

Republic of the Philippines  
City of San Carlos  
Negros Occidental

SHEET NO. 1

**INVITATION TO BID**

**PURCHASE REQUEST NO: 1-25-05-0885**

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
<b>Delivery Term: (All Lots) 15 Calendar Days upon receipt of P.O.</b>					
<b>Lot I: Common Electrical Supplies</b>					
1	53	pc	Battery AA, Alkaline		
2	38	pc	Battery AAA, Alkaline		
3	5	pc	Bulb Socket		
4	10	pc	CFL Open Bulb, 23 watts		
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	Fluorescent tube, standard size, 18 watts, white, daylight		
8	5	pc	Fluorescent starter, 20 watts		
9	7	pc	LED Light Bulb, 12 watts, daylight		
10	30	pc	LED Light Bulb, 18 watts, daylight		
11	5	pc	3 U Bulb, 20 watts, LED		
				Sub-Total	
<b>II-COMMON COMPUTER SUPPLIES</b>					
1	16	box	Computer ink BTD60BK (black, 108.0 ml)		
2	7	box	Computer ink BT5000Y (yellow, 48.8ml)		
3	8	box	Computer ink BT5000C (Cyan, 48.8 ml)		
4	7	box	Computer ink BT5000M (Magenta, 48.8ml)		
5	63	bot	Computer ink, original, (T6641), black		
6	18	bot	Computer ink, original, (T6642), cyan		
7	18	bot	Computer ink, original, (T6643), magenta		
8	18	bot	Computer ink, original, (T6644), yellow		
9	33	bot	Computer ink, original, (664), black		
10	32	bot	Computer ink, original, (664), cyan		
11	32	bot	Computer ink, original, (664), magenta		
12	32	bot	Computer ink, original, (664), yellow		
13	138	bot.	Computer ink, original, (003), black 65ml		
14	56	bot.	Computer ink, original, (003), cyan 65ml		
15	51	bot.	Computer ink, original, (003), magenta 65ml		
16	57	bot.	Computer ink, original, (003), yellow 65ml		
17	3	box	Computer ink, # 71, 135 ml, black		
18	2	box	Computer ink, # 71, 70 ml, cyan		
19	2	box	Computer ink, # 71, 70 ml, magenta		
20	2	box	Computer ink, # 71, 70 ml, yellow		
21	6	box	Computer ink, # GI-790, black		
22	6	box	Computer ink, # GI-790, cyan		
23	6	box	Computer ink, # GI-790, magenta		
24	6	box	Computer ink, # GI-790, yellow		
25	1	bot	Computer ink, 932 XL, black		

26	1	bot	Computer ink,933 XL,cyan,		
27	1	bot	Computer ink,933 XL,magenta		
28	1	bot	Computer ink,933 XL,yellow		
29	2	box	Computer paper 9 1/2" x 13" , 3 ply long, book 70		
30	4	box	Computer paper 9 1/2" x 11", 3 ply, short ,carbonless		
31	2	box	Computer Ribbon Cartridge for EPSON FX2175 printer		
32	4	box	Computer Ribbon Cartridge for EPSON LQ2180 printer		

