



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 9578673  
**Procuring Entity** CITY OF LAOAG, ILOCOS NORTE  
**Title** Supply and delivery of office supplies for use by the different offices for the 1st quarter 2023  
**Area of Delivery** Ilocos Norte

<b>Solicitation Number:</b>	2023-004K	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	17/03/2023
<b>Approved Budget for the Contract:</b>	PHP 1,246,071.50	<b>Last Updated / Time</b>	17/03/2023 00:00 AM
<b>Delivery Period:</b>	60 Day/s	<b>Closing Date / Time</b>	04/04/2023 14:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	JOVYLYN P LUCAS BAC Secretariat Chairman Laoag City Hall Laoag City Ilocos Norte Philippines 2900 63-77-7720001 Ext.217  jovyplucas@gmail.com		

#### Description

Qty. Unit ITEM DESCRIPTION  
5 reamsA3 Bond Paper  
43 reamsA4 Bond Paper  
1 pc Administrative code book  
1151 pcs Ballpen (Black)  
83 pcs Ballpen (Blue)  
14 pcs Ballpen (Dong-A Mygel 0.5)  
17 pcs Ballpen (Red)  
60 pcs Ballpen Nataraj 621 ball point pen (Black)  
8 pcs Ballpen Nataraj 621 ball point pen (Blue)  
5 pcs Ballpen Nataraj 621 ball point pen (Red)  
311 pcs Ballpen retractable (Black)  
67 pcs Ballpen Retractable (Blue)  
23 pcs Ballpen Retractable (Red)  
28 pcs Ballpen Retractable Refill Black  
6 pcs Ballpen Retractable Refill Blue  
30 pcs Battery 9 volts  
131 pcs Battery AA  
102 pcs Battery AAA  
1 pc Battery AAA Rechargeable  
10 pcs Battery D black  
10 pcs Battery Ultra Lithium 123  
88 pcs Binder Clip 1"  
12 pcs Binder clip 2"  
45 pcs Binder Clip 3/4"  
41 packsBoard Paper Long (Cream/white/fuschia)  
45 packsBoard Paper Medium (Cream/white)  
676 reamsBond paper long sub 20  
49 reamsBond paper long subs 16  
110 reamsBond paper long subs 20 ADVANCE

49 ream Bond Paper long subs 24  
75 reams Bond paper medium subs 16  
744 reams Bond paper medium subs 20  
100 reams Bond paper medium subs 20 ADVANCE  
37 reams Bond Paper, medium subs 24  
1 pc Book divider stand - per pair  
1601 pcs Brown Envelope Long  
228 pcs Brown Envelope Medium  
25 pcs Calculator  
3 pc Calculator (casio) 2 way power 14 digits  
1 pc Calculator DX3018  
8 pc Calculator JS 40B  
2 pc Calculator small  
1 bxs Carbon paper single face permafilm medium  
11 bxs Carbon paper single face permafilm long  
56 pcs Cartolina (white, red, yellow, blue)  
4 rolls Celluloid thick  
30 pcs Certificate Holder A4  
5 pcs Certificate holder long  
754 pcs Certificate holder medium (red)  
32 pcs Clear folder long  
59 pcs Clear folder medium  
4 pcs Clearbook long  
2 pcs Clipboard long  
13 reams Colored paper (Green & Yellow)  
10 pcs Columnar 10 columns  
5 pcs Columnar 4 columns  
11 pcs Columnar Book 24 columns  
1 bx Continous form 11x14 7/8 2 ply  
1 bx Continous form 11x9.5 2 ply with plain side  
1 pc Cork board 3x5  
14 pck Cork board push pin  
13 pcs Correction fluid  
38 pcs Correction Pen  
165 pcs Correction Tape  
19 bxs Crayon 24 colors  
13 pcs Dater Stamp  
3 pc Document file box arc file long  
96 rolls Double Sided Tape "1"  
35 rolls Double Sided Tape 2"  
1 pc Dry seal  
3 rolls Duct tape 2"  
6 rolls Duct Tape 3"  
2 pcs ENERGEL sign pen black  
2 pcs ENERGEL sign pen blue  
104 pcs Envelop Brown Long  
98 pcs Envelop Brown Medium  
214 pcs Envelop expanding long  
3 pcs Envelop expanding medium  
1000 pcs Envelop Plastic long  
40 pcs Eraser  
70 pcs Evelope expanding plastic long  
40 pcs Expanding Folder Long  
23 pcs Expanding Folder medium  
10 pcs File Folder Brown Medium  
581 pcs File Folder (glossy, Long)  
353 pcs File Folder (glossy, Medium)  
20 pcs File Folder (Green w/o tab, Long)  
346 pcs File Folder Brown Long  
89 pcs File folder brown medium  
5 pcs File Folder Clear Long  
332 pcs File Folder Expanding Long  
20 pcs File folder expanding medium  
15 pcs File folder long white  
50 pcs File Folder Medium  
10 pcs File folder morocco long  
22 pcs File folder plastic long  
8 pcs File folder plastic medium  
55 pcsc File folder w/ tab Long (Green)  
70 pcs File folder w/ tab medium  
350 pcs File Folder w/o tab Long  
284 pcs File Folder White Long  
80 pcs File Folder White Medium  
7 pcs File Holder (Single Vertical)  
4 pc Filing tray 3 layered metal  
112 pcs Flourescent Text Marker  
20 pcs Folder expanding thick long  
8 pc Foot Ruler 18" metal  
27 btls Glue 130ml  
1 btl Glue 1L  
6 btls Glue 240 ml

