



Republic of the Philippines
CITY OF NAGA
BIDS & AWARDS COMMITTEE



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INVITATION TO BID
FOR THE
SUPPLY & DELIVERY OF SCHOOL SUPPLIES

The City Government of Naga, through the **SANGGAWADAN Budget of the City Social Welfare and Development Office (CSWDO)**, intends to apply the sum of **Eight Hundred Forty Nine Thousand Seven Hundred Fifty (P 849,750.00) Pesos**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Supply & Delivery of School Supplies** for distribution to SANGGAWADAN beneficiaries, **Contract Reference Number: 2015-012**. 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	3,500	pads	Grade I Pad Paper, white	35,000.00
2	3,000	pads	Grade II Pad Paper, white	30,000.00
3	2,500	pads	Grade III Pad Paper	25,000.00
4	2,000	pads	Grade IV Pad Paper	20,000.00
5	8,000	pads	Intermediate Pad, white	96,000.00
6	9,000	pieces	Writing Notebook, 80 leaves, for Grade II and III	99,000.00
7	6,000	pieces	Composition Notebook, 80 leaves, for Grade IV	66,000.00
8	22,000	pieces	Spiral Notebook, for Grade V and VI	264,000.00
9	5,000	pieces	Pencil, #1 and 2	25,000.00
10	14,000	pieces	Ballpen, black and white	70,000.00
11	3,500	pieces	Crayons, double	38,500.00
12	3,000	pieces	Paste, in plastic tube	10,500.00
13	3,000	pieces	Plastic ruler	18,000.00
14	3,500	pieces	Plastic envelope, long, extendable	21,000.00
15	50	reams	Bond Paper, short, Subs. 20, book paper	8,250.00
16	50	reams	Bond Paper, long, Subs. 20, book paper	8,500.00
17	50	reams	Art Paper, assorted color	8,250.00
18	3,000	pieces	Sando Bag, large	6,750.00
TOTAL				P 849,750.00

The City Government of Naga now invites bids for the **Supply & Delivery of School Supplies** for distribution to SANGGAWADAN beneficiaries. 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 **Friday, March 20 to April 14, 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 **Monday, March 30, 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 **Tuesday, April 14, 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 **Tuesday, April 14, 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:

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FLORENCIO T. MONGOSO, JR.
BAC Chairperson