

Republic of the Philippines
City of San Carlos
Negros Occidental

SHEET NO. 1

INVITATION TO BID

PURCHASE REQUEST NO: 1-24-08-1476

Page 1 of 6

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: 15 Calendar Days upon receipt of P.O.					
Lot I: Common Electrical Supplies					
1	89	pc	Battery AA, Advanced		
2	110	pc	Battery AAA, Advanced		
3	32	pc	Battery AAA ,Rechargeable		
4	25	roll	Electrical tape, 16 m		
5	12	pc	Flourescent Starter		
6	10	pc	LED Light Bulb, 29W, A21 size		
7	10	pc	Light Bulb Receptacle		
8	10	pc	T8 LED tube, 18 watts with starter		
9	20	pc	3 U Bulb ,23 watts		
			Sub-Total		
II-COMMON COMPUTER SUPPLIES					
1	10	pc	Battery, CR 2032		
2	50	pc	DVD - R, blank w/ individual casing		
3	2	box	Computer ink BTD60BK (black, 108.0 ml)		
4	2	box	Computer ink BT5000Y (yellow, 48.8ml)		
5	2	box	Computer ink BT5000C (Cyan, 48.8 ml)		
6	2	box	Computer ink BT5000M (Magenta, 48.8ml)		
7	69	bot	Computer ink,original,(T6641),black		
8	14	bot	Computer ink,original,(T6642),cyan		
9	14	bot	Computer ink,original,(T6643),magenta		
10	15	bot	Computer ink,original,(T6644),yellow		
11	18	bot	Computer ink,original,(664),black		
12	4	bot	Computer ink,original,(664),cyan		
13	8	bot	Computer ink,original,(664),magenta		
14	6	bot	Computer ink,original,(664),yellow		
15	5	bot.	Computer ink,original,(001),black 65ml		
16	2	bot.	Computer ink,original,(001),cyan 65ml		
17	2	bot.	Computer ink,original,(001),magenta 65ml		
18	2	bot.	Computer ink,original,(001),yellow 65ml		
19	160	bot.	Computer ink,original,(003),black 65ml		
20	51	bot.	Computer ink,original,(003),cyan 65ml		
21	58	bot.	Computer ink,original,(003),magenta 65ml		
22	53	bot.	Computer ink,original,(003),yellow 65ml		
23	8	bot.	Computer ink,(008),black 127ml		
24	6	bot	Computer ink,008,70ml,cyan,		
25	6	bot	Computer ink,008,70ml,magenta		
26	6	bot	Computer ink,008,70ml,yellow		
27	2	box	Computer paper 11 x 14 7/8, 3 ply, carbonless		
28	1	box	Computer paper 11 x 14 7/8, 3 ply, book 70		

29	1	box	Computer paper 9 1/2 x 11, 3 ply, short ,carbonless	_____	_____
30	20	box	Computer Ribbon Cartridge for EPSON LX310 printer	_____	_____
31	17	box	Computer Ribbon Cartridge for EPSON FX2175 printer	_____	_____
32	16	box	Computer Ribbon Cartridge for EPSON LQ2180 printer	_____	_____

