

Republic of the Philippines  
Province of Oriental Mindoro  
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE BIDS AND AWARDS COMMITTEE

**Invitation to Bid**  
**ITB-2025-36**

1. The Municipal Government of Pinamalayan, Oriental Mindoro, through the authorized appropriations under the **General Fund** intend to apply the sum of **One Million Eight Hundred Eighty Four Thousand Three Hundred Forty Nine Pesos Only (1,884,349.00)** being the Approved Budget for the Contract (ABC) for the Project **“Procurement of Office Supplies, Toner and Ink for 2nd Qtr. 2025.**

Attachment Annex A for Technical Specification shall from part of ITB 2025-02

Lot No.	Description	Amount
1	Regular Office Supplies	1,196,179.00
2	Toner	241,360.00
3	Ink	446,810.00

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. submission and receipt of bids at least one (1) contract similar to the Project and whose value must be at least fifty percent (50%) of the Approved Budget for the Contract (ABC). The description of an eligible bidder is contained in the Bidding Documents, particularly in Section 5, Instruction to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184), otherwise known as the “Government Procurement Reform Act”.

4. Bid Documents may be purchased by interested Bidders from the address below and upon payment of a non-refundable fee amounting to Php **5,000.00** for the Bidding Documents.

The Invitation to Bid and Bidding Documents may be downloaded from the website of the Philippine Government Electronic System (PhilGEPS) and municipal government website ([www.pinamalayan.gov.ph](http://www.pinamalayan.gov.ph))

5. The schedule of bidding activities shall be as follows:

Activities	Schedule	Venue
Sale and Issuance of Bid Documents	March 14, 2025,- May 6, 2025	BAC Office
Pre Bid Conference	April 23, 2025 at 9:00 o'clock in the morning	BAC Office
Submission of Bids	May 6, 2025 at 5:00 o'clock in the afternoon	BAC Office
Opening of Bids	May 7, 2025 at 9:00 o'clock in the morning	BAC Office

Pre Bid Conference is open to all interested bidders. For purposes of having a legal personality to raise or submit written queries or clarifications in the Pre-Bid Conference relative to the bid project, bidders must pay the non-refundable fee for the Bidding Documents on or before the date of the Pre-Bid Conference.

For the Pre-Bid Conference, bidders are encouraged to send their authorized technical representatives or personnel, who are familiar with the bid requirements and will prepare the documents for the bidder

6. The eligibility requirements and bid proposal documents must be sequentially compiled in accordance with the checklist with index table and table of contents for easy document review.

7. The Municipal Government of Pinamalayan reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders. The Municipal Government of Pinamalayan likewise assumes no obligation whatsoever to compensate or indemnify any bidder or winning bidders, as the case may be, for any expenses or loss that said party(ies) may incur in its participation in the pre-bidding and bidding process nor does it guarantee that an award will be made.

For further information, please refer to:

**ENRIQUE N. MOCLING**

BAC Secretariat

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Oriental Mindoro

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Approved by:

**CARLETO M. MEJICO , CPA, REB**

Municipal Assessor

BAC Chairperson

*Date of Publication:*

*Posted Philgeps :*

*Newspaper : not applicable*

*Agency Website : April 14, 2025-May 7, 2025*

*Posted 3 conspicuous places:*

- Mun. Hall Bulletin Board Lobby – April 14, 2025-May 7, 2025*
- 2. DILG/ABC Announcement Wall – April 14, 2025-May 7, 2025*
- 3. Pinamalayan Public Market – April 14, 2025-May 7, 2025*