

INVITATION TO BID

PURCHASE REQUEST NO: 1-25-03-0488

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	168	pc	Battery AA, Alkaline	_____	_____
2	129	pc	Battery AAA, Alkaline	_____	_____
3	2	pc	Battery, 9V, black	_____	_____
4	1	pc	Extension Wire w/ plug, 5 meters, 3 gang	_____	_____
5	5	pc	LED Light Bulb, 12 watts, daylight	_____	_____
6	30	pc	LED Light Bulb, 18 watts, daylight	_____	_____
7	10	pc	3 U Bulb , 13 watts, LED	_____	_____
			Sub-Total	_____	_____
II-COMMON COMPUTER SUPPLIES					
1	11	bot	Computer ink BTD60BK (black, 108.0 ml)	_____	_____
2	15	bot	Computer ink BT5000Y (yellow, 48.8ml)	_____	_____
3	15	bot	Computer ink BT5000C (Cyan, 48.8 ml)	_____	_____
4	11	bot	Computer ink BT5000M (Magenta, 48.8ml)	_____	_____
5	53	bot	Computer ink, original, (T6641), black	_____	_____
6	28	bot	Computer ink, original, (T6642), cyan	_____	_____
7	31	bot	Computer ink, original, (T6643), magenta	_____	_____
8	28	bot	Computer ink, original, (T6644), yellow	_____	_____
9	13	bot	Computer ink, original, (664), black	_____	_____
10	182	bot.	Computer ink, original, (003), black 65ml	_____	_____
11	52	bot.	Computer ink, original, (003), cyan 65ml	_____	_____
12	52	bot.	Computer ink, original, (003), magenta 65ml	_____	_____
13	49	bot.	Computer ink, original, (003), yellow 65ml	_____	_____
14	7	bot	Computer ink, 008, 70ml, cyan,	_____	_____
15	5	bot	Computer ink, 008, 70ml, magenta	_____	_____
16	7	bot	Computer ink, 008, 70ml, yellow	_____	_____
17	5	bot	Computer ink, # GI-790, black	_____	_____
18	11	bot	Computer ink, # GI-790, cyan	_____	_____
19	11	bot	Computer ink, # GI-790, magenta	_____	_____
20	9	bot	Computer ink, # GI-790, yellow	_____	_____
21	3	box	Computer paper 9 1/2" x 11", 3 ply, short , book 70	_____	_____
22	25	box	Computer Ribbon Cartridge for Epson LX310 printer, genuine	_____	_____
23	1	box	Computer Ribbon Cartridge for EPSON LQ2180 printer, genuine	_____	_____
			Sub-Total	_____	_____
III-COMMON OFFICE SUPPLIES					
1	50	roll	Adding Machine Tape	_____	_____
2	57	roll	Adhesive Tape Double sided) 1" (foam type), 5m	_____	_____
3	13	roll	Adhesive Tape Double sided) 2" (foam type), 5m	_____	_____
4	7	roll	Adhesive Tape (Double sided) 1", 5m	_____	_____
5	106	bot	All purpose glue, 130gms	_____	_____
6	1000	pc	Ballpen, fine point, black	_____	_____
7	100	pc	Ballpen, fine point, blue	_____	_____

8	288	pc	Ballpen,BP-S Fine, black		
9	24	pc	Ballpen,BP-145 F, black, retractable		
10	33	box	Binder Clip, 50 mm, 12 pcs/box		
11	30	box	Binder Clip, 25 mm, 12 pcs/box		
12	10	box	Binder Clip, 12 mm, 12 pcs/box		
13	20	box	Binder Clip, 3/4 ", 12 pcs/box		
14	797	ream	Bond paper long,S-20, 70 gsm, 500's/ ream		
15	581	ream	Bond paper short,S-20, 70 gsm, 500's/ream		
16	120	ream	Bond paper A4, S-20,70 gsm,500's/ream		
17	15	ream	Bond paper A3, S-20,70 gsm, 500's/ream		
18	1	box	Carbon paper, metallized solvent film, long,black		
19	15	pc	Cartolina, white		
20	15	pc	Cartolina,light blue		
21	15	pc	Cartolina, yellow		
22	10	pc	Cartolina, red		
23	10	pc	Cartolina, orange		
24	10	pc	Cartolina, green		
25	5	pc	Cartolina, light-green		
26	15	pc	Certificate Frame,A4 size		
27	15	pc	Certificate Holder,long		
28	140	pc	Certificate Holder, short		
29	50	pc	Certificate Holder,A4 size		
30	16	pack	Certificate Paper, long,20 's/pack,white		
31	10	pack	Certificate Paper, short, 20's/pack,beige		
32	15	pack	Certificate Paper, A4, 20 's/pack,white		
33	40	pack	Certificate Paper (board),185 gsm, long,10 's/pack,white		
34	26	pack	Certificate Paper (board),185 gsm, long,10 's/pack,cream		
35	12	pack	Certificate Paper (board),185 gsm, long,10 's/pack,natural		
36	5	pack	Certificate Paper (board), 185 gsm,short, 10's/pack, blue		
37	10	pack	Certificate Paper (board), 185 gsm,short, 10 's/pack,pink		
38	5	pack	Certificate Paper (board),185 gsm,short, 10's/pack light green		
39	2	book	Columnar Notebook, 6 columns		
40	12	book	Columnar Notebook, 24 columns		
41	50	pack	Construction Paper, short, assorted colors		
42	12	pc	Correction Pen,7 ml		
43	624	pc	Correction Tape		
44	5	box	Crayons, 8 colors		
45	40	roll	Duct Tape, 2" x 10 yards,gray		
46	5	roll	Duct Tape, 2" x 10 yards,orange		
47	5	roll	Duct Tape, 2" x 10 yards,yellow		
48	1000	pc	Envelope, brown, long		
49	300	pc	Envelope, brown, short		
50	1170	pc	Envelope, mailing, long		
51	30	pc	Envelope,expanding,plastic w/ handle,clear,long		
52	316	pc	Envelope,expanding, w/ knot tie, long,brown,14 pts.		
53	17	pc	Eraser, rubber, 3"		
54	1400	pc	Folder long, white,14 pts		
55	280	pc	Folder short,white, 14 pts		
56	5	pc	Folder long, orange, 14 pts		
57	25	pc	Folder long, plastic,white w/o slide		
58	200	pc	Folder,expanding,blue,long,25pts.(pressboard)		
59	75	pc	Folder,expanding,red,long,25 pts. (pressboard)		
60	500	pc	Folder,expanding, green,long,25 pts.US (pressboard)		
61	20	pc	Folder,expanding, green,short,25 pts.(US) (pressboard)		
62	150	pc	Folder,Transparent, w/slide & hardboard at back long,blue		
63	50	pc	Folder,Transparent, w/slide & hardboard at back long,green		
64	50	pc	Folder,Transparent, w/slide & hardboard at back ,long,yellow		

