

Republic of the Philippines
Province of Pampanga
CITY OF SAN FERNANDO
OFFICE OF THE BIDS AND AWARDS COMMITTEE

Invitation to Bid for the Supply and Delivery of Common Used Office Supplies for 1st Semester of 2019 to be used by the different Department/Offices of the City Government of San Fernando, Pampanga subject to Ordering Agreement

The City Government of San Fernando, Pampanga, through the **General Fund 2019/Trust Fund** intends to apply the sum of **THIRTEEN MILLION NINE HUNDRED NINE THOUSAND SIX HUNDRED THIRTY EIGHT PESOS & FIFTEEN CENTAVOS ONLY (P13,909,638.15)** being the Approved Budget for the Contract (ABC) to payments under the contract for **04-19-0845** consisting of **Thirty One (31) lots**, to wit:

- Lot 1 - City Vice-Mayor's Office, with an ABC of P1,492,146.11
- Lot 2 – City Treasurer's Office, with an ABC of P411,881.59
- Lot 3 – City Accounting Office, with an ABC of P805,830.68
- Lot 4 – City Market Operation Division, with an ABC of P156,361.60
- Lot 5 – Motorpool Division, with an ABC of P122,138.30
- Lot 6 – City Information Office, with an ABC of P48,093.97
- Lot 7 – City Agriculture & Veterinary Office, with an ABC of P304,014.95
- Lot 8 – City Budget Office, with an ABC of P494,052.48
- Lot 9 – City Tourism Office, with an ABC of P94,613.12
- Lot 10 - City Investment Promotion Office, with an ABC of P24,381.96
- Lot 11 - Office of the Sangguniang Panlungsod, with an ABC of P1,817,870.60
- Lot 12 – City Information & Communications Technology Office, with an ABC of P158,810.85
- Lot 13 – City Planning & Development Coordinator's Office, with an ABC of P592,987.41
- Lot 14 – Office of the City Building Official, with an ABC of P661,530.32
- Lot 15 – City Environment & Natural Resources Office, with an ABC of P202,261.82
- Lot 16 – City Assessor's Office, with an ABC of P174,143.59
- Lot 17 – City College, with an ABC of P177,197.68
- Lot 18 – City Social Welfare & Development Office, with an ABC of P557,489.54
- Lot 19 – City Health Office-EHSD, with an ABC of P43,978.67
- Lot 20 – City Health Office-PFPR, with an ABC of P246,567.84
- Lot 21 - City Health Office-Birthing Station, with an ABC of P838,211.30
- Lot 22 – City Health Office, with an ABC of P703,733.62
- Lot 23 – City Nutrition Committee, with an ABC of P85,871.16
- Lot 24 – City Human Resource Development Office, with an ABC of P241,932.21
- Lot 25 – Supply, Records & Property Management Division, with an ABC of 1,289,373.98
- Lot 26 – City Administrator's Office, with an ABC of P574,728.14
- Lot 27 – Utility, Maintenance and Service Division, with an ABC of P162,295.00
- Lot 28 – City Legal Office, with an ABC of P126,519.67
- Lot 29 – City Engineer's Office, with an ABC of P566,948.63
- Lot 30 – City Public Order and Safety Coordinating Office, with an ABC of P405,728.74
- Lot 31 - City Civil Registry Office, with an ABC of P327,942.62

Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

The City Government of San Fernando, Pampanga Bids and Awards Committee now invites bids for **Supply and Delivery of Common Used Office Supplies for 1st Semester of 2019 to be used by the different Department/Offices of the City Government of San Fernando, Pampanga subject to Ordering Agreement**. Delivery of the Goods is required within ten (10) days upon receipt of Notice to Proceed (NTP). Bidders should have completed, within two (2) 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. Instruction to Bidders.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act".

Interested bidders may obtain further information from the City Government of San Fernando, Pampanga and inspect the Bidding Documents at the address given below during 8:00 a.m. to 5:00 p.m.

