



Republic of the Philippines
BIDS AND AWARDS COMMITTEE
9017 Población, El Salvador City
Misamis Oriental
Email: bac.elsalvadorcity@gmail.com

INVITATION TO BID for the
PROCUREMENT OF OFFICE SUPPLIES 1ST TO 2ND QUARTER

The LGU-El Salvador City, Misamis Oriental, through its Bids and Awards Committee (BAC), invites interested suppliers, to apply for eligibility and if found eligible, to bid for the contract:

1. Invitation to Bid No. : 2023-02-007
Brief Description : Procurement of Office Supplies 1st to 2nd Quarter
Approved Budget for the Contract : ₱ 664,142.01
Delivery Period : within 15 calendar days upon receipt of NTP
Source of Fund : General Fund CY 2023

Item Number	Description	Quantity	Unit
1	INSECTICIDE, aerosol type	14	can
2	LIQUID HAND SANITIZER, 500mL	1	bottle
3	ALCOHOL, Ethyl, 68%-72%, 500 ml	239	bottle
4	ALCOHOL, ethyl, 68%-72%, 1 Gallon	8	gallon
5	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	24	bottle
6	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	5	gallon
7	INK, for stamp pad	35	bottle
8	ACETATE	1	roll
9	CARTOLINA, assorted colors	9	pack
10	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	6	box
11	LOOSELEAF COVER, legal	8	bundle
12	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	91	pad
13	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	61	pad
14	NOTE PAD, stick on, 3" x 3"	38	pad
15	NOTEBOOK, stenographer	31	piece
16	PAPER, MULTICOPY, A4, 80 gsm	674	reams
17	PAPER, Multi-Purpose, A4, 70 gsm	352	reams
18	PAPER, parchment	4	box
19	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	104	book
20	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	69	book
21	TOILET TISSUE PAPER, 2-ply, 100% recycled	170	pack
22	TISSUE, interfolded paper towel	17	pack
23	TOILET TISSUE PAPER, Interfolded Paper Towel	13	pack
24	BATTERY, dry Cell, size AA	61	pack
25	BATTERY, dry Cell, size AAA	48	pack
26	GLUE, all purpose	48	jar
27	STAPLE WIRE, heavy duty, binder type, 23/13	19	box
28	STAPLE WIRE, standard	174	box
29	TAPE, electrical	22	roll
30	TAPE, masking, 24mm	142	roll
31	TAPE, MASKING, 48mm	53	roll

32	TAPE, packaging, 48mm	60	roll
33	TAPE, transparent, 24mm	183	roll
34	TAPE, transparent, 48mm	81	roll
35	TWINE, plastic	10	roll
36	DISINFECTANT SPRAY, aerosol type	1	can
37	CHALK, white enamel	1	box
38	CLIP, backfold, 19mm	55	box
39	CLIP, backfold, 25mm	64	box
40	CLIP, backfold, 32mm	67	box
41	CLIP, backfold, 50mm	74	box
42	CORRECTION TAPE, 8m	487	piece
43	DATA FILE BOX	76	piece
44	DATA FOLDER	5	piece
45	ENVELOPE, documentary, A4	7	box
46	ENVELOPE, DOCUMENTARY, for legal size document	9	box
47	ENVELOPE, expanding, kraft, legal	8	box
48	ENVELOPE, expanding, plastic	55	piece
49	ENVELOPE, mailing	13	box
50	ENVELOPE, mailing, with window	2	box
51	FASTENER, metal, non-sharp edges	65	box
52	FILE ORGANIZER, expanding, plastic, legal	17	piece
53	FILE TAB DIVIDER, bristol board, for A4	5	set
54	FILE TAB DIVIDER, legal	6	set
55	FOLDER, fancy, with slide, A4	3	bundle
56	FOLDER, fancy, with slide, legal	16	bundle
57	FOLDER, L-type, A4	7	pack
58	FOLDER, L-type, legal	32	pack
59	FOLDER, pressboard	4	box
60	FOLDER, with tab, A4	4	pack
61	FOLDER, with tab, legal	54	pack
62	MAGAZINE FILE BOX, large	12	piece
63	MARKER, whiteboard, black	123	piece
64	MARKER, whiteboard, blue	36	piece
65	MARKER, permanent, black, bullet type	153	piece
66	MARKER, permanent, blue, bullet type	44	piece
67	MARKER, permanent, red, bullet type	2	piece
68	PAPER CLIP, vinyl/plastic coated, 33mm	124	box
69	PAPER CLIP, vinyl/plastic coated, 50mm	181	box
70	PENCIL, lead, with eraser	32	box
71	RING BINDER, plastic, 32mm	19	bundle
72	RUBBER BAND No. 18,350g	20	box
73	STAMP PAD, felt	25	piece
74	BLADE, for general purpose cutter / utility knife	1	piece
75	CUTTER/UTILITY KNIFE, for general purpose	7	piece
76	DATING AND STAMPING MACHINE	4	piece
77	PENCIL SHARPENER, manual, single cutter head	6	piece
78	PUNCHER, paper, heavy duty	22	piece
79	SCISSORS, symmetrical	65	pair
80	STAPLER, standard type	107	piece
81	STAPLER, heavy duty, binder type	9	unit

