

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

INVITATION TO BID

Supply and Delivery of Office Supplies (MPDO)

- 1. The Local Government Unit of Kapalong, through the **General Fund** intends to apply the sum of **Two Hundred Twenty Five Thousand Pesos Only (P 225,000.00)** being the ABC to payments under the contract for **Supply and Delivery of Office Supplies (MPDO)**. 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 **November 30,2023** 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 **December 7, 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 **December 7**, **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.

Republic of the Philippines Municipality of Kapalong Davao Province

Reference Office Supplies - MPDO

Item	Qty	Unit	Article/Description	Approved	Unit	Total	Remarks of
				Budget of	Price	Price	delivery of
				Contract			articles
1	<i>75</i>	reams	Paper Multi-Purpose 70 gsm (F4)	278.00			
2	150	reams	Paper Multi Purpose 70 gsm (A4)	255.00			
3	45	bottles	Ink Epson 003 (Black)	350.00			
4	35	bottles	Ink Epson 003 (Magenta)	350.00			
5	35	bottles	Ink Epson 003 (Cyan)	350.00			
6	<i>35</i>	bottles	Ink Epson 003 (Yellow)	350.00			
7	32	bottles	Ink Black Epson T6641	350.00			
8	27	bottles	Ink Cyan Epson T6642	350.00			
9	27	bottles	Ink Magenta Epson T6643	350.00			
10	27	bottles	Ink Yellow Epson T6644	350.00			
11	150	pieces	Filer Box	168.00			
12	4	boxes	PVC Cover 300 mic 217 mm x 331mm 100's	960.00			
13	250	pieces	Green Exoanded Folder	18.00			
14	2	boxes	Brown Folder (Long) 100's	684.00			
15	2	boxes	Brown Envelop (Long) 100s	330.00			
16	2	boxes	White Mailing Envelop (long) 500s	150.00			
17	10	boxes	Sign Pen 12's	680.00			
18	200	pieces	Ring Binder 12mm x 1.2mm(1/2" x 44"),	35.00			
			plastic , Black				
19	200	pieces	Ring Binder 19mm x 1.2mm (3/4" x 44"),	35.00			
			plastic , Black				
20	4	pieces	Stapler	546.00			
21	20	boxes	Staple Wire # 35	51.00			
22	2	pieces	Puncher Heavy Duty	234.00			
23	252	pieces	Clear Folder with Slide	30.00			
24	80	boxes	Photo Paper A4 10s	65.00			
25	5	boxes	Correction Tape 10's	150.00			
			Approved Budget for the Contract	225,000.00			

Name of Establishment

Signature of Bidders or his duly Authorized Representative

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:

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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