



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 10277839  
**Procuring Entity** CITY OF LAOAG, ILOCOS NORTE  
**Title** Supply and delivery of Office, IT and Janitorial Supplies for use of City Vice Mayor's Office and SP Legislative for 3rd and 4th Quarter, 2023  
**Area of Delivery** Ilocos Norte

<b>Solicitation Number:</b>	2023-99R	<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>	1
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	04/11/2023
<b>Approved Budget for the Contract:</b>	PHP 1,674,210.00	<b>Last Updated / Time</b>	04/11/2023 00:00 AM
<b>Delivery Period:</b>	45 Day/s	<b>Closing Date / Time</b>	22/11/2023 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  
390 pcs Ballpen, (black)  
100 pcs Battery, Size AA  
520 pcs Brown Envelope, Long  
520 pcs Brown Envelope, Medium  
520 pcs Correction Fluid  
520 pcs Dog Clip Long  
520 pcs Dog Clip Medium  
1300 pcs Envelope Documentary (Long)  
1300 pcs Envelope Documentary (Medium)  
1300 pcs File Folder Brown (Long)  
1300 pcs File Folder Brown (Medium)  
1300 pcs File Folder (without tab) Long  
1300 pcs File Folder Expanding (Long)  
2600 pcs Mailing Envelope, White (Long)  
2600 pcs Paper clip, coated, big  
2600 pcs Paper Fastener, plastic, Long  
520 pcs Permanent Marker, Fine Black  
520 pcs Record book 500 pp.  
260 pcs Signing Pen (0.30) Black  
260 pcs Signing Pen V ballpoint (Black)  
340 box Staple wire No. 35

320 rms Photocopy Paper, Long, Subs. 24  
 200 rms Photocopy Paper Medium Subs. 24  
 150 bot Computer Ink Refill (Black)  
 140 bot Computer Ink Refill (Yellow)]  
 140 bot Computer Ink Refill (Magenta)  
 140 bot Computer Ink Refill (Cyan)  
 260 can Air Freshener 320 ml.  
 260 roll Bathroom Tissue 2 ply  
 260 can Insecticide Spray 500ml.  
 130 pcs Broom Boy-boy  
 265 pcs Disinfectant Spray 340g  
 265 bot Dishwashing Liquid  
 265 pcs Doormat cloth  
 260 can Furniture Polish Spray  
 260 bot Glass Cleaner  
 280 bot Rubbing Alcohol (500ml)  
 55 bot Toilet Bowl Disinfectant Liquid

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Office Supplies	for use of City Vice Mayor's Office and SP Legislative for 3rd and 4th Quarter, 2023	1	Lot	1,674,210.00

**Pre-bid Conference**

Date	Time	Venue
10/11/2023	3:00:00 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 intends to apply the sum of One Million Six Hundred Seventy-Four Thousand Two Hundred Ten Pesos (Php1,674,210.00) being the Approved Budget for the Contract (ABC) to payments under the Solicitation No. 2022-99R. 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 City Vice Mayor's Office and SP Legislative for 3rd and 4th Quarter, 2023.

A complete set of Bidding Documents may be purchased by interested Bidders on November 10, 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 November 10, 2023, 3:00 PM 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 November 22, 2023, 3:00PM. 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 November 22, 2023, 3:00 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**            03/11/2023

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