



Republic of the Philippines
CITY OF NAGA
"An Maogmang Lugar"
BIDS & AWARDS COMMITTEE



INVITATION TO BID FOR THE SUPPLY & DELIVERY OF SCHOOL SUPPLIES

The City Government of Naga, through the **Special Purpose Appropriation for Sanggawadan**, intends to apply the sum of **EIGHT HUNDRED FORTY FOUR THOUSAND FIVE HUNDRED FIFTY (Php 844,550.00)** Pesos, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Supply & Delivery School Supplies for distribution to Sanggawadan beneficiaries and indigent in-school children for SY 2014-2015, Contract Reference Number 2014-017**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Item No.	Qty.	Unit	Items	Approved Budget for the Contract (ABC)
1	2,000	pcs.	Grade I Pad Paper (white)	24,000.00
2	2,000	pcs.	Grade II Pad Paper (white)	24,000.00
3	1,500	pcs.	Grade III Pad Paper (white)	18,000.00
4	1,800	pcs.	Grade IV Pad Paper (white)	21,600.00
5	9,000	pcs.	Intermediate Pad (white)	184,500.00
6	7,000	pcs.	Writing Notebooks (80 leaves, white)	84,000.00
7	4,000	pcs.	Composition Notebooks (80 leaves, white)	48,000.00
8	20,000	pcs.	Spiral Notebooks (80 leaves, white)	240,000.00
9	4,000	pcs.	Pencil, #1 and 2	22,800.00
10	14,000	pcs.	Ballpens (blue and black)	73,500.00
11	2,000	pcs.	Crayons (double)	23,000.00
12	2,500	pcs.	Plastic envelope (long)	18,750.00
13	40	reams	Bond Paper, short, substance 20, book paper	6,400.00
14	40	reams	Bond Paper, long, substance 20, book paper	7,200.00
15	4,000	pcs.	Sando Bag, large	9,000.00
16	3,000	pcs.	Plastic ruler	22,500.00
17	3,000	pcs.	Paste, in plastic tube	10,500.00
18	40	reams	Art Paper, assorted color	6,800.00
TOTAL				P 844,550.00

The City Government of Naga now invites bids for the **Supply & Delivery School Supplies for distribution to Sanggawadan beneficiaries and indigent in-school children for SY 2014-2015**. Delivery of the Goods is required **within thirty (30) calendar days**. Bidders should have completed, within ten (10) 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.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act". Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184. Interested bidders may obtain further information from the City Government of Naga and inspect the Bidding Documents at the address given below starting from 8 AM until 5 PM.

A complete set of Bidding Documents may be purchased by interested Bidders starting on **Thursday, April 10 to May 5, 2014**, from the Office of the BAC Secretariat c/o City Planning & Development Office, 2nd Floor City Hall Building, City Hall Compound, Naga City, and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **One Thousand (P 1,000.00) Pesos and an Annual Registration Fee of Three Thousand (P 3,000.00) Pesos** .

It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity (www.naga.gov.ph), provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

The City Government of Naga will hold a **Pre-Bid Conference** on **Monday, April 21, 2014** at 3:00 PM at City Mayor's Office, which shall be open to all interested parties who have purchased the Bidding Documents. Bids must be delivered to the Office of the BAC Secretariat c/o City Planning & Development Office, 2nd Floor City Hall Building, City Hall Compound, Naga City, on or before **Monday, May 5, 2014 at 3:00 PM**. All Bids must be accompanied by a bid security in any of the acceptable forms and amount.

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 Naga reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

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FLORENCIO T. MONGOSO, JR.
BAC Chairperson

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