

Invitation to Bid

Supply and Delivery of Office Supplies and Consumables, 1 Lot, for use of DSWD Field Office 02 Staffs, Centers and Institutions & Satellite Office for 2nd Semester of 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 310100100001000 (Pantawid), 320103100001000 (SocPen), 320104100001000 (AICS) 330100100001000 (DRRP), 320101100001000 (Centers) intends to apply the sum of Two Million Eight Hundred Seventy Six Thousand Eight Hundred Sixty Six and 39/100 (P 2,876,866.39) 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 Staffs, Centers and Institutions & Satellite Office for 2nd Semester of CY 2021.

Item no.	Item Description	QTY	Unit
1	INSECTICIDE, aerosol type, net content: 600ml min	250	cans
2	HAND SANITIZER, 500 ml	265	bottles
3	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	1833	bottles
4	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	107	gallons
5	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	852	bottles
6	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	40	gallons
7	POVIDONE IODINE, 10 % solution, 120 ml	6	gallons
8	STAMP PAD INK, purple or violet, 50ml (min.)	285	bottles
9	ACETATE, thickness: 0.075mm min, transparent, width:1.20m, length: 50m/roll	3	rolls
10	LOOSELEAF COVER, made of chipboard, for legal, 50 sets/bundle, 216mm (min) x 355mm (min)	80	bundles
11	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min, 100 sheets/pad	856	pads
12	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min, 100 sheets/pad	103	pads
13	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min, 100 sheets/pad	80	pads
14	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	2188	reams
15	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	1951	reams
16	PAPER, Multi-Purpose A4, 70 gsm	2057	reams
17	PAPER, Multi-Purpose Legal, 70 gsm	1558	reams
18	PAPER, PAD, ruled, size: 216mm x 330mm	47	pads

19	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	3	boxes
20	PAPER, THERMAL, 55gsm, size: 216mm?1mm x 30m-0.3m	20	rolls
21	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	37	books
22	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	153	books
23	TOILET TISSUE PAPER, 2-ply, 100% recycled, 12rolls/pack	1029	packs
24	TISSUE, interfolded paper towel, at least 150 pulls	129	packs
25	BATTERY, dry cell, AA, 2 pieces per blister pack	106	packs
26	BATTERY, dry cell, AAA, 2 pieces per blister pack	88	packs
27	BATTERY, dry cell, D, 1.5 volts, alkaline	21	packs
28	GLUE, all purpose, gross weight: 200 grams min	709	jars
29	STAPLE WIRE, for heavy duty staplers, (23/13)	29	boxes
30	STAPLE WIRE, STANDARD, (26/6), #35	2154	boxes
31	TAPE, ELECTRICAL, 18mm x 16M min	25	rolls
32	TAPE, MASKING, width: 24mm (±1mm)	249	rolls
33	TAPE, MASKING, width: 48mm (±1mm)	409	rolls
34	TAPE, PACKAGING, width: 48mm (±1mm)	152	rolls
35	TAPE, TRANSPARENT, width: 24mm (±1mm)	254	rolls
36	TAPE, TRANSPARENT, width: 48mm (±1mm)	4536	rolls
37	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade, 16"	3	units
38	ELECTRIC FAN, STAND type, plastic blade, 16"	3	units
39	ELECTRIC FAN, WALL type, plastic blade, 16"	6	units
40	RULER, plastic, 450mm (18"), width: 38mm min	337	pieces
41	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm), 12pcs/box	336	boxes
42	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm), 12pcs/box	497	boxes
43	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm), 12pcs/box	316	boxes
44	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm), 12pcs/box	443	boxes
45	CORRECTION TAPE, film base type, UL 6m min	3125	pieces
46	DATA FILE BOX, made of chipboard, with closed ends, 125mm x 230mm x 400mm	32	pieces
47	DATA FOLDER, made of chipboard, taglia lock, 75mm x 230mm x 380mm (min), Thickness: 2.5mm (min)	26	pieces
48	ENVELOPE, DOCUMENTARY, for legal size document, 500pcs/box	30	boxes
49	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pcs/box, 380mm x 250mm, Expansion: 50mm, thickness: 0.38mm	188	boxes
50	ENVELOPE, mailing, white, with window, 105mm x 241mm (min), 500pcs/box	2	boxes
51	FASTENER, METAL, 70mm between prongs, 50 sets/box	1413	boxes

