



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 9746120  
**Procuring Entity** CITY OF PASIG  
**Title** Supply and Delivery of Various Office Supplies and Equipment – OGS-Records Management and Archives Division OGS  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> bac-23-0512a	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Public Bidding	<b>Associated Components</b>	1
<b>Classification:</b> Goods		
<b>Category:</b> Office Equipment	<b>Bid Supplements</b>	0
<b>Approved Budget for the Contract:</b> PHP 2,700,000.00		
<b>Delivery Period:</b> 60 Day/s	<b>Document Request List</b>	0
<b>Client Agency:</b>		
<b>Contact Person:</b> Atty. Ponce Miguel D Lopez Officer in Charge, Procurement Management Office Pasig City Hall, Caruncho Avenue, Barangay San Nicolas, Pasig City Metro Manila Philippines 1600 63-2-86431111 Ext.1461  bidsandawards@pasigcity.gov.ph	<b>Date Published</b>	12/05/2023
	<b>Last Updated / Time</b>	12/05/2023 00:00 AM
	<b>Closing Date / Time</b>	02/06/2023 09:30 AM

#### Description

- The CITY GOVERNMENT OF PASIG, through the Executive Budget CY 2023 intends to apply the sum of Two Million Seven Hundred Thousand Pesos Only (Php 2,700,000.00) being the ABC to payments under the contract for the Supply and Delivery of Various Office Supplies and Equipment – OGS-Records Management and Archives Division OGS. Bids received in excess of the ABC shall be automatically rejected at bid opening.
- The CITY GOVERNMENT OF PASIG now invites bids for the above Procurement Project. Delivery of the Goods is required by 60 days from receipt of Notice to Proceed. Bidders should have completed, within three (3) 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 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
- Prospective Bidders may obtain further information from the Bids and Awards Committee through its Secretariat and inspect the Bidding Documents at the address given below during office hours, Monday to Friday, from 8:00 A.M.

to 5 P.M.

5. A complete set of Bidding Documents may be acquired by interested Bidders on May 12, 2023 from the given address and website(s) below 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 Pesos (Php 5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees presented in person.

6. The CITY GOVERNMENT OF PASIG will hold a Pre-Bid Conference on May 19, 2023, 10:00 A.M at 7th Floor Meeting Room, Pasig City Hall, Caruncho Avenue, San Nicolas, Pasig City, which shall be open to prospective bidders.

7. Bids must be duly received by the Procurement Management Office through manual submission at the office address indicated below, on or before June 2, 2023, 9:30 A.M. 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.

9. Bid opening shall be on June 2, 2023, 10:00 A.M at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. Each Bidder shall submit one (1) sealed Mother envelope containing:

1. ORIGINAL (SEALED AND LABELED)

1.1 Company Profile Folder

1.2 Original Technical Component and Original Financial Components (hard copy, in 2 separate sealed envelopes)

And

1.3 One (1) USB Flash Drive containing

1.3.1 Scanned Documents (Original Technical and Original Financial Components)

1.3.2 Excel File of the Price Schedule

2. COPY 1 (SEALED AND LABELED)

2.1 One (1) USB Flash Drive sealed and labeled as "Copy 1" containing scanned documents of Technical and Financial Components

Bidders shall bear all costs associated with the preparation and submission of their bids, and THE CITY GOVERNMENT OF PASIG will in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Bidders should note that THE CITY GOVERNMENT OF PASIG will only accept bids from those that have paid the applicable fee for the Bidding Documents.

In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005 - Tie-Breaking Method, the Bids and Awards Committee (BAC) shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is "DRAW LOTS," in the event that two (2) or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated Responsive Bid (LCRB) to determine the final bidder having the LCRB, based on the following procedures:

a) In alphabetical order, the bidders shall pick one rolled paper.

b) The lucky bidder who would pick the paper with a "CONGRATULATIONS" remark shall be declared as the final bidder having the LCRB and recommended for award of the contract.

11. The CITY GOVERNMENT OF PASIG 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:

Atty. Ponce Miguel D. Lopez Procurement Management Office Caruncho Avenue, Pasig City  
bidsandawards@pasigcity.gov.ph (02) 8643-1111 local 1461 or 1462  
Pasigcity.gov.ph

13. You may visit the following websites: For downloading of Bidding Documents:  
<https://notices.philgeps.gov.ph> May 12, 2023

SGD

Atty. Josephine C. Lati-Bagaoisan  
BAC Chairperson

**Pre-bid Conference**

Date	Time	Venue
19/05/2023	10:00:00 AM	7th floor, Meeting Room, Pasig City Hall, Caruncho Avenue, San Nicolas, Pasig City.

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**Created by** Atty. Ponce Miguel D Lopez

**Date Created** 11/05/2023

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