



# BIDS & AWARDS COMMITTEE

## INVITATION TO BID

The Procuring Entity through its Bids and Awards Committee (BAC) invites contractors to apply for eligibility and to bid for the hereunder project:

Contract ID No. : G-PB-03-029  
Name of Project : Purchase of various office supplies for LGU Tangub  
Location : Tangub City  
Brief Description :

50 bxs. Ballpen sign pen 1.0  
87 bxs. Ballen (black/blue)  
667 rms. Bond paper, long  
441 rms. Bond paper A4  
45 rms. Bond paper A3  
123 rms. Bond paper shrt.  
10 rms. Mimeo bond paper shrt.  
150 rms. Mimeo bond paper A4  
100 rms. Mimeo bond paper long  
12 pcs. Paper tape # 1  
10 pcs. Packing tape # 2  
59 pks. Sticky notes  
20 bxs. Binder clip small 25mm  
15 sets Ink BT5000 CYMB  
22 bots. Ink BTD60 BK  
2 Bots. Ink BT5000C  
75 sets Ink 003  
19 bots. Ink 003 BK  
21 bots. Ink 008 BK  
21 bots. Ink 008M  
21 bots. Ink 008C  
21 bots. Ink 008 Y  
22 bots. Ink 664 BK  
21 set Ink 664 (ymc)  
10 bxs. Fastener, long  
9 doz. Sign pen 2.0mm  
4 pks. Sticker paper  
5 pcs. Toner TK-4140  
20 PCS. Arch file, long  
40 pcks. Sign here  
35 bxs., Paper clip  
26 pcs. Scissors  
116 bxs. Staple wire # 35

5 pcs. Plastic envelope w/ handle, long  
2 bxs. White board marker 12/1  
50 bxs. Fastener, shrt.  
30 book Record book 300 pages  
1 book Record book 150 pages  
31 books Record book 500 pages  
60 pks. Specialty paper (long)  
1 box Mailing envelope shrt.  
10 pcs. Flash drive 64 GB  
13 pcs. Masking tape  
10 rms. Mimeo bond paper, shrt.  
12 pks. Photo paper sating 260gsm A4  
29 pcs. Plastic tape  
5 pcs. Tickler  
7 pcs. Puncher HD  
2 bxs. Mailing envelope  
25 pcs. Mailing stamp  
26 pcs. Staple w/ remover HD  
7 bxs. Pencil # 2  
6 bxs. Thumbtacks  
7 bxs. Typewriter ink ribbon  
10 pcs. Binder hard bound long arch file x long  
277 pcs. Expanded envelope, long (brown)  
32 pcs. Envelope shrt. (brown)  
625 pcs. Brown envelope , long  
5 bxs. Paper clamp Med.  
5 bxs. Paper clamp, small  
16 pcs. Marker permanent  
10 pcs. Ruler  
800 pcs. Notebook 30 lvs.  
3 pcs. Tape dispenser  
17 pcs. Double sided tape  
10 pcs. Certificate holder long, plastic  
10 pcs. Calculator  
3 pcs. Plastic envelope long w/ holder & zipper  
29 bxs. Binder clip big 51mm  
5 pcs. Glue  
35 pcs. Worx paper (linen)  
100 pcs. Certificate holder long  
5 pcs. Pencil sharpener w/ cover  
36 bxs. Paper clip small  
15 bxs. Book cover shrt.  
25 pcs. Scotch tape 2"  
5 rolls duct tape  
1 doz. Sliding folder, long  
4 pcs. Magazine long-4" red (MF-13)  
75 pcs. Data file, paper type, 3 in 1  
7 doz. Expanded folder, green  
5 pcs. Maintenance box, ac12c93459/c12c934604  
50 pcs. Engineer's field book  
20 pcs. Mechanical pencil, 0.5mm  
5 bxs. Mechanical pencil lead, 0.55mm  
20 pcs. Mechanical pencil eraser  
2 pcs. Stamp pad, received (CEO)  
2 pcs. Stamp pad, released (CEO)



10 pcs. Column book 8 columns  
 2 pcs. Scientific calculator, FX-5800P  
 20 pcs. Correction pen  
 55 pcs. Plastic envelope, long

1 doz. Certificate holder A4  
 3 rolls Double sided tape 1"

Approved Budget for  
 the Contract : PhP1,285,180.00  
 Schedule of activities :

Activities	Date	Time	Venue
1.Pre-Procurement Conference	3/17/2025	2:00 pm	BAC OFFICE
2. Issuance of Bid documents	3/18/2025	8:00 am- 5:00pm	BAC OFFICE
3. Pre-Bid Conference	3/25/2025	2:00 pm	BAC OFFICE
4. Deadline of Submission	4/7/2025	10:00 am	BAC OFFICE
5. Opening of Bids	4/7/2025	2:00 pm	BAC OFFICE
6. Bid Evaluation	4/10/2025	2:00 pm	BAC OFFICE
7. Post-qualification	4/10/2025	2:00 pm	BAC OFFICE
8. Notice to Award	4/11/2005		

(Note: Date and Time may vary depending on the availability of the BAC & TWG members; and Venue may vary depending on its availability)

Bid documents may be secured from the BAC Secretariat, upon payment of a non-refundable amount to the (C.T.O.) Cashier.

Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount of at least 50% of the proposed project for bidding, and have key personnel and equipment (owned, leased or under purchase) available for the implementation of the project. The list of minimum equipment requirement is indicated in the Eligibility Forms.

The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted to determine the lowest calculated and responsive bid.

All particulars relative to eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of

Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulation (IRR).

The Procuring Entity assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Approved:

JOEL A. ALMA  
 BAC Chairman