



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 9612341
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

Solicitation Number:	2023-011K	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods	Document Request List	1
Category:	Office Supplies and Devices	Date Published	28/03/2023
Approved Budget for the Contract:	PHP 1,246,071.50	Last Updated / Time	28/03/2023 00:00 AM
Delivery Period:	60 Day/s	Closing Date / Time	19/04/2023 14:00 PM
Client Agency:			
Contact Person:	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 0.5
17 pcs Ballpen (Red)
60 pcs Ballpen 621 ball point pen (Black)
8 pcs Ballpen 621 ball point pen (Blue)
5 pcs Ballpen 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

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
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 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 Sign pen black
2 pcs 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 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 (L500 G)
6 packs Hand cutter blade small
13 pcs Hand Cutter 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 packsMatte Sticker Paper
5 pads Memo pad
2 pads Memo pad
3 pcs Meter Stick wood
8 pc Mighty bond
6 reamsMimeo Long subs 18WW
6 reamsMimeo Medium subs 18WW
20 pcs Folder medium
50 pcs Nametag
109 pcs Notebook 80's
35 pcs Notebook pocket size
40 pcs Notebook spiral
5 pcs Notebook 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 packsPaper laid board long
46 packsPaper laid board M
4 pcs Paper moistener
12 pcks Parchment paper medium
18 btls Paste
80 pcs Pencil #1
667 pcs Pencil #2
11 pcs Pencil holder, mesh
3 pc Pencil Sharpener
6 pc Pencil Sharpener
87 pcs Permanent Marker broad black
1 pcs Permanent Marker broad blue
141 pcs Permanent Marker Fine Black
15 pcs Permanent Marker fine blue
3 pcs Permanent Marker 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
6 pcs Signing pen .4 Black
30 pcs Signing Pen 0.3 (Black)
3 pcs Signing Pen 0.3 (Black)
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
2 pcs Signing pen 0.40 Blue
2 pcs Signing pen 0.40 Blue
3 pcs Signing Pen 0.5 (Blue)
6 pcs Signing pen 0.5
114 pcs Signing pen 0.5 black
7 pcs Signing pen 0.5
12 pcs Signing pen 0.50 Blue
2 pcs Signing Pen 0.7 Black
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 Black
8 pcs Signing pen V5 Black
6 pcs Signing pen V-5 Blue
5 pcs Signing pen V-7 Black
2 pcs Signing pen v10 grip (Black)
10 pcs Signing Pen 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
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 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 Special board paper
 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 70gsm
 18 reamsXerox Paper long subs 20
 15 reamsXerox Paper long subs 24
 4 reamsXerox Paper medium 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	Supply and delivery of 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
04/04/2023	2:00:00 PM	Laoag City Conference 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 intends to apply the sum of One Million Two Hundred Forty-Six Thousand Seventy-One Pesos & 75/100 (Php1,246,071.50) being the Approved Budget for the Contract (ABC) to payments under the Solicitation No. 2023-011K. 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 April 4-19, 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 April 4, 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 19, 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 19, 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

Created by JOVYLYN P LUCAS

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