# Republic of the Philippines City of San Carlos Negros Occidental

#### SHEET NO. 1

### **INVITATION TO BID**

PURCHASE REQUEST NO: 1-25-03-0488

Page 1 of 5

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.

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.							
		1	Lot I:Common Electrical Supplies	Pal				
1	168	рс	Battery AA, Alkaline					
2	129	pc	Battery AAA, Alkaline	The state of the s				
3	2	and the second	Battery, 9V, black					
		pc		100				
4	1	рс	Extension Wire w/ pl <mark>ug, 5 meters, 3 g</mark> ang LED Light Bulb,12 wa <mark>tts,dayl</mark> ight	1 400				
5	5	рс						
6 7	30 10	рс	LED Light Bulb,18 watts,daylight					
1	10	pc	3 U Bulb ,13 watts,LED	Sub-Total				
		\	II-COMMON COMPUTER SUPPLIES	Oub-Total				
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)	7/10				
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, geniune					
23	1	box	Computer Ribbon Cartridge for EPSON LQ2180 printer, geniune					
				Sub-Total	<del></del>			
4			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	рс	Ballpen, fine point, black					
7	100	рс	Ballpen, fine point, blue					

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8	288	рс	Ballpen,BP-S Fine, black		
9	24	рс	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	рс	Cartolina, white	4 1	
20	15	рс	Cartolina,light blue	-	
21	15	рс	Cartolina, yellow		
22	10	pc	Cartolina, red	1	
23	10	рс	Cartolina, orange	-	
24	10	рс	Cartolina, green	T and To	
25	5	рс	Cartolina, light-green	The same	
26	15	рс	Certificate Frame, A4 size		
27	15	рс	Certificate Holder,long	Par .	
28	140	рс	Certificate Holder, short	1000	
29	50	рс	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	The second second	
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	19/10/2	
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	7	
39	2	book	Columnar Notebook, 6 columns		
40	12	book	Columnar Notebook, 24 columns		
41	50	pack	Construction Paper, short, assorted colors		
42	12	рс	Correction Pen,7 ml		
43	624	рс	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,gray  Duct Tape, 2" x 10 yards,orange		
47	5	roll	Duct Tape, 2" x 10 yards, orange  Duct Tape, 2" x 10 yards, yellow		
48	1000	pc	Envelope, brown, long		
49	300	•	Envelope, brown, short		
50	1170	pc	Envelope, mailing, long		
51	30	pc	Envelope, mailing, long  Envelope, expanding, plastic w/ handle, clear, long		
52	316	pc	Envelope, expanding, w/ knot tie, long, brown, 14 pts.		
53	17	pc			
		рс	Eraser, rubber, 3"		
54 55	1400	pc	Folder long, white,14 pts		
55 56	280	pc	Folder short, white, 14 pts		
56	5 25	pc	Folder long, orange, 14 pts		
57	25	рс	Folder long, plastic, white w/o slide		
58 50	200	рс	Folder, expanding, blue, long, 25 pts. (pressboard)		
59	75 500	рс	Folder, expanding, red, long, 25 pts. (pressboard)		
60	500	рс	Folder, expanding, green, long, 25 pts. US (pressboard)		
61	20	рс	Folder, expanding, green, short, 25 pts. (US) (pressboard)		
62	150	рс	Folder, Transparent, w/slide & hardboard at back long, blue		
63	50	рс	Folder, Transparent, w/slide & hardboard at back long, green		
64	50	рс	Folder,Transparent, w/slide & hardboard at back ,long,yellow		

