



**INVITATION TO BID FOR THE PROCUREMENT OF VARIOUS OFFICE SUPPLIES
TO BE USED BY VARIOUS OFFICES OF THE
CITY GOVERNMENT OF ALAMINOS, PANGASINAN**

1. The **CITY GOVERNMENT OF ALAMINOS, PANGASINAN** through the *General Fund* intends to apply the sum of *One Million Two Hundred Fifty One Thousand Four Hundred Sixty Seven Pesos Only (Php 1,251,467.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF VARIOUS OFFICE SUPPLIES TO BE USED BY VARIOUS OFFICES OF THE CITY GOVERNMENT OF ALAMINOS, PANGASINAN**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

QTY.	UNIT OF MEASURE	ITEM DESCRIPTION
		CONSUMABLE INKS
3.00	pc	Brother toner bt6000 black
3.00	pc	Brother toner bt5000 cyan
3.00	pc	Brother toner bt5000 yellow
3.00	pc	Brother toner bt5000 magenta
3.00	pc	Epson ink # 001 black
3.00	pc	Epson ink # 001 cyan
3.00	pc	Epson ink # 001 magenta
3.00	pc	Epson ink # 001 yellow
60.00	pc	Epson ink T6641 black
30.00	pc	Epson ink T6642 cyan
30.00	pc	Epson ink T6643 magenta
30.00	pc	Epson ink T6644 yellow
10.00	pc	Epson pigment ink -7741 black
110.00	pc	Epson ink # 003 black
40.00	pc	Epson ink # 003 cyan
40.00	pc	Epson ink # 003 yellow
40.00	pc	Epson ink # 003 magenta
5.00	pcs	Epson ink 103 black
4.00	pcs	Epson ink 103 cyan
4.00	pcs	Epson ink 103 magenta
4.00	pcs	Epson ink 103 yellow
50.00	pc	HP ink # 678 black
30.00	pc	HP ink # 678 colored
20.00	pc	HP ink # 680 black
20.00	pc	HP ink # 680 colored
25.00	pc	HP ink # 704 black
15.00	pc	HP ink # 704 colored
3.00	pc	HP ink # 905 Black
3.00	pc	HP ink # 905 cyan
3.00	pc	HP ink # 905 magenta

3.00	pc	HP ink # 905 yellow
20.00	pc	HP ink # 932 black
10.00	pc	HP ink # 933 cyan
10.00	pc	HP ink # 933 magenta
10.00	pc	HP ink # 933 yellow
20.00	pc	LX 310, Ribbon
5.00	pcs	Numbering machine ink
10.00	boxes	RIBBON, FOR MANUAL TYPEWRITER
		PAPER MATERIALS AND PRODUCTS
15.00	box	CONTINUOUS FORM, 1 PLY, 280 x 241mm
15.00	box	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless
100.00	pad	NOTE PAD, stick on, 3X3, (400pages, 4 color/pack)
25.00	piece	NOTEBOOK, STENOGRAPHER, spiral, 50 leaves
850.00	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm
850.00	reams	PAPER, Multi-Purpose (COPY) Legal, 70 gsm
10.00	pack	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose 10s/pack
30.00	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min
30.00	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min
1,000.00	pcs	ENVELOPE, DOCUMENTARY, for A4 size document
1,000.00	pcs	ENVELOPE, DOCUMENTARY, for legal size document
200.00	pcs	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc
2.00	box	ENVELOPE, mailing, white, 70gsm x 500's
1,000.00	pcs	FOLDER, TAGBOARD, for A4 size documents
1,000.00	pcs	FOLDER, TAGBOARD, for legal size documents
10.00	pck	Specialty board paper, white 200GSM Board Paper (letter)
20.00	pack	Sticker Paper, A4, 10/pack
50.00	packs	Specialty paper, 90 gsm, 10/pck
50.00	packs	Specialty Paper, 90 gsm, long
100.00	Pcs.	Manila Paper
50.00	pack	Photo paper (A4) 10/pack
20.00	pcs	Coupon Bond A3
10.00	pads	Yellow paper
10.00	box	Continuous Form, 4 ply, carbonless
10.00	pcs	Adding Machine Tape
		BATTERIES AND CELLS AND ACCESSORIES
20.00	pack	BATTERY, dry cell, AA, 2 pieces per blister pack
20.00	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack
5.00	pack	BATTERY, dry cell, D, 1.5 volts, alkaline
		STAPLES, FASTENER AND CLIPS SUPPLIES
30.00	pc	STAPLER with staple remover, for heavy duty staplers, (23/13)
100.00	box	STAPLE WIRE, STANDARD, (#35)
120.00	box	FASTENER, METAL, 70mm between prongs
50.00	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min
50.00	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min
7.00	pieces	RING BINDER, plastic, 32mm, 84 rings
30.00	piece	STAPLE REMOVER, PLIER-TYPE
54.00	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)

