



Republic of the Philippines
Province of Albay
CITY GOVERNMENT OF TABACO
Tabaco City

Bids and Awards Committee

**Invitation to Bid for the
Supply and Delivery of Labor, Materials, and Equipment for the Hardware
and Software Infrastructure for the Modernization of Business Processes of
B.O.S.S., Mayor's Office, Tabaco City
Contract ID No. 011-09-2025-GOODS-PB-HS INFRA FOR BOSS**

1. The *City Government of Tabaco*, through the *2025 TRUST FUND*, intends to apply the sum of *Two Million Pesos and 00/100 (Php2,000,000.00)*, being the ABC, to payments under the contract for the *Supply and Delivery of Labor, Materials, and Equipment for the Hardware and Software Infrastructure for the Modernization of Business Processes of B.O.S.S., Mayor's Office, Tabaco City under Contract ID No. 011-09-2025-GOODS-PB-HS INFRA FOR BOSS*. Bids received *more than the ABC* shall be automatically rejected at bid opening.
2. The *City Government of Tabaco* now invites bids for the above Procurement Project. Delivery of the Goods is required within *thirty (30) calendar days from receipt of Notice to Proceed*. 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 a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 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 whose laws or regulations grant similar rights or privileges to Filipino citizens, under RA No. 5183.

4. Prospective Bidders may obtain further information from the *City Government of Tabaco* and inspect the Bidding Documents at the address given below during office hours, from Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested bidders from *16 October 2025 to 05 November 2025*, from the given address and website/s 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 *Five Thousand Pesos (Php5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The *City Government of Tabaco* will hold a Pre-Bid Conference on *24 October 2025, 10:00 AM* at *BAC Conference Room, Mezz Floor, City Legal Office, 2F Annex Building, Tabaco City Hall, Tabaco City*, which shall be open to prospective bidders.

7. The BAC Secretariat must duly receive bids through manual submission at the office address indicated below on or before **9:00 AM, 05 November 2025**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **05 November 2025, 9:30 AM** at the **BAC Conference Room, Mezz Floor, City Legal Office, 2F Annex Building, Tabaco City Hall, Tabaco City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **City Government of Tabaco** reserves the right to reject all bids, declare a failure of bidding, or not award the contract at any time before contract award under Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Eriberto Leroy C. Berces III

BAC Chairman

BAC Office / City Legal Office

2nd Floor Annex Building, Tabaco City Hall, Tabaco City, Tabaco City

Email: bactabaco2025@gmail.com

Website: www.tabacocity.com.ph

12. You may visit the following websites for downloading of Bidding Documents:

www.tabacocity.com.ph

www.philgeps.gov.ph

16 October 2025

Sgd.

ERIBERTO LEROY C. BERCES III

BAC Chairperson

Other Information:

Interested participant which business is not registered in the Business Permit and Licensing Office (BPLO) of Tabaco City is required to pay the Annual Accreditation Permit Fee of Php10,000.00, as per City Ordinance No. 020-2018.

Requirements for securing the Annual Accreditation Permit are as follows:

- 1. Original Business Registration Certificate (Valid Mayor's Permit, or DTI/SEC/CDA Registration Certificate).*
- 2. Proof of Authority: Valid ID of the Company Owner, and/or Original Notarized SPA/ Secretary's Certificate, and valid ID of the authorized representative.*
- 3. Payment of Annual Accreditation Permit Fee (Php10,000.00)*