

Republic of the Philippines
City of San Carlos
Negros Occidental

INVITATION TO BID
PURCHASE REQUEST NO: 1-17-09-1796

FOR SALE
₱ 1,312.00

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

203	pc	Battery AA, Advanced
118	pc	Battery AAA, Advanced
36	pc	Battery, black, AA
4	pc	Battery, AA, rechargeable
8	pc	Battery, AAA, rechargeable
50	pc	Battery, medium
8	pc	Battery, 9V, black
10	roll	Electrical tape,16 m
5	pc	Fluorescent starter, 40 watts
19	tube	Fluorescent tube, 40 watts
5	pc	Universal Adapter
57	pc	3 U Bulb ,23 watts

II-COMMON COMPUTER SUPPLIES

2	pc	Battery, CR 2032
150	pc	CD-RW, blank w/ individual casing
20	pc	DVD - R, blank w/ individual casing
14	box	Computer Ink , 810- black,iP2770
9	box	Computer Ink, 811- colored,iP2770
5	box	Computer ink, 9351A, black, No. 21, for HP printer
5	box	Computer ink, 9352A, tri-color, No. 22, for HP printer
12	box	Computer ink, CC639W, No. 60, black, for HP printer
2	box	Computer ink, CC642W, No. 60, colored, for HP printer
6	box	Computer ink, HP 704, colored,for HP printer
2	box	Computer ink,# 932, black
2	box	Computer ink, # 933, yellow
2	box	Computer ink, # 933, magenta
2	box	Computer ink, # 933, cyan
325	bot	Computer ink,original,(T6641),black
138	bot	Computer ink,original,(T6642),cyan
147	bot	Computer ink,original,(T6643),magenta
123	bot	Computer ink,original,(T6644),yellow

10	cart	Computer Ink, LC 539XL-BK, black
1	cart	Computer Ink, LC 535XL-C, cyan
10	cart	Computer Ink, LC 535XL-M, magenta
1	cart	Computer Ink, LC 535XL-Y, yellow
50	bot.	CIS Ink, black 100 ml, for Epson printer
16	bot.	CIS Ink, cyan 100 ml,for Epson printer
16	bot.	CIS Ink, magenta 100 ml,for Epson printer
16	bot.	CIS Ink, yellow 100 ml, for Epson printer
6	bot.	CIS Ink, black, 100 ml, for brother printer
3	bot.	CIS Ink, cyan 100 ml, for brother printer
3	bot.	CIS Ink, magenta, 100 ml, for brother printer
3	bot.	CIS Ink, yellow, 100 ml, for brother printer
4	box	Computer paper 11 x 14 7/8, 3 ply, book 70
2	box	Computer paper 11 x 14 7/8, 3 ply, carbonless
9	box	Computer paper 9 1/2 x 11, single- ply, short , book 70
6	box	Computer paper 9 1/2 x 11, 3 ply, short ,carbonless
5	box	Computer paper 9 1/2 x 13 , 3 ply long, book 70
8	box	Computer paper 9 1/2 x 13 , 3 ply long, carbonless
57	box	Computer Ribbon Cartridge No. 8750, for Epson LX300 printer
109	box	Computer Ribbon Cartridge, SO15632, for Epson LX310 printer
41	box	Computer Ribbon Cartridge, SQ15327, for Epson FX2175 printer
24	box	Computer Ribbon Cartridge, S015086, for Epson LQ2180 printer
100	spool	Computer Ribbon Refill, No. 8750, for Epson LX300 printer
4	spool	Computer Ribbon Refill, No.S 015086, for Epson LQ2180 printer
2	pc	Flash Drive 32 gig
14	pc	Keyboard, black, softtouch, USB type
18	pc	Mouse w/ roller & pad, optical, black,USB type

