

Republic of the Philippines
 City of San Carlos
 Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-02-0371

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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) 10 Working Days upon receipt of P.O.					
Lot I: Common Electrical Supplies					
1	48	pc	Battery AA, Advanced	_____	_____
2	85	pc	Battery AAA, Advanced	_____	_____
3	25	roll	Electrical tape, 16 m	_____	_____
4	2	pc	Extension Wire w/ plug, 5 meters, 3 gang	_____	_____
5	5	tube	Fluorescent tube, LED daylight, 8 watts, super slim	_____	_____
6	5	tube	Fluorescent tube, LED daylight, 16 watts, super slim	_____	_____
7	5	tube	Flourescent tube, 20 watts, incandescent, daylight	_____	_____
8	10	pc	Fluorescent starter, 20 watts	_____	_____
9	5	pc	Light Switch	_____	_____
10	28	pc	Prismatic Open Bulb, 18 watts	_____	_____
11	20	pc	Recessed LED downlight, 15 watts, 6-inch round, 6500K	_____	_____
12	2	roll	Thread Seal Tape 3/4"	_____	_____
13	4	spool	Twist Tie	_____	_____
14	25	pc	3 U Bulb, 23 watts	_____	_____
				Sub-Total	_____
II-COMMON COMPUTER SUPPLIES					
1	5	pc	Battery, CR 2025	_____	_____
2	7	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	39	bot	Computer ink, original, (T6641), black	_____	_____
7	8	bot	Computer ink, original, (T6642), cyan	_____	_____
8	5	bot	Computer ink, original, (T6643), magenta	_____	_____
9	10	bot	Computer ink, original, (T6644), yellow	_____	_____
10	46	bot	Computer ink, original, (664), black	_____	_____
11	10	bot	Computer ink, original, (664), cyan	_____	_____
12	15	bot	Computer ink, original, (664), magenta	_____	_____
13	15	bot	Computer ink, original, (664), yellow	_____	_____
14	5	bot.	Computer ink, original, (001), black 65ml	_____	_____
15	2	bot.	Computer ink, original, (001), cyan 65ml	_____	_____
16	2	bot.	Computer ink, original, (001), magenta 65ml	_____	_____
17	2	bot.	Computer ink, original, (001), yellow 65ml	_____	_____
18	134	bot.	Computer ink, original, (003), black 65ml	_____	_____
19	25	bot.	Computer ink, original, (003), cyan 65ml	_____	_____

20	25	bot.	Computer ink,original,(003),magenta 65ml		
21	25	bot.	Computer ink,original,(003),yellow 65ml		
22	19	bot.	Computer ink,(008),black 127ml		
23	7	bot	Computer ink,008,70ml,cyan,		
24	7	bot	Computer ink,008,70ml,magenta		
25	7	bot	Computer ink,008,70ml,yellow		
26	1	bot.	Computer ink,original,(774),black		
27	25	box	Computer ink, # GT51XL, black		
28	20	box	Computer ink, # GT52, cyan		
29	15	box	Computer ink, # GT52, magenta		
30	15	box	Computer ink, # GT52, yellow		
31	10	box	Computer ink, # 71, 135 ml, black		
32	5	box	Computer ink, # 71, 70 ml, cyan		
33	5	box	Computer ink, # 71, 70 ml,magenta		
34	5	box	Computer ink, # 71, 70 ml, yellow		
35	2	box	Computer paper 11 x 14 7/8, 3 ply, book 70		
36	1	box	Computer paper 9 1/2 x 13 , 3 ply long, book 70		
37	1	box	Computer paper 9 1/2 x 11, 3 ply, short ,carbonless		
38	2	box	Computer Ribbon Cartridge for EPSON LX310 printer (SO15632)		
39	15	box	Computer Ribbon Cartridge for EPSON LQ2180 printer (S01508)		
				Sub-Total	
III-COMMON OFFICE SUPPLIES					
1	10	roll	Adding Machine Paper		
2	10	roll	Adhesive Tape Double sided) 1" (foam type), 5m		
3	10	roll	Adhesive Tape Double sided) 2" (foam type), 5m		
4	8	roll	Adhesive Tape (Double sided) 1", 5m		
5	14	bot	All purpose glue, 130gms		
6	546	pc	Ballpen, fine point, black		
7	100	pc	Ballpen, fine point, blue		
8	10	pc	Ballpen, fine point, red		
9	192	pc	Ballpen,BP-S Fine, black		
10	42	pc	Ballpen,BP-S Fine,blue		
11	28	pc	Ballpen,BP-S Fine,red		
12	25	box	Binder Clip, 25 mm, 12 pcs/box		
13	5	box	Binder Clip, 50 mm, 12 pcs/box		
14	545	ream	Bond paper long,(S-20), 70 gsm, 500's/ ream		
15	457	ream	Bond paper short,(S-20), 70 gsm, 500's/ream		
16	95	ream	Bond paper A4, S-20,500's/ream		
17	5	ream	Bond paper A3,US, S-20,, 500's/ream		
18	21	ream	Bond Paper, long, S-16,500's/ream		
19	23	ream	Bond Paper, short, S-16,500's/ream		
20	10	pc	Bulldog Clip 3"		
21	5	pack	Certificate Paper, long,20 's/pack,white		
22	2	pack	Certificate Paper, short, 20's/pack,beige		
23	2	pack	Certificate Paper, short, 20's/pack, light green		
24	20	pack	Certificate Paper (board), 200 gsm, long,10 's/pack,white		
25	10	pack	Certificate Paper (board),185 gsm,long, 10's/pack,ivory		
26	10	pack	Certificate Paper (board),185 gsm, long,10's/pack,green		
27	3	pc	Correction Pen,7 ml		
28	447	pc	Correction Tape		
29	4	roll	Duct Tape, 2" x 10 yards		

