

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

Invitation to Bid for Supply and Delivery of Common Used Office Supplies for the 2nd Semester of 2021 to be used by the different offices in the City of San Fernando, Pampanga subject to Ordering Agreement

1. The City Government of San Fernando, Pampanga, through the **General Fund 2021** intends to apply the sum of **TWELVE MILLION ONE HUNDRED SIXTY FIVE THOUSAND ONE HUNDRED FIFTY THREE PESOS AND 74/100 ONLY (P12,165,153.74)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Supply and Delivery of Common Used Office Supplies for the 2nd Semester of 2021 to be used by the different offices in the City of San Fernando, Pampanga subject to Ordering Agreement / O4-21-1180** consisting of **Thirty-two (32) lots**, to wit:

LOT 1 – City Accounting Office with an ABC of P259,996.87
LOT 2 – City Administrator's Office with an ABC of P1,113,356.35
LOT 3 – City Agriculture and Veterinary Office with an ABC of P49,727.21
LOT 4 – City Assessor's Office with an ABC of P179,630.96
LOT 5 – City Budget Office with an ABC of P264,589.02
LOT 6 – City Civil Registry Office with an ABC of P449,471.88
LOT 7 - City College with an ABC of P247,029.62
LOT 8 – City Disaster Risk Reduction and Management Division with an ABC of P122,698.55
LOT 9 – City Engineer's Office with an ABC of P599,984.45
LOT 10 – City Environment and Natural Resources Office with an ABC of P99,987.20
LOT 11 – City Health Office with an ABC of P499,940.10
LOT 12 – City Human Resource Management Office with an ABC of P323,285.70
LOT 13 – CGSO-Motorpool Division with an ABC of P84,959.02
LOT 14 – CGSO-Procurement Management Division with an ABC of P335,044.21
LOT 15 – CGSO-Property and Supply Management Division with an ABC of P99,810.85
LOT 16 – CGSO-Records and Archives Management Division with an ABC of P78,486.41
LOT 17 – CGSO-Resource Management and Administrative Division with an ABC of P78,110.28
LOT 18 – CGSO-Utility, Maintenance and Service Division with an ABC of P167,510.87
LOT 19 – City Information and Communications Technology Office with an ABC of P197,924.99
LOT 20 – City Information Office with an ABC of P198,932.85
LOT 21 – City Investment Promotion Office with an ABC of P64,632.28
LOT 22 – City Legal Office with an ABC of P82,971.30
LOT 23 – City Market Operation Division with an ABC of P358,081.32
LOT 24 – City Mayor's Office with an ABC of P1,077,755.41
LOT 25 – City Planning and Development Coordinator's Office with an ABC of P243,194.38
LOT 26 – City Public Order and Safety Coordinating Office with an ABC of P104,335.61
LOT 27 – City Social Welfare and Development Office with an ABC of P396,838.66
LOT 28 – City Tourism Office with an ABC of P99,786.82
LOT 29 – City Treasurer's Office with an ABC of P299,905.23
LOT 30 – City Vice Mayor's Office with an ABC of P1,213,248.66
LOT 31 – Office of the City Building Official with an ABC of P799,999.65
LOT 32 - Office of the Sangguniang Panlungsod with an ABC of P1,973,927.03

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

2. The City Government of San Fernando, Pampanga now invites bids for the above Procurement Project. 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.
3. 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 (RA) No. 9184.
 - a. 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.
4. Prospective Bidders may obtain further information from 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.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **SEPTEMBER 02, 2021 (THURSDAY) until 1:00 p.m. of SEPTEMBER 21, 2021 (TUESDAY)** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB,

in the following amounts:

- LOT 1 : FIVE HUNDRED PESOS ONLY (P500.00)
- LOT 2 : FIVE THOUSAND PESOS ONLY (P5,000.00);
- 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 HUNDRED PESOS ONLY (P500.00)
- LOT 11 : FIVE HUNDRED PESOS ONLY (P500.00)
- LOT 12 : FIVE HUNDRED PESOS ONLY (P500.00)
- LOT 13 : FIVE HUNDRED PESOS ONLY (P500.00)
- LOT 14 : FIVE HUNDRED PESOS ONLY (P500.00)
- LOT 15 : FIVE HUNDRED PESOS ONLY (P500.00)
- LOT 16 : FIVE HUNDRED PESOS ONLY (P500.00)
- LOT 17 : FIVE HUNDRED PESOS ONLY (P500.00)
- LOT 18 : FIVE HUNDRED PESOS ONLY (P500.00)
- LOT 19 : FIVE HUNDRED PESOS ONLY (P500.00)
- LOT 20 : FIVE HUNDRED PESOS ONLY (P500.00)
- LOT 21 : FIVE HUNDRED PESOS ONLY (P500.00)
- LOT 22 : FIVE HUNDRED PESOS ONLY (P500.00)
- LOT 23 : FIVE HUNDRED PESOS ONLY (P500.00)
- LOT 24 : FIVE THOUSAND PESOS ONLY (P5,000.00)
- LOT 25 : FIVE HUNDRED PESOS ONLY (P500.00)
- LOT 26 : FIVE HUNDRED PESOS ONLY (P500.00)
- LOT 27 : FIVE HUNDRED PESOS ONLY (P500.00)
- LOT 28 : FIVE HUNDRED PESOS ONLY (P500.00)
- LOT 29 : FIVE HUNDRED PESOS ONLY (P500.00)
- LOT 30 : FIVE THOUSAND PESOS ONLY (P5,000.00)
- LOT 31 : ONE THOUSAND PESOS ONLY (P1,000.00)
- LOT 32 : FIVE THOUSAND PESOS ONLY (P5,000.00)

The Procuring Entity shall allow the bidder to present its proof of payment for the fees that will be presented in person.

6. The City Government of San Fernando, Pampanga will hold a Pre-Bid Conference on **SEPTEMBER 09, 2021 (THURSDAY) 3:00 p.m.** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**, and shall be open to prospective bidders via videoconference.
7. Bids must be duly received by the BAC Secretariat through manual submission on or before **1:00 p.m. of SEPTEMBER 21, 2021 (TUESDAY) at CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **SEPTEMBER 21, 2021 (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 the activity via videoconference.
10. The City Government of San Fernando, Pampanga 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 35.6 and 41 of the 2016 revised IRR of RA No. 9184, 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.