



January 9, 2008

### **INVITATION TO APPLY FOR ELIGIBILITY AND TO BID (OPEN-END BID)**

The Ecosystems Research and Development Bureau (ERDB) invites all interested parties to apply for eligibility and to bid (Open-End Bid) for the procurement of common use office supplies and materials covering February to April 2008, without prejudice to repeat orders in the next quarter unless price dictates otherwise.

Prospective bidders are required to eligibility requirements which shall contain the following documents:

1. SEC/DTI/Cooperative Registration papers
2. Tax Identification No.
3. Business License/Permit (2007)
4. Latest Audited Financial Statement stamped "received by" from BIR
5. Income Tax Return
6. Company Profile
7. List of client references and supporting documents
8. Certificate of authorized, dealership, if any
9. Statement that prospective bidder is not "blacklisted" from other Government agency
10. Letter authorizing BAC verify completely all eligibility documents

Previously registered bidders are also required to update and submit the above listed documents.

Bid document (list of supplies and materials) can be obtained from the Property Section/BAC Secretariat.

Deadline for submission of Eligibility requirements and Bid proposal is on January 24, 2008 until 2:00 pm and shall be opened subsequently thereafter at the ERDB Conference room.

Eligibility check shall be based on the non-discretionary pass/fail criteria. Upon examination of the requirements, only those declared eligible by the Bids and Award Committee shall be qualified to bid.

The ERDB reserves the right to review the qualifications of selected bidders, subject to technical, financial and production criteria, reject any or all bids, waive any formality to defect therein and accept the offer most advantageous to ERDB.

For further particulars, please inquire from the ERDB Property Officer/BAC Secretariat or call us on telephone numbers: 536-2264/536-2229 local 251.

  
**LEVI V. FLORIDO**  
Chairman  
Bids and Awards Committee