



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 9824609
Procuring Entity CITY OF LAOAG, ILOCOS NORTE
Title Cost of office supplies for the 2nd Quarter 2023 for use by the different offices
Area of Delivery Ilocos Norte

Solicitation Number:	2023-29K	Status	Closed
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Public Bidding	Bid Supplements	4
Classification:	Goods	Document Request List	3
Category:	Office Supplies and Devices	Date Published	07/06/2023
Approved Budget for the Contract:	PHP 1,264,515.00	Last Updated / Time	23/06/2023 14:43 PM
Delivery Period:	60 Day/s	Closing Date / Time	29/06/2023 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 bac_secretariat@laoagcity.gov.ph		

Description

Qty. Unit Description
4 reams A3 Paper medium subs 20
5 reams Acetate A4
5 reams Acetate legal
5 reams Acetate medium
12 pcs Ballpen 0.5
150 pcs Ballpen black
999 pcs Ballpen black
54 pcs Ballpen black
60 pcs Ballpen black 621 ball point
121 pcs Ballpen blue
8 pcs Ballpen blue 621 ball point
27 pcs Ballpen red
5 pcs Ballpen red 621 ball point
242 pcs Ballpen Retractable black
71 pcs Ballpen Retractable blue
16 pcs Ballpen retractable red
14 pcs Ballpen retractable refill black
30 pcs Battery 9v
83 pcs Battery AA
95 pcs Battery AAA
1 pc Battery AAA rechargeable
10 pcs Battery D black
10 pcs Battery ultra lithium 123
74 pcs Binder clip 1"
91 pcs Binder clip 3/4"
38 pcks Board paper long cream/white by 10's
47 pcks Board paper medium cream/white by 10's
259 reams Bond paper A4

45 reams Bond paper long subs 16
934 reams Bond paper long subs 20
98 reams Bond paper long subs 20
53 reams Bond paper long subs 24
71 reams Bond paper medium subs 16
719 reams Bond paper medium subs 20
101 reams Bond paper medium subs 20
43 reams Bond paper medium subs 24
1 pc Book divider stand - per pair
1633 pcs Brown envelope long
372 pcs Brown envelope medium
3 pcs Calculator
4 pcs Calculator 2 way power
4 pcs Calculator JS40B
14 bxs Carbon paper single face long
3 bxs Carbon paper single face medium
44 pcs Cartolina (red, white)
4 rolls Celluloid thick
39 pcs Certificate holder A4
18 pcs Certificate holder medium red
105 pcs Clear folder long
32 pcs Clear folder medium
14 pcs Clearbook long
5 pcks Colored paper
10 reams Colored paper (green & yellow)
12 pcs Columnar book 24 columns
21 pcs Correction fluid
36 pcs Correction pen
162 pcs Correction tape
8 bxs Crayons 24 colors
12 pcs Dater stamp
10 pcs Document file box long
73 rolls Double sided tape 1"
34 rolls Double sided tape 2"
2 rolls Duct tape 2"
7 rolls Duct tape 3"
198 pcs Envelope expanding long
3 pcs Envelope expanding medium
70 pcs Envelope expanding plastic long
1005 pcs Envelope plastic long
5 pcs Erasable pen
10 pcs Erasable pen refill
39 pcs Eraser
26 pcs Expanding folder long
23 pcs Expanding folder medium
247 pcs File folder brown long
100 pcs File folder brown medium
5 pcs File folder clear long
168 pcs File folder expanding long
30 pcs File folder expanding medium
614 pcs File folder glossy long
414 pcs File folder glossy medium
10 pcs File folder long
25 pcs File folder long w/o tab red
20 pcs File folder long white
75 pcs File folder medium (blue, white)
32 pcs File folder plastic long
8 pcs File folder plastic medium
29 pcs File folder w/ tab long (green, red)
60 pcs File folder w/ tab medium
370 pcs File folder w/o tab long (green, red)
172 pcs File folder white long
91 pcs File folder white medium
7 pcs File holder single vertical
1 pc File tray 3 layered steel
1 pc Filing box made of chipboard
3 pcs Filing tray 2 layered steel
6 pcs Filing tray 3 layered metal
1 pc Flashlight
115 pcs Flourescent text marker
135 pcs Folder expanding thick long blue
27 btls Glue 130ml
2 btls Glue 1L
4 btls Glue 240ml
5 pcs Glue gun big
59 pcs Glue stick large
5 pcs Glue stick small
2 pcs Gun tucker big
10 pcks Gun tucker staple wire
5 pcs Hand cutter blade big
3 pcs Hand cutter blade L500G

