

Republic of the Philippines  
 City of San Carlos  
 Negros Occidental

**INVITATION TO BID**  
**PURCHASE REQUEST NO: 1-18-04-0757**

**FOR SALE**  
**₱ 1,270.00**

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**.

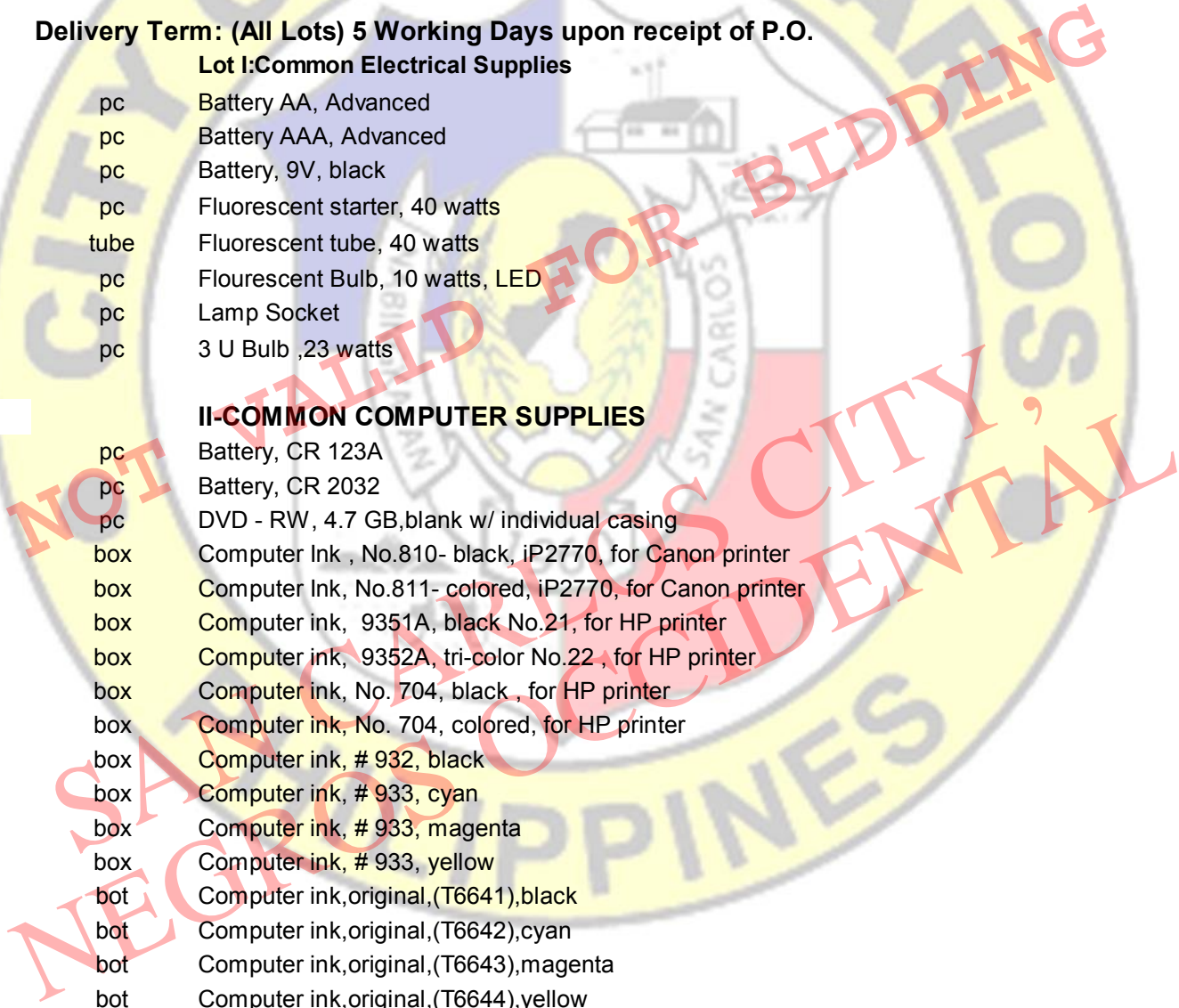
**QTY UNIT ARTICLES**  
**Delivery Term: (All Lots) 5 Working Days upon receipt of P.O.**

