

Republic of the Philippines
Province of Occidental Mindoro
MUNICIPALITY OF SAN JOSE
BIDS AND AWARDS COMMITTEE (BAC)

INVITATION TO BID

Consulting Services for the Detailed Engineering Design of the Municipal Public Market

SAMPLE DOCUMENT FOR SYSTEM TESTING — dates, amounts and places are examples

1. The **Municipality of San Jose**, through the **General Fund** in the 2026 Annual Procurement Plan, intends to apply the sum of **Php 1,200,000.00** being the Approved Budget for the Contract (ABC) to payments under the contract for **Consulting Services for the Detailed Engineering Design of the Municipal Public Market**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Bids and Awards Committee (BAC)** now invites bids for the above Procurement Project. The consulting services shall be completed within one hundred fifty (150) calendar days from receipt of the Notice to Proceed, with the draft design submitted by day ninety (90). Bidders should have completed, within the period allowed by the rules, 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 Implementing Rules and Regulations of the Government Procurement Reform Act. Bidding is restricted to Filipino citizens, sole proprietorships, partnerships or organizations with at least the required Filipino ownership, as provided by law.
4. Interested bidders may obtain further information from the **BAC Secretariat** and inspect the Bidding Documents at the address given below during office hours, Monday to Friday, 8:00 AM to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested bidders from **October 12 to October 26, 2026** from the address below and upon payment of a non-refundable fee for the Bidding Documents in the amount of **Php 5,000.00**. The

documents may also be downloaded from the BAC portal.

6. The BAC will hold a **Pre-Bid Conference** on October 19, 2026, 10:00 AM at the BAC Conference Room, Municipal Hall, San Jose, Occidental Mindoro, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission or online through the BAC portal on or before **October 26, 2026, 10:00 AM**. 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 the Instructions to Bidders: not less than two percent (2%) of the ABC if in cash, cashier's/manager's check, bank draft or guarantee, or five percent (5%) if in surety bond, or a Bid Securing Declaration where allowed.
9. Bid opening shall be on **October 26, 2026, 10:00 AM** (right after the deadline) at the BAC Conference Room, Municipal Hall, San Jose, Occidental Mindoro. Bids will be opened in the presence of the bidders' representatives who choose to attend.
10. Consulting firms will be ranked by the quality of their technical proposal using the evaluation criteria in the Terms of Reference; only firms scoring at least seventy-five percent (75%) are considered, and the financial proposal of the highest-ranked firm is opened and negotiated within the ABC.
11. The Municipality of San Jose assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids. The Municipality reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award, without incurring any liability to the affected bidders.

For further information, please refer to:

BAC Secretariat	Municipal Hall, San Jose, Occidental Mindoro
Telephone	(043) 000-0000 (sample)
E-mail	bac@sanjose.example.gov.ph (sample)
Date of posting	October 12, 2026

BAC Chairperson
Bids and Awards Committee

Posted on the BAC portal, the Municipality's website and at conspicuous places in the Municipal Hall.