



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 8271319  
**Procuring Entity** DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION II  
**Title** Supply and Delivery of Office Supplies and Consumables  
**Area of Delivery** Cagayan

<b>Solicitation Number:</b>	21-0214	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Office Equipment Supplies and Consumables	<b>Date Published</b>	07/12/2021
<b>Approved Budget for the Contract:</b>	PHP 3,374,375.25	<b>Last Updated / Time</b>	06/12/2021 10:38 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	27/12/2021 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Ma. Socorro Lacambra Domingo Administrative Officer IV Field Office 02, Regional Center Barangay Carig Tuguegarao City Cagayan Philippines 3500 63-78-3041004 63-78-3040586 bacsec.fo2@dswd.gov.ph		

#### Description

PR # 2021-11-1940  
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 Three Million Three Hundred Seventy Four Thousand Three Hundred Seventy Five and 25/100 (P 3,374,375.25) 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 LOOSELEAF COVER, made of chipboard, for legal, 50 sets/bundle, 216mm (min) x 355mm (min) 80 bundles
- 10 NOTE PAD, stick on, 50mm x 76mm (2" x 3") min, 100 sheets/pad 856 pads

- 11 NOTE PAD, stick on, 76mm x 100mm (3" x 4") min, 100 sheets/pad 103 pads
- 12 NOTE PAD, stick on, 76mm x 76mm (3" x 3") min, 100 sheets/pad 80 pads
- 13 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm 2188 reams
- 14 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm 1951 reams
- 15 PAPER, Multi-Purpose A4, 70 gsm 2057 reams
- 16 PAPER, Multi-Purpose Legal, 70 gsm 1558 reams
- 17 PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm) 47 pads
- 18 TISSUE, interfolded paper towel, at least 150 pulls 129 packs
- 19 BATTERY, dry cell, AA, 2 pieces per blister pack 106 packs
- 20 BATTERY, dry cell, AAA, 2 pieces per blister pack 88 packs
- 21 BATTERY, dry cell, D, 1.5 volts, alkaline 21 packs
- 22 GLUE, all purpose, gross weight: 200 grams min 709 jars
- 23 STAPLE WIRE, for heavy duty staplers, (23/13) 29 boxes
- 24 STAPLE WIRE, STANDARD, (26/6), #35 2154 boxes
- 25 TAPE, ELECTRICAL, 18mm x 16M min 25 rolls
- 26 TAPE, MASKING, width: 24mm (±1mm) 249 rolls
- 27 TAPE, MASKING, width: 48mm (±1mm) 409 rolls
- 28 TAPE, TRANSPARENT, width: 24mm (±1mm) 254 rolls
- 29 TAPE, TRANSPARENT, width: 48mm (±1mm) 4536 rolls
- 30 ELECTRIC FAN, INDUSTRIAL, ground type, metal blade, 16" 3 units
- 31 ELECTRIC FAN, ORBIT type, ceiling, metal blade, 16" 3 units
- 32 ELECTRIC FAN, WALL type, plastic blade, 16" 6 units
- 33 RULER, plastic, 450mm (18"), width: 38mm min 337 pieces
- 34 CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm), 12pcs/box 250 boxes
- 35 CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm), 12pcs/box 250 boxes
- 36 CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm), 12pcs/box 350 boxes
- 37 CORRECTION TAPE, film base type, UL 6m min 3125 pieces
- 38 DATA FILE BOX, made of chipboard, with closed ends, 125mm x 230mm x 400mm 32 pieces
- 39 DATA FOLDER, made of chipboard, taglia lock, 75mm x 230mm x 380mm (min), Thickness: 2.5mm (min) 26 pieces
- 40 ENVELOPE, DOCUMENTARY, for legal size document, 500pcs/box 30 boxes
- 41 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pcs/box, 380mm x 250mm, Expansion: 50mm, thickness: 0.38mm 188 boxes
- 42 ENVELOPE, mailing, white, with window, 105mm x 241mm (min), 500pcs/box 2 boxes
- 43 FASTENER, METAL, 70mm between prongs, 50 sets/box 1413 boxes
- 44 FILE ORGANIZER, expanding, plastic, 12 pockets, for legal size documents 18 pieces
