



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



INVITATION TO BID

**PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR VARIOUS OFFICES /
DEPARTMENTS USE, DAGUPAN CITY
GOODS-006CB-2026 / PR NO. 2026-05698-018**

1. The **City Government of Dagupan**, through the **GENERAL FUND CY 2026**, intends to apply the sum of **ONE MILLION THREE HUNDRED THIRTY SEVEN THOUSAND NINE HUNDRED EIGHTY FIVE AND 40/100 PHILIPPINE PESOS (Php 1,337,985.40)** being the Approved Budget for the Contract (ABC) to payment under the contract for **“PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR VARIOUS OFFICES / DEPARTMENTS 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	ADDING MACHINE TAPE, 2"	100	roll	4,350.00
2	ADHESIVE QUICK BOND, 3g/tube	6	tube	556.80
3	AIR FRESHENER, 320ml/can	37	can	11,196.20
4	AIR FRESHENER, Auto Spray Refill, 269ml	10	piece	3,991.00
5	ALCOHOL, Ethyl, 1 Gallon	3	bottle	2,349.00
6	ALCOHOL, Ethyl, 500ml	45	bottle	5,629.50
7	ALCOHOL, Isopropyl, 70% Solution, 500ml/bottle	23	bottle	2,978.50
8	BALLPEN, Crystal Tech, 0.5, 25s/box, Black	33	box	7,177.50
9	BALLPEN, Crystal Tech, 0.5, 25s/box, Blue	2	box	435.00
10	BALLPEN, Crystal Tech, 0.5, 25s/box, Red	5	box	1,087.50
11	BALLPEN, Fine Tip, 0.5, Black	72	piece	2,217.60
12	BALLPEN, Fine Tip, 0.5, Red	48	piece	1,742.40
13	BALLPEN, Gel Pen, 0.5, Black	12	piece	139.20
14	BALLPEN, Retractable, 0.5, Black	49	piece	499.80
15	BATHROOM SOAP, 125g/box	41	box	2,558.40
16	BATHROOM SOAP, 175g/box	50	box	4,345.00
17	BATTERY, Dry Cell, Size AA, 4pcs/pack	25	pack	3,590.00
18	BATTERY, Dry Cell, Size AAA, 4pcs/pack	15	pack	2,707.50
19	BATTERY, Rechargeable, 9 volts, 175mAh, 1pc/pack	5	pack	4,179.50
20	BATTERY, Rechargeable, Size AA, 2pcs/pack	5	pack	3,802.50
21	BATTERY, Rechargeable, Size AAA, 2pcs/pack	5	pack	4,600.00
22	BILL/ FINGERTIP MOISTENER, 20g/canister	20	canister	1,450.00
23	BLEACHING SOLUTION, 1gallon/bottle	4	bottle	764.40
24	BLEACHING SOLUTION, 1liter/bottle	12	bottle	697.20
25	BOND PAPER, Legal, Subs. 20, 500sheets/ream (PAPER, MULTICOPY, Legal)	178	ream	61,944.00
26	BOND PAPER, Letter, Subs. 20, 500sheets/ream	75	ream	22,837.50
27	BROOM (Walis Tambo)	11	piece	2,081.20
28	BROOM (Walis Ting-Ting)	9	piece	718.20
29	CALCULATOR, Basic Compact, 12 Digits	4	piece	2,656.40
30	CARBON FILM, Legal, 100sheets/box	6	box	6,481.80
31	CEILING COBWEB REMOVER, 2-Way, Extendable, Plastic Handle	1	piece	261.00
32	CLEANER, Toilet Bowl and Urinal, 900ml/bottle	15	bottle	3,261.00
33	CLIP, Backfold, 19mm	10	box	522.00
34	CLIPBOARD, FC Legal, Metal Clamping, Plastic Board	10	piece	2,161.00
35	CLOTH, Franela	46	piece	2,001.00