**Lot I: Common Electrical Supplies**

206	pc	Battery AA, Advanced
75	pc	Battery AAA, Advanced
20	pc	Battery, 9V, black
10	pc	Fluorescent starter, 40 watts
20	tube	Fluorescent tube, 40 watts
24	pc	Flourescent Bulb, 10 watts, LED
10	pc	Lamp Socket
15	pc	3 U Bulb ,23 watts

**II-COMMON COMPUTER SUPPLIES**

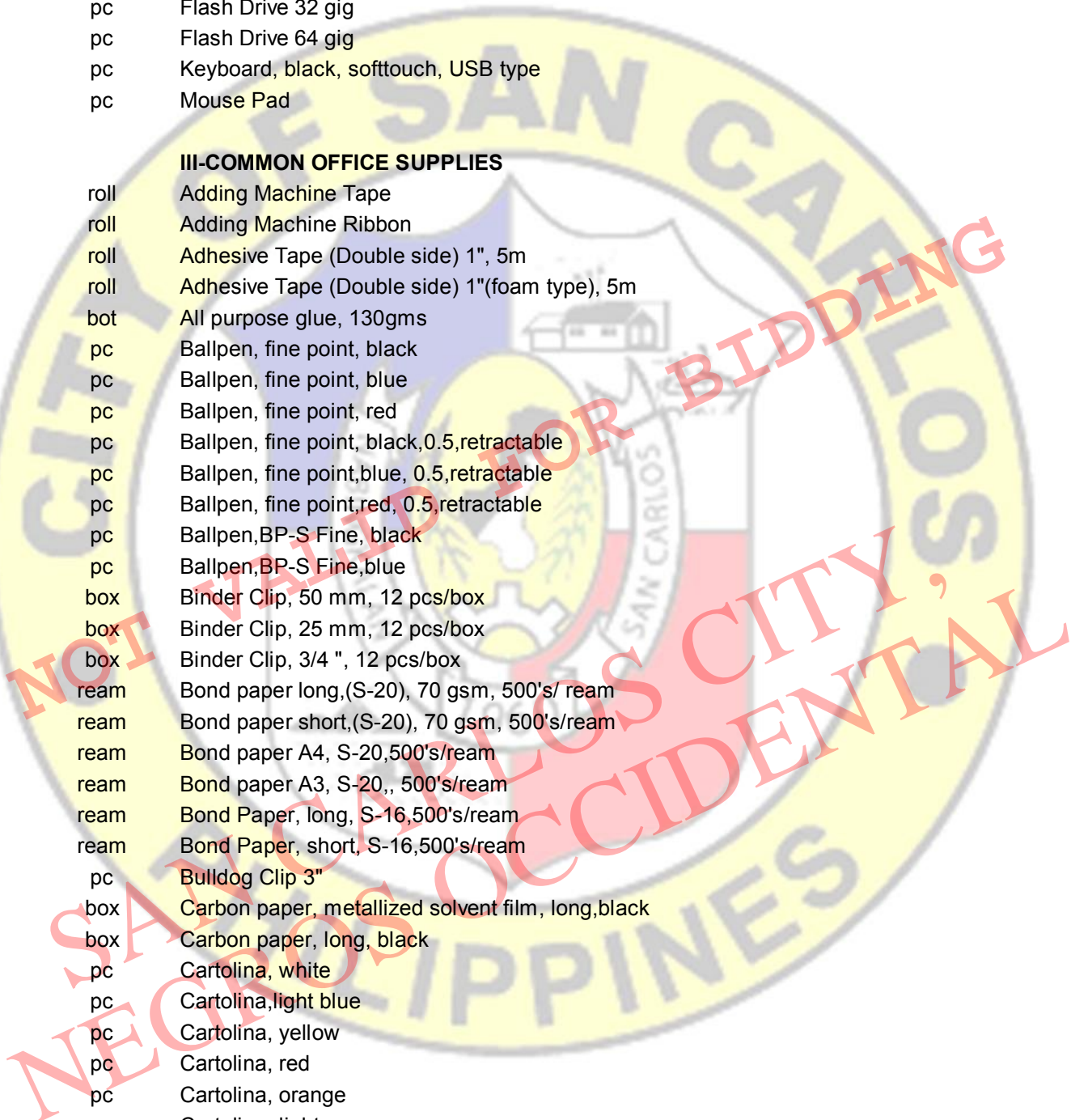
20	pc	Battery, CR 123A
8	pc	Battery, CR 2032
5	pc	DVD - RW, 4.7 GB, blank w/ individual casing
10	box	Computer Ink , No.810- black, iP2770, for Canon printer
4	box	Computer Ink, No.811- colored, iP2770, for Canon printer
6	box	Computer ink, 9351A, black No.21, for HP printer
4	box	Computer ink, 9352A, tri-color No.22 , for HP printer
12	box	Computer ink, No. 704, black , for HP printer
6	box	Computer ink, No. 704, colored, for HP printer
2	box	Computer ink, # 932, black
2	box	Computer ink, # 933, cyan
2	box	Computer ink, # 933, magenta
2	box	Computer ink, # 933, yellow
179	bot	Computer ink, original, (T6641), black
89	bot	Computer ink, original, (T6642), cyan
84	bot	Computer ink, original, (T6643), magenta
104	bot	Computer ink, original, (T6644), yellow
1	box	Computer ink, # GT51, black
1	box	Computer ink, # GT52, cyan
1	box	Computer ink, # GT52, magenta
1	box	Computer ink, # GT52, yellow
4	box	Computer paper 9 1/2 x 11, single- ply, short , book 70
10	box	Computer paper 9 1/2 x 13 , 3 ply long, book 70
29	box	Computer Ribbon Cartridge No. 8750 for LX300 printer