- 45 FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100pcs/box 7 boxes
- 46 FOLDER, TAGBOARD, for A4 size documents, 100 pcs/pack 331 packs
- 47 FOLDER, TAGBOARD, for legal size documents, 100 pcs/pack 349 packs
- 48 INDEX TAB, self-adhesive, transparent, 5 sets/box, one (1) set composed of 2 pcs 6" tab strip and two (2) complete alphabet 20 boxes
- 49 MAGAZINE FILE BOX, 15.5" x 10" x 4.5", made of chipboard 32 pieces
- 50 MARKER, FLUORESCENT, 3 assorted colors per set 98 sets
- 51 MARKER, whiteboard, black, felt tip, bullet type 179 pieces
- 52 MARKER, whiteboard, blue, felt tip, bullet type 75 pieces
- 53 MARKER, whiteboard, red, felt tip, bullet type 60 pieces
- 54 MARKER, PERMANENT, bullet type, black 235 pieces
- 55 MARKER, PERMANENT, bullet type, blue 107 pieces
- 56 MARKER, PERMANENT, bullet type, red 34 pieces
- 57 PAPER CLIP, vinyl/plastic coat, length: 32mm min, 100pcs/box 250 boxes
- 58 PENCIL, lead, w/ eraser, wood cased, hardness: HB, 12pcs/box 250 boxes
- 59 RUBBER BAND, 70mm min lay flat length (#18), 50pcs/box 10 boxes
- 60 STAMP PAD, FELT, bed dimension: 60mm x 100mm min 125 pieces
- 61 PENCIL SHARPENER, manual, single cutter head, table mountable type, with metal clamp, one hole guide, 9-10mm diameter 54 pieces
- 62 SCISSORS, symmetrical, blade length: 65mm min 50 pairs
- 63 STAPLER, STANDARD TYPE, load cap: 200 staples min 252 pieces
- 64 STAPLE REMOVER, PLIER-TYPE 111 pieces
- 65 TAPE DISPENSER, TABLE TOP, for 24mm width tape 6 pieces
- 66 CALCULATOR, compact, 12 digits 4 units
- 67 ERASER, PLASTIC/RUBBER, for pencil draft/writing 50 pieces
- 68 SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip 167 pieces
- 69 BALLPOINT PEN, fine point, black 3999 pieces
- 70 BALLPOINT PEN, fine point, blue 1218 pieces
- 71 BALLPOINT PEN, fine point, green 90 pieces
- 72 BALLPOINT PEN, fine point, red 83 pieces
- 73 DOUBLE ADHESIVE TAPE, 1" 52 pieces
- 74 Photopaper (A4) 20's/pack 396 packs
- 75 Sign Here Sticker, 125 sheets/pack (25sheets/color - Pink, Orange, Yellow, Green, Blue), Higlighting, Marking, Indexing and Repositionable Semi-Transparent Self Adhesive 914 pads
- 76 99 19 pieces
- 77 CD-RW, 700MB capacity, 80 minutes recording time, Up to 4x write speed 20 pieces
- 78 Rope 4mm, yellow, 50m/roll 3 rolls
- 79 SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip - 30 pieces

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.

2. 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.

3. 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.

4. A complete set of Bidding Documents may be purchased by interested bidders from December 7-27, 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).

5. A pre-bid conference will be conducted on December 15, 2021 at 3:00 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.

6. Bids must be delivered to the address below or it can be sent thru email with password protected on or before December 27, 2021 at 3:00 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 December 27, 2021 at 3:00 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.

7. 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.

8. The Bids and Awards Committee assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

9. 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

CELSO L. ARAO, JR.  
BAC Chairperson

**Pre-bid Conference**

Date	Time	Venue
15/12/2021	3:00:00 PM	DSWD Field Office 02 Carig Sur, Tuguegarao City

**Created by** Ma. Socorro Lacambra Domingo

**Date Created** 06/12/2021

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