

INVITATION TO BID

PURCHASE REQUEST NO: 1-20-12-1560

Sealed bids for quotation of prices will be received for the purchase of the following supplies, materials and equipment of the government to be opened on the date, place and time stated in INSTRUCTION TO BIDDERS.

ITEM #	QTY.	UNIT	ARTICLES	U PRICE	TOTAL
Delivery Term: (All Lots) 5 Working Days upon receipt of P.O.					
Lot I: Common Electrical Supplies					
1	119	pc	Battery AA, Advanced	_____	_____
2	52	pc	Battery AAA, Advanced	_____	_____
3	2	pc	Battery, 9V, black	_____	_____
4	22	roll	Electrical tape, 16 m	_____	_____
5	8	tube	Fluorescent tube, 18 watts, super slim	_____	_____
6	8	tube	Fluorescent tube, 36 watts, super slim	_____	_____
7	5	can	Solvent (for PVC) 500cc	_____	_____
8	14	roll	Thread Seal Tape 3/4"	_____	_____
9	4	spool	Twist Tie	_____	_____
10	12	pc	Prismatic Open Bulb (daylight)	_____	_____
11	20	pc	3 U Bulb ,23 watts	_____	_____
				Sub-Total	_____
II-COMMON COMPUTER SUPPLIES					
1	10	pc	CD-RW, blank w/ individual casing	_____	_____
2	50	pc	DVD - R, blank w/ individual casing	_____	_____
3	10	pc	DVD - RW, 4.7 GB, blank w/ individual casing	_____	_____
4	4	box	Computer Ink ,No. 810- black, iP2770, for Canon printer	_____	_____
5	4	box	Computer Ink, No. 811- colored, iP2770, for Canon printer	_____	_____
6	4	box	Computer Ink, BTD60BK (black, 108.0 ml)	_____	_____
7	4	box	Computer Ink, BT5000y (yellow, 48.8ml)	_____	_____
8	4	box	Computer Ink, BT5000C (Cyan, 48.8 ml)	_____	_____
9	4	box	Computer Ink, BT5000m (Magenta, 48.8ml)	_____	_____
10	5	box	Computer ink, No. 704, black, for HP printer	_____	_____
11	3	box	Computer ink, No. 704, colored, for HP printer	_____	_____
12	2	box	Computer ink, # 932, black	_____	_____
13	2	box	Computer ink, # 933, cyan	_____	_____
14	2	box	Computer ink, # 933, magenta	_____	_____
15	2	box	Computer ink, # 933, yellow	_____	_____
16	211	bot	Computer ink, original, (T6641), black	_____	_____
17	83	bot	Computer ink, original, (T6642), cyan	_____	_____
18	81	bot	Computer ink, original, (T6643), magenta	_____	_____
19	84	bot	Computer ink, original, (T6644), yellow	_____	_____
20	48	bot.	Computer ink, original, (003), black 65ml	_____	_____
21	34	bot.	Computer ink, original, (003), cyan 65ml	_____	_____
22	34	bot.	Computer ink, original, (003), magenta 65ml	_____	_____
23	34	bot.	Computer ink, original, (003), yellow 65ml	_____	_____
24	1	box	Computer ink, # GT51, black	_____	_____
25	1	box	Computer ink, # GT52, cyan	_____	_____
26	1	box	Computer ink, # GT52, magenta	_____	_____

27	1	box	Computer ink, # GT52, yellow		
28	10	box	Computer paper 11 x 14 7/8, 3 ply, s-18		
29	3	box	Computer paper 9 1/2 x 11, 3 ply, short , s-18		
30	5	box	Computer paper 9 1/2 x 13 , 3 ply long,s-18		
31	1	box	Computer paper 9 1/2 x 11, 3 ply, short ,carbonless		
32	20	box	Computer Ribbon Cartridge for EPSON LX310 printer		
33	10	box	Computer Ribbon Cartridge for EPSON FX 2175 printer		
34	9	box	Computer Ribbon Cartridge for EPSON LQ2180 printer		
35	50	spool	Computer Ribbon Refill EPSON 8750 (LX300)		
36	7	pc	Flash Drive, 32 GB		
37	6	pc	Keyboard, black, softtouch, USB type		
38	10	pc	Mouse w/ roller & pad, optical, black,USB type		
39	2	pc	Mouse w/ roller & pad, optical, black, wireless		
40	3	pc	Mouse Pad		

