



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 3rd ST TO 4th 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. : **2023-07-090**
Brief Description : **Procurement of Office Supplies 3rd to 4th Quarter**
Approved Budget for the Contract : **₱ 568,301.29**
Delivery Period : **within 15 calendar days upon receipt of NTP**
Source of Fund : **General Fund CY 2023**

Item No.	Quantity	Unit	Item Description	Total Cost
1	8	can	INSECTICIDE, aerosol type	2,560.00
2	9	gallon	ALCOHOL, ethyl, 68%-72%, 1 Gallon	5,310.00
3	17	bottle	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	740.86
4	3	pack	CARTOLINA, assorted colors	390.00
5	4	box	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	3,530.20
6	2	bundle	LOOSELEAF COVER, legal	1,589.92
7	37	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	1,371.22
8	23	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	1,363.44
9	10	pad	NOTE PAD, stick on, 3" x 3"	540.80
10	20	piece	NOTEBOOK, stenographer	280.00
11	485	reams	PAPER, MULTICOPY, A4, 80 gsm	135,800.00
12	329	reams	PAPER, MULTICOPY, Legal, 80gsm	101,990.00
13	331	reams	PAPER, Multi-Purpose, A4, 70 gsm	89,370.00
14	165	reams	PAPER, multi-purpose, legal, 70gsm	49,500.00
15	1	box	PAPER, parchment	470.00
16	30	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	3,057.60
17	121	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled	14,520.00
18	8	pack	TOILET TISSUE PAPER, Interfolded Paper Towel	360.00
19	10	pack	BATTERY, dry Cell, size AA	430.00
20	10	pack	BATTERY, dry Cell, size AAA	600.00
21	11	jar	GLUE, all purpose	968.00
22	3	box	STAPLE WIRE, heavy duty, binder type, 23/13	150.00
23	111	box	STAPLE WIRE, standard	3,330.00
24	38	roll	TAPE, masking, 24mm	2,074.80
25	25	roll	TAPE, packaging, 48mm	750.00
26	142	roll	TAPE, transparent, 24mm	1,432.78
27	2	roll	TWINE, plastic	190.00
28	5	piece	RULER, plastic, 450mm	125.00

29	5	can	AIR FRESHENER, aerosol type	625.00
30	1	box	CHALK, white enamel	80.00
31	22	box	CLIP, backfold, 19mm	396.00
32	38	box	CLIP, backfold, 25mm	836.00
33	49	box	CLIP, backfold, 32mm	2,646.00
34	40	box	CLIP, backfold, 50mm	2,880.00
35	334	piece	CORRECTION TAPE, 8m	8,350.00
36	31	piece	DATA FILE BOX	4,960.00
37	3	piece	DATA FOLDER	480.00
38	1	box	ENVELOPE, documentary, A4	927.00
39	2	box	ENVELOPE, DOCUMENTARY, for legal size document	2,000.00
40	1	box	ENVELOPE, expanding, kraft, legal	1,300.00
41	7	piece	ENVELOPE, expanding, plastic	213.43
42	4	box	ENVELOPE, mailing	1,760.00
43	2	box	ENVELOPE, mailing, with window	867.36
44	4	piece	FILE ORGANIZER, expanding, plastic, legal	640.00
45	3	set	FILE TAB DIVIDER, bristol board, for A4	60.00
46	3	set	FILE TAB DIVIDER, legal	75.00
47	1	bundle	FOLDER, fancy, with slide, A4	311.88
48	8	bundle	FOLDER, fancy, with slide, legal	3,600.00
49	5	pack	FOLDER, L-type, A4	1,975.00
50	20	pack	FOLDER, L-type, legal	8,000.00
51	3	pack	FOLDER, with tab, A4	1,155.00
52	7	pack	FOLDER, with tab, legal	2,800.00
53	4	piece	MAGAZINE FILE BOX, large	960.00
54	102	piece	MARKER, whiteboard, black	2,856.00
55	38	piece	MARKER, whiteboard, blue	1,064.00
56	34	piece	MARKER, whiteboard, red	952.00
57	68	piece	MARKER, permanent, black, bullet type	1,632.00
58	24	piece	MARKER, permanent, blue, bullet type	576.00
59	110	box	PAPER CLIP, vinyl/plastic coated, 50mm	2,750.00
60	23	box	PENCIL, lead, with eraser	2,208.00
61	8	bundle	RING BINDER, plastic, 32mm	3,600.00
62	9	box	RUBBER BAND No. 18,350g	900.45
63	1	piece	BLADE, for general purpose cutter / utility knife	20.00
64	1	piece	PENCIL SHARPENER, manual, single cutter head	250.00
65	15	piece	PUNCHER, paper, heavy duty	2,850.00
66	27	pair	SCISSORS, symmetrical	1,296.00
67	42	piece	STAPLER, standard type	5,896.80
68	9	piece	STAPLE REMOVER, plier type	224.10
69	5	piece	TAPE DISPENSER, table top	725.00
70	19	unit	CALCULATOR, compact	6,590.15
71	1	piece	CLEARBOOK, 20 Transparent pockets, A4	50.00
72	11	piece	CLEARBOOK, 20 Transparent pockets, Legal	660.00
73	5	piece	ERASER, plastic/rubber	25.00
74	320	piece	SIGN PEN, black	7,360.00
75	78	piece	SIGN PEN, blue	1,794.00
76	91	piece	SIGN PEN, red	2,093.00
77	150	piece	KN95 FACE MASK	375.00