30	72	pc	Envelope Plastic, long, transparent	
31	10	pc	Envelope Plastic, short, transparent	
32	378	pc	Envelope, brown, long	
33	125	pc	Envelope, brown, short	
34	700	pc	Envelope, mailing, long	
35	100	pc	Envelope,expanding, w/ knot tie, long,brown,14 pts.	
36	3	pc	Envelope,expanding, w/ knot tie, long,green,14 pts.	
37	20	pc	Envelope,expanding, w/ knot tie, long,red,14 pts.	
38	18	pc	Envelope,expanding,plastic w/ handle,clear,long	
39	11	pc	Eraser, rubber (blue/white) 3"	
40	5	pc	Fingertip Moistener	
41	740	pc	Folder long, white,14 pts	
42	120	pc	Folder short,white, 14 pts	
43	65	pc	Folder long, red,14 pts	
44	65	pc	Folder long, green,14 pts	
45	50	pc	Folder long, purple,14 pts	
46	360	pc	Folder,expanding, green,long,25 pts.US (pressboard)	
47	95	pc	Folder,Transparent, w/slide & hardboard at back long,blue	
48	10	pc	Frixion Ball Pen, black, 0.5	
49	10	pc	Frixion Ball Pen, blue, 0.5	
50	10	pc	Frixion Ball Pen, red, 0.5	
51	5	pc	Highlighter Marker, neon green	
52	10	pc	Highlighter Marker, orange	
53	24	pc	Highlighter Marker, yellow	
54	2	pack	Index Card 5 x 8" 100's/pack,blue	
55	5	pack	Index Tabbing, white, 5 sets/pack	
56	9	tube	Instant Glue, instant, 3 gms., superior quality	
57	15	pc	Marking Pen,permanent, broad, black,refillable	
58	16	pc	Marking Pen,permanent, broad, blue,refillable	
59	6	pc	Marking Pen,permanent, broad, red,refillable	
60	42	pc	Marking Pen,permanent, fine, black,refillable	
61	31	pc	Marking Pen,permanent, fine, blue,refillable	
62	6	pc	Marking Pen,permanent, fine, red,refillable	
63	18	pc	Marking Pen,for whiteboard, black,refillable	
64	10	pc	Marking Pen,for whiteboard, blue,refillable	
65	5	pc	Marking Pen,for whiteboard, red,refillable	
66	90	roll	Masking Tape, 1"x 50 m	
67	42	roll	Masking Tape, 2"x 50 m	
68	1	ream	Mimeo paper, whitewove, long, S-18 ,500's/ream	
69	1	ream	Mimeo paper, whitewove, short, S-18,500's/ream	
70	2	ream	Mimeo paper, yellow, long, 500's/ream	
71	2	ream	Mimeo paper, pink, long, 500's/ream	
72	200	pcs	Moroccan Board, blue, A4 size	
73	5	roll	Packaging Tape 1"x 50m	
74	31	roll	Packaging Tape 2"x 50m	
75	5	box	Paper Clip, XL,vinyl-coated,(100mm)	
76	82	box	Paper Clip, jumbo,vinyl-coated,100 pcs/box (50mm)	
77	71	box	Paper Clip, small, vinyl-coated, 100 pcs/box(33mm)	
78	51	box	Paper fastener ,plastic- coated,50 sets/box	
79	1	box	Paper fastener, stainless,50 sets/box	
80	2	box	Paper fastener (8 1/2"),plastic- coated,50 sets/box	