82	TAPE DISPENSER, table top	9	piece
83	CALCULATOR, compact	81	unit
84	CLEARBOOK, 20 Transparent pockets, A4	2	piece
85	CLEARBOOK, 20 Transparent pockets, Legal	30	piece
86	ERASER, plastic/rubber	15	piece
87	SIGN PEN, black	497	piece
88	SIGN PEN, blue	139	piece
89	SIGN PEN, red	111	piece
90	Ballpen,black	1,261	piece
91	Ballpen,blue	389	piece
92	Ballpen,red	111	piece
93	Correction Pen	7	piece
94	Paper Fastener,plastic, 50 sets per box	73	box
95	Sign Pen, Blue V.5	20	piece
96	Sign Pen, Green V.5	55	piece
97	COLORED Bond Paper, legal size, green	5	ream
98	COLORED Bond Paper, legal size, pink	5	ream
99	COLORED Bond Paper, legal size, blue	5	ream
100	COLORED Bond Paper, legal size, yellow	5	ream
101	DAILY TIME RECORD (DTR)	169	pad
102	REIMBURSEMENT EXPENSES RECEIPT(RER) 100PCS/PAD	45	pad
103	PVC Cover Legal size	11	ream
104	PVC Cover A4 size	3	ream
105	Fine Board Paper,Thick A4	10	pack
106	Photopaper	2	pack
107	INDEX CARD 5X8	20	pad
108	Bond Paper, A3 size	3	ream
109	Stapler with side remover	2	pcs
110	MAILING ENVELOPE (BROWN) 7"X11"	100	pcs
111	EXPANDED FOLDER, LEGAL SIZE , GREE N	100	pcs
112	PHOTO PAPER,STICKER TYPE,A4, WHITE	3	PACK

Procurement will be conducted through open competitive bidding procedures in accordance with R.A. 9184 and its Revised Implementing Rules and Regulations.

To bid for this contract, a bidder must purchase bid documents and should have experienced in undertaking similar project within the last two (2) years with an amount of at least fifty percent (50%) of the proposed project for bidding. The eligibility check as well as the preliminary Examination of Bids shall use non-discretionary pass/fail criteria.

The significant time and deadlines for procurement activities are shown below:

ACTIVITY	DATE	TIME
1. Issuance of Bid Documents	From February 8-14,2023	8:00 A.M. – 5:00 P.M. during office hours only

2. Receipts of Bids	February 16,2023	Deadline until 9 o'clock in the morning
3. Opening of Bids	February 16,2023	9 o'clock in the morning

The BAC will issue hard copies of Bidding Documents at the City Hall Building of El Salvador, Misamis Oriental, upon payment of a non-refundable fee of **One Thousand Pesos Only (Php 1,000.00)** to the Treasurer's Office.

Bids must accompanied by a bid security, in the amount and acceptable form, as stated in Section 27.2 of the Revised IRR.

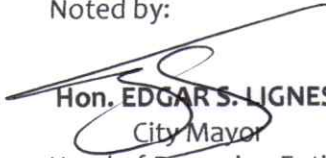
Prospective bidders shall submit their duly accomplished forms as specified in the BDs in two (2) separate sealed envelopes to the BAC Chairman. The first envelope shall contain the technical component of the bid including the eligibility requirements. The second envelope shall contain the financial component of the bid. Contract will be awarded to the Lowest Calculated Responsive Bid as determined in the bid evaluation and post-qualification.

The LGU-El Salvador reserves the right to accept or reject any bid and to annul the bidding process any time before Contract award and assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

Approved by:


NOLLY ADRIAN B. GABULE
City Agriculturist
BAC Chairman

Noted by:


Hon. EDGAR S. LIGNES
City Mayor
Head of Procuring Entity

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Posted in conspicuous place, City Hall premises

Website: <https://www.philgeps.gov.ph>