



**INVITATION TO BID**  
**Purchase of LGU Office Supplies**

1. The Local Government Unit of Loon, Bohol through its appropriation from the general fund intends to apply the sum of **Six Hundred Twenty-Five Thousand Four Hundred Sixty-Nine Pesos and Fifty Centavos (₱ 625,469.50)** being the Approved Budget for the Contract (ABC).
2. The Local Government Unit of Loon now invites bids for the **Purchase of LGU Office Supplies**. Prospective bidders should have completed a similar project in the past two (2) years. Bids in excess of the ABC shall be automatically rejected at bid opening.
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criteria as specified in the Implementing Rules and Regulations (IRR) of Republic Act 9184 (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.

4. Interested bidders may obtain further information from the Office of the Bids and Awards Committee [BAC], through the BAC Secretariat, Conference Room, New Building Municipal Hall, Loon, and inspect the Bidding Documents at the address given below from 8:00 A.M. to 5:00 P.M., Monday to Friday.
5. A complete set of Bidding Documents may be purchased by interested Bidders from the address below and upon payment of a non-refundable fee for the Bidding Documents in the amount of **₱ 1,000.00**.
6. Bids must be delivered to the address on or before **February 14, 2025, at 8:30 AM** at the Office of the Bids and Awards Committee, Conference Room, Municipal Hall, Cogon Norte, Loon, Bohol. 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 will not be accepted
7. The complete schedule of activities is listed as follows:

Activities	Schedule
• Advertisement/Posting of IAEB	February 7, 2025
• Availability and Issuance of Bidding Documents	February 7, 2025
• Submission of Technical and Financial Proposals	February 14, 2025; 8:30 AM
• Opening and Evaluation of Technical Proposals	February 14, 2025; 8:30 AM
• Opening of Financial Proposals	February 14, 2025

8. The BAC 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 incurring any liability to the affected bidder or bidders.

Approved by:

  
**SHEILA L. CASTROJO**  
BAC Chairperson