



Republic of the Philippines
CITY OF NAGA
BIDS & AWARDS COMMITTEE



INVITATION TO BID
FOR THE
SUPPLY & DELIVERY OF OFFICE & JANITORIAL MATERIALS

The City Government of Naga, through the Office and Other Supplies Expense of the General Services Office (GSO), intends to apply the sum of **Four Hundred Seventy Thousand Two Hundred Forty (P 470,240.00)** Pesos, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Supply & Delivery of Office and Janitorial Materials** for use of various office of the City Government of Naga, Contract Reference Number: 2014-024. 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	350	reams	Book Paper, long, S20	52,500.00
2	350	reams	Book Paper, short, S20	45,500.00
3	200	reams	Book Paper, A4, S20	26,000.00
4	200	reams	White Wove, long, S18	25,000.00
5	5,000	pieces	Folder, long, 14 pts.	25,000.00
6	5,000	pieces	Folder, short, 14 pts.	20,000.00
7	50	pads	Yellow Paper	750.00
8	100	pieces	Stamping Pad Ink	1,400.00
9	20	pieces	Bundy Clock Ribbon (for ER1500)	18,000.00
10	1,000	pieces	Brown Envelope, short	1,500.00
11	500	boxes	Rubber Band, Small	4,250.00
12	500	pieces	Pencil	2,500.00
13	100	pieces	Stapler with Remover	25,000.00
14	5,000	pieces	Sign Pen	90,000.00
15	5,000	pieces	Ballpen	22,500.00
16	100	pieces	Battery, AA	2,000.00
17	200	pieces	Mop Head, 500 grams	18,000.00
18	250	pieces	Toilet Deodorant, Small	7,500.00
19	100	packs	Dishwashing Liquid, lemon, 190 ml.	4,000.00
20	500	pieces	Anti-bacterial Soap, regular	10,000.00
21	500	rolls	Tissue Paper, 2-ply	8,000.00
22	30	pieces	Pail, big, plastic, 4 gallons	1,500.00
23	30	pieces	Dipper, big	480.00
24	30	pieces	Dust Pan, plastic	960.00
25	2,000	pieces	Bundy Clock Card, blue	4,000.00
26	500	pieces	Bundy Clock Card, yellow	1,000.00
27	100	pieces	Floormat, rug-type	5,000.00
28	500	pieces	Pentel Pen	20,000.00
29	200	boxes	Staple Wire, #35	8,000.00
30	100	rolls	Masking Tape, 1"	2,800.00
31	100	pieces	Mod Handle, heavy-duty	15,000.00
32	30	pieces	Trash Can, with cover, plastic, 4 gallons	2,100.00
TOTAL				P 470,240.00

The City Government of Naga now invites bids for the **Supply & Delivery of Office and Janitorial Materials** for use of various office of the City Government of Naga. 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, October 2 to 23, 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 **Five Hundred (P 500.00) 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 Friday, October 10, 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 **Thursday, October 23, 2014 at 3:00 PM**. All bids must be accompanied by a bid security, either in the form of **cash or cashier's/manager's check issued by a universal or commercial bank (2% of ABC), or, Bid Securing Declaration (BSD)**.

Bids will be opened in the presence of the Bidders' representatives who choose to attend on **Thursday, October 23, 2014** at 3:00 PM at the Office of the City Mayor, 2nd Floor City Hall Building, City Hall Compound, Naga City. 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:

MR. FLORENCIO T. MONGOSO, JR.

Acting City Administrator, City Hall Compound, J. Miranda Avenue, Naga City

Telephone Number: 054-4732240, 054-4723235

Email address: bac@naga.gov.ph, Website: www.naga.gov.ph

FLORENCIO T. MONGOSO, JR.

BAC Chairperson