



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 10713790  
**Procuring Entity** CITY OF LAOAG, ILOCOS NORTE  
**Title** Purchase of 1st Quarter Office Supplies for the Different Offices of the City Government of Laoag  
**Area of Delivery** Ilocos Norte

<b>Solicitation Number:</b>	2024-05S	<b>Status</b>	<b>Awarded</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	5
<b>Classification:</b>	Goods	<b>Document Request List</b>	5
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	03/04/2024
<b>Approved Budget for the Contract:</b>	PHP 1,788,690.50	<b>Last Updated / Time</b>	25/04/2024 15:39 PM
<b>Delivery Period:</b>	60 Day/s	<b>Closing Date / Time</b>	26/04/2024 15:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Lykhalyn R. Diego BAC Secretariat Laoag City Hall A. G. Tupaz St. Laoag City Ilocos Norte Philippines 2900 63-77-7720001 Ext.217  lykhalyndiego@gmail.com		

#### Description

Qty. Unit DESCRIPTION  
8 reams A3 Paper medium subs 20  
379 pcs Ballpen black  
1742 pcs Ballpen black 621 ball point  
40 pcs Ballpen blue  
110 pcs Ballpen blue 621 ball point  
55 pcs Ballpen red  
77 pcs Ballpen red 621 ball point  
738 pcs Ballpen Retractable black  
62 pcs Ballpen Retractable blue  
42 pcs Ballpen retractable red  
66 pcs Ballpen retractable refill black  
5 pcs Ballpen retractable refill blue  
50 pcs battery 9 Volts  
136 pcs Battery AA  
133 pcs Battery AAA  
1 pc Battery AAA rechargeable  
48 pcs Battery D black  
13 pcs Binder clip 1 1/4"  
202 pcs Binder clip 1"  
51 pcs Binder clip 2"  
64 pcs Binder clip 3/4"

71 pcks Board paper A4 cream/white by 10's  
590 pcks Board paper long cream/white by 10's  
91 pcks Board paper medium cream/white by 10's  
5 reams Bond PaPer, A3, 11.7/16.5, subs 20  
132 reams Bond paper A4  
8 reams Bond Paper sub 20  
71 reams Bond paper long subs 16  
832 reams Bond paper long subs 20  
145 reams Bond paper long subs 24  
124 reams Bond Paper long subs 20 (hard copy)  
67 reams Bond paper medium subs 16  
610 reams Bond paper medium subs 20  
80 reams Bond paper medium subs 24  
165 reams Bond paper medium sub 20 (hard copy)  
6 pc Book divider stand - per pair  
810 pcs Brown envelope long  
337 pcs Brown envelope medium  
5 packs Card Catalog  
13 pcs Calculator 2 way power  
21 pcs Calculator JS40B  
10 bxs Carbon paper single face long  
3 bxs Carbon paper single face medium  
62 pcs Cartolina (red, white, yellow, blue)  
131 pcs Certificate holder A4  
166 pcs Cetificate holder medium red  
70 pcs Cetificate holder Long  
7 rolls Celluliod (thick())  
65 pcs Clear sliding folder long  
25 pcs Clear sliding folder medium  
8 pcs Clearbook long  
7 pc Clipboard long  
3 pcs Clipboard long with cover  
100 pcs Colored ID lace with S hook 20.5 lanyard  
2 pcs Columnar book 24 columns  
24 pcs Correction fluid  
41 pcs Correction pen  
275 pcs Correction tape  
1 ream Continous Form,11x9.5, 2ply, with plain side  
1 ream Continous Form,11x14 8/8, 2ply  
19 bxs Crayons 24 colors  
20 pcs Dater stamp  
14 pcs Document file box long  
75 rolls Double sided tape 1"  
35 rolls Double sided tape 2"  
9 rolls Duct tape 2"  
7 rolls Duct tape 3"  
23 unit Dry Seal  
30 pcs Envelope Brown Medium  
35 pcs Envelope Brown Long  
235 pcs Envelope expanding long  
25 pcs Envelope expanding medium  
53 pcs Envelope expanding plastic long  
350 pcs Envelope plastic long  
56 pcs Eraser  
323 pcs File folder brown long  
190 pcs File folder brown medium  
599 pcs File folder expanding long  
13 pcs File folder expanding medium  
734 pcs File folder glossy long  
270 pcs File folder glossy medium  
278 pcs File folder long (white)  
144 pcs File folder long w/ tab (green)  
130 pcs File folder long w/ tab (red)  
152 pcs File folder long w/o tab (green)  
20 pcs File folder medium (blue)  
106 pcs File folder medium (white)  
40 pcs File folder medium w/ tab (red)  
18 pcs File folder plastic long  
8 pcs File folder plastic medium  
5 pcs File folder clear long  
10 pcs File Folder Moroco, long  
34 pcs File Folder Sliding Long  
9 pc File holder box 3 divisions  
4 pcs File holder single vertical  
15 pcs Filing tray 3 layered metal/steel