65	62	pc	Highlighter Marker, neon green		
66	20	pc	Highlighter Marker, orange		
67	6	pc	Highlighter Marker, pink		
68	39	pc	Highlighter Marker, yellow		
69	10	pack	Index Tabbing, white, 5 sets/pack		
70	13	tube	Instant Glue, 3 gms.,anti- clog tech, superior quality		
71	105	pc	Manila Paper		
72	108	pc	Marking Pen,super color, broad, black,refillable,waterproof		
73	60	pc	Marking Pen,super color, fine, black,refillable,waterproof		
74	12	pc	Marking Pen,super color, fine, blue,refillable,waterproof		
75	1	bot	Marking Pen Ink,super color, 30ml., blue ,waterproof		
76	81	pc	Marking Pen,for whiteboard, black,refillable		
77	10	pc	Marking Pen,for whiteboard, blue,refillable		
78	179	roll	Masking Tape, 1"x 50 m		
79	80	roll	Masking Tape, 2"x 50 m		
80	180	ream	Mimeo paper, whitewove, long, S-18,500's/ream		
81	78	ream	Mimeo paper, whitewove, short, S-18,500's/ream		
82	1	ream	Mimeo paper,green, long, 500's/ream		
83	2	ream	Mimeo paper, pink, long, 500's/ream		
84	1	ream	Mimeo paper, yellow, long, 500's/ream		
85	1	ream	Multi-Purpose Paper,long,blue		
86	110	book	Notebook, composition, 80 leaves		
87	5	book	Notebook, steno, 60 lvs.		
88	5	roll	Packaging Tape 1"x 50m		
89	62	roll	Packaging Tape 2"x 50m		
90	121	box	Paper Clip, jumbo,vinyl-coated,100 pcs/box (50mm)		
91	86	box	Paper Clip, small, vinyl-coated, 100 pcs/box(33mm)		
92	130	box	Paper fastener ,plastic- coated,50 sets/box		
93	1	box	Paper fastener, stainless,50 sets/box		
94	10	box	Paper fastener (8 1/2"),plastic- coated,50 sets/box		
95	72	pc	Pencil with eraser No.1,lead		
96	120	pc	Pencil with eraser No.2,lead		
97	3	pack	Photo Paper, glossy, short,20 sheets/pack		
98	21	pack	Photo Paper, glossy, A4,20 sheets/pack		
99	21	box	Pins, hammer head, push type		
100	53	book	Record Book, 150 pages.11.5"X 7"		
101	10	book	Record Book, 300 pages, 11"X 8.5"(official)		
102	68	book	Record Book, 500 pages, 11"X 8.5"(official)		
103	12	pad	Reminder Pad (post it Note) 3" x 3",(asst. colors)		
104	5	pad	Reminder Pad (post it Note) 3" x 4",(asst. colors)		
105	15	pc	Ring Binder (1/2") , black		
106	20	pc	Ring Binder (2") , black		
107	10	pc	Ring Binder (3") , black		
108	30	box	Rubber band , small (no. 16), 200 gms/box		
109	264	pc	Signpen, G-2, 0.5, black, retractable		
110	96	pc	Signpen, G-2, 0.7, black, retractable		
111	24	pc	Signpen, G-2, 0.7, blue, retractable		
112	24	pc	Signpen, G-2, 0.7, red, retractable		
113	12	pc	Signpen, G-2, 0.7, violet, retractable		
114	120	pc	Signpen V5, black		
115	36	pc	Signpen V5, blue		
116	3	pc	Signpen V5, red		
117	95	pc	Signpen V5, green		
118	24	pc	Signpen V7, black		
119	12	pc	Signpen V7, blue		
120	17	pc	Signpen V7, red		
121	12	pc	Signpen V7, green		

