

November 3, 2021

Owner/Authorized Representative(position)
(postal address)
(email address)
(contact number/mobile phone)
General Santos City

Dear Mr/Ms _____:

We respectfully refer to the project “**Procurement of New Branded Desktop Computer Sets**”.

The Bids and Awards Committee (BAC) now invites interested Suppliers to participate in the Negotiated Procurement through submission of bid proposal of the above-stated project. The Approved Budget of the Contract (ABC) of this project is **One Million Seven Hundred Fifty Thousand Pesos Only (P 1,750,000.00) Inclusive of 12% VAT**. Any bid exceeding the amount of the ABC shall not be accepted.

All bid proposal shall be submitted in sealed envelope addressed to the undersigned with proper marking identifying the name of the project and name of the bidder. All bid proposals shall include the supporting documents listed in the attached checklist of legal, technical and financial documents.

The deadline for the submission of bid proposal is on or before **November 11, 2021 at 9:00 o'clock in the morning**. The negotiation and evaluation of proposals will be conducted on the same day of the prescribed deadline of submission and shall start at 9:30 o'clock in the morning on a first come first serve basis.

We are hoping for your response on the negotiated procurement of the above-mentioned project.

Very truly yours,

(SGD.) DEOLITO B. TORREFIEL
Chairperson, BAC
PPA, PMO-SOCSARGEN