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 2025 to be used at the City Civil Registry Office in the City of San Fernando, Pampanga

1. The City Government of San Fernando, Pampanga, through the **General Fund 2025** intends to apply the sum of **TWO HUNDRED TWENTY-NINE THOUSAND TWO HUNDRED SEVEN PESOS AND 36/100 ONLY (P229,207.36)** being the ABC to payments under the contract for **Supply and Delivery of Common Used Office Supplies for 2nd Semester of 2025 to be used at the City Civil Registry Office in the City of San Fernando, Pampanga/ 2025-10-01806**. Bids received in excess of the ABC 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 **Twenty (20) 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 (Instructions 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 7:00 p.m.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **NOVEMBER 05, 2025 (WEDNESDAY) until 1:00 p.m. of NOVEMBER 25, 2025 (TUESDAY) except FRIDAYS (due to the Implementation of the Four-Day Compressed Workweek Office-Based Transactions) at CGSO Building, City Civic Center, Alasas, 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 amount of **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 13, 2025 (THURSDAY) 2:00 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 NOVEMBER 25, 2025 (TUESDAY) at CGSO Building, City Civic Center, Alasas, 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 **NOVEMBER 25, 2025 (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 Sections 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:

JEFFREY D. LOZANO
Head, BAC Secretariat
jbv.pmd.cgso@gmail.com

Approved by:

ENGR. MICHAEL N. QUIZON, JR.
BAC Chairperson

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.