78	50	piece	SURGICAL MASK, 3 ply	77.50
79	806	piece	Ballpen,black	5,642.00
80	149	piece	Ballpen,blue	1,043.00
81	35	piece	Ballpen,red	245.00
82	6	piece	Correction Pen	810.00
83	35	box	Paper Fastener,plastic, 50 sets per box	3,150.00
84	20	piece	Sign Pen, Blue V.5	1,200.00
85	25	piece	Sign Pen, Green V.5	1,500.00
86	5	ream	COLORED Bond Paper, legal size, green	1,000.00
87	2	ream	COLORED Bond Paper, legal size, pink	400.00
88	2	ream	COLORED Bond Paper, legal size, blue	400.00
89	2	ream	COLORED Bond Paper, legal size, yellow	400.00
90	93	pad	DAILY TIME RECORD (DTR)	1,860.00
91	9	pad	REIMBURSEMENT EXPENSES RECEIPT(RER) 100PCS/PAD	180.00
92	2	ream	PVC Cover Legal size	1,600.00
93	3	ream	PVC Cover A4 size	2,400.00
94	10	pack	Fine Board Paper,Thick A4	550.00
95	2	pack	Photopaper	160.00
96	20	pad	INDEX CARD 5X8	3,000.00
97	6	ream	Bond Paper, A3 size	3,900.00
98	1	pcs	Stapler with side remover	184.00
99	57	pcs	MAILING ENVELOPE (BROWN) 7"X11"	4,560.00
100	50	pcs	EXPANDED FOLDER, LEGAL SIZE , GREEN	750.00
101	10	piece	Metal File Tray (3 layer)	7,000.00
102	350	piece	Board Paper, (Certificate paper) A4 size	3,500.00
103	2	pack	Folder, Brown, legal size, 100pcs/pack	1,600.00
104	25	piece	Arch File Folder (2 ring 2/3 thick A4 size)	3,750.00

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 July 26 to August 8,2023	8:00 A.M. – 5:00 P.M. during office hours only
2. Receipts of Bids	August 10,2023	Deadline until 9 o'clock in the morning

3. Opening of Bids	August 10,2023	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.

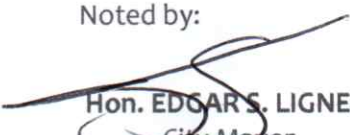
Prospective bidders shall submit their duly accomplished forms as specified in the BDs in two (2) separate sealed envelopes to the BAC Chairman. The first envelope shall contain the technical component of the bid including the eligibility requirements. The second envelope shall contain the financial 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>