Sub-Total

III-COMMON OFFICE SUPPLIES

1	25	roll	Adding Machine Tape		
2	35	roll	Adhesive Tape (Double side) 1"(foam type), 5m		
3	67	bot	All purpose glue, 130gms		
4	5	pack	Art Paper, asstd. Colors, 10's/ pack		
5	857	pc	Ballpen, fine point, black		
6	213	pc	Ballpen, fine point, blue		
7	30	pc	Ballpen, fine point, red		
8	122	pc	Ballpen,BP-S Fine, black		
9	51	pc	Ballpen,BP-S Fine,blue		
10	12	pc	Ballpen,BP-S Fine,red		
11	15	pc	Ballpen,BP-S Fine, purple		
12	13	box	Binder Clip, 50 mm, 12 pcs/box		
13	16	box	Binder Clip, 25 mm, 12 pcs/box		
14	5	box	Binder Clip, 12 mm, 12 pcs/box		
15	5	box	Binder Clip, 3/4 ", 12 pcs/box		
16	602	ream	Bond paper long,(S-20), 70 gsm, 500's/ ream		
17	543	ream	Bond paper short,(S-20), 70 gsm, 500's/ream		
18	50	ream	Bond paper long,(S-24), 80 gsm, 500's/ream		
19	25	ream	Bond paper short,(S-24), 80 gsm, 500's/ream		
20	36	ream	Bond paper A4, S-20,500's/ream		
21	10	ream	Bond paper A4, S-24,500's/ream		
22	21	ream	Bond paper A3, S-20,, 500's/ream		
23	62	ream	Bond Paper, long, S-16,500's/ream		
24	47	ream	Bond Paper, short, S-16,500's/ream		
25	214	pc	Bulldog Clip 2"		
26	10	pc	Bulldog Clip 3"		
27	3	box	Carbon paper, long, black		
28	11	pc	Cartolina, white		
29	6	pc	Cartolina,light blue		
30	11	pc	Cartolina, yellow		
31	11	pc	Cartolina, red		
32	1	pc	Cartolina, orange		
33	5	pc	Cartolina, light-green		
34	5	pc	Cartolina, neon- green		
35	2	pack	Certificate Paper, long,20 's/pack,white		
36	26	pack	Certificate Paper, long, 20 's/pack,cream		
37	5	pack	Certificate Paper, long, 20 's/pack,ivory		
38	2	pack	Certificate Paper, long, 20 's/pack,natural		

