



## INVITATION TO BID

### Purchase & Delivery of Various Office Supplies for the 1<sup>st</sup> & 2<sup>nd</sup> Quarter of 2024 PB 2024-11

1. The Local Government of Dinalupihan, through the Local Government Unit Operating Budget 2024 intends to apply the sum of One Million Eight Hundred Sixty Nine Thousand Eight Hundred Sixty Three Pesos (Php1,869,863.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Purchase & Delivery of Various Office Supplies for the 1<sup>st</sup> & 2<sup>nd</sup> Quarter of 2024. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Local Government of Dinalupihan now invites bids for Purchase & Delivery of Various Office Supplies for the 1<sup>st</sup> & 2<sup>nd</sup> Quarter of 2024. Delivery date will be Fifteen (15) days after receipt of Notice to Proceed. Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project equivalent to at least fifty percent (50%) of the ABC. 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.
4. 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.
5. Prospective Bidders may obtain further information from Municipal Accounting Office, 2<sup>nd</sup> Flr. Municipal Hall Dinalupihan, Bataan and inspect the Bidding Documents at the address given below during office hours at eight o’clock in the morning to five o’ clock in the afternoon.
6. A complete set of Bidding Documents may be acquired by interested Bidders on April 17, 2024 from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of Five Thousand Pesos (Php5,000.00).
7. *Pre-bid conference will be held at Municipal Executive Hall, 2nd Flr. Municipal Bldg. San Ramon, Dinalupihan, Bataan on April 24, 2024 at 10:00 in the morning.*
8. Bids must be duly received by the BAC Secretariat to the address below on or before *May 6, 2024 at 10:00 in the morning*. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

10. Bid opening shall be on *May 6, 2024 at 10:00 in the morning at Municipal Executive Hall, 2nd Floor Municipal Bldg, Dinalupihan, Bataan*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. The *LGU of Dinalupihan* 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.

For further information, please refer to:

EMILIA V. CARPIO  
BAC Chairman  
San Ramon, Dinalupihan, Bataan  
Tel. No. (047) 240-9040

Item No.	Qty	Unit	Description
1	20	PC	Alligator Clip, Big
2	97	BTL	Alcohol, 500mL
3	892	PC	Ballpen, Black
4	111	PC	Ballpen Retractable, Black
5	91	PC	Ballpen, Black Desk
6	293	PC	Ballpen, Blue
7	197	PC	Ballpen, Red
8	35	PC	Battery, 1.5 Volts C Size
9	9	PC	Battery, AAA pack of 4
10	4	PC	Battery Rechargeable AA
11	4	BOX	Binder Clips, 3/4" (12/box)
12	5	BOX	Binder Clips, 1/2" (12/box)
13	3	BOX	Binder Clips, 1 5/8" (12/box)
14	3	BOX	Binder Clips, 1 1/4" (12/box)
15	18	BOX	Binder Clips, 1 1/2" (12/box)
16	9	BOX	Binder Clips, 1" (12/box)
17	21	BOX	Binder Clips, 2" (12/box)
18	3	BOX	Binder Clips, (32mm) (12/box)
19	3	BOX	Binder Clips, (41mm) (12/box)
20	6	PACK	Carbon Film Plastrofoil Legal, Black
21	8	PC	Certificate Cover, Short
22	31	PC	CD Recordable
23	10	PC	Clear Book
24	51	BOX	Clip, Backfold, 25mm, 12s/box
25	45	BOX	Clip, Backfold, 50mm, 12s/box
26	20	PC	Clipboard, Long
27	60	PC	Correction Pen
28	330	PC	Correction Tape
29	10	PC	Liquid Corrector Pen
30	7	PC	Cutter, Picture
31	8	PC	Cutter, Heavy duty
32	58	BOX	Data File Box (5"x9"x3/4)
33	7	PC	DVD Recordable
34	100	PC	Envelope, White
35	65	PC	Envelope Brown, Expanding Legal size
36	42	BOX	Envelope Brown, Expanding Legal size
37	129	PC	Envelope Expanding, Green Legal size
38	20	PC	Envelope Expanding, Red Legal size
39	20	PC	Envelope Expanding, Yellow Legal size
40	20	PC	Envelope Expanding, Blue Legal size

