



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

Supply and Delivery of Office Equipment-Mayor's Office

1. The Local Government Unit of Kapalong, through the **General Fund - 2025** intends to apply the sum of **Three Hundred Thirty Eight Thousand Pesos Only (338,000.00)** being the ABC to payments under the contract for **Supply and Delivery of Office Equipment –Mayor's Office** . 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 calendar 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 starting on **July 9 ,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 Hundred Pesos Only (P 500.00)**.
6. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, on or before **July 21, 2025 at 10:00 AM**. 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 14.
8. Bid opening shall be on **July 21 , 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.
9. Interested Bidders shall submit Letter of Intent (LOI) and notarized authorization as representative from the proprietor/Company to attend the Pre-Bid Conference and Bid Opening.

Term of Payment must be a minimum of Ten (10) and maximum of Thirty (30) working days upon Final Acceptance and Inspection.

10. *The Local Government Unit of Kapalong 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 IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.*

11. *For further information, please refer to:*

MARY ELIZABETH L. EXALA

BAC OFFICE

Quezon Street, LGU Compound, Maniki, Kapalong, Davao del Norte

dadangmay@yahoo.com

09176848162

www.kapalong.gov.ph

12. *You may visit the following websites:*

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

(SGD.) MARY ELIZABETH L. EXALA

BAC Chairperson or Authorized Representative

Republic of the Philippines							
Municipality of Kapalong							
Davao Province							
Reference	Purchase of Office Equipment						
Item	Qty	Unit	Article/Description	Approved Budget of Contract	Unit Price	Total Price	Remarks of delivery of articles
1	4	unit	Industrial Electric Fan	36,250.00			
			Minimum Specifications:				
			Type: Heavy Duty Industrial Fan				
			Blade Size: at least 26 inches				
			Fan Speed: 3 Speed Control				
			Motor: Copper-wound Motor, Continues Duty Capable				
			Power Supply: 220V-240V, 60Hz				
			Safety Features: Overheat Protection and Safety Grill				
			Adjustable Height or Angle Depending on Design				
			Durable, Corrosion-Resistant Body or Coating				
			Suitable for Large open indoor areas				
2	8	unit	Water Dispenser	18,000.00			
			Minimum Specifications:				
			Type: Free-standing hot and cold water dispenser				
			Bottle Placement: Bottom Loading (Capable of 5 Gallon Container)				
			Water Output: Hot Water ≥85 Deg. Cel. Cold Water £10 Deg. Cel.				
			Power Rating: Compatible with 220V, 60Hz Outlet				
			Safety: Child Safety Lock for Hot water				
			Drip Tray: Detachable and easy to open				
			Indicator Lights: For heating and cooling				
			Casing: High-impact plastic or rust-resistant metal				
			Built-in Thermostat				
3	1	unit	50" LED Television	49,000.00			
			Minimum Specifications:				
			Screen Size: At least 50 inches				
			Display: Full HD (1920x1080) or 4K UHD (3840x2160) resolution				
			Screen Type: LED				
			Input Ports: Minimum of 2 HDMI ports, 1 USB port, AV input				
			Audio: Built-in stereo speakers				
			Smart TV Features: Optional, but preferred if within budget				
			Power Supply: 220V-240V, 60Hz				
			Wall mounted or stand included				
			Remote control and power included				
			Approved Budget for the Contract	338,000.00			
Name of Establishment				Signature of Bidders or his duly Authorized Representative			