



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 for KCAST***

1. *The Local Government Unit of Kapalong through the **Trust Fund- 2022** intends to apply the sum of **Five Hundred Seventy Seven Thousand Five Hundred Twenty Two Pesos Only (P 577,522.00)** being the ABC to payments under the contract for **Supply and Delivery of Office Supplies for KCAST** . 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 Government 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 **December 5, 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 **One Thousand Pesos Only (P 1,000.00)**.*
6. *Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, on or before **December 14 ,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 **December 14, 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](http://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 for KCAST*

Item	Qty	Unit	Article/Description	Approved Budget of Contract	Unit Price	Total Price	Remarks of delivery of articles
1	50	pcs	Accetate Film 100 sheets (A4T)	898.00			
2	200	pcs	Certificate Holder A4	70.00			
3	52	pcs	Correction Taper	35.00			
4	74	PCS	Data File Box (15" x 9.5" x 4.5")	168.00			
5	20	pcs	Filling Tray, 3 Layers in/out Risers	750.00			
6	30	pcs	Flash Drive, 16GB Cap. USB	384.00			
7	20	pack	Folder Tagboard , Legal size, 100pcs/pack	798.00			
			Brown w/ Inner White				
8	28	bots.	Glue Multipurpose Glue 130g	57.00			
9	35	bots.	Ink Epson T664 (Black)	350.00			
10	30	bots.	Ink Epson T664 (Cyan)	350.00			
11	30	bots.	Ink Epson T664 (magenta)	350.00			
12	30	bots.	Ink Epson T664 (Yellow)	350.00			
13	35	bots.	Ink Epson 003(Black)	350.00			
14	30	bots.	Ink Epson 003(Cyan)	350.00			
15	30	bots.	Ink Epson 003 (Magenta)	350.00			
16	30	bots.	Ink Epson 003 (yellow)	350.00			
17	35	bots.	Ink Epson 001 (Black)	350.00			
18	30	bots.	Ink Epson 001 (Cyan)	350.00			
19	30	bots.	Ink Epson 001 (magenta)	350.00			
20	30	bots.	Ink Epson 001 (Yellow)	350.00			
21	200	pcs	Office File Document Storage Study Box	558.00			
			(L-16 x W-11" x H-11.5")				
22	40	box	Paper Clip , gem Type, 33mm, viynl, coated,	18.00			
			100's/box				
23	40	box	Paper Clip, gem Type, 50mm, jumbo,viynl,	36.00			
			coated, 100's/box				
24	50	box	Paper Fastener, viynl coated 50's	50.00			
25	365	reams	Paper , A4 Size 70 GSM	228.00			
26	365	reams	Paper, Legal 70GSM	234.00			
27	7	roll	Plastic Cellophane , Thick (for Book Cover)	762.00			
			50 meters				
28	20	pcs	Staple Standard , with Remover	546.00			
29	20	box	Staple Wire, Standard, #35 , 5000's/box	51.00			
30	30	roll	Tape Transparent 24mm (2") width,	54.00			
			USABLE LENGTH OF 50M				
31	30	pack	Vellum Board 10pcs/pack long	42.00			
32	200	reams	Memeo paper Legal size Sub. 18	120.00			
			Approved Budget for the Contract	577,522.00			

Name of Establishment

Signature of Bidders or his duly  
Authorized Representative

