

Republic of the Philippines  
 City of San Carlos  
 Negros Occidental

SHEET NO. 1

**INVITATION TO BID**

**PURCHASE REQUEST NO: 1-25-01-0001**

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: 15 Calendar Days upon receipt of P.O.</b>					
<b>Lot I: Common Electrical Supplies</b>					
1	94	pc	Battery AA, Advanced		
2	87	pc	Battery AAA, Advanced		
3	2	pc	Battery, 9V, black		
4	10	pc	CFL Open Bulb, 23 watts		
5	10	pc	Electrical Plug, male		
6	5	pc	Electrical Surface Outlet, 4 gang		
7	45	roll	Electrical tape, 16 m		
8	2	pc	Extension Wire w/ plug, 5 meters, 3 gang		
9	7	pc	Fluorescent starter, 20 watts		
10	5	tube	Fluorescent tube, LED daylight, 8 watts, super slim		
11	5	tube	Fluorescent tube, LED daylight, 16 watts, super slim		
12	5	tube	Flourescent tube, 20 watts, incandescent, daylight		
13	5	pc	Light Switch		
14	30	pc	Prismatic Open Bulb, 18 watts		
15	2	roll	Thread Seal Tape 3/4"		
16	6	spool	Twist Tie		
17	5	pc	3 U Bulb ,23 watts		
				Sub-Total	
<b>II-COMMON COMPUTER SUPPLIES</b>					
1	10	pc	Battery, CR 2032		
2	50	pc	DVD - R, blank w/ individual casing		
3	9	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	34	bot	Computer ink, original, (T6641), black		
8	12	bot	Computer ink, original, (T6642), cyan		
9	12	bot	Computer ink, original, (T6643), magenta		
10	12	bot	Computer ink, original, (T6644), yellow		
11	48	bot	Computer ink, original, (664), black		
12	18	bot	Computer ink, original, (664), cyan		
13	18	bot	Computer ink, original, (664), magenta		
14	18	bot	Computer ink, original, (664), yellow		
15	20	bot.	Computer ink, original, (001), black 65ml		
16	8	bot.	Computer ink, original, (001), cyan 65ml		
17	8	bot.	Computer ink, original, (001), magenta 65ml		
18	8	bot.	Computer ink, original, (001), yellow 65ml		
19	101	bot.	Computer ink, original, (003), black 65ml		
20	48	bot.	Computer ink, original, (003), cyan 65ml		

21	48	bot.	Computer ink,original,(003),magenta 65ml		
22	48	bot.	Computer ink,original,(003),yellow 65ml		
23	12	bot.	Computer ink,(008),black 127ml		
24	5	bot	Computer ink,008,70ml,cyan,		
25	5	bot	Computer ink,008,70ml,magenta		
26	5	bot	Computer ink,008,70ml,yellow		
27	3	bot.	Computer ink,original,(774),black		
28	11	box	Computer ink, # GT51XL, black		
29	4	box	Computer ink, # GT52, cyan		
30	4	box	Computer ink, # GT52, magenta		
31	4	box	Computer ink, # GT52, yellow		
32	3	box	Computer ink, # 71, 135 ml, black		
33	2	box	Computer ink, # 71, 70 ml, cyan		
34	2	box	Computer ink, # 71, 70 ml,magenta		
35	2	box	Computer ink, # 71, 70 ml, yellow		
36	26	box	Computer ink, # GI-790, black		
37	23	box	Computer ink, # GI-790, cyan		
38	23	box	Computer ink, # GI-790, magenta		
39	23	box	Computer ink, # GI-790, yellow		
40	1	box	Computer paper 11" x 14 7/8", 3 ply, carbonless		
41	2	box	Computer paper 11" x 14 7/8", 3 ply, book 70		
42	2	box	Computer paper 9 1/2" x 11", 3 ply, short , book 70		
43	4	box	Computer paper 9 1/2" x 11", 3 ply, short ,carbonless		
44	75	box	Computer Ribbon Cartridge for EPSON LX310 printer SO15632		
45	37	box	Computer Ribbon Cartridge for EPSON FX2175 printer SQ15327		

