

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

#### **INVITATION TO BID**

## Supply and Delivery of Office Supplies for Research Office use-KCAST

- 1. The Local Government Unit of Kapalong, through the **Trust Fund- 2024** intends to apply the sum of **One Hundred Thousand Pesos Only (100,000.00)** being the ABC to payments under the contract for **Supply and Delivery of Office Supplies for Research Office use -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 **July 8,2024** 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 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 18, 2024 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 **July 18**, **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.
- 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: <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 Research office use-KCAST

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Item	Qty	Unit	Article/Description	Approved	Unit	Total	Remarks of
				Budget of	Price	Price	delivery of
	100		Continue Holder AA	Contract			articles
1	100	pcs	Certificate Holder A4	70.00			
2	10	pcs	Correction Tape	35.00			
3	2	pcs	Filling Tray, 3 Layers in/out Risers	750.00			
4	3	pcs	Flash Drive, 16GB Cap. USB	384.00			
5	2	pack	Folder Tagboard,Legal size, 100pcs/pack	798.00			
			(Brown w/ Inner White)				
6	5	bots	Glue Multipurpose Glue 130g	70.00			
7	20	bots	Ink Epson 003 (Black)	350.00			
8	10	bots	Ink Epson 003 (Cyan)	350.00			
9	10	bots	Ink Epson 003 (magenta)	350.00			
10	10	bots	Ink Epson 003 (Yellow)	350.00			
11	9	box	Paper Clip, Gem Type,33mm,vinyl,	18.00			
			coated ,100's/box				
12	10	box	Paper Clip, Gem Type, 50mm, Jumbo,vinyl,	36.00			
			coated ,100's/box				
13	10	box	paper Fastener, Vinyl coated 50's	50.00			
14	90	ream	Paper, multicopy , A4 size 70 GSM	224.00			
15	100	ream	Paper, multicopy, Legal 70 GSM	247.00			
16	98	ream	Paper, Multicopy,short 70 gsm	224.00			
17	4	pcs	Staple Standard , with remover heavy duty	546.00			
18	6	box	Staple wire, Standard ,#35,5000's/box	44.00			
19	5	roll	Tape Transparent 24mm (2") width, usable	54.00			
			length of 50m				
			Approved Budget for the Contract	100,000.00			

Name of Establishment	Signature of Bidders or his duly
	Authorized Representative