

**Republic of the Philippines**  
City of Legazpi  
**BIDS AND AWARDS COMMITTEE**  
City Hall Compound, Legazpi City  
E-mail Address: gso\_sec@yahoo.com  
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**NOTICE OF INVITATION TO BID FOR SPARE PARTS**

The **City Government of Legazpi**, through its **General Fund (CY 2019) approved by its Sangguniang Panlungsod**, intends to apply the sum of **One Million Five Hundred Nine Thousand Two Hundred Ninety Seven Pesos and Seventeen Centavos (P1,509,297.17)** being the Approved Budget for the Contract (ABC) to payment under the contract for Spare Parts for replacement of worn-out parts of Back Hoe.

The **City Government of Legazpi** now invites bids for Spare Parts for replacement of worn-out parts of Back Hoe. Delivery of Goods is required within **Fifteen (15) Calendar Days** from receipt of Purchase Order.

All prospective bidders must submit a Letter of Intent (LOI), purchase bid documents, and must meet the following major criteria: (a) Filipino citizen in case of sole proprietorship, or in case of partnership, corporation, cooperative or joint venture, **60%** Filipino-owned, and (b) Bidder/s should submit its NFCC computation, among others, and must have completed, within ten (10) years from the date of submission and receipt of bids, a contract similar to the project. The non-discretionary pass/fail criteria will be used in the eligibility check and preliminary examinations of bids.

A complete set of Bidding Documents may be purchased by interested Bidders from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **Five Thousand Pesos Only (P5,000.00)**.

It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that bidders shall pay the fee for the Bidding Documents not later than the submission of their bids.

**The schedule of key procurement activities are as follows:**

1. Issuance of Bidding Documents	January 28, 2019 to February 18, 2019
2. Pre Bid Conference	February 6, 2019 at 2:00 P.M. @ City Administrator's Office, Conference Room, City Hall Comp., Legazpi City
3. Deadline of receipt of Letter of Intent (LOI)	February 8, 2019 at 10:00AM
4. Deadline of receipt/Opening of Bids	February 18, 2019 at 2:00 P.M. @ City Administrator's Office, Conference Room, City Hall Comp., Legazpi City

All dealings, including electronic transactions, by the prospective bidders (including owner representing a single proprietorship) with the BAC and its Secretariat or TWG, shall be made only by a representative duly authorized by proper authentic sworn document/s submitted on or before the transaction.

Failure to comply with any of the foregoing requirements is a ground for automatic disqualification of a bidder. The City Government of Legazpi 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 thereby incurring any liability to the affected Bidder/s.

For further information, please refer to:

**Ms. KRISTINE M. TORRES**  
Head, BAC Secretariat  
City General Services Office  
City Hall Compound, Legazpi City  
e-mail add: [sec\\_gso@yahoo.com](mailto:sec_gso@yahoo.com)

**Atty. MARIETTA B. CLEDERA**  
**BAC Chairman**

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