81	6	ream	Paper, multi- purpose, long,ultra white		
82	57	pack	Paper,Sticker,long,white,20's/pack, matt		
83	5	pack	Paper,Sticker,long,white,20's/pack,glossy		
84	98	pc	Pencil #1		
85	63	pc	Pencil #2		
86	23	pack	Photo Paper, glossy, A4,20 sheets/pack		
87	10	pack	Photo Paper, matte, A4,20 sheets/pack		
88	28	box	Pins, hammer head, push type		
89	200	pc	PVC Cover, A4 size		
90	2	book	Record Book, 300 pages, 11"X 8.5"		
91	52	book	Record Book, 500 pages, 11"X 8.5"		
92	10	pad	Reminder Pad (post it Note) 2 x 2", (asst. colors)		
93	10	pad	Reminder Pad (post it Note) 2 x 3", (asst. colors)		
94	25	pc	Ring Binder (1/2") , black		
95	10	pc	Ring Binder (3/4"),black		
96	15	pc	Ring Binder (1") , black		
97	1	box	Rubber band , big (no. 18), 450 gms/pack		
98	1	box	Rubber band , small (no. 16), 200 gms/pack		
99	114	pc	Signpen, 0.5mm, black		
100	44	pc	Signpen, 0.5mm, blue		
101	47	pc	Signpen, 1.00mm, black, Gel Impact		
102	312	pc	Signpen, G-2, 0.5, black, retractable		
103	96	pc	Signpen, G-2, 0.5, blue, retractable		
104	12	pc	Signpen, G-2, 0.5, purple, retractable		
105	120	pc	Signpen, G-2, 0.7, black, retractable		
106	41	pc	Signpen, C-4 pen, black		
107	144	pc	Signpen V5, black		
108	60	pc	Signpen V5, blue		
109	8	pc	Signpen V5, red		
110	95	pc	Signpen V5, green		
111	24	pc	Signpen V7, black		
112	12	pc	Signpen V7, blue		
113	12	pc	Signpen V7, green		
114	18	bot	Stamping ink, 30 ml., with applicator (purple)		
115	2	bot	Stamping ink, 28 ml., for self inking stamp,refill ,purple,oil- based		
116	78	box	Staple Wire # 35, 26/6		
117	109	roll	Transparent tape, 1"x 50m		
118	28	roll	Transparent tape, 2" x 50m		
119	5	bot	Typewriter Oil 3-in-1		

Sub-Total

IV-COMMON OFFICE DEVICES

1	2	unit	Calculator, 12 digit with HMS		
2	5	pc	Cutter,retractable,big		
3	5	pc	Data Filing Tray (non collapsable), 3 layers, metal mesh		
4	4	pc	Date Stamp (2024 onwards)		
5	3	pc	Pen Holder, metal mesh, rectangular		
6	1	pc	Philippine Flag, 4 x 8 ft.		
7	3	pc	Philippine Flag, 5 x 10 ft.,satin cloth		
8	7	pc	Puncher Big, HD w/ metal guide		
9	5	pc	Ruler (12"),aluminum steel		
10	7	pair	Scissors, Big 8"		

