REPUBLIC OF THE PHILIPPINES
CITY OF LAPU-LAPU 6015
BIDS AND AWARDS COMMITTEE

BAGONG PILIPINAS

INVITATION TO BID FOR
ONE (1) LOT DESIGN, DELIVERY, INSTALLATION AND DISMANTLING OF CHRISTMAS VILLAGE

The **City of Lapu-Lapu**, through the **MOOE FUNDS 8852-5-02-99-990-5** intends to apply the sum of **Three Million Pesos (₱ *3,000,000.00*)** being the Approved Budget for the Contract (ABC) to payments under the contract for *the procurement of* **ONE (1) LOT DESIGN, DELIVERY, INSTALLATION AND DISMANTLING OF CHRISTMAS VILLAGE under P.R No. 26-09-1342.** Bids received in excess of the ABC shall be automatically rejected at bid opening.

1) The **City of Lapu-Lapu** now invites bids for **ONE (1) LOT DESIGN, DELIVERY, INSTALLATION AND DISMANTLING OF CHRISTMAS VILLAGE**. *(City Tourism Offc.)*

ITEM NO.	QTY.	UNIT OF ISSUE	ITEM DESCRIPTION
1.	1	LOT	**1 LOT DESIGN, DELIVERY, INSTALLATION AND DISMANTLING OF CHRISTMAS VILLAGE** Design, Supply, Delivery, Installation, and Dismantling of Christmas Village Decorations, Lighting and Thematic Display for Duyog sa Pasko 2026 Inclusive of all necessary materials, labor, equipment, tools, accessories, transportation, electrical connections, and other incidental services required for the complete installation and operation of the Christmas Village, consisting of the following: A. Christmas Village Design and Conceptualization * Preparation of an overall Christmas Village design and layout consistent with the approved theme, 'A Christmas Journey Through History, Culture and Community.' * Preparation and submission of design perspectives, proposed arrangement of decorations, lighting layout, and installation plan approval by the City Tourism Office prior to implementation. * Coordination with the City Tourism Office regarding the final placement, dimensions, and appearance of all displays. B. Christmas Decorations and Thematic Displays

			1. Belen (Natitvity Scene)- Complete Christmas nativity display, including figures, decorative backdrop, appropriate lighting, and accessories. (Human size) ([Figurine of Baby Jesus, The Virgin Mary, Saint Joseph, Three Wise Men(magi), and farm animals, 2sheeps (2pcs). donkeys (2 pcs), and cattle (1 pc)]. 2. Giant Angels- Fabrication and Installation of oversized angel figures with decorative finishing and appropriate lighting. Size: 4ft, 6ft, 8ft Quantity: 4ft 10pcs, 6ft 10 pcs, 8ft 10 pcs 3. Big Gift Boxes- Fabrication and Installation of oversized decorative Christmas gift boxes in assorted sizes and designs. 4. Sleigh with Santa Claus- Complete decorative display featuring Santa Claus, sleigh, and accompanying Christmas-themed accessories. Size: 6ft Quantity: 1 SET (1 Sleigh, 1 Santa Claus, 9 Reindeers) 5.Circle Lights for Trees- Supply and installation of decorative circular lighting fixtures for designated trees within the Christmas Village area. Size: 3ft. Quantity: 150 pcs. 6. Mini Candyland and Standees- Fabrication and installation of Candyland- themed decorations, freestanding figures, and complimentary displays. Size: 4ft. Quantity: 30 pcs 7. Christmas Tree - Supply and installation of decorative lighting, ornaments, and accessories for designated Christmas tree. Size: 45ft C. Supply, Fabrication, and Installation * Supply all materials, decorations, lighting fixtures, accessories, and other components necessary to complete the approved Christmas Village design. * Fabrication and assembly of decorative structures and displays using durable, stable, and weather-resistant materials suitable for outdoor installation. * Provision of necessary temporary supports, mounting fixtures, anchoring systems, and protective accessories.

