



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 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. : 2024-07-103
Brief Description : Procurement of Office Supplies 3rd to 4th Quarter
Approved Budget for the Contract : ₱ 375,136.50
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.	16.00	gallon	ALCOHOL, Ethyl, 1 Gallon	12,704.00
2.	4.00	piece	CLEARBOOK, 20 transparent pockets, A4	164.00
3.	6.00	piece	CLEARBOOK, 20 transparent pockets, legal	264.00
4.	9.00	piece	ERASER, plastic/ rubber	360.00
5.	278.00	piece	SIGN PEN, Black, liquid or gel	8,479.00
6.	27.00	piece	SIGN PEN, Blue, liquid or gel	823.50
7.	62.00	piece	SIGN PEN, Red, liquid or gel	1,891.00
8.	56.00	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	3,080.00
9.	46.00	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	3,680.00
10.	20.00	box	FACE MASK, 3 ply, fifty (50) pieces per box	1,200.00
11.	8.00	jar	GLUE, all-purpose, 200 grams	816.00
12.	1.00	box	STAPLE WIRE, heavy duty (binder type), 23/13	77.00
13.	88.00	box	STAPLE WIRE, standard	4,224.00
14.	29.00	roll	TAPE, masking, 24mm	1,276.00
15.	25.00	roll	TAPE, masking, 48 mm	2,250.00
16.	24.00	roll	TAPE, packaging, 48 mm	1,800.00
17.	73.00	roll	TAPE, transparent, 48 mm	5,475.00
18.	2.00	roll	TWINE, plastic	220.00
19.	16.00	unit	CALCULATOR, Compact	5,600.00
20.	30.00	box	CLIP, backfold, 19mm	570.00
21.	33.00	box	CLIP, backfold, 25mm	858.00
22.	50.00	box	CLIP, backfold, 32mm	1,800.00
23.	64.00	box	CLIP, backfold, 50mm	5,696.00
24.	1.00	piece	DATA FOLDER	135.00
25.	2.00	box	ENVELOPE, Documentary, A4, 500 pieces per box	2,500.00
26.	4.00	box	ENVELOPE, Expanding, Kraft, 100 pieces per	6,400.00

			box, legal size	
27.	4.00	box	ENVELOPE, Mailing, 500 pieces per box	2,112.00
28.	1.00	box	ENVELOPE, Mailing, with window, 500 pieces per box	698.00
29.	20.00	box	FASTENER, metal, non-sharp edges, 50 sets per box	1,160.00
30.	4.00	piece	FILE ORGANIZER, expanding, plastic, legal	976.00
31.	1.00	bundle	FOLDER, Fancy with slide, legal, 50 pieces per bundle	310.00
32.	1.00	pack	FOLDER, L-type, legal, 50 pieces per pack	450.00
33.	33.00	pack	FOLDER with tab, legal, 100 pieces per pack	27,225.00
34.	6.00	box	INDEX TAB, self-adhesive, transparent, 5 sets per box	708.00
35.	3.00	piece	MAGAZINE FILE BOX, Large	723.00
36.	11.00	set	MARKER, Flourescent, 3 colors per set	913.00
37.	76.00	piece	MARKER, Permanent, Black	3,572.00
38.	33.00	piece	MARKER, Permanent, Blue	1,551.00
39.	27.00	piece	MARKER, Permanent, Red	1,269.00
40.	82.00	piece	MARKER, Whiteboard, Black	5,740.00
41.	28.00	piece	MARKER, Whiteboard, Blue	1,960.00
42.	21.00	piece	MARKER, Whiteboard, Red	1,470.00
43.	55.00	box	PAPER CLIP, vinly/plastic coated, 33mm	715.00
44.	3.00	piece	PUNCHER, paper, heavy duty	606.00
45.	2.00	bundle	RING BINDER, plastic, 32 mm, 10 pieces per bundle	1,246.00
46.	7.00	box	RUBBER BAND No. 18, 350g	1,274.00
47.	8.00	piece	STAMP PAD, felt	456.00
48.	1.00	piece	TAPE DISPENSER, table top	135.00
49.	13.00	pad	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	234.00
50.	10.00	pad	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	340.00
51.	19.00	pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	456.00
52.	290.00	ream	PAPER, MULTIPURPOSE A4, 500 sheets per ream	76,560.00
53.	151.00	ream	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	44,394.00
54.	3.00	pack	TISSUE, INTERFOLDED PAPER TOWEL 150 pulls per pack	228.00
55.	219.00	pack	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	33,726.00
56.	1,195.00	piece	Ballpen, black	8,365.00
57.	342.00	piece	Ballpen, blue	2,394.00
58.	86.00	piece	Ballpen, red	602.00
59.	10.00	piece	Correction Pen	1,310.00
60.	23.00	box	Paper Fastener, plastic, 50 sets per box	989.00
61.	20.00	piece	Sign Pen, Blue V.5	1,320.00
62.	6.00	piece	Sign Pen, Green V.5	396.00
63.	4.00	ream	COLORED Bond Paper, legal size, green	1,548.00

