



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



**INVITATION TO BID for the  
PROCUREMENT OF OFFICE SUPPLIES 1<sup>st</sup> TO 2<sup>nd</sup> 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. : 2024-03-029  
Brief Description : Procurement of Office Supplies 1<sup>st</sup> to 2<sup>nd</sup> Quarter  
Approved Budget for the Contract : ₱ 927,197.23  
Delivery Period : within 15 calendar days upon receipt of NTP  
Source of Fund : General Fund CY 2024

Item No.	Quantity	Unit	Item Description	Total Cost
1	10	gallon	ALCOHOL, Ethyl, 1 Gallon	7,940.00
2	34	piece	CLEARBOOK, 20 transparent pockets, A4	1,394.00
3	11	piece	CLEARBOOK, 20 transparent pockets, legal	484.00
4	6	piece	ERASER, plastic/ rubber	240.00
5	281	piece	SIGN PEN, Black, liquid or gel	8,570.50
6	104	piece	SIGN PEN, Blue, liquid or gel	3,172.00
7	71	piece	SIGN PEN, Red, liquid or gel	2,165.50
8	81	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	4,455.00
9	70	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	5,600.00
10	1	can	AIR FRESHENER, Aerosol type, 150g	96.00
11	51	bottle	INK, for stamp pad, 50mL	1,607.52
12	20	box	FACE MASK, 3 ply, fifty (50) pieces per box	1,200.00
13	2	box	CARBON FILM, A4, 100 sheets per box	1,772.00
14	7	piece	PHILIPPINE NATIONAL FLAG	2,002.00
15	50	jar	GLUE, all-purpose, 200 grams	5,100.00
16	9	box	STAPLE WIRE, heavy duty (binder type), 23/13	693.00
17	155	box	STAPLE WIRE, standard	7,440.00
18	5	roll	TAPE, electrical	270.00
19	91	roll	TAPE, masking, 24mm	4,004.00
20	56	roll	TAPE, masking, 48 mm	5,040.00
21	34	roll	TAPE, packaging, 48 mm	2,550.00
22	192	roll	TAPE, transparent, 24mm	6,720.00
23	69	roll	TAPE, transparent, 48 mm	5,175.00
24	5	roll	TWINE, plastic	550.00
25	44	unit	CALCULATOR, Compact	15,400.00
26	41	box	CLIP, backfold, 19mm	779.00
27	50	box	CLIP, backfold, 25mm	1,300.00

28	71	box	CLIP, backfold, 32mm	2,556.00
29	64	box	CLIP, backfold, 50mm	5,696.00
30	510	piece	CORRECTION TAPE, 8 meters	13,260.00
31	4	piece	CUTTER/UTILITY KNIFE, for general purpose	84.00
32	80	piece	DATA FILE BOX	12,640.00
33	4	piece	DATA FOLDER	540.00
34	5	piece	DATING AND STAMPING MACHINE	4,500.00
35	6	box	ENVELOPE, Documentary, A4, 500 pieces per box	7,500.00
36	13	box	ENVELOPE, Documentary, legal, 500 pieces per box	22,750.00
37	7	box	ENVELOPE, Expanding, Kraft, 100 pieces per box	11,200.00
38	16	piece	ENVELOPE, Expanding, Plastic	1,408.00
39	13	box	ENVELOPE, Mailing, 500 pieces per box	6,864.00
40	50	box	FASTENER, metal, non-sharp edges, 50 sets per box	2,900.00
41	24	piece	FILE ORGANIZER, expanding, plastic, legal	5,856.00
42	0	set	FILE TAB/INDEX DIVIDER, bristol board, A4	0.00
43	4	bundle	FOLDER, Fancy with slide, legal, 50 pieces per bundle	2,820.00
44	3	pack	FOLDER, L-type, A4, 50 pieces per pack	1,233.00
45	16	pack	FOLDER, L-type, legal, 50 pieces per pack	7,520.00
46	2	box	FOLDER, pressboard, 100 pieces per box	3,900.00
47	20	pack	FOLDER with tab, A4, 100 pieces per pack	16,500.00
48	60	pack	FOLDER with tab, legal, 100 pieces per pack	49,800.00
49	5	piece	MAGAZINE FILE BOX, Large	1,205.00
50	25	set	MARKER, Flourescent, 3 colors per set	2,075.00
51	123	piece	MARKER, Permanent, Black	5,781.00
52	38	piece	MARKER, Permanent, Blue	1,786.00
53	29	piece	MARKER, Permanent, Red	1,363.00
54	89	piece	MARKER, Whiteboard, Black	6,230.00
55	27	piece	MARKER, Whiteboard, Blue	1,890.00
56	26	piece	MARKER, Whiteboard, Red	1,820.00
57	119	box	PAPER CLIP, vinly/plastic coated, 33mm	1,547.00
58	128	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	3,648.00
59	25	box	PENCIL, lead/graphite, with eraser, one (1) dozen per box	3,375.00
60	6	piece	PENCIL SHARPENER, manual, single cutter head	2,220.00
61	14	piece	PUNCHER, paper, heavy duty	2,828.00
62	13	bundle	RING BINDER, plastic, 32 mm, 10 pieces per bundle	8,099.00
63	25	box	RUBBER BAND No. 18, 350g	4,550.00
64	31	piece	STAMP PAD, felt	1,767.00
65	52	pair	SCISSORS, symmetrical or asymmetrical	3,224.00
66	67	piece	STAPLER, standard type	8,576.00
67	24	piece	STAPLE REMOVER, plier type	1,536.00
68	13	piece	TAPE DISPENSER, table top	1,755.00

