



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 8487159  
**Procuring Entity** DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION II  
**Title** Supply and Delivery of Office Supplies and Consumables \*(1 lot) for the use of DSWD FO2, Satellite Offices and Centers and Institutions for the First Quarter  
**Area of Delivery** Cagayan

<b>Solicitation Number:</b>	22-0030	<b>Status</b>	Active
<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>	1
<b>Category:</b>	Office Equipment Supplies and Consumables	<b>Date Published</b>	03/03/2022
<b>Approved Budget for the Contract:</b>	PHP 3,350,414.49	<b>Last Updated / Time</b>	03/03/2022 00:00 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	23/03/2022 10:00 AM
<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

Invitation to Bid

Supply and Delivery of Office Supplies and Consumables (1 lot) for the use of DSWD FO2, Satellite Offices and Centers and Institutions for the First Quarter

The Department of Social Welfare and Development, Field Office 02, through the Government of the Philippines (GOP), funded under P/A/P 310100100001000 (Pantawid Cont), 3201021100010000 (AICS), 350100100001000 (TARA Cont) 50203990, 320101100001000 5020301000 intends to apply the sum of Three Million Three Hundred Fifty Thousand Four Hundred Fortteen Pesos and forty Nine Centavos (P3,350,414.49) being the Approved Budget for the Contract (ABC) to payment for the project: Supply and Delivery of Office Supplies and Consumables (1 lot) for the use of DSWD FO2, Satellite Offices and Centers and Institutions for the First Quarter.

Item no. Item Description QTY Unit

- 1 INSECTICIDE, aerosol type, net content: 600ml min 165 cans
- 2 HAND SANITIZER, 500 ml 173 bottles
- 3 ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml) 849 bottles
- 4 ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters 2 gallons
- 5 ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml) 409 bottles
- 6 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters 21 gallons
- 7 POVIDONE IODINE, 10 % solution, 120 ml 2 gallons
- 8 STAMP PAD INK, purple or violet, 50ml (min.) 335 bottles
- 9 LOOSELEAF COVER, made of chipboard, for legal 96 bundles
- 10 NOTE PAD, stick on, 50mm x 76mm (2" x 3") min 419 pads
- 11 NOTE PAD, stick on, 76mm x 100mm (3" x 4") min 96 pads
- 12 NOTE PAD, stick on, 76mm x 76mm (3" x 3") min 110 pads
- 13 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm 1,432 reams
- 14 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm 1,211 reams
- 15 PAPER, Multi-Purpose (COPY) A4, 70 gsm 100 reams
- 16 PAPER, Multi-Purpose (COPY) Legal, 70 gsm 516 reams
- 17 PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm) 43 pads
- 18 RECORD BOOK, 300 PAGES, size: 214mm x 278mm min 20 books
- 19 RECORD BOOK, 500 PAGES, size: 214mm x 278mm min 350 books
- 20 TISSUE, interfolded paper towel 109 packs
- 21 BATTERY, dry cell, AA, 2 pieces per blister pack 145 packs
- 22 BATTERY, dry cell, AAA, 2 pieces per blister pack 130 packs

