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

INVITATION TO BID

PROCUREMENT OF VARIOUS OFFICE SUPPPLIES, OTHER SUPPLIES AND SEMI-EXPENDABLE ITEMS FOR VARIOUS OFFICES / DEPARMENT USE, DAGUPAN CITY
GOODS-113CB-2025 / PR NO. 2025-05605-018

1. The **City Government of Dagupan**, through the **GENERAL FUND CY 2025**, intends to apply the sum of **SIX HUNDRED SEVENTY THREE THOUSAND EIGHT HUNDRED PHILIPPINE PESOS (PhP 673,800.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for **"PROCUREMENT OF VARIOUS OFFICE SUPPPLIES, OTHER SUPPLIES AND SEMI-EXPENDABLE ITEMS FOR VARIOUS OFFICES / DEPARMENT 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	AIR FRESHENER, 320ml/can	8	can	2,420.80
2	AIR FRESHENER, Auto Spray Refill, 269ml	3	piece	1,197.30
3	ALCOHOL, Ethyl, 70% Solution, 1liter/pump bottle	2	bottle	543.00
4	ALCOHOL, Ethyl, 70% Solution, 500ml/bottle	21	bottle	2,627.10
5	ALCOHOL, Isopropyl, 70% Solution, 500ml/bottle	70	bottle	8,631.00
6	BALLPEN, Crystal Tech, 0.5, 25s/box, Black	17	box	3,697.50
7	BALLPEN, Crystal Tech, 0.5, 25s/box, Blue	6	box	1,305.00
8	BALLPEN, Crystal Tech, 0.5, 25s/box, Red	8	box	1,740.00
9	BALLPEN, Crystal Tech, 0.5, Black	10	piece	73.00
10	BALLPEN, Gel Pen, 0.5, Black	30	piece	348.00
11	BALLPEN, Gel Pen, 0.5, Blue	10	piece	116.00
12	BALLPEN, Gel Pen, 0.5, Red	10	piece	116.00
13	BALLPEN, Retractable, 0.5, Black	30	piece	306.00
14	BATHROOM SOAP, 125g/box	10	box	624.00
15	BATHROOM SOAP, 55g/pack	20	pack	516.00
16	BATHROOM SOAP, 85g/box	10	box	509.00
17	BATTERY, Dry Cell, Size AA, 4pcs/pack	1	box	143.60
18	BATTERY, Dry Cell, Size AA, 4pcs/pack	10	pack	1,436.00
19	BATTERY, Dry Cell, Size AAA, 4pcs/pack	10	pack	1,805.00
20	BLEACHING SOLUTION, 100ml/bottle x 72bottles/box	1	box	955.30
21	BLEACHING SOLUTION, 1gallon/bottle	4	bottle	764.40
22	BLEACHING SOLUTION, 1liter/bottle	4	bottle	232.40
23	BOND PAPER, A4, Subs. 18, 500sheets/ream	15	ream	5,220.00
24	BOND PAPER, A4, Subs. 20, 500sheets/ream	39	ream	13,006.50
25	BOND PAPER, Legal, Subs. 18, 500sheets/ream	15	ream	3,393.00
26	BOND PAPER, Legal, Subs. 20, 500sheets/ream	43	ream	14,964.00
27	BOND PAPER, Letter, Subs. 18, 500sheets/ream	15	ream	3,889.50
28	BOND PAPER, Letter, Subs. 20, 500sheets/ream	6	ream	1,827.00
29	BOOK PAPER, A4, Subs. 20, 500sheets/ream	10	ream	3,335.00
30	BOOK PAPER, Legal, Subs. 20, 500sheets/ream	30	ream	10,440.00
31	BOOK PAPER, Letter, Subs. 20, 500sheets/ream	30	ream	9,135.00
32	BOOKBIND COVER, Long, Clear Plastic, 5s/pack	2	pack	406.00
33	BOOKBIND COVER, Short, Clear Plastic, 5s/pack	2	pack	294.40
34	BROOM, Soft (Tambo)	8	piece	1,513.60

