



Republic of the Philippines
CITY OF NAGA
BIDS & AWARDS COMMITTEE



INVITATION TO BID FOR THE PRINTING OF GRADUATION YEARBOOK, PROGRAM, DIPLOMA AND OTHER MATERIALS

The City Government of Naga, through the **QUEEN Programs – Special Education Fund (SEF)**, intends to apply the sum of **Eight Hundred Ninety Two Thousand Five Hundred (P 892,500.00) Pesos**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Printing of Graduation Yearbook, Program, Diploma and Other Materials** for use during the graduation ceremonies of **Camarines Sur National High School, Naga City**, Contract Reference Number: **2015-002**. 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	1,500	graduation package	<p>2015 Yearbook Specifications: Cover – hard-bound, colored with lamination Inside – bookpaper 70#, 400 pages with 30 pages colored Size – 9"x12" Quantity – 1,500 copies with 5 extra copies</p> <p>2015 Graduation Program Specifications: Cover – K189, colored front and back, 4 pages Inside – bookpaper 50#, 44 pages, one color blue Size – 6"x9" Quantity – 1,500 copies with 100 extra copies</p> <p>Diploma Specifications: Parchment paper, colored and included is the printing of the name of graduate Size – 9"x12" Quantity – 1,500 copies <i>The package should include the following:</i></p> <p>Diploma casing Specifications: 1,500 pieces Cover – hard-bound, colored, laminated Inside – with plastic or ribbon Size – 9"x12"</p> <p>Photos: 1-8R toga-colored 1-5R class picture-colored 2 wallet-size toga (1 black and white, 1 colored) 1-5R processional-colored 1-5R receiving of diploma-colored 1-5R group picture – baccalaureate mass-colored</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> • Photos should be professionally edited • Soft copy of all edited pictures should be provided to the school • On-site picture-taking • Basic make-up • Documentation during Baccalaureate and Graduation Rites • Live-feed during Graduation rites 	P 892,500.00

The City Government of Naga now invites bids for the **Printing of Graduation Yearbook, Program, Diploma and Other Materials for use during the graduation ceremonies of Camarines Sur National High School, Naga City.** 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 **Tuesday, January 20 to February 9, 2015**, 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 Wednesday, January 28, 2015 at 3:00 PM** at City Procurement Office, Ground Floor, City Hall Building, City Hall Compound, Naga City, 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, February 9, 2015 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 **Monday, February 9, 2015 at 3:00 PM** at the City Procurement Office, Ground 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