



## Republika ng Pilipinas

PAMAHALAANG LUNGSOD NG TACLOBAN  
(City Government of Tacloban)  
Kanhuraw Hill, Tacloban City 6500

### BIDS AND AWARDS COMMITTEE

## INVITATION FOR NEGOTIATED PROCUREMENT OF OFFICE EQUIPMENT

REF #018(4)-03-2024 (JUNE 11, 2024)  
PR NO. 121541207, DATED February 15, 2024  
10939107

1. In view of the two (2) failed public biddings, the City Government of Tacloban Bids and Awards Committee (BAC) invites interested bidders to participate in the negotiation for the **PROCUREMENT OF OFFICE EQUIPMENT** with a total Approved Budget for the Contract (ABC) of **One Million Two Hundred Twenty-Eight Thousand Pesos and 00/100 (Php1,228,000.00)** in accordance with Section 53.1 of the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act." For more details on this project, please refer to the attached Schedule of Requirements (Annex A), Technical Specification (Annex B), and Bill of Quantities (Annex C). Below is a tabular presentation of the above-mentioned procurement.

Delivery of items/goods shall be within **Thirty (30) Days**. Bidders should have completed within five (5) years from the date of submission and receipt of bids a contract similar to the project.


2. The following eligibility and technical documents as well as the Financial Proposal Form shall be submitted on or before 10:00 A.M. of **June 18, 2024**, at the BAC Office, 4<sup>th</sup> Floor City Hall New Building, Kanhuraw Hill, Tacloban City:

- (a) Securities and Exchange Commission/Department of Trade and Industry Registration Certificate;
- (b) Valid Mayor's Permit;
- (c) List of projects for the last two years (ongoing government and private contracts);
- (d) Bid security issued in favor of the City Government of Tacloban shall be either in the following forms and amount:
  - (i) 2% of the ABC, if cash or cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial bank;
  - (ii) 5% of the ABC, if surety bond with certification from Insurance Commission that such insurance company is authorized to issue such security;
  - (iii) Any combination of the foregoing; and/or
  - (iv) Bid Securing Declaration. Sample form is attached as Annex D.
- (e) Compliance with the Schedule of Requirements (Annex A), Technical Specification (Annex B) and Bill of Quantities (Annex C);
- (f) Omnibus Sworn Statement;
- (g) Latest Income Tax Returns;
- (h) Authority of the Signatory; and
- (i) Certification of PhilGEPS Registration.

3. Opening of the eligibility documents, technical documents, and financial proposal will be on **02:00 PM of June 18, 2024**.

4. For further information, you may inquire at the BAC Office, 4<sup>th</sup> Floor City Hall New Building, Kanhuraw Hill, Tacloban City from 9:00 am to 3:00 pm, Mondays to Fridays, except on holidays.

5. The City Government of Tacloban reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to affected firms.



**FOR. JONATHAN HIJADA**  
City ENRO Officer  
BAC Chairman