



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



INVITATION TO BID

**PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND EQUIPMENT FOR
CITY HEALTH OFFICE USE, DAGUPAN CITY
GOODS-105CB-2025 / PR NO. 2025-05429-014**

1. The **City Government of Dagupan**, through the **TRUST FUND TB DOTS FACILITY FEE**, intends to apply the sum of **TWO MILLION FIVE HUNDRED EIGHTY SEVEN THOUSAND FIFTY THREE AND 20/100 PHILIPPINE PESOS (Php 2,587,053.20)** being the Approved Budget for the Contract (ABC) to payment under the contract for **“PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND EQUIPMENT FOR CITY HEALTH OFFICE USE, DAGUPAN CITY”**. Bids received in excess of the ABC shall be automatically rejected during the bid opening.

Item No.	Item Description	Qty	Unit	Approved Budget for Contract
1	Bond Paper, A4, Subs. 20, 500sheets/ream	500	reams	166,750.00
2	Bond Paper, Legal, Subs. 20, 500sheets/ream	500	reams	174,000.00
3	Bond Paper, Letter, Subs. 20, 500sheets/ream	500	reams	152,250.00
4	Clip Backfold, Metal Clamping, 41mm, 12s/box	20	boxes	2,088.00
5	Clip Backfold, Metal Clamping, 50mm, 12s/box	20	boxes	3,132.00
6	Correction Tape, 8m x 5mm	100	pcs	6,530.00
7	HDMI Cable, 20 meters	2	pcs	3,480.00
8	Marker, Permanent, Broad Tip, Black	120	pcs	6,444.00
9	Marker, Permanent, Fine Tip, Black	120	pcs	6,444.00
10	Marker, Whiteboard, Fine Tip, Black	120	pcs	10,440.00
11	Paper/Document Tray, 3 Layers, Plastic Base, Metal Rod Frame	10	pcs	11,571.00
12	Paper Binding Comb, Plastic, 1/4"	20	pcs	290.00
13	Paper Binding Comb, Plastic, 1/2"	20	pcs	580.00
14	Paper Binding Comb, Plastic, 3/4"	20	pcs	870.00
15	Paper Binding Comb, Plastic, 1 1/2"	20	pcs	1,538.00
16	Paper Binding Comb, Plastic, 1"	20	pcs	1,160.00
17	Riso Master CV/B4 UA S-7040UA	4	pcs	21,712.40
18	Riso Ink CV/UA S-7220UA	8	pcs	20,859.20
19	Trash Bag, Plastic, Large, 10pcs/pack	100	packs	7,730.00
20	Trash Bag, Plastic, Xlarge, 10pcs/pack	100	packs	11,600.00
21	Trash Bag, Plastic, XXLlarge, 10pcs/pack	100	packs	16,470.00
22	Trash Can, with Cover	20	pcs	4,582.00
23	Trash Can, with Cover, Drum Type	12	pcs	17,487.60
24	Alcohol, Isopropyl, 70% Solution, 500ml/bottle	200	bottles	24,660.00
25	Handheld Radio, 136-174MHz, 200 Memory Channels, 1 Call Channel, 6 Scan Edges, 7.5V DC	15	units	195,000.00
26	Mobile Phone, LTE Phone, 4GB Memory, 128GB Storage, HD + Resolution, Octa-Core 2x2.2GHz 6x2.0GHz, Dual Rear Camera, 25W Wired Charging	4	units	34,794.40
27	Mobile Wifi, 4G/LTE, Internal 4G Modem	6	units	34,365.00
28	Printer, All in One, Ink Jet Tank, 10/5 ipm Mono/Color, Wi-Fi Direct	4	units	69,571.20
29	Wi-Fi Dongle, 400Mbps on 2.4GHz, 867Mbps on 5GHz	10	units	31,900.00
30	Chair, Monobloc, with Back Rest, without Arm Rest	100	pcs	60,900.00
31	Wrench, Adjustable, 12 inches	2	pcs	1,609.60
32	Office Chair, Clerical, Mesh, Gaslift Swivel, with Arm Rest	22	units	121,220.00

33	Office Table, Cubicle Type, Laminated Panels, Approx. 120cm x 140cm, 25mm Laminated Table Top, 45mm Aluminum Trimming	6	units	190,095.00
34	Shelves, Steel Type, 5 Layers	10	units	184,078.00
35	Water Dispenser, Floor Standing, Hot Warm and Cold, Bottom Load	2	units	34,785.60
36	Weighing Scale, Dial Type, 120kg Max Capacity	4	units	26,100.00
37	Weighing Scale, Electronic, Industrial, 100kg Max Capacity	2	units	17,284.00
38	Weighing Scale, Infant, Digital	4	units	26,100.00
39	Computer Desktop, Home/Office Set: Mini PC with i5 Processors, 8GB Ram, 24" Monitor, IPS, 75Hz, Full HD, Keyboard + Mouse	4	sets	260,826.00
40	Laptop Computer, Advance i7 Processor, 8GB RAM, with 2GB Graphics Processing Unit, Full HD Resolution 1080p, with Operating System, with Laptop Bag	2	units	153,671.00
41	Office Table, Cubicle Type, 4 Panels Straight, Side by Side and Back to Back Panels, Laminated, with Clear Glass	4	units	296,670.00
42	Air Conditioner, Split Type, Standard Inverter, 2.0HP, with installation	2	units	175,415.20

- 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) 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).
- Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in accordance with provisions of Republic Act No. 12009 and its Implementing Rules and Regulations.

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 **November 12, 2025 (8:00 A.M. - 5:00 P.M.) to December 2, 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 **FIVE THOUSAND PHILIPPINE PESOS (PHP 5,000.00)**. 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.

- The City Government of Dagupan will hold a **Pre-bid Conference** on **November 18, 2025 2:00 P.M. at BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City**. Prospective bidders and/or their authorized representative are encouraged to participate / attend the said Pre-bid Conference. The nature of Pre-bid Conference is by providing a forum to ask queries and get clarification on aspects of the procurement process.
- Bids must be duly received by the BAC Secretariat through manual submission **on or before 12:00 P.M., December 2, 2025** 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 **December 2, 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 end user's, observers, bidders, and or their representatives.

10. 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 64 and 70 of Implementing Rules and Regulations (IRR) of Republic Act No. 12009, without thereby incurring any liability to the affected bidder or bidders.

11. 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
Email Address asi_aaron@yahoo.com

(ORIGINAL SIGNED)

ATTY. AURORA E. VALLE

BAC Chairman