

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 2022 to be used at various Offices/Departments (CGSO-Records and Archives Management Division, Philippine National Police, Commission on Elections, CGSO-Motorpool Division, CTIPO-Investment And Promotion Division, City Health Office, CGSO-Procurement Management Division, Office of the Sangguniang Panglungsod, City Environment and Natural Resources Office, CGSO-Property and Supply Management Division and City Legal Office) in the City of San Fernando, Pampanga**

1. The City Government of San Fernando, Pampanga, through the **General Fund 2022** intends to apply the sum of **TWO MILLION FIVE HUNDRED FIFTY THOUSAND NINETY-TWO PESOS AND 25/100 ONLY (P2,550,092.25)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Supply and Delivery of Common Used Office Supplies for 2nd Semester of 2022 to be used at various Offices/Departments (CGSO-Records and Archives Management Division, Philippine National Police, Commission on Elections, CGSO-Motorpool Division, CTIPO-Investment And Promotion Division, City Health Office, CGSO-Procurement Management Division, Office of the Sangguniang Panglungsod, City Environment and Natural Resources Office, CGSO-Property and Supply Management Division and City Legal Office) in the City of San Fernando, Pampanga/ 2022-11-01639** consisting of **Eleven (11) lots**, to wit:

**LOT 1 - CGSO-Records and Archives Management Division with an ABC of P39,826.50**  
**LOT 2 - Philippine National Police with an ABC of P55,975.00**  
**LOT 3 - Commission on Elections with an ABC of P61,017.50**  
**LOT 4 - CGSO-Motorpool Division with an ABC of P62,421.65**  
**LOT 5 - CTIPO-Investment and Promotion Division with an ABC of P67,856.00**  
**LOT 6 - City Health Office with an ABC of P1,078,310.00**  
**LOT 7 - CGSO-Procurement Management Division with an ABC of P289,087.50**  
**LOT 8 - Office of the Sangguniang Panglungsod with an ABC of P661,806.90**  
**LOT 9 - City Environment and Natural Resources Office with an ABC of P27,194.50**  
**LOT 10 - CGSO-Property and Supply Management Division with an ABC of P158,758.70**  
**LOT 11 - City Legal Office with an ABC of P47,838.00**

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 **NOVEMBER 21, 2022 (MONDAY) until 1:00 p.m. of DECEMBER 13, 2022 (TUESDAY) at CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga** 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 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 THOUSAND PESOS ONLY (P5,000.00)**  
**LOT 7 : FIVE HUNDRED PESOS ONLY (P500.00)**  
**LOT 8 : ONE THOUSAND PESOS ONLY (P1,000.00)**  
**LOT 9 : FIVE HUNDRED PESOS ONLY (P500.00)**  
**LOT 10 : FIVE HUNDRED PESOS ONLY (P500.00)**  
**LOT 11 : FIVE HUNDRED PESOS ONLY (P500.00)**

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 **NOVEMBER 29, 2022 (TUESDAY) 3:00 p.m.** at **Levi Panlilio, Conference Room, City Hall, Sto. Rosario, City of San Fernando, Pampanga** and shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission on or before **1:00 p.m. of DECEMBER 13, 2022 (TUESDAY) at Levi Panlilio, Conference Room, City Hall, Sto. Rosario, 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 **DECEMBER 13, 2022 (TUESDAY) 2:00 p.m. at Levi Panlilio, Conference Room, City Hall, Sto. Rosario, City of San Fernando, Pampanga.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
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:

**EDWARD L. PANGAN**  
Head, BAC Secretariat  
[pmd.cgso.csfp@gmail.com](mailto:pmd.cgso.csfp@gmail.com)

Approved by:

**ATTY. JOSE ELMER Y. TEODORO**  
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.