

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 2020 to be used by CMO - Department of Interior and Local Government, CGSO - Utility, Maintenance and Services Division, City Administrator's Office - City Market Division, City College, CHO- City Nutrition Committee, City Agriculture and Veterinary Office, City Planning and Development Coordinator's Office, City Human Resource Management Office, City Assessor's Office and City Vice Mayor's Office of the City Government of San Fernando, Pampanga subject to Ordering Agreement

The City Government of San Fernando, Pampanga, through the **General Fund 2020** intends to apply the sum of **THREE MILLION EIGHT HUNDRED EIGHT THOUSAND SEVEN HUNDRED TWELVE PESOS AND FORTY CENTAVOS ONLY (P3,808,712.40)** being the Approved Budget for the Contract (ABC) to payments under the contract for **04-20-0416** consisting of **Ten (10) lots**, to wit:

- Lot 1 – CMO – DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT, with an ABC of P81,341.54**
- Lot 2 – CGSO – UTILITY, MAINTENANCE AND SERVICES DIVISION, with an ABC of P134,881.08**
- Lot 3 – CADMINO – CITY MARKET OPERATION DIVISION, with an ABC of P175,755.34**
- Lot 4 – CITY COLLEGE, with an ABC of P211,775.22**
- Lot 5 – CHO – CITY NUTRITION COMMITTEE, with an ABC of P224,151.72**
- Lot 6 – CITY AGRICULTURE AND VETERINARY OFFICE, with an ABC of P300,792.28**
- Lot 7 – CITY PLANNING AND DEVELOPMENT COORDINATOR'S OFFICE, with an ABC of P336,127.29**
- Lot 8 – CITY HUMAN RESOURCE MANAGEMENT OFFICE, with an ABC of P366,055.86**
- Lot 9 – CITY ASSESSOR'S OFFICE, with an ABC of P612,587.54**
- Lot 10 – CITY VICE MAYOR'S OFFICE, with an ABC of P1,365,244.53**

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 1st Semester of 2020 to be used by CMO - Department of Interior and Local Government, CGSO - Utility, Maintenance and Services Division, City Administrator's Office - City Market Division, City College, CHO- City Nutrition Committee, City Agriculture and Veterinary Office, City Planning and Development Coordinator's Office, City Human Resource Management Office, City Assessor's Office and City Vice Mayor's Office 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 **MARCH 09, 2020 (MONDAY) until 1:00 p.m. of MARCH 31, 2020 (TUESDAY)** from the address below and upon payment of the applicable fee for the Bidding Documents in the following amounts:

- Lot 1: FIVE HUNDRED PESOS ONLY (P500.00);**
- Lot 2: FIVE HUNDRED PESOS ONLY (P500.00);**
- Lot 3: FIVE HUNDRED PESOS ONLY (P500.00);**
- Lot 4: FIVE HUNDRED PESOS ONLY (P500.00);**
- Lot 5: FIVE HUNDRED PESOS ONLY (P500.00);**
- Lot 6: FIVE HUNDRED PESOS ONLY (P500.00);**
- Lot 7: FIVE HUNDRED PESOS ONLY (P500.00);**
- Lot 8: FIVE HUNDRED PESOS ONLY (P500.00);**
- Lot 9: ONE THOUSAND PESOS ONLY (P1,000.00);**
- Lot 10: FIVE THOUSAND PESOS ONLY (P5,000.00)**

Bids must be duly received by the BAC Secretariat at the address below on or before **1:00 p.m. of MARCH 31, 2020 (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 **MARCH 31, 2020 (TUESDAY) 2:00 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:

JENNY B. GONZALES

Head, BAC Secretariat
CGSO Building, New Public Market, Del Pilar,
City of San Fernando, Pampanga
(045) 961-4121
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.