

**Republic of the Philippines**  
**City of Manila**  
**BIDS AND AWARDS COMMITTEE**  
**INVITATION TO BID (ITB)**

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 : Department of Social Welfare  
Approved Budget for the Contract (ABC) : Php1,779,699.78  
Source of Fund : Office Supplies Expenses  
Delivery Period/Year : **Thirty (30) 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 above.

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).

Bidding will be conducted 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.

The complete schedule of activities is listed, as follows:

<b>Activities</b>	<b>Schedule - 2018</b>
1. Issuance of Bid Documents	June 18 to <b>July 10</b>
2. Pre-bid Conference	June 26 – 4:15 p.m.
3. Deadline for the issuance and payment of bid documents	<b>July 10 – 9:00 a.m.</b>
4. Bidding proper; opening of bid envelopes	<b>July 10 – 2:15 p.m.</b>

Note: All bidding documents must be submitted on or before 1:00 p.m. on the date of the Opening of Bids. Bid Documents submitted after the deadline shall not be accepted.

A complete set of Bidding Documents and other detailed information may be acquired from the BAC Secretariat, City General Services Office, 4<sup>th</sup> Floor Rm. 442, Manila City Hall Building, A.J. Villegas St., Ermita, Manila. 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:

Mr. FRANCIS F. YENKO  
CGSO, Room 442, Manila City Hall Building  
310-5318

**ERICSON A. ALCOVENDAZ**  
City Administrator and  
**Chairperson, BAC**