



LGU-NAGA CITY GOVERNANCE OFFICE

Republic of the Philippines
CITY OF NAGA

BIDS & AWARDS COMMITTEE



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DATE: 02/03/15 TIME: 02:30 PM

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

The City Government of Naga, through the Office and Janitorial Supplies Budget of all offices, intends to apply the sum of One Million Ten Thousand One Hundred Forty (P 1,010,140.00) Pesos, being the Approved Budget for the Contract (ABC) to payments under the contract for the Supply and Delivery of Office and Janitorial Materials for stock at the General Services Office, Contract Reference Number: 2015-004. 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)
OFFICE MATERIALS				
1	500	reams	Bookpaper, subs. 20, long	85,000.00
2	500	reams	Bookpaper, subs. 20, short	75,000.00
3	300	reams	Whitewove, subs. 18, long	42,000.00
4	300	reams	Whitewove, subs. 18, short	39,000.00
5	250	reams	Groundwood, subs. 18, long	27,500.00
6	6,000	pieces	Folder, long, 14 pts.	36,000.00
7	3,000	pieces	Folder, short, 14 pts.	13,500.00
8	500	pieces	Green Folder, long, w/ metal tab	8,000.00
9	50	bottles	Paste	1,250.00
10	200	boxes	Staple Wire, #35	8,400.00
11	200	bottles	Correction Fluid	3,200.00
12	100	pieces	Correction Tape	2,500.00
13	10,000	pieces	Bundy Clock Card (blue)	20,000.00
14	100	pieces	Highlighting Pen	1,600.00
15	200	rolls	Masking Tape, 1", 50 yards	6,000.00
16	200	rolls	Masking Tape, 2", 50 yards	9,800.00
17	200	rolls	Scotch Tape, 1", 50 yards	2,100.00
18	200	rolls	Scotch Tape, 2", 50 yards	3,800.00
19	1,000	rolls	Packing Tape, 2", 50 yards	17,500.00
20	5,000	pieces	Brown Envelope, long	8,500.00
21	5,000	pieces	Brown Envelope, short	8,000.00
22	150	pieces	Molar File	10,500.00
23	30	boxes	Computer Paper, subs. 16, 2ply, 9 1/2x11	18,000.00
24	30	boxes	Computer Paper, subs. 20, 1ply, 9 1/2x11	24,000.00
25	1,000	pieces	Pencil, 1 & 2	5,000.00
26	3,000	boxes	Ballpen, ordinary	12,000.00
27	500	pieces	Ballpen, sign	35,000.00
28	500	pieces	Marking Pen (pentel pen)	21,500.00
29	300	pieces	Marking Pen (whiteboard pen)	14,700.00
30	100	boxes	Paper Clip, big	2,000.00
31	100	pieces	Paper Clip, small	800.00
32	120	pieces	Paper Clamp	720.00
33	300	pieces	Battery, AA	6,000.00
34	100	pieces	Yellow Pad	1,600.00
35	50	pieces	Stamping Pad, #1	1,400.00
36	100	pieces	Typewriter Ribbon	3,200.00
37	50	pieces	Adding Machine Ribbon	1,000.00
38	100	boxes	Rubber Bond, big	13,500.00
39	100	pieces	Scissor	3,600.00
40	30	pieces	Calculator MS70	15,000.00
41	10	pieces	Plastic roll	5,120.00
JANITORIAL MATERIALS				
1	200	bottles	Air Freshener, spray, 320 ml.	38,000.00
2	200	bottles	Air Freshener, can	22,400.00

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Item No.	Qty.	Unit	Items	Approved Budget for the Contract (ABC)
3	100	bottles	Toilet Brush w/ handle	2,300.00
4	1,500	packs	Detergent Powder, 1.1 kilos	180,000.00
5	300	pieces	Dishwashing Liquid, 190 ml.	15,000.00
6	300	pieces	Anti-Bacterial Soap, regular	11,400.00
7	300	pieces	Toilet Deodorant, small	9,600.00
8	50	pieces	Dipper, big	900.00
9	100	pieces	Pail, big, plastic	5,500.00
10	50	pieces	Dust Pan	1,750.00
11	100	bottles	Muriatic Acid, liter	6,000.00
12	100	bottles	Antibacterial Solution with Detergent, liter	3,800.00
13	200	bottles	Mosquito Killer, 320 ml.	37,200.00
14	500	rolls	Tissue, 2ply	9,000.00
15	100	pieces	Mopholder	16,000.00
16	100	pieces	Mophead, 500 grams	10,000.00
17	500	pieces	Alcohol, 250 ml.	28,000.00
TOTAL				P 1,010,140.00

The City Government of Naga now invites bids for the **Supply and Delivery of Office and Janitorial Materials** for stock at the General Services Office. 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 **Wednesday, February 4 to 11, 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 **Five Thousand (P 5,000.00) 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 Friday, February 13, 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 **Thursday, February 26, 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 **Thursday, February 26, 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