106	box	Computer Ribbon Cartridge, SO15632,for LX310 printer
8	pc	Flash Drive 16 gig
2	pc	Flash Drive 32 gig
2	pc	Flash Drive 64 gig
6	pc	Keyboard, black, softtouch, USB type
10	pc	Mouse Pad

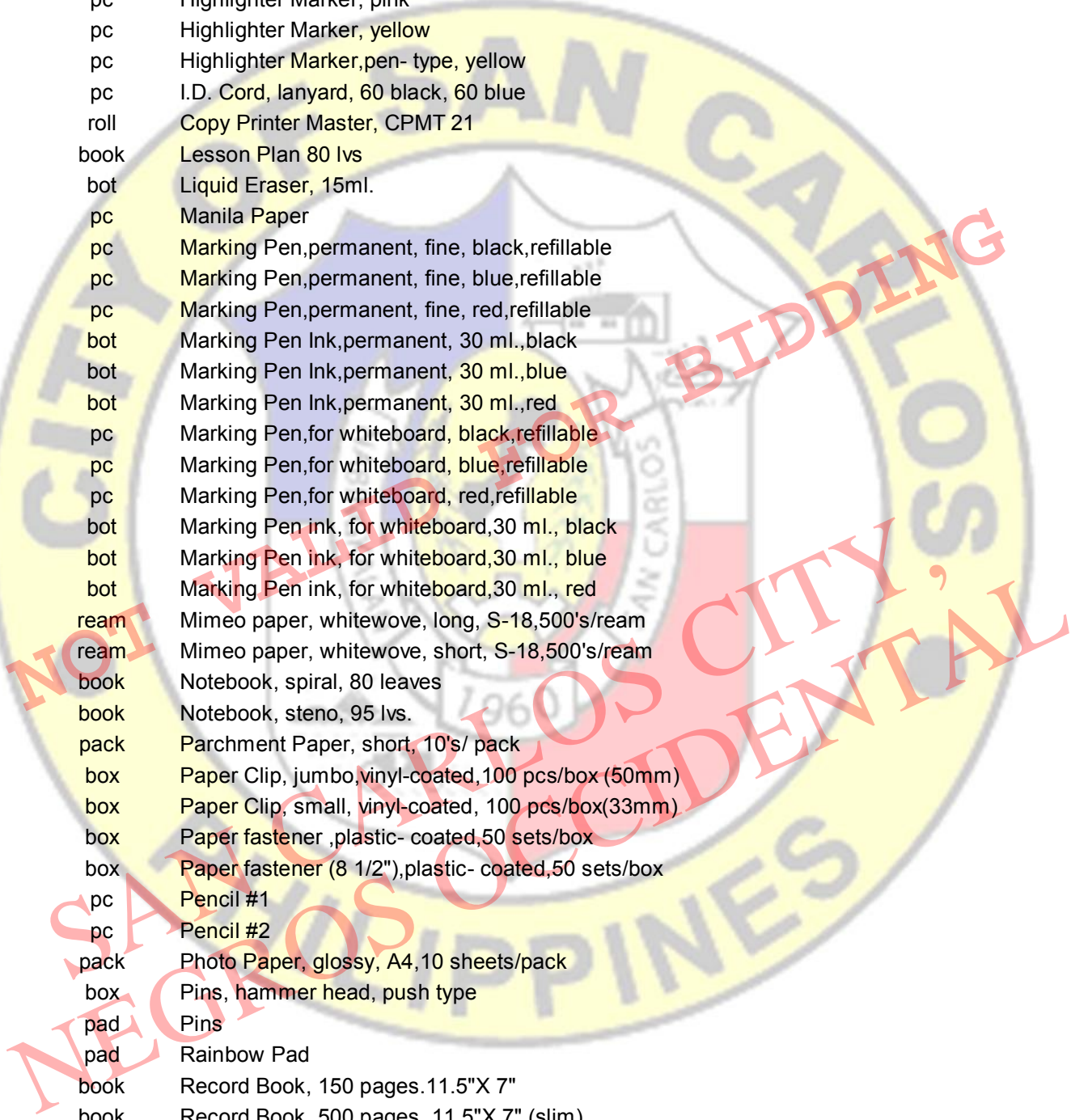
**III-COMMON OFFICE SUPPLIES**

15	roll	Adding Machine Tape
5	roll	Adding Machine Ribbon
5	roll	Adhesive Tape (Double side) 1", 5m
35	roll	Adhesive Tape (Double side) 1"(foam type), 5m
135	bot	All purpose glue, 130gms
752	pc	Ballpen, fine point, black
305	pc	Ballpen, fine point, blue
124	pc	Ballpen, fine point, red
92	pc	Ballpen, fine point, black,0.5,retractable
36	pc	Ballpen, fine point,blue, 0.5,retractable
36	pc	Ballpen, fine point,red, 0.5,retractable
391	pc	Ballpen,BP-S Fine, black
97	pc	Ballpen,BP-S Fine,blue
32	box	Binder Clip, 50 mm, 12 pcs/box
10	box	Binder Clip, 25 mm, 12 pcs/box
3	box	Binder Clip, 3/4 ", 12 pcs/box
780	ream	Bond paper long,(S-20), 70 gsm, 500's/ ream
840	ream	Bond paper short,(S-20), 70 gsm, 500's/ream
7	ream	Bond paper A4, S-20,500's/ream
9	ream	Bond paper A3, S-20,, 500's/ream
30	ream	Bond Paper, long, S-16,500's/ream
42	ream	Bond Paper, short, S-16,500's/ream
61	pc	Bulldog Clip 3"
10	box	Carbon paper, metallized solvent film, long,black
27	box	Carbon paper, long, black
37	pc	Cartolina, white
62	pc	Cartolina,light blue
47	pc	Cartolina, yellow
17	pc	Cartolina, red
17	pc	Cartolina, orange
36	pc	Cartolina, light-green
26	pc	Cartolina, pink
5	pack	Certificate Paper, long, 20 's/pack,ivory
5	pack	Certificate Paper, long, 20 's/pack,natural
10	pack	Certificate Paper, short, 20 's/pack,white
12	pack	Certificate Paper, short, 20 's/pack,cream
5	pack	Certificate Paper, short, 20 's/pack,ivory