65         62         pc         Highlighter Marker, nongreen           67         6         pc         Highlighter Marker, orange           68         39         pc         Highlighter Marker, prink           69         10         pack           70         13         tube         Highlighter Marker, pellow           71         105         pc         Marking Pen, super color, fined, black, superior quality           71         105         pc         Marking Pen, super color, fined, black, refiliable, water proof           73         60         pc         Marking Pen, super color, fine, black, refiliable, water proof           74         12         pc         Marking Pen, for whiteboard, black, refiliable           75         1         bot         Marking Pen, for whiteboard, black, refiliable           76         81         pc         Marking Pen, for whiteboard, black, refiliable           77         10         pc         Marking Pen, for whiteboard, blue, refiliable           78         179         roil         Marking Pen, for whiteboard, blue, refiliable           81         79         roil         Marking Pen, for, whiteboard, blue, refiliable           81         78         marking Pen, for, whiteboard, blue, refiliable					Page 3 of 5
68   39   pc   Highlighter Marker, yellow	65	62	рс	Highlighter Marker, neon green	
88   39	66	20	рс	Highlighter Marker, orange	
10			рс	Highlighter Marker, pink	
13			•		
105			•		
108					
12					
1					
175					
The color of the					
177					
Toll					
Total					
80					
Real   Team   Milmeo paper, whitewove, short, S-18,500°s/ream   Milmeo paper, gink, long, 500°s/ream   Milmeo paper, pink, long, 500°s/ream   Milmeo paper, 100 pss/box   Paper fastener, pink, long, 500°s/seam   Milmeo paper, 100 pss/box   Paper fastener, pink, long, 500°s/seam   Milmeo paper, 100 pss/box   Paper fastener, pink, long, 500°s/seam   Milmeo paper, 100 pss/box   Paper, glossy, short, 20 sheets/pack   Pencil with eraser, No. 1, lead   Pencil with					
Ream					
83         2         ream         Mimeo paper, pink, long, 500's/ream           84         1         ream         Mimeo paper, pink, long, 500's/ream           85         1         ream         Multi-Purpose Paper, long, blue           86         110         book         Notebook, steno, 60 lvs.           87         5         book         Notebook, steno, 60 lvs.           88         5         roll         Packaging Tape 1'x 50m           90         121         box         Paper Clip, jumbo, vinyl-coated, 100 pcs/box (50mm)           91         86         box         Paper Clip, jumbo, vinyl-coated, 100 pcs/box (50mm)           91         86         box         Paper Clip, jumbo, vinyl-coated, 100 pcs/box (50mm)           92         130         box         Paper fastener, plastic-coated, 50 sets/box           93         1         box         Paper fastener, stainless, 50 sets/box           94         10         box         Paper fastener, stainless, 50 sets/box           95         72         pc         Pencil with eraser, No.1, lead           96         120         pc         Pencil with eraser, No.1, lead           97         3         pack         Photo Paper, glossy, A4, 20 sheets/pack           99					
### ### ### ### ### ### ### ### ### ##					
10				Mimos paper vallow long 500's/room	
86					
87		110			
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, imbo, 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, short, 20 sheets/pack           99         21         box         Pins, harmer head, push type           100         53         book         Record Book, 300 pages, 11,5"X 7"           101         10         book         Record Book, 500 pages, 11,5"X 7"           101         10         book         Record Book, 500 pages, 11"X 8.5"(official)      <					
121	88		roll		
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, short, 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	89	62	roll	Packaging Tape 2"x 50m	
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, 11.8"X 8.5"(official) 102 68 book Record Book, 500 pages, 11.1"X 8.5"(official) 103 12 pad Reminder Pad (post it Note) 3" x 4", (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, 0.7, black, retractable 110 96 pc Signpen, G-2, 0.7, black, retractable 111 24 pc Signpen, G-2, 0.7, black, retractable 112 24 pc Signpen, G-2, 0.7, block, retractable 113 12 pc Signpen, G-2, 0.7, red, retractable 114 120 pc Signpen, G-2, 0.7, violet, retractable 115 36 pc Signpen V5, pred 116 3 pc Signpen V5, pred 117 95 pc Signpen V5, green 118 24 pc Signpen V7, black 119 12 pc Signpen V7, blue 120 17 pc Signpen V7, blue	90	121	box	Paper Clip, jumbo,vinyl-coated,100 pcs/box (50mm)	
93	91	86	box	Paper Clip, small, vinyl-coated, 100 pcs/box(33mm)	
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, short, 20 sheets/pack           99         21         box         Pins, hammer head, push type           100         53         book         Record Book, 150 pages, 11"X 8.5"(official)           101         10         book         Record Book, 500 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 (12"), 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		130	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"X 8.5"(official) 101 10 book Record Book, 500 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 107 10 pc Ring Binder (2"), black 108 30 box Rubber band, small (no. 16), 200 gms/box 109 264 pc Signpen, G-2, 0.7, 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, violet, retractable 113 12 pc Signpen, V5, black 115 36 pc Signpen V5, pred 116 3 pc Signpen V5, pred 117 95 pc Signpen V7, black 119 12 pc Signpen V7, black 119 12 pc Signpen V7, blue 120 17 pc Signpen V7, blue			box		
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, short, 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, 11,3"X 8.5"(official)           102         68         book         Record Book, 500 pages, 11,3"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, blue, retractable					
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,"X 8.5"(official)           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, violet, retractable           112         24         pc         Signpen V5, black           115 </td <td></td> <td></td> <td></td> <td></td> <td></td>					
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, blue, retractable 111 24 pc Signpen, G-2, 0.7, blue, retractable 112 24 pc Signpen, G-2, 0.7, violet, 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 V5, green 118 24 pc Signpen V5, green 119 12 pc Signpen V7, blue			•		
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, blue, retractable           111         24         pc         Signpen, G-2, 0.7, red, retractable           112         24         pc         Signpen, G-2, 0.7, violet, retractable           113         12         pc         Signpen V5, black           115         36         pc         Signpen V5, green           116         3					
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, bluck, retractable         111       24       pc       Signpen, G-2, 0.7, red, retractable         112       24       pc       Signpen, G-2, 0.7, violet, retractable         113       12       pc       Signpen V5, black         115       36       pc       Signpen V5, black         116       3       pc       Signpen V5, green         117       95       pc       Signpen V5, green         118       24       pc       Si					
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, violet, retractable         113       12       pc       Signpen, G-2, 0.7, violet, retractable         114       120       pc       Signpen V5, blue         115       36       pc       Signpen V5, blue         116       3       pc       Signpen V5, green         118       24       pc       Signpen V5, blue         119       12       pc       Signpe					
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, green         118       24       pc       Signpen V7, black         119       12       pc       Signpen V7, black         119       12       pc       Signpen V7, blue					
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, green         117       95       pc       Signpen V5, green         118       24       pc       Signpen V7, blue         119       12       pc       Signpen V7, blue         120       17       pc       Signpen V7, red					
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, violet, 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, green           117         95         pc         Signpen V5, green           118         24         pc         Signpen V7, blue           119         12         pc         Signpen V7, blue           120         17         pc         Signpen V7, red			•	, , , ,	
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, green         117       95       pc       Signpen V7, black         119       12       pc       Signpen V7, blue         120       17       pc       Signpen V7, red			•	, , , , , , , , , , , , , , , , , , , ,	
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, red, retractable         112       24       pc       Signpen, G-2, 0.7, violet, retractable         113       12       pc       Signpen V-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			•	<del></del>	
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			•		
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			•		
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				, , ,	
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			•	<del></del>	
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			•	<del></del>	
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	112		•	<del></del>	
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	113	12	•	<del></del>	
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	114	120	•	<del></del>	
117       95       pc       Signpen V5, green         118       24       pc       Signpen V7, black         119       12       pc       Signpen V7, blue         120       17       pc       Signpen V7, red	115	36	•	<del></del>	
118       24       pc       Signpen V7, black	116	3	рс	Signpen V5, red	_
119       12       pc       Signpen V7, blue	117	95	рс	Signpen V5, green	
120 17 pc Signpen V7, red	118	24	рс	Signpen V7, black	
			рс		
121 12 pc Signpen V7, green			рс		_
	121	12	рс	Signpen V7, green	

