



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-KCAST

1. The Local Government Unit of Kapalong, through the **Trust Fund** intends to apply the sum of **One Hundred Six Thousand Nine Hundred Eleven Pesos Only (P 106,911.00)** 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 **June 26, 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 **Five Hundred Pesos Only (P 500.00)**.
6. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, on or before **July 3, 2023 at 1:30 PM**. 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 **July 3, 2023 at 1:30 PM** 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.

Term of Payment must be a minimum of Ten (10) and maximum of Thirty (30) working days upon Final Acceptance and Inspection.

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-KCAST

Item	Qty	Unit	Article/Description	Approved Budget of Contract	Unit Price	Total Price	Remarks of delivery of articles
1	24	bots	Ink Epson 003 Black	350.00			
2	17	bots	Ink Epson 003 Yellow	350.00			
3	17	bots	Ink Epson 003 Cyan	350.00			
4	17	bots	Ink Epson 003 Magenta	350.00			
5	7	pcs	Marking Pen, Permanent Black, Bullet	41.00			
			Tip, non-toxic				
6	64	pcs	Notebook, Stenographer ,Spiral, 40 leaves	20.00			
7	3	boxes	Ballpen, Color Black (24 pcs per box)	150.00			
8	12	bots	Ink for Pilot marking Pen, Permanent,	120.00			
			Black				
9	60	pcs	Certificate Holder A4	55.00			
10	5	ream	Construction Paper, Asstd. Colors long 250s	258.00			
11	10	pcs	Correction Tape	35.00			
12	9	pcs	Mailing Envelope, Legal size (50 pcs/pack)	40.00			
13	20	pcs	Data File Box (5' x 9' x 15 3/4)	168.00			
14	45	boxes	Paper Clip, gem type, 50mm, jumbo, vinyl,	36.00			
			coated, 100's/box				
15	48	boxes	Paper Clip, gem Type, 33mm, vinyl , coated,	18.00			
			100's/box				
16	43	ream	PAPER, Multicopy A4 size 80 GSM	282.00			
17	40	ream	paper, Multicopy Legal size 80 GSM	347.00			
18	10	ream	Paper, Multicopy Short size 80GSM	225.50			
19	4	pcs	Puncher, paper, heavy duty, with two hole guide	234.00			
20	10	pack	Vellium Board 10 pcs/pack A4	42.00			
21	15	pad	Sticky Note 50's	30.00			
22	15	ream	paper Fastener, Vinyl coated	50.00			
23	4	roll	Tape, Transparent, Width: 24mm	42.00			
24	15	roll	Tape, masking, width: 24mm (±1mm)	58.00			
25	15	packs	Photopaper 20 sheets (A4 size)	102.00			
26	1	box	Envelope, Documentary , for A4 size Document	490.00			
27	1	box	Envelope, Documentary, for Legal size document	625.00			
28	1	box	Pencil, lead, w/ eraser, wood cased, hardness	51.00			
29	3	bundle	Ring Binder, 80 rings, plastic,32mm x 1.12m	245.00			
30	4	box	Fastener, Metal, 70mm between prongs	95.00			
31	10	pieces	Sign Pen, red, 0.5mm needle Tip	100.00			
32	10	pieces	Sign Pen, Black, 0.5mm needle tip	100.00			
33	2	pieces	Record Book, 500 pages, size: 214mm x278mm min	118.00			
34	2	pad	Note Pad, Stick on, 76mmx76mm(3"x3")min	50.00			
35	1	pc	Whiteboard,2-Side Whiteboard 36" x 48" White	6,500.00			
			Board with Stand				
36	2	pcs	Whiteboard Marker, Black	39.00			
37	10	bottle	Whiteboard Marker Ink-refill (Black)	202.00			

Name of Establishment

Signature of Bidders or his duly
Authorized Representative

Republic of the Philippines
Municipality of Kapalong
Davao Province

Reference: *Office Supplies-KCAST*

[illegible]

			Total Approved Budget for the Contract	106,911.00			

Name of Establishment

Signature of Bidders or his duly
Authorized Representative