144 pcs Flourescent text marker  
1 gal Glue Elmers  
45 btls Glue 130ml  
14 btls Glue 240ml  
7 pcs Glue gun big  
96 pcs Glue stick large  
25 pcs Glue stick small  
3 pcs Gun tucker big  
1 pcs Gun tucker, Heavy Duty  
21 pcks Gun tucker staple wire  
17 pcs Hand cutter blade big  
13 pcs Hand cutter blade, small L500G  
3 pcs Hand cuter retractable heavy duty  
3 pcs Hand cutter ordinary  
10 packs Index Card 1/2 by 100s  
10 packs Index Card 1/8 by 100s  
1575 pcs Index card 5"x8"  
2 pcs Index Card Box  
5 pcks Laminating film  
2 pcks Laminating film 8 1/2 x 11  
25 pcks Linen paper medium cream by 10's  
26 bxs Mailing envelope long white  
35 pcs Manila paper  
112 rolls Masking tape 1"  
40 rolls Masking tape 1/2"  
47 rolls Masking tape 2"  
10 rolls Masking tape 3"  
1 rolls Master Roll  
2 pcs Meter stick wood  
6 reams Mimeo paper long subs 18WW  
50 pcs Morocco Folder (Medium, color blue)  
36 reams Mimeo paper medium subs 18 WW  
48 pcs Name Badge holder (58mmx90mm)  
416 pcs Notebook 80s spiral  
62 pcs Notebook pocket size  
73 pcs Notebook Steno  
38 rolls Packing tape 2"  
18 rolls Packing tape 3"  
2 pc Padlock set with master key 60mm  
3 pc Paper Cutter  
117 bxs Paper clip jumbo plastic coated by 100's  
97 bx Paper clip plastic coated small #2 by 100's  
58 pcs Paper Clamp (big)  
74 pcs Paper Clam (small)  
33 bx Paper fastener plastic coated long by 50's  
127 bxs Paper fastener plastic coated short by 50's  
13 pcks Paper laid board long by 10's  
35 pcks Paper laid board medium by 10's  
10 can Paper moistener  
59 pcks Parchment paper medium by 10's (white or cream)  
54 packs Parchment paper long (white or cream)  
17 btls Paste, Redstone  
27 pcs Pencil #1  
470 pcs Pencil #2  
11 pcs Pencil sharpener big  
11 pc Pen Holder, Mesh  
109 pcs Permanent marker broad black  
2 pcs Permanent marker broad blue  
160 pcs Permanent marker fine black  
26 pcs Permanent marker fine blue  
23 pcs Permanent marker fine red  
68 pcs Photo frame A4/legal  
92 pcks Photo paper A4 by 10's  
30 pcs Plastic jacket certificate holder A4  
15 pcs Plastic jacket certificate holder long  
40 pcs Plastic jacket certificate holder medium  
10 pcs Plastic Envelope with Handle  
110 pcs Plastic Envelope (long)  
10 pcs Plastic Envelope (medium)  
7 pcs Puncher big  
36 pcks Push pin by 100's  
5 bx PVC card 500/bx  
2 pads Rainbow Pad Paper  
6 pads Rainbow ruled pad  
13 pcs Received stamp

