



Republic of the Philippines
MUNICIPALITY OF KAPALONG
Province of Davao del Norte
oOo

INVITATION TO BID

Supply and Delivery of Office Supplies

1. The Local Government Unit of Kapalong, through the **Trust Fund** intends to apply the sum of **Eight Hundred Thousand Pesos Only (P 800,000.00)** 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 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 **June 5, 2023** 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 **June 13, 2023 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 **June 13, 2023 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 for KCAST*

Item	Qty	Unit	Article/Description	Approved Budget of Contract	Unit Price	Total Price	Remarks of delivery of articles
1	20	packs	Battery AA by 4	207.00			
2	30	pcs	Calculator, compact, LCD Display, 12 digits	426.00			
3	200	pcs	Certificate Holder A4	55.00			
4	30	boxes	Clip Backfold, 50mm (Double binder),12 pcs,per box	94.00			
5	20	ream	Construction Paper,asst. colors, long 250's	258.00			
6	99	pcs	Correction Tape	35.00			
7	100	pcs	Correction Pen	31.00			
8	200	pcs	Data File Box (5' x 9' x 15 3/4)	168.00			
9	4	packs	Mailing Envelope , Legal size (50pcs/pack)	40.00			
10	20	pcs	Flash Drive, 32 GB Cap. USB	540.00			
11	30	set	Filing Tray, 3 layer in/out-Risers	750.00			
12	500	pcs	Folder, legal, Glossy (Blue)	10.00			
13	500	pcs	Folder, Legal, Glossy (Sky-Blue)	10.00			
14	500	pcs	Folder, Legal, Glossy (violet)	10.00			
15	500	pcs	Folder, Legal, Glossy (Orange)	10.00			
16	500	pcs	Folder, Legal, Glossy (Green)	10.00			
17	500	pcs	Folder, legal, Glossy (Red)	10.00			
18	500	pcs	Folder, Legal, Glossy (Pink)	10.00			
19	500	pcs	Folder, Legal, Glossy (Yellow)	10.00			
20	10	packs	Folder Tagboard, Legal size, 100pcs/pack(Brown)	684.00			
21	10	packs	Folder Tagboard, Legal size,100pcs/pack white	798.00			
22	30	bots	Glue Multi-Purpose Glue 130g	57.00			
23	100	packs	Index Card ruled,(5" x 8") 127mmx203mm 500s/pack	66.00			
24	80	bots	Ink Epson T6641 Black	350.00			
25	50	bots	Ink Epson T6642 Yellow	350.00			
26	50	bots	Ink Epson T6643 Magenta	350.00			
27	50	bots	Ink Epson T6644 Blue	350.00			
28	80	bots	Ink Epson 003 Black	350.00			
29	50	bots	Ink Epson 003 Yellow	350.00			
30	50	bots	Ink Epson 003 Magenta	350.00			
31	50	bots	Ink Epson 003 Blue	350.00			
32	80	bots	Ink Epson 001 Black	350.00			
33	50	bots	Ink Epson 001 Yellow	350.00			
34	50	bots	Ink Epson 001 Magenta	350.00			
35	50	bots	Ink Epson 001 Blue	350.00			
36	30	packs	Marker, Flourescent, asstd colors, 3 colors/set	90.00			
37	20	pcs	Marking Pen, for White Board, Black	39.00			
38	20	pcs	Marking Pen, Permanent Black, bullet tip, non toxic	41.00			
39	50	boxes	Paper Clip, gem type, 33mm, vinyl,coated,100's/box	18.00			
40	50	boxes	paper Clip, gem type,50mm,jumbo,vinyl, coated,100's/box	36.00			
41	50	boxes	paper Fastener , Vinyl coated sets	50.00			
42	400	reams	paper, multicopy, A4 size 80GSM	282.00			
43	370	reams	paper, Multicopy, Legal 80 gsm	347.00			
44	50	reams	paper, Multicopy , Short size	225.50			

Name of Establishment

*Signature of Bidders or his duly
Authorized Representative*

Republic of the Philippines
Municipality of Kapalong
Davao Province

Reference *Office Supplies for KCAST*[illegible]

			<i>Approved Budget for the Contract</i>	<i>800,000.00</i>			

Name of EStablishment

*Signature of Bidders or his duly
Authorized Representative*