



Republic of the Philippines
Province of Bohol
Municipality of Trinidad

INVITATION TO BID (ITB)

1. The **MUNICIPALITY OF TRINIDAD, BOHOL** hereby invites all interested parties to participate in the public bidding of the following lots on an “AS-IS WHERE-IS” basis as indicated below:

LOT	ITEM/DESCRIPTION	FLOOR PRICE
1	Office Equipment (includes: Fax Machine, Typewriter, Electric Fan, Aircon, Duplo Machine, Megaphone, Microphone, Sony Component, Digicam, etc.)	13,945.65
2	Information and Communication Technology Equipment (includes: Computer Monitor, Printer, Laptop, Projector, etc.)	51,340.00
3	Communication Equipment (includes: Handheld Radios, & Cellphone)	4,321.12
4	Furniture & Fixtures (includes: Folding Bed & Computer Table)	703.27
5	Agricultural & Forestry Equipment (includes: Grass Cutter)	1,625.24

2. No bid shall be allowed lower than the said floor prices for any or all lots. Bidding shall be done by lot.
3. Interested bidders may get the bid documents at the General Services Office thru **Miss Liezel T. Degamo**, Disposal Committee Secretariat, view and inspect said items at their respective locations at General Services Office (GSO) Temporary Bodega on **November 28 – December 13, 2019** (excluding Saturday, Sunday and Holiday, if any), from 8:00 a.m. to 5:00 p.m..
4. Sealed bids for any or all lots will be received at GSO on or before **10:00 o'clock in the morning of December 17, 2019**. Bids submitted after the deadline shall not be accepted. The bidder shall enclose in a sealed envelope the following:
 - a. Fully accomplished Bid Form
 - b. Minimum bid bond equivalent to ten percent (10%) of the bid in the form of cash.
5. The bidder or his/her duly authorized representative must be present during the opening of bids, otherwise, his/her envelope shall not be opened.
6. The bid shall be declared void if it does not comply with the requirements mentioned in item nos. 2,3,4, & 5.
7. Opening of sealed bids will be held on **December 17, 2019 at exactly 10:00 o'clock in the morning** at Trinidad Municipal Hall.
8. The bond will be returned to the non-winning bidder/s right after the award.
9. The ten percent (10%) bond shall be forfeited if the full price is not paid by the winning bidder the prescribed period stated in the Notice of Award and to Proceed.
10. Upon payment of the full price, the winning bidder shall be the recipient of unserviceable properties and is required to haul the same within seven (7) working days.

11. This ITB will be posted in at least three (3) public places in the locality and at the LGU Website. The LGU-Trinidad reserves the right to reject any or all of the bids with or without cause, to annul the bidding process, to waive any defect in them and to award the bidder whose bid is the most advantageous to the government.

(SGD.) ELENITA L. SAWAN
General Services Officer
Chairperson, Disposal Committee

(SGD.) SHERYL D. CELO, CPA, MPA
Municipal Accountant
Member, Disposal Committee

(SGD.) MARIA EVELYN E. BARADAS
Municipal Treasurer
Member, Disposal Committee

APPROVED:

(SGD.) JUDITH DEL ROSARIO CAJES
Municipal Mayor