Sub-Total

III-COMMON OFFICE SUPPLIES

1	30	roll	Adding Machine Tape	_____	_____
2	2	roll	Adhesive Tape Double sided) 1" (foam type), 5m	_____	_____
3	83	bot	All purpose glue, 130 gms	_____	_____
4	959	pc	Ballpen, fine point, black	_____	_____
5	160	pc	Ballpen, fine point, blue	_____	_____
6	17	pc	Ballpen, fine point, red	_____	_____
7	180	pc	Ballpen,BP-S Fine, black	_____	_____
8	24	pc	Ballpen,BP-S Fine,blue	_____	_____
9	38	box	Binder Clip, 25 mm, 12 pcs/box	_____	_____
10	10	box	Binder Clip, 3/4 ", 12 pcs/box	_____	_____
11	767	ream	Bond paper long,(S-20), 70 gsm, 500's/ ream	_____	_____
12	800	ream	Bond paper short,(S-20), 70 gsm, 500's/ream	_____	_____
14	138	ream	Bond paper A4, S-20,500's/ream	_____	_____
15	6	ream	Bond paper A3,US, S-20,, 500's/ream	_____	_____
16	32	ream	Bond Paper, long, S-16,500's/ream	_____	_____
17	37	ream	Bond Paper, short, S-16,500's/ream	_____	_____
18	30	pc	Bulldog Clip 3"	_____	_____
19	15	pc	Cartolina, white	_____	_____
20	15	pc	Cartolina, light-green	_____	_____
21	15	pc	Certificate Holder,long	_____	_____
22	300	pc	Certificate Holder,short	_____	_____
23	5	pack	Certificate Paper, long,20 's/pack,white	_____	_____
24	5	pack	Certificate Paper, long, 20 's/pack,cream	_____	_____
25	10	pack	Certificate Paper, long, 20 's/pack,ivory	_____	_____
26	5	pack	Certificate Paper, long, 20 's/pack,natural	_____	_____
27	5	pack	Certificate Paper, long, 20 's/pack, light green	_____	_____
28	5	pack	Certificate Paper, long, 20 's/pack, pink	_____	_____
29	7	pack	Certificate Paper, short, 20's/pack,beige	_____	_____
30	15	pack	Certificate Paper (board), 185 gsm, long,10 's/pack,white	_____	_____
31	6	pack	Certificate Paper (board),185 gsm,long, 10's/pack,ivory	_____	_____
32	16	pack	Certificate Paper (board),185 gsm, long,10's/pack,cream	_____	_____
33	5	pack	Certificate Paper (board),185 gsm, long,10's/pack,natural	_____	_____
34	250	pack	Certificate Paper (board),185 gsm,short 10's/pack,white	_____	_____
35	16	pack	Certificate Paper (board),185 gsm,short, 10 's/pack,cream	_____	_____
36	2	book	Columnar Notebook, 4 columns	_____	_____
37	2	book	Columnar Notebook, 6 columns	_____	_____
38	12	book	Columnar Notebook, 12 columns	_____	_____
39	4	book	Columnar Notebook, 24 columns	_____	_____
40	7	pc	Correction Pen,7 ml	_____	_____
41	728	pc	Correction Tape	_____	_____
42	3	pack	Cutter Blade,big	_____	_____
43	5	roll	Duct Tape, 2" x 10 yards,gray	_____	_____
44	5	roll	Duct Tape, 2" x 10 yards,blue	_____	_____
45	5	roll	Duct Tape, 2" x 10 yards,red	_____	_____
46	5	roll	Duct Tape, 2" x 10 yards,yellow	_____	_____
47	2	roll	Duct Tape, 2" x 10 yards, black	_____	_____
48	15	pc	Envelope Plastic, long, transparent	_____	_____
49	880	pc	Envelope, brown, long	_____	_____
50	222	pc	Envelope, brown, short	_____	_____