			* Delivery, installation, assembly, and proper positioning of all Christmas decorations and lighting fixtures at designated locations. * Provision of all labor, tools, equipment, transportation, and incidential materials necessary for completion. D. Electrical and Lighting Requirements * Installation of appropriate lighting fixtures, electrical wiring, connectors, protective devices, and related accessories. * Use of energy-efficient LED lighting, where applicable, and weather- resistant electrical components suitable for outdoor use. * Proper securing and protection of electrical connections to prevent electrical hazards. * Testing and inspections of all lighting installations prior to acceptance and operation. * Compliance with applicable electrical and safety standards. E. Maintenance and Operational Support * Regular inspection and maintenance of all decorations, lighting fixtures, and installations throughout the approved display period. * Repair or replacement of defective lighting fixtures, damaged decorations, and other components attributable to defective materials or workmanship, at no additional cost to the City. * Provision of necessary technical assistance to ensure that the Christmas Village remains safe, functional, and presentable during the display period. F. Dismantling and Site Restoration * Safe dismantling and removal of all temporary Christmas decorations, lighting fixtures, and installations upon completion of the Christmas Village Activities. * Proper turnover of City-owned materials and decorations, if applicable * Removal of installation- related debris and restoration of affected areas to their original condition, ordinary wear and tear excepted. G. General Requirements * All designs, materials, and installations shall be subject to inspection and approval by the City Tourism Office. * All decorations and installations shall be suitable for public display and designed with due consideration for public safety and prevailing outdoor conditions. * The contract price shall be inclusive of all applicable taxes, labor, materials, equipment, transportation,

			installation, maintenance, dismantling, and other expenses necessary for complete project delivery. * No additional charges shall be imposed for materials, accessories, or service reasonably necessary to deliverables. Location: Liberty Shrine, Mactan, Lapu-Lapu City Installation should start within 7 calendar days upon receipt NOA/PO. Duration Period: November 30, 2026 to January 3, 2027 Dismantling Period: The dismantling period shall commence seven (7) calendar days after the end of the event. At the end of everything, all materials shall be owned by Lapu-Lapu City Government and shall be turned over.

Delivery and Installation should start ***within Seven (7) Calendar Days upon receipt of Notice of Award/Purchase Order.*** Bidders should have completed, within ten (10) years from the date of submission and receipt of bids, 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.

2) Bidding will be conducted through competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.

   i) Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

3) Interested Bidders may obtain further information from *the* ***City of Lapu-Lapu*** *through the Bids and Awards Committee, located* **at the 2/F City General Services Office, City Hall, Pusok, Lapu-Lapu City** and inspect the Bidding Documents at the address given below from **8:00 a.m to 4:00 p.m.**

4) A complete set of Bidding Documents may be acquired by interested Bidders from ***October 13, 2026 (from 8 a.m. to 5 p.m.) until on or before 12 noon of November 03, 2026*** from ***BAC Office located at the 2/Floor of the City General Services Office, City Hall, Pusok, Lapu-Lapu City*** and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **₱ 5,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fee for the Bidding Documents during the period provided in the preceding paragraph.

5) The *City of Lapu-Lapu/ BAC* will hold a **Pre-Bid Conference** on ***October 20, 2026 (1:30 P.M.)*** at ***BAC Conference Room located at 2/Floor City General Services Office, Pusok, Lapu-Lapu City***, which shall be open to prospective Bidders.

6) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through the given address above **on or before 12 Noon of *November 03, 2026.*** Late bids shall not be accepted.

7) All Bids must be accompanied by a Bid Security in any of the acceptable forms and in the amount stated in ITB Clause 16.1.

8) Bid opening shall be on ***November 03, 2026 (1:30 P.M.)*** at **BAC Conference Office, located at 2/Floor City General Services Office, Pusok, Lapu-Lapu City.** Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.

9) The City of Lapu-Lapu/ BAC reserves the right to reject any all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 70 of R.A. No. 12009, without incurring any liability to the affected Bidder of Bidders.

For further information, please refer to:
Vanessa Jeanne A. Dela Serna
BAC Secretariat
City General Service Office

You may visit the following:
PhilGeps: _____ Website: _____
3 Conspicuous Place:
CEO Bulletin: ___ CGSO:___ Market:___

SIGNED

RONALDO D. MALACORA
OFFICER-IN-CHARGE- CGSO
BAC CHAIRPERSON

13th Day of October, 2026
(PhilGeps Posting Date)