

Republic of the Philippines  
 City of San Carlos  
 Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-23-11-1948

Page 1 of 7

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
<b>Delivery Term: 10 Working Days upon receipt of P.O.</b>					
<b>Lot I: Common Electrical Supplies</b>					
1	49	pc	Battery AA, Advanced	_____	_____
2	76	pc	Battery AAA, Advanced	_____	_____
3	2	pc	Battery, 9V, black	_____	_____
4	28	pc	Daylight Bulb, LED, 23 watts	_____	_____
5	28	roll	Electrical tape, 16 m	_____	_____
6	2	pc	Extension Wire w/ plug, 5 meters	_____	_____
7	5	tube	Fluorescent tube, 18 watts, super slim	_____	_____
8	5	tube	Fluorescent tube, 36 watts, super slim	_____	_____
9	5	tube	Flourescent tube, 20 watts, daylight	_____	_____
10	10	pc	Flourescent starter, 20 watts	_____	_____
11	5	pc	Light Switch	_____	_____
12	3	roll	Thread Seal Tape 3/4"	_____	_____
13	6	spool	Twist Tie	_____	_____
14	20	pc	3 U Bulb ,23 watts	_____	_____
				Sub-Total	_____
<b>II-COMMON COMPUTER SUPPLIES</b>					
1	50	pc	DVD - R, blank w/ individual casing	_____	_____
2	11	box	Brother BTD60BK (black, 108.0 ml)	_____	_____
3	6	box	Brother BT5000Y (yellow, 48.8ml)	_____	_____
4	6	box	Brother BT5000C (Cyan, 48.8 ml)	_____	_____
5	6	box	Bother BT5000M (Magenta, 48.8ml)	_____	_____
6	127	bot	Computer ink, original, (T6641), black	_____	_____
7	24	bot	Computer ink, original, (T6642), cyan	_____	_____
8	24	bot	Computer ink, original, (T6643), magenta	_____	_____
9	24	bot	Computer ink, original, (T6644), yellow	_____	_____
10	1	bot	Computer ink, original, (664), black	_____	_____
11	5	bot.	Computer ink, original, (001), black 65ml	_____	_____
12	2	bot.	Computer ink, original, (001), cyan 65ml	_____	_____
13	2	bot.	Computer ink, original, (001), magenta 65ml	_____	_____
14	2	bot.	Computer ink, original, (001), yellow 65ml	_____	_____
15	220	bot.	Computer ink, original, (003), black 65ml	_____	_____
16	54	bot.	Computer ink, original, (003), cyan 65ml	_____	_____
17	49	bot.	Computer ink, original, (003), magenta 65ml	_____	_____
18	49	bot.	Computer ink, original, (003), yellow 65ml	_____	_____
19	18	bot	Computer ink, 008, 127ml, black	_____	_____
20	2	bot	Computer ink, 008, 70ml, cyan,	_____	_____
21	2	bot	Computer ink, 008, 70ml, magenta	_____	_____

22	2	bot	Computer ink,008,70ml,yellow		
23	1	bot.	Computer ink,original,(774),black		
24	11	box	Computer ink, # GT51XL, black		
25	6	box	Computer ink, # GT52, cyan		
26	6	box	Computer ink, # GT52, magenta		
27	6	box	Computer ink, # GT52, yellow		
28	15	box	Computer ink, # 71, 135 ml, black		
29	10	box	Computer ink, # 71, 70 ml, cyan		
30	10	box	Computer ink, # 71, 70 ml,magenta		
31	10	box	Computer ink, # 71, 70 ml, yellow		
32	13	box	Computer ink, # GI-790, black		
33	10	box	Computer ink, # GI-790, cyan		
34	9	box	Computer ink, # GI-790, magenta		
35	10	box	Computer ink, # GI-790, yellow		
36	1	box	Computer paper 11 x 14 7/8, 3 ply, book 70		
37	4	box	Computer paper 9 1/2 x 13 , 3 ply long, book 70		
38	75	box	Computer Ribbon Cartridge for EPSON LX310 printer		
39	20	box	Computer Ribbon Cartridge for EPSON FX2175 printer		
40	1	box	Computer Ribbon Cartridge for EPSON LQ2180 printer		
41	25	spool	Computer Ribbon Refill for EPSON LX300 printer		
42	25	spool	Computer Ribbon Refill for EPSON FX 2175 printer		
43	50	spool	Computer Ribbon Refill for EPSON LQ 2180 printer		