51	800	pc	Envelope, mailing, long		
52	231	pc	Envelope,expanding, w/ knot tie, long,brown,14 pts.		
53	30	pc	Envelope,expanding, w/ knot tie, long,green,14 pts.		
54	15	pc	Envelope,expanding,plastic w/ handle,clear,long		
55	16	pc	Eraser, rubber (blue/white) 3"		
56	2	pc	Eraser, for whiteboard		
57	2	pc	Fingertip Moistener		
58	3425	pc	Folder long, white,14 pts		
59	203	pc	Folder short,white, 14 pts		
60	20	pc	Folder long, blue, 14 pts		
61	20	pc	Folder long, yellow, 14 pts		
62	200	pc	Folder long, kraft,brown,14 pts		
63	6	pc	Folder long, plastic,white w/ slide		
64	50	pc	Folder,expanding,blue,long,25pts.(pressboard)		
65	726	pc	Folder,expanding, green,long,25 pts.US (pressboard)		
66	50	pc	Folder,expanding,red,long,25 pts. (pressboard)		
67	50	pc	Folder,expanding, green,short,25 pts.US (pressboard)		
68	125	pc	Folder,Transparent, w/slide & hardboard at back long,blue		
69	50	pc	Folder,Transparent, w/slide & hardboard at back long,green		
70	25	pc	Folder,Transparent, w/slide & hardboard at back ,long,yellow		
71	16	pc	Highlighter Marker, green		
72	16	pc	Highlighter Marker, blue		
73	34	pc	Highlighter Marker, orange		
74	12	pc	Highlighter Marker, pink		
75	34	pc	Highlighter Marker, yellow		
76	5	pack	Index Tabbing, white, 5 sets/pack		
77	7	tube	Instant Glue, 3 gms., superior quality		
78	200	pc	Glue Stick, small		
79	100	pc	Manila Paper		
80	27	pc	Marking Pen,permanent, broad, black,refillable		
81	20	pc	Marking Pen,permanent, broad, blue,refillable		
82	6	pc	Marking Pen,permanent, broad, red,refillable		
83	65	pc	Marking Pen,permanent, fine, black,refillable		
84	9	pc	Marking Pen,permanent, fine, blue,refillable		
85	7	pc	Marking Pen,permanent, fine, red,refillable		
86	3	bot	Marking Pen Ink,permanent, 30 ml.,black		
87	38	pc	Marking Pen,for whiteboard, black,refillable		
88	8	bot	Marking Pen ink, for whiteboard,30 ml., black		
89	71	roll	Masking Tape, 1"x 50 m		
90	116	roll	Masking Tape, 2"x 50 m		
91	61	ream	Mimeo paper, whitewove, long, S-18,500's/ream		
92	56	ream	Mimeo paper, whitewove, short, S-18,500's/ream		
93	1	ream	Mimeo paper, yellow, long, 500's/ream		
94	1	ream	Mimeo paper,green, long, 500's/ream		
95	1	ream	Mimeo paper, pink, long, 500's/ream		
96	5	book	Notebook, composition, 80 leaves		
97	6	book	Notebook, steno, 60 lvs.		
98	51	roll	Packaging Tape 2"x 50m		
99	71	box	Paper Clip, jumbo,vinyl-coated,100 pcs/box (50mm)		
100	31	box	Paper Clip, small, vinyl-coated, 100 pcs/box(33mm)		
101	76	box	Paper fastener ,plastic- coated,50 sets/box		
102	1	box	Paper fastener, stainless,50 sets/box		
103	10	box	Paper fastener (8 1/2"),plastic- coated,50 sets/box		
104	2	ream	Paper, Multi-purpose,long,blue		
105	2	ream	Paper, Multi-purpose,long,green		

