



Republic of the Philippines
CITY OF NAGA
BIDS & AWARDS COMMITTEE



1-60V

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

The City Government of Naga, through the **Office Supplies Expense of the General Services Office (GSO)**, intends to apply the sum of **Five Hundred Eighty Eight Thousand One Hundred Fifty (P 588,150.00) 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 (GSO), **Contract Reference Number: 2015-027**. 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	5,000	pcs	Ballpen	21,000.00
2	500	rms	Bookpaper Long Subs-20	75,000.00
3	500	rms	Bookpaper Short Subs-20	65,000.00
4	200	rms	Whitewove Long Subs-18	26,000.00
5	200	rms	Whitewove Short Subs-18	22,400.00
6	500	bxs	Paper Fastener Plastic coated	12,500.00
7	200	rolls	Scotch Tape 1" 50 yards	3,000.00
8	200	rolls	Scotch Tape 2" 50 yards	4,200.00
9	50	pcs	Stamp Pad # 1	2,150.00
10	30	pcs	Stapler with remover	6,300.00
11	100	pcs	Correction Tape 5m	2,500.00
12	50	pcs	Puncher	6,625.00
13	200	pcs	Cutter Plastic coated Big	16,000.00
14	100	pcs	Highlighting Pen	3,200.00
15	100	rolls	Packaging Tape 2" 50 yards	2,300.00
16	20	boxes	Push Pin 100's	560.00
17	20	pcs	Computer Mouse	5,200.00
18	50	pcs	Computer Ribbon Short RN 8750	7,500.00
19	50	pcs	Paper Clamp	350.00
20	5	rolls	Plastic Cover Thick #4	5,500.00
21	3,000	pcs	Mailing Envelop Long	1,800.00
22	1,000	pcs	Index Card 5 x 8	500.00
23	200	pcs	Cartolina Assorted Color	1,050.00
24	100	btls	Paste	3,500.00
25	500	pcs	Pencil	3,000.00
26	50	pcs	USB 8 GB	27,500.00
27	50	pcs	USB 16 GB	39,500.00
28	100	bxs	Staple wire #35	2,500.00
29	500	pcs	Bundy clock card for Amano	950.00
30	3,000	rolls	Bundy Clock Card for Max	5,700.00
31	50	boxes	Paper Clip Big	975.00
32	50	boxes	Paper Clip Small	390.00
33	200	rolls	Masking Tape 1"	6,400.00
34	200	rolls	Masking Tape 2"	9,600.00
35	50	pcs	Paper Tray 3 layers	13,250.00
36	600	pcs	Marking pen permanent	24,600.00
37	200	pcs	Correction Fluid	3,300.00
38	3,000	pcs	Folder Long 14pts.	18,300.00
39	100	btls	Anti-bacterial solution with detergent	4,800.00
40	30	pcs	Trash can with cover	3,900.00
41	200	pcs	Mophead 500 grams	18,000.00
42	100	btls	Muriatic Acid	6,950.00
43	1,200	rolls	Tissue 2 ply	22,800.00
44	200	bottles	Disinfectant Solution 320ml	58,000.00

Item No.	Qty.	Unit	Items	Approved Budget for the Contract (ABC)
45	200	pcs	Toilet Deodorant	7,000.00
46	200	boxes	Anti-Bacterial Soap	7,900.00
47	200	packs	Dishwashing Liquid 190ml	8,700.00
TOTAL				P 588,150.00

The City Government of Naga now invites bids for **Supply and Delivery of Office and Janitorial Materials** for stock at the General Services Office (GSO). 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, July 10 to August 3, 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, and **upon presentation of Document Request List (DRL) from PhilGEPS showing your company name**.

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, July 20, 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 City Procurement Office, Ground Floor, City Hall Building, City Hall Compound, Naga City, on or before **Monday, August 3, 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, August 3, 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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Telephone Number: 054-4732240, 054-4723235

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


FLORENCIO T. MONGOSO, JR.
BAC Chairperson