36	CMOS BATTERY, Size CR2032, 1pc/pack	20	pack	4,084.00
37	CORRECTION TAPE	108	piece	7,052.40
38	CUTTER, Heavy Duty	10	piece	1,088.00
39	CUTTER, Small	5	piece	325.00
40	DATA FILE BOX, Double	5	piece	1,609.50
41	DETERGENT POWDER, 1kg/pack	8	pack	1,314.40
42	DETERGENT POWDER, 50g/pack	80	pack	904.00
43	DISHWASHING LIQUID, 780ml/bottle	22	bottle	6,285.40
44	DISHWASHING LIQUID, Refill, 550ml/pack	6	pack	1,445.40
45	DISINFECTANT LIQUID, Multi Surface Cleaner, 900ml/bottle	10	bottle	2,709.00
46	DISINFECTANT SPRAY, 340g/can	3	can	1,774.80
47	DISINFECTANT SPRAY, 510g/can	20	can	15,516.00
48	DOOR MAT, Cloth	56	piece	4,060.00
49	DUPLICATOR INK, Riso CV1200	2	roll	2,670.00
50	ELECTRICAL TAPE, Big	15	piece	1,348.50
51	ELECTRICAL TAPE, Small	10	piece	464.00
52	ENVELOPE, Documentary, Legal	6	box	17,400.00
53	ENVELOPE, Expanding, Plastic, Long, 0.50mm	60	piece	4,176.00
54	FABRIC CONDITIONER, 22ml/pack	90	pack	1,044.00
55	FLASH DRIVE, 32gb	3	piece	1,500.90
56	FLASH DRIVE, 64gb	21	piece	16,596.30
57	FOLDER, Pressboard, Long, 100sheets/box	3	box	8,700.00
58	GLASS CLEANER, with Sprayer, 500ml/bottle	7	bottle	1,624.00
59	GLUE GUN, Heavy Duty	2	piece	724.40
60	GLUE STICK, 4s/pack	10	pack	943.00
61	GLUE, All Purpose, 240g/jar	5	jar	906.50
62	GUN TACKER WIRE, T50, 1250pcs/box	5	box	1,160.00
63	GUN TACKER, Heavy Duty	2	piece	7,105.00
64	KEYBOARD MOUSE PACK, Wired, USB Connection	10	pack	8,686.00
65	LAMINATING FILM, A4, 222x286mm x 125microns/box	10	box	8,156.00
66	LIQUID SOSA, 500ml/bottle	22	bottle	3,636.60
67	MARKER INK REFILL, Whiteboard, 20ml/bottle, Black	2	bottle	406.00
68	MARKER INK REFILL, Whiteboard, 20ml/bottle, Blue	2	bottle	406.00
69	MARKER INK REFILL, Whiteboard, 20ml/bottle, Red	2	bottle	406.00
70	MARKER, fluorescent	20	set	1,480.00
71	MARKER, Permanent, Broad Tip, Black	6	piece	322.20
72	MARKER, Permanent, Fine Tip, 12pcs/box, Black	2	box	1,287.60
73	MARKER, Permanent, Fine Tip, 12pcs/box, Red	1	box	643.80
74	MARKER, Whiteboard, Broad Tip, Black	6	piece	522.00
75	MARKER, Whiteboard, Fine Tip, Black	12	piece	1,044.00
76	MARKER, Whiteboard, Fine Tip, Blue	2	piece	174.00
77	MARKER, Whiteboard, Fine Tip, Red	2	piece	174.00
78	MIMEO PAPER, Whitewove, Long, 500sheets/ream	50	ream	13,775.00
79	MIMEO PAPER, Whitewove, Short, 500sheets/ream	20	ream	4,496.00
80	MOP HANDLE, Plastic Handle, Plastic Frame, Heavy Duty, 5ft	2	piece	1,007.40
81	MOP REFILL, Tornado	3	piece	689.40
82	MOP SQUEEZER, Tornado	1	set	2,375.10
83	MOPHEAD, Cotton, 400g	6	piece	781.20
84	MOUSE, Optical, Wired, USB Connection	5	piece	1,631.50
85	MURIATIC ACID, 1L/bottle	3	bottle	465.60
86	NOTE PAD, stick on, 3" x 3"	36	pad	2,797.20
87	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	20	pad	2,118.00