Sub-Total

**III-COMMON OFFICE SUPPLIES**

1	100	roll	Adding Machine Tape		
2	10	roll	Adhesive Tape Double sided) 1" (foam type), 5m		
3	20	roll	Adhesive Tape (Double sided) 1", 5m		
4	68	bot	All purpose glue, 130gms		
5	506	pc	Ballpen, fine point, black		
6	167	pc	Ballpen, fine point, blue		
7	15	pc	Ballpen, fine point, red		
8	32	pc	Ballpen,BP-S Fine, black		
9	12	pc	Ballpen,BP-S Fine,blue		
10	54	pc	Ballpen,BP-145 F, black, retractable		
11	8	box	Binder Clip, 50 mm, 12 pcs/box		
12	28	box	Binder Clip, 25 mm, 12 pcs/box		
13	10	box	Binder Clip, 12 mm, 12 pcs/box		
14	10	box	Binder Clip, 3/4 ", 12 pcs/box		
15	554	ream	Bond paper long,(S-20), 70 gsm, 500's/ ream		
16	429	ream	Bond paper short,(S-20), 70 gsm, 500's/ream		
18	75	ream	Bond paper short,(S-24), 80 gsm, 500's/ream		
19	129	ream	Bond paper A4, S-20,500's/ream		
20	10	ream	Bond paper A4, S-24,500's/ream		
21	8	ream	Bond paper A3, S-20,, 500's/ream		
22	7	ream	Bond Paper, long, S-16,500's/ream		
23	4	ream	Bond Paper, short, S-16,500's/ream		
24	10	pc	Bulldog Clip 2"		
25	2	box	Carbon paper, metallized solvent film, long,black		
26	6	pc	Cartolina, white		
27	6	pc	Cartolina,light blue		
28	6	pc	Cartolina, yellow		
29	1	pc	Cartolina, red		
30	6	pc	Cartolina, light-green		
31	30	pc	Certificate Frame,A4,white		
32	160	pc	Certificate Holder,long		
33	80	pc	Certificate Holder, short		
34	10	pack	Certificate Paper, short, 20's/pack,beige		
35	20	pack	Certificate Paper, A4, 20 's/pack,white		
36	5	pack	Certificate Paper (board), 185 gsm, long,10 's/pack,white		
37	2	pack	Certificate Paper (board), 185 gsm, long,10 's/pack,natural		
38	55	pack	Certificate Paper (board), 185 gsm, short,10 's/pack,white		
39	15	pack	Certificate Paper (board), short, 10 's/pack,beige		
40	15	pack	Certificate Paper (board), short, 10 's/pack,pink		
41	5	pack	Certificate Paper (board), A4, 10's/pack, white		
42	4	book	Columnar Notebook, 10 columns		
43	10	book	Columnar Notebook, 24 columns		
44	10	pack	Construction Paper, A4,green,20's/pack		
45	5	pack	Construction Paper, A4,gold,20's/pack		
46	5	pack	Construction Paper, A4,orange,20's/pack		
47	5	pack	Construction Paper, A4,red,20's/pack		

48	15	pack	Construction Paper, A4,yellow,20's/pack
49	412	pc	Correction Tape
50	10	roll	Duct Tape, 2" x 10 yards,gray
51	110	pc	Envelope Plastic, long, transparent
52	700	pc	Envelope, brown, long
53	320	pc	Envelope, brown, short
54	410	pc	Envelope, mailing, long
55	100	pc	Envelope, mailing, short
56	109	pc	Envelope,expanding, w/ knot tie, long,brown,14 pts.
57	5	pc	Envelope,expanding,w/ knot tie,short,brown,14pts.
58	45	pc	Envelope,expanding,plastic w/ handle,clear,long
59	3120	pc	Folder long, white,14 pts
60	457	pc	Folder short,white, 14 pts
61	5	pc	Folder long, orange, 14 pts
62	25	pc	Folder long, plastic,white w/o slide
63	315	pc	Folder,expanding, green,long,25 pts.US (pressboard)
64	10	pc	Folder,expanding, orange,long,25 pts. (pressboard)
65	10	pc	Folder,expanding, pink,long,25 pts. (pressboard)
66	10	pc	Folder,expanding,purple,long,25 pts. (pressboard)
67	110	pc	Folder,expanding,yellow,long,25 pts. (pressboard)
68	115	pc	Folder,Transparent, w/slide & hardboard at back long,blue
69	50	pc	Folder,Transparent, w/slide & hardboard at back long,green
70	100	pc	Folder,Transparent, w/slide & hardboard at back ,long,yellow
71	29	pc	Highlighter Marker, neon green
72	5	pc	Highlighter Marker, orange
73	56	pc	Highlighter Marker, yellow
74	5	tube	Instant Glue, instant, 3 gms., superior quality
75	150	pc	Glue Stick, big
76	105	pc	Manila Paper
77	45	pc	Marking Pen,permanent, broad, black,refillable,aluminum casing
78	3	pc	Marking Pen,permanent, broad, blue,refillable,aluminum casing
79	41	pc	Marking Pen,permanent, fine, black,refillable,aluminum casing
80	15	pc	Marking Pen,permanent, fine, blue,refillable,aluminum casing
81	3	pc	Marking Pen,permanent, fine, red,refillable,aluminum casing
82	5	bot	Marking Pen Ink,permanent, 30 ml.,black
83	2	bot	Marking Pen Ink,permanent, 30ml., blue
84	25	pc	Marking Pen,for whiteboard, black,refillable,aluminum casing
85	2	pc	Marking Pen,for whiteboard, blue,refillable,aluminum casing
86	1	bot	Marking Pen ink, for whiteboard,30 ml., black
89	40	pc	Metallic Paper(10 Red,10 Green,10 Gold &10 Blue)
90	70	ream	Mimeo paper, whitewove, long, S-18,500's/ream
91	55	ream	Mimeo paper, whitewove, short, S-18,500's/ream
92	10	ream	Multi- purpose paper,blue, long, 500's/ream
93	5	ream	Multi- purpose paper,green, long, 500's/ream
94	5	ream	Multi- purpose paper,orange, long, 500's/ream
95	10	ream	Multi- purpose paper,pink, long, 500's/ream
96	5	ream	Multi- purpose paper,purple, long, 500's/ream
97	100	pcs	Moroccan Board, blue, A4 size
98	39	roll	Packaging Tape 2"x 50m
101	68	box	Paper fastener ,plastic- coated,50 sets/box
102	98	pc	Pencil #1,lead
103	99	pc	Pencil #2,lead
104	12	pack	Photo Paper, glossy, short,20 sheets/pack
105	10	pack	Photo Paper, glossy, A4,20 sheets/pack
106	3	pack	Photo Paper, matte, A4,20 sheets/pack

