

Invitation to Bid

Supply and Delivery of Office Supplies and Consumables, 1 Lot, for use of DSWD Field Office 02, Satellite Offices and Centers and Institutions Staffs for the First Quarter CY 2021

1. The Department of Social Welfare and Development, Field Office 02, through the Government of the Philippines (GOP), funded under P/A/P 310100100002000,200000100005000,350100100002000,3201041100001000,200000200004000,320102100001000,350100100001000,50203010,320102100001000,330160100003000,50203990,320104100001000,50299990 intends to apply the sum of **Two Million Ninety Thousand Nine Hundred Thirty Seven Pesos and 78/100 (P 2,090,937.78)** being the **Approved Budget for the Contract (ABC)** to payment for the project: **Supply and Delivery of Office Supplies and Consumables, 1 Lot, for use of DSWD Field Office 02, Satellite Offices and Centers and Institutions Staffs for the First Quarter CY 2021.**

Item no.	Item Description	QTY	Unit
1	HAND SANITIZER, 500 ml	146	bottle
2	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	759	bottle
3	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	35	gallon
4	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	294	bottle
5	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	37	gallon
6	POVIDONE IODINE, 10 % solution, 120 ml	3	gallon
7	STAMP PAD INK, purple or violet, 50ml (min.)	215	bottle
8	ACETATE, thickness: 0.075mm min (gauge #3)	4	roll
9	CARBON FILM, PE, black, size 210mm x 297mm	1	box
10	LOOSELEAF COVER, made of chipboard, for legal	76	bundle
11	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	523	pad
12	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	1075	reams
13	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	1111	reams
14	PAPER, Multi-Purpose (COPY) A4, 70 gsm	528	reams
15	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	298	reams
16	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	50	book
17	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	100	book
18	TOILET TISSUE PAPER, 2-ply, 100% recycled	472	pack
19	TISSUE, interfolded paper towel	67	pack
20	BATTERY, dry cell, AA, 2 pieces per blister pack	111	pack
21	BATTERY, dry cell, AAA, 2 pieces per blister pack	100	pack
22	BATTERY, dry cell, D, 1.5 volts, alkaline	16	pack
23	GLUE, all purpose, gross weight: 200 grams min	328	jar
24	STAPLE WIRE, for heavy duty staplers, (23/13)	19	box



25	STAPLE WIRE, STANDARD, (26/6)	1055	box
26	TAPE, ELECTRICAL, 18mm x 16M min	26	roll
27	TAPE, MASKING, width: 24mm (±1mm)	100	roll
28	TAPE, MASKING, width: 48mm (±1mm)	150	roll
29	TAPE, PACKAGING, width: 48mm (±1mm)	80	roll
30	TAPE, TRANSPARENT, width: 24mm (±1mm)	165	roll
31	TAPE, TRANSPARENT, width: 48mm (±1mm)	300	roll
32	TWINE, plastic, one (1) kilo per roll	5	roll
33	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	3	unit
34	ELECTRIC FAN, WALL type, plastic blade	10	unit
35	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	87	piece
36	FLASH DRIVE, 16 GB capacity	148	piece
37	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	59	unit
38	MOUSE, WIRELESS, USB	37	unit
39	CHALK, molded, white, dustless, length: 78mm min	7	box
40	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	114	box
41	CORRECTION TAPE, film base type, UL 6m min	2230	piece
42	DATA FOLDER, made of chipboard, taglia lock	22	piece
43	FASTENER, METAL, 70mm between prongs	674	box
44	FILE ORGANIZER, expanding, plastic, 12 pockets	15	piece
45	FOLDER, L-TYPE, PLASTIC, for A4 size documents	14	pack
46	FOLDER, L-TYPE, PLASTIC, for legal size documents	30	pack
47	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	15	box
48	FOLDER, TAGBOARD, for A4 size documents	10	pack
49	FOLDER, TAGBOARD, for legal size documents	42	pack
50	INDEX TAB, self-adhesive, transparent	20	box
51	MAGAZINE FILE BOX, LARGE size, made of chipboard	32	piece
52	MARKER, FLUORESCENT, 3 assorted colors per set	171	set
53	MARKER, whiteboard, black, felt tip, bullet type	597	piece
54	MARKER, whiteboard, blue, felt tip, bullet type	505	piece
55	MARKER, whiteboard, red, felt tip, bullet type	45	piece
56	MARKER, PERMANENT, bullet type, black	500	piece
57	MARKER, PERMANENT, bullet type, blue	500	piece
58	PAPER CLIP, vinyl/plastic coat, length: 32mm min	66	box
59	RING BINDER, plastic, 32mm, 84 rings	25	bundle
60	RUBBER BAND, 70mm min lay flat length (#18)	26	box
61	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	464	piece
62	CUTTER BLADE, for heavy duty cutter	400	piece
63	CUTTER KNIFE, for general purpose	37	piece
64	DATING AND STAMPING MACHINE, heavy duty	21	piece
65	PENCIL SHARPENER, manual, single cutter head	21	piece
66	PUNCHER, paper, heavy duty, with two hole guide	250	piece
67	SCISSORS, symmetrical, blade length: 65mm min	356	pair
68	STAPLER, STANDARD TYPE, load cap: 200 staples min	385	piece
69	STAPLER, BINDER TYPE, heavy duty, desktop	96	unit
70	STAPLE REMOVER, PLIER-TYPE	418	piece
71	TAPE DISPENSER, TABLE TOP, for 24mm width tape	118	piece
72	CALCULATOR, compact, 12 digits	53	unit
73	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	2	unit
74	PHILIPPINE NATIONAL FLAG, 100% polyester	5	piece
75	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	3	unit