88	PAD PAPER, Yellow Pad, 80leaves/pad	5	pad	435.00
89	PAPER CLIP, vinyl/plastic coated, 33mm	25	box	545.00
90	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	25	box	1,015.00
91	PAPER FASTENER, metal	30	box	3,045.00
92	PAPER FASTENER, Plastic, 50S/BOX	45	box	2,938.50
93	PAPER, Parchment, A4, Multi-Purpose	5	pack	725.00
94	PENCIL SHARPENER, Manual, Sigle Cutter Head	2	piece	1,000.60
95	PENCIL, Lead #1, 12s/box	2	box	238.60
96	PENCIL, Lead #2, 12s/box	2	box	238.60
97	PHOTO PAPER, A4, 230g, Glossy, 20s/pack	30	pack	4,350.00
98	PRINTER INK REFILL, Brother BT D60, 108.0ml/bottle, Black	1	bottle	623.50
99	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Cyan	1	bottle	623.50
100	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Magenta	1	bottle	623.50
101	PRINTER INK REFILL, Brother BT5000, 48.8ml/bottle, Yellow	1	bottle	623.50
102	PRINTER INK REFILL, Epson 003, 65ml/bottle, Black	18	bottle	8,352.00
103	PRINTER INK REFILL, Epson 003, 65ml/bottle, Cyan	15	bottle	6,960.00
104	PRINTER INK REFILL, Epson 003, 65ml/bottle, Magenta	15	bottle	6,960.00
105	PRINTER INK REFILL, Epson 003, 65ml/bottle, Yellow	15	bottle	6,960.00
106	PRINTER INK REFILL, Epson 005, 120ml/bottle, Black	5	bottle	4,531.50
107	PRINTER INK REFILL, Epson 008, 65ml/bottle, Black	10	bottle	13,848.00
108	PRINTER INK REFILL, Epson 008, 65ml/bottle, Cyan	8	bottle	8,816.00
109	PRINTER INK REFILL, Epson 008, 65ml/bottle, Magenta	8	bottle	8,816.00
110	PRINTER INK REFILL, Epson 008, 65ml/bottle, Yellow	8	bottle	8,816.00
111	PRINTER INK REFILL, EPSON C13T664100 (T6641), BLACK	1	bottle	427.80
112	PRINTER INK REFILL, EPSON C13T664200 (T6642), CYAN	1	bottle	453.10
113	PRINTER INK REFILL, EPSON C13T664300 (T6643), MAGENTA	1	bottle	453.10
114	PRINTER INK REFILL, EPSON C13T664400 (T6644), YELLOW	1	bottle	453.10
115	PRINTER INK REFILL, HP GT52, 70ml/bottle, Cyan	2	bottle	841.00
116	PRINTER INK REFILL, HP GT52, 70ml/bottle, Magenta	2	bottle	841.00
117	PRINTER INK REFILL, HP GT52, 70ml/bottle, Yellow	2	bottle	841.00
118	PRINTER INK REFILL, HP GT53, 90ml/bottle, Black	2	bottle	841.00
119	PRINTER INK TONER, Kyocera MA2100, Black	3	piece	17,182.50
120	PRINTER INK TONER, Kyocera MA2100, Cyan	3	piece	25,230.00
121	PRINTER INK TONER, Kyocera MA2100, Magenta	3	piece	25,230.00
122	PRINTER INK TONER, Kyocera MA2100, Yellow	3	piece	25,230.00
123	PUSH BRUSH, Wooden Handle	3	piece	620.40
124	PVC CARD, 500pcs/box	3	box	5,437.50
125	RAGS	30	bundle	4,176.00
126	RECORD BOOK, 500 pages	17	piece	2,465.00
127	RIBBON CARTRIDGE, EPSON C13S015632, Black, for LX-310	65	piece	11,310.00
128	RJ45 CONNECTOR, Passthrough, 100s/pack	5	pack	9,787.50
129	RUBBER BAND, #14, 350g/box	11	box	2,871.00
130	RULER, Hard Plastic, 12"	3	piece	174.00

