



Republic of the Philippines
Office of the Mayor
BIDS AND AWARDS COMMITTEE
Dagupan City



INVITATION TO BID

**PROCUREMENT OF VARIOUS OFFICE SUPPLIES, OTHER SUPPLIES AND ICT
EQUIPMENT FOR BAKUNA CHAMPIONS PROGRAMS AND ACTIVITIES,
DAGUPAN CITY
(GOODS-017CB-2024 / PR NO. 2024-03900-014)**

1. The **City Government of Dagupan**, through the **TRUST FUND**, intends to apply the sum of **NINE HUNDRED FORTY TWO THOUSAND EIGHT HUNDRED FIVE AND 60/100 PHILIPPINE PESOS (Php 942,805.60)** being the Approved Budget for the Contract (ABC) to payment under the contract for **“PROCUREMENT OF VARIOUS OFFICE SUPPLIES, OTHER SUPPLIES AND ICT EQUIPMENT FOR BAKUNA CHAMPIONS PROGRAMS AND ACTIVITIES, DAGUPAN CITY”**. Bids received in excess of the ABC shall be automatically rejected during the bid opening.

Item No.	Item Description	Qty	Unit
1	Alcohol, Isopropyl, 70% Solution, 60ml/bottle	1900	Bottle
2	Ballpen, Crystal Tech, 0.5, 50's/box, Black	10	Box
3	Ballpen, Crystal Tech, 0.5, 50's/box, Red	5	Box
4	Ballpen, Crystal Tech, 0.5, 50's/box, Blue	5	Box
5	Bond Paper, A4, Subs. 20, 500 sheets/ream	35	Ream
6	Bond Paper, Legal, Subs. 20, 500 sheets/ream	20	Ream
7	Bond Paper, Letter, Subs. 20, 500 sheets/ream	20	Ream
8	Bond Paper, Legal, Subs. 18, Colored, 500 sheets/ream	2	Ream
9	Bond Paper, Letter, Subs. 18, Colored, 500sheets/ream	2	Ream
10	Correction Tape, 8mx5mm	30	Piece
11	Envelope, Expanding, Plastic, Long, with handle	150	Piece
12	Marker, Permanent, Fine Tip, 12pcs/box, Black	3	Box
13	Marker, Permanent, Fine Tip, 12pcs/box, Blue	2	Box
14	Marker, Permanent, Fine Tip, 12pcs/box, Red	2	Box
15	Note Pad, Stick On, 2"x 3" , 100 sheets/Pad	11	Pad
16	Notebook, Spiral, Flip up, 80 leaves	150	Piece
17	Paper Cutter, Wooden Base, 12x15	1	Piece
18	Pencil, Lead #2, 12s/box	12	Box
19	Printer Ink Refill, Epson 003, 65ml/bottle, Black	45	Bottle
20	Printer Ink Refill, Epson 003, 65ml/bottle, Cyan	10	Bottle
21	Printer Ink Refill, Epson 003, 65ml/bottle, Magenta	10	Bottle
22	Printer Ink Refill, Epson 003, 65ml/bottle, Yellow	10	Bottle
23	PVC CARD, 500pcs/box	1	Box
24	Specialty Paper, 220gsm, A4, 100sheets/bundle	2	Bundle
25	Baby Powder, 60grams/bottle	1900	Bottle
26	Certificate Holder, A4	100	Piece
27	Canvas 1.5 x 2 yards	31	Piece
28	Diaper, XL, 4's/pack	1900	Pack
29	I.D Lace with Holder	91	Piece
30	Tarpaulin 5x10	5	Piece
31	T-Shirt with Print	105	Piece
32	Tote Bag with Print	105	Piece
33	Tote Bag 8 x 10.5 inches	1900	Piece

34	Towel, Hand 9"x 15"	1900	Piece
35	Tumbler Vacuumed Insulated 1000ml	105	Piece
36	Umbrella with Logo	105	Piece
37	Wet Wipes, 35 sheets/pack	1900	Pack
38	Laptop computer, Intermediate i5 Processor, 8GB RAM, with 2GB Graphics Processing Unit, Full HD Resolution 1080p, with Operating System, with Laptop Bag	1	Unit
39	Printer, All in One, Ink Jet Tank, 10/5 ipm Mono/ Color, Wi-Fi Direct, with Auto Document Feeder, with Fax	1	Unit

- The **City Government of Dagupan** now invites bids for the above Procurement Project. Delivery of the Goods is required within the period of **THIRTY (30) C.D.** 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).
- Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184.

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 No. 5183.

- Prospective Bidders may obtain further information from the BAC Secretariat and inspect the Bidding Documents at the address given below during **regular office hours (8:00 A.M. - 5:00 P.M.)**.
- A complete set of Bidding Documents may be acquired by interested bidders from **April 4, 2024 (8:00 A.M. - 5:00 P.M.) to April 11, 2024 (8:00 A.M. - 12:00 N.N.)** from given address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by GPPB, in the amount of **ONE THOUSAND PHILIPPINE PESOS (PHP 1,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by providing a printed copy of the official receipt.
The Bidding Documents may also be downloaded from the website of the **Philippine Government Electronic Procurement System (PhilGEPS)**, provided the Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.
- Bids must be duly received by the BAC Secretariat through manual submission **on or before 1:00 P.M., April 11, 2024** at **BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City**. Late bids shall not be accepted.
- All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB CLAUSE 15.
- Bid opening shall be on **April 11, 2024 2:00 P.M.** at **BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City**. Bids will be opened in the presence of the bidder's representatives who chose to attend the activity.
- The City Government of Dagupan reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, without thereby incurring any liability to the affected bidder or bidders.
- For further information, please refer to BAC Secretariat:

Engr. Athena Arenas
Ms. Manolita T. De Venecia
Mr. Allan R. Zabala

Address: BAC Office, 2nd Floor, City Hall Complex
A.B. Fernandez Ave., Dagupan City
Contact No: 0917-855-3267

(ORIGINAL SIGNED)
ATTY. AURORA E. VALLE
BAC Chairman