Republic of the Philippines  
City of Manila  
BIDS AND AWARDS COMMITTEE  
Procurement of Goods and Services  
INVITATION TO BID (ITB) NO. 2019-11-249  
November 5, 2019  

The City Government of Manila, through its Bids and Awards Committee (BAC), invites eligible suppliers/contractors to bid for the hereunder project:

Project : Procurement of Various Office Supplies  
Requesting Office/End-user : Universidad De Manila  

Approved Budget for the Contract (ABC) : Php2,080,383.00  
Source of Fund : Office Supplies Expenses  
Delivery Period : Twenty (20) Calendar Days  

Prospective eligible bidders must have completed within the last three (3) years at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least twenty five percent (25%) of the Approved Budget for the Contract (ABC). The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bid Conference, Evaluation of Bids, Post-qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Revised Implementing Rules and Regulation (IRR).

The BAC will hold a Pre-Bid Conference on November 13, 2019, 2:30 p.m. at City General Services Office 4th Floor Rm. 442, Manila City Hall Building, A.J. Villegas St., Ermita, Manila, which shall be open to prospective bidders.

Bidding will be conducted on November 25, 2019, 2:30 p.m. through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Revised Implementing Rules and Regulations of R.A. 9184.

A complete set of Bidding Documents and other detailed information may be acquired from the BAC Secretariat, City General Services Office, 4th Floor Rm. 442, Manila City Hall Building, A.J. Villegas St., Ermita, Manila. Bids must be duly received by the BAC Secretariat at the address above-mentioned on or before November 25, 2019, 1:00 p.m. Bid documents submitted after the deadline shall not be accepted. All prospective Bidders shall be charged a non-refundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (Php5,000.00)

The City Government of Manila reserves the right to accept or reject any bid, to annul the bidding process, and to reject any and all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

For further information, please refer to:

Ms. THELMA L. PEREZ  
CGSO, Room 442, Manila City Hall Building  
310-5195

ATTY. MA. CRISTINA S. FERNANDEZ  
OIC, Urban Settlement Office and Chairperson, BAC