



INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF SCHOOL MATERIALS (1 LOT)

1. The City Government of Naga, through the SANGGAWADAN and Donations Account of City Social Welfare and Development Office (CSWDO), intends to apply the sum of One Million Six Hundred Eighty Two Thousand Two Hundred Thirty Four (P 1,682,234.00) Pesos, being the ABC to payments under the contract for the Supply and Delivery of Schools Materials (1 lot) for distribution to SANGGAWADAN project-beneficiaries, Project/Contract Reference Number: 2022-029. 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 lot
1	500	pads	Writing Tablet, Grade I	1,682,234.00
2	500	pads	Pad paper, Grade II, white	
3	500	pads	Pad paper, Grade III, white	
4	950	pads	Pad paper, Grade IV, white	
5	3,500	pads	Intermediate Pad, white	
6	2,000	pads	Yellow Pad	
7	500	pieces	Writing Notebook, 80 leaves, white	
8	500	pieces	Composition Notebook, 80 leaves, white, Grade IV	
9	20,000	pieces	Spiral Notebook, 80 leaves, white	
10	1,000	pieces	Binder for Senior High School	
11	8,000	pieces	Ballpen, black	
12	500	pieces	Eraser	
13	500	pieces	Sharpener	
14	518	pieces	Ruler	
15	662	pieces	Elmer's Glue	
16	518	pieces	Crayons, double	
17	950	pieces	Pencil Case	
18	70	reams	Assorted Colored Paper, long	
19	70	reams	Assorted Colored Paper, short	
20	70	reams	Bond Paper, long size, substance 20	
21	70	reams	Bond Paper, short size, substance 20	



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22	1,000	packs	Graphing Paper	
23	1,210	pieces	Raincoat	
24	1,218	pieces	Umbrella	
25	2,000	pieces	School Bag	

2. The City Government of Naga now invites bids for the above procurement project. Delivery of the goods is required by thirty (30) calendar days. Bidders should have completed, within five (5) 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).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.
4. Prospective bidders may obtain further information from the City Government of Naga and inspect the bidding documents at the BAC Secretariat Office, Room 208 Second Floor, City Hall Building, City Hall Compound from 8:00AM to 5:00PM. The 6th edition of the Philippine Bidding Documents (PBDs) will be used.
5. A complete set of bidding documents may be acquired by interested bidders starting on Wednesday, August 24 to September 13, 2022 from the BAC Secretariat Office, Room 208 Second Floor, City Hall Building, City Hall Compound and may be downloaded at websites, naga.gov.ph and www.philgeps.gov.ph, and upon payment of the applicable fee for the bidding documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand (P 5,000.00) Pesos. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person during the dropping of bids.
6. The City Government of Naga will hold a Pre-Bid Conference on Thursday, September 1, 2022 at 3:00PM at the City Procurement Office, Ground Floor, City Hall Building, City Hall Compound, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the City Procurement Office, Ground Floor, City Hall Building, City Hall Compound, on or before 3:00PM, Tuesday, September 13, 2022. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.



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9. Bid opening shall be on Tuesday, September 13, 2022, 3:00PM at the City Procurement Office, Ground Floor, City Hall Building, City Hall Compound. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Additional information:
 - a) An Annual Registration Fee of Three Thousand (P 3,000.00) Pesos is required.
 - b) Forms in the PBD should be used in submitting proposals and should remain unaltered.
11. The City Government of Naga reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:
ENGR. ALEXANDER N. CANING
Acting City Engineer, City Engineer's Office
1st Floor City Hall Building, City Hall Compound, J. Miranda Avenue
Concepcion Pequena, Naga City 4400
Mobile Number: +639175801165
Email address: bac@naga.gov.ph/alexandercaning@gmail.com
Website: www.naga.gov.ph
13. For downloading of bidding documents, you may visit the following websites: www.philgeps.gov.ph / www.naga.gov.ph

Date of Issue: August 24 to 31, 2022



ALEXANDER N. CANING
Chairperson