



INVITATION TO BID


SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PHILIPPINE RED CROSS

The Philippine Red Cross through Bids and Awards Committee (BAC) would like to invite interested bidders for the:

Item No.	Description	Qty.	UoM	Bid Docs Fee
1	Office Supplies	1	Lot	Php5,000.00

- Bidding will be conducted through open competitive bidding procedures using the Red Cross Procurement Procedures.
- Interested Bidders may obtain further information from the PRC BAC Secretariat and inspect the Bidding Documents at the address given below from **9:00 AM to 4:00 PM** beginning **28 October 2022**. A complete set of bidding documents may be purchased by interested bidders from the address below and upon payment of a non-refundable fee.
- The method of payment will be cash or **bank to bank transaction** thru **Metrobank Account Number 1513 151514805 Account Name: Philippine Red Cross**. Send a copy of deposit slip through email immediately upon payment to the bank.
- Bids and eligibility requirements must be delivered to the address below on or before **11 November 2022, 11:00am**. All Bids must be accompanied by a **Security Bid** in the form indicated in the bid documents. Late Bids shall not be accepted.
- All bidders interested to participate should undergo PRC accreditation processes by applying with necessary documents requested and fees as required by PRC. No bidders should be allowed to participate without being accredited. Attached are the accreditation form and accreditation requirements.
- The PRC reserves the right to accept or reject any bid, to annul the bidding process and to reject all bids any time prior to contract award, without thereby incurring any liability to the affected bidder/s. It likewise assumes no responsibility whatsoever to compensate or indemnify the prospective bidders for any expenses incurred in the processing of their eligibility to bid and/or in preparation of the bid.





MANUEL C. SANTOS, JR.
BAC Chairman

Address to:

**Philippine Red Cross
Bids and Awards Committee
#37 EDSA corner Boni Avenue,
Mandaluyong City
Trunkline No. (02)8790.2338 loc 966
Look for Jane/Jer/Joy
RE: Office Supplies**