39	2	pack	Certificate Paper, long, 20 's/pack,powder blue	_____	_____
40	15	pack	Certificate Paper, short, 20 's/pack,white	_____	_____
41	24	pack	Certificate Paper, short, 20 's/pack,cream	_____	_____
42	5	pack	Certificate Paper, short, 20 's/pack,light green	_____	_____
43	25	pack	Certificate Paper (board), 185 gsm, long,10 's/pack,white	_____	_____
44	6	pack	Certificate Paper (board),185 gsm, long,10 's/pack,cream	_____	_____
45	1	pack	Certificate Paper (board),185 gsm, long,10 's/pack,natural	_____	_____
46	10	pack	Certificate Paper (board), 185 gsm,short, 10 's/pack,white	_____	_____
47	1	pack	Certificate Paper (board),185 gsm, short, 10 's/pack,cream	_____	_____
48	30	pc	Certificate frame, short, plastic	_____	_____
49	20	pc	Clearbook, long, 20 pages,black	_____	_____
50	20	pc	Clearbook, short, 20 pages,black	_____	_____
51	2	book	Columnar Notebook, 24 columns	_____	_____
52	29	pc	Correction Pen,7 ml	_____	_____
53	413	pc	Correction Tape, 8M	_____	_____
54	2	pack	Cutter Blade, big, 10's/ pack	_____	_____
55	5	roll	Duct Tape, 2" x 10 yards	_____	_____
56	5	book	Engineer's field book	_____	_____
57	95	pc	Envelope Plastic, long, transparent	_____	_____
58	55	pc	Envelope Plastic, short, transparent	_____	_____
59	703	pc	Envelope, brown, long	_____	_____
60	248	pc	Envelope, brown, short	_____	_____
61	1285	pc	Envelope, mailing, long	_____	_____
62	500	pc	Envelope, mailing, short	_____	_____
63	195	pc	Envelope,expanding, w/ knot tie, long,brown,14 pts.	_____	_____
64	33	pc	Envelope,Expanding,Plastic w/ handle,clear,long	_____	_____
65	11	pc	Eraser, rubber (blue/white) 3"	_____	_____
66	1	pc	Eraser, for whiteboard	_____	_____
67	841	pc	Folder long, white,14 pts	_____	_____
68	266	pc	Folder short,white, 14 pts	_____	_____
69	30	pc	Folder long, plastic, white	_____	_____
70	15	pc	Folder long, red,14 pts.	_____	_____
71	15	pc	Folder long, green,14 pts.	_____	_____
72	644	pc	Folder,expanding, green,long,25 pts. (pressboard)	_____	_____
73	24	pc	Folder,expanding, white,long,25 pts. (pressboard)	_____	_____
74	30	pc	Folder,expanding, green,short,(pressboard)	_____	_____
75	194	pc	Folder,Transparent, w/slide & hardboard at back long,blue	_____	_____
76	25	pc	Folder,Transparent, w/slide & hardboard at back ,long,greer	_____	_____
77	25	pc	Folder,Transparent, w/slide & hardboard at back ,long,yellow	_____	_____
78	115	pc	Folder,Transparent, w/slide & hardboard at back short,blue	_____	_____
79	15	tube	Glue, instant, 3 gms., superior quality	_____	_____
80	23	pc	Highlighter Marker, green	_____	_____
81	20	pc	Highlighter Marker, orange	_____	_____
82	3	pc	Highlighter Marker, pink	_____	_____
83	27	pc	Highlighter Marker, yellow	_____	_____
84	22	pc	Highlighter Marker,pen- type, yellow	_____	_____
85	10	pc	Highlighter Marker,pen- type, pink	_____	_____
86	11	bot	Liquid Eraser, 15ml.	_____	_____
87	91	pc	Manila Paper	_____	_____
88	24	pc	Marking Pen,permanent, broad, black,refillable	_____	_____
89	2	pc	Marking Pen,permanent, broad, blue,refillable	_____	_____
90	7	pc	Marking Pen,permanent, broad, red,refillable	_____	_____
91	52	pc	Marking Pen,permanent, fine, black,refillable	_____	_____
92	11	pc	Marking Pen,permanent, fine, blue,refillable	_____	_____

