

Republic of the Philippines
Province of Guimaras
Municipality of Buenavista
OFFICE OF THE BIDS AND AWARDS COMMITTEE
-o0o-

INVITATION TO BID

BID NUMBER 2021 -27

PURCHASE FOR PR #149 – PURCHASE OF OFFICE SUPPLIES – M.T.O.

1. The Municipal Government of Buenavista, Province of Guimaras through its BIDS AND AWARDS COMMITTEE (BAC) intends to apply the sum of **Three Hundred Eighty Eight Thousand One Hundred One Pesos and Twenty Five Centavos Only (₱ 388,101.25)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **PURCHASE OF OFFICE SUPPLIES – M.T.O.** Bids received in excess of the ABC shall be automatically rejected at Bid Opening.
2. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criterion as specified in the Implementing Rules and Regulations Part A (IRR-A) of Republic Act No. 9184 (R.A. 9184), otherwise known as the Government Procurement Reform Act, and it restricted to organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, as specified in Republic Act 5183 (R.A.5183). Only Bids from Bidders who pass the eligibility check will be opened. The process of the eligibility check is described in Section II of the Bidding Documents, ITB. The bidder with the lowest Calculated Bid (LCB) shall advance to the post-qualification stage in order to finally determine his responsiveness to the technical and financial requirements of the project. The contract shall then be awarded to the Lowest Calculated and Responsiveness Bidder (LCRB) who has determined as such procedure.
3. Interested Bidders may obtain further information form Bids and Awards Committee (BAC) Municipality of Buenavista, Province of Guimaras and inspect the Bidding Documents at the address given below from **8:00 A.M. to 4:00 P.M.**
4. A complete set of Bidding Documents may be purchased by interested Bidders on **October 5, 2021 until 9:30 A.M. of October 27, 2021** from the address below and upon payment of non-refundable fee for the Bidding Documents in the amount of **Five Hundred Pesos Only (₱ 500.00)**. The method of payment will be paid to MTO. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.
5. The Municipal Government of Buenavista, Province of Guimaras will hold a **Pre-Bid Conference on October 14, 2021, 9:30 A.M.** at the BAC Office, which shall be open to all interested parties.
6. Bids must be delivered to the address below on or before **October 27, 2021** at the BAC Office. All bids must be accompanied by a Bid Security in a freely convertible currency and in either of the following form; Cash, Cashier's/Manager's Check, bank Draft/Guarantee confirmed by a Universal or Commercial Bank, Irrevocable Letter of Credit issued by a Universal or Commercial Bank in the amount equivalent to 2% of a Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security in the amount equivalent to 5 % of the ABC.
7. **Bid Opening** shall be on **October 27, 2021 – 10:00 A.M.** at the BAC office. Bids will be opened in the presence of the Bidder's representatives who choose to attend at the address below. Late bids shall not be accepted.
8. The Municipality of Buenavista, Province of Guimaras reserves the right to accept or reject any or all bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders and accept the offer most advantageous to the government.


ALEX S. FERNANDEZ
BAC Chairman

Bids and Award Committee Office
Municipal Building, New Poblacion, Buenavista
Guimaras, 5044
(033)580-7685

Date of Posting: October 5, 2021

This bidder's tender was

Authenticated by:

BIDDER'S TENDER

Paid under O.R. No. _____

Dated: _____

The Chairman
Buenavista, Guimaras

Sir:

In connection with your invitation to apply for eligibility and to bid dated _____ I/We proposed to furnish and deliver in conformity with your specifications the articles of which I/We quote, as specified below, and do hereby bind myself/ourselves to accept the award should my / our bid be found to be the lowest calculated responsive bid.

To guarantee the faithful compliance with the conditions in the invitation to apply for eligibility and to bid, I/We hereby furnish herewith BID SECURITY, in the amount of ₱ _____, _____ % of the Approved Budget for the Contract.

Item No.	Unit	Qty.	Description of Articles	Unit Price	Total Amount
1	box	1	Adding Machine Ribbon - black & red		
2	rolls	8	Adding Machine Tape		
3	bottles	43	Air & Fabric freshener 280ml spray, lemon fresh		
4	bottles	18	Air & Fabric freshener 280ml spray, clean air/floral		
5	pcs.	24	Air freshener, gel type		
6	bottles	68	Alcohol, 70% Isoprophyl 250ml		
7	bottles	88	Alcohol, 70% Isoprophyl 500ml		
8	gallons	15	Alcohol, 70% Ethly gallon		
9	pcs.	50	Ballpen, Fo-GELb08, .5mm, smooth ink, black		
10	pcs.	24	Ballpen, Fo-GELBO19, .5mm, smooth ink, black		
11	pcs.	57	Ballpen 1423 (0.5mm, S-fine), black		
12	pcs.	6	Ballpen 1423 (0.5mm, S-fine), blue		
13	pcs.	12	Ballpen (Hi-Techpoint V7 RT, black)		
14	pcs.	125	Ballpen 757 R.P., black		
15	pcs.	8	Ballpen 757 R.P., blue		
16	pcs.	60	Ballpen Ball point BP-S-F-Fine, black		
17	pcs.	3	Ballpen Ball point BP-S-F-Fine, blue		
18	pcs.	12	Ballpen Ball point BP-S-F-Fine, red		
19	pcs.	8	Ball point pen RFJS-GP-F Fine (refill, black)		
20	bars	3	Bar soap (detergent)		
21	pcs.	18	Bath soap 90g		
22	pcs.	12	Bath soap 60g		
23	pcs.	5	Battery, alkaline AA, 1.5V		
24	pcs.	44	Battery AA, black		
25	pcs.	21	Battery AAA, black		
			x-x-x-continuation-x-x-x		
Sub Total ---					
Amount in Words:					

