

Republic of the Philippines
 Province of Palawan
 Municipality of San Vicente
 Email address: bacsanvicentepalawan@gmail.com
BIDS AND AWARDS COMMITTEE

**INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF
 OFFICE AND JANITORIAL SUPPLIES NOT AVAILABLE AT
 PS-DEPOT INTENDED FOR THE 1ST SEMESTER
 REQUIREMENT OF DIFFERENT OFFICES, THIS
 MUNICIPALITY /2021-019**

1 The MUNICIPAL GOVERNMENT OF SAN VICENTE, PALAWAN, through the GENERAL FUND CY 2021 intends to apply the sum of SEVEN HUNDRED NINETY-NINE THOUSAND THREE HUNDRED SEVENTY-SEVEN PESOS AND NINETY-TWO CENTAVOS (P799,377.92) for 2021-019/Lot 1; and TWO HUNDRED SIXTY-EIGHT THOUSAND FIVE HUNDRED NINETY-SEVEN PESOS (P268,597.00) for 2021-019/Lot 2 being the ABC to payments under the contract for SUPPLY AND DELIVERY OF OFFICE AND JANITORIAL SUPPLIES NOT AVAILABLE AT PS-DEPOT INTENDED FOR THE 1ST SEMESTER REQUIREMENT OF DIFFERENT OFFICES, THIS MUNICIPALITY /2021-019. Bids received in excess of the ABC shall be automatically rejected at bid opening.

LOT 1 OFFICE SUPPLIES

1	ream	10	Assorted Colored Bond Paper, A4 size, neon color, 80gsm
2	piece	80	Ballpen (4 colors in 1)
3	box	32	Ballpen Good Quality Black 12's
4	box	5	Ballpen Good Quality Blue 12's
5	box	2	Ballpen Ordinary 0.5/50's black
6	box	2	Ballpen Ordinary 0.5/50's Blue
7	box	15	Ballpen Ordinary 100's black
8	box	18	Ballpen Ordinary 12's black
9	box	3	Ballpen Ordinary 12's blue
10	box	10	Ballpen, ballpoint, black click type, 50's good quality
11	piece	1	Battery Charger AA
12	pack	24	Battery Energizer AA
13	pack	6	Battery, dry Cell, 9 Volts
14	box	2	Binder Clips 1 inch
15	box	2	Binder Clips 2 inches
16	pack	15	Board Paper (A4) Cream Color 220 gsm (10's)
17	pack	20	Board Paper (A4) White Color 220 gsm (10's)
18	pack	30	Board Paper, white/touch of cream (10's, A4 size)
19	pack	70	Board Paper, Legal 200gsm white 10's
20	ream	33	Bond Paper A3 (100gsm)
21	ream	5	Bond Paper Short 80 gsm
22	piece	12	Brown Envelope Long
23	bundle	3	Brown Paper Bag (Size No 6 (100pcs/pack)
24	piece	7	Calculator 12 digits, Casio DJ-220D Plus
25	unit	2	Calculator, 14 digits (G-X-145)
26	piece	2	Calculator, 14 Digits Dual Power
27	box	5	CARBON FILM, PE, blue, 216mmx330mm, 100 sheets per box
28	piece	20	Cartolina, Black
29	piece	20	Cartolina, Red
30	piece	20	Cartolina, White
31	piece	55	Certificate Holder (A4 size)