1680 pcs Index card 5"x8"
3 pcks Laminating film
2 pcks Laminating film (atm size)
1 pc Land, Titles and Deeds Book
15 pcks Linen paper medium cream
2 pcks Luminous sticker assorted colors
11 pcks Mailing envelope long white
59 pcs Manila paper
57 rolls Masking tape 1"
10 rolls Masking tape 1/2"
47 rolls Masking tape 2"
17 rolls Masking tape 3"
1 pc Master roll
10 packs Matte sticker paper by 10's
7 pds Memo pad
3 pcs Meter stick wood
10 pcs Migly bond
24 reams Mimeo paper long subs 18WW
21 reams Mimeo paper medium subs 18 WW
139 pcs Notebook
75 pcs Notebook 80s
35 pcs Notebook pocket size
6 pcs Notebook spiral 80 leaves
31 rolls Packing tape 2"
11 rolls Packing tape 3"
8 rolls Packing tape 4"
1 bx Paper fastener plastic coated long by 50's
82 pcs Paper clamp big
88 pcs Paper clamp small
60 bxs Paper clip jumbo plastic coated by 100's
38 bx Paper clip plastic coated small #2 by 100's
2 pcs Paper cutter
71 bxs Paper fastener plastic coated by 50's
29 bxs Paper fastener plastic coated long by 50's
2 bxs Paper fastener stainless by 50's
13 pcks Paper laid board long by 10's
33 pcks Paper laid board medium by 10's
4 pcs Paper moistener
25 pcks Parchment paper long white/cream by 10's
2 pcks Parchment paper medium light blue by 10's
32 pcks Parchment paper medium white/cream by 10's
13 pcs Paste
79 pcs Pencil #1
489 pcs Pencil #2
5 pcs Pencil mechanical
6 pcs Pencil sharpener
98 pcs Permanent marker broad black
4 pcs Permanent marker broad blue
130 pcs Permanent marker fine black
11 pcs Permanent marker fine blue
2 pcs Permanent marker fine red
6 pcs Photo frame A4/legal
40 pcks Photo paper A4 by 10's
1 pc Pincher
31 pcs Plastic envelope long
25 pcs Plastic envelope medium
10 pcs Plastic jacket certificate holder A4
5 pcs Plastic jacket certificate holder long
5 pcs Plastic jacket certificate holder medium
4 pcs Puncher big
24 pcks Push pin by 100's
6 pads Rainbow ruled pad
4 pcs Received stamp
26 pcs Record book 150pp
23 pcs Record book 200pp
60 pcs Record book 300pp
78 pcs Record book 500pp
1 pc Ring binder 0.5"
1 pc Ring binder 0.75"
1 pc Ring binder 1 1/2"
7 pcs Ring binder 1"
3 pcs Ring binder 1.5"
5 pcs Ring binder 2"
13 bxs Rubber band flat 350g
10 bxs Rubber band round 350g
6 pcs Ruler 12" plastic
3 pcs Ruler 18" metal
10 pcks Safety pins
1 pc Scientific calculator
7 pcs Scissor big plastic
23 pcs Scissor plastic small