52	FILE ORGANIZER, expanding, plastic, 12 pockets, for legal size documents	18	pieces
53	FOLDER, FANCY, for A4 size documents, with slide, 50pcs/bundle	5	bundles
54	FOLDER, FANCY, for legal size documents, with slide, 50pcs/bundle	35	bundles
55	FOLDER, L-TYPE, PLASTIC, for A4 size documents, material: plastic, 50pcs/pack	23	packs
56	FOLDER, L-TYPE, PLASTIC, for legal size documents, material: plastic, 50pcs/pack	35	packs
57	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100pcs/box	7	boxes
58	FOLDER, TAGBOARD, for A4 size documents, 100 pcs/pack	331	packs
59	FOLDER, TAGBOARD, for legal size documents, 100 pcs/pack	349	packs
60	INDEX TAB, self-adhesive, transparent, 5 sets/box, one (1) set composed of 2 pcs 6" tab strip and two (2) complete alphabet	31	boxes
61	MAGAZINE FILE BOX, 15.5" x 10" x 4.5", made of chipboard	32	pieces
62	MARKER, whiteboard, black, felt tip, bullet type	179	pieces
63	MARKER, whiteboard, blue, felt tip, bullet type	75	pieces
64	MARKER, whiteboard, red, felt tip, bullet type	60	pieces
65	MARKER, PERMANENT, bullet type, black	235	pieces
66	MARKER, PERMANENT, bullet type, blue	107	pieces
67	MARKER, PERMANENT, bullet type, red	34	pieces
68	PAPER CLIP, vinyl/plastic coat, length: 32mm min, 100pcs/box	491	boxes
69	PAPER CLIP, vinyl/plastic coat, length: 50mm min, 100pcs/box	490	boxes
70	PENCIL, lead, w/ eraser, wood cased, hardness: HB, 12pcs/box	450	boxes
71	RING BINDER, plastic, 32mm, 84 rings	6	bundles
72	RUBBER BAND, 70mm min lay flat length (#18), 50pcs/box	10	boxes
73	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	125	pieces
74	PENCIL SHARPENER, manual, single cutter head, table mountable type, with metal clamp, one hole guide, 9-10mm diameter	54	pieces
75	SCISSORS, symmetrical, blade length: 65mm min	110	pairs
76	STAPLER, STANDARD TYPE, load cap: 200 staples min	252	pieces
77	STAPLE REMOVER, PLIER-TYPE	111	pieces
78	TAPE DISPENSER, TABLE TOP, for 24mm width tape	6	pieces
79	CALCULATOR, compact, 12 digits	4	units
80	ERASER, PLASTIC/RUBBER, for pencil draft/writing	91	pieces
81	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	2532	pieces
82	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	1225	pieces
83	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	167	pieces

84	BALLPOINT PEN, fine point, black	3999	pieces
85	BALLPOINT PEN, fine point, blue	1218	pieces
86	BALLPOINT PEN, fine point, green	90	pieces
87	BALLPOINT PEN, fine point, red	83	pieces
88	DOUBLE ADHESIVE TAPE, 1"	52	pieces
89	MAP PIN, round head, 100 pieces per case	5	boxes
90	PUSH PIN, flat head type, assorted colors, 100 pieces per case	9	boxes
91	Photopaper (A4) 20's/pack	396	packs
92	Sign Here Sticker, 125 sheets/pack (25sheets/color - Pink, Orange, Yellow, Green, Blue), Highlighting, Marking, Indexing and Repositionable Semi-Transparent Self Adhesive	914	pads
93	Storage Box, transparent, 120L	19	pieces
94	CD-RW, 700MB capacity, 80 minutes recording time, Up to 4x write speed	20	pieces
95	Rope 4mm, yellow, 50m/roll	3	rolls
96	SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip	30	pieces

2. 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 Staffs, Centers and Institutions & Satellite Office for 2nd Semester of 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.
3. 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.
4. 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**.
5. **A complete set of Bidding Documents** may be purchased by interested bidders from **September 16 – October 5, 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)**.

6. A **pre-bid conference** will be conducted on **September 23, 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 via Google Meet.

7. **Bids must be delivered** to the address below or it can be sent thru email with password protected **on or before October 5, 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 **October 5, 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.**

8. **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.

9. **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

original signed
CELSO L. ARAO, JR.
BAC Chairperson