



Republic of the Philippines  
MUNICIPALITY OF KAPALONG  
Province of Davao del Norte  
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## **INVITATION TO BID**

### ***Supply and Delivery of Office Supplies (KCAST)***

1. The Local Government Unit of Kapalong, through the **General Fund - 2025** intends to apply the sum of **One Million One Hundred Thirty Five Thousand Six Hundred Eighty Four Pesos and 25/100 ( 1,135,684.25)** being the ABC to payments under the contract for **Supply and Delivery of Office Supplies (KCAST)** . Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Local Government Unit of Kapalong now invites bids for the above Procurement Project. Delivery of the Goods is required by **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. 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.
  - a. 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 Local Government Unit of Kapalong and inspect the Bidding Documents at the address given below during **8:00 AM to 5:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **June 20, 2025** 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 (P 5,000.00)**.
6. The Local Government Unit of Kapalong will hold a Pre-Bid Conference<sup>1</sup> on **June 27, 2025 at 9:30 AM at Supply Office**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, on or before **July 10, 2025 at 10:00 AM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **July 10, 2025 at 10:00 AM** at the given address below Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.