Sub-Total

**III-COMMON OFFICE SUPPLIES**

1	5	roll	Adhesive Tape Double sided) 1/2" (foam type), 5m		
2	23	roll	Adhesive Tape (Double sided) 1", 5m		
3	10	roll	Adhesive Tape (Double sided) 2", 5m		
4	86	bot	All purpose glue, 130gms		
5	852	pc	Ballpen, fine point, black		
6	200	pc	Ballpen, fine point, blue,		
7	47	pc	Ballpen, fine point, red		
8	90	pc	Ballpen,BP-S Fine, black		
9	39	pc	Ballpen,BP-S Fine,blue		
10	45	box	Binder Clip, 50 mm, 12 pcs/box		
11	23	box	Binder Clip, 25 mm, 12 pcs/box		
12	9	box	Binder Clip, 12 mm, 12 pcs/box		
13	3	box	Binder Clip, 3/4 ", 12 pcs/box		
14	765	ream	Bond paper long,(S-20), 70 gsm, 500's/ ream		
15	675	ream	Bond paper short,(S-20), 70 gsm, 500's/ream		
16	15	ream	Bond paper long,(S-24), 80 gsm, 500's/ream		
17	20	ream	Bond paper short,(S-24), 80 gsm, 500's/ream		
18	149	ream	Bond paper A4, S-20,500's/ream		
19	15	ream	Bond paper A4, S-24,500's/ream		
20	2	ream	Bond paper A3,US, S-20,, 500's/ream		
21	39	ream	Bond Paper, long, S-16,500's/ream		
22	38	ream	Bond Paper, short, S-16,500's/ream		
23	10	pc	Bulldog Clip 2"		
24	16	pc	Bulldog Clip 3"		
25	11	pc	Cartolina, white		
26	18	pc	Cartolina,light blue		
27	18	pc	Cartolina, yellow		
28	13	pc	Cartolina, red		
29	13	pc	Cartolina, orange		

30	7	pc	Cartolina, pink		
31	7	PC	Cartolina,lavender		
32	60	pc	Certificate Holder,long		
33	60	pc	Certificate Holder,short		
34	10	pack	Certificate Paper, long, 20 's/pack,cream		
35	5	pack	Certificate Paper, short, 20 's/pack,cream		
36	5	pack	Certificate Paper, short, 20's/pack, light green		
37	25	pack	Certificate Paper (board), 200 gsm, long,10 's/pack,white		
38	15	pack	Certificate Paper (board), long,10 's/pack,cream, 185 gsm		
39	2	pack	Certificate Paper (board), long,10 's/pack,natural, 185 gsm		
40	5	pack	Certificate Paper (board), long, 10's/pack,pink, 185 gsm		
41	20	pack	Certificate Paper (board), 200 gsm, short,10 's/pack,white		
42	5	pack	Certificate Paper (board), short,10's/pack,blue, 185 gsm		
43	35	pack	Certificate Paper (board), short, 10 's/pack,cream		
44	5	pack	Certificate Paper (board), short, 10 's/pack,pink		
45	5	pack	Certificate Paper (board), short, 10's/pack light green,		
46	24	pc	Clearbook, long, 20 pages,black		
47	2	book	Columnar Notebook, 6 columns		
48	5	pc	Correction Pen,7 ml		
49	602	pc	Correction Tape		
50	7	pack	Cutter Blade,big		
51	15	roll	Duct Tape, 2" x 10 yards		
52	15	pc	Engineer's Field Book		
53	65	pc	Envelope Plastic, long, transparent		
54	40	pc	Envelope Plastic, short, transparent		
55	737	pc	Envelope, brown, long		
56	337	pc	Envelope, brown, short		
57	3755	pc	Envelope, mailing, long		
58	176	pc	Envelope,expanding, w/ knot tie, long,brown,14 pts.		
59	20	pc	Envelope,expanding, w/ knot tie, long,red,14 pts.		
60	25	pc	Envelope,expanding,plastic w/ handle,clear,long		
61	16	pc	Eraser, rubber (blue/white) 3"		
62	8	pc	Eraser, for whiteboard		
63	1510	pc	Folder long, white,14 pts		
64	360	pc	Folder short,white, 14 pts		
65	100	pc	Folder long, green, 14 pts		
66	20	pc	Folder long, orange, 14 pts		
67	100	pc	Folder long, red, 14 pts		
68	50	pc	Folder long, violet, 14 pts		
69	80	pc	Folder long, yellow, 14 pts		
70	438	pc	Folder,expanding, green,long,25 pts. (pressboard)		
71	200	pc	Folder w/ slide,moroccan, blue, short		
72	130	pc	Folder,Transparent, w/slide & hardboard at back long,blue		
73	25	pc	Folder,Transparent, w/slide & hardboard at back long,green		
74	25	pc	Folder,Transparent, w/slide & hardboard at back ,long,yellow		
75	9	pc	Highlighter Marker, green		
76	9	pc	Highlighter Marker, orange		
77	3	pc	Highlighter Marker, pink		
78	45	pc	Highlighter Marker, yellow		
79	10	pc	Highlighter Marker,pen- type, yellow		
80	2	pc	Highlighter Marker,pen- type, green		
81	5	pack	Index Tabbing, white, 5 sets/pack		
82	20	tube	Instant Glue, instant, 3 gms., superior quality		

