

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 2nd Semester of 2019 to be used by the different Departments/ 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** intends to apply the sum of **ELEVEN MILLION SEVEN HUNDRED FORTY FOUR THOUSAND SIX HUNDRED SEVENTY FOUR PESOS AND EIGHTY NINE CENTAVOS ONLY (P11,744,674.89)** being the Approved Budget for the Contract (ABC) to payments under the contract for **04-19-2176** consisting of **Thirty Four (34) lots**, to wit:

<b>LOT NO.</b>	<b>DEPARTMENT/ OFFICE</b>	<b>AMOUNT</b>
1	City Vice Mayor's Office	1,543,583.98
2	City Treasurer's Office	277,072.63
3	City Accounting Office	878,444.26
4	City Market Operation Division	151,212.01
5	Motorpool Division	84,925.04
6	City Information Office	130,122.30
7	City Agriculture and Veterinary Office	105,465.70
8	City Budget Office	624,518.57
9	City Tourism Office	116,680.75
10	City Investment Promotion Office	40,510.16
11	Office of the Sangguniang Panlungsod	1,852,630.29
12	City Information and Communications Technology Office	48,573.07
13	Commission on Election	168,397.40
14	City Planning and Development Coordinator's Office	627,909.50
15	Bureau of Fire Protection	71,214.45
16	Office of the City Building Official	382,875.72
17	City Environment and Natural Resources Office	126,304.84
18	City Assessor's Office	125,722.76
19	City College	169,570.96
20	Department of Interior and Local Government	63,612.46
21	City Social Welfare and Development Office	643,733.77
22	City Health Office - EHSD	19,488.06
23	City Health Office	288,861.10
24	City Nutrition Committee	64,659.09
25	City Human Resource Development Office	277,467.45
26	Supply, Records, Property Management Division	1,253,174.77
27	City Administrator's Office	474,707.16
28	Utility, Maintenance and Service Division	179,988.45
29	City Legal Office	154,134.19
30	City Engineer's Office	378,587.29
31	City of San Fernando – Police Station	46,215.20
32	City Civil Registry Office	242,939.42
33	City Prosecutor's Office	49,686.70
34	Bureau of Jail Management and Penology	81,685.39

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 Common Used Office Supplies for 2nd Semester of 2019 to be used by the different Departments/ Offices of the City Government of San Fernando, Pampanga subject to Ordering Agreement**. Delivery of the Goods is required within **Thirty (30) 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 **SEPTEMBER 13, 2019 (FRIDAY) until 1:00 p.m. of OCTOBER 08, 2019 (TUESDAY)** from the address below and upon payment of the applicable fee for the Bidding Documents in the following amounts:

LOT NO.	AMOUNT
1	5,000.00
2	500.00
3	1,000.00
4	500.00
5	500.00
6	500.00
7	500.00
8	1,000.00
9	500.00
10	500.00
11	5,000.00
12	500.00
13	500.00
14	1,000.00
15	500.00
16	500.00
17	500.00

LOT NO.	AMOUNT
18	500.00
19	500.00
20	500.00
21	1,000.00
22	500.00
23	500.00
24	500.00
25	500.00
26	5,000.00
27	500.00
28	500.00
29	500.00
30	500.00
31	500.00
32	500.00
33	500.00
34	500.00

The City Government of San Fernando, Pampanga will hold a Pre-Bid Conference on **SEPTEMBER 24, 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 OCTOBER 08, 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 **OCTOBER 08, 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:

**JOSEPHINE S. BULANADI**  
 BAC Secretariat  
 CGSO Building, New Public Market, Del Pilar,  
 City of San Fernando, Pampanga  
 (045) 961-4121  
[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.