41	454	PC	Envelope Brown, Short size
42	1	BOX	Envelope Brown, Short size
43	1426	PC	Envelope Brown, Legal size
44	1	BOX	Envelope Green, Expanding Legal size
45	15	BOX	Envelope, Mailing White, 500s/box, Short size
46	55	BOX	Fastener, Plastic Short
47	49	BOX	Fastener, non-rust metal, 50 sets/box
48	8	BOX	Fastener, Long
49	2	BOX	Fastener Plastic, Long
50	45	PC	Flashdrive USB, 16 GB
51	6	PC	Flashdrive USB, 32 GB
52	16	PC	Flashdrive USB, 64 GB
53	5	PC	Filing Organizer, 3 Layers, Fixed
54	8	PC	Filing Organizer, 4 Layers, Fixed
55	61	PC	Folder, Binding
56	54	PC	Folder, Tagboard, A4 Size
57	5	PC	Folder, Tagboard, Short Size
58	607	PC	Folder, Tagboard, Legal Size
59	215	PC	Folder, pressboard, Plain, Legal (expanding)
60	5	BOX	Folder, pressboard, Plain, Legal 100/box (expanding)
61	20	PC	Folder, Sliding A4
62	32	BTL	Glue, Big
63	36	BTL	Glue, 500mL
64	6	PC	Hard drive, 1 TB
65	10	PC	Hard drive, 2 TB
66	3	PACK	Index Card, 1/2"
67	10	PACK	Index Card, 3"x5"
68	152	BTL	Ink Canon 790, (BLACK)
69	78	BTL	Ink Canon 790, (CYAN)
70	87	BTL	Ink Canon 790, (MAGENTA)
71	78	BTL	Ink Canon 790, (YELLOW)
72	124	BTL	Ink Canon GI-71, (BLACK)
73	63	BTL	Ink Canon GI-71, (CYAN)
74	63	BTL	Ink Canon GI-71, (MAGENTA)
75	62	BTL	Ink Canon GI-71, (YELLOW)
76	88	BTL	Ink Epson 003, (BLACK)
77	68	BTL	Ink Epson 003, (CYAN)
78	68	BTL	Ink Epson 003, (MAGENTA)
79	67	BTL	Ink Epson 003, (YELLOW)

80	14	BTL	Ink Epson 103, (BLACK) 003
81	14	BTL	Ink Epson 103, (CYAN) 003
82	14	BTL	Ink Epson 103, (MAGENTA) 003
83	14	BTL	Ink Epson 103, (YELLOW) 003
84	19	BTL	Ink Epson 673, (BLACK)
85	16	BTL	Ink Epson 673, (CYAN)
86	15	BTL	Ink Epson 673, (MAGENTA)
87	15	BTL	Ink Epson 673, (YELLOW)
88	42	BTL	Ink Epson T6641, (BLACK)
89	36	BTL	Ink Epson T6642, (CYAN)
90	36	BTL	Ink Epson T6643, (MAGENTA)
91	37	BTL	Ink Epson T6644, (YELLOW)
92	12	PC	Ink for Digital Stamp (Certified True Copy)
93	1	CART	Ink HP Ink - Laserjet M1132 MFP Toner Cartridge
94	6	PC	Ink Toner HP 1102
95	3	PC	Keyboard
96	6	PACK	Laminating Pouch A4
97	41	PC	Marker, Fluorescent, 3 colors/set
98	87	box	Marker, Permament Black
99	37	PC	Marker, Permanent Black, Broad
100	31	PC	Marker, Permament Blue
101	34	PC	Marker, Permament Red
102	51	PC	Marker, White board Black
103	2	PC	Mouse, Optical USB Connection Type
104	1	CART	MC-G02 Maintenance Cartridge
105	93	BOX	Paper Clip, 100S/box, Big
106	51	BOX	Paper Clip, 100s/box, Small
107	4	PC	Paper Cutter
108	23	REAM	Paper, Board, Short
109	59	REAM	Paper, Bond, Premium Grade, A3
110	852	REAM	Paper, Bond, Premium Grade, A4
111	771	REAM	Paper, Bond, Premium Grade, Legal
112	146	REAM	Paper, Bond, Premium Grade, Short
113	33	ROLL	Paper, Thermal, 216mmx30m
114	14	PC	Paste, Office, 200g
115	91	BOX	Pencil Mongol #2, (12pcs/pack)
116	89	PACK	Photo Paper
117	16	ROLL	Plastic Cover, Thick
118	19	PC	Puncher, Heavy duty
119	24	BOX	Push Pin