11	23	pc	Stapler #35 HD-50DF,without built-in remover,flat clinch		
12	12	pc	Stapler #35 HD-50R, w/ built-in remover		
				Sub-Total	
V-COMMON JANITORIAL SUPPLIES					
1	46	tin	Air Freshener ,320 ml,spray		
2	6	pc	Air Freshener Solid (Gel), Peach Blossom Scent		
3	15	bot	Alcohol, ethyl, 500 ml.,70% Solution		
4	549	bot	Alcohol, Isoprophyl, 500 ml.,70% Solution		
5	3	gal	Alcohol,isoprophyl, 1 gal.,70% Solution		
6	31	cake	Bath soap, 60 g		
7	54	cake	Bath soap, 135 g,family size		
8	14	bot	Bleaching Agent, 500ml		
9	29	bot	Bleaching Agent, 1 liter		
10	12	gal	Bleaching Agent, 1 gal		
11	41	bot	Bleaching Agent, 450ml, (color safe)		
12	8	pc	Brooms, Abaca		
13	157	pc	Brooms, Coco ribs		
14	36	pc	Brooms,Tiger Grass (Humay),wooden handle		
15	2	pack	Chlorine,1 kg/pack		
16	3	bot	Contact Cement,300ml		
17	4	tin	Contact Cleaner		
18	6	bar	Detergent bar, 4'S, Nature's Fresh		
19	850	pack	Detergent Powder 70 g., Nature's Fresh		
20	24	pack	Detergent Powder 475 g., Nature's Fresh		
21	21	pack	Detergent Powder 825g., Nature's Fresh		
22	23	pack	Detergent Powder 1.75 kg., Nature's Fresh		
23	3	bot	Disenfectant Concentrate,(Solution), 500 ml.		
24	64	tin	Disenfectant spray, big, scented 12 oz.(340 g)		
25	24	bottle	Dishwashing liquid, 500ml.		
26	137	box	Dishwashing paste,200 gms. w/ sponge		
27	2	pad	Diswashing Sponge, foam		
28	59	pc	Doormat, oval, cloth		
29	5	pc	Doormat, rectangular, rubber		
30	13	pc	Duster Thread		
31	3	pc	Dust pan, big, plastic		
32	1	box	Examination Gloves, 50 pairs/box		
33	78	sachet	Fabric Conditioner 26 ml		
34	34	bot	Fabric Conditioner ,520ml		
35	6	bot	Fabric Conditioner ,960 ml		
36	3	box	Face Mask, 50 pcs/ box		
37	2	pc	Floor Brush,plastic with long handle		
38	1	gal	Floor Mop, circular		
39	15	gal	Floorwax,Terran Newgrade 3.75 liters		
40	42	bot	Glass Cleaner 500ml, spray		
41	25	bot	Hand Sanitizer,55ml		
42	8	liter	Hand Sanitizer,1 liter		
43	2	pack	Ice Wrapper, 2"x 4", 100's		
44	34	tin	Insecticide,(Multi- Insect) aerosol spray, 500ml.		
45	3	pair	Laundry Gloves, latex		
46	5	bot	Liquid White wax 500ml		
47	18	pc	Magic Mop		

FOR SALE
P 1,000.00

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-02-0371 **DATE** : February 20, 2024

PURPOSE: FOR USE OF 2ND QUARTER SUPPLIES,2024, FROM VARIOUS DEPT.,THIS CITY.

OFFICE : GSD

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , March 5, 2024

PLACE : BAC Secretariat Office/CMO Extension Office

AMOUNT OF CONTRACT

BID SECURITY

		Cash/ Manager's Check/ Bank Draft/Guarantee (2% of ABC)	Surety Bond (5% of ABC)
Lot 1 Common Electrical Supplies	: 38,995.00	: 779.90	: 1,949.75
Lot 2 Common Computer Supplies	: 157,400.00	: 3,148.00	: 7,870.00
Lot 3 Common Office Supplies	: 434,978.00	: 8,699.56	: 21,748.90
Lot 4 Common Office Devices	: 58,020.00	: 1,160.40	: 2,901.00
Lot 5 Common Janitorial Supplies	: 310,060.00	: 6,201.20	: 15,503.00

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 : Two percent (2%) of the ABC (See above) by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City.
 - 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.
 - Surety Bond callable upon : Five percent (5%) of the ABC (See above) demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.
 - 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 1,000.00 (per City Ordinance No. 23-21, Series of 2023.)
- 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**