8 pcs Scissors stainless
 139 rolls Scotch tape 1"
 101 rolls Scotch tape 2"
 6 pcs Signing pen .50
 10 pcs Signing pen 0.3 black
 10 pcs Signing pen 0.4 black
 10 pcs Signing pen 0.50 black
 1 pc Signing pen 0.50 blue
 6 pcs Signing pen 0.70 black
 5 pcs Signing pen 1.0 black
 8 pcs Signing pen V5 black and blue
 5 pcs Signing pen v7 black
 6 pcs Singing pen .40
 25 pcs Singing pen 0.3 black
 2 pcs Singing pen 0.3 black
 10 pcs Singing pen 0.30 red
 15 pcs Singing pen 0.40 black
 4 pcs Singing pen 0.40 blue
 10 pcs Singing pen 0.5 blue
 2 pcs Singing pen 0.5 blue
 90 pcs Singing pen 0.50 black
 37 pcs Singing pen 0.50 blue
 2 pcs Singing pen 0.7 black
 4 pcs Singing pen 0.7 blue
 14 pcs Singing pen 1.0 Black
 12 pcs Singing pen 1.0 blue
 5 pcs Singing pen ballpoint black
 5 pcs Singing pen ballpoint blue
 15 pcs Singing pen V ballpoint black
 15 pcs Singing pen V ballpoint blue
 4 pcs Singing pen v10 grip black
 10 pcs Singing pen V5
 6 pcs Singing pen V5
 8 pcs Singing pen v5 black
 6 pcs Singing pen V5 blue
 34 pcs Sliding folder long
 30 pcks Special paper A4 by 10's
 5 pcks Specialty board paper long by 10's
 5 pcks Specialty board paper medium by 10's
 22 pcs Stamp pad #2
 6 btls Stamp pad ink 1L
 25 bxs Staple wire #10 by 12s
 151 bxs Staple wire #35
 17 pcs Staple wire remover pincher type
 4 pcs Staple wire remover plier type
 9 pcs Stapler #10
 5 pcs Stapler #35
 28 pcs Stapler #35 w/ staple wire remover
 27 pcks Sticker luminous (yellow green) by 10's
 16 pcks Sticker paper A4 by 10's
 10 pcks Sticker paper glossy A4 by 10's
 22 packs Sticker paper matte
 20 pads Sticky notes 1.5x2
 9 pads Sticky notes 1x3
 21 pads Sticky notes 2.5x3.5
 27 pads Sticky notes 2x3
 31 pads Sticky notes 3x3
 10 pads Sticky notes 3x5
 2 pads Sticky notes 4x4
 33 pads Sticky notes colorful arrow
 1 pc Storage box
 3 pcks Tabblings
 5 pcs Tape dispenser 1"
 1 pc Tape dispenser 2"
 33 bxs Thumbtacks by 100's
 3 bxs Thumbtacks colorful by 100's
 4 pcs Typewriter ribbon
 100 packs Vellum board/Special board paper by 10's
 2 pcs Wall clock
 1 pc White board 3x4
 2 pcs White board eraser
 77 pcs White board marker black
 18 pcs White board marker blue
 12 pcs White board marker red
 13 pads Yellow pad

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Office Supplies	Cost of office supplies for the 2nd Quarter 2023 for use by the different offices	1	Lot	1,264,515.00

Pre-bid Conference

Date	Time	Venue
15/06/2023	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 (Different Offices) intends to apply the sum of One Million Two Hundred Sixty Four Thousand Five Hundred Fifteen Pesos (Php1,264,515.00) being the Approved Budget for the Contract (ABC) to payments under the Solicitation No. 2023-29K. Bids received in excess of the ABC shall be automatically rejected at bid opening. The LAOAG CITY now invites bids for the Cost of office supplies for the 2nd Quarter 2023 for use by the different offices.

A complete set of Bidding Documents may be purchased by interested Bidders on June 15 – June 28, 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 June 15, 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 June 28, 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 June 28, 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

Remarks

Change in specification

Created by JOVYLYN P LUCAS

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