NAME OF PROJECT: PR #149 - Purchase of Office Supplies - M.T.O.

Note:

Deliveries will be made during office hours at the **Municipal Treasurer's Office** within 10 days from the date of acceptance of the Purchase Order (P.O.).

(Name of Company, Corporation)

Signature over Printed Name

Date: _____

NOTE:

Stamp registered name of Company below

signature of the proprietor or authorized

This bidder's tender was
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Item No.	Unit	Qty.	Description of Articles	Unit Price	Total Amount
26	bottles	24	Bleach liquid, 500 ml		
27	bottles	11	Bleach liquid, 1000 ml		
28	reams	391	Bond Paper, subs. 20, long, 500's		
29	reams	337	Bond Paper, subs. 20, short, 500's		
30	reams	10	Bond Paper, subs. 16, long, 500's		
31	reams	3	Bond Paper, subs. 16, short, 500's		
32	reams	64	Bond Paper, subs. 20, A4, 500's		
33	packs	40	Board paper, 200 gsm-short, white, 10's		
34	packs	5	Board paper, 220 gsm-short, white, 10's		
35	pcs.	147	Brown envelope, long		
36	pcs.	65	Brown envelope, short		
37	pcs.	2	Calculator 2 way power, 12 digits		
38	books	2	Cash Book - In Bank		
39	books	4	Cash Book - Treasury		
40	pcs.	14	Certificate holder, short, blue		
41	pcs.	55	Certificate holder, long, blue		
42	pcs.	3	Clearbook ordinary, long, red		
43	reams	10	Colored bond paper, blue, short, 500's		
44	reams	9	Colored bond paper, green, short, 500's		
45	reams	7	Colored bond paper yellow, short, 500's		
46	reams	4	Colored bond paper pink, long, 500's		
47	packs	2	Construction paper, any color, 10's/pack, long		
48	pcs.	47	Correction tape, 20x5mm		
49	tube	1	Cutter blade 3/4", 10pc/tube		
50	pc.	1	Cutter w/ blade 3/4", (good quality)		
			x-x-x-continuation-x-x-x		
Sub Total ---					
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Item No.	Unit	Qty.	Description of Articles	Unit Price	Total Amount
51	pc.	1	Dater (month,date,year)		
52	packs	12	Detergent powder, 65 grams		
53	packs	40	Detergent powder, 78 grams		
54	packs	10	Detergent powder, 480 grams		
55	packs	10	Detergent powder (1kg/pack)		
56	bottles	28	Dishwashing liquid, 500ml		
57	bottles	12	Dishwashing liquid, 1000ml		
58	bottles	40	Disinfectant Spray, 510ml -crisp berry		
59	pcs.	6	Document keeper (4"x9-1/2"x16"), dark blue		
60	pcs.	4	Document keeper, (4"x9-1/2"x16"), red		
61	pcs.	2	Double adhesive tape, 1/2"		
62	pcs.	8	Double adhesive tape, 1"		
63	pcs.	2	Dust pan (plastic)		
64	pcs.	2	Eight (8) band number stamp		
65	bottles	9	Fabric conditioner 900 ml		
66	pcs.	2	Feather Duster		
67	bottles	18	Floor cleaner, scent apple, 500 ml		
68	pcs.	5	Folder expandable, blue, long (Pressboard folder) thick		
69	pcs.	125	Folder expandable, green, long (US Pressboard folder) thick		
70	pcs.	40	Folder expandable, green, long		
71	pcs.	15	Folder expandable, transparent, sky blue , short		
72	pcs.	15	Folder expandable, transparent, sky blue, long		
73	pcs.	421	Folder, white, long, 14 pts.		
74	pcs.	196	Folder, white, short, 14 pts.		
75	pcs.	50	Folder, blue, long, 14 pts.		
			x-x-x-continuation-x-x-x		
			Sub Total - - -		
Amount in Words:					