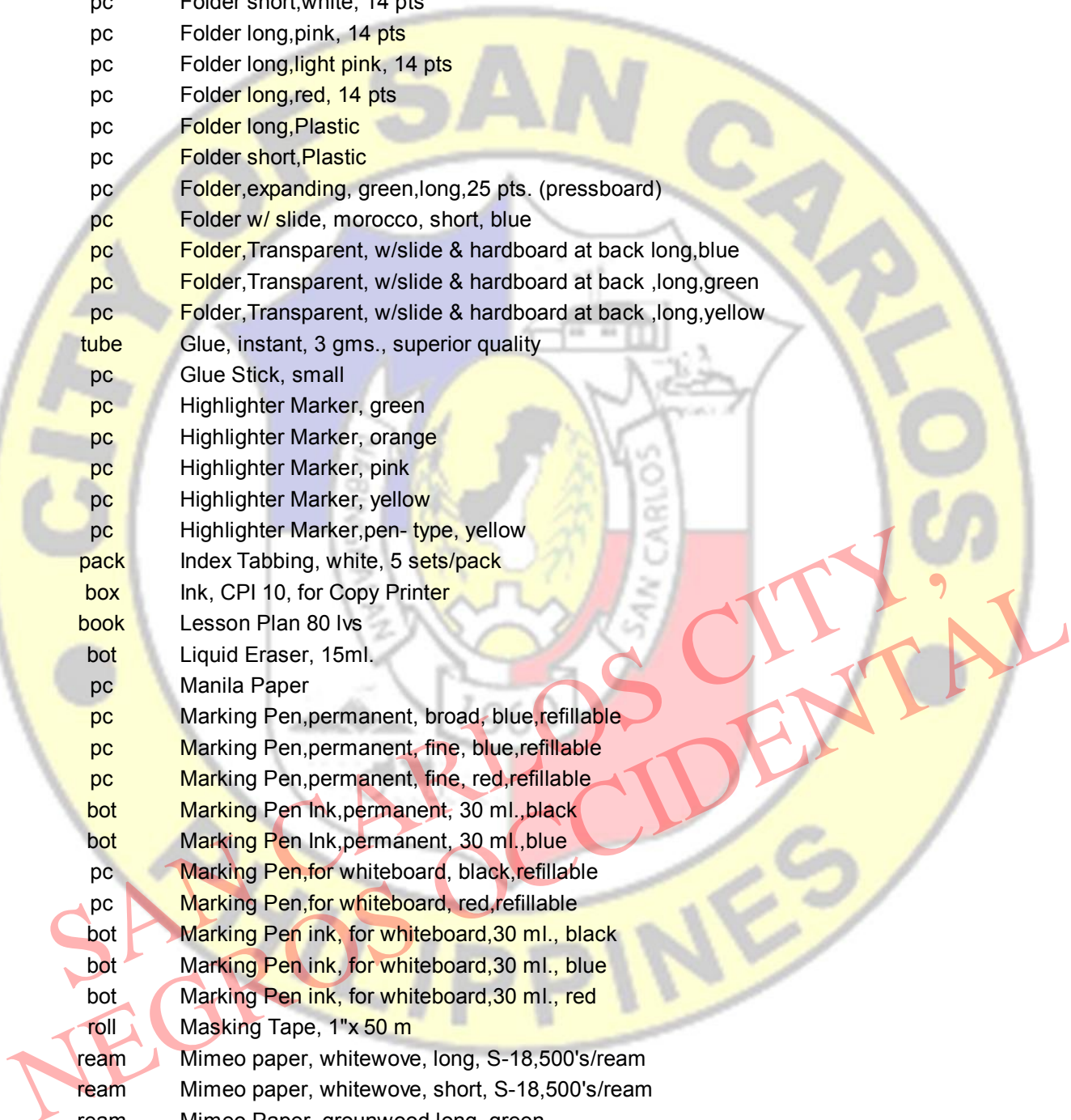
III-COMMON OFFICE SUPPLIES

6	roll	Adhesive Tape (Double side) 1", 5m
5	roll	Adding Machine Ribbon
13	roll	Adding Machine Paper
97	bot	All purpose glue, 130gms
10	reel	Audio Cassette Tape, 90 mins. Playing time
996	pc	Ballpen, fine point, black
252	pc	Ballpen, fine point, blue
54	pc	Ballpen, fine point, red
100	pc	Ballpen, fine point, black,,0.5,retractable
50	pc	Ballpen, fine point,blue, 0.5,retractable
50	pc	Ballpen, fine point,red, 0.5, retractable
208	pc	Ballpen,BP-S Fine, black
86	pc	Ballpen,BP-S Fine,blue
47	pc	Ballpen,BP-S Fine,red