76	CHAIR, monobloc, beige, with backrest, w/o armrest	2	piece
77	ERASER, PLASTIC/RUBBER, for pencil draft/writing	54	piece
78	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	1818	piece
79	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	800	piece
80	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	76	piece
81	WRAPPING PAPER, kraft, 65gsm (-5%)	3	pack
82	BALLPOINT PEN, fine point, black	2516	pcs
83	BALLPOINT PEN, fine point, blue	216	pcs
84	BALLPOINT PEN, fine point, red	81	pcs
85	DOUBLE ADHESIVE TAPE, 1"	79	pcs
86	USB Flash Drive 64GB	10	unit
87	FELT PAPER - assorted color	24	pcs
88	INDEX CARD, 3"x5", 500 pieces per pack	2	pack
89	INDEX CARD, 5"x8", 500 pieces per pack	5	pack
90	Intermediate Pad (white pad paper)	31	pad
91	MAP PIN, round head, 100 pieces per case	6	box
92	PUSH PIN, flat head type, assorted colors, 100 pieces per case	110	box
93	Photopaper (A4) 20's/pack	52	pack
94	Photopaper (Legal) 20's/pack	28	pack
95	Storage Box, transparent, 120L	20	pcs
96	Metal file Organizer rack, heavy duty	5	pc
97	Wooden Paper Cutter board, legal , heavy duty	1	pc
98	Document Basket, heavy duty	10	pc.
99	GREEN FOLDER, Long (expandable)	10	piece
100	FILING FOLDER, Long (brown)	20	piece
101	Mega File Box (30 liters)	5	piece
102	CD-RW	10	pc
103	NYLON ROPE	3	roll
104	Stapler with remover	18	pcs
105	High Lighter Boss (6PCS/SET)	9	pack
106	TWINE, rope, one (1) kilo per roll	5	roll
107	Rope 4mm	4	rolls
108	SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip -	15	pcs
109	SD Card for DSLR Camera 64 Gb	4	pcs
110	Marker Permanent, Broad, Black	3	pcs
111	White Board, 4 x 5ft	2	piece
112	Cork Board - 4 x 5ft	3	piece
113	Colored Paper, assorted, 10pieces/ pack	10	pack
114	Certificate holder (wooden/ A4)	30	pcs
115	Laminating Film (A4)	5	box
116	Certificate Frame, Glass, A4	20	pcs
117	SDHC Card	1	pc
118	Paper Rack	5	pcs
119	Scented Paper(A4) 10's/pack	2	pack
120	Scented Paper, legal10's/pack	2	pack
121	Eraser for white board/black board	5	pcs
122	Fastener, Plastic 50pcs/box	5	box
123	PAPER CUTTER, MANUAL, METAL BASE FEATURE 10" X 12"	1	pcs
124	cork board with aluminum frame (5ft x 3ft)	1	piece

125	Cork Board w/ alum. frame, 24"x36"heavy duty	87	pieces
126	OTG Flash Drive for Apple 64GB	2	unit
127	Keyboard	2	unit

- The **Department of Social Welfare and Development Field Office 02** now invites bids for the **Supply and Delivery of Office Supplies and Consumables, 1 Lot, for use of DSWD Field Office 02, Satellite Offices and Centers and Institutions Staffs for the First Quarter CY 2021**. Bidders should have completed, within five (5) 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.
- Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

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 5183 and subject to Commonwealth Act 138.

- Interested bidders may obtain further information from **DSWD Field Office 02 Bids and Awards Committee (BAC) through the BAC Secretariat** and inspect the Bidding Documents at the address given below during office hours, **8:00AM-5:00PM, Monday-Friday**.
- A complete set of **Bidding Documents** may be purchased by interested bidders from **April 21 – May 12, 2021** on the address below and upon payment of a **non-refundable fee** pursuant to **GPPB Resolution No. 04-2012 dated February 24, 2012** in the amount of **Five Thousand Pesos (P 5,000.00)**.
- A **pre-bid conference** will be conducted on **April 30, 2021 at 2:00 P.M.** at the **DSWD Field Office 02, Brgy. Carig, Tuguegarao City** which shall be open to all **interested parties** who have/haven't **purchased the Bidding Documents**. Prospective bidders may participate through video conferencing in a link which will be given on **April 30, 2021**.
- Bids must be delivered** to the address below **on or before May 12, 2021 at 2:00 P.M.** All bids must be accompanied by a bid security in any of the acceptable form and in the amount stated in **Instructions to Bidders Clause 18**.

Bid opening shall be immediately after the deadline for the submission and receipt of bids **May 12, 2021 at 2:00 P.M.** to be held at **DSWD Field Office 02, Brgy. Carig, Tuguegarao 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 **Department of Social Welfare and Development Field Office 02** 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.
- The **Bids and Awards Committee** assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.



10. For further information, please refer to:

THE BAC CHAIRPERSON

Bids and Awards Committee
c/o BAC Secretariat
DSWD FO 02, Carig, Tuguegarao City
Tel. No. 078-304-1004
Telefax No. 078-304-0586



FRANCO G. LOPEZ
BAC Chairperson