



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

INVITATION TO BID

Supply and Delivery of Office Supplies for KCAST

1. *The Local Government Unit of Kapalong, through the **Trust Fund – 2024** intends to apply the sum of **One Million Four Thousand Seven Hundred Seventy Pesos Only (P 1,004,770.00)** 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 **March 13, 2024** 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 Thousand Pesos Only (P 5,000.00)**.*
6. *The Local Government Unit of Kapalong will hold a Pre-Bid Conference¹ on **March 20, 2024 at 10:30 AM at Supply Office**, which shall be open to prospective bidders.*
7. *Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, on or before **April 2, 2024 at 10:00 AM**. Late bids shall not be accepted.*
8. *All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.*
9. *Bid opening shall be on **April 2, 2024 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.*

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10. *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.

11. *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.*

12. *For further information, please refer to:*

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BAC OFFICE

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dadangmay@yahoo.com

09176848162

www.kapalong.gov.ph

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Reference *Office Supplies-KCAST*

Item	Qty	Unit	Article/Description	Approved Budget of Contract	Unit Price	Total Price	Remarks of delivery of articles
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3	500	pcs	Folder, Glossy (Sky-Blue)	12.00			
4	500	pcs	Folder, Legal, Glossy (Pink)	12.00			
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Term of Payment must be a minimum of Ten (10) and maximum of Thirty (30) working days upon Final Acceptance and Inspection.

11. *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.*

12. *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

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(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	300	pcs	Data File Box (15" x 9.5" x 4.5") TPT	168.00			
2	500	pcs	Folder Legal, Glossy (Blue)	12.00			
3	500	pcs	Folder, Glossy (Sky-Blue)	12.00			
4	500	pcs	Folder, Legal, Glossy (Pink)	12.00			
5	500	pcs	Folder, Legal, Glossy (Yellow)	12.00			
6	500	pcs	Folder, Legal, Glossy (Golden Yellow)	12.00			
7	500	pcs	Folder, Legal, Glossy (White)	12.00			
8	500	pcs	Folder, legal, Glossy (Violet)	12.00			
9	500	pcs	Folder, Legal, Glossy (red)	12.00			
10	500	pcs	Folder, Legal, Glossy (Orange)	12.00			
11	50	bots.	Glue Multi Purpose Gle 130g	70.00			
12	40	bots.	HP Ink GT53 (Black)	480.00			
13	30	bots.	HP Ink GT52 (Magenta)	480.00			
14	30	bots.	HP Ink GT52 (Yellow)	480.00			
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21	30	bots.	Ink Epson T664 (Cyan)	350.00			
22	30	bots.	Ink Epson T664 (Magenta)	350.00			
23	30	bots.	Ink Epson T664 (Yellow)	350.00			
24	50	box	Paper Clip, Gem Type, 33mm, Vinyl ,coated,	18.00			
			100's/box				
25	50	box	Paper Clip, Gem Type, 50mm, Vinyl ,coated,	36.00			
			100's/box				
26	800	reams	Paper, Multicopy, A4 size 70 GSM	224.00			
27	970	reams	Paper, Multicopy, long size 70 GSM	247.00			
28	100	pack	Photopaper 20 sheets, A4 size	84.00			
29	30	pcs	Stapler Standard, with remover Heavy	546.00			
			Duty				
30	100	box	Staple Wire, standard, #35, 5000's/box	44.00			
31	50	roll	Tape Transparent 24mm (2") width, usable	54.00			
			length of 50m				
32	50	pack	Vellum Board 10pcs/pack long	42.00			
33	1000	reams	Memeo 480 sheets Legal Paper	288.00			
			Approved Budget for the Contract	1,004,770.00			



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 for KCAST

1. *The Local Government Unit of Kapalong, through the **Trust Fund – 2024** intends to apply the sum of **One Million Four Thousand Seven Hundred Seventy Pesos Only (P 1,004,770.00)** 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).*
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