122	61	pc	Signpen UM -153S,Gel Impact,1.00mm,roller ball, black		
123	10	pc	Signpen UM -153S,Gel Impact, 1.00mm,roller ball, blue		
124	15	pack	Specialty Paper, A4 size,20's/pack		
125	15	bot	Stamping ink, 30 ml., with applicator (purple)		
126	3	bot	Stamping ink, 28 ml., for self inking stamp,refill ,purple,oil- based		
127	17	pc	Stamping Pad, No. 1, purple		
128	28	box	Staple Wire # 10 ,12 packs/box		
129	217	box	Staple Wire # 35, 26/6		
130	2	box	Staple Wire 23/6, EHD-260		
131	1	box	Staple Wire T50		
132	22	pack	Sticker Paper,A4 size,matte white,20's/pack		
133	3	pack	Sticker Paper,short size,matte white,20's/pack		
134	50	pc	Stick Glue, big		
135	180	roll	Transparent tape, 1"x 50m		
136	62	roll	Transparent tape, 2" x 50m		
137	2	bot	Typewriter Oil 3-in-1		
138	2	pack	Velum Paper,board, long, 10 pcs/pack,white		
139	32	pack	Velum Paper,board, short, 10 pcs/pack,white		
140	20	pack	Velum Paper,board, short, 10 pcs/pack,cream		
141	12	pad	Yellow Pad		

Sub-Total

IV-COMMON OFFICE DEVICES

1	9	unit	Calculator, 12 digits,w/ key roll-over, 2-way power		
2	10	pc	Cutter,retractable,big		
3	4	pc	Data File Box, Double		
4	1	pc	Data File Rack, 3 layers, metal mesh,collapsible		
5	7	pc	Date Stamp (2025 onwards)		
6	2	pc	Philippine Flag, 3 ft.x 5 ft.		
7	10	pc	Ruler (12"),aluminum steel		
8	1	pair	Scissors, 10"		
9	8	pc	Stapler #35 HD-50DF,without built-in remover,flat clinch		
10	21	pc	Stapler #35 HD-50R, w/ built- in remover		
11	3	pc	Staple Remover, HD, twin jaws		
12	5	pc	Staple Remover, plier type		

Sub-Total

V-COMMON JANITORIAL SUPPLIES

1	62	tin	Air Freshener ,320 ml, spray		
2	7	pc	Air Freshener Solid (Gel), Peach Blossom Scent		
3	141	bot	Alcohol, ethyl, 500 ml.,70% Sol.,Hypoallergenic w/ moisturizer		
4	566	bot	Alcohol, Isoprophyl, 500 ml.,70% Sol.,Hypoallergenic w/ moisturizer		
5	12	bot	Alcohol,Isoprophyl,300ml.,70% Sol.,Hypoallergenic w/ moisturizer,spray type		
6	21	pc	Bath soap, 135 g,family size		
7	30	bot	Bleaching Agent, 500ml		
8	17	bot	Bleaching Agent, 1 liter		
9	14	gal	Bleaching Agent, 1 gal		
10	20	bot	Bleaching Agent, 450ml, (color safe)		
11	20	pc	Brooms, Abaca		
12	100	pc	Brooms, Coco ribs		
13	34	pc	Brooms,Tiger Grass (Humay),wooden handle		
14	10	tin	Car freshener		
15	3	pack	Chlorine,1 kg/pack		
16	3	pc	Cleaning Brush, Soft Bristle,Nylon,No.3		
17	13	tin	Contact Cleaner,300 ml.		
18	8	bar	Detergent bar, 4 cuts/bar		
19	2024	pack	Detergent Powder 90 gms.		

**FOR SALE
P5,000.00**

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-03-0488 **DATE** : March 4, 2025

PURPOSE: FOR USE OF 2ND QUARTER SUPPLIES,2025, FROM VARIOUS DEPT., THIS CITY.

OFFICE : GSD

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , April 8, 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)
Lot 1 Common Electrical Supplies :	35,650.00 :	713.00 :	1,782.50
Lot 2 Common Computer Supplies :	154,390.00 :	3,087.80 :	7,719.50
Lot 3 Common Office Supplies :	617,065.00 :	12,341.30 :	30,853.25
Lot 4 Common Office Devices :	34,190.00 :	683.80 :	1,709.50
Lot 5 Common Janitorial Supplies :	352,835.00 :	7,056.70 :	17,641.75

PRE-BID CONFERENCE: March 20, 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
- Secure bidding documents from the BAC Secretariat Office at a non-refundable fee of P5,000.00 (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