



Republic of the Philippines  
CITY OF SORSOGON

**Bids and Awards Committee**

City Hall, Cabid-an, East District, Sorsogon City

**INVITATION TO BID**  
**SUPPLY AND DELIVERY OF COMMON USED OFFICE SUPPLIES**  
**FOR 2ND QTR. of 2023**  
**GS 2023-05-021**

1. The *City Government of Sorsogon* , through the *General Fund for the year 2023* intends to apply the sum of *Three Million (P ₱3,000,000.00 )* being the ABC to payments under the contract for **SUPPLY AND DELIVERY OF COMMON USED OFFICE SUPPLIES FOR 2ND QTR. OF 2023** under **GS 2023-05-021** Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *City Government of Sorsogon* now invites bids for the above Procurement Project. Delivery of the Goods is required with in *30 calendar days* . Bidders should have completed, within *2 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.
  - b. 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 BAC Secretariat* and inspect the Bidding Documents at the address given below during *from 9:00 AM to 3:00 PM only*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *May 22, 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 (Php5,000.00)** Pesos*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *upon securing the bidding documents*.

*[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*



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*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 Sorsogon* will hold a Pre-Bid Conference<sup>1</sup> on Ma 29, 2023 ; 9:00 AM at the *BAC OFFICE, City Hall, Cabid-an, East District, Sorsogon City* which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat on or before **June 13, 2023** at 8:00 AM through manual submission at the office address indicated below . 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 13, 2023** : 9:00AM at the given address below . Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *City Government of Sorsogon* 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.
11. For further information, please refer to:  
  
*NANCY D. CABALLERO*  
*Head BAC Secretariat*  
*BAC Office, City Hall, Cabid-an, East Dist*  
*Sorsogon City*
12. You may visit the following websites:

For downloading of Bidding Documents: *Philgeps.gov.ph*  
: *sorsogoncity.gov.ph*

May 22, 2023  
*Issuance Date*

  
**DR. ROLANDO E. DEALCA**  
BAC Chairperson

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.