19 pcs Record book 150pp  
22 pcs Record book 200pp  
118 pcs Record book 300pp  
98 pcs Record book 500pp  
10 rolls Ribbon roll red  
10 rolls Ribbon roll blue  
2 pc Ring binder 0.5"  
4 pc Ring binder 0.75"  
10 pcs Ring binder 1"  
2 pcs Ring binder 1.5"  
3 pcs Ring binder 2"  
17 bxs Rubber band flat 350g  
25 bxs Rubber band round 350g  
18 pcs Ruler 12" metal  
28 pcs Ruler 12" plastic  
3 pcs Ruler 18" metal  
1 pc Ruler 18" metal  
1 pcs Scientific Calculator  
28 pcs Scissor big plastic  
5 pcs Scissor plastic small  
26 pcs Scissors stainless  
165 rolls Scotch tape 1"  
128 rolls Scotch tape 2"  
30 pcs Signing pen 0.3 black  
10 pcs Signing pen 0.3 red  
101 pcs Signing pen 0.4 black  
14 pcs Signing pen 0.4 blue  
174 pcs Signing pen 0.5 black  
70 pc Signing pen 0.5 blue  
8 pcs Signing pen 0.7 black  
11 pcs Signing pen 0.7 blue  
6 pcs Signing pen 1.0 black  
10 pcs Signing pen 1.0 blue  
11 pcs Signing pen gel V5  
10 pcs Signing pen retractable gel ink  
49 pcs Signing pen V ballpoint black  
29 pcs Signing pen V ballpoint blue  
90 pcs Signing pen v10 grip black  
37 pcs Signing pen v10 grip Blue  
33 pcs Signing pen V5 black  
9 pcs Signing pen V5 blue  
5 pcs Signing pen v7 black  
25 pcks Silk pin  
1 pcs Stainless Scissor  
33 pcs Stamp pad #2  
8 btls Stamp pad ink 1L  
5 bxs Staple wire #10  
19 bxs Staple wire #10 by 12s  
229 bxs Staple wire #35  
23 pcs Staple wire remover pincher type  
7 pcs Staple wire remover plier type  
12 pcs Stapler #10  
15 pcs Stapler #35  
6 pcs Stapler #35 Heavy Duty  
41 pcs Stapler #35 w/ staple wire remover  
1 pcs Stapler #50  
37 pcks Sticker luminous (yellow green) by 10's  
6 pcks Sticker paper A4 by 10's  
52 pcks Sticker paper A4 glossy by 10's  
150 packs Sticker paper A4 matte by 10's  
19 pads Sticky notes 1.5x2  
28 pads Sticky notes 1x3  
20 pads Sticky notes 2.5x3.5  
62 pads Sticky notes 2x3  
66 pads Sticky notes 3x3  
35 pads Sticky notes 3x5  
13 pads Sticky notes 4x4  
34 pads Sticky notes colorful arrow  
5 unit Storage Box Wardrobe Organizer  
2 pcs Super Glue(Epoxy)  
7 pcks Tabblings  
16 pc Tape dispenser 2"  
52 bxs Thumbtacks by 100's (gold)  
1 pcks Tracing paper by 10's  
16 pcs Typewriter ribbon

500 packs Vellum board/Special board paper by 10's  
 8 pcs Wall clock  
 9 pcs White board eraser  
 97 pcs White board marker black  
 21 pcs White board marker blue  
 26 pcs White board marker red  
 1 pcs White board 3ftx 5ft  
 10 pc writing pad Grade 1  
 10 pc writing pad Grade 2  
 10 pc writing pad Grade 3  
 10 pc writing pad Grade 4  
 33 pads Yellow pad

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	office Supplies and devices	Purchase of 1st Quarter Office Supplies for the Different Offices of the City Government of Laoag	1	Lot	1,788,690.50

**Pre-bid Conference**

Date	Time	Venue
10/04/2024	3:00:00 PM	Laoag City Hall Annex, Conference Room

**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 intends to apply the sum of One Million Seven Hundred Eighty-Eight Thousand Six Hundred Ninety 50/100 (Php1,788,690.50) being the Approved Budget for the Contract (ABC) to payments under the Solicitation No. 2024-05S. Bids received in excess of the ABC shall be automatically rejected at bid opening. The LAOAG CITY now invites bids for the Purchase of 1st Quarter Office Supplies for the Different Offices of the City Government of Laoag.

A complete set of Bidding Documents may be purchased by interested Bidders on April 10 – April 24, 2024 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 10, 2024 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 24, 2024, 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 April 10, 2024, 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:  
 ESMERALDA B. ANTONIO  
 BAC Secretariat Chairman  
 Brgy. 10 A.G. Tupaz St., Laoag City  
 Tel. No. (077) 772-001; Local #: 264

**APPROVED:**

ENGR. SHEILA MARIE N. OPELAC  
 City Agriculturist  
 BAC Chairman

**Remarks**

Adjustment on the schedule of activities due to holidays

**Created by** Lykhalyn R. Diego

**Date Created** 02/04/2024

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