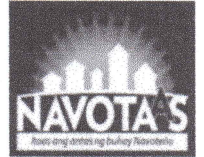


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Republic of the Philippines
CITY GOVERNMENT OF NAVOTAS
BIDS AND AWARDS COMMITTEE
1052 Mariano Naval Street, Sipac-Almacen, Navotas City 1485



May 11, 2026

Engineer RENATO S. REYES

Information & Communications Technology Officer
NAVOTAS CITY

Re : Notice of Procurement Activity

Dear Sir:

Pursuant to Section 50.1.1 of the IRR of RA No. 12009, known as the New Government Procurement Act, may we respectfully request that this notice be published by posting it on the website of the City Government of Navotas, to wit:

1. **PROCUREMENT FOR DIGITIZATION AND PRESERVATION OF HISTORICAL GOVERNMENT RECORDS OF THE CITY GOVERNMENT OF NAVOTAS UNDER COMPUTER SOFTWARE EXPENSES OF INFORMATION AND COMMUNICATION TECHNOLOGY OFFICE / ABC PHP 18,000,000.00**

New Schedule for Public Bidding Conference

May 21, 2026 2:00 P.M.

The foregoing proceedings shall be held at Mayor's Conference Room, 4th Floor, Navotas City Hall Building.

Thank you.

Respectfully yours,

Atty. JOEL JOSELITO D. PARONG
Chairperson



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number: 12936525
Procuring Entity: CITY GOVERNMENT OF NAVOTAS
Title: PROCUREMENT FOR DIGITIZATION AND PRESERVATION OF HISTORICAL GOVERNMENT RECORDS OF THE CITY GOVERNMENT OF NAVOTAS UNDER COMPUTER SOFTWARE EXPENSES OF INFORMATION AND COMMUNICATION TECHNOLOGY OFFICE
Area of Delivery: Metro Manila

Solicitation Number:	PROCUREMENT FOR DIGITIZATION AND PRESERVATION OF H.	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Public Bidding	Bid Supplements	1
Classification:	Goods	Document Request List	32
Category:	Information Technology	Date Published	23/04/2026
Approved Budget for the Contract:	PHP 18,000,000.00	Last Updated / Time	08/05/2026 17:56 PM
Delivery Period:		Closing Date / Time	21/05/2026 12:00 PM
Client Agency:			
Contact Person:	MARITES LARA Member - BAC Secretariat 1052 M. Naval Street Brgy. Sipac-Almacen Navotas City Metro Manila Philippines 1485 63-2-82837415 Ext.406 63-2-82818861 procurement@navotas.gov.ph		

Description

INVITATION TO BID FOR

PROCUREMENT FOR DIGITIZATION AND PRESERVATION OF HISTORICAL GOVERNMENT RECORDS OF THE CITY GOVERNMENT OF NAVOTAS UNDER COMPUTER SOFTWARE EXPENSES OF INFORMATION AND COMMUNICATION TECHNOLOGY OFFICE

- 1) The City Government of Navotas, through C.Y. 2025 Supplemental Budget No. 8 - intends to apply the sum of EIGHTEEN MILLION PESOS (P18,000,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for PROCUREMENT FOR DIGITIZATION AND PRESERVATION OF HISTORICAL GOVERNMENT RECORDS OF THE CITY GOVERNMENT OF NAVOTAS UNDER COMPUTER SOFTWARE EXPENSES OF INFORMATION AND COMMUNICATION TECHNOLOGY OFFICE (PIN 2026-05-068). Bids received in excess of the ABC shall be automatically rejected at bid opening.
- 2) The City Government of Navotas now invites bids for the provision for Digitization and Preservation of Historical Government Records. Delivery of the Goods is required 12 MONTHS OR 365 CALENDAR DAYS UPON RECEIPT OF APPROVED NOTICE TO PROCEED. Bidders should have completed, at least Two (2) Years from the date of submission and receipt of bids, contracts 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 competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.
- 4) 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.
- 5) Interested Bidders may obtain further information from City Government of Navotas - Bids and Awards Committee and inspect the Bidding Documents at the address given below from Monday to Friday, 8:00 AM to 5:00 PM.
- 6) A complete set of Bidding Documents may be acquired by interested Bidders on April 23, 2026 from the address given 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 Twenty-Five Thousand Pesos (Php 25,000.00).
- It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
- 7) The City Government of Navotas will hold a Pre-Bid Conference on April 30, 2026, 2:00 PM at Mayor's Conference Room, Fourth Floor, Navotas City Hall Building, which shall be open to prospective Bidders.
- 8) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through: (i) manual submission at the office address indicated below on or before May 14, 2026, 12:00 noon. Late bids shall not be accepted.
- 9) All Bids must be accompanied by a Bid Security in any of the acceptable forms and in the amount stated in ITB Clause 16.1.
- 10) Bid opening shall be on May 14, 2026, 2:00 PM at Mayor's Conference Room, Fourth Floor, Navotas City Hall Building. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.
- 11) The Head of the Procuring Entity (HoPE) 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 70 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.
- 12) For further information, please refer to:

MS. JAYNE B. RILLON
Head, BAC Secretariat

And / Or

Ms. Cristina A. Perez
Member: BAC Secretariat
Office of the BAC Secretariat
Fourth Floor, City Government of Navotas Building
1052 Mariano Naval Street, Navotas City 10527
Telefax: 8283-7415 local 406
Email address: bac.secretariat@navotas.gov.ph

12) You may visit the following websites:

For downloading of Bidding Documents: notices.philgeps.gov.ph

Date of issue: April 23, 2026

(OSGD)
Atty. JOEL JOSELITO D. PARONG
BAC Chairperson

Pre-bid Conference

Date	Time	Location
30/04/2026	2:00:00 PM	Fourth Floor Mayor's Conference Room, Navotas Cityhall Building

Remarks

Due to review of end-user on technical specs & TOR due to clarifications of bidder.

Created by: MARITES LARA
Date Created: 22/04/2026

Friday, May 8, 2026 05:45 PM

MARITES LARA CGN

» [Log-out](#)

Bid Supplement

Note: Asterisk (*) indicates mandatory fields

Reference Number	12936525
Title	PROCUREMENT FOR DIGITIZATION AND PRESERVATION OF HISTORICAL GOVERNMENT RECORDS OF THE CITY GOVERNMENT OF NAVOTAS UNDER COMPUTER SOFTWARE EXPENSES OF INFORMATION AND COMMUNICATION TECHNOLOGY OFFICE
Category	Information Technology
Type	Addendum
Bid Supplement No.	12936525-01
Title*	Notice of Postponement and Re-Scheduling of Deadline of Sul
Closing Date/Time*	21-May-2026  12 ▼ HH 00 ▼ MM PM ▼
Remarks*	The activity is being postponed due to review of end-user on the technical specifications and terms of reference due to clarifications of bidder.

Enter upto 100 chars only!

Add Associated Components