106	2	ream	Paper, Multi-purpose, long,pink		
107	2	ream	Paper, Multi-purpose, long, yellow		
108	64	pack	Paper,Sticker,long,white,20's/pack, matte		
109	10	pack	Paper,Sticker,A4,high gloss,white,20's/pack		
110	284	pc	Pencil #1,lead		
111	46	pc	Pencil #2,lead		
112	36	pack	Photo Paper, glossy, A4,20 sheets/pack		
113	10	pack	Photo Paper, matte, A4,20 sheets/pack		
114	28	book	Record Book, 150 pages.11.5"X 7"		
116	66	book	Record Book, 500 pages, 11"X 8.5"(official)		
117	10	book	Record Book, 500 pages, 11.5"X 7" (slim)		
118	5	pack	Reminder Pad (post it Note) 1" x 3",3 stabs/pack(asst. colors)		
119	5	pad	Reminder Pad (post it Note) 2" x 3",(asst. colors)		
120	20	pad	Reminder Pad (post it Note) 3" x 3",(asst. colors)		
121	22	pad	Reminder Pad (post it Note) 4" x 4",(asst. colors)		
122	10	pc	Ring Binder (1/2") , black		
123	4	box	Rubber band , small (no. 16), 200 gms/box		
124	108	pc	Signpen, 0.5mm, black		
125	46	pc	Signpen, 0.5mm, blue		
126	61	pc	Signpen, 1.00mm, black, Gel Impact		
127	10	pc	Signpen, 1.00mm, black, retractable		
128	10	pc	Signpen, 1.00mm, red, retractable		
129	5	pc	Signpen, 1.00mm, violet, retractable		
130	152	pc	Signpen, G-2, 0.5, black, retractable		
131	15	pc	Signpen, G-2, 0.5, blue, retractable		
132	12	pc	Signpen, G-2, 0.5, red, retractable		
133	204	pc	Signpen, G-2, 0.7, black, retractable		
134	68	pc	Signpen, G-2, 0.7, blue, retractable		
135	12	pc	Signpen, G-2, 0.7, red, retractable		
136	114	pc	Signpen, C-4 pen, black		
137	22	pc	Signpen, C-4 pen, blue		
138	5	pc	Signpen, C-4 pen, red		
139	121	pc	Signpen V5, black		
140	34	pc	Signpen V5, blue		
141	15	pc	Signpen V5, red		
142	95	pc	Signpen V5, green		
143	12	pc	Signpen V7, black		
144	12	pc	Signpen V7, green		
145	24	bot	Stamping ink, 30 ml., with applicator (purple)		
146	1	bot	Stamping ink, 30 ml., with applicator (black)		
147	6	bot	Stamping ink, 28 ml., for self inking stamp,refill ,purple,oil- based		
148	13	pc	Stamping Pad, No. 1,purple		
149	5	box	Staple Wire # 10		
150	182	box	Staple Wire # 35, 26/6		
151	2	box	Staple Wire 23/13		
152	24	box	Staple Wire T50		
153	196	roll	Transparent tape, 1"x 50m		
154	59	roll	Transparent tape, 2" x 50m		
155	2	bot	Typewriter Oil 3-in-1		
156	110	pad	Yellow Pad		
				Sub-Total	

IV-COMMON OFFICE DEVICES

1	3	unit	Calculator, 12 digits,w/ key roll-over, 2-way power		
2	2	pc	Cutter,retractable,big		
3	2	pc	Data File Box, double compartment		

4	2	pc	Data File Rack, 3 layers, metal mesh		
5	1	pc	Date Stamp (2024 onwards)		
6	2	pc	Glue Gun, small		
7	2	pc	Pencil Sharpener, single cutterhead (Office)		
8	1	pc	Philippine Flag. 3 ft. x 5 ft.		
9	1	pc	Puncher Big, HD w/ metal guide		
10	3	pair	Scissors, 6"		
11	5	pc	Stapler #35 HD-50DF,without built-in remover,flat clinch		
12	8	pc	Stapler #35 HD-50R, w/ built- in remover		
13	7	pc	Staple Remover, HD, twin jaws		
14	2	pc	Tape Dispenser, HD, for 1 inch Tape		