12	piece	10	Clear Holder Retractable, Color Black, Legal Size, 2 Holes
13	box	30	Clear sheet Protector 2 1/2 Holes, 24 per box (vertical)
14	piece	50	Clip Backfold, all Metal, Camping Pouch
35	piece	50	Clip Backfold, all Metal, Camping Pouches
36	piece	2	Clip Board, Black (Plastic)
37	piece	1	Clipboard, Long with cover, punchless
38	pack	80	Colored Pen, 24's
39	piece	10	Correction Pen Metal Tip
40	box	20	Crayons 8's colors
41	pack	30	Crayons, big 12's (for pre schoolers)
42	piece	50	DATA FOLDER, made of chipboard, (auto lock) (10.00)
43	piece	2	Dating Stamp (12 Years)
44	piece	50	Data Folder Punch Horizontal Version (A5)
45	roll	60	Double Sided Tape 1"
46	roll	30	Double Sided Tape 2"
47	pad	50	Daily Time Record (DTR) Form
48	roll	5	Duct Tape 2"
49	piece	50	Empty Cigarette Boxes
50	piece	20	Engineers Field Book
51	piece	16	Envelope, Expanded with Handle, legal
52	piece	30	Eraser, smiley or fruit shape
53	piece	110	Expanded Folder Long Green
54	piece	30	Expanded Folder Long White
55	piece	30	Expanded Folder short white
56	piece	15	Filing Tray 2 layers
57	piece	1	Flashlight Rechargeable (High Powered)
58	piece	120	Folder White Long (Thick)
59	piece	30	Folder Orange Long
60	piece	50	Folder Morocco #4 (Green)
61	piece	50	Folder Morocco Legal (Green)
62	piece	1000	General Form No. 82-A
63	piece	5	Glue Gun
64	piece	125	Glue Stick
65	bottle	3	Glue, Multi-Purpose-all, 1000g
66	bottle	10	Glue, Multi-Purpose-all, 110ml
67	piece	600	ID lace lanyard, Polyester, 1" width
68	piece	55	Identification Training Badge
69	piece	110	ID Seminar Badge
70	pack	50	Index Card 5x8 500 per pack
71	roll	2	Label Printer Tape 12mm Epson LW 900 (LC 6WHN)
72	roll	6	Label Printer Tape 24mm Epson LW 900 (LC 6WHN)
73	roll	5	Label Printer Tape 36mm Epson LW 900 (LC 6WHN)
74	pack	20	Laminating Pouch, 250micron, 11x17 card size, 100's per pack
75	piece	1	Ledger Box, Big
76	piece	100	Mailing Stamp 10.00
77	piece	100	Mailing Stamp 12.00
78	piece	100	Mailing Stamp 5.00
79	box	1	ENVELOPE, mailing white, with window
80	piece	25	Mandala Paper
81	pack	5	Note pad (7" x 11")
82	pad	6	Note pad (8" x 11")
83	piece	2	Numbering Stamp (12 digits)
84	pack	10	Oil Paint, 8 colors
85	piece	30	Ordinary folder Long
86	pack	2	Ordinary folder 30 sheets
87	piece	1	Eraser
88	roll	3	Paper, 11x17, mix of size (11x17) for HP Designer 1100 printer
89	box	82	Paper, 11x17, Plastic
90	ream	2	Paper, Neon, Assorted Color, short
91	pack	2	Paper, Neon, All size, assorted colors, 500's
92	pack	2	Paper, Neon, legal size, assorted colors, 500's
93	ream	4	Paper, Multi-copy, 70gsm letter
94	piece	50	Eraser, big (for pre schoolers)
95	piece	30	Eraser, Sharpener (for big pencil)
96	box	5	Eraser, Good Quality

162.	piece	2	Triangle 45" (12 inches)
163.	piece	2	Triangle 45" (6 inches)
164.	piece	24	Typewriter Ribbon
165.	box	45	Thumbtacks
166.	bottle	1	Computer Ink Refill for Brother MFC J200 Black
167.	bottle	1	Computer Ink Refill for Brother MFC J200 Cyan
168.	bottle	1	Computer Ink Refill for Brother MFC J200 Magenta
169.	bottle	1	Computer Ink Refill for Brother MFC J200 Yellow
170.	bottle	2	Universal Ink Brother Black
171.	bottle	2	Universal Ink Brother Cyan
172.	bottle	2	Universal Ink Brother Magenta
173.	bottle	2	Universal Ink Brother Yellow
174.	bottle	12	Computer Ink refill EPSON L4160 Black
175.	bottle	4	Computer Ink refill EPSON L4160 Cyan
176.	bottle	4	Computer Ink refill EPSON L4160 Magenta
177.	bottle	4	Computer Ink refill EPSON L4160 Yellow
178.	bottle	30	Computer Ink, Brother, MFC-T810W, Black
179.	bottle	23	Computer Ink, Brother, MFC-T810W, Cyan
180.	bottle	23	Computer Ink, Brother, MFC-T810W, Magenta
181.	bottle	23	Computer Ink, Brother, MFC-T810W, Yellow
182.	bottle	38	Computer Ink Refill BT6000 Black
183.	bottle	11	Computer Ink Refill BT5000 Cyan
184.	bottle	11	Computer Ink Refill BT5000 Magenta
185.	bottle	11	Computer Ink Refill BT5000 Yellow
186.	bottle	238	Computer Ink, EPSON 003 Black
187.	bottle	105	Computer Ink, EPSON 003 Cyan
188.	bottle	105	Computer Ink, EPSON 003 Magenta
189.	bottle	105	Computer Ink, EPSON 003 Yellow
190.	bottle	15	Computer Ink, EPSON 774 Black
191.	bottle	4	Computer Ink, Cannon G2000-Black
192.	bottle	2	Computer Ink, Cannon G2000-Cyan
193.	bottle	2	Computer Ink, Cannon G2000-Magenta
194.	bottle	2	Computer Ink, Cannon G2000-Yellow
195.	bottle	20	HP GT52 Ink, Black
196.	bottle	7	HP GT52 Ink, Yellow
197.	bottle	7	HP GT52 Ink, Magenta
198.	bottle	7	HP GT52 Ink, Cyan
199.	bottle	4	Toner Cartridge, HP CF226A (HP26A) Black Laser Jet

