

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 Document Scanner with Indexing Software to be used at City Human Resource Management Office in the City of San Fernando, Pampanga**

The City Government of San Fernando, Pampanga, through the **General Fund 2019** intends to apply the sum of **TWO HUNDRED THOUSAND PESOS ONLY (P200,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **I5-19-1675**. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

The City Government of San Fernando, Pampanga now invites bids for the **Supply and Delivery of Document Scanner with Indexing Software to be used at City Human Resource Management Office in the City of San Fernando, Pampanga**. Delivery of the Goods is required within **Twenty (20) 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 **JULY 17, 2019 (WEDNESDAY) until 1:00 p.m. of JULY 25, 2019 (THURSDAY)** from the address below and upon payment of the applicable fee for the Bidding Documents in the amount of **FIVE HUNDRED PESOS ONLY (P500.00)**

Bids must be duly received by the BAC Secretariat at the address below on or before **1:00 p.m. of JULY 25, 2019 (THURSDAY) 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 **JULY 25, 2019 (THURSDAY) 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:

**JOSEPHINE S. BULANADI**

BAC Secretariat  
CGSO Building, New Public Market, Del Pilar,  
City of San Fernando, Pampanga  
(045) 9614121  
[cgsoprocurementsection@gmail.com](mailto:cgsoprocurementsection@gmail.com)

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.