



## **INVITATION TO BID**

November 25, 2024

Contract ID Number : **24GIA0018**  
P.R. Number : 2024-11-0147 dated November 8, 2024 (GOODS)  
A B C : P 1,367,490.00  
Contract Location : Naval, Province of Biliran  
Brief Description : Procurement of Various Office Supplies  
Cost of Bid Docs : P 5,000.00  
Contract Duration : 30 Calendar Days  
Mode of Procurement : Public Bidding

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1,650	Ream	Multi copy paper 80 GSM (A4)
125	Ream	Multi copy paper 80 GSM (Legal)
170	Ream	Multi copy paper 80 GSM (A3)
67	Box	Ball pen black (0.7mm) 12 pcs./box
10	Box	Ball Pen Blue (0.7mm) 12pcs./box
1	Box	Brown Envelope, A4 size, 300pcs./box
2	Box	Brown Envelope, Legal size, 500pcs./box
34	Box	Pencil w/ eraser #2
12	Pcs	Correction pen
302	Pcs	Correction tape (30Mx5mm)
45	Bot	Glue (130 grams net)
20	Pcs	Cutter knife big
31	Pcs	Eraser mars plastic
8	Pcs	Tape dispenser good quality
35	Box	Paper clip big plastic cover coated
9	Box	Paper clip small plastic cover coated
30	Box	Paper Fastener, non sharp edge, not plastic
6	Box	Envelope, mailing white legal, 500pcs./box
45	box	Clip Back Fold 1 1/4" (32mm) 12 pcs./box
25	box	Clip Back Fold 1 5/8" (41mm) 12 pcs./box
20	box	Clip Back Fold 1/4" (15mm) 12 pcs./box
10	box	Clip Back Fold 3/4" (19mm) 12 pcs./box
20	Pcs	Scissor 6"
30	Box	Staple Wire No .35
2	box	Staple Wire 23/13
42	Pcs	Stapler # 35 w/ staple remover good quality
5	pcs.	Official Record Book 200 pages
13	Pcs	Official Record Book 300 pages
50	Pcs	Official Record Book 500 pages
50	Packet	Battery AA 2 pcs/packet
50	Packet	Battery AAA 2 pcs/packet
5	Pcs	Stamp pad w/ ink
20	Pcs	Stamp pad

5	Bot	Stamp pad ink 1000 ml
16	Pack	Ordinary folder legal size, 100pcs./pack
22	Pack	Expanded folder legal size, 100pcs./pack white
70	Pad	Note Pad, Stick on Please Sign Here
100	Pad	Note Pad, Stick on 76mmx76mm (3"x3")
20	Pad	Note Pad, Stick on (2"x3")
20	Pad	Note Pad, Stick on (3"x4")
5	Box	Whiteboard marker 12 pcs./box
5	Pcs	Ruler 12" plastic
22	Pcs	Ruler 12" metal
40	Pack	Sticker paper A4 20 pcs ./ pack(compatible for LaserJet printer) good quality
35	Pack	Photo paper A4 10 pcs ./ pack
100	Roll	Transparent Tape 1"
10	Roll	Transparent Tape 2"
3	pcs.	Puncher
3	Box	Envelope, Expanding, legal 100pc/pack
55	pack	Vellum Paper, 10 sht./pck, A4
10	pack	Vellum Paper, 10 sht./pck, legal
15	pack	Laid paper legal any color
25	box	Marking Pen, Black 12pcs./box
20	Set	Marker fluorescent, 3 color
15	Box	Sign Pen (0.7mm) Black 12 pcs./box refillable
25	Box	Refill Sign Pen (0.5mm) Black 12 pcs./box refill
2	Box	Sign Pen (0.5mm) Blue 12 pcs./box refillable
10	Box	Sign Pen (0.5mm) Green 12 pcs./box refillable
12	Box	Refill (0.5mm) Green 12 pcs./box Liquid Ink Rollerball pen 0.5mm
10	Box	V10 Sign Pen (1.0mm) Black 12 pcs./box
5	pack	Colored Paper, Neon Green, size legal,10 pcs./Pack
30	pack	Colored Paper, Neon Green, size A4,10 pcs./Pack
2	unit	Paper Trimmer/Cutter w/ board good quality
20	Pack	(A4) PVC Cover 210mmx297mmx300 microns
10	Pcs	Ring Binder 0.5", 1", 2"
37	Roll	Double Sided Tape
7	Box	Pushpin
7	Pcs	Desktop calculator 12 digits
1	Unit	Laminating Machine Legal Size
10	roll	Binding Tape 2"
1	box	Envelope Expanding, A4 size
10	roll	Masking Tape 1"
1	pack	Carbon Paper/Film Carbon 100 sheets./pack (long size)
10	Pcs	3 tier paper tray (suitable for A4 and legal paper) metal

Prospective Bidders should have experience in undertaking a similar project within the last one (1) year with an amount of at least 50% of the proposed project for bidding. 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.

All particulars relative to Eligibility Statement and Screening, Bid Security, Pre-Bidding Conference(s), evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9187 and its Implementing Rules and Regulation (IRR).

The complete schedule of activities are listed, as follows:

PROCUREMENT ACTIVITY	DATE / TIME
1. Posting Period-PhilGEPS & DPWH	November 26, 2024 to December 17, 2024
2. Issuance of Bidding Documents	November 26, 2024 to December 17, 2024
3. Pre-Bid Conference	December 4, 2024; 10:00 A.M. (BAC Conference Room, Biliran-DEO, Naval, Biliran)
4. Receipt of Bids	December 17, 2024; 09:00 A.M. (BAC Office, Biliran-DEO, Naval, Biliran)
5. Opening of Bids	December 17, 2024; 09:00 A.M. Immediately after the receipt of bids (BAC Conference Room, Biliran-DEO, Naval, Biliran)

The DPWH-Biliran District Engineering Office, Naval, Biliran assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

  
**ROSARIO B. ROSETE**  
 Assistant District Engineer  
 BAC Chairperson 

NOTED:

  
**IRWIN L. ANTONIO, SEAN Eng.**  
 OIC - District Engineer