35	BROOM, Stick (Ting-ting)	3	piece	239.40
36	CARTOLINA, Assorted Colors, 10sheets/pack	2	pack	290.00
37	CLEANER, Toilet Bowl and Urinal, 900ml/bottle	4	bottle	869.60
38	CLEARBOOK, 20 pockets, A4 Size	2	piece	232.80
39	CLEARBOOK, 20 pockets, Legal Size	2	piece	285.00
40	CLIP BACKFOLD, Metal Clamping, 19mm, 12s/box	10	box	522.00
41	CLIP BACKFOLD, Metal Clamping, 25mm, 12s/box	8	box	556.80
42	CLIP BACKFOLD, Metal Clamping, 32mm, 12s/box	8	box	696.00
43	CLIP BACKFOLD, Metal Clamping, 41mm, 12s/box	6	box	626.40
44	CLIP BACKFOLD, Metal Clamping, 50mm, 12s/box	5	box	783.00
45	CLIP BULLDOG, Big, 12pcs/box	1	box	191.40
46	CLIP BULLDOG, Small, 12pcs/box	1	box	113.80
47	CLIPBOARD, A4 Size, Metal Clamping, Plastic Board	1	piece	203.00
48	CLIPBOARD, FC Legal, Metal Clamping, Plastic Board	3	piece	648.30
49	COLUMNAR BOOK, 12 Columns	2	piece	130.60
50	CORRECTION TAPE REFILL, 6m x 5mm, 2pcs/pack	4	pack	391.60
51	CORRECTION TAPE, 8m x 5mm	24	piece	1,567.20
52	CORRECTION TAPE, Refillable, 6m x 5mm	6	pack	587.40
53	DATA FILE BOX, Double	5	piece	1,609.50
54	DATA FILE BOX, Triple	3	piece	1,608.60
55	DATA Folder 3" Ledger 70mm Long two tables green	20	piece	14,000.00
56	DETERGENT BAR, 125g/piece	4	piece	73.20
57	DETERGENT BAR, 380g/piece	2	piece	94.20
58	DETERGENT POWDER, 1kg/pack	4	pack	657.20
59	DETERGENT POWDER, 50g/pack	20	pack	226.00
60	DISHWASHING FOAM, 100x70x40mm	6	piece	334.20
61	DISHWASHING LIQUID, 240ml/bottle	7	bottle	977.20
62	DISHWASHING LIQUID, 780ml/bottle	6	bottle	1,948.80
63	DISHWASHING LIQUID, Refill, 550ml/pack	3	pack	722.70
64	DISINFECTANT LIQUID, Multi Surface Cleaner, 900ml/bottle	3	bottle	812.70
65	DISINFECTANT SPRAY, 510g/can	8	can	6,206.40
66	DOOR MAT, Cloth	18	piece	1,305.00
67	DUSTPAN, Plastic, Large, with Handle	1	piece	94.30
68	ELECTRICAL TAPE, Big	1	piece	89.90
69	ELECTRICAL TAPE, Small	1	piece	46.40
70	ENVELOPE, Brown, Legal, Single	30	piece	219.00
71	ENVELOPE, Brown, Short, Single	12	piece	69.60
72	ENVELOPE, Expanding, Kraftboard, Long	15	piece	370.50
73	ENVELOPE, Mailing, White, Long, 500s/box	5	box	2,233.00
74	ERASER, Felt, for Blackboard/Whiteboard	1	piece	70.80
75	ERASER, Plastic/Rubber, for Pencil Writing	5	piece	152.50
76	FABRIC CONDITIONER, 22ml/pack	1000	pack	11,600.00
77	FABRIC CONDITIONER, 900ml/bottle	3	bottle	610.80
78	FILE ORGANIZER, Expanding, Plastic, 12 pockets	6	piece	1,435.80
79	FLASH DRIVE, 64gb	3	piece	2,370.90
80	FOLDER, Tagboard, Long, 100pcs/pack	1	pack	870.00
81	GLUE, All Purpose, 130g/jar	5	jar	420.50

