



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 9796726  
**Procuring Entity** CITY OF PASIG  
**Title** Supply and Delivery of Various Office and Computer Supplies – PCGH-PMMS / MISO  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> bac-23-0529c	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b> Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	2
<b>Category:</b> Office Supplies and Devices	<b>Date Published</b>	29/05/2023
<b>Approved Budget for the Contract:</b> PHP 5,369,005.00	<b>Last Updated / Time</b>	29/05/2023 00:00 AM
<b>Delivery Period:</b> 30 Day/s	<b>Closing Date / Time</b>	19/06/2023 09:30 AM
<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		

#### Description

1. The CITY GOVERNMENT OF PASIG, through the Executive Budget CY 2023 intends to apply the sum of Five Million Three Hundred Sixty-Nine Thousand Five Pesos Only (Php 5,369,005.00) being the ABC to payments under the contract for the Supply and Delivery of Various Supplies-PMMS/MISO PCGH. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

ITEM NO DESCRIPTION APPROVED BUDGET FOR THE CONTRACT (PHP)

LOT 1 – VARIOUS OFFICE SUPPLIES 5,217,005.00

- 1 Ballpen Black
- 2 Battery AAA
- 3 Battery AA
- 4 Binder Notebook 80 GSM
- 5 Binder Notebook refill
- 6 Bond Paper Yellow
- 7 Cartolina
- 8 CONTINUOUS FORM 2 PLY
- 9 Continuous form 1 ply
- 10 Correction tape
- 11 Ink #003, black
- 12 Ink #003, cyan
- 13 Ink #003, magenta
- 14 Ink #003, yellow

15 Ink 001 Black  
 16 Ink 001 Cyan  
 17 Ink 001 Magenta  
 18 Ink 001 Yellow  
 19 Ink T6641, black  
 20 Ink T6641, cyan  
 21 Ink T6641, magenta  
 22 Ink T6641, yellow  
 23 Lamination Sheets 125 micron 100 sheets/pack, A4 size  
 24 Lamination Sheets 125 micron 100 sheets/pack, long  
 25 Highlighter  
 26 Marker Permanent, black  
 27 Marker White board, black  
 28 Marker White board, blue  
 29 Masking Tape 1" x 50m  
 30 Masking Tape, 2" x 50m  
 31 Packaging tape, 2" x 50m  
 32 Paper clip  
 33 Paper clip 50mm  
 34 Paper assorted color  
 35 Paper multi-purpose 70gsm size 210mm x 207mm A4, 500's/ ream  
 36 Paper multi-purpose 70gsm size 216mm x 330mm, legal, 500's/ ream  
 37 Paper special 220gsm, A4 (white or cream), 10's/ pack  
 38 Paper special 220gsm, legal (white or cream), 10's/ pack  
 39 Pencil with eraser  
 40 Puncher adjustable  
 41 Record Book 300 pages  
 42 Record Book 500 pages  
 43 Resin coated photo paper  
 44 RIBBON LQ310  
 45 RIBBON LQ2190  
 46 Rubber Band 350g  
 47 Sign pen black 0.5  
 48 Sticker Paper 90gsm  
 49 Tape Transparent  
 50 Toner Laserjet 1102  
 51 Toner Laserjet CF256X  
 52 Toner M42623n  
 53 Toner Laserjet 107A  
 54 USB  
 55 Waterproof transparent sticker paper for labels, A4 size, 20pcs/ pack  
 56 White Board  
 LOT 2 – VARIOUS COMPUTER SUPPLIES 152,000.00  
 57 CAT6 ETHERNET WALL PLATE OUTLET (1 PORT)  
 58 CAT6 ETHERNET WALL PLATE OUTLET (2 PORT)  
 59 CAT6 RJ45 CONNECTOR  
 60 CAT6 RJ45 KEYSTONE JACK PUNCH DOWN  
 61 CAT6 RJ45 RUBBER BOOT  
 62 CAT6 UTP NETWORK CABLE (INDOOR)  
 63 CAT6 UTP NETWORK CABLE (OUTDOOR)  
 64 PVC Surface Mount Type Utility Box  
 65 4TB External Drive  
 TOTAL 5,369,005.00

2. The CITY GOVERNMENT OF PASIG now invites bids for the above Procurement Project. Delivery of the Goods is required by 30 calendar 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).

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.

a. 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.

4. 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 29, 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. The Procuring Entity shall allow the bidder to present its proof of payment for the fees presented in person.

Approved Budget for the Contract Cost of Bidding Documents (Php)  
500,000 and below 500.00

More than 500,000 up to 1 million 1,000.00

More than 1 million up to 5 million 5,000.00

More than 5 million up to 10 million 10,000.00

NOTE: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.

6. The CITY GOVERNMENT OF PASIG will hold a Pre-Bid Conference on June 5, 2023, 1:30 P.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 19, 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 19, 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>

SGD

Atty. Josephine C. Lati-Bagaoisan  
BAC Chairperson

**Pre-bid Conference**

Date	Time	Venue
05/06/2023	1:30:00 PM	7th Floor Meeting Room, Pasig City Hall,

**Created by** Atty. Ponce Miguel D Lopez  
**Date Created** 28/05/2023

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