Sub-Total

V-COMMON JANITORIAL SUPPLIES

1	78	tin	Air Freshener ,320 ml,spray		
2	6	pc	Air Freshener Solid (Gel)		
4	609	bot	Alcohol, Isoprophyl, 500 ml.,70% Solution		
5	2	gal	Alcohol,ethyl, 1 gal.,70% Solution		
6	7	gal	Alcohol,isoprophyl, 1 gal.,70% Solution		
7	27	cake	Bath soap, 60 g		
8	49	cake	Bath soap, 135 g,family size		
9	76	bot	Bleaching Agent, 500ml		
10	22	bot	Bleaching Agent, 1 liter		
11	11	gal	Bleaching Agent, 1 gal		
12	40	bot	Bleaching Agent, 450ml, (color safe)		
13	48	pc	Brooms, Abaca		
14	117	pc	Brooms, Coco ribs		
15	39	pc	Brooms,Tiger Grass (Humay),wooden handle		
16	3	tin	Car freshener		
17	10	pc	Chamois		
18	8	pack	Chlorine,1 kg/pack		
19	9	bar	Detergent bar, 4'S		
20	13	pack	Detergent Powder 1.75 kg.		
21	18	pack	Detergent Powder 825g.		
22	70	pack	Detergent Powder 475 gms.		
23	500	pack	Detergent Powder 90 gms.		
24	8	bottle	Disenfectant Concentrate,(Solution), 500ml.		
25	77	tin	Disenfectant spray, big, scented 12 oz.		
26	35	bottle	Dishwashing liquid, 500ml.		
27	202	box	Dishwashing paste,200 gms. w/ sponge		
28	12	pad	Diswashing Sponge, foam		
29	60	pc	Doormat, oval, cloth		
30	4	pc	Duster Thread		
31	10	pc	Dust pan, big, plastic		
32	1	box	Examination Gloves, 50 pairs/box		
33	30	sachet	Fabric Conditioner 26 ml		
34	41	bot	Fabric Conditioner ,520ml		
35	10	gal	Fabric Conditioner ,1 gal		
36	1	box	Face Mask, 50 pcs/ box		
37	3	pc	Floor Mop,circular		
38	2	pc	Garden Bolo, small		
39	73	bot	Glass Cleaner 500ml, spray		
40	6	liter	Hand Sanitizer,1 liter		
41	63	tin	Insecticide,(Multi- Insect) aerosol spray, 500ml.		
42	23	bot	Liquid Hand Soap,1 liter		
43	1	liter	Liquid Sosa		

44	10	bot	Liquid White wax 500ml		
45	13	pc	Mop Handle, screw- type, steel		
46	22	pc	Magic Mop		
47	17	pc	Microfiber Cloth		
48	50	pc	Mophead, 400 grams		
49	20	gal	Muriatic Acid, pure 1 gallon		
50	36	bot	Muriatic Acid, pure 1 liter		
51	86	bot	Muriatic Acid, pure, 250 ml (beersize)		
52	5	pc	Paint Brush # 2		
53	7	pc	Scrubbing pad with foam		
54	2	pc	Soap Dish		
55	12	pc	Toilet bowl brush, w/ plastic handle		
56	68	bot	Toilet bowl cleaner 500ml (Duck- Type Nozzle)		
57	15	pc	Toilet bowl pump, rubber		
58	403	cake	Toilet deodorizer, 50gms/pc		
59	1628	roll	Toilet paper, 3 ply		
60	2	roll	Twine, plastic, 1 kg/roll		
61	117	pack	Trash bag plastic, black 18.5" x 18.5" x 40" , 10's/pack		
62	39	pack	Trash bag plastic, black 20" x 9" 10's/pack		
63	2	pc	Waste Can (plastic) large, w/cover, rectangular, blue		
64	370	pair	Working Gloves w/ rubberized palm		
65	40	pc	Wiping Rag, Standard size, circular, thick		

PURPOSE:

For use of 4th Quarter Supplies, 2024, from various Dept., this city.

Sub-Total	
TOTAL	

Company Name / Business Name & Address	Name / Signature of Representatives	Form & Amount of Bid Security
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**FOR SALE
P5,000.00**

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-24-08-1476 **DATE** : August 21, 2024

PURPOSE: FOR USE OF 4TH QUARTER SUPPLIES, 2024, FROM VARIOUS DEPT., THIS CITY.

OFFICE : GSD

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , **September 24, 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)
Lot 1 Common Electrical Supplies	: 40,815.00	: 816.30	: 2,040.75
Lot 2 Common Computer Supplies	: 164,600.00	: 3,292.00	: 8,230.00
Lot 3 Common Office Supplies	: 688,374.00	: 13,767.48	: 34,418.70
Lot 4 Common Office Devices	: 20,300.00	: 406.00	: 1,015.00
Lot 5 Common Janitorial Supplies	: 377,690.00	: 7,553.80	: 18,884.50

PRE-BID CONFERENCE: **September 12, 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 (per City Ordinance No. 23-21, Series of 2023.) P5,000.00
- 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