



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 UNIVERSAL HEALTH CARE ACT IMPLEMENTATION,
CITY HEALTH OFFICE USE, DAGUPAN CITY
GOODS-018CB-2025 / PR NO. 2025-04725-014**

1. The **City Government of Dagupan**, through the **TRUST FUND (DOH FIXED TRANCHE)**, intends to apply the sum of **EIGHT HUNDRED TWENTY THREE THOUSAND ONE HUNDRED NINETY AND 50/100 PHILIPPINE PESOS (Php 823,199.50)** 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 UNIVERSAL HEALTH CARE ACT IMPLEMENTATION, CITY HEALTH OFFICE USE, DAGUPAN CITY”**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Item No.	Item Description	Qty	Unit	Approved Budget for Contract
1	Bond Paper, A4, Subs. 20, 500sheets/ream	60	reams	20,010.00
2	Bond paper, Legal, Subs. 20, 500sheets/ream	60	reams	20,880.00
3	Bond Paper, Letter, Subs. 20, 500sheets/ream	40	reams	12,180.00
4	Data File Box, Double	20	pcs	6,438.00
5	Lever Archfile, Long Size, 3" Width	15	pcs	2,175.00
6	Specialty Paper, Approx. 200gsm, A4, 100sheets/bundle	2	bundles	841.00
7	Specialty Paper, Approx. 200gsm, Long, 100sheets/bundle	2	bundles	942.60
8	Specialty Paper, Approx. 200gsm, Short, 100sheets/bundle	2	bundles	783.00
9	Certificate Holder, A4, with Flap	100	pcs	16,390.00
10	Hard Disk Drive, External, 1TB, USB 3.0	2	units	9,425.00
11	Hygiene Kits (Alcohol 60ml, Hand Towel, Digital Thermometer, Hand Soap 55g, 2 pcs Shampoo, 2pcs Toothbrush, Toothpaste (sachet), Tissue Paper, Pouch bag)	200	pcs	60,000.00
12	Oral Health Kit (Kiddie) - Kiddie Toothbrush, Kiddie Toothpaste with Fluoride, Small Towel, Pouch Bag	800	pcs	160,000.00
13	Oral Health Kit (Adult) - Adult Toothbrush, Adult Toothpaste with Fluoride, Small towel, Pouch Bag	1000	pcs	200,000.00
14	Steel Cabinet, Lateral, 4 Drawers	2	units	60,117.00
15	Table, Folding, Steel Frame, Plastic Material, 60"	2	units	10,150.00
16	Computer Desktop, Home/Office Set: Mini PC with i5 Processors, 8GB RAM, 24" Monitor, IPS, 75Hz, Full HD, Keyboard + Mouse	3	sets	195,619.50
17	Printer, All in One, Ink Jet Tank, 10/5 ipm Mono/Color	2	units	28,985.60
18	Printer, All in one, Ink Jet Tank, Monochrome, Up to 20ipm Simplex	1	unit	18,262.80

2. The **City Government of Dagupan** now invites bids for the above Procurement Project. Delivery of the Goods is required within the period of **FORTY FIVE (45) CALENDAR DAYS**. 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).
3. 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.

4. 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.)**.
5. A complete set of Bidding Documents may be acquired by interested bidders from **February 11, 2025 (8:00 A.M. - 5:00 P.M.) to February 18, 2025 (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.
6. Bids must be duly received by the BAC Secretariat through manual submission **on or before 1:00 P.M., February 18, 2025** at **BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City**. Late bids shall not be accepted.
7. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB CLAUSE 15.
8. Bid opening shall be on **February 18, 2025, 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.
9. 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.

10. 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