



Republic of the Philippines  
Province of Romblon  
**MUNICIPALITY OF SANTA FE**  
-oOo-

## **THE BIDS AND AWARDS COMMITTEE**

### **INVITATION TO BID FOR THE SUPPLY & DELIVERY OF MATERIALS FOR THE IMPROVEMENT OF EVACUATION CENTER (MDRRMO)**

1. The **Municipal Government of Santa Fe, Romblon**, through the **MDRRM Fund 2022<sup>1</sup>** intends to apply the sum of **Seventy Three Thousand Two Hundred Ninety Four Pesos (Php73,294.00)** being the **Approved Budget for the Contract (ABC)** to payments under the contract for **"Supply & Delivery of Materials for the Improvement of Evacuation Center (MDRRMO) (ITB No. 2024-0041)"**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Municipal Government of Santa Fe, Romblon** now invites bids for the above Procurement Project. Delivery of Goods is required **thirty (30) working days after the receipt of the Notice to Proceed of the Winning Bidder**. Bidders should have completed, within the last 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) 9184.

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 5183.

4. Prospective Bidders may obtain further information from **Municipal Government of Santa Fe** 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 4, 2024 to June 28, 2024** from the given address and website below and upon payment of applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Hundred Pesos (P500.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be presented in person.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that

---

<sup>1</sup> In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of (LGUs), the Budget for the contract approved by the respective Sanggunian. (Section 5(a), R.A. 9184)

Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **June 28, 2024 at 1:30 P.M.** 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 **June 28, 2024 at 1:30 P.M.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The Municipal Government of Santa Fe, Romblon 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 Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

**ENGR. REYNALD T. SOLANOY**  
*Municipal Assessor/LGU-BAC Chairperson*  
*Municipality of Santa Fe*  
*Province of Romblon*  
*Telephone No. **0917-154-2647***  
*Email Address: **stafebac2023@gmail.com***

11. You may visit the website listed below:

For downloading of Bidding Documents: **<http://www.staferomblon.gov.ph>**

  
**REYNALD T. SOLANOY**  
*LGU-BAC Chairperson*

**Bid Form for the Procurement of Goods**

*[shall be submitted with the Bid]*

**BID FORM**

Date : \_\_\_\_\_  
Project Identification No. : \_\_\_\_\_  
ITB No. 2024-0041

To: The BAC Chairperson  
Municipal Government of Santa Fe  
Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Supply & Delivery of Materials for the Improvement of Evacuation Center (MDRRMO)* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]*

\_\_\_\_\_ or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: (i) *value added tax (VAT)*, (ii) *income tax*, (iii) *local taxes*, and (iv) *other fiscal levies and duties*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner]:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount	Currency	Purpose of Commission or gratuity
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if none, state "None")

**Bid Form for the Procurement of Goods**

*[shall be submitted with the Bid]*

**BID FORM**

Date : \_\_\_\_\_  
 Project Identification No. : \_\_\_\_\_  
ITB No. 2024-0041

To: The BAC Chairperson  
 Municipal Government of Santa Fe  
 Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Supply & Delivery of Materials for the Improvement of Evacuation Center (MDRRMO)* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]*

\_\_\_\_\_ or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner]:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount	Purpose of Commission or gratuity
---------------------------	--------	-----------------------------------


(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of bidder]* \_\_\_\_\_ as evidenced by the attached *[state written authority]* \_\_\_\_\_

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**Price Schedule for Goods Offered from Within the Philippines**  
*(shall be submitted with the Bid if bidder is offering goods from within the Philippines)*

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. ITB No. 2024-0041 Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Billboard 8' X 8' w/ frame		1 pc						
2	Portland cement Type I		20 bags						
3	Sand (Washed/River sand)		2 cu.m						
4	Gravel 1"		2 cu.m						
5	12mm dia. x 6m RSB		3 pcs						
6	4 pcs 2" x2" x12' Coco Lumber		16 bd.ft.						
7	Marine Plywood 1/4" x 4' x 8'		2 pcs						
8	Tying Wire #16		1 kg						
9	C.W. Nails Asstd.		5 kls.						
10	Concrete Hollow Blocks 4"		12 pcs						
11	Exhaust Fan Wall Mounted, 40cm x 40cm		1 set						
12	4 pcs 2" x2" x12' Good Lumber		16 bd.ft.						
13	Flat Wall Enamel Paint, White		2 gal						
14	Quick Drying Enament Paint, White		3 gal						
15	Quick Drying Enament Paint, Chocolate Brown		2 gal						
16	Thinner Paint		2 gal						
17	Roller Brush 4" with tray		3 pcs						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
18	Paint Brush 3"		3 pcs						
19	(2.1m x .6m) Flush door with paint		1 set						
20	(2.1m x .9m) Panel door with Jamb and paint		1 set						
21	(2.1m x .89m) Flush door		1 set						
22	Door Knob, Heavy Duty		3 pcs						
23	Hinges, 3*3 Heavy duty		12 pcs						
24	Water Closet with complete accessories		3 sets						
25	Plastic Single Cold Faucet Water with bibb		6 sets						

Total Amount in Figures: P \_\_\_\_\_

Total Amount in Words: \_\_\_\_\_

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_