

## INVITATION TO BID

# ***PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR CY 2018***

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1. The *John Hay Management Corporation*, through the Corporate Operating Budget 2017 intends to apply the sum as stated below, being the Approved Budget for the Contract (ABC), to payments under the contract for the Procurement of Various Office Supplies for CY 2018. Bids received in excess of the ABC shall be automatically rejected at bid opening.

ITEM NO.	ITEMS	APPROVED BUDGET FOR THE CONTRACT (PHP)	COST OF BIDDING DOCUMENTS (PHP)
Lot I	Office Supplies	397,233.00	500.00
Lot II	ICT Supplies	412,233.00	500.00
Lot III	Furniture and Fixtures	250,000.00	500.00
Lot IV	Other Supplies	197,636.00	500.00

2. The JHMC now invites bids for the above-stated procurement. Delivery of Goods is required within thirty (30) days upon receipt of the approved Notice to Proceed. Bidders may bid on one or all of the items stated above. Bidders should have completed a contract similar to the procurement within three (3) years from the date of submission and receipt of bids, a contract similar to the procurement. 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, 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 grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

6. Interested bidders may obtain further information from JHMC and inspect the Bidding Documents at the address given below from 8:00 AM to 4:30 PM, Mondays through Fridays.
7. A complete set of **Bidding Documents may be acquired by interested bidders on 05 October 2018 to 7 November 2018** from the address 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 as above-stated.  
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 bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
7. The JHMC will hold a **Pre-Bid Conference on 17 October 2018, 9:00 AM** at Bell House, Camp John Hay, Baguio City which shall be open to prospective bidders.
8. **Bids must be duly received** by the BAC Secretariat at the address below **on or before 7 November 2018 at 9:00 AM**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18. Late bids shall not be accepted.  
  
**Bid opening shall be on 7 November 2018 at 10:00 AM**. at Bell House, Camp John Hay, Baguio City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below.
9. The JHMC 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.
10. For further information, please refer to:

Head, BAC Secretariat  
Cottage 627, JHMC Office Complex  
John Hay Management Corporation  
John Hay Special Economic Zone  
Baguio City

**(SGD) JANE THERESA G. TABALINGCOS**  
BAC Chairperson