93	10	pc	Marking Pen,permanent, fine, red,refillable	_____	_____
94	4	bot	Marking Pen Ink,permanent, 30 ml.,black	_____	_____
95	15	pc	Marking Pen,for whiteboard, black,refillable	_____	_____
96	4	pc	Marking Pen,for whiteboard, blue,refillable	_____	_____
97	2	pc	Marking Pen,for whiteboard, red,refillable	_____	_____
98	2	bot	Marking Pen ink, for whiteboard,30 ml., black	_____	_____
99	70	roll	Masking Tape, 1"x 50 m	_____	_____
100	63	roll	Masking Tape, 2"x 50 m	_____	_____
101	153	ream	Mimeo paper, whitewove, long, S-18,500's/ream	_____	_____
102	188	ream	Mimeo paper, whitewove, short, S-18,500's/ream	_____	_____
103	1	ream	Mimeo Paper, grounwood,long, green	_____	_____
104	1	ream	Mimeo Paper, grounwood,long, pink	_____	_____
105	4	ream	Mimeo Paper, grounwood,long, yellow	_____	_____
106	3	book	Notebook, composition, 80 leaves	_____	_____
107	34	book	Notebook, spiral, 80 leaves	_____	_____
108	8	book	Notebook, steno, 95 lvs.	_____	_____
109	43	roll	Packaging Tape 2"x 50m	_____	_____
110	57	box	Paper Clip, jumbo,vinyl-coated,100 pcs/box (50mm)	_____	_____
111	85	box	Paper Clip, small, vinyl-coated, 100 pcs/box(33mm)	_____	_____
112	64	box	Paper fastener ,plastic- coated,50 sets/box	_____	_____
113	10	box	Paper fastener (8 1/2"),plastic- coated,50 sets/box	_____	_____
114	2	box	Paper fastener ,steel,50 sets/box	_____	_____
115	6	pack	Paper,Sticker,long,white,10's/pack, matt	_____	_____
116	400	pack	Paper,Sticker,long,white,10's/pack,glossy	_____	_____
117	8	pack	Paper,Sticker,short,white,10's/pack	_____	_____
118	50	pc	Pencil #1	_____	_____
119	290	pc	Pencil #2	_____	_____
120	249	pack	Photo Paper, glossy, A4,10 sheets/pack	_____	_____
121	3	box	Pins, hammer head, push type	_____	_____
122	4	pad	Pins	_____	_____
123	100	mtr	Plastic Cover, thick	_____	_____
124	5	pad	Rainbow Pad	_____	_____
125	61	book	Record Book, 150 pages.11.5"X 7"	_____	_____
126	35	book	Record Book, 300 pages, 11"X 8.5"	_____	_____
127	62	book	Record Book, 500 pages, 11"X 8.5"	_____	_____
128	7	book	Record Book, 500 pages, 11.5"X 7" (slim)	_____	_____
129	4	pad	Reminder Pad (post it Note) 3 x 4",(asst. colors)	_____	_____
130	20	pc	Ring Binder (1") , black	_____	_____
131	3	box	Rubber band , big (no. 18), 450 gms/pack	_____	_____
132	6	box	Rubber band , small (no. 16), 200 gms/pack	_____	_____
133	132	pc	Signpen, 0.5mm, black	_____	_____
134	72	pc	Signpen, 0.5mm, blue	_____	_____
135	250	pc	Signpen, 1.00mm, black, Gel Impact	_____	_____
136	254	pc	Signpen, G-2, 0.5, black, retractable	_____	_____
137	94	pc	Signpen, G-2, 0.5, blue, retractable	_____	_____
138	2	pc	Signpen, G-2, 0.5, red, retractable	_____	_____
139	12	pc	Signpen, G-2, 0.5, pink, retractable	_____	_____
140	172	pc	Signpen, G-2, 0.7, black, retractable	_____	_____
141	36	pc	Signpen, G-2, 0.7, blue, retractable	_____	_____
142	94	pc	Signpen, C-4 pen, black	_____	_____
143	19	pc	Signpen, C-4 pen, blue	_____	_____
144	2	pc	Signpen, C-4 pen, red	_____	_____
145	292	pc	Signpen V5, black	_____	_____
146	182	pc	Signpen V5, blue	_____	_____