				Page 4 of 5
122	61	рс	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	рс	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	pa <mark>ck</mark>	Sticker Paper,A4 size,matte white,20's/pack	
133	3	p <mark>ac</mark> k	Sticker Paper,short size,matte white,20's/pack	
134	50	рс	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-Tota	
			IV-COMMON OFFICE DEVICES	
1	9	unit	Calculator, 12 digits,w/ key roll-over, 2-way power	
2	10	рс	Cutter,retractable,big	
3	4	рс	Data File Box, Double	
4	1	рс	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	рс	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	
	Ū	Po	Sub-Tota	
			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/	
7	500	DOL	moisturizer	
5	12	bot	Alcohol,Isoprophyl,300ml.,70% Sol.,Hypoallergenic w/	
0	12	DOL	moisturizer,spray type	
6	21	рс	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	рс	Brooms, Abaca	
12	100	•	Brooms, Coco ribs	
13	34	pc		
14		pc tin	Brooms,Tiger Grass ( Humay),wooden handle  Car freshener	
	10			
15 16	3	pack	Choring Brush, Soft Briefle Nylon No. 3	
16	3	pc tin	Cleaning Brush, Soft Bristle,Nylon,No.3	
17 10	13	tin	Contact Cleaner,300 ml.	
18	8	bar	Detergent bar, 4 cuts/bar	
19	2024	pack	Detergent Powder 90 gms.	