64.	2.00	ream	COLORED Bond Paper, legal size, pink	774.00
65.	2.00	ream	COLORED Bond Paper, legal size, blue	774.00
66.	5.00	ream	COLORED Bond Paper, legal size, yellow	1,935.00
67.	34.00	pad	DAILY TIME RECORD (DTR)	1,360.00
68.	6.00	pad	REIMBURSEMENT EXPENSES RECEIPT(RER) 45/pcs/PAD	288.00
69.	2.00	ream	PVC Cover Legal size	1,764.00
70.	5.00	ream	PVC Cover A4 size	4,350.00
71.	20.00	pad	INDEX CARD 5X8	1,480.00
72.	11.00	ream	Bond Paper, A3 size	6,380.00
73.	9.00	piece	Stapler with side remover	1,152.00
74.	5.00	pack	Sticker Paper, A4	340.00
75.	5.00	roll	Double Sided Tape, 12mm	70.00
76.	5.00	roll	Double Sided Tape, 20mm	105.00
77.	1.00	roll	Double Sided Tape, Foam 20mm	67.00
78.	2.00	piece	Premium Flash Drive, 8GB	640.00
79.	15.00	pack	BOARD Paper, A4 (200 gsm)	540.00
80.	20.00	pack	BOARD Paper, Legal (200 gsm)	800.00
81.	25.00	piece	Sign pen, violet, liquid or gel	750.00
82.	5.00	box	PUSH PIN	180.00
83.	1.00	PACK	RUBBER BAND, BIG FLAT SIZE	182.00
84.	1.00	bundle	RING BINDER, plastic, 51mm, 10 pcs per bundle	730.00
85.	1.00	bundle	RING BINDER, plastic, 45mm, 10 pcs per bundle	700.00
86.	2.00	box	STAPLE WIRE, heavy duty, 200 sheets capacity no. 23/20	132.00
87.	5.00	pack	PHOTO PAPER, matte	480.00
88.	10.00	piece	STICK GLUE, 7mm x 180mm	95.00
89.	6.00	unit	CALCULATOR,compact, 12 digits	1,200.00
90.	6.00	pack	WET WIPES, 80 SHEETS	876.00
91.	5.00	pad	NOTEPAD, stick on, 3 x 3 x 100 sheets / pad	145.00
92.	75.00	ream	PAPER,MULTICOPY, Letter size, 80gsm	19,275.00
93.	13.00	piece	FLASH DRIVE, 16GB	5,070.00
94.	5.00	pad	INDEX CARD 4X6	225.00
95.	5.00	pack	Photo Paper Short	400.00
96.	8.00	pack	Board /Linen Paper Short	480.00
97.	120.00	pack	Special Paper 8.5x13 (200gsm) white	5,400.00
98.	100.00	piece	BROWN ENVELOPE (7X11)	350.00
99.	2.00	pc	Expanded Folder, with tab legal size (green)	54.00
100.	24.00	Pad	<i>Board paper GSM 220,8.5"x13"(10 sheets) color green</i>	1,680.00
101.	24.00	Pad	<i>Board paper GSM 220,8.5"x13"(10 sheets) color dark pink</i>	1,680.00
102.	24.00	Pad	<i>Board paper GSM 220,8.5"x13"(10 sheets) color blue</i>	1,680.00
103.	24.00	Pad	<i>Board paper GSM 220,8.5"x13"(10 sheets) color rose pink</i>	1,680.00
104.	24.00	Pad	<i>Board paper GSM 220,8.5"x13"(10 sheets) color dark green</i>	1,680.00
105.	24.00	Pad	<i>Board paper GSM 220,8.5"x13"(10 sheets) color white</i>	1,680.00
106.	24.00	Pad	<i>Board paper GSM 220,8.5"x13"(10 sheets) color natural</i>	1,680.00

107.	24.00	Pad	Board paper GSM 220,8.5"x13"(10 sheets) color grey	1,680.00
108.	24.00	Pad	Board paper GSM 220,8.5"x13"(10 sheets) color yellow	1,680.00

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 August 1-6,2024	8:00 A.M. – 5:00 P.M. during office hours only
2. Receipts of Bids	August 8,2024	Deadline until 9 o'clock in the morning
3. Opening of Bids	August 8,2024	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 **Five Hundred Pesos Only (Php 500.00)** 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

DATE OF PUBLICATION: August 1, 2024
Posted in conspicuous place, City Hall premises
Website: <https://www.philgeps.gov.ph>