



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 10418710  
**Procuring Entity** PROVINCE OF PALAWAN  
**Title** Procurement of Office Supplies (Non-PS)  
**Area of Delivery** Palawan

<b>Solicitation Number:</b> B1 GF LBMIS/SB5 LBMIS 23-12-1488	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	1
<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 Supplies and Devices	<b>Date Published</b>	13/12/2023
<b>Approved Budget for the Contract:</b> PHP 665,005.00	<b>Last Updated / Time</b>	13/12/2023 00:00 AM
<b>Delivery Period:</b> 14 Day/s	<b>Closing Date / Time</b>	20/12/2023 09:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> Arjay Ryan Cabanos Garcellano Executive Assistant I Capitol Compound Puerto Princesa City Palawan Philippines 5300 63-48-4235286 63-48-4235286 philgeps.palawanbac@gmail.com		

#### Description

##### INVITATION TO BID

The Provincial Government of Palawan through its Bids and Awards Committee (BAC) invites suppliers/manufacturers/ distributors/contractors to apply for eligibility and to bid for the hereunder project.

Name of the Project : Procurement of Office Supplies (Non-PS)

Location of the Project : Puerto Princesa City

Delivery Period : Within fourteen (14) calendar days after the receipt of Notice To Proceed

Prospective bidders should have experience in undertaking a similar project within the last 2 years with an amount of:

a) For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

b) For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-bidding Conference(s), Evaluation of Bids, Post-Qualification, and Award of Contract shall be governed by the pertinent provisions of RA 9184 and its Implementing Rules and regulation (IRR).

The complete schedule of activities is listed, as follows:

##### ACTIVITIES SCHEDULE

Pre-procurement N/A

Issuance of Bid Documents December 13, 2023

Pre-bid Conference N/A

Opening of Bids December 20, 2023, at 9:30AM

Bid Documents will be available only to prospective bidders upon payment of a non-refundable amount of One Thousand Pesos (P 1,000.00) to the Provincial Treasurer's Office and must be submitted to the BAC Secretariat at BAC Conference Room, East Wing, 2nd floor, Gov. Ramon V. Mitra Building, Capitol Compound, Puerto Princesa City, on or before 9:00 AM of December 20, 2023 (Date of Opening of Bids). For inquiries, contact Nicole Francine P. Wu at telephone number (048)423-5286.

The Provincial Government of Palawan assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

The Bids and Awards Committee is not honoring nor is involved in any pre-arranged agreements made between the end-user units and supplier/contractors.

PhilGEPS : December 13, 2023 – December 20, 2023

Approved by:

CHRISTIAN JAY V. COJAMCO

BAC - Chairman

**Other Information**

1 Ballpen, black, retractable, 0.7mm, 12's 20 boxes  
 2 Ballpen, blue, retractable, 0.7mm, 12's 10 boxes  
 3 Ballpen, red, retractable, 0.7mm, 12's 10 boxes  
 4 Air Freshener, spray, 320ml 15 can  
 5 Calculator, 14 digits, Heavy Duty 8 pieces  
 6 Computer Ribbon, LQ-310 printer 15 pieces  
 7 Continous Form, 3 ply, carbonless, Short 15 boxes  
 8 Correction pen, metal tip, 7ml min. 20 pieces  
 9 Correction tape, disposable ausable length 10m min 80 rolls  
 10 Disinfectant Spray, 510g 15 can  
 11 EPSON Ink, T664, black 30 bottle  
 12 EPSON Ink, T664, cyan 15 bottle  
 13 EPSON Ink, T664, yellow 15 bottle  
 14 EPSON Ink, T664, magenta 15 bottle  
 15 EPSON Ink, 003, black 40 bottle  
 16 EPSON Ink, 003, cyan 20 bottle  
 17 EPSON Ink, 003, yellow 20 bottle  
 18 EPSON Ink, 003, magenta 20 bottle  
 19 Fastener, plastic, 70mm between pongs 30 boxes  
 20 Fastener, plastic, long, 8 1/2" 20 boxes  
 21 Finger Moistener 30 pieces  
 22 Flash Drive, 32GB 10 pieces  
 23 Folder, Expanding, size: 240mm x 370mm (-5mm), 100's 5 boxes  
 24 Glue, all purpose, 130g 15 bottles  
 25 Ink, for stamp pad, black 20 bottles  
 26 Laminating Pouches, A4, 250mic, 100's 4 boxes  
 27 Laminating Pouches, Legal, 250mic, 100's 4 boxes  
 28 Marker, permanent, black, broad 20 pieces  
 29 Marker, permanent, blue, broad 20 pieces  
 30 Marker, permanent, red, broad 20 pieces  
 31 Paper, Multi-purpose, A4, 80gsm, 210mm x 297mm 300 reams  
 32 Paper, Multi-purpose, Legal, 80gsm, 210mm x 330mm 160 reams  
 33 Paper Clip, plastic coat, 32mm 50 boxes  
 34 Paper Clip, plastic coat, 48mm 50 boxes  
 35 Pencil, with eraser, #2, 12's 15 boxes  
 36 PVC Binding Cover, A4, 200mic, 100's 2 boxes  
 37 PVC Binding Cover, Legal, 200mic, 100's 2 boxes  
 38 Rubber Stamp, self inking, Heavy Duty (Reviewed), 3"x2" 5 pieces  
 39 Rubber Stamp, self inking, Heavy Duty (Received), 2"x2" 3 pieces  
 40 Sign Pen, 1.0mm, black, 10's 36 boxes  
 41 Sign Pen, 1.0mm, blue, 10's 30 boxes  
 42 Stapler with Staple Wire remover, Heavy Duty 20 pieces  
 43 Sticky Note, 3" x 2", 100 sheets 50 pad  
 44 Sticky Note, 3" x 5", 100 sheets 50 pad  
 45 Toner TK-1175 6 tubes  
 46 Toner TK-4140 7 tubes  
 47 Trash bag, 13x13x32", Black, Heavy Duty, 100's 8 packs  
 48 Trash bag, 11x11x24", Black, Heavy Duty, 100's 7 packs  
 Purpose: For use of Provincial Budget Office.  
 x-x-x-x Nothing Follows x-x-x-x

**Created by** Arjay Ryan Cabanos Garcellano

**Date Created** 12/12/2023

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