

**City Government of Manila**  
**INVITATION TO BID NO. 2020-09-132**  
**Procurement of Various Office Supplies**

1. The City Government of Manila, through the General Fund CY 2020 – **Office Supplies Expenses** intends to apply the sum of **One Million Six Hundred Forty One Thousand Three Hundred Forty Pesos and 73/100 (Php1,641,340.73)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **various office supplies** / ITB No. **2020-09-132**. Bids received in excess of the ABC for the Lot shall be automatically rejected at bid opening.
2. The City Government of Manila now invites Bids from eligible Bidders for the procurement of **various office supplies for Department of Social Welfare and Justice Jose Abad Santos General Hospital**. Delivery of Goods is within **thirty (30) calendar days**. **Prospective Bidders should have completed within the last three (3) years Single Largest Completed Contract (SLCC) that is similar to the contract to be bid equivalent to at least twenty five percent (25%) of the approved Budget for the Contract (ABC)**. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instruction 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) 9184, otherwise known as the “Government Procurement Reform Act” and 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 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 R.A. 5183 and subject to Commonwealth Act 138.
4. Interested bidders may obtain further information from City Government of Manila and inspect the Bidding Documents at the address given below during 8:00 A.M. to 5:00 P.M.
5. A complete set of Bidding Documents may be purchased by interested Bidders on **September 3, 2020** from the address below and upon payment of non-refundable fee in the amount of **Five Thousand Pesos (Php5,000.00)**
6. The City Government of Manila will hold a Pre-Bid Conference on **September 11, 2020, 2:50 P.M.** at City General Services Office, 4<sup>th</sup> Floor Rm. 442, Manila City Hall Building, A.J. Villegas St., Ermita, Manila, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat, City General Service Office, 4<sup>th</sup> Floor Rm. 442, Manila City Hall Building, A.J. Villegas St., Ermita, Manila, on or before **September 25, 2020, 1:00 P.M.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18  
  
Bid opening shall be on **September 25, 2020, 2:50 P.M.**, City General Service Office, 4<sup>th</sup> Floor Rm. 442, Manila City Hall Building, A.J. Villegas St., Ermita, Manila, Bids will be opened in the presence of the bidder’s representative who choose to attend at the address below. Late bids shall not be accepted.
8. The City Government of Manila 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. As per Executive Order 23, s. 2020 Issued last 28<sup>th</sup> of May 2020 by his Honor, Mayor Francisco “Isko Moreno” Domagoso, in the call of stringent measure to prevent Covid-19 transmission in the work place. All prospective bidders, suppliers and/or their duly authorized representatives are hereby required to present a medical clearance for a rapid test taken within the last two weeks when transacting at the City General Services Office.
10. For further information please refer to:

Mr. Clark Benzon L. Casuco  
City General Services Office  
4<sup>th</sup> Floor Rm. 442, Manila City Hall Building, A.J. Villegas St.  
Ermita, Manila  
310-5195

**ATTY. MA. CRISTINA S. FERNANDEZ**