83	100	pc	Glue Stick, big		
84	110	pc	Manila Paper		
85	23	pc	Marking Pen,permanent, broad, black,refillable		
86	5	pc	Marking Pen,permanent, broad, blue,refillable		
87	172	pc	Marking Pen,permanent, fine, black,refillable		
88	48	pc	Marking Pen,permanent, fine, blue,refillable		
89	40	pc	Marking Pen,permanent, fine, red,refillable		
90	7	bot	Marking Pen Ink,permanent, 30 ml.,black		
91	2	bot	Marking Pen Ink,permanent, 30ml., blue		
92	2	bot	Marking Pen Ink,permanent, 30ml., red		
93	79	pc	Marking Pen,for whiteboard, black,refillable		
94	15	pc	Marking Pen,for whiteboard, blue,refillable		
95	6	pc	Marking Pen,for whiteboard, red,refillable		
96	5	bot	Marking Pen ink, for whiteboard,30 ml., black		
97	138	roll	Masking Tape, 1"x 50 m		
98	38	roll	Masking Tape, 2"x 50 m		
99	65	ream	Mimeo paper, whitewove, long, S-18,500's/ream		
100	40	ream	Mimeo paper, whitewove, short, S-18,500's/ream		
101	2	ream	Mimeo paper, yellow, long, 500's/ream		
102	2	ream	Mimeo paper, pink, long, 500's/ream		
103	1	ream	Newsprint,short, green		
104	15	book	Notebook, steno, 60 lvs.		
105	69	roll	Packaging Tape 2"x 50m		
106	64	box	Paper Clip, jumbo,vinyl-coated,100 pcs/box (50mm)		
107	34	box	Paper Clip, small, vinyl-coated, 100 pcs/box(33mm)		
108	101	box	Paper fastener ,plastic- coated,50 sets/box		
109	1	box	Paper fastener, stainless,50 sets/box		
110	10	ream	Paper, Multi-purpose,long, white		
111	9	pack	Paper,Sticker,long,white,20's/pack, matt		
112	3	pack	Paper,Sticker,short,white,20's/pack		
113	123	pc	Pencil #1		
114	351	pc	Pencil #2		
115	17	pack	Photo Paper, glossy, A4,20 sheets/pack		
116	23	box	Pins, hammer head, push type		
117	50	mtr	Plastic Cover		
118	100	pc	PVC Cover, short		
119	9	pad	Rainbow Pad		
120	5	book	Record Book, 150 pages.11.5"X 7"		
121	32	book	Record Book, 300 pages, 11"X 8.5"		
122	41	book	Record Book, 500 pages, 11"X 8.5"		
123	10	pad	Reminder Pad (post it Note) 2 x 3",(asst. colors)		
124	5	pad	Reminder Pad (post it Note) 4 x 4",(asst. colors)		
125	15	pc	Ring Binder (1/2") , black		
126	11	box	Rubber band , small (no. 16), 200 gms/pack		
127	140	pc	Signpen, 0.5mm, black		
128	48	pc	Signpen, 0.5mm, blue		
129	12	pc	Signpen, 0.5mm, green		
130	80	pc	Signpen, 1.00mm, black, Gel Impact		
131	24	pc	Signpen, 1.00mm, blue, Gel Impact		
132	173	pc	Signpen, G-2, 0.5, black, retractable		
133	56	pc	Signpen, G-2, 0.5, blue, retractable		
134	20	pc	Signpen, G-2, 0.5, red, retractable		
135	24	pc	Signpen, G-2, 0.5, purple, retractable		