50.00	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm). 12'
50.00	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm), 12'
50.00	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm), 12'
20.00	box	Push pins, assorted color, 50'S
		ADHESIVES AND TAPE SUPPLIES
30.00	jar	GLUE, all purpose, gross weight: 200 grams min
50.00	roll	TAPE, MASKING, width: 24mm (±1mm)
50.00	roll	TAPE, MASKING, width: 48mm (±1mm)
50.00	roll	TAPE, PACKAGING, width: 48mm (±1mm)
50.00	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)
50.00	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)
30.00	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape
10.00	rolls	Tape, double adhesive tape(stationery)(green)
10.00	pc	Double sided tape, white
		PENS AND MARKER SUPPLIES
30.00	set	MARKER, FLUORESCENT, 3 assorted colors per set
120.00	piece	MARKER, whiteboard, black, felt tip, bullet type
120.00	piece	MARKER, whiteboard, blue, felt tip, bullet type
240.00	piece	MARKER, PERMANENT, bullet type, black
12.00	piece	MARKER, PERMANENT, bullet type, red
100.00	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB
300.00	piece	SIGN PEN, BLACK, liquid/gel ink, 0.8mm needle tip
300.00	piece	SIGN PEN, BLUE, liquid/gel ink, 0.8mm needle tip
24.00	piece	SIGN PEN, RED, liquid/gel ink, 0.8mm needle tip
1,000.00	pcs	Ballpen (Black)
24.00	pcs	Ballpen (Red)
		MEASURING AND OBSERVING AND TESTING EQUIPMENT
30.00	piece	RULER, plastic, 450mm (18"), width: 38mm min
		FILE ORGANIZER SUPPLIES
31.00	piece	DATA FILE BOX, made of chipboard, with closed ends
30.00	piece	DATA FOLDER, made of chipboard, taglia lock
10.00	pcs	Paper Tray (3 layers)
		PAPER ERASURES / CORRECTORS
80.00	piece	Correction Pen (metal tip)(uni)
300.00	piece	CORRECTION TAPE, film base type, UL 6m min
30.00	piece	ERASER, FELT, for blackboard/whiteboard
		OTHER SUPPLIES
60.00	piece	FLASH DRIVE, 16 GB capacity
10.00	unit	MOUSE, WIRED, USB
5.00	unit	Keyboard, USB
30.00	box	RUBBER BAND, 70mm min lay flat length (#18)
30.00	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min
15.00	packs	CUTTER BLADE, for heavy duty cutter
30.00	piece	CUTTER KNIFE, for general purpose
10.00	piece	DATING AND STAMPING MACHINE, heavy duty
20.00	piece	PENCIL SHARPENER, manual, single cutter head
20.00	piece	PUNCHER, paper, heavy duty, with two hole guide

60.00	pair	SCISSORS, symmetrical, blade length: 65mm min
20.00	unit	CALCULATOR, compact, 12 digits
		ALCOHOL OR ACETONE BASED ANTISEPTICS
330.00	bottle	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)
180.00	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled
		===Nothing Follows===

2. The **CITY GOVERNMENT OF ALAMINOS, PANGASINAN** now invites bids for the above Procurement Project. Delivery of the Goods is required within **Thirty (30) Calendar Days upon receipt of the Notice to Proceed**. Bidders should have completed, within **two (2) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary *“pass/fail”* criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the law or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from the **CITY GOVERNMENT OF ALAMINOS, PANGASINAN** and inspect the Bidding Documents at the address given below during **8:00AM to 5:00PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **April 13 – May 3, 2021** from the given address and website below and upon payment of a non-refundable fee for the Bidding Documents in the amount of **Five Thousand Pesos Only (Php 5,000.00)** at the BAC Secretariat, City Engineering Office, City of Alaminos, Pangasinan.

Bidding Documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) provided that bidder shall pay the fee for the Bidding Documents prior to the submission of bids.
6. The **CITY GOVERNMENT OF ALAMINOS, PANGASINAN** will hold a Pre-Bid Conference on **April 21, 2021, 10:00 A.M. at the City Conference Hall, City Hall Building, City of Alaminos, Pangasinan**.
7. Bids must be duly received by the BAC Secretariat on or before **May 3, 2021, 9:30 A.M.** at the **City Budget Office, City Hall Building, City of Alaminos, Pangasinan**. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **May 3, 2021, 10:00 A.M.** at the **City Conference Hall, City Hall Building, City of Alaminos, Pangasinan**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **CITY GOVERNMENT OF ALAMINOS, PANGASINAN** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of the 2016 Revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

ROLEVER C. BERNABE / ENGR. WILSON C. ROSARIO

Head – BAC Secretariat / Member – BAC Secretariat

City General Services Office / City Engineering Office

Alaminos City Hall Building

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ROWENA F. RUIZ

City Budget Officer

Chairperson - Bids and Awards Committee