



November 29, 2021

**TO ALL CONCERNED END-USER**  
 LGU-Virac, Catanduanes

Gentlemen/Ladies:

May we respectfully invite you or your authorized representative to witness the Procurement of LGU Virac on the date and contracts hereunder enumerated, as follows:

**1. Pre-Bid Conference / December 3, 2021 (Friday/9:00 AM)**

No.	Program of Work/ Purchase Request	Particulars	Approved Budget for the Contract (ABC)	END USER
<b>Goods:</b>				
1.	101-2021-11-687, 101-2021-11-688 & 101-2021-11-689	Supply and Delivery of Supplies, Materials, Protective Gear and Supplies	Php1,559,035.00	MO-SWM
2.	101-2021-11-685	Supply and Delivery of Furniture and Fixture	Php350,000.00	SB

**SCHEDULE OF ACTIVITIES**

November 25, 2021	-Pre-Procurement Conference
November 26- December 15, 2021	-Issuance & availability of Bidding Documents
December 3, 2021 (9:00 A.M)	-Pre-Bid Conference
December 15, 2021 (9:00 A.M)	-Submission & Receipt of Bids
December 15, 2021 (9:00 A.M)	-Opening of Bid and eligibility check
December 16-17, 2021	-Bid Evaluation
December 20-21, 2021	-Post Qualification
December 22, 2021	-Approval of BAC Resolution/Issuance of NOA
December 23-24, 2021	-Contract Preparation & Signing

**2. Opening of Canvass / December 3, 2021 (Friday/9:00 AM)**

No.	Program of Work/ Purchase Request	Particulars	Approved Budget for the Contract (ABC)	END USER
<b>Goods:</b>				
1.	101-2021-11-679	Accommodation including Meals and Snacks	Php67,200.00	MSWDO
2.	101-2021-11-680	Catering Services	Php39,200.00	MSWDO
3.	101-2021-11-672	Hardware Materials	Php199,875.00	MAO
4.	101-2021-11-677	Souvenir Items/Promotional Materials	Php149,800.00	MO-TOURISM
5.	101-2021-11-676	Supplies and Other Materials	Php50,000.00	MO-TOURISM
6.	101-2021-11-675	Sports Paraphernalia	Php195,300.00	MO-TOURISM
7.	101-2021-11-678	Catering Services	Php197,600.00	MPS-VIRAC

**3. Other Matters**

For your information and guidance, thank you.

Very truly yours,

**RICHELDA V. ARGUELLES**  
 Administrative Officer IV  
 Head, BAC Secretariat

OFFICE OF THE BAC

**RECEIVED**

Date

NOV 29 2021

Signature

NOTED:

**HENRY M. QUIÑONES**  
 Municipal Budget Officer  
 BAC Chairman