

**SILAY CITY GOVERNMENT**

Corona Street
Selay City, Negros Occidental
Telefax No. (034) 495-3746

Name of the Project: Database of Office Supplies for use in the
Office of Internal Audit, Silay City.
Location of the Project: Internal Audit Office,
Selay City, Negros Occidental.

Standard Form Number: SF-00000-01
Revised on July 28, 2004

INVITATION TO APPLY FOR ELIGIBILITY AND TO BID

The **SILAY CITY GOVERNMENT**, through its Bids and Awards Committee (BAC), invites suppliers/manufacturers/contributors to apply for eligibility and to bid for the hereunder project:

Name of Project: **Purchase of Office Supplies for use in the Office of Internal Audit, Silay City.**

Location: **Internal Audit Office, Silay City.**

Brief Description: _____

Approved Budget for the Contract: **Php 16,000.00**

Contract Duration: _____

Delivery Period: _____

Prospective bidders should have experience in undertaking a similar project with amount of at least 50% of the proposed project for bidding. The Examination of Bids shall use non-discriminatory "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of S.A. 004 and its Implementing Rules and Regulations (IRR).

The complete schedule of activities is listed as follows:

SAC ACTIVITIES	SCHEDULE	TIME / VENUE
1. Issuance of Bid Documents	September 9-15, 2017	9:00 AM - 5:00 PM Bids & Awards Committee Office
2. Bidder Conference	September 09, 2017 (Friday)	1:30-3:30PM (PMT)
3. Opening of Bids	September 09, 2017 (Friday)	2:30 PM (PST) Bids & Awards Committee Office, Silay City.
4. Bid Evaluation		
5. Post-Qualification		
6. Notice of Award		

Bid Documents will be available only to eligible bidders upon payment of a non-refundable amount of **ONE HUNDRED PESOS ONLY (Php 100.00)** to the **SILAY CITY GOVERNMENT** Cashier.

The **SILAY CITY GOVERNMENT** assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bids.

Approved by:


LEAH Y. SINGSAYSAY
BAC Secretary/Member - City Mayor's Office
Bids & Awards Committee Office, Silay City

Posting in Website: September 9, 15, 2017