107	3	box	Pins, hammer head, push type		
108	1	roll	Plastic Cover, 100m/roll		
109	100	pc	PVC Cover, A4 size		
110	5	pad	Rainbow Pad		
111	45	book	Record Book, 150 pages.11.5"X 7"		
114	5	pack	Reminder Pad (post it Note) 1" x 3",3 stabs/pack(asst. colors)		
115	5	pad	Reminder Pad (post it Note) 2" x 3", (asst. colors)		
116	3	pad	Reminder Pad (post it Note) 3" x 3", (asst. colors)		
117	5	pad	Reminder Pad (post it Note) 3" x 5", (asst. colors)		
118	10	pc	Ring Binder (1/2") , black		
119	10	pc	Ring Binder (3") , black		
120	203	pc	Signpen, 0.5mm, black		
121	10	pc	Signpen, 0.5mm, blue		
122	44	pc	Signpen, 1.00mm, black, Gel Impact		
123	13	pc	Signpen, 1.00mm, blue, Gel Impact		
124	15	pc	Signpen, 1.00mm, black, retractable,V10		
125	106	pc	Signpen, G-2, 0.5, black, retractable		
126	100	pc	Signpen, G-2, 0.5, blue, retractable		
127	59	pc	Signpen, G-2, 0.5, red, retractable		
128	59	pc	Signpen, G-2, 0.7, black, retractable		
129	15	pc	Signpen, G-2, 0.7, blue, retractable		
130	5	pc	Signpen, G-2, 0.7, red, retractable		
131	91	pc	Signpen, C-4 pen, black		
132	10	pc	Signpen, C-4 pen, blue		
133	97	pc	Signpen V5, black		
134	5	pc	Signpen V5 RT, black		
135	15	pc	Signpen V5, blue		
136	2	pc	Signpen V5, red		
137	30	pc	Signpen V7, black		
138	20	bot	Stamping ink, 30 ml., with applicator (purple)		
139	12	bot	Stamping ink, 28 ml., for self inking stamp,refill ,black,oil- based		
140	3	pc	Stamping Pad, No. 1,purple		
141	1	box	Staple Wire # 10 ,10 packs/box		
142	105	box	Staple Wire # 35, 26/6		
143	2	box	Staple Wire 23/6, 260		
144	1	box	Staple Wire T50		
145	47	pack	Sticker Paper,long,white,20's/pack, matte		
146	13	pack	Sticker Paper,A4,matte,white,20's/pack		
147	3	pack	Sticker Paper,short,white,20's/pack,matte		
148	29	roll	Transparent tape, 1/2"x 50m		
149	90	roll	Transparent tape, 1"x 50m		
151	5	bot	Typewriter Oil 3-in-1		
152	43	pack	Velum Paper,board, long, 10 pcs/pack,white		
153	3	pack	Velum Paper,board, short, 10 pcs/pack,white		
154	4	jar	Waterwell Paste, 200 g		
155	12	pad	Yellow Pad		
				Sub-Total	

#### IV-COMMON OFFICE DEVICES

1	1	unit	Calculator, 12 digits,w/ key roll-over, 2-way power		
2	2	pc	Glue Gun,HD		
3	1	pc	Philippine Flag, 3 ft.x 5 ft.		
4	2	pc	Ruler (12"),aluminum steel		
5	2	pair	Scissors, 10"		
6	2	pc	Stapler #35 HD-50DF,without built-in remover,flat clinch		
7	3	pc	Stapler #35 HD-50R, w/ built- in remover		