136	215	pc	Signpen, G-2, 0.7, black, retractable		
137	89	pc	Signpen, G-2, 0.7, blue, retractable		
138	12	pc	Signpen, G-2, 0.7, red, retractable		
139	261	pc	Signpen, C-4 pen, black		
140	108	pc	Signpen, C-4 pen, blue		
141	36	pc	Signpen, C-4 pen, red		
142	277	pc	Signpen V5, black		
143	108	pc	Signpen V5, blue		
144	5	pc	Signpen V5, red		
145	5	pc	Signpen V5, green		
146	36	pc	Signpen V7, black		
147	24	pc	Signpen V7, blue		
148	49	bot	Stamping ink, 30 ml., with applicator (purple)		
149	8	bot	Stamping ink, 28 ml., for self inking stamp,refill ,purple,oil- based		
150	5	pc	Stamping Pad, No. 1,purple		
151	2	box	Staple Wire # 10 (10 bxs/box)		
152	75	box	Staple Wire # 35, 26/6		
153	2	box	Staple Wire T50		
154	116	roll	Transparent tape, 1"x 50m		
155	85	roll	Transparent tape, 2" x 50m		
156	4	box	Thumbtacks, gold, 100 pcs/box		
157	2	bot	Typewriter Oil 3-in-1		
158	30	pad	Yellow Pad		

Sub-Total

**IV-COMMON OFFICE DEVICES**

1	6	unit	Calculator, 12 digits,w/ key roll-over, 2-way power		
2	5	pc	Cutter,retractable,big		
3	9	pc	Data File Box, Double		
4	11	pc	Data File Rack, 3 layers, metal mesh		
5	3	pc	Date Stamp (2024 onwards)		
6	3	pc	Date Stamp (received)		
7	4	pc	Magazine Rack, 4 compartment		
8	5	pc	Pen Holder, metal mesh, round		
9	5	pc	Pen Holder, metal mesh, rectangular		
10	2	pc	Puncher Big, HD w/ metal guide		
11	4	pc	Ruler (12"),aluminum steel		
12	23	pair	Scissors, Big 8"		
13	12	pc	Stapler #35 HD, without built-in remover,flat clinch		
14	7	pc	Stapler #35 HD, w/ built- in remover		
15	4	pc	Staple Remover, HD, twin jaws		
16	4	pc	Tape Dispenser, HD, for 1 inch Tape		

Sub-Total

**V-COMMON JANITORIAL SUPPLIES**

1	64	tin	Air Freshener ,320 ml, spray		
2	161	bot	Alcohol, ethyl, 500 ml.,70% Solution		
3	411	bot	Alcohol, Isoprophyl, 500 ml.,70% Solution		
4	4	gal	Alcohol,ethyl, 1 gal.,70% Solution		
5	5	gal	Alcohol,isoprophyl, 1 gal.,70% Solution		
6	10	pc	Bamboo Basket (Bukag)		
7	66	cake	Bath soap, 60 g		
8	60	cake	Bath soap, 135 g,family size		
9	83	bot	Bleaching Agent, 500ml		
10	10	bot	Bleaching Agent, 1 liter		