35	pack	Certificate Paper, short, 20 's/pack,light green
15	pack	Certificate Paper, short, 20 's/pack,natural
75	pack	Certificate Paper (board), 185 gsm, long,10 's/pack,white
43	pack	Certificate Paper (board), long,10 's/pack,cream
22	pack	Certificate Paper (board), long,10 's/pack,natural
30	pack	Certificate Paper (board), long,10 's/pack,powder blue
15	pack	Certificate Paper (board), short, 10 's/pack,white
38	pack	Certificate Paper (board), short, 10 's/pack,cream
15	pack	Certificate Paper (board), short, 10 's/pack,natural
15	pack	Certificate Paper (board), short, 10's/pack light green
150	pc	Certificate frame, short, plastic
5	pc	Certificate Holder, long, hardboard
5	pc	Certificate Holder, short, hardboard
5	pc	Clip Board, long
3	book	Columnar Notebook, 3 columns
2	book	Columnar Notebook, 12 columns
13	book	Columnar Notebook, 18 columns
23	pack	Construction Paper, short size, 20's/pack
17	pc	Correction Pen,7 ml,
738	pc	Correction Tape, 8M
5	pack	Cutter Blade, big, 10's/ pack
9	roll	Duct Tape, 2" x 10 yards
45	book	Engineer's field book
200	pc	Envelope Plastic, long, transparent
100	pc	Envelope Plastic, short, transparent
1121	pc	Envelope, brown, long
437	pc	Envelope, brown, short
4410	pc	Envelope, mailing, long
60	pc	Envelope,expanding, long,green,14 pts.
318	pc	Envelope,expanding, w/ knot tie, long,brown,14 pts.
5	pc	Eraser, rubber (blue/white) 3"
6	pc	Eraser, for whiteboard
2	roll	Fax Ribbon, for KX-FA93/57A fax machine
920	pc	Folder short,white, 14 pts
40	pc	Folder long, brown,14 pts
30	pc	Folder long, red,14 pts
60	pc	Folder long, pink,14 pts
200	pc	Folder w/ slide, morocco, short, blue
105	pc	Folder,Transparent, w/slide & hardboard at back long,blue
65	pc	Folder,Transparent, w/slide & hardboard at back ,long,green
50	pc	Folder,Transparent, w/slide & hardboard at back ,long,yellow
55	pc	Folder,Transparent, w/slide & hardboard at back short,blue
14	tube	Glue, instant, 3 gms., superior quality
6	pc	Glue Stick, 8 g
37	pc	Highlighter Marker, green

9	pc	Highlighter Marker, blue
38	pc	Highlighter Marker, orange
20	pc	Highlighter Marker, pink
93	pc	Highlighter Marker, yellow
14	pc	Highlighter Marker,pen- type, yellow
120	pc	I.D. Cord, lanyard, 60 black, 60 blue
2	roll	Copy Printer Master, CPMT 21
55	book	Lesson Plan 80 lvs
59	bot	Liquid Eraser, 15ml.
166	pc	Manila Paper
140	pc	Marking Pen,permanent, fine, black,refillable
38	pc	Marking Pen,permanent, fine, blue,refillable
19	pc	Marking Pen,permanent, fine, red,refillable
38	bot	Marking Pen Ink,permanent, 30 ml.,black
5	bot	Marking Pen Ink,permanent, 30 ml.,blue
2	bot	Marking Pen Ink,permanent, 30 ml.,red
32	pc	Marking Pen,for whiteboard, black,refillable
7	pc	Marking Pen,for whiteboard, blue,refillable
6	pc	Marking Pen,for whiteboard, red,refillable
3	bot	Marking Pen ink, for whiteboard,30 ml., black
2	bot	Marking Pen ink, for whiteboard,30 ml., blue
2	bot	Marking Pen ink, for whiteboard,30 ml., red
208	ream	Mimeo paper, whitewove, long, S-18,500's/ream
293	ream	Mimeo paper, whitewove, short, S-18,500's/ream
3	book	Notebook, spiral, 80 leaves
75	book	Notebook, steno, 95 lvs.
10	pack	Parchment Paper, short, 10's/ pack
85	box	Paper Clip, jumbo,vinyl-coated,100 pcs/box (50mm)
62	box	Paper Clip, small, vinyl-coated, 100 pcs/box(33mm)
131	box	Paper fastener ,plastic- coated,50 sets/box
5	box	Paper fastener (8 1/2"),plastic- coated,50 sets/box
153	pc	Pencil #1
175	pc	Pencil #2
18	pack	Photo Paper, glossy, A4,10 sheets/pack
7	box	Pins, hammer head, push type
3	pad	Pins
20	pad	Rainbow Pad
27	book	Record Book, 150 pages.11.5"X 7"
10	book	Record Book, 500 pages, 11.5"X 7" (slim)
20	pad	Reminder Pad (post it Note) 3 x 4",(asst. colors)
30	pc	Ring Binder (1/2") , black
26	pc	Ring Binder (1") , black
10	pc	Ring Binder (1 1/2") , black
10	pc	Ring Binder (1 3/4") , black
10	pc	Ring Binder (2") , black