147	110	pc	Signpen V5, red		
148	10	pc	Signpen V5, violet		
149	20	pc	Signpen V7, black		
150	10	pc	Signpen V7, blue		
151	69	bot	Stamping ink, 50 ml., with applicator (purple)		
152	1	bot	Stamping ink, 50 ml., with applicator (black)		
153	8	pc	Stamping Pad, No. 1		
154	22	box	Staple Wire # 10		
155	91	box	Staple Wire # 35, 26/6		
156	4	box	Staple Wire T30		
157	2	box	Staple Wire T50		
158	178	roll	Transparent tape, 1"x 50m		
159	51	roll	Transparent tape, 2" x 50m		
160	8	box	Thumbtacks, 100 pcs/box		
161	5	bot	Typewriter Oil 3-in-1		
162	8	pad	Yellow Pad		

Sub-Total

IV-COMMON OFFICE DEVICES

1	8	unit	Calculator, 12 digits,w/ key roll-over, 2-way power		
2	13	pc	Data File Box, Double		
3	2	pc	Data File Rack, 3 layers, steel		
4	2	pc	Philippine Flag, Satin, 3 x 5 ft.		
5	3	pc	Puncher Big, HD w/ metal guide		
6	2	pc	Ruler (12"),plastic, transparent		
7	7	pair	Scissors, 6"		
8	6	pc	Stapler #35 ,without built-in remover,flat clinch		
9	1	pc	Stapler #35, w/ built- in remover		
10	5	pc	Staple Remover, HD, twin jaws		

Sub-Total

V-COMMON JANITORIAL SUPPLIES

1	58	tin	Air Freshener ,320 ml.		
2	105	bot	Alcohol, ethyl, 500 ml.,70% Solution		
3	547	bot	Alcohol, Isoprophyl, 500 ml.,70% Solution		
4	30	pc	Bamboo Basket (Bukag)		
5	24	cake	Bath soap, 60 g.		
6	62	cake	Bath soap, 135 g		
7	42	bot	Bleaching Agent, 500ml		
8	5	bot	Bleaching Agent, 1 liter		
9	19	gal	Bleaching Agent, 1 gal		
10	69	pc	Brooms, Abaca		
11	294	pc	Brooms, Coco ribs		
12	55	pc	Brooms,Tiger Grass (Humay),wooden handle		
13	10	pc	Chamois		
14	17	pack	Chlorine,1 kg/pack		
15	15	bar	Detergent bar, 4'S		
16	2	pack	Detergent Powder 1.70 kg.		
17	7	pack	Detergent Powder 880 g.		
18	72	pack	Detergent Powder 440 gms.		
19	1033	pack	Detergent Powder 70 gms.		
20	6	pcs	Dipper,plastic		
21	16	bot	Disenfectant Concentrate,(Solution), 500 ml.		
22	91	tin	Disenfectant spray, big, scented 12 oz..		
23	44	bottle	Dishwashing liquid, 500ml.		
24	133	box	Dishwashing paste,200 gms. w/ sponge		