11	15	gal	Bleaching Agent, 1 gal		
12	5	bot	Bleaching Agent, color safe,450 ml		
13	14	pc	Brooms, Abaca		
14	350	pc	Brooms, Coco ribs		
15	41	pc	Brooms,Tiger Grass ( Humay),wooden handle		
16	6	pc	Car Dehumidifier		
17	6	tin	Car freshener		
18	17	pack	Chlorine,1 kg/pack		
19	9	bot	Contact Cement		
20	6	tin	Contact Cleaner		
21	13	bar	Detergent bar, 4'S		
22	1680	pack	Detergent Powder 70 g		
23	13	pack	Detergent Powder 475 g		
24	17	pack	Detergent Powder 825 g		
25	20	pack	Detergent Powder 1.75 kg		
26	15	pcs	Dipper,plastic		
27	22	bot	Disenfectant Concentrate,(Solution), 500 ml		
28	86	tin	Disenfectant spray, big, scented 12 oz.		
29	69	bottle	Dishwashing liquid, 500ml.		
30	171	box	Dishwashing paste,200 gms. w/ sponge		
31	12	pad	Diswashing Sponge, foam		
32	54	pc	Doormat, oval, cloth		
33	5	pc	Doormat, rectangular, rubber		
34	12	pc	Duster Thread		
35	13	pc	Dust pan, big, steel		
36	2	box	Examination Gloves, 50 pairs/box		
37	665	sachet	Fabric Conditioner 26 ml		
38	39	bot	Fabric Conditioner ,520ml		
39	13	bot	Fabric Conditioner ,960 ml		
40	3	box	Face Mask, 50 pcs/ box		
41	57	bot	Glass Cleaner 500ml, spray		
42	7	bot	Hand Sanitizer,1000 ml		
43	42	tin	Insecticide,(Multi- Insect) aerosol spray, 500ml.		
44	3	pair	Laundry Gloves, latex		
45	22	bot	Liquid Hand Soap,1 liter		
46	15	liter	Liquid Sosa		
47	19	bot	Liquid White wax 500ml		
48	18	gal	Liquid White wax, 3.75 liters		
49	40	pc	Mop Handle, screw- type, steel		
50	30	pc	Magic Mop		
51	4	pc	Microfiber Cloth		
52	90	pc	Mophead, 400 grams		
53	83	bot	Muriatic Acid,pure, 250 ml (beersize)		
54	30	bot	Muriatic Acid,,pure 1 liter		
55	44	gal	Muriatic Acid,pure 1 gal		
56	2	pc	Pail w/ cover , large		
57	2	tube	Roof Sealant, waterproof, 85gm/pack		
58	11	pc	Scouring pad with foam		
59	10	pc	Toilet bowl brush, w/ plastic handle		
60	78	bot	Toilet bowl cleaner 500ml (Duck- Type Noozle)		
61	23	pc	Toilet bowl pump, rubber		
62	240	cake	Toilet deodorizer, 50gms/pc		
63	1773	roll	Toilet paper, 3 ply		



**FOR SALE  
P1,435.00**

## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-23-11-1948 **DATE** : November 23, 2023

**PURPOSE:** FOR USE OF 1ST QUARTER SUPPLIES,2024, FROM VARIOUS DEPT.,THIS CITY.

**OFFICE :** GSD

**DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS :** 1:30 P.M. , January 23, 2024

**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 :	31,520.00 :	630.40 :	1,576.00
<b>Lot 2</b> Common Computer Supplies :	241,800.00 :	4,836.00 :	12,090.00
<b>Lot 3</b> Common Office Supplies :	690,106.25 :	13,802.13 :	34,505.31
<b>Lot 4</b> Common Office Devices :	39,180.00 :	783.60 :	1,959.00
<b>Lot 5</b> Common Janitorial Supplies :	432,555.00 :	8,651.10 :	21,627.75

**PRE-BID CONFERENCE:** January 11, 2024 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 \_\_\_\_\_ P1,435.00  
( 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**