A complete set of Bidding Documents may be acquired by interested Bidders on **MARCH 25, 2019 (MONDAY) until 1:00 p.m. of APRIL 16, 2019 (TUESDAY)** from the address below and upon payment of the applicable fee for the Bidding Documents in the following amounts:

- | | |
|---|---|
| Lot 1: FIVE THOUSAND PESOS ONLY (P5,000.00); | Lot 17: FIVE HUNDRED PESOS ONLY (P500.00); |
| Lot 2: FIVE HUNDRED PESOS ONLY (P500.00); | Lot 18: ONE THOUSAND PESOS ONLY (P1,000.00); |
| Lot 3: ONE THOUSAND PESOS ONLY (P1,000.00); | Lot 19: FIVE HUNDRED PESOS ONLY (P500.00); |
| Lot 4: FIVE HUNDRED PESOS ONLY (P500.00); | Lot 20: FIVE HUNDRED PESOS ONLY (P500.00); |
| Lot 5: FIVE HUNDRED PESOS ONLY (P500.00); | Lot 21: ONE THOUSAND PESOS ONLY (P1,000.00); |
| Lot 6: FIVE HUNDRED PESOS ONLY (P500.00); | Lot 22: ONE THOUSAND PESOS ONLY (P1,000.00); |
| Lot 7: FIVE HUNDRED PESOS ONLY (P500.00); | Lot 23: FIVE HUNDRED PESOS ONLY (P500.00); |
| Lot 8: FIVE HUNDRED PESOS ONLY (P500.00); | Lot 24: FIVE HUNDRED PESOS ONLY (P500.00); |
| Lot 9: FIVE HUNDRED PESOS ONLY (P500.00); | Lot 25: FIVE THOUSAND PESOS ONLY (P5,000.00); |
| Lot 10: FIVE HUNDRED PESOS ONLY (P500.00); | Lot 26: ONE THOUSAND PESOS ONLY (P1,000.00); |
| Lot 11: FIVE THOUSAND PESOS ONLY (P5,000.00); | Lot 27: FIVE HUNDRED PESOS ONLY (P500.00); |
| Lot 12: FIVE HUNDRED PESOS ONLY (P500.00); | Lot 28: FIVE HUNDRED PESOS ONLY (P500.00); |
| Lot 13: ONE THOUSAND PESOS ONLY (P1,000.00); | Lot 29: ONE THOUSAND PESOS ONLY (P1,000.00); |
| Lot 14: ONE THOUSAND PESOS ONLY (P1,000.00); | Lot 30: FIVE HUNDRED PESOS ONLY (P500.00); |
| Lot 15: FIVE HUNDRED PESOS ONLY (P500.00); | Lot 31: FIVE HUNDRED PESOS ONLY (P500.00); |
| Lot 16: FIVE HUNDRED PESOS ONLY (P500.00); | |

The City Government of San Fernando, Pampanga will hold a Pre-Bid Conference on **APRIL 02, 2019 (TUESDAY) 3:00 p.m. at CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**, which shall be open to prospective bidders.

Bids must be duly received by the BAC Secretariat at the address below on or before **1:00 p.m. of APRIL 16, 2019 (TUESDAY) at CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in Instruction to Bidders (ITB) Clause 18.

Bid opening shall be on **APRIL 16, 2019 (TUESDAY) 1:30 p.m. at CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

The City Government of San Fernando reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

ROY C. GONZALES

BAC Secretariat
CGSO Building, New Public Market, Del Pilar,
City of San Fernando, Pampanga
(045) 961-4121P
skykitfox@yahoo.com.ph

Approved by:

ENGR. MICHAEL N. QUIZON, JR.
BAC Chairman

REQUIREMENTS IN THE ISSUANCE OF BIDDING DOCUMENTS

1. Downloaded copy from PhilGEPS of the **Invitation to Bid** (for Goods and Services and Infrastructure Projects) or **Request for Expression of Interest** (for Consulting Services)
2. Accomplished Information Sheet
3. Duly Notarized Authorization Letter (if representative)
4. Certified True Copy of PCAB License (for infrastructure projects only)
5. Photocopy of Two (2) Valid ID's.