25	43	pc	Doormat, oval, cloth		
26	5	pc	Duster Thread		
27	14	pc	Dust pan, big, plastic		
28	3	box	Examination Gloves, 50 pairs/box		
29	542	sachet	Fabric Conditioner 27 ml		
30	36	bot	Fabric Conditioner ,380ml		
31	17	bot	Fabric Conditioner ,960 ml		
32	7	box	Face Mask, 50 pcs/ box		
33	12	can	Floorwax, Terran Newgrade wax 3.75 liters		
34	2	can	Floorwax, Traffic Grade wax 3.75 liters		
35	2	can	Floorwax, colorless, 1kg/can		
36	67	bot	Glass Cleaner 500ml, spray		
37	60	tin	Insecticide,(Multi- Insect) aerosol spray, 500ml.		
38	4	pc	Laundry Brush w/ wooden handle		
39	33	pair	Laundry Gloves, latex		
40	9	bot	Liquid Soap,1 liter		
41	1	liter	Liquid Sosa		
42	1	bot	Liquid Red wax 500ml		
43	52	pc	Mop Handle, screw- type, wood		
44	11	pc	Magic Mop		
45	55	pc	Mophead, 400 grams		
46	117	gal	Muriatic Acid,pure 1 gallon		
47	16	bot	Muriatic Acid,,pure 1 liter		
48	36	bot	Muriatic Acid,pure, 250 ml (beersize)		
49	33	kg	Nylon Wire # 3.00 mm		
50	32	bot	Sanitizer, Hand 100 ml		
51	27	pc	Scouring pad with foam		
52	11	pc	Toilet bowl brush, w/ plastic handle		
53	61	bot	Toilet bowl cleaner 500ml (Duck- Type Noozle)		
54	11	pc	Toilet bowl pump, rubber		
55	201	cake	Toilet deodorizer, 50gms/pc		
56	1547	roll	Toilet paper, 3 ply		
57	39	pack	Trash bag plastic, black 18.5 x 18.5 x 40 ,10'ps/pack		
58	24	pack	Trash bag plastic, black 20" x 9" 10'ps/pack		
59	2	pc	Waste Can (plastic) small, w/ cover		
60	200	pair	Working Gloves w/ rubberized palm		
61	30	pc	Wiping Rag, Standard size, circular, thick		

Sub-Total

PURPOSE:

X-X
 For use of the 1st Quarter Supplies 2021, from various
 Dep't., this city.

T O T A L

Company Name / Business Name & Address

Name / Signature of Representatives

Form & Amount
of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-20-12-1560 DATE : December 22, 2020

PURPOSE: FOR USE OF THE 1ST QUARTER SUPPLIES,2021, FROM VARIOUS DEPT., THIS CITY,

OFFICE : GSD

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , February 2, 2021

PLACE : BAC Secretariat Office/CMO Extension Office

	<u>AMOUNT OF CONTRACT</u>	<u>BID SECURITY</u>	
		Cash/ Manager's Check (2% of ABC)	Surety Bond (5% of ABC)
Lot 1 Common Electrical Supplies	: 23,040.00	: 460.80	: 1,152.00
Lot 2 Common Computer Supplies	: 285,390.00	: 5,707.80	: 14,269.50
Lot 3 Common Office Supplies	: 711,033.00	: 14,220.66	: 35,551.65
Lot 4 Common Office Devices	: 18,240.00	: 364.80	: 912.00
Lot 5 Common Janitorial Supplies	: 386,881.00	: 7,737.62	: 19,344.05

PRE-BID CONFERENCE: January 21, 2021 at 8:30 AM, BAC Secretariat Office

TERMS & CONDITIONS

- The Bid/Bids shall be accompanied by a BID SECURITY in any of the following forms:
 - Cash or cashier's / Manager's Check issued by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City. : Two percent (2%) of the ABC (See above)
 - Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. : Two percent (2%) of the ABC (See above)
 - Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. : Five percent (5%) of the ABC (See above)
 - Any combination of the foregoing : Proportionate to share form with respect to total amount of security
 - Bid Securing Declaration
- Secure bidding documents from the BAC Secretariat Office at a non-refundable fee of _____ P 1,425.00 (per City Ordinance No. 17-60, Series of 2017)
- Sample or Brochures of the materials (if required) shall be attached to the bid documents.
- Your price offer must be valid for 120 calendar days.
- Award will be made to the Lowest Calculated Responsive Bid (LCRB) that is the most advantageous to the government subject to post evaluation by the BAC.
- Submit Omnibus Sworn Statement duly notarized, together with your bid.
- The government reserves the right to reject any or all bids, declare a failure of bidding or not award the contract based on RA 9184.
- Electronic submission and receipt of bids is not available pending compliance with GPPB Resolutions.

SGD

ATTY. MA. CHAT H. DELIMA-CORDERO
City Gov't Dept. Head I-OHRM / BAC Chairman
BIDS & AWARDS COMMITTEE