

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 2022 to be used at various Offices/Departments in the City of San Fernando, Pampanga subject to Ordering Agreement**

1. The City Government of San Fernando, Pampanga, through the **General Fund 2022** intends to apply the sum of **EIGHTEEN MILLION NINE HUNDRED FORTY FIVE THOUSAND SEVEN HUNDRED NINETY SEVEN PESOS AND 80/100 ONLY (P18,945,797.80)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Supply and Delivery of Common Used Office Supplies for 1st Semester of 2022 to be used at various Offices/Departments in the City of San Fernando, Pampanga subject to Ordering Agreement/ 2022-03-00517** consisting of **Thirty Five (35)** lots, to wit:

**LOT 1 – City Administrator's Office with an ABC of P1,756,072.58**  
**LOT 2 – CADMINO-City Market Operations Division with an ABC of P199,661.38**  
**LOT 3 – City Accountant's Office with an ABC of P999,811.06**  
**LOT 4 – City Agriculture and Veterinary Office with an ABC of P149,998.45**  
**LOT 5 – City Assessor's Office with an ABC of P306,334.29**  
**LOT 6 – City Budget Office with an ABC of P450,296.29**  
**LOT 7 – City Civil Registry Office with an ABC of P 449,820.59**  
**LOT 8 – City College of San Fernando, Pampanga with an ABC of P248,201.49**  
**LOT 9 – City Engineer's Office with an ABC of P742,657.61**  
**LOT 10 – City Environment and Natural Resources Office with an ABC of P148,616.85**  
**LOT 11 – CGSO- Motorpool Division with an ABC of P149,890.92**  
**LOT 12 – CGSO-Procurement Management Division with an ABC of P669,078.36**  
**LOT 13 – CGSO - Property and Supply Management Division with an ABC of P1,352,154.88**  
**LOT 14 – CGSO-Records and Archives Management Division with an ABC of P62,014.86**  
**LOT 15 – CGSO - Resource Management and Administrative Division with an ABC of P99,202.71**  
**LOT 16 – CGSO-Utility and Maintenance Services Division with an ABC of P181,046.32**  
**LOT 17 – City Health Office with an ABC of P1,499,550.90**  
**LOT 18 – City Human Resource Management Office with an ABC of P408,028.30**  
**LOT 19 – City Information Office with an ABC of P173,496.20**  
**LOT 20 – City Information and Communications Technology Office with an ABC of P165,594.11**  
**LOT 21 – City Legal Office with an ABC of P99,998.37**  
**LOT 22 – City Mayor's Office with an ABC of P1,499,447.71**  
**LOT 23 – City Auditor's Office with an ABC of P149,981.92**  
**LOT 24 – Commission on Elections with an ABC of P95,303.50**  
**LOT 25 – City Planning and Development Coordinator's Office with an ABC of P598,716.44**  
**LOT 26 – City Public Order and Safety Coordinating Office with an ABC of P299,974.82**  
**LOT 27 – CPOSCO-City Disaster Risk Reduction and Management Division with an ABC of P149,888.72**  
**LOT 28 – Bureau of Fire Protection with an ABC of P90,224.63**  
**LOT 29 – City Social Welfare and Development Office with an ABC of P496,236.00**  
**LOT 30 – City Treasurer's Office with an ABC of P847,753.52**  
**LOT 31 – City Tourism Office with an ABC of P20,063.03**  
**LOT 32 – City Investment Promotion Office with an ABC of P89,406.59**  
**LOT 33 – Office of the City Vice Mayor with an ABC of P1,349,171.32**  
**LOT 34 – Office of the City Building Official with an ABC of P949,919.48**  
**LOT 35 – Office of the Sangguniang Panlungsod with an ABC of P1,998,183.60**

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 **MARCH 15, 2022 (TUESDAY) until 1:00 p.m. of APRIL 05, 2022 (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 THOUSAND PESOS ONLY (P5,000.00);**  
**LOT 2 : FIVE HUNDRED PESOS ONLY (P500.00);**  
**LOT 3: ONE THOUSAND PESOS ONLY (P1,000.00)**  
**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)**  
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**LOT 13 : FIVE THOUSAND PESOS ONLY (P5,000.00)**  
**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 THOUSAND PESOS ONLY (P5,000.00)**  
**LOT 18 : FIVE HUNDRED PESOS ONLY (P500.00)**  
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**LOT 32 : FIVE HUNDRED PESOS ONLY (P500.00)**  
**LOT 33 : FIVE THOUSAND PESOS ONLY (P5,000.00)**  
**LOT 34 : ONE THOUSAND PESOS ONLY (P1,000.00)**  
**LOT 35 : 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 **MARCH 22, 2022 (WEDNESDAY) 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 APRIL 05, 2022 (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 **APRIL 05, 2022 (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

[pmd.cgso.csfp@gmail.com](mailto:pmd.cgso.csfp@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.