



Republic of the Philippines  
**MUNICIPALITY OF STA. MARIA**  
Province of Pangasinan

**INVITATION TO BID FOR  
PROCUREMENT OF OFFICE SUPPLIES FOR LGU-STA. MARIA**

1. The Municipality of Sta. Maria, Pangasinan through the MOOE of various offices intends to apply the sum of Three Hundred Ninety Five Thousand Pesos (₱395,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Procurement of Office Supplies for LGU-Sta. Maria, PIN: G-2023-01. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Municipality of Sta. Maria, Pangasinan now invites bids for the above Procurement Project. Delivery of Goods is required by five (5) calendar days. Bidders should have completed, within 2 years a contract 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 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”.

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 Sta. Maria, Pangasinan and inspect the Bidding Documents at the address given below from Monday to Friday, 8:00AM-5:00PM.
5. A complete set of Bidding Documents may be acquired by interested bidders on March 4 – 23, 2023 from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php 500.00. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through official receipt issued by Treasury Department.
6. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before March 23, 2023 at 2:00 P.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.
8. Bid opening shall be on March 3, 2023 at 2:00 P.M. at 2<sup>nd</sup> Floor, Function Hall, Municipal Building, Pob. West, Sta. Maria, Pangasinan. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The Municipality of Sta. Maria, Pangasinan/BAC 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 Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**MARIBEL C. DELA CRUZ**

BAC Vice Chairman

Budget Office

Municipal Building

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**(SGD.) MARLONE T. BUEN**

**BAC Chairman**