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Item No.	Unit	Qty.	Description of Articles	Unit Price	Total Amount
76	pcs.	50	Folder, green, long, 14 pts.		
77	pcs.	50	Folder, orange, long, 14 pts.		
78	pcs.	50	Folder, red, long, 14 pts.		
79	pcs.	50	Folder, violet, long, 14 pts.		
80	pcs.	50	Folder, yellow, long, 14 pts.		
81	pcs.	50	Folder, checkered,blue, long, 14 pts.		
82	pcs.	50	Folder, checkered,green, long, 14 pts.		
83	pcs.	50	Folder, checkered,orange, long, 14 pts..		
84	pcs.	50	Folder, checkered,red, long, 14 pts.		
85	pcs.	50	Folder, checkered,yellow, long, 14 pts.		
86	bottles	29	Furniture polish (w/ cleansing conditioner)		
87	packs	5	Garbage bag, black (medium) 10's/pack		
88	packs	30	Garbage bag, black (large) 10's/pack		
89	packs	9	Garbage bag, black (XL) 10's/pack		
90	bottles	30	Glass cleaner w/ spray, 500 ml.		
91	pcs.	15	Glue, all purpose, 130 grams		
92	pcs.	2	Glue gun (big)		
93	pcs.	10	Glue stick, big		
94	pcs.	5	Glue stick, small		
95	sachets	3	Handwash, refill,500ml		
96	boxes	10	Index Tab		
97	bottles	2	Ink (Drawing)		
98	bottles	6	Insect killer spray, 1000ml		
99	bottles	2	Insect killer spray,280ml, unscented		
100	pcs.	1293	Mailing Envelope, long, white		
			x-x-x-continuation-x-x-x		
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Item No.	Unit	Qty.	Description of Articles	Unit Price	Total Amount
101	pcs.	52	Mailing Envelope, short, white		
102	pc.	1	Marker Highlighter, green		
103	pcs.	3	Marker Highlighter, yellow		
104	pcs.	17	Masking tape 1"		
105	reams	5	Mimeo paper, substance # 16, long, 500's		
106	reams	5	Mimeo paper, substance # 16, short, 500's		
107	reams	15	Mimeo paper, substance # 18, long, 500's		
108	reams	20	Mimeo paper, substance # 18, short, 500's		
109	pc.	1	Mop handle (stainless)		
110	pcs.	5	Mop head		
111	packs	4	Moth Balls		
112	bottle	1	Muriatic acid 500ml (concentrated)		
113	pcs.	3	Packing tape 2"		
114	pcs.	10	Paper Clamp #2		
115	pcs.	15	Paper Clamp #3		
116	boxes	14	Paper clip, vinyl coated #50		
117	boxes	6	Paper clip vinyl coated #3		
118	boxes	3	Paper Fastener, plastic, short		
119	boxes	2	Paper Fastener 8" long, steel		
120	pack	1	Parchment paper, asst. color, short		
121	pcs.	18	Pencil EF-482 #1		
122	pcs.	89	Pencil EF-482 #2		
123	pcs.	2	Pencil sharpener, good quality (Table Sharpener)		
124	pcs.	25	Pentel pen, broad, black		
125	pcs.	2	Pentel pen, broad, blue		
			x-x-x-continuation-x-x-x		
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Item No.	Unit	Qty.	Description of Articles	Unit Price	Total Amount
126	pcs.	10	Pentel pen, fine, black		
127	pcs.	5	Pentel pen, fine, blue		
128	packs	10	Photo paper A4 gloss, white, 20's/pack		
129	pcs.	11	Plastic Envelope, long		
130	pcs.	18	Record Book, 200 leaves		
131	pc.	1	Record book, 300 leaves		
132	pcs.	24	Record Book, 500 leaves		
133	pcs.	5	Record book, 510 leaves		
134	pc.	1	Record Book, mini		
135	pads	15	(RER) Reimbursement Receipt		
136	pcs.	5	Ring binder 1/2", sky blue		
137	pcs.	2	Ring binder 3/4", skyblue		
138	pcs.	2	Ring binder 1", sky blue		
139	pcs.	2	Ring binder 1½", black		
140	boxes	2	Rubber Band (big) #18, good Quality		
141	boxes	5	Rubber Band (small) #1, good Quality		
142	pc.	1	Ruler, plastic, 12"		
143	pcs.	2	Scissor, big (good quality)		
144	pcs.	10	Scotch tape 1"		
145	pcs.	23	Scotch tape 2"		
146	pcs.	194	Sign pen gel ink, 0.5mm, black		
147	pcs.	20	Sign pen gel ink, 0.5mm, blue		
148	pcs.	5	Sign pen gel ink, 0.5mm, red		
149	pcs.	10	Sign pen 0.4mm black		
150	pcs.	2	Sign pen 0.4mm blue		
			x-x-x-continuation-x-x-x		
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