- 23 BATTERY, dry cell, D, 1.5 volts, alkaline 16 packs
- 24 GLUE, all purpose, gross weight: 200 grams min 310 jar
- 25 STAPLE WIRE, for heavy duty staplers, (23/13) 317 boxes
- 26 STAPLE WIRE, STANDARD, (26/6) 840 boxes
- 27 TAPE, ELECTRICAL, 18mm x 16M min 35 rolls
- 28 TAPE, MASKING, width: 24mm (±1mm) 151 rolls
- 29 TAPE, MASKING, width: 48mm (±1mm) 365 rolls
- 30 TAPE, PACKAGING, width: 48mm (±1mm) 84 rolls
- 31 TAPE, TRANSPARENT, width: 24mm (±1mm) 195 rolls
- 32 TAPE, TRANSPARENT, width: 48mm (±1mm) 2,360 rolls
- 33 ELECTRIC FAN, INDUSTRIAL, ground type, metal blade 16" 15 units
- 34 ELECTRIC FAN, STAND type, plastic blade 16" 25 units
- 35 ELECTRIC FAN WALL TYPE, PLASTIC BLADE 16" 13 units
- 36 RULER, plastic, 450mm (18"), width: 38mm min 45 pcs
- 37 EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0 69 pcs
- 38 MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind 5 units
- 39 MOUSE, WIRELESS, USB 15 units
- 40 CORRECTION TAPE, film base type, UL 6m min 90 pcs
- 41 DATA FILE BOX, made of chipboard, with closed ends 174 pcs
- 42 DATA FOLDER, made of chipboard, taglia lock 25 pcs
- 43 ENVELOPE, DOCUMENTARY, for A4 size document 18 boxes
- 44 ENVELOPE, DOCUMENTARY, for legal size document 33 boxes
- 45 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc 78 boxes
- 46 ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min 85 pcs
- 47 ENVELOPE, mailing, white, 70gsm 9 boxes
- 48 ENVELOPE, mailing, white, with window 1 boxes
- 49 ERASER, FELT, for blackboard/whiteboard 4 pcs
- 50 FASTENER, METAL, 70mm between prongs 697 box
- 51 FILE TAB DIVIDER, bristol board, for legal 2 set
- 52 FOLDER, FANCY, for legal size documents 26 bundles
- 53 FOLDER, L-TYPE, PLASTIC, for A4 size documents 35 pack
- 54 FOLDER, L-TYPE, PLASTIC, for legal size documents 77 pack
- 55 FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm) 160 box
- 56 FOLDER, TAGBOARD, for A4 size documents 39 packs
- 57 FOLDER, TAGBOARD, for legal size documents 724 packs
- 58 INDEX TAB, self-adhesive, transparent 48 boxes
- 59 MAGAZINE FILE BOX, LARGE size, made of chipboard 47 pcs
- 60 MARKER, FLUORESCENT, 3 assorted colors per set 197 sets
- 61 MARKER, whiteboard, black, felt tip, bullet type 24 pcs
- 62 MARKER, whiteboard, blue, felt tip, bullet type 14 pcs
- 63 MARKER, whiteboard, red, felt tip, bullet type 124 pcs
- 64 MARKER, PERMANENT, bullet type, black 24 pcs
- 65 MARKER, PERMANENT, bullet type, blue 14 pcs
- 66 MARKER, PERMANENT, bullet type, red 55 pcs
- 67 PAPER CLIP, vinyl/plastic coat, length: 32mm min 2 boxes
- 68 PAPER CLIP, vinyl/plastic coat, length: 50mm min 91 boxes
- 69 PENCIL, lead, w/ eraser, wood cased, hardness: HB 276 boxes
- 70 RING BINDER, plastic, 32mm, 84 rings 35 bundles
- 71 RUBBER BAND, 70mm min lay flat length (#18) 15 boxes
- 72 STAMP PAD, FELT, bed dimension: 60mm x 100mm min 536 pcs
- 73 CUTTER BLADE, for heavy duty cutter 70 pcs
- 74 CUTTER KNIFE, for general purpose 201 pcs
- 75 DATING AND STAMPING MACHINE, heavy duty 179 pcs
- 76 PENCIL SHARPENER, manual, single cutter head 22 pcs
- 77 PUNCHER, paper, heavy duty, with two hole guide 293 pcs
- 78 SCISSORS, symmetrical, blade length: 65mm min 11 pairs
- 79 STAPLER, STANDARD TYPE, load cap: 200 staples min 452 pcs
- 80 STAPLER, BINDER TYPE, heavy duty, desktop 97 units
- 81 STAPLE REMOVER, PLIER-TYPE 500 pcs
- 82 TAPE DISPENSER, TABLE TOP, for 24mm width tape 121 pcs
- 83 CALCULATOR, compact, 12 digits 38 units
- 84 PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level) 1 unit
- 81 PHILIPPINE NATIONAL FLAG, 100% polyester 9 pcs
- 86 DIGITAL VOICE RECORDER, memory: 4GB (expandable) 6 units
- 87 TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min 3 units
- 88 TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min 3 units
- 89 CLEARBOOK, 20 transparent pockets, for A4 size 16 pcs
- 90 CLEARBOOK, 20 transparent pockets, for LEGAL size 20 pcs
- 91 ERASER, PLASTIC/RUBBER, for pencil draft/writing 63 pcs
- 92 SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip 2,549 pcs
- 93 SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip 1,461 pcs
- 94 SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip 152 pcs
- 95 BALLPOINT PEN, fine point, black 2,681 pcs
- 96 BALLPOINT PEN, fine point, blue 933 pcs
- 97 BALLPOINT PEN, fine point, green 66 pcs
- 98 BALLPOINT PEN, fine point, red 181 pcs
- 99 CARTOLINA, white 85 pcs
- 100 DOUBLE ADHESIVE TAPE, 1" 218 pcs
- 101 FELT PAPER 49 pcs
- 102 ID Holder, transparent, vertical 25 pcs
- 103 ID Lace/Strap 5 pcs
- 104 INDEX CARD, 3"x5", 500 pieces per pack 5 packs
- 105 INDEX CARD, 5"x8", 500 pieces per pack 7 packs
- 106 Intermediate Pad (white pad paper) 25 pads
- 107 MANILA PAPER 75 Pcs
- 108 MAP PIN, round head, 100 pieces per case 21 boxes
- 109 PUSH PIN, flat head type, assorted colors, 100 pieces per case 35 boxes
- 110 Photopaper (A4) 20's/pack 89 packs
- 111 Photopaper (Legal) 20's/pack 48 packs
- 112 Sign Here Sticker 728 pads
- 113 Storage Box, transparent, 120L 52 pcs

1. 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 the use of DSWD FO2, Satellite Offices and Centers and Institutions for the First Quarter. 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,