



## Bid Notice Abstract

### Invitation to Bid (ITB)

<b>Reference Number</b>	10063668
<b>Procuring Entity</b>	CITY OF LAOAG, ILOCOS NORTE
<b>Title</b>	Supply and delivery of Office, IT and Janitorial Supplies for use of the City Vice Mayor's Office and SP Legislative Office for 3rd Quarter, 2023
<b>Area of Delivery</b>	Ilocos Norte

<b>Solicitation Number:</b>	20223-71R	<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>	General Merchandise	<b>Date Published</b>	23/08/2023
<b>Approved Budget for the Contract:</b>	PHP 831,979.50	<b>Last Updated / Time</b>	23/08/2023 00:00 AM
<b>Delivery Period:</b>	60 Day/s	<b>Closing Date / Time</b>	13/09/2023 15:00 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  bac_secretariat@laoagcity.gov.ph		

#### Description

QUANTITY UNIT DESCRIPTION  
 135 pcs Ballpen, (black)  
 80 pcs Battery, Size AA  
 111 ream Bond Paper Long Copy Paper  
 111 ream Bond Paper Medium Copy Paper  
 30 pcs Brown Envelope, Long  
 30 pcs Brown Envelope, Medium  
 58 pcs Correction Fluid  
 58 pcs Dog Clip Long  
 58 pcs Dog Clip Medium  
 650 pcs Envelope Documentary (Long)  
 650 pcs Envelope Documentary (Medium)  
 265 pcs File Folder Brown (Long)  
 260 pcs File Folder Brown (Medium)  
 260 pcs File Folder (without tab) Long  
 260 pcs File Folder Expanding (Long)  
 39 pcs Mailing Envelope, White (Long)  
 41 pcs Masking Tape 1"  
 52 pcs Paper clip, coated, big  
 52 pcs Paper Fastener, plastic, Long  
 65 pcs Pentelpen, Fine Black  
 53 pcs Record book 500 pp.

65 pcs Signing Pen (0.30) Black  
 65 pcs Signing Pen V ballpoint (Black)  
 77 box Staple wire No. 35  
 640 rms Photocopy Paper, Long, Subs. 24  
 580 rms Photocopy Paper Medium Subs. 24  
 102 bot Computer Ink Refill (Black)  
 54 bot Computer Ink Refill (Yellow)]  
 54 bot Computer Ink Refill (Magenta)  
 54 bot Computer Ink Refill (Cyan)  
 106 can Air Freshener 320 ml.  
 155 roll Bathroom Tissue 2 ply  
 58 can Insecticide Spray 500ml.  
 4 pcs Broom Boy-boy  
 10 pcs Disinfectant Spray 340g  
 25 bot Dishwashing Liquid  
 26 pcs Doormat cloth  
 70 can Furniture Polish Spray  
 70 bot Glass Cleaner  
 5 bot Muriatic Acid  
 145 bot Rubbing Alcohol (500ml)  
 20 bot Toilet Bowl Disinfectant Liquid

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	General Merchandise	for use of the City Vice Mayor's Office and SP Legislative Office for 3rd Quarter, 2023	1	Lot	831,979.50

**Pre-bid Conference**

Date	Time	Venue
30/08/2023	3:00:00 PM	CITY 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 intends to apply the sum of Eight Hundred Thirty-One Thousand Nine Hundred Seventy-Nine Pesos and Fifty Cents (Php831,979.50) being the Approved Budget for the Contract (ABC) to payments under the Solicitation No. 2022-71R. Bids received in excess of the ABC shall be automatically rejected at bid opening. The LAOAG CITY now invites bids for Supply and delivery of Office, IT and Janitorial Supplies for use of the City Vice Mayor's Office and SP Legislative Office for 3rd Quarter, 2023.

A complete set of Bidding Documents may be purchased by interested Bidders on August 30, 2023 from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of P1,000.00.

The LAOAG CITY will hold a Pre-Bid Conference on August 30, 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 September 13, 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 September 13, 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 Mayor’s Office  
 Brgy. 10 A.G. Tupaz St., Laoag City  
 Tel. No. (077) 772-001; Local #: 207

APPROVED:

RUBY ANN R. BUNALADE  
City Planning & Development Coordinator  
BAC Vice Chairman

**Created by** JOVYLYN P LUCAS

**Date Created** 22/08/2023

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