Sub-Total

**III-COMMON OFFICE SUPPLIES**

1	30	roll	Adding Machine Tape		
2	5	roll	Adhesive Tape Double sided) 1" (foam type), 5m		
3	49	roll	Adhesive Tape (Double sided) 1", 5m		
4	5	roll	Adhesive Tape (Double sided) 2", 5m		
5	77	bot	All purpose glue, 130gms		
6	688	pc	Ballpen, fine point, black		
7	41	pc	Ballpen, fine point, blue		
8	8	pc	Ballpen, fine point, red		
9	108	pc	Ballpen,BP-S Fine, black		
10	36	pc	Ballpen,BP-S Fine,blue		
11	30	pc	Ballpen,BP-S Fine,red		
12	54	pc	Ballpen,BP-145 F, black, retractable		
13	12	box	Binder Clip, 50 mm, 12 pcs/box		
14	26	box	Binder Clip, 25 mm, 12 pcs/box		
15	10	box	Binder Clip, 12 mm, 12 pcs/box		
16	633	ream	Bond paper long,(S-20), 70 gsm, 500's/ ream		
17	512	ream	Bond paper short,(S-20), 70 gsm, 500's/ream		
18	14	ream	Bond paper long,(S-24), 80 gsm, 500's/ream		
19	10	ream	Bond paper short,(S-24), 80 gsm, 500's/ream		
20	125	ream	Bond paper A4, S-20,500's/ream		
21	10	ream	Bond paper A4, S-24,500's/ream		
22	7	ream	Bond paper A3,US, S-20,, 500's/ream		
23	80	ream	Bond Paper, long, S-16,500's/ream		
24	49	ream	Bond Paper, short, S-16,500's/ream		
25	12	pack	Bookmark point it marker memo sticker		
26	11	pc	Cartolina, white		
27	16	pc	Cartolina,light blue		
28	16	pc	Cartolina, yellow		

29	11	pc	Cartolina, red		
30	11	pc	Cartolina, orange		
31	10	pc	Cartolina, light-green		
32	5	pc	Cartolina, pink		
33	5	pc	Cartolina,lavender		
34	30	pc	Certificate Holder,long		
35	50	pc	Certificate Holder,A4 size		
36	10	pc	Certificate Holder, short		
37	20	pack	Certificate Paper, long, 20 's/pack,cream		
38	1	pack	Certificate Paper, long, 20 's/pack, yellow		
39	10	pack	Certificate Paper, short, 20 's/pack,cream		
40	10	pack	Certificate Paper, short, 20's/pack,beige		
41	3	pack	Certificate Paper, short, 20's/pack, light green		
42	60	pack	Certificate Paper (board), 185 gsm, long,10 's/pack,white		
43	15	pack	Certificate Paper (board), short, 10 's/pack,white,185 gsm		
44	2	pack	Certificate Paper (board), short, 10's/pack, natural		
45	3	pack	Certificate Paper (board), short, 10's/pack light green,		
46	6	pc	Clipboard,plastic,hard,long		
47	12	book	Columnar Notebook, 12 columns		
48	6	pc	Correction Pen,7 ml		
49	605	pc	Correction Tape		
50	10	roll	Duct Tape, 2" x 10 yards.gray		
51	15	roll	Duct Tape, 2" x 10 yards,orange		
52	15	roll	Duct Tape, 2" x 10 yards,yellow		
53	5	pc	Envelope Plastic, long, transparent		
54	462	pc	Envelope, brown, long		
55	287	pc	Envelope, brown, short		
56	1260	pc	Envelope, mailing, long		
57	1000	pc	Envelope, mailing, short		
58	338	pc	Envelope,expanding, w/ knot tie, long,brown,14 pts.		
59	10	pc	Envelope,expanding, w/ knot tie, long, orange,14 pts.		
60	10	pc	Envelope,expanding, w/ knot tie, long, pink,14 pts.		
61	10	pc	Envelope,expanding, w/ knot tie, long,purple,14 pts.		
62	5	pc	Envelope,expanding,w/ knot tie,short,brown,14pts.		
63	60	pc	Envelope,expanding,plastic w/ handle,clear,long		
64	1145	pc	Folder long, white,14 pts		
65	289	pc	Folder short,white, 14 pts		
66	5	pc	Folder long, orange, 14 pts		
67	10	pc	Folder long, red,14 pts		
68	10	pc	Folder long, green,14 pts		
69	30	pc	Folder long, kraft,brown,14 pts		
70	10	pc	Folder,expanding,brown,long,25pts.(pressboard)		
71	400	pc	Folder,expanding, green,long,25 pts.US (pressboard)		
72	30	pc	Folder,expanding, orange,long,25 pts. (pressboard)		
73	20	pc	Folder,expanding, pink,long,25 pts. (pressboard)		
74	20	pc	Folder,expanding,purple,long,25 pts. (pressboard)		
75	10	pc	Folder,expanding,red,long,25 pts. (pressboard)		
76	116	pc	Folder,Transparent, w/slide & hardboard at back long,blue		
77	50	pc	Folder,Transparent, w/slide & hardboard at back long,green		
78	50	pc	Folder,Transparent, w/slide & hardboard at back ,long,yellow		
79	5	pc	Folder,Transparent, w/slide & hardboard at back short,blue		
80	12	pc	Highlighter Marker, neon green		
81	14	pc	Highlighter Marker, orange		
82	3	pc	Highlighter Marker, pink		
83	31	pc	Highlighter Marker, yellow		