69	3	pack	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	495.00
70	40	pad	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	720.00
71	32	pad	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	1,088.00
72	31	pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	744.00
73	7	piece	NOTEBOOK, stenographer	315.00
74	601	ream	PAPER, MULTICOPY A4, 500 sheets per ream	168,280.00
75	407	ream	PAPER, MULTICOPY LEGAL, 500 sheets per ream	126,170.00
76	276	ream	PAPER, MULTIPURPOSE A4, 500 sheets per ream	72,864.00
77	154	ream	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	45,276.00
78	1	box	PAPER, parchment, 100 sheets per box	367.00
79	124	book	RECORD BOOK, 300 PAGES	9,920.00
80	79	book	RECORD BOOK, 500 PAGES	8,374.00
81	2	pack	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	152.00
82	174	pack	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	26,796.00
83	1	book	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	37.21
84	1091	piece	Ballpen,black	7,637.00
85	455	piece	Ballpen,blue	3,185.00
86	157	piece	Ballpen,red	1,099.00
87	14	piece	Correction Pen	1,834.00
88	81	box	Paper Fastener,plastic, 50 sets per box	3,483.00
89	50	piece	Sign Pen, Blue V.5	3,425.00
90	15	piece	Sign Pen, Green V.5	1,027.50
91	5	ream	COLORED Bond Paper, legal size, green	1,935.00
92	2	ream	COLORED Bond Paper, legal size, pink	774.00
93	2	ream	COLORED Bond Paper, legal size, blue	774.00
94	7	ream	COLORED Bond Paper, legal size, yellow	2,709.00
95	142	pad	DAILY TIME RECORD (DTR)	5,680.00
96	18	pad	REIMBURSEMENT EXPENSES RECEIPT(RER) 45/pcs/PAD	864.00
97	3	ream	PVC Cover Legal size	2,646.00
98	5	ream	PVC Cover A4 size	4,350.00
99	21	pad	INDEX CARD 5X8	1,554.00
100	12	ream	Bond Paper, A3 size	6,960.00
101	9	piece	Stapler with side remover	1,152.00
102	37	pack	Sticker Paper, A4	2,516.00
103	10	roll	Double Sided Tape, 12mm	140.00
104	10	roll	Double Sided Tape, 20mm	210.00
105	2	roll	Double Sided Tape, Foam 20mm	134.00
106	2	piece	Premium Flash Drive, 8GB	640.00
107	15	pack	BOARD Paper, A4 (200 gsm)	5,400.00

