



CIP /5470/21/06/1165

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 4TH QTR

### GS 2023-10-091

1. The *City Government of Sorsogon* through the *GENERAL FUND UNDER CGSO Appropriation* intends to apply the sum of Three Million Pesos (Php ₱ **3,000,000.00**) Only being the total ABC to payments under the contract for *the SUPPLY AND DELIVERY OF COMMON USED OFFICE SUPPLIES FOR 4TH QTR* under identification number **GS 2023-10-091** . 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 by *within (30) Thirty 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 of the 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 City Government Bids and Award Committee* and inspect the Bidding Documents at the address given below from *9:00 AM to 3:00PM only*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 19, 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 (Php 5,000.00) Pesos* . The Procuring Entity shall allow the bidder to present its proof of payment for the fees *after payment has been made* .
6. The *City Government BAC* will hold a Pre-Bid Conference<sup>1</sup> on **October 25, 2023 @ 9:00AM** at *the BAC Office, City Hall, Cabid-an, East Dist. Sorsogon City* , which shall be open to prospective bidders however shall abide by the minimum health protocol and shall comply with the requirements as posted .
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **November 9, 2023 at 9:00 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**.

<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.



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9. Bid opening shall be on **November 9, 2023** at the given address below at **10:00 A.M.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity and compliant with the requirement for the health protocol.
  
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*  
*Bids and Awards Committee*  
*City Hall, Cabid-an , East District, Sorsogon City*  
*Website : [Sorsogoncity.gov.ph](http://Sorsogoncity.gov.ph)*  
*Email : [sorsogoncity19@yahoo.com](mailto:sorsogoncity19@yahoo.com)*
  
12. You may visit the following websites:

For downloading of Bidding Documents: [notices.philgeps.gov.ph](http://notices.philgeps.gov.ph)  
: [sorsogoncity.gov.ph](http://sorsogoncity.gov.ph)

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

**October 19, 2023**  
*Issuance Date*