82	GLUE, All Purpose, 240g/jar	1	jar	181.30
83	HAND SANITIZER, 200ml/bottle	1	bottle	275.50
84	INSECTICIDE SPRAY, 500ml/can	12	can	5,678.40
85	LAMINATING FILM, 65mm x 95mm, 250microns, 100/box	15	box	3,037.50
86	LAMINATING FILM, A4, 222x286mm x 125microns/box	2	box	1,631.20
87	LIQUID SOSA, 500ml/bottle	5	bottle	826.50
88	MARKER, Fluorescent, 3 assorted colors/set	2	set	148.00
89	MARKER, Permanent, Broad Tip, Black	3	piece	161.10
90	MARKER, Permanent, Broad Tip, Blue	3	piece	161.10
91	MARKER, Permanent, Broad Tip, Red	3	piece	161.10
92	MARKER, Permanent, Fine Tip, 12pcs/box, Black	3	box	1,931.40
93	MARKER, Permanent, Fine Tip, 12pcs/box, Blue	1	box	643.80
94	MARKER, Permanent, Fine Tip, 12pcs/box, Red	1	box	643.80
95	MARKER, Permanent, Small Point, Black	2	piece	171.20
96	MARKER, Permanent, Small Point, Red	6	piece	513.60
97	MARKER, Whiteboard, Broad Tip, Black	6	piece	522.00
98	MARKER, Whiteboard, Fine Tip, Black	16	piece	1,392.00
99	MOP SQUEEZER, Tornado	1	set	2,375.10
100	MOPHEAD, Cotton, 500g	1	piece	149.50
101	MOPHEAD, Cotton, 600g	10	piece	1,746.00
102	MOUSE, Wireless, USB Bluetooth Connection	1	piece	833.80
103	NOTE PAD, Stick On, 3" x 3", 100sheets/pad	5	pad	388.50
104	NOTE PAD, Stick On, 3" x 4", 100sheets/pad	7	pad	741.30
105	PAD PAPER, Yellow Pad, 80leaves/pad	4	pad	348.00
106	PAPER CLIP, Plastic Coated, 33mm, 50g/box	9	box	196.20
107	PAPER CLIP, Plastic Coated, 50mm, 50g/box	8	box	324.80
108	PAPER FASTENER, Metal, 50s/box	5	box	507.50
109	PAPER FASTENER, Metal, Non-Rust, 50s/box	5	box	1,232.50
110	PAPER FASTENER, Plastic, 50S/BOX	15	box	979.50
111	PENCIL, Lead #2, 12s/box	2	box	238.60
112	PHOTO PAPER, A4, 230g, Glossy, 20s/pack	8	pack	1,160.00
113	PRINTER INK REFILL, Epson 003, 65ml/bottle, Black	14	bottle	5,989.20
114	PRINTER INK REFILL, Epson 003, 65ml/bottle, Cyan	9	bottle	4,077.90
115	PRINTER INK REFILL, Epson 003, 65ml/bottle, Magenta	9	bottle	4,077.90
116	PRINTER INK REFILL, Epson 003, 65ml/bottle, Yellow	9	bottle	4,077.90
117	PRINTER INK REFILL, Epson 008, 65ml/bottle, Black	5	bottle	6,235.00
118	PRINTER INK REFILL, Epson 008, 65ml/bottle, Cyan	4	bottle	4,147.20
119	PRINTER INK REFILL, Epson 008, 65ml/bottle, Magenta	4	bottle	4,147.20
120	PRINTER INK REFILL, Epson 008, 65ml/bottle, Yellow	4	bottle	4,147.20
121	PUSH PIN, 100pcs/box	2	box	92.80
122	PVC CARD, 250 pcs	20	box	36,250.00
123	RECORD BOOK, Hard Bound, 500 pages	2	piece	290.00
124	RULER, Hard Plastic, 12"	2	piece	116.00
125	SCISSORS, Multi-Purpose, 6"	6	pair	522.00
126	SCISSORS, Multi-Purpose, 8"	5	pair	580.00