120	32	BOOK	Record Book, 200 pg
121	93	BOOK	Record Book, 300 pg
122	40	BOOK	Record Book, 500 pg
123	29	BOOK	Record Book, 500 pg, 8.5x11
124	50	ROLL	Ribbon, Epson LQ 310
125	5	ROLL	Ribbon, Epson RN 8750
126	7	ROLL	Ribbon, Nylon Manual Typewriter
127	15	PC	Ring Bind
128	8	PC	Ring Binder, Legal
129	30	BOX	Rubber Band, Big
130	24	BOX	Rubber Band, Small
131	25	PC	Ruler, Plastic 12"
132	56	PC	Sign Pen, 0.3 (BLACK)
133	23	PC	Sign Pen, 0.4 (BLACK)
134	950	PC	Sign Pen, 0.5, Gel-Type (BLACK)
135	138	PC	Sign Pen, 0.5, Gel-Type (BLUE)
136	23	PC	Sign Pen, 0.7 (BLACK)
137	16	PC	Sign Pen, 0.3 (BLUE)
138	23	PC	Sign Pen, 0.7 (BLUE)
139	10	BOX	Sign Pen, 1.0mm
140	28	REAM	Special Paper (100 sheets per pack), A4 200gsm
141	65	PCK	Special Paper, A4 200gsm
142	1	REAM	Special Paper, (100 sheets/pack), 90gsm, Legal
143	17	PC	Stamp Pad, Felt Pad (VIOLET)
144	6	PC	Stamp Pad, Felt Pad (BLACK)
145	12	BTL	Stamp Pad Ink, (BLACK)
146	8	BTL	Stamp Pad Ink, (Black/Purple) w/ Applicator
147	16	BTL	Stamp Pad Ink, (VIOLET)
148	2	PC	Stamp, Postal
149	173	BOX	Staple Wire #35
150	23	BOX	Staple Wire #23/6 - 23/24
151	36	PC	Staple Remover, Nipper style
152	38	PC	Stapler, Heavy duty, Standard
153	21	PC	Stapler w/ Remover
154	99	PACK	Sticker Paper, A4
155	31	PACK	Clear Sticker Paper
156	11	PACK	Sticker Paper, (CREAM)
157	12	PACK	Sticker Paper, Matte
158	22	PAD	Sticky Note, 1/2" x 2"
159	10	PAD	Sticky Note, 0.5" x 2"
160	27	PAD	Sticky Note, 1" x 2"

161	10	PAD	Sticky Note, 2" x 2"
162	238	PAD	Sticky Note, 3" x 3"
163	60	PAD	Sticky Note, 3" x 1"
164	60	PAD	Sticky Note, 3" x 5"
165	16	PC	Tape Dispenser, Heavy duty
166	31	ROLL	Tape Double Sided, 1"
167	17	ROLL	Tape Double Sided, 2"
168	42	ROLL	Tape Masking, 1"
169	42	ROLL	Tape Masking, 2"
170	32	ROLL	Tape Transparent, 1", 24mm, 50 meters
171	142	ROLL	Tape Transparent, 1"
172	33	ROLL	Tape Transparent, 1/2"
173	26	ROLL	Tape Transparent, 3/4"
174	76	ROLL	Tape Transparent, 2"
175	50	ROLL	Tape Packaging, 2"
176	46	PCK	Tissue Paper, Jumbo
177	1	PC	Whiteboard, (Big)
178	7	box	BALLPEN .05
179	3	box	BINDER CLIP (41mm) (12/box)
180	60	pc	EXPANDING FOLDER LEGAL (Green, Yellow, Red, Blue)
181	1	box	FASTENER (PLASTIC) LONG
182	53	box	FILE BOX
183	51	pc	MARKER BLACK (WHITE BOARD)
184	35	pck	PHOTO PAPER 260gsm
185	8	pc	MICRO SD CARD (With Adapter) 16gb