

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

INVITATION TO BID

Supply and Delivery of Office Supplies (KCAST)

- 1. The Local Government Unit of Kapalong, through the **General Fund 2025** intends to apply the sum of **One Million One Hundred Thirty Five Thousand Six Hundred Eighty Four Pesos and 25/100 (1,135,684.25)** being the ABC to payments under the contract for **Supply and Delivery of Office Supplies (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 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 nondiscretionary "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 20**, **2025** 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 June 27, 2025 at 9:30 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 July 10,2025 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 **July 10, 2025 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.

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

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:

MARY ELIZABETH L. EXALA BAC OFFICE Quezon Street, LGU Compound, Maniki, Kapalong, Davao del Norte dadangmay@ yahoo.com 09176848162 www.kapalong.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents: <u>www.philgeps.gov.ph</u>

(SGD.) MARY ELIZABETH L. EXALA BAC Chairperson or Authorized Representative

Republic of the Philippines Municipality of Kapalong Davao Province										
Item	Qty	Unit	Article/Description	Approved	Unit	Total	Remarks o			
				Budget of	Price	Price	delivery of			
				Contract			articles			
37	5	bundles	Plastic Ring Binder A4 size (10pcs/bundle)-14mm	63.00						
38	10	bundles	Plastic Ring Binder long size(10pcs/bundle)-51mm	281.00						
39	10	bundles	Plastic Ring Binder long size(10pcs/bundle)-38mm	235.00						
40	10	bundles	Plastic Ring Binder long size(10pcs/bundle)-32mm	259.89						
41	10	bundles	Plastic Ring Binder long size(10pcs/bundle)-25mm	167.00						
42	10	bundles	Plastic Ring Binder long size(10pcs/bundle)-20mm	138.00						
43	10	bundles	Plastic Ring Binder long size(10pcs/bundle)-14mm	115.00						
44	100	reams	Paper Fastener metal	109.00						
45	4	reams	Parchment Paper, Legal size	154.21						
46	10	pcs	Record Book 300 pages	105.00						
47	15	pcs	Record Book 500 pages	143.00						
48	50	pcs	Stapler Standard Type	227.00						
49	10	box	Staple wire, #10, 5001's/box	32.00						
50	10	pcs	Tampad Felt	46.00						
51	20	roll	Tape, Double Sided (1/2")	22.00						
52	20	roll	Tape, Double Sided (1")	34.00						
53	20	roll	Tape Transparent ,24mm	20.00						
54	50	roll		33.00			_			
			Tape Transparent ,48mm							
55	20	roll	Tape, Duck (Silver/Gray)	85.00						
56	100	cartridge		1,323.00						
			Printer -Black							
57	50	cartridge	Toner Cartridge for Brother MFC L3771CDW	1,324.00						
			Printer -Yellow							
58	50	cartridge	Toner Cartrige for Brother MFC L3772CDW	1,325.00			_			
			Printer - Magenta				_			
59	50	cartridge	Toner Cartrige for Brother MFC L3773CDW	1,326.00						
			Printer - Magenta							
60	150	pack	Vellum Board 10pcs/pack long	35.00						
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		.,		Authorized Representative						
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Republic of the Philippines Municipality of Kapalong									
			Davao Province	: 					
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			2	Authorized R	epresentati	ve			