27	box	Binder Clip, 50 mm, 12 pcs/box
32	box	Binder Clip, 25 mm, 12 pcs/box
11	box	Binder Clip, 12 mm, 12 pcs/box
886	ream	Bond paper long,(S-20), 70 gsm, 500's/ ream
743	ream	Bond paper short,(S-20), 70 gsm, 500's/ream
39	ream	Bond paper A4, S-20,500's/ream
43	ream	Bond paper A3,S-20,, 500's/ream
10	ream	Bond paper A3,C2 S no. 180,, 500's/ream
50	ream	Bond Paper, long, S-16,500's/ream
50	ream	Bond Paper, short, S-16,500's/ream
66	pc	Bulldog Clip 3"
4	box	Carbon paper, metallized solvent film, short,black
47	pc	Cartolina, white
21	pc	Cartolina,light blue
21	pc	Cartolina, yellow
31	pc	Cartolina, red
21	pc	Cartolina, orange
30	pc	Cartolina, light-green
20	pc	Cartolina, neon-green
20	pc	Cartolina, lavender
20	pc	Cartolina, pink
20	pc	Cartolina, light blue
50	pack	Certificate Paper (board), long,10 's/pack,white
30	pack	Certificate Paper (board), long,10 's/pack,powder blue
4	pack	Certificate Paper (board), long,10 's/pack,natural
4	pack	Certificate Paper (board), short, 10 's/pack,white
4	book	Columnar Notebook, 24 columns
15	pc	Correction Pen,7 ml
833	pc	Correction Tape, 8M
1	pack	Construction Paper, assorted color, 10's/ pack
4	pack	Cutter Blade,big, 10's/ pack
15	book	Engineer's field book
1135	pc	Envelope Plastic, long, transparent
675	pc	Envelope, brown, long
1600	pc	Envelope, mailing, long
10	pc	Envelope,expanding, long,green,14 pts.
143	pc	Envelope,expanding, w/ knot tie, long,brown,14 pts.
16	pc	Envelope,Plastic, w/ handle & zipper
10	pc	Envelope,Expanding, Plastic
10	pc	Envelope,Expanding,Plastic w/ Garter,clear,long
16	pc	Eraser, rubber (blue/white) 3"
2	pc	Eraser, for blackboard/whiteboard
1681	pc	Folder long, white,14 pts



682	pc	Folder short,white, 14 pts
30	pc	Folder long,pink, 14 pts
30	pc	Folder long,light pink, 14 pts
30	pc	Folder long,red, 14 pts
30	pc	Folder long,Plastic
20	pc	Folder short,Plastic
400	pc	Folder,expanding, green,long,25 pts. (pressboard)
80	pc	Folder w/ slide, morocco, short, blue
60	pc	Folder,Transparent, w/slide & hardboard at back long,blue
50	pc	Folder,Transparent, w/slide & hardboard at back ,long,green
50	pc	Folder,Transparent, w/slide & hardboard at back ,long,yellow
15	tube	Glue, instant, 3 gms., superior quality
50	pc	Glue Stick, small
15	pc	Highlighter Marker, green
10	pc	Highlighter Marker, orange
11	pc	Highlighter Marker, pink
46	pc	Highlighter Marker, yellow
5	pc	Highlighter Marker,pen- type, yellow
5	pack	Index Tabbing, white, 5 sets/pack
7	box	Ink, CPI 10, for Copy Printer
30	book	Lesson Plan 80 lvs
23	bot	Liquid Eraser, 15ml.
161	pc	Manila Paper
5	pc	Marking Pen,permanent, broad, blue,refillable
19	pc	Marking Pen,permanent, fine, blue,refillable
12	pc	Marking Pen,permanent, fine, red,refillable
2	bot	Marking Pen Ink,permanent, 30 ml.,black
5	bot	Marking Pen Ink,permanent, 30 ml.,blue
30	pc	Marking Pen,for whiteboard, black,refillable
1	pc	Marking Pen,for whiteboard, red,refillable
6	bot	Marking Pen ink, for whiteboard,30 ml., black
1	bot	Marking Pen ink, for whiteboard,30 ml., blue
1	bot	Marking Pen ink, for whiteboard,30 ml., red
63	roll	Masking Tape, 1"x 50 m
222	ream	Mimeo paper, whitewove, long, S-18,500's/ream
220	ream	Mimeo paper, whitewove, short, S-18,500's/ream
2	ream	Mimeo Paper, grounwood,long, green
2	ream	Mimeo Paper, grounwood,long, pink
7	ream	Mimeo Paper, grounwood,long, yellow
5	ream	Newsprint, long, pink
5	ream	Newsprint, long, yellow
8	ream	Newsprint, long, green
19	book	Notebook, composition, 80 leaves