84	22	pc	Highlighter Marker,pen- type, yellow		
85	12	pc	Highlighter Marker,pen- type, green		
86	15	pack	Index Tabbing, white, 5 sets/pack		
87	24	tube	Instant Glue, instant, 3 gms., superior quality		
88	30	pc	Glue Stick, big		
89	125	pc	Manila Paper		
90	87	pc	Marking Pen,permanent, broad, black,refillable		
91	4	pc	Marking Pen,permanent, broad, blue,refillable		
92	4	pc	Marking Pen,permanent, broad, red,refillable		
93	123	pc	Marking Pen,permanent, fine, black,refillable		
94	10	pc	Marking Pen,permanent, fine, blue,refillable		
95	12	pc	Marking Pen,permanent, fine, red,refillable		
96	12	bot	Marking Pen Ink,permanent, 30 ml.,black		
97	6	bot	Marking Pen Ink,permanent, 30ml., blue		
98	103	pc	Marking Pen,for whiteboard, black,refillable		
99	21	pc	Marking Pen,for whiteboard, blue,refillable		
100	17	pc	Marking Pen,for whiteboard, red,refillable		
101	9	bot	Marking Pen ink, for whiteboard,30 ml., black		
102	116	roll	Masking Tape, 1"x 50 m		
103	63	roll	Masking Tape, 2"x 50 m		
104	145	ream	Mimeo paper, whitewove, long, S-18 ,500's/ream		
105	53	ream	Mimeo paper, whitewove, short, S-18,500's/ream		
106	1	ream	Mimeo paper,green, long, 500's/ream		
107	2	ream	Mimeo paper, pink, long, 500's/ream		
108	1	ream	Mimeo paper, yellow, long, 500's/ream		
109	100	book	Notebook, composition, 80 leaves		
110	85	roll	Packaging Tape 2"x 50m		
111	96	box	Paper Clip, jumbo,vinyl-coated,100 pcs/box (50mm)		
112	96	box	Paper Clip, small, vinyl-coated, 100 pcs/box(33mm)		
113	129	box	Paper fastener ,plastic- coated,50 sets/box		
114	1	box	Paper fastener, stainless,50 sets/box		
115	11	box	Paper fastener (8 1/2"),plastic- coated,50 sets/box		
116	2	ream	Paper, Multi-purpose, long,orange		
117	5	ream	Paper, Multi-purpose, long, yellow		
118	45	pack	Paper,Sticker,long,white,20's/pack, matte		
119	30	pack	Paper,Sticker,long,yellow,20's/pack,matte		
120	3	pack	Paper,Sticker,A4,matte,white,20's/pack		
121	34	pack	Paper,Sticker,short,white,20's/pack,matte		
122	367	pc	Pencil with eraser,lead No.1		
123	277	pc	Pencil with eraser,lead No.2		
124	18	pack	Photo Paper, glossy, A4,20 sheets/pack		
125	1	pack	Photo Paper, matte, A4,20 sheets/pack		
126	13	box	Pins, hammer head, push type		
127	60	mtr	Plastic Cover		
128	40	book	Record Book, 150 pages.11.5"X 7"		
129	11	book	Record Book, 300 pages, 11"X 8.5"(official)		
130	48	book	Record Book, 500 pages, 11"X 8.5"(official)		
131	5	book	Record Book, 500 pages, 11.5"X 7" (slim)		
132	5	pad	Reminder Pad (post it Note) 2" x 3",(asst. colors)		
133	25	pad	Reminder Pad (post it Note) 3" x 3",(asst. colors)		
134	5	pad	Reminder Pad (post it Note) 3" x 4",(asst. colors)		
135	24	pad	Reminder Pad (post it Note) 4" x 4",(asst. colors)		
136	30	pc	Ring Binder (1/2") , black		
137	20	pc	Ring Binder (2") , black		
138	10	pc	Ring Binder (3") , black		