12	box	Rubber band , big (no. 18), 450 gms/pack
22	box	Rubber band , small (no. 16), 200 gms/pack
20	pc	Signpen, 0.3mm, black
236	pc	Signpen, 0.5mm, black
20	pc	Signpen, 0.5mm, blue
24	pc	Signpen, 0.5mm, green
20	pc	Signpen, 0.7mm, black
10	pc	Signpen, 1.00mm, black, Gel Impact
165	pc	Signpen, G-2, 0.5, black, retractable
45	pc	Signpen, G-2, 0.5, blue, retractable
24	pc	Signpen, G-2, 0.5, red, retractable
157	pc	Signpen, G-2, 0.7, black, retractable
76	pc	Signpen, G-2, 0.7, blue, retractable
1	pc	Signpen, G-2, 0.7, red, retractable
122	pc	Signpen, C-4 pen, black
1	pc	Signpen, C-4 pen, blue
1	pc	Signpen, C-4 pen, red
325	pc	Signpen V5, black
79	pc	Signpen V5, blue
126	pc	Signpen V5, green
23	pc	Signpen V7, black
6	pc	Signpen V7, violet
3	bot	Stamping ink, (purple),946 ml
27	bot	Stamping ink, 50 ml., with applicator (purple)
23	pc	Stamping Pad, No. 1
201	box	Staple Wire # 35, 26/6
50	pc	Stick Glue, small
2	pc	Styrofor, 4 x 8 x 1"
100	mtr	Streamer Sack
4	cart	Toner, MP 2001 L
3	cart	Toner, MP 2014 PDST
9	box	Thumbtacks, 100 pcs/box
2	bot	Typewriter Oil 3-in-1
2	jar	Waterwell Paste, 200gm
38	pad	Yellow Pad

#### IV-COMMON OFFICE DEVICES

18	unit	Calculator, 12 digits,w/ key roll-over, 2-way power
2	pc	Cutter, big
7	pc	Data File Box, Double
3	pc	Data File Rack, 3 layers, steel
17	pc	Date Stamp
1	pc	Philippine Flag, Satin, 3 x 10 ft.standard size
2	pc	Philippine Flag, Satin, 5 x 10 ft.
9	pc	Puncher Big, HD w/ metal guide

4	pc	Ruler (12"),plastic, transparent
4	pc	Ruler (12"),aluminum
11	pair	Scissors, 6"
1	pc	Sharpener
18	pc	Stapler #35,without built-in remover,flat clinch
4	pc	Stapler #35, w/ built- in remover
15	pc	Storage Box, 11" x 15.5" x 11", hardboard
1	pc	Tape Dispenser, HD, for 1 inch Tape

**V-COMMON JANITORIAL SUPPLIES**

46	tin	Air Freshener ,320 ml
566	bot	Alcohol, ethyl, 500 ml.,70% Solution
427	bot	Alcohol, Isoprophyl, 500 ml.,70% Solution
244	cake	Bath soap, 60 g
24	cake	Bath soap, 135 g,family size
32	bot	Bleaching Agent, 500ml
9	bot	Bleaching Agent, 1 liter
107	gal	Bleaching Agent, 1 gal
30	pc	Brooms, Abaca
46	pc	Brooms, Coco ribs
56	pc	Brooms,Tiger Grass ( Humay),wooden handle
1	pc	Brooms, (ceiling)
7	pc	Car Freshener, lemon scent
14	pc	Chamois
1	tin	Contact Cleaner
26	bar	Detergent bar, 4'S
387	pack	Detergent Powder 70 gms.
28	pack	Detergent Powder 475 gms.
12	pack	Detergent Powder 950 g.
310	pack	Detergent Powder 1.75 kg.
62	bot	Disenfectant Concentrate,(Solution), 500 ml.
90	tin	Disenfectant spray, big, scented 12 oz.
14	bottle	Dishwashing liquid, 500ml.
64	box	Dishwashing paste ,200 gms. w/ sponge
70	pc	Doormat, oval, cloth
13	pc	Duster Thread
14	pc	Dust pan, big, plastic
1	pc	Dust Mop, big
20	pc	Empty Sack, 50kg. Size,plain white, New
24	sachet	Fabric Conditioner 27 ml
46	bot	Fabric Conditioner ,380ml
2	box	Face Mask, 50 pcs/ box
10	can	Floorwax, Terran Newgrade wax 3.75 liters
1	can	Floorwax, Traffic Grade wax 3.75 liters
2	can	Floorwax, colorless, 1kg/can

