Republic of the Philippines
Office of the Mayor
BIDS AND AWARDS COMMITTEE
Dagupan City

INVITATION TO BID

PROCUREMENT OF VARIOUS OFFICE EQUIPMENT AND OTHER SUPPLIES FOR TEEN'S CENTER USE, DAGUPAN CITY
GOODS-104CB-2025 / PR NO. 2025-05436-018

1. The **City Government of Dagupan**, through the **SUPPLEMENTAL BUDGET NO.1 CY 2025**, intends to apply the sum of **FOUR HUNDRED TWENTY THREE THOUSAND EIGHT HUNDRED SIXTY FOUR AND 20/100 PHILIPPINE PESOS (PhP 423,864.20)** being the Approved Budget for the Contract (ABC) to payment under the contract for **"PROCUREMENT OF VARIOUS OFFICE EQUIPMENT AND OTHER SUPPLIES FOR TEEN'S CENTER USE, DAGUPAN CITY".** Bids received in excess of the ABC shall be automatically rejected during the bid opening.

Item No.	Item Description	Qty	Unit	Approved Budget for Contract
1	TABLE, Folding, Steel Frame, Plastic Material, 60"	9	piece	45,675.00
2	TABLE, Folding, Steel Frame, Plastic Material, 72"	2	piece	11,600.00
3	OFFICE TABLE, Steel, with Center Drawer, with Side Drawers	3	units	58,820.70
4	OFFICE CHAIR, High Back, Mesh, Gaslift Swivel, with Arm Rest	3	units	31,102.50
5	STEEL CABINET, Lateral, 4 Drawers	2	units	60,117.00
6	CONFERENCE TABLE, Wood, 2.4meters	2	units	34,790.00
7	OFFICE CHAIR, Mid Back, Mesh, Gaslift Swivel, with Arm Rest	2	units	13,398.00
8	TV STAND, with Glass	2	units	27,724.00
9	PUBLIC ADDRESS SYSTEM, 800watts, with Bluetooth/USB, Wireless Microphone, with Remote	1	set	33,348.00
10	COFFEE PERCULATOR	1	unit	8,335.00
11	WINDOW BLINDS, 73x86inches	5	set	42,470.00
12	WINDOW BLINDS, 38x87inches	6	sets	26,832.00
13	WINDOW BLINDS, 35x87inches	1	set	4,120.00
14	WINDOW BLINDS, 35x85inches	2	set	8,740.00
15	WINDOW BLINDS, 33x85inches	2	set	8,048.00
16	WINDOW BLINDS, 38x85inches	2	set	8,744.00

2. The **City Government of Dagupan** now invites bids for the above Procurement Project. Delivery of the Goods is required within the period of **THIRTY (30) C.D.** Bidders should have completed, within **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 non-discretionary "pass/fail" criterion as specified in accordance with provisions of Republic Act No. 12009 and its Implementing Rules and Regulations.

   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 No. 5183.

4. Prospective Bidders may obtain further information from the BAC Secretariat and inspect the Bidding Documents at the address given below during **regular office hours (8:00 A.M. - 5:00 P.M.**).

5. A complete set of Bidding Documents may be acquired by interested bidders from **November 11, 2025 (8:00 A.M. - 5:00 P.M.) to November 18, 2025 (8:00 A.M. - 12:00 N.N.)** from given address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by GPPB, in the

amount of **FIVE HUNDRED PHILIPPINE PESOS (PHP 500.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by providing a printed copy of the official receipt.

The Bidding Documents may also be downloaded from the website of the **Philippine Government Electronic Procurement System (PhilGEPS**), provided the Bidders shall pay the non-refundable 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 **on or before 12:00 P.M., November 18, 2025** at **BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City**. 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 15.
8. Bid opening shall be on **November 18, 2025 2:00 P.M**. at **BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City**. Bids will be opened in the presence of the end user's, observers, bidders, and or their representatives.
9. The City Government of Dagupan 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 Sections 64 and 70 of Implementing Rules and Regulations (IRR) of Republic Act No. 12009, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to BAC Secretariat:

Engr. Athena Arenas
Ms. Manolita T. De Venecia
Mr. Allan R. Zabala

Address: BAC Office, 2nd Floor, City Hall Complex
A.B. Fernandez Ave., Dagupan City
Contact No: 0917-855-3267
E-mail Address asi_aaron@yahoo.com

ORIGINAL SIGNED)
ATTY. AURORA E. VALLE
BAC Chairman