



Republic of the Philippines  
City of Tagbilaran  
City Hall, Tagbilaran City, 6300 Bohol

## INVITATION TO BID FOR Procurement of Goods [Birthday Cakes]

The City Government of Tagbilaran, through the **Appropriation Ordinance No. 18-05 for FY 2019**, intends to apply the sum of **Two Million Seven Hundred Thousand Pesos only (Php2,700,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **ITB No. 1901-23**. Bids received in excess of the ABC shall be automatically rejected.

The City Government of Tagbilaran now invites bids **5,400 pcs. Birthday Cakes – 1-layered, 10x14” (see attached photo)**, for the **CSWD (OSCA), Tagbilaran City**. Delivery of the Goods is required **As Needed** after receipt of Notice to Proceed. Bidders must have completed, within 24 months 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 11, Instruction to Bidders.

Bidding will be conducted through open competitive procedures using a non-discretionary “pass/fail” criterion as specified in the 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 proprietorship, 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 and subject to Commonwealth Act 138.

Interested bidders may obtain further information from the City Government of Tagbilaran at the address given below during 8:00 AM - 5:00 PM Monday to Friday only except holidays.

A complete set of Bidding Documents may be purchased by interested Bidders on **January 17 to February 7, 2019** from the address below and upon payment of a non-refundable fee for the Bidding Documents in the amount of **P5,000.00**

It may also be downloaded free of charge from the website of the Procuring Entity ([www.tagbilaran.gov.ph](http://www.tagbilaran.gov.ph)), provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

The City Government of Tagbilaran will hold a **Pre-Bid Conference on January 24, 2019, 2:00 P.M. at the City Engineering Conference Room, City Engineering Building, Upper Calceta St., Tagbilaran City**, which shall be open to all interested parties.

Bids must be delivered to the address below on or before **February 7, 2019 at 1:30 PM**. All bids must be accompanied by a bid security in any acceptable forms and in the amount stated in ITB Clause 18.

**Bid Opening** shall be on **February 7, 2019, 2:00 PM at the City Engineering Conference Room, City Engineering Building, Upper Calceta St., Tagbilaran City**. Bids will be opened in the presence of the Bidders’ representatives who choose to attend. Late bids shall not be accepted.

The City Government of Tagbilaran 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 suppliers.

For further information, please refer to:

Ms. Rosemarie P. Palma  
Head – BAC Secretariat  
City Engineering Building  
Upper Calceta Street, Tagbilaran City  
Tel. No. (038) 4112072  
Fax No. (038) 4228049

  
CATHELYN O. TORREMOCHA  
BAC Chairman

**Bill of Quantities**

Item No.	Description	Brand	Quantity	Unit	Unit Cost (Pesos)	Total Cost (Pesos)
1	Birthday Cakes - 1-layered, 10x14"		5,400	pcs		
	<b>*** see attached photo ***</b>					
	XX					
<b>TOTAL -----</b>						

(amount in words)

SUBMITTED BY:  
Name and Signature : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Name of Bidder : \_\_\_\_\_  
Date : \_\_\_\_\_

## Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is the Local Government Unit of Tagbilaran City, Bohol</p> <p>The name of the Contract is <b><u>Procurement of Goods [Birthday Cakes]</u></b>.</p> <p>The identification number of the Contract is: <b><u>ITB No. 1901-23.</u></b></p>
1.2	The lot(s) and reference is: <u> N/A </u> .
2	<p>The Funding Source is:</p> <p><b>Appropriation Ordinance No. 18-05 for FY 2019, in the amount of Two Million Seven Hundred Thousand Pesos only (Php2,700,000.00)</b></p> <p>The name of the Project is: <b><u>ITB No. 1901-23 - Procurement of Goods [Birthday Cakes]</u></b>.</p>
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.
5.4	The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(iii), a single contract that is similar to this Project, equivalent to at least <b>twenty-five percent (25%)</b> of the ABC.
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The Procuring Entity will hold a <b><u>Pre-bid Conference</u></b> for this Project on <b><u>January 24, 2019, 2:00PM at City Engineering Conference Room, CEO Bldg., Upper Calceta St., Tagbilaran City.</u></b>
10.1	<p>The Procuring Entity's address is:</p> <p><b>City Government of Tagbilaran c/o Cathelyn O. Torremocha BAC Chairman Bids and Awards Committee Tagbilaran City</b></p> <p><b>Tel. No. 411-2222 loc. 135 Fax No. 4228049 <a href="mailto:bac2013tagbilaran@yahoo.com.ph">bac2013tagbilaran@yahoo.com.ph</a></b></p>
12.1	<p><b>Eligibility and Technical Documents must consists of:</b></p> <p><b>a. PhilGEPS Certificate of Registration (Platinum)</b></p> <ul style="list-style-type: none"> <li>- DTI Certificate / SEC</li> <li>- Mayor's Permit</li> <li>- Tax Clearance</li> <li>- Audited Financial Statement (latest)</li> <li>- Annual Income Tax Return with BIR Efps Confirmation of Payment (latest)</li> </ul> <p><b>b. Bidder's statement of all its ongoing government or private</b></p>

	<p><b>contracts including contracts awarded but not yet started</b></p> <p><b>c. Bidder's statement of its Single Largest Completed Contract similar to the contract to be bid</b></p> <p><b>d. Net Financial Contracting Capacity or Credit Line Commitment</b></p> <p><b>e. JVA (if applicable)</b></p> <p><b>f. Bid Security</b></p> <p><b>g. Production/Delivery Schedule</b></p> <p><b>h. Manpower Requirements</b></p> <p><b>i. After-sales service/parts (if applicable)</b></p> <p><b>j. Technical Specifications</b></p> <p><b>k. Omnibus Sworn Statement</b></p>
12.1(a)(ii)	<b>The bidder's SLCC similar to the contract to be bid should have been completed within two (2) years prior to the deadline for the submission and receipt of bids.</b>
13.1	No additional requirements.
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	<p><b>The ABC: Two Million Seven Hundred Thousand Pesos only (Php2,700,000.00)</b></p> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p>
15.4(a)(iv)	No incidental services are required.
15.4(b)	Not applicable.
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	Not applicable.
17.1	Bids will be valid until <b>June 8, 2019.</b>
18.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>1. The amount of not less than <b>Php54,000.00</b> (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>2. The amount of <b>Php135,000.00</b> ( 5% of ABC), if bid security is in Surety Bond.</p>
18.2	The bid security shall be valid until <b>June 8, 2019.</b>
20.3	<b>Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.</b>
21	<p>Bids must be delivered to <b>BAC Office, City Engineering Building, Upper Calceta St., Tagbilaran City.</b></p> <p>The deadline for submission of bids is <u>February 7, 2019 at 1:30 PM</u> .</p>
24.1	The place of bid opening is <u>City Engineering Conference Room, CEO Bldg., Upper Calceta St., Tagbilaran City.</u>

	The date and time of bid opening is <u>February 7, 2019 at 2:00 PM</u> .
24.2	No further instructions.
27.1	No further instructions.
28.3	<p><b>Grouping and Evaluation of Lots –</b></p> <p>All items to be grouped together to form one complete Lot that will be awarded to one Bidder to form one complete contract.</p> <p>The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p>
28.3(b)	Bid modification is not allowed.
28.4	No further instructions.
29.2	No additional requirements.
32.4(f)	No additional requirement.

Happy Birthdays!  
Maim Petruila!

from: Mayor Erik Hoff  
and the  
City Government  
of Tallahassee

