

#### Republic of the Philippines MUNICIPALITY OF KAPALONG Province of Davao del Norte o0o

#### **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: <a href="www.philgeps.gov.ph">www.philgeps.gov.ph</a>

(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	Unit	Total	Remarks of
				Budget of	Price	Price	delivery of
				Contract			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

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Item	Qty	Unit	Article/Description	Approved	Unit	Total	Remarks of
				Budget of Contract	Price	Price	delivery of articles
45	50	reams	Paper bond, PG(Premium Grade), Legal size,	231.00			urticles
43	30	Teams	70 gsm, RED Color	231.00			
46	50	reams	Paper bond, PG(Premium Grade), Legal size,	231.00			
40	30	TEUITIS	70 gsm, ORANGE COLOR	231.00			
47	5	pcs	Pencil Lead, with Eraser, Medium size	51.00			
48	3	roll	Plastic Cellophane, thick ( for Book Cover) 50 meters	762.00			
49	20	pack	Printable Syicker Paper White Long size 40's	54.00			
50	20	pcs	Puncher Heavy Duty with Two-Hole Guide	234.00			
51	30	boxes	Push Pins Hammer Head Type, assorted Colors, 100's/box	30.00			
52	250	packs	Photopaper 20 sheets, A4 size	102.00			
53	30	reams	Record Book 300 pages	88.00			
54	30	reams	Record Book 500 pages	118.00			
55	40	pcs	Scissors 65 mm	52.00			
56	20	bots	Stamp pad Ink, Violet, 50ml., w/ applicator	30.00			
57	20	pcs	Stamp Pad, Felt pad, 70mm x 10mm	56.00			
58	19	pcs	Stapler, Standard, w/ remover	546.00			
59	50	boxes	Staple Wire, standard, # 35, 5000's box	51.00			
60	5	pcs	Staple Remover	51.00			
61	20	roll	Double Sided Tape 1"	36.00			
62	50	pad	Sticky Note 50's	30.00			
63	200	pcs	Tabing Letter	35.00			
64	40	roll	Tape Transparent width 24 mm"(1mm)	42.00			
65	20	roll	Tape Masking width 24mm" (1mm)	58.00			
66	10	pcs	Tape Dispenser (Big)	156.00			
67	20	bots	Wyteboard Marker Refill Ink (Black)	202.00			
68	200	reams	White mimeo Paper (Legal size, Sub. 18	120.00			
69	30	pack	Vellum Board 10 pcs/pack long	42.00			

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			Approved Budget for the Contract	800,000.00			
Name of EStablishment			ent	Signature of Bidders or his duly			
				Authorized Representative			