



Republic of the Philippines
MUNICIPALITY OF KAPALONG
Province of Davao del Norte
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INVITATION TO BID

Supply and Delivery of Office Supplies

1. The Local Government Unit of Kapalong through the **General Funds 2022** intends to apply the sum of **Two Hundred Ninety Nine Thousand Seven Hundred Seventeen Pesos Only (P 299,717.00)** being the ABC to payments under the contract for **Supply and Delivery of Office Supplies** . Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Local Government Unit of Kapalong now invites bids for the above Procurement Project. Delivery of the Goods is required by **30 calendar days**. Bidders should have completed, within Five (5) 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 laws 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 Local Governmenr Unit of Kapalong and inspect the Bidding Documents at the address given below during **8:00 AM to 5:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **September 12, 2022** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Hundred Pesos Only (P500.00)**.
6. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, on or before **September 22 ,2022 at 10:00 AM**. Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
8. Bid opening shall be on **September 22, 2022 at 10:00 AM** at the given address below Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

9. *Interested Bidders shall submit Letter of Intent (LOI) and notarized authorization as representative from the proprietor/Company to attend the Pre-Bid Conference and Bid Opening .*
10. *The Local Government Unit of Kapalong 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.*
11. *For further information, please refer to:*

MARY ELIZABETH L. EXALA

BAC OFFICE

Quezon Street, LGU Compound, Maniki, Kapalong, Davao del Norte

dadangmay@ yahoo.com

09176848162

www.kapalong.gov.ph

12. *You may visit the following websites:*

For downloading of Bidding Documents: www.philgeps.gov.ph

(SGD.) MARY ELIZABETH L. EXALA
BAC Chairperson or Authorized Representative

Republic of the Philippines
Municipality of Kapalong
Davao Province

Reference Office Supplies - Mayor's Office

<i>Item</i>	<i>Qty</i>	<i>Unit</i>	<i>Article/Description</i>	<i>Approved Budget of Contract</i>	<i>Unit Price</i>	<i>Total Price</i>	<i>Remarks of delivery of articles</i>
1	22	box	Bond Paper (Folio) 70gsm/ 5 reams per box	1,125.00			
2	50	ream	Bond Paper (Letter) 70 gsm	220.00			
3	35	box	Bond Paper (A4) 70gsm 5 reams / box	1,115.00			
4	70	ream	Newsprint Paper (Folio)	186.00			
5	25	box	VellumPaper	1,500.00			
6	15	box	Permanent Marker (Black) 12's	492.00			
7	5	box	Permanent Marker (Blue) 12's	492.00			
8	15	box	Whiteboard Marker (Black) 12's	438.00			
9	5	box	Whiteboard Marker (Blue) 12's	720.00			
10	12	bottle	Permanent Marker Ink (Black)	102.00			
11	6	bottle	Permanent Marker Ink (Blue)	102.00			
12	14	bottle	Whiteboard Marker Ink (Black)	160.00			
13	6	bottle	Whiteboard Marker Ink (Blue)	160.00			
14	25	box	Sign Pen 0.3 (Black)	324.00			
15	5	box	Sign Pen 0.3 (Blue)	324.00			
16	20	box	Sign Pen 0.4 (Black)	324.00			
17	10	box	Sign Pen 0.4 (Blue)	324.00			
18	25	box	Sign Pen 0.5 (Black)	324.00			
19	5	box	Sign pen 0.5 (blue)	324.00			
20	10	box	Vinyl Paper Clip 50mm-36	36.00			
21	7	box	Vinyl Paper Clip 33mm-18	18.00			
22	10	box	Binder Clip (3/4") 12's	36.00			
23	10	box	Binder Clip (1") 12's	50.00			
24	10	box	Binder Clip) 1-1/4") 12's	65.00			
25	10	box	Binder Clip (1-5/8") 12's	86.00			
26	10	box	Binder Clip (2") 12's	94.00			
27	10	pc	Scissor (8 1/4)	108.00			
28	30	pc	Certificate Holder (Folio)	72.00			
29	70	pcs	Certificate Holder (A4)	70.00			
30	20	pcs	Certificate Holder (Letter)	66.00			
31	10	bottle	Epson Ink T664 (Black)	350.00			
32	10	bottle	Epson Ink T664 (Cyan)	350.00			
33	10	bottle	Epson Ink T664 (Magenta)	350.00			
34	10	bottle	Epson Ink T664 (Yellow)	350.00			
35	10	bottle	Epson Ink 001 (Black)	1,000.00			
36	10	bottle	Epson Ink 001 (Cyan)	1,000.00			
37	10	bottle	Epson Ink 001 (Magenta)	1,000.00			
38	10	bottle	Epson Ink 001 (Yellow)	1,000.00			
39	20	bottle	Brother Ink BT5000 (Cyan)	500.00			
40	20	bottle	Brother Ink BT5000 (Magenta)	500.00			
41	20	bottle	Bother Ink BT5000 (Yellow)	500.00			

Name of Establishment

*Signature of Bidders or his duly
Authorized Representative*