



Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 11697723  
**Procuring Entity** PROVINCE OF PALAWAN  
**Title** Procurement of Office Supplies (Non-Ps)  
**Area of Delivery** Palawan

<b>Solicitation Number:</b> B1 TF PEO 24-11-1413	<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>	5
<b>Category:</b> Office Supplies and Devices	<b>Date Published</b>	29/01/2025
<b>Approved Budget for the Contract:</b> PHP 999,402.64	<b>Last Updated / Time</b>	29/01/2025 00:00 AM
<b>Delivery Period:</b> 14 Day/s	<b>Closing Date / Time</b>	05/02/2025 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 (RE- 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 January 29, 2025

Pre-bid Conference N/A

Opening of Bids February 5, 2025, 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 February 5, 2025 (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 : February 5, 2025 – February 5, 2025

Approved by:

CHRISTIAN JAY V. COJAMCO

BAC - Chairman

#### Other Information

1 A3 paper subs. 20 350 Reams

2 A4 paper subs. 20 350 Reams

3 Long paper subs. 20 250 Reams

4 Short paper subs. 20 45 Reams

5 Note pad, stick on, 3" x 5" 50 Pads

6 Label Tag Pointed (4.5cm x 1.2cm, Fluorescence color) 100 Bundle

7 Marker for whiteboard, black (POINTED) 10 pcs

8 Marker Permanent Black (BROAD) 10 pcs

9 Marker Fluorescent 30 Set

10 Record Book 300 page, size:214MMX278MM 20 pcs

11 Paper Trimmer / Cutting Machine, (Ream Cutter ,Table Top, Heavy Duty Metal Body A4 to A3) 2 Unit

12 Paper Shredder ( 3 IN 1 MULTI-AUTOMATIC CROSS CUT) 2 Unit

13 Green Expanding Folder (long) green press board, 100 pcs 8 box

14 White Folder, with TAB, A4 (ordinary) 100 Packs

15 White Folder, with TAB, Long (ordinary) 100 Packs

16 Expandable Plastic Envelop (W/ Handle Legal size, ) 30 pcs

17 Transfarent Plastic Envelop ordinary (Legal size) 100 pcs

18 Envelop, expanding, kraftboard, for Legal size docs 8 Box

19 Envelop, ordinary Documentary, Legal 5 Box

20 Ballpen black, ballpoint, 0.5mm 50 Box

21 Signpen (1.0 Retractable black ink sign pen)) 5 Box

22 PENCIL 12'S/PC 10 Box

23 ROTARY PENCIL SHARPENER 5 pcs

24 STAPLER,( Heavy Duty stapler 240 Sheets Capacity) 7 Unit

25 Stapler with Remover NO.1111 10 pcs

26 HEAVY DUTY STAPLE WIRE 50 Box

27 Ink, Epson 003, Black 30 Bottle

28 Ink, Epson 003, Cyan 20 Bottle

29 Ink, Epson 003, Yellow 20 Bottle

30 Ink, Epson 003, Magenta 20 Bottle

31 Ink, Epson 008, Black 70 Bottle

32 Ink, Epson 008, Cyan 60 Bottle

33 Ink, Epson 008, Yellow 60 Bottle

34 Ink, Epson 008, Magenta 60 Bottle

35 Toner TN228, BK 1 Cart

36 Toner TN228, BK M 1 Cart

37 Toner TN228, BKC 1 Cart

38 Toner TN228, BK Y 1 Cart

39 Maintenance Box Epson L150150 20 pcs

40 Brother waste Tank( Ink absorber) 10 pcs

41 PAPER CLIP, vinyl/plastic coated, jumbo, 50mm 20 Box

42 PAPER CLIP, vinyl/plastic coated, 33mm 20 Bottle

43 TAPE, packaging, 3' 72mm 10 Roll

44 TAPE, transparent, 2' 48mm 10 Roll

45 Engineer's Field Book 30 pcs

46 WhiteBoard Eraser, Magnetic 5 pcs

47 WhiteBoard, Wall Mount, 4'x8' 1 pcs  
48 Plastic Fastener, size 8 1/2 70 mm 30 Box  
49 Plastic Fastener, 70MM between prongs 50 SETS/BOX 30 Box  
50 File Index Divider, legal 10 Set  
51 Arch File Folder ( Horizontal long 3 inches) 40 pcs  
52 Starfile File Box 40 pcs  
53 Date Stamp ( Heavy Duty, LARGE DATE SIZE) 4 pcs  
54 Date Stamp (With Received ) 10 pcs  
55 Disinfectant Spray, 340g (min) 20 Can  
56 SCISSOR 8 1/4", STAINLESS 5 Pair  
57 Cutter/Utility Knife, for general purpose 5 pcs  
58 BIG Puncher ( Heavy Duty) 2 HOLE XL 10 pcs  
59 Paper Masking Tape (size 2 inch wide 48mm) 30 pcs  
60 Paper Tape (size 1 inch 24mm) 30 pcs  
61 Correction Tape (useable length: 6M MIN.) 30 pcs  
62 CLEARBOOK, Legal 10 pcs  
63 CLIP, backfold, 19mm 20 Box  
64 CLIP, Backfold, 25mm 20 Box  
65 CLIP, Backfold, 32mm 10 Box  
Purpose: For the use in the implementation of Construction of Shelter Port at Lawak, Palawan  
x-x-x-x Nothing Follows x-x-x-x

**Created by** Arjay Ryan Cabanos Garcellano

**Date Created** 27/01/2025

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