127	SIGN PEN, Gel Point, 0.7mm, Black	45	piece	6,412.50
128	SOAP, Hand Wash Liquid, 500ml/bottle	5	bottle	1,348.50
129	SPECIALTY PAPER, Approx. 200gsm, A4, 100sheets/bundle	7	bundle	2,943.50
130	SPECIALTY PAPER, Approx. 200gsm, A4, 10sheets/pack	1	pack	55.10
131	SPECIALTY PAPER, Approx. 200gsm, Long, 10sheets/pack	1	pack	58.00
132	STAMP PAD INK, 30ml/bottle	1	bottle	65.30
133	STAMP PAD INK, 950ml/bottle	3	bottle	861.30
134	STAMP PAD, Big No. 3	10	piece	986.00
135	STAMP PAD, Small No.2	10	piece	711.00
136	STAPLE WIRE, #35, 5000pcs/box	12	box	1,218.00
137	STAPLER, #35, Heavy Duty, with Staple Remover	3	piece	1,740.00
138	STICKER PAPER, A4, Glossy, 10sheets/pack	2	pack	174.00
139	STICKER PAPER, Legal, Glossy, 10sheets/pack	5	pack	435.00
140	TAPE DISPENSER, Heavy Duty, 1", Desktop	1	piece	185.60
141	TAPE, Double Sided, 1"	11	roll	1,467.40
142	TAPE, Double Sided, 1/2"	3	roll	234.90
143	TAPE, Double Sided, 3/4"	3	roll	358.80
144	TAPE, Duct, 2"	6	roll	1,679.40
145	TAPE, Masking, 1"	13	roll	678.60
146	TAPE, Packaging, 2"	9	roll	639.90
147	TAPE, Transparent, 1"	27	roll	737.10
148	TAPE, Transparent, 2"	5	roll	183.50
149	TISSUE PAPER, 2ply, 12rolls/pack	15	pack	3,793.50
150	TISSUE PAPER, 2ply, 9rolls/pack	6	pack	1,150.20
151	TOILET BOWL BRUSH, Wooden Handle	1	piece	94.30
152	TOILET DEODORANT CAKE, 100g	17	piece	1,271.60
153	TOILET DEODORANT CAKE, 50g	2	piece	85.20
154	TRASH BAG, Plastic, Large, 10pcs/pack	12	pack	927.60
155	TRASH BAG, Plastic, Medium, 10pcs/pack	8	pack	420.00
156	TRASH BAG, Plastic, XLarge, 10pcs/pack	8	pack	928.00
157	TRASH BAG, Plastic, XXLarge, 10pcs/pack	340	pack	55,998.00
158	YMCKO 659111	5	piece	67,425.00
159	BLUETOOTH DONGLE, USB 3.0 Bluetooth Adapter	5	piece	2,168.00
160	CPU COOLER, Air Cooler, 4 Heat Pipes	1	piece	4,058.60
161	CRATES, Heavy Duty Plastic	4	piece	1,682.00
162	DISPOSABLE CUP, Plastic, 12oz, 50s/pack	5	pack	394.00
163	DISPOSABLE CUP, Styro, 12oz, 25s/pack	6	pack	586.20
164	DISPOSABLE FORK, Plastic, 100s/pack	2	pack	348.00
165	DISPOSABLE PLATE, Laminated Paper, 100s/pack	2	pack	382.80
166	DISPOSABLE SPOON, Plastic, 100s/pack	2	pack	348.00
167	DOOR KNOB, Zinc Alloy	2	piece	2,491.20
168	EXTENSION CORD, Basic, 3-4 Gang, 3meters	3	piece	1,411.80
169	EXTENSION CORD, Heavy Duty, 4 Gang, 3meters	4	piece	4,640.00
170	FACE MASK, Disposable, Basic, 50s/box	6	box	1,479.00
171	PAIL, Plastic, 16 Liters	2	piece	606.20
172	PAIL, Plastic, 24 Liters	2	piece	867.20
173	POVIDONE IODINE, 1Liter/bottle	1	bottle	997.60
174	POWER SUPPLY UNIT, 450w, 80+ Rating, Non-Modular	6	piece	18,705.00

175	SACK, for 50kg	55	piece	1,199.00
176	OFFICE CHAIR, High Back, Leather, Gaslift Swivel, with Arm Rest	4	unit	42,804.00
177	OFFICE CHAIR, High Back, Mesh, Gaslift Swivel, with Arm Rest	10	unit	103,675.00
178	OFFICE TABLE, Steel, with Center Drawer, 120x60, with Pedestal Cabinet	1	unit	16,762.00
179	STEEL CABINET, 3 Drawers, Movable Pedestal	1	unit	6,162.50
180	STEEL CABINET, Vertical, 4 Drawers	2	unit	31,465.00
181	MICROWAVE OVEN, 20 Liters	1	unit	5,797.10
182	VACUUM CLEANER, 800watts, 220V-60Hz	1	unit	7,757.50

2. The **City Government of Dagupan** now invites bids for the above Procurement Project. Delivery of the Goods is required within the period of **SEVEN (7) 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).

3. 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.

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 **December 12, 2025 (8:00 A.M. - 5:00 P.M.) to December 19, 2025 (8:00 A.M. - 10:00 A.M.)** 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 10:00 A.M., December 19, 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 **December 19, 2025 10:00 A.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.

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 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.

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
E-mail Address asi_aaron@yahoo.com

ORIGINAL SIGNED)

ATTY. AURORA E. VALLE
BAC Chairman