



REPUBLIC OF THE PHILIPPINES
PROVINCE OF CAVITE



BIDS AND AWARDS COMMITTEE
GOODS, SERVICES, & CONSULTANCY (BAC-A)

SUPPLY AND DELIVERY OF ACCOUNTABLE FORMS FOR USE IN THE OFFICE OF THE
PROVINCIAL TREASURER
PhilGEPS No. 11254586
BAC-A-ITB-076-2024

1. The **Provincial Government of Cavite**, through its GENERAL FUND for CY 2024 approved by Sangguniang Panlalawigan, intends to apply the sum of **ONE MILLION THREE HUNDRED FIFTY-EIGHT THOUSAND EIGHT HUNDRED PESOS (P1,358,800.00)** being the Approved Budget for the Contract (ABC) to payments under the contract **FOR SUPPLY AND DELIVERY OF ACCOUNTABLE FORMS FOR USE IN THE OFFICE OF THE PROVINCIAL TREASURER**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Provincial Government of Cavite now invites bids for the above Procurement Project. **Delivery of goods is required within Thirty (30) calendar days upon receipt of Notice to Proceed**. Bidders should have completed, within 2 relevant years from the date of submission and receipt of bids at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least 50% of the ABC for Expendable and Non-Expendable supplies with proof thereof. 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 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. 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. Prospective Bidders may obtain further information from Provincial Government of Cavite and inspect the Bidding Documents at the address given below during Monday to Friday from 8:00A.M. to 5:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **September 17, 2024**, from the given address and website(s) 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 **Five Thousand Pesos Only (Php5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The Provincial Government of Cavite will hold a **Pre-Bid Conference on September 24, 2024 at 2:00 P.M.** at the **Bids and Awards Committee (BAC) Conference Room 2nd Floor Provincial Capitol Building, Trece Martires City**, which shall be open to prospective bidders.
7. Bidders are required to submit one (1) original and one (1) copy of Technical Components (Envelope A) and one (1) original and one (1) copy of Financial Components (Envelope B). (All copies of Technical and Financial documents must be stamped with certified true copy signed by the Authorized Representative).
 - 7.1 Bidders shall enclose their original Technical Components in one sealed Envelope marked as "ORIGINAL-TECHNICAL COMPONENTS", and the original Financial Components in another sealed envelope marked as "ORIGINAL-FINANCIAL COMPONENTS", sealing both envelope in an outer envelope marked as "ORIGINAL BID"
 - 7.2. The copy of the Technical and Financial Components shall be similarly sealed duly marking the inner envelopes as "COPY-TECHNICAL COMPONENTS" and "COPY-FINANCIAL COMPONENTS". Both envelopes will then be sealed in outer envelope marked as "COPY OF BID".
 - 7.3, The "ORIGINAL BID" and "COPY OF BID" envelopes shall then be enclosed in one single main envelope marked as "BIDDING DOCUMENTS"
 - 7.4 All envelopes shall:
 - a. be addressed to the BAC-A Chairman;
 - b. indicate the Project Title;
 - c. indicate the Project Identification Number (Philgeps Solicitation Number)
 - d. bear the company name and bidder's contact details;
 - e. bear a warning "DO NOT OPEN BEFORE: Indicate date and time for the Opening of bids"

Please refer to the sample format of Labeled envelopes to be provided upon payment of the Bidding Documents Fee.

If any of the envelopes are not properly sealed and/or marked as instructed above, the procuring Entity shall not assume responsibility for the loss or misplacement of the bid envelopes. Labels on each envelope must correspond to the components/documents enclosed to it.

8. Bids must be duly received by the BAC Secretariat through manual submission at the 2nd Floor Provincial Capitol Building, Trece Martires City, Cavite on or before **October 07, 2024 at 1:30 P.M.** Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **October 07, 2024 at 2:00 P.M.** at **2nd Floor Provincial Capitol Building, Trece Martires City Cavite.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. In any case of the above dates is declared a special non-working holiday or work is suspended, it will be automatically reset on the next working day at the same time and venue for the submission and opening of bids.
12. In case of tie or in the event two or more of the bidders have been post qualified as LCRB of HRRB, the measure determined by the procuring entity shall be non-discretionary and non-discriminatory such that the same is based on sheer luck or chance. The winning bidder should be determined by "Toss Coin" in the presence of supplier concerned during BAC meeting pursuant to GPPB Circular No. 06-2005 dated August 05, 2005.
13. The Provincial Government of Cavite reserves the right to reject any and all bids, declare failure of bidding, or not award the contract in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder.
14. For further information, please refer to:

NANCYLONTOC

Bids and Awards Committee Office

2nd Floor, Capitol Building, Trece Martires City

Telefax No. (046)419-1181

email address: nqlontocbac@yahoo.com

15. You may visit the following websites:

For downloading of Bidding Documents: www.philgeps.gov.ph


ENGR. GILBERT V. GANDIA
BAC-A Chairman