b. End-user's acceptance or official receipt covering payment of contract.

FINANCIAL DOCUMENTS

4. Computation of Net Financial Consulting Capacity (NFCC) or Credit Line Commitment (CLC) from a universal or commercial bank.

Class "B" Document:

5. Valid Joint Venture Agreement (JVA) in case the joint venture is already in existence.  
In the absence of JVA, duly notarized statements from all the potential joint venture partners stating they will enter into and abide by the provision of the JVA in the instance the bid is successful, shall be included in the bid.
6. Bid security in the prescribed form, amount and validity period, in no case shall the period exceed 120 calendar days from the date of opening of bids.
7. Conformity with schedule of requirements and technical specifications as specified in section VI and VII of the bidding documents (duly signed by the proprietor).
8. Notarized Omnibus Sworn Statement in accordance with section 25 (b)(iv) if the IRR of RA 9184 using the prescribed form including item #9 as per GPPB Resolution NO. 22-2013 dated July 30, 2013.
9. Schedule of Requirements
10. Technical Specification

	<p>POST QUALIFICATION DOCUMENTS (Documents may be submitted together with the Eligibility and Technical Component of the Bid)</p> <p>a. Latest Income Tax Return b. BIR Registration Certification which contains Tax Payer's Identification Number</p> <p style="text-align: center;">Second Envelope</p> <p>The Financial Proposal shall contain the following: a. Financial Bid Form (using the prescribed form) b. Duly signed Bidding Sheet (with price schedule)</p>
12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed within <b>three (3) years</b> prior to the deadline for the submission and receipt of bids.
13.1(a)	No additional requirements."
13.1(b)	No further instructions.
13.1(c)	No additional requirements."
13.2	The ABC is <b>Two Hundred Fifty-Seven Thousand and Eight Hundred Forty-Eight Pesos (Php 257,848.00)</b> . Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iv)	No incidental services are required
15.4(b)	No incidental services are required
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos
16.3	Not applicable
17.1	Bids will be valid until <b>One Hundred Twenty (120) Calendar Days</b> .
18.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: 1. The amount of not less than _____ [ <i>Insert 2% of ABC</i> ], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than _____ [ <i>Insert 5% of ABC</i> ] if bid security is in Surety Bond.
18.2	The bid security shall be valid until <b>One Hundred Twenty (120) Calendar Days</b> .
20.3	Each Bidder shall submit <b>one (1) original and three (3) copies of the first and second components of its bid</b> .
21	The address for submission of bids is <b>Bids and Awards Committee, Municipality of Gloria, Oriental Mindoro</b> . The deadline for submission of bids is <b>November 14, 2019 at 1:00 PM</b> .
24.1	The place of bid opening is <b>Municipal Conference Hall</b> . The date and time of bid opening is <b>November 14, 2019 at 2:30 PM</b> .
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3(a)	Partial bids are allowed.
28.4	No further instructions.
29.2	No additional requirement
32.4(f)	No additional requirement