108	20	pack	BOARD Paper, Legal (200 gsm)	800.00
109	30	piece	Sign pen, violet, liquid or gel	900.00
110	5	piece	Correction Pen	655.00
111	7	piece	CASHBOOK	9,996.00
112	2	unit	CASH BOX	2,020.00
113	10	box	PUSH PIN	360.00
114	1	PACK	RUBBER BAND, BIG FLAT SIZE	182.00
115	5	PACK	CERTIFICATION PAPER	180.00
116	10	ream	PAPER, Multicopy, letter size, 500 pcs per ream	2,520.00
117	1	pack	ACCETATE SHEETS, legal size, 100 sheets	882.00
118	1	pack	ACCETATE SHEETS, A4 size, 100 sheets	870.00
119	1	bundle	RING BINDER, plastic, 51mm, 10 pcs per bundle	730.00
120	1	bundle	RING BINDER, plastic, 45mm, 10 pcs per bundle	700.00
121	1	piece	STAPLER, heavy duty, 200 sheets capacity no. 23/20	1,560.00
122	1	box	STAPLE WIRE, heavy duty, 200 sheets capacity no. 23/20	66.00
123	10	piece	ALKALINE BATTERY, 23A	200.00
124	4	piece	CALCULATOR, Wide-format keyboard, 12 digits	3,800.00
125	13	piece	PENCIL CUP, metal mesh, black	845.00
126	13	set	HIGHLIGHTER PEN, 4 pcs set	1,144.00
127	3	piece	SOLID GLUE, 36G	90.00
128	1	piece	GLUE GUN, for 7mm x 180mm stick large	290.00
129	5	piece	DOUBLE - SIDED TAPE, 18mm, foam	340.00
130	8	roll	DUCT TAPE, 2 X 10 INCHES	640.00
131	13	piece	RULER, 12 inches, colored, PVC	650.00
132	1	piece	BROCHURE HOLDER, Acrylic, A6 size, 1 layer	150.00
133	1	piece	BROCHURE HOLDER, Acrylic, A5 size, 2 layer	200.00
134	1	piece	BROCHURE HOLDER, Acrylic, legal size, 3 layer	300.00
135	13	piece	CLIPBOARD WITH COVER, legal size, black	1,924.00
136	2	piece	STORAGE BOX, plastic, 6L capacity	300.00
137	2	piece	STORAGE BOX, plastic, 12L capacity	400.00
138	2	piece	STORAGE BOX, plastic, 30L capacity	600.00
139	6	unit	CALCULATOR, compact, 12 digits	1,200.00
140	6	pack	WET WIPES, 80 SHEETS	876.00
141	18	pad	NOTEPAD, stick on, 3 x 3 x 100 sheets / pad	522.00
142	9	piece	FLASH DRIVE, 16GB	3,510.00
143	5	piece	KN95 FACE MASK	30.00
144	188	piece	SURGICAL MASK, 3 PLY	282.00
145	6	piece	Highlighter (green, yellow)	114.00
146	10	pad	INDEX CARD 4X6	450.00
147	12	pack	Photo Paper Short	972.00
148	12	pack	Board /Linen Paper Short	672.00
149	12	piece	Porta file with cover (big)	4,368.00
150	125	pack	Special Paper 8.5x13 (200gsm) white	5,625.00
151	100	piece	BROWN ENVELOPE (7X11)	350.00
152	3	pack	Special Paper, 90 gsm (10 pcs/pack)	78.00
153	1	piece	Tray, metal, 3 tier	798.00
154	1	piece	CORK BOARD, 40X60 cm	500.00
155	2	pc	Expanded Folder, with tab legal size (green)	54.00

156	20	pack	Photo Paper waterproof glossy A4 size (20 sheets)	2,600.00
157	100	book	Columnar Book, 3 columns	7,500.00
158	1	unit	Mouse Wireless,USB	154.00

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 March 7-12,2024	8:00 A.M. – 5:00 P.M. during office hours only
2. Receipts of Bids	March 14,2024	Deadline until 9 o'clock in the morning
3. Opening of Bids	March 14,2024	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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