LOT 2 JANITORIAL SUPPLIES

	bottle	2	Anti Bacteria Fabric Conditioner 1000ml
	sachet	8	Anti Bacteria Fabric Conditioner
3	cake	13	Bath Soap 70g
4	bottle	6	Bleach, 1000ml with lemon Fresh
5	bottle	7	Bleach, 1000ml with lemon Fresh, Color Safe
6	bottle	11	Bleach, 900ml, Color Safe Violet
7	gallon	2	Bleaching Solution
8	bottle	12	Ultra Thick Bleach 900ml (DOMLX)
9	piece	5	Brush for Tiles
10	kilo	7	Chlorine
11	bottle	52	Dishwashing Antibac Liquid 250ml
12	bottle	6	Dishwashing Liquid, 1L
13	bottle	9	Dishwashing Liquid, 800ml
14	gallon	6	Disinfectant, Bleaching Solution
15	bottle	8	Disinfectant, Liquid Multi Purpose 500ml
16	box	8	Disposable Examination Gloves, X-Large (powder free-nitrile ambidextrous)
17	box	25	Disposable Face Mask 3ply, 50's
18	bottle	33	Dishwashing Liquid 500ml (Kalamansi fresh)
19	piece	12	Doormat Rubber
20	piece	28	Doormat Cloth
21	piece	36	Empty Sack
22	dozen	9	Fabric Conditioner Antibac Sachet 40ml
23	piece	2350	Face Mask
24	piece	3	Feather Duster

25	bottle	2	Floor Cleaner
26	dozen	32	Flower pot (plastic Big) 14" x 12"H
27	piece	20	Flower pot (plastic Medium) 10" x 8"H
28	piece	5	Garbage Bag (Big)
29	pair	10	Garden Gloves, Cotton Heavy Duty
30	piece	1	Gardening Tools Trowel
31	bottle	18	Glass Cleaner Spray
32	piece	12	Glass Wiper for Window and Door
33	piece	6	Hammock (Collector)
34	bottle	41	Hand Sanitizer 250ml
35	bottle	6	Liquid Hand Soap with anti-Bacterial
36	piece	2	Megabox storage Box, 100 liters
37	piece	6	Megabox storage Box, 120 liters
38	piece	2	Megabox storage box, 250 liters with handle
39	piece	2	Mighty Bond 3 Grams
40	bottle	1	Muriatic Acid 1000ml
41	can	6	Multi-Insect Killer
42	piece	1	Pail Big (Plastic)
43	piece	8	Plastic Dipper/Big
44	piece	5	Plastic Pail Big Size 30 liters
45	piece	50	Potting Bag (Large) 8"x12"
46	piece	40	Potting Bag (Small) 4"x8"
47	pair	8	Raincoat with Hood, water Resistant, High quality with eye and neck cover, jacket and pants style, unisex
48	pair	33	Raincoat, Medium
49	pair	33	Raincoat, large
50	pair	23	Raincoat, XL
51	piece	8	Raincoat, XL PONCHO
52	pair	8	Rubber Boots #8
53	pair	18	Rubber Boots #9
54	pair	18	Rubber Boots #10
55	pair	6	Rubber Boots, for Female, size 8 waterproof
56	pair	2	Rubber Boots, for Male, size 12 waterproof
57	pair	10	Rubber Glove (Black)
58	pack	5	Sando Bag Extra Large 100's/pack, Blue
59	pack	3	Sando Bag Extra Large 100's/pack, Green
60	piece	20	Sponge, 2x3"
61	bottle	6	Toilet Bowl and Urinal Cleaner, 900ml
62	piece	8	Toilet Bowl Brush
63	piece	1	Toilet Bowl Pump
64	pack	8	Toilet Deodorant Cake, Deodorizer/Moth Proofer
65	set	3	Tornado Mop 360 Degree Rotate
66	piece	2	Trash bin with cover and foot opener
67	piece	3	Utility box, white, 30 liters
68	piece	3	Utility box, white, 70 liters
69	pair	5	Utility Glove, Heavy Duty
70	pair	212	Working Glove (cloth/Knitted)
71	bottle	12	ALCOHOL, ethyl, with moisturizer, 70%, scented, 1000ml, pump style
72	bottle	12	ALCOHOL, ethyl, with moisturizer, 70%, scented, 500ml, Spray Type
73	piece	10	Transparent Face shield, eye glasses type/frame, acetate, lightweight, waterproof, anti-fog, saliva proof, full face covering, clear vision
74	piece	1	Disinfectant Mat, Heavy Duty, Rubber Mat commercial, 2ftx3ft x2" depth
75	piece	1	Shoe Sanitizing tray for Foot Bath, 2ftx3ft x2" depth, Metal
76	piece	1	Disinfectant Mat Solution, Concentrate, 1000ml
77	bottle	59	HAND SOAP, Liquid, 500ml
78	pack	51	DETERGENT POWDER, all purpose, 1kg
79	bottle	75	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap
80	bottle	15	HAND SANITIZER, 500 ml
81	bottle	22	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)

