



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-Mayor's Office***

1. The Local Government Unit of Kapalong, through the **General Fund** intends to apply the sum of **Two Hundred Ninety Nine Thousand Nine Hundred Eighty Eight Pesos Only (P 299,988.00)** being the ABC to payments under the contract for **Supply and Delivery of Office Supplies- Mayor's Office**. 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 **July 17 ,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 24, 2023 at 10:30 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 **July 24 , 2023 at 10:30 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.

*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](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-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	228	ream	paper Multi-Purpose 70gsm (long)	234.00			
2	230	ream	Paper Multi-Purpose 70gsm (A4)	228.00			
3	230	ream	Paper Multi-Purpose 70gsm (Letter)	220.00			
4	100	box	Ballpen 50's	228.00			
5	40	box	fastener 50's	105.00			
6	60	roll	Double Sided Tape # 2	50.00			
7	10	bottle	Ink Epson Black	350.00			
8	10	bottle	Ink Epson Magenta	350.00			
9	10	bottle	Ink Epson Cyan	350.00			
10	10	bottle	Ink Epson Yellow	350.00			
11	10	pack	Photo Paper A4 20's	100.00			
12	8	pack	Folder	1,250.00			
13	30	ream	Newsprint paper (Folio)	186.00			
14	4	pack	Vellum paper	1,500.00			
15	20	box	Permanent Marker (Black) 12's	492.00			
16	20	box	Permanent Marker (Blue) 12's	492.00			
17	20	box	White Board Marker (Black) 12's	438.00			
18	5	box	White Board marker (Blue) 12's	720.00			
19	5	box	Permanent Marker Refill Ink (Black)	102.00			
20	5	box	Permanent Marker Refill Ink (Blue)	102.00			
21	5	box	White Board Marker Refill Ink (Black)	160.00			
22	5	box	White Board Marker Refill Ink (Blue)	160.00			
23	30	box	Sign Pen 0.3 (15 boxes Black/15 boxes blue)	324.00			
24	19	box	Sign Pen 0.5 (10 boxes black/9 boxes blue)	324.00			
25	6	box	Vinyl paper Clip- 2 inches	36.00			
26	5	box	Vinyl Paper Clip- 1 inch	18.00			
27	18	box	Binder Clip - 2 inches/12's	25.00			
28	4	pair	Scissors	108.00			
29	4	pcs	Certificate Holder Long	72.00			
30	4	pcs	Certificate Holder A4	70.00			
31	4	pcs	Certificate Holder Letter	66.00			
32	5	bottle	Brother Ink Cyan	500.00			
33	6	bottle	Brother Ink Magenta	500.00			
34	6	bottle	Brother Ink Yellow	500.00			
35	6	bottle	Brother Ink Black	500.00			
36	10	box	Correction Tape 48's	1,296.00			
			Approved Budget for the Contract	299,988.00			

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Name of Establishment

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Signature of Bidders or his duly  
Authorized Representative