5 pcs Glue gun big  
44 pcs Glue stick large  
5 pcs Glue stick small  
3 pc Gun tucker heavy duty  
8 bx Gun Tucker Staple Wire  
14 pcks Hand Cutter blade (big)  
1 pcks Hand Cutter Blade (NT Cutter Japan L500 G)  
6 packs Hand cutter blade small  
13 pcs Hand Cutter NT Cutter Japan L500G (Ordinary)  
3 pc Hand cutter retractable heavy duty  
2101 pcs Index Card 5"x8"  
3 pcks Laminating film (atm size)  
1 roll Laminating Film 8 1/2 x 11  
2 pcks Laminating Film 8x1/2x13" long @ 100/pck  
136 packs Linen paper medium (Cream)  
26 packs Luminous sticker assorted color  
12 bxs Mailing envelope white long  
65 pcks Manila paper  
67 rolls Masking Tape 1"  
20 rolls Masking tape 1/2"  
53 rolls Masking Tape 2"  
20 rolls Masking tape 3"  
1 roll Master roll  
28 packs Matte Sticker Paper  
5 pads Memo pad  
2 pads Memo pad  
3 pcs Meter Stick wood  
8 pc Mighty bond  
6 reams Mimeo Long subs 18WW  
6 reams Mimeo Medium subs 18WW  
20 pcs Morocco folder medium  
50 pcs Nametag  
109 pcs Notebook 80's  
35 pcs Notebook pocket size  
40 pcs Notebook spiral  
5 pcs Notebook steno 80 leaves  
20 rolls Packing Tape 2"  
17 rolls Packing tape 3"  
9 rolls Packing tape 4"  
63 pcs Paper Clamp Big  
87 pcs Paper Clamp Small  
88 bxs Paper Clip Coated Jumbo  
51 bxs Paper clip coated small #2  
2 pc Paper cutter  
99 bxs Paper Fastener Plastic Coated  
29 bxs Paper fastener plastic coated long  
2 bxs Paper fastener stainless  
13 packs Paper laid board long  
46 packs Paper laid board M  
4 pcs Paper moistener  
12 pcks Parchment paper medium  
18 btls Paste redstone  
80 pcs Pencil #1  
667 pcs Pencil #2  
11 pcs Pencil holder, mesh  
3 pc Pencil Sharpener  
6 pc Pencil Sharpener  
87 pcs Pentel pen broad black  
1 pcs Pentel pen broad blue  
141 pcs Pentel Pen Fine Black  
15 pcs Pentel pen fine blue  
3 pcs Pentel Pen, Fine red  
8 pcs Photo Frame A4 or Legal  
28 pcks Photo paper A4  
2 pcs Pincher  
50 pcs Plastic envelope  
30 pcs Plastic envelope long  
5 pcs Plastic envelope medium  
10 pcs Plastic Jacket Certificate  
9 pc Puncher big  
21 pck Push pin  
14 pcs Rainbow pad paper  
9 pc Received stamp  
1 pc Rechargeable lamp  
32 pcs Record book 150pp  
17 pcs Record Book 200pp  
79 pcs Record Book 300pp  
71 pcs Record Book 500pp  
2 pcs Ring binder 0.5"  
2 pcs Ring binder 0.75"  
7 pcs Ring binder 1"

