Invitation to Bid No. 58-26
Republic of the Philippines
Batangas City

Invitation to Bid for the supply & delivery of Various Office Supplies & Materials as requested by the Office of the Sangguniang Panlungsod ng Batangas

The Batangas City Government intends to apply the sum of Php 472,338.00 being the Approved Budget for the Contract to payments under the contract for BAC-PG-58-26. Bids received in excess of the ABC shall be automatically rejected at Bid Opening.

The Batangas City Government now invites bids for the supply & delivery of Various Office Supplies & Materials as requested by the Office of the Sangguniang Panlungsod ng Batangas. Delivery of the Goods is required within 5 calendar days upon contract signing. Bidders should have completed, within 2 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. Instruction to Bidders.

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, otherwise known as the "Government Procurement Reform Act".

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 grants similar rights or privileges to Filipino citizens, pursuant to RA 5183.

Interested Bidders may obtain further information from the Batangas City Government and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m.

A complete set of Bidding Documents may be acquired by interested Bidders on February 23, 2026 at 8:30 a.m. from the address below and upon payment of a non-refundable fee in the amount of Php 500.00.

Bids must be duly received by the BAC Secretariat at the address given below on or before March 05, 2026 at 08:30 a.m. Late Bids shall not be accepted. All bids must be accompanied by a Bid Security in any of the following form:

Form of Bid Security	Amount
1. Cash , cashier's/manager's check, bank draft/guarantee confirmed by a Universal or Commercial Bank (2 %)	Php 9,446.76
2. Irrevocable Letter of Credit (2% of ABC)	Php 9,446.76
3. Surety Bond (5% of ABC)	Php 23,616.90
4. Any Combination of the Foregoing (Proportionate to share of form with respect to total amount of Security)	Php 23,616.90

Bid Opening shall be on March 05, 2026 at 09:00 a.m. at the address given below and /or through video conferencing/webcasting via zoom meeting. Bids will be opened in the presence of the Bidder's representatives who choose to attend at the address below.

The City Government of Batangas 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 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

Office of the BAC Secretariat/TWG-PG
Mrs. Marissa Guadez
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MANOLO M. PERLADA
City Budget Officer
BAC Chairman

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