



Republic of the Philippines  
CITY OF ALAMINOS  
Province of Pangasinan

**INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF OFFICE AND JANITORIAL  
SUPPLIES TO BE USED BY VARIOUS OFFICES OF THE CITY GOVERNMENT OF  
ALAMINOS, PANGASINAN**

1. The **CITY GOVERNMENT OF ALAMINOS, PANGASINAN**, through *its General Fund* intends to apply an amount of **Eight Hundred Four Thousand Six Hundred Sixty Pesos (Php 804,660.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **SUPPLY AND DELIVERY OF OFFICE AND JANITORIAL SUPPLIES TO BE USED BY VARIOUS OFFICES OF THE CITY GOVERNMENT OF ALAMINOS, PANGASINAN**

Item No.	QTY	Unit of issue	Item Description
1	2000	pcs	Ballpen, black,titus fine
2	120	pcs	Ballpen, blue,pilot
3	350	rms	Bookpaper long s-20
4	330	rms	Bookpaper short -s-20
5	50	pcs	Correction tape
6	30	pcs	Columnar book, 3 col
7	250	pcs	correction fluid
8	60	pcs	correction pen,metal tip,uni
9	100	pcs	Folder, expanded, long
10	130	pcs	manila paper
11	70	pcks	Photo quality paper, short, 10pcs/ pck
12	30	pcks	parchment paper, short
13	40	pcs	stabilo,fiber castle,yellow green
14	150	pcks	Specialty board paper,gsm-20,short,white
15	5	bxs	staple wire,max HD 3LS 13mm
16	5	bxs	Staple wire # 10, 10bxs/pack
17	30	pcs	Stapler max, 50/50,HD w/ staple wire remover
18	5	pcs	Stapler max, HD50DF
19	10	rolls	Tape,duct, black
20	35	pcs	Canon ink #40
21	35	pcs	Canon ink #41
22	30	ctrng	Epson ribbon LQ 300 + 11
23	30	ctrng	Epson ribbon LX 300 +11
24	20	pcs	HP ink # 96 black
25	20	pcs	HP ink # 97 col
26	30	pcs	HP ink # 61 black
27	25	pcs	HP ink # 61 col
28	40	pcs	HP ink # 920XL black
29	30	pcs	HP ink # 920XL yellow
30	30	pcs	HP ink # 920XL cyan
31	30	pcs	HP ink # 920XL magenta
32	1	bot	universal ink black, 1 ltr
33	1	bot	universal ink magenta, 1 ltr
34	1	bot	universal ink, yellow, 1 ltr
35	1	bot	universal ink,cyan, 1 ltr
36	2	bot	Brother toner TN 2130
37	20	pad	yellow paper
38	10	pcs	Puncher
39	10	pcs	Ring binder 1"
40	10	pcs	Ring binder 1/2"
41	15	pcs	Epson ink ctrng # 141 black
42	15	pcs	Epson ink ctrng # 141 cyan
43	15	pcs	Epson ink ctrng # 141 yellow
44	15	pcs	Epson inkctrng # 141 magenta
45	30	pcs	Notebook 50lvs

46	10	pcs	Ribbon, electric calculator DR-1212LA
47	15	pcs	Ruler 12"
48	3	ctrg	Toner KM 1500
49	3	unit	UPS,battery backup 500 VA,300w,APC
50	30	pcs	Staple wire remover, twin jar
51	20	pcs	Stamp pad, artline,medium
52	5	pcs	Dater stamp
53	10	pcs	folder rack single
54	15	bxs	paper clip big
55	15	bxs	paper clip small
56	20	pcs	battery 9volts
57	5	rms	A3 Coupon
58	100	pcs	Bamboo waste basket
59	70	btl	Dishwashing liquid, 250ml
60	100	pcs	Doormat cloth
61	20	pcks	Garbage bag, medium, 10pcs/pck
62	50	btls	Glass cleaner, 250ml
63	10	pairs	Gloves,rubberized
64	10	pcs	Hand brush, wood handle
65	10	btls	Liquid sosa, 1 liter
66	10	btl	Lysol concentrate, 500ml
67	30	btls	Lysol spray, 280ml
68	3	rolls	Nylon rope # 18
69	5	kgs	Nylon twine # 300
70	50	pcs	Sack, big size
71	40	pcs	Sponge, multi purpose, scotch brite ,w/ scouring pad
72	25	pcs	Toilet bowl brush,wood handle
73	25	pcs	Toilet bowl pump
74	20	btls	Zonrox, 1 liter
75	300	pcs	Broom, Stick
76	100	bots	Muriatic acid 1ltr
77	20	pcs	Bathroom soap,medium
78	30	bars	Detergent bar
79	50	pcs	Mop head
80	1500	pouch	Detergent powder, 100gms
81	35	cans	Air freshener in can (shaldan)

2. To achieve the most advantageous price to the City Government , the BAC shall be implementing the following rules:
  - (I) Bidding shall be on per item basis.
  - (II) Partial Bid is not allowed, in doing so, bidders shall be considered non-responsive and automatically disqualified.
  - (III) Total bid received in excess of the ABC shall be automatically rejected at the bid opening.
3. The **CITY GOVERNMENT OF ALAMINOS, PANGASINAN** now invites bids for the **SUPPLY AND DELIVERY OF OFFICE AND JANITORIAL SUPPLIES TO BE USED BY VARIOUS OFFICES OF THE CITY GOVERNMENT OF ALAMINOS, PANGASINAN**. Delivery of the Goods is required within **fifteen (15) calendar days upon receipt of the Notice to Award**. Bidders should have completed, within **two (2) 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.
4. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act 9184 (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.

4. Interested bidders may obtain further information from **CITY GOVERNMENT OF ALAMINOS, PANGASINAN** and inspect the Bidding Documents at the address given below from **April 11 – 30, 2013**.
5. A complete set of Bidding Documents may be purchased by interested Bidders from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **Eight Hundred Four Pesos (Php 804.00)**.
6. Bids must be delivered to the BAC Secretariat Office, Budget Office, City Hall Building, Poblacion, Alaminos City, Pangasinan on or before **April 30, 2013 at 9:00 A.M.** at **BAC Secretariat Office, Budget Office, 2<sup>nd</sup> Floor, Alaminos City Hall Building, Alaminos City, Pangasinan**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.a

Bid opening shall be on **April 30, 2013 at 9:30AM** at **Conference Room, 2<sup>nd</sup> Floor, Alaminos City Hall Building, Alaminos City, Pangasinan**. 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 bid security shall be in the following amount:
  - The amount of **Sixteen Thousand Ninety Three Pesos and Twenty Centavos (Php 16,093.20)** or [ 2% of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
  - The amount of **Forty Thousand Two Hundred Thirty Three Peso (Php 40,233.00)** or [5% of ABC] if bid security is in Surety Bond; or
  - Any combination of the foregoing proportionate to the share of form with respect to total amount of security.
8. The winning bidder shall be paid by the City only after the issuance of Acceptance Report by the City.
9. The **CITY GOVERNMENT OF ALAMINOS, PANGASINAN** 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.
10. For further information, please refer to:

*MS. PAMELA RAOET*  
*City Budget Office, 2<sup>nd</sup> Floor, Alaminos City Hall Building*  
*Quezon Avenue, Poblacion, Alaminos City, Pangasinan*  
*(075) 551-2420*  
[www.alaminoscity.gov.ph](http://www.alaminoscity.gov.ph)

**MS. ROWENA F. RUIZ**  
*Chairman - Bids and Awards Committee*