- 78 bot Glass Cleaner 500ml, spray
- 15 pack Ice wrapper, 3" x 10" (100 pcs/pack)
- 55 tin Insecticide,(Multi- Insect) aerosol spray, 500ml.
- 36 pc Laundry Brush w/ wooden handle
- 53 pair Laundry Gloves, latex
- 30 bar Laundry Soap,original white, 4's
- 1 bot Liquid Red wax 500ml
- 14 bot Liquid White wax 500ml
- 3 pc Loop Mop, cotton
- 28 pc Magic Mop
- 12 pc Micro Fiber Cloth (cotton)
- 5 gal Muriatic Acid,pure 1 gallon
- 2 bot Muriatic Acid,,pure 1 liter
- 76 bot Muriatic Acid,pure, 250 ml (beersize)
- 7 kg Nylon Wire # 3.00 mm
- 20 pack Plastic Bag, large, 100's/pack
- 25 pack Plastic Bag, medium, 100's/pack
- 35 bot Sanitizer, Hand 100 ml
- 30 pc Toilet bowl brush, w/ plastic handle
- 109 bot Toilet bowl cleaner 500ml (Duck- Type Noozle)
- 21 pc Toilet bowl pump, rubber
- 330 cake Toilet deodorizer, 50gms/pc
- 1810 roll Toilet paper, 3 ply
- 94 pack Trash bag plastic, black 18.5 x 18.5 x 40 ,10'ps/pack
- 45 pack Trash bag plastic, black 20" x 9" 10'ps/pack
- 10 roll Twine, plastic, 1 kilo per roll
- 3 pc Waste Can (plastic) large, w/cover,rectangular,green
- 200 pair Working Gloves w/ rubberized palm
- 186 pc Wiping Rag, Standard size, circular, thick

Dept., this city

PURPOSE: FOR USE OF THE 2ND QUARTER SUPPLIES,2018,FROM VARIOUS DEP'T., THIS CITY,

OFC : GSD

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , May 8, 2018

PLACE : BAC Secretariat Office/CMO Extension Office

**AMOUNT OF CONTRACT**

**BID SECURITY**

Cash/ Manager's Check  
(2% of ABC)

Surety Bond  
(5% of ABC)

<b>Lot 1</b>	Common Electrical Supplies	:	27,360.00	:	547.20	:	1,368.00
<b>Lot 2</b>	Common Computer Supplies	:	197,025.00	:	3,940.50	:	9,851.25
<b>Lot 3</b>	Common Office Supplies	:	597,011.50	:	11,940.23	:	29,850.58
<b>Lot 4</b>	Common Office Devices	:	39,215.00	:	784.30	:	1,960.75
<b>Lot 5</b>	Common Janitorial Supplies	:	409,709.00	:	8,194.18	:	20,485.45

**PRE-BID CONFERENCE: April 19, 2018 at 8:30 AM, BAC Secretariat Office**

TERMS & CONDITIONS

1. The Bid/Bids shall be accompanied by a BID SECURITY in any of the following forms:
  - a) Cash or cashier's / Manager's Check issued : Two percent (2%) of the ABC (See above) by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City.
  - b) Bank draft/guarantee or irrevocable letter of credit : Two percent (2%) of the ABC (See above) 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.
  - c) 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)
  - d) Any combination of the foregoing : Proportionate to share form with respect to total amount of security
  - e) Bid Securing Declaration
2. Secure bidding documents from the BAC Secretariat Office at a non-refundable fee of P 1,270.00 ( per City Ordinance No. 10-26.)
3. Sample or Brochures of the materials (if required) shall be attached to the bid documents.
4. Your price offer must be valid for 70 calendar days.
5. 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.
6. Submit Omnibus Sworn Statement duly notarized, together with your bid.
7. 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.