2 The MUNICIPAL GOVERNMENT OF SAN VICENTE, PALAWAN now invites bids for the above Procurement Project. Delivery of the Goods is required by SIXTY (60) CALENDAR DAYS. Bidders should have completed, within TWO (2)

(2) YEARS from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders)

- 3 Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

- 4 Prospective Bidders may obtain further information from **MUNICIPAL GOVERNMENT OF SAN VICENTE, PALAWAN** and inspect the Bidding Documents at the address given below during **8:00 a.m to 5:00, Monday – Friday**.

- 5 A complete set of Bidding Documents may be acquired by interested Bidders on **FEBRUARY 23 TO MARCH 16, 2021** from the given address and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **ONE THOUSAND PESOS (P1,000.00)** for 2021-019/Lot 1 and **FIVE HUNDRED PESOS (P500.00)** for 2021-019/Lot 2. The Procuring Entity shall allow the bidder to present its proof of payment for the fees, in person or through electronic means.

- 6 The **MUNICIPAL GOVERNMENT OF SAN VICENTE, PALAWAN** will hold a Pre-Bid Conference on **MARCH 2, 2021, 1:30 p.m**, at **Malagnang Room, Municipal Government Center, San Vicente, Palawan** and/or through video conferencing or webcasting via zoom, which shall be open to prospective bidders

- 7 Bids must be duly received by the BAC Secretariat through manual and online or electronic submission on or before **MARCH 16, 2021, 2:00 P.M.** Late bids shall not be accepted. Late bids shall not be accepted.

- 8 All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

- 9 Bid opening shall be on **MARCH 16, 2021, 2:15 P.M.** at the **Malagnang Room, Municipal Government Center, San Vicente, Palawan** given address below and/or via zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. **FOR ONLINE SUBMISSION**, The bidder shall submit simultaneously their bids in two (2) separate folders (1 for technical/eligibility documents and 1 for financial documents) using a two-factor security procedure consisting of an archive format (.zip or .rar) compression and password protection and disclose the password for accessing their respective bid submission only during the actual/virtual bid opening.

Bidding Documents not in compressed archive folders and are not password-protected, shall be rejected. However, bidding documents not properly compressed and password-protected, as required shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as

submitted. The BAC shall assume no responsibility for improper compressed or password-protected folder or for its premature opening.

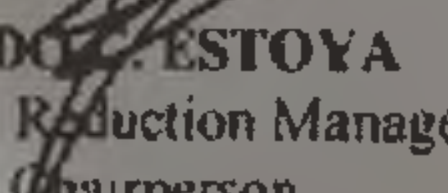
11. The MUNICIPAL GOVERNMENT OF SAN VICENTE, PALAWAN reserves the right to reject any and all bids declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184 without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to
LEAH A. OBLIAN
BAC Secretariat Office
Address: Municipal Government Center, Poblacion San Vicente, Palawan
Electronic mail address: bacsanvicentepalawan@gmail.com
Contact Number 09171575200

IMPORTANT REMINDER:

To ensure the safety and welfare of everyone against the Pandemic Covid-19, all prospective bidders are required to observe the following health protocols in all procurement activities:

1. Wearing of Face Mask
2. Observe Social Distancing
3. Body Temperature Checking
4. Foot Bath
5. Hand Sanitizing

Please be advised also that only one (1) representative per bidder is allowed to enter the venue.


ORLANDO C. ESTOYA
Municipal Disaster Risk Reduction Management Officer
BAC Chairperson