139	2	box	Rubber band , big (no. 18), 450 gms/box		
140	20	pc	Rubber Eraser (blue/white) 3"		
141	120	pc	Signpen, 0.5mm, black		
142	54	pc	Signpen, 0.5mm, blue		
143	6	pc	Signpen, 0.5mm, red		
144	6	pc	Signpen, 0.5mm, green		
145	68	pc	Signpen, 1.00mm, black, Gel Impact		
146	34	pc	Signpen, 1.00mm, blue, Gel Impact		
147	5	pc	Signpen, 1.00mm, black, retractable		
148	281	pc	Signpen, G-2, 0.5, black, retractable		
149	63	pc	Signpen, G-2, 0.5, blue, retractable		
150	265	pc	Signpen, G-2, 0.7, black, retractable		
151	130	pc	Signpen, G-2, 0.7, blue, retractable		
152	12	pc	Signpen, G-2, 0.7, red, retractable		
153	12	pc	Signpen, G-2, 0.7, violet, retractable		
154	83	pc	Signpen, C-4 pen, black		
155	1	pc	Signpen, C-4 pen, blue		
156	131	pc	Signpen V5, black		
157	42	pc	Signpen V5, blue		
158	29	pc	Signpen V5, red		
159	5	pc	Signpen V5, green		
160	12	pc	Signpen V7, black		
161	12	pc	Signpen V7, blue		
162	49	bot	Stamping ink, 30 ml., with applicator (purple)		
163	1	bot	Stamping ink, 30 ml., with applicator (black)		
164	6	bot	Stamping ink, 28 ml., for self inking stamp,refill ,purple,oil- based		
165	13	pc	Stamping Pad, No. 1,purple		
166	1	box	Staple Wire # 10		
167	154	box	Staple Wire # 35, 26/6		
168	2	box	Staple Wire 23/6		
169	4	box	Staple Wire T50		
170	5	roll	Transparent tape, 1/2"x 50m		
171	172	roll	Transparent tape, 1"x 50m		
172	61	roll	Transparent tape, 2" x 50m		
173	4	bot	Typewriter Oil 3-in-1		
174	3	pack	Vellum Paper, long, 10 pcs/pack,white		
175	23	pack	Vellum Paper, short, 10 pcs/pack,white		
176	10	pack	Vellum Paper, short, 10 pcs/pack,cream		
177	10	pad	Yellow Pad		
				Sub-Total	

**IV-COMMON OFFICE DEVICES**

1	6	unit	Calculator, 12 digits,w/ key roll-over, 2-way power		
2	4	pc	Cutter,retractable,big		
3	7	pc	Data File Box, Double		
4	6	pc	Data File Rack, 3 layers, metal mesh,collapsible		
5	4	pc	Date Stamp (2025 onwards)		
6	2	pc	Gun Tacker,HD		
7	4	pc	Magazine Rack, 3 compartments		
8	7	pc	Philippine Flag, 3 ft.x 5 ft.		
9	8	pc	Puncher Big, HD w/ metal guide		
10	3	pc	Ruler (12"),aluminum steel		
11	11	pair	Scissors, 6"		
12	3	pair	Scissors, 10"		
13	3	pc	Stapler #35 HD-50DF,without built-in remover,flat clinch		
14	9	pc	Stapler #35 HD-50R, w/ built- in remover		

