



Republic of the Philippines
City of Bais
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Bids and Awards Committee

**NOTICE FOR NEGOTIATED PROCUREMENT (53.9)
(SMALL VALUE PROCUREMENT)**

The City Government of Bais invites interested suppliers to apply for small value procurement for the supply and delivery of the following items, viz:

ITEM	APPROVED BUDGET FOR THE CONTRACT (ABC)
PR 727-22 –For Office use and report generation, Office of the City Agriculturist, viz:	Php 78,530.00
COMMON OFFICE SUPPLIES	
1 50 pcs. Ballpen (ordinary, color black)	
2 50 pcs. Ballpen (ordinary, color blue)	
3 40 pcs. Correction Tape, 12m (min.) 1 pc/individual plastic	
4 8 boxes Fastener (Plastic)	
5 20 pcs. Highlighter	
6 50 reams Mimeo Paper (Long), subs. 18	
7 50 reams Mimeo Paper (Short), subs. 19	
8 20 pads Pad Paper, yellow ruled	
9 50 pcs. Pencil	
10 5 pcs. Scissor, Big, Heavy Duty	
11 30 pcs. Sign Pen, black	
12 30 pcs. Sign Pen, blue	
13 5 pcs. Stapler, Big, heavy duty	
COMMON JANITORIAL SUPPLIES/OTHER SUPPLIES	
14 10 gals. Alcohol, 70% Solutionjn, 1 gal.	
CONSUMABLES	
EPSON INK	
15 20 bots. Black, 003	
16 20 bots. Cyan, 003	
17 20 bots. Yellow, 004	
18 20 bots. Magenta, 005	

The City thru the Bids and Awards Committee (BAC) passed Resolution No. 590A. Duly approved by the Head of Procuring Entity which provides that the city shall opt to procure the foregoing request/project thru Small Value Procurement.

In view thereof, you are hereby advised to submit the following documents on **AUGUST 2, 2022** at 1:30 in the afternoon at City Budget Office, 2nd Floor, City Hall Annex Building, Bais City at which date, time and place, the said documents will be opened and evaluated, viz:

1. Request for Quotation
2. Registration Certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives.
3. Valid and current Mayor's Permit where the principal place of business of the bidder is located.
4. Tax Clearance.
5. Certificate of Product Registration (CPR) from Food and Drug Administration (FDA). **(for Medicine Only)**
6. If the supplier is not the manufacturer, certification from the manufacturer that the supplier is an

- authorized distributor/dealer of the product(s)/item(s). **(For Medicine Only)**
7. License To Operate (BFAD). **(For Medicine or Medical Supplies/Equipments)**
8. PCA - for Coco Lumber; DENR Certificate - for Good Lumber **(for Construction Materials Only)**
9. SWORN STATEMENT by the prospective bidder or its duly authorized representative as to the following:
- a) It is not blacklisted or barred from bidding by the GOP or any of its agencies; office corporations, or LGU's, including foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the GPPB;
 - b) Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statement and information provided therein are true and correct;
 - c) It is authorizing the Head of Procuring Entity or the duly authorized representative/s to verify all documents submitted;
 - d) Authority of the signatory;
 - e) Affidavit of disclosure of no relationship;
 - f) Certification on bidder's responsibilities;
 - g) It comply with existing labor laws and standards, in the case of procurement of services;
 - h) It did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project activity, and
 - i) In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

10. Certificate of PhilGEPS Registration

Please be guided accordingly.

Very truly yours,

MA. ANGELES SOCORRO A.A. BANOON
City Planning and Development Coordinator
Chair, Bids and Awards Committee



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