					Page 5 of 5
20	43	pack	Detergent Powder 500 gms.		
21	16	pack	Detergent Powder 2 kg.		
22	15	bot	Disenfectant Concentrate,(Solution), 500ml.		
23	52	tin	Disenfectant spray, big, scented 12 oz.(340 g)		
24	10	bottle	Dishwashing liquid, Axion 500ml.		
25	175	box	Dishwa <mark>shing paste,200 gm</mark> s. w/ sponge		
26	35	рс	Doormat, oval, cloth		
27	13	рс	Duster Thread		
28	16	рс	Dust pan, big, plastic		
29	4	box	Examination Gloves, 50 pairs/box		
30	20	pc	Empty Sack,plain,50 kg- capacity		
31	592	sachet	Fabric Conditioner ,26 ml		
32	20	box	Face Mask, 50 pcs/ box		
33	10	рс	Floor Brush,plastic with long handle		
34	2	рс	Floor Mop,circular		
35	12	gal	Floorwax,Terran Newgrade 3.75 liters	7	
36	6	рс	Garden Spray Bottle		
37	64	bot	Glass Cleaner 500ml, spray	1000	
38	48	рс	Hand Towel,interfold <mark>ed,sing</mark> le ply	40	
39	2	pack	Ice Wrapper, 2"x 4", <mark>100's                                   </mark>		
40	30	tin	Insecticide,(Multi- Ins <mark>ect) ae</mark> ros <mark>ol spray,</mark> 500 <mark>ml.</mark>		
41	22	рс	Laundry Brush, pla <b>s</b> tic <mark>,big</mark>		
42	10	pair	Laundry Gloves, latex		
43	20	bot	Liquid Hand Soap,1 liter		
44	4	bot	Liquid White wax 500ml		
45	24	рс	Mop Handle, screw- type, steel		
46	14	рс	Magic Mop		
47	17	рс	Microfiber Cloth		
48	28	pc	Mophead, 400 grams		
49	86	bot	Muria <mark>tic Acid,</mark> pure, 250 ml (b <mark>eersize)</mark>		
50	16	bot	Muriatic Acid,,pure 1 liter		
51	14	gal	Muriatic Acid,pure 1 gallon		
52	1	рс	Pail w/ cover , large		
53	13	рс	Scrub <mark>bing pad with f</mark> oa <mark>m</mark>		
54	23	рс	Toilet bow <mark>l brush, w/ plastic han</mark> dle		
55	39	bot	Toilet bowl cleaner 500ml (Duck- Type Noozle)		
56	25	рс	Toilet bowl pump, rubber		
57	204	cake	Toilet deodorizer, 50gms		
58	1224	roll	Toilet paper, 2 ply		
59	1	roll	Twine, plastic, 1 kg/roll		
60	138	pack	Trash bag plastic, black 18.5" x 18.5" x 40" ,10's/pack		
61	5	рс	Waste Can (plastic) large, w/cover,rectangular,blue		
62	440	pair	Working Gloves w/ rubberized palm		
63	30	рс	Wiping Rag, Standard size, circular, thick		
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-	Sub-Total	
	PURPOSE	Ξ:	For use of 2nd Quarter Supplies,2025, from various Dept., this city.	TOTAL	
Compa	ny Name / R	usiness Name	& Address Name / Signature of Representatives	Form &	Amount

Page 5 of 5

Surety Bond

(5% of ARC)

## 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

Cash/ Manager's Check

(2% of ABC)

AMOUNT OF CONTRACT

#### BID SECURITY

	The state of the s		- 6 - M - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2	(270 OI ABO)		(370 OI ABO)
Lot 1	Common Elec <mark>trical Supplie</mark> s	:	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 <mark>,065</mark> .00 :	12,341.30	:_	30,853.25
Lot 4	Common Office Devices	:	34 <mark>,190.00</mark> :	683. <mark>80</mark>	an /	1,709.50
Lot 5	Common Janitorial Supplies	:	352,835.00 :	7,056.70	9/	17,641.75
		V 1	1/900			

PRE-BID CONFERENCE: March 20, 2025 at 8:30 AM, BAC Secretariat Office

### **TERMS & CONDITIONS**

1. The Bid/Bids shall be accompanied by a BID SECURITY in any of the following forms:

a) 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.

b) 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.

c) 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.

d) Any combination of the foregoing : Proportionate to share form with respect

to total amount of security

e) Bid Securing Declaration

2. 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

- **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