15	4	pc	Storage Box, hardboard,black		
				Sub-Total	
			<b>V-COMMON JANITORIAL SUPPLIES</b>		
1	99	tin	Air Freshener ,320 ml, spray		
2	6	pc	Air Freshener Solid (Gel)		
3	121	bot	Alcohol, ethyl, 500 ml.,70% Solution		
4	585	bot	Alcohol, Isoprophyl, 500 ml.,70% Solution		
5	6	gal	Alcohol,isoprophyl, 1 gal.,70% Solution		
6	27	cake	Bath soap, 60 g		
7	22	cake	Bath soap, 135 g,family size		
8	47	bot	Bleaching Agent, 500ml		
9	38	bot	Bleaching Agent, 1 liter		
10	25	gal	Bleaching Agent, 1 gal		
11	39	bot	Bleaching Agent, 450ml, (color safe)		
12	23	pc	Brooms, Abaca		
13	145	pc	Brooms, Coco ribs		
14	2	pc	Brooms, Coco ribs with handle		
15	56	pc	Brooms,Tiger Grass ( Humay),wooden handle		
16	15	tin	Car freshener		
17	6	pc	Car Dehumidifier		
18	5	pc	Chamois		
19	20	pack	Chlorine,1 kg/pack		
20	2	bot	Contact Cement,300ml		
21	6	tin	Contact Cleaner		
22	36	bar	Detergent bar, 4 cuts/bar		
23	28	pack	Detergent Powder 1.75 kg.		
24	30	pack	Detergent Powder 825g.		
25	47	pack	Detergent Powder 475 gms.		
26	1241	pack	Detergent Powder 90 gms.		
27	3	pcs	Dipper,plastic		
28	25	bot	Disinfectant Concentrate,(Solution), 500ml.		
29	95	tin	Disinfectant spray, big, scented 12 oz.(340 g)		
30	33	bottle	Dishwashing liquid, 500ml.		
31	184	box	Dishwashing paste,200 gms. w/ sponge		
32	13	pad	Diswashing Sponge, foam		
33	65	pc	Doormat, oval, cloth		
34	14	pc	Duster Thread		
35	20	pc	Dust pan, big, plastic		
36	1	box	Examination Gloves, 50 pairs/box		
37	84	sachet	Fabric Conditioner 26 ml		
38	566	bot	Fabric Conditioner ,520ml		
39	3	bot	Fabric Conditioner ,960 ml		
40	23	box	Face Mask, 50 pcs/ box		
41	14	gal	Floorwax,Terran Newgrade 3.75 liters		
42	4	pc	Garden Spray Bottle		
43	97	bot	Glass Cleaner 500ml, spray		
44	9	liter	Hand Sanitizer,1 liter		
45	74	tin	Insecticide,(Multi- Insect) aerosol spray, 500ml.		
46	3	pcs	Insecticide Chalk		
47	24	pack	Interfold Paper Towel		
48	15	pc	Laundry Brush, plastic,big		
49	23	pair	Laundry Gloves, latex		
50	51	bot	Liquid Hand Soap,1 liter		
51	11	liter	Liquid Sosa		
52	17	bot	Liquid White wax 500ml		



**FOR SALE**  
**5,000.00**

## INSTRUCTION TO BIDDERS

**PURCHASE REQUEST NO** : 1-25-01-0001 **DATE** : January 3, 2025

**PURPOSE:** FOR USE OF 1ST QUARTER SUPPLIES,2025, FROM VARIOUS DEPT.,THIS CITY.

**OFFICE :** GSD

**DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS :** 1:30 P.M. , February 11, 2025

**PLACE :** BAC Secretariat Office/CMO Extension Office

	<u>AMOUNT OF CONTRACT</u>	<u>BID SECURITY</u>	
		Cash/ Manager's Check (2% of ABC)	Surety Bond (5% of ABC)
<b>Lot 1</b> Common Electrical Supplies :	34,530.00 :	690.60 :	1,726.50
<b>Lot 2</b> Common Computer Supplies :	223,880.00 :	4,477.60 :	11,194.00
<b>Lot 3</b> Common Office Supplies :	632,991.00 :	12,659.82 :	31,649.55
<b>Lot 4</b> Common Office Devices :	34,200.00 :	684.00 :	1,710.00
<b>Lot 5</b> Common Janitorial Supplies :	587,340.00 :	11,746.80 :	29,367.00

**PRE-BID CONFERENCE:** January 30, 2025 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

2. Secure bidding documents from the BAC Secretariat Office at a non-refundable fee of 5000.00 ( per City Ordinance No. 23-21, Series of 2023.)

3. Sample or Brochures of the materials (if required) shall be attached to the bid documents.

4. Your price offer must be valid for 120 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.

8. 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