8	1	pc	Staple Remover, plier type		
9	4	pc	Storage Box, HD,plastic, 50 liters capacity,white		
10	4	pc	Tape Dispenser, HD, for 1 inch Tape		
				Sub-Total	

**V-COMMON JANITORIAL SUPPLIES**

1	46	tin	Air Freshener ,320 ml,spray		
2	10	pc	Air Freshener Solid (Gel),Peach Blossom Scent		
3	182	bot	Alcohol, ethyl, 500 ml.,70% Solution		
4	463	bot	Alcohol, Isoprophyl, 500 ml.,70% Solution		
5	24	bot	Alcohol, Isoprophyl, 300 ml.,70% Solution, spray type		
6	9	gal	Alcohol,ethyl, 1 gal.,70% Solution		
7	5	kg	Baking Soda		
8	37	cake	Bath soap, 60 g		
9	4	cake	Bath soap, 135 g.family size		
10	14	bot	Bleaching Agent, 500ml		
11	35	bot	Bleaching Agent, 1 liter		
12	12	gal	Bleaching Agent, 1 gal		
13	20	bot	Bleaching Agent, 450ml, (color safe)		
14	2	pc	Brooms, Abaca		
15	117	pc	Brooms, Coco ribs		
16	48	pc	Brooms,Tiger Grass ( Humay),wooden handle		
17	15	tin	Car freshener,california scent		
18	17	pack	Chlorine,1 kg/pack		
19	3	bot	Contact Cement,300ml		
20	15	bar	Detergent bar, 4 cuts/bar, Nature's Fresh		
21	28	pack	Detergent Powder 1 kg., Nature's Fresh		
22	13	pack	Detergent Powder 2 kg., Nature's Fresh		
23	37	pack	Detergent Powder 500 gms., Nature's Fresh		
24	1721	pack	Detergent Powder 90 gms., Nature's Fresh		
25	22	liter	Disenfectant Concentrate,(Solution), 500ml.		
26	56	tin	Disenfectant spray, big, scented 12 oz.(340 g)		
27	31	bottle	Dishwashing liquid, 500ml.		
28	118	box	Dishwashing paste,200 gms. w/ sponge		
29	12	pc	Doormat, oval, cloth		
30	4	pc	Duster Thread		
31	3	pc	Dust pan, big, plastic		
32	1	box	Examination Gloves, 50 pairs/box		
33	212	sachet	Fabric Conditioner 26 ml		
34	71	pack	Fabric Conditioner ,520ml		
35	3	bot	Fabric Conditioner ,960 ml		
36	8	box	Face Mask, 50 pcs/ box		
37	2	pc	Floor Squeegee with rubber blade		
38	39	bot	Glass Cleaner 500ml, spray		
39	1	pc	Glass/ Window Cleaning Tool with handle and foam		
40	20	pc	Hand Towel,interfolded,single ply		
41	2	pack	Ice Wrapper, 12"x 4", 100's		
42	38	tin	Insecticide,(Multi- Insect) aerosol spray, 500ml.		
43	6	pc	Laundry Brush, plastic,big		
44	3	pair	Laundry Gloves, latex		
45	5	bot	Liquid Hand Soap,1 liter		
46	15	liter	Liquid Sosa		
47	3	bot	Liquid White wax 500ml		
48	24	pc	Mop Handle, screw- type, steel		
49	17	pc	Magic Mop		
50	24	pc	Microfiber Cloth		

X-X  
For use of 3rd Quarter Supplies,2025, from various  
Dept.,this city.

Sub-Total  
TOTAL

Form & Amount  
of Bid Security

INSTRUCTION TO BIDDERS

PURCHASE REQUEST NO : 1-25-05-0885 DATE : May 20, 2025

PURPOSE: FOR USE OF 3RD QUARTER SUPPLIES,2025, FROM VARIOUS DEPT.,THIS CITY.

OFFICE : GSD

DATE OF OPENING & DEADLINE FOR THE SUBMISSION OF BIDS : 1:30 P.M. , June 10, 2025

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	: 24,855.00	: 497.10	: 1,242.75
Lot 2 Common Computer Supplies	: 159,530.00	: 3,190.60	: 7,976.50
Lot 3 Common Office Supplies	: 437,068.00	: 8,741.36	: 21,853.40
Lot 4 Common Office Devices	: 8,960.00	: 179.20	: 448.00
Lot 5 Common Janitorial Supplies	: 316,915.00	: 6,338.30	: 15,845.75

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