4 pcs Ring binder 1.5"  
3 pcs Ring binder 2"  
8 bx Rubber band big flat  
6 bx Rubber band big round  
5 pcs Ruler 12" metal  
8 pcs Ruler 12" plastic  
4 pcs Ruler 18" metal  
15 pc Scissor big plastic  
12 pcs Scissor plastic small  
15 pc Scissor stainless  
149 rolls Scotch tape 1"  
110 rolls Scotch Tape 2"  
9 pcs Sign pen V-5 MYGEL  
6 pcs Signing pen .4 (MYGEL) Black  
30 pcs Signing Pen 0.3 (Black)  
3 pcs Signing Pen 0.3 (Black) MYGEL  
10 pcs Signing pen 0.30 Red  
5 pcs Signing Pen 0.4 (Blue)  
24 pcs Signing Pen 0.4 Black  
7 pcs Signing pen 0.40 Black Gtech  
2 pcs Signing pen 0.40 Blue  
2 pcs Signing pen 0.40 Blue Gtech  
3 pcs Signing Pen 0.5 (Blue) MYGEL  
6 pcs Signing pen 0.5 (MYGEL)  
114 pcs Signing pen 0.5 black  
7 pcs Signing pen 0.5 Mygel  
12 pcs Signing pen 0.50 Blue  
2 pcs Signing Pen 0.7 Black (Mygel)  
10 pcs Signing pen 0.70 Blue  
3 pcs Signing pen 1.0 black  
3 pcs Signing pen 1.0 Blue  
12 pcs Signing pen 1.0 Bold Hitech Black  
8 pcs Signing pen hitech V5 Black  
6 pcs Signing pen hitech V-5 Blue  
5 pcs Signing pen hitech V-7 Black  
2 pcs Signing pen hitechpoint v10 grip (Black)  
10 pcs Signing Pen Pilot G-2 0.5 (Blue)  
10 pcs Signing pen retractable gel ink pen black  
10 pcs Signing pen retractable gel ink pen blue  
10 pcs Signing pen retractable gel ink pen red  
20 pcs Signing pen V Ballpoint Black  
15 pcs Signing pen V Ballpoint Blue  
10 pcs Singing Pen 0.3 (Black)  
3 pc Singing pen 0.50 Blue  
4 pcs Singing pen 0.70 Blue  
8 pcs Singing pen 1.0 Blue  
8 pcs Singing pen retractable gel ink  
34 pcs Sliding folder long  
3 pcs Spiral notebook  
1 pc Stamp (ACTION)  
22 pcs Stamp pad #2 blue  
7 btls Stamp pad ink (1L)  
10 bxs Staple Wire #10  
15 bxs Staple wire #10 by 12s  
165 bxs Staple Wire #35  
14 pcs Staple wire remover pincher type  
3 pc Staple wire remover plier type  
10 pcs Stapler #10  
6 pcs Stapler #35  
2 pcs Stapler #35  
31 pcs Stapler #35 w/ staple wire remover  
1 pc Stapler long reach  
172 pcs Steno notebook  
2 packsSticker paper A4  
2 packsSticker Paper A4 matte  
17 pcks Sticker paper glossy  
17 packsSticker paper matte  
2 packsSticker paper, luminous any color  
20 pads Sticky notes 1.5x2  
9 pads Sticky notes 1x3  
16 pad Sticky notes 2.5x3.5  
31 pads Sticky Notes 2x3  
44 pads Sticky notes 3x3  
17 pads Sticky notes 3x5  
8 pads Sticky notes 4x4  
33 pads Sticky Notes Colorful Arrow  
1 pcs Storage box  
1 pck Tablings, Letter index assorted  
3 pcs Tape dispenser 1"  
1 pc Tape dispenser 2"  
36 bxs Thumbtacks

2 bxs Thumbtacks colorful  
 1 pc Tracing paper 10's  
 14 pc Typewriter ribbon  
 250 pcks Velume board  
 2 pcs Wall clock  
 4 pc White board eraser  
 75 pcs White board marker (Black)  
 10 pcs White board marker (Blue)  
 9 pcs White board marker (Red)  
 2 pc Whiteboard 3x5  
 4 pc Whiteboard eraser  
 6 pcs Whiteboard marker blue  
 4 reamsXerox Paper Long copy plus 70gsm  
 18 reamsXerox Paper long subs 20  
 15 reamsXerox Paper long subs 24  
 4 reamsXerox Paper medium copy plus 70gsm  
 18 reamsXerox Paper medium subs 20  
 15 reamsXerox Paper medium subs 24  
 20 pads Yellow pad

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Office Supplies	for use by the different offices for the 1st quarter 2023	1	Lot	1,246,071.50

**Pre-bid Conference**

Date	Time	Venue
24/03/2023	2:00:00 PM	Conference Room, Laoag City Hall

**Other Information**

Republic of the Philippines  
 Province of Ilocos Norte  
 BIDS AND AWARDS COMMITTEE  
 CITY OF LAOAG

**INVITATION TO BID**

The LAOAG CITY, through the Government Appropriation Act –Office Supplies Expense (Different Offices) intends to apply the sum of One Million Two Hundred Forty-Six Thousand Seventy-One Pesos and Fifty Centavos (Php1,246,071.50) being the Approved Budget for the Contract (ABC) to payments under the Solicitation No. 2023-004K. Bids received in excess of the ABC shall be automatically rejected at bid opening. The LAOAG CITY now invites bids for the Supply and delivery of office supplies for use by the different offices for the 1st quarter 2023.

A complete set of Bidding Documents may be purchased by interested Bidders on March 24 – April 4, 2023 from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of P5,000.00.

The LAOAG CITY will hold a Pre-Bid Conference on March 24, 2023 at City Conference Room, City Hall Annex, Laoag City, which shall be open only to all interested parties who have purchased the Bidding Documents.

Bids must be delivered to the address below on or April 4, 2023, 2:00PM. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB. Bid opening shall be on April 4, 2023, 2:00 PM at City Conference Room, City Hall Annex, Laoag City. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

The LAOAG CITY reserves the right to accept or reject any bid, 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.

For further information, please refer to:

**CONTACT PERSON:**

JOVYLYN P. LUCAS  
 BAC Secretariat Chairman  
 City Budget Office  
 Brgy. 10 A.G. Tupaz St., Laoag City  
 Tel. No. (077) 772-001; Local #: 217

**APPROVED:**

ATTY. ROXANNE LEE I. CASTRO  
 City Administrator  
 BAC Chairman

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