96	box	Paper Clip, jumbo, vinyl-coated, 100 pcs/box (50mm)
120	box	Paper Clip, small, vinyl-coated, 100 pcs/box(33mm)
67	box	Paper fastener ,plastic- coated,50 sets/box
5	pack	Paper,Sticker,long,white,10's/pack, matt
5	pack	Paper,Sticker,long,white,10's/pack, glossy
5	pack	Paper,Sticker,short,white,10's/pack
129	pc	Pencil #1
180	pc	Pencil #2
11	pack	Photo Paper, glossy, A4,10 sheets/pack
11	box	Pins, hammer head, push type
5	pad	Pins
5	mtr	Plastic Cover, thick
15	pad	Rainbow Pad
16	book	Record Book, 150 pages.11.5"X 7"
28	book	Record Book, 300 pages, 11"X 8.5"
71	book	Record Book, 500 pages, 11"X 8.5"
15	pad	Reminder Pad (post it Note) 3 x 4", (asst. colors)
10	pc	Ring Binder (1/2") , black
30	pc	Ring Binder (1 3/4") , black
4	box	Rubber band , big (no. 18), 450 gms/pack
183	pc	Signpen, 0.5mm, black
10	pc	Signpen, 0.5mm, blue
7	pc	Signpen, 0.5mm, red
3	pc	Signpen, 0.7mm, black
36	pc	Signpen, 1.00mm, black
176	pc	Signpen, G-2, 0.5, black, retractable
69	pc	Signpen, G-2, 0.5, blue, retractable
2	pc	Signpen, G-2, 0.5, red, retractable
170	pc	Signpen, G-2, 0.7, black, retractable
23	pc	Signpen, G-2, 0.7, blue, retractable
81	pc	Signpen, C-4 pen, black
10	pc	Signpen, C-4 pen, blue
5	pc	Signpen, C-4 pen, red
3	pc	Signpen refill,C-4 pen, black
272	pc	Signpen V5, black
106	pc	Signpen V5, blue
50	pc	Signpen V5, red
142	pc	Signpen V5, green
43	pc	Signpen V7, black
6	pc	Signpen V7, violet
2	bot	Stamping ink, (purple),946 ml
10	bot	Stamping ink, 50 ml., with applicator (purple)
5	pc	Stamping Pad, No. 1



55	box	Staple Wire # 10
341	box	Staple Wire # 35, 26/6
5	box	Staple Wire # 23/10
7	box	Staple Wire # 23/13
3	pc	Styrofor, 4 x 8 x 1"
30	mtr	Streamer Sack
5	cart	Toner, MP 2001L
4	cart	Toner, MP 2014 PDST
190	roll	Transparent tape, 1"x 50m
7	box	Thumbtacks, 100 pcs/box
9	bot	Typewriter Oil 3-in-1
11	jar	Waterwell Paste, 200gm
150	pad	Writing Pad, Intermediate
30	pad	Yellow Pad

IV-COMMON OFFICE DEVICES

5	pc	Cutter, big
10	pc	Date Stamp
12	pc	Magazine File Rack, triple compartment, plastic, vertical
3	pc	Philippine Flag, Satin, 4 x 8 ft.
3	pc	Philippine Flag, Satin, 5 x 10 ft.
2	pc	Puncher Big, HD w/ metal guide
10	pc	Stapler #35 ,without built-in remover,flat clinch
2	pc	Staple Remover, HD, twin jaws

V-COMMON JANITORIAL SUPPLIES

61	tin	Air Freshener ,320 ml, spray
707	bot	Alcohol, Isoprophyl, 500 ml.,70% Solution
10	cake	Bath soap, 60 g
20	cake	Bath soap, 135 g,family size
12	bot	Bleaching Agent, 500ml
2	bot	Bleaching Agent, 1 liter
4	gal	Bleaching Agent, 1 gal
3	bot	Bleaching Agent, 450ml, (color safe)
20	pc	Brooms, Abaca
180	pc	Brooms, Coco ribs
134	pc	Brooms,Tiger Grass (Humay),wooden handle
2	pc	Brooms, plastic
16	can	Car Freshener
1	bot	Contact Cement , 250 ml
11	bar	Detergent bar, 4'S
991	pack	Detergent Powder 70 gms.
23	pack	Detergent Powder 475 gms.

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , November 7, 2017

PLACE : BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT

BID SECURITY

				Cash/ Manager's Check (2% of ABC)	Surety Bond (5% of ABC)		
Lot 1	Common Electrical Supplies	:	36,450.00	:	729.00	:	1,822.50
Lot 2	Common Computer Supplies	:	353,325.00	:	7,066.50	:	17,666.25
Lot 3	Common Office Supplies	:	606,888.25	:	12,137.77	:	30,344.41
Lot 4	Common Office Devices	:	18,360.00	:	367.20	:	918.00
Lot 5	Common Janitorial Supplies	:	297,420.00	:	5,948.40	:	14,871.00

PRE-BID CONFERENCE: October 19, 2017 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 1,312.00 (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.