131	RULER, Steel, 18"	2	piece	319.00
132	SCISSORS, Multi-Purpose, 8"	9	pair	1,044.00
133	SCOURING PAD, with Foam	10	piece	557.00
134	SIGN PEN, Gel Point, 0.5mm, Black	68	piece	6,507.60
135	SIGN PEN, Gel Point, 1.0mm, Black	66	piece	9,405.00
136	SIGN PEN, Impact Gel, 1.0mm, Black	36	piece	5,130.00
137	SOAP, Hand Soap, Liquid, 500ml/bottle	13	bottle	2,623.40
138	SPECIALTY PAPER, Approx. 200gsm, A4, 100sheets/bundle	12	bundle	5,046.00
139	SPONGE, Regular, with Scrub Pad	31	piece	1,726.70
140	STAMP PAD INK, 950ml/bottle	1	bottle	287.10
141	STAMP PAD, Big	7	piece	690.20
142	STAMP, Self Inking, Customized, Small	4	piece	4,720.00
143	STAPLE REMOVER, Plier Type	5	piece	544.00
144	STAPLER, #35, Heavy Duty, with Staple Remover	6	piece	3,480.00
145	STICK ON NOTES, 1.3x4.3, 5 Colors x 25Sheets/pack	10	pack	345.00
146	STICKER PAPER, A4, Glossy, 10sheets/pack	20	pack	1,740.00
147	STORAGE BOX, Plastic, with Cover, 87 Liters	10	piece	11,673.00
148	TAPE DISPENSER, Table Top	2	piece	371.20
149	TAPE, Double Sided, 1"	20	roll	2,668.00
150	TAPE, Double Sided, 1/2"	10	roll	783.00
151	TAPE, Duct, 2"	15	roll	4,198.50
152	TAPE, Masking, 24mm	25	roll	1,595.00
153	TAPE, MASKING, 48mm	30	roll	4,350.00
154	TAPE, transparent, 24mm	60	roll	1,638.00
155	TAPE, transparent, 48mm	10	roll	367.00
156	TISSUE PAPER, 2ply, 12rolls/pack	52	pack	13,150.80
157	TISSUE PAPER, 2ply, 9rolls/pack	10	pack	1,917.00
158	TOILET BOWL BRUSH, Metal Handle	2	piece	197.20
159	TOILET DEODORANT CAKE, 100g	10	piece	748.00
160	TOILET DEODORANT CAKE, 50g	12	piece	511.20
161	TONER CARTRIDGE, HP 285a (85a), Black	10	piece	72,428.00
162	TRASH BAG, Plastic, Large, 10pcs/pack	6	pack	463.80
163	TRASH BAG, Plastic, XLarge, 10pcs/pack	30	pack	3,480.00
164	TRASH BAG, Plastic, XXLarge, 10pcs/pack	90	pack	14,823.00
165	TRASH CAN, with Cover, Drum Type	3	piece	4,371.90
166	USB HUB, 3.0, 4 Ports	5	piece	2,537.50
167	ACRYLIC DISPLAY HOLDER, Horizontal, For Name Tags	3	piece	430.80
168	ACRYLIC DISPLAY HOLDER, Portrait Orientation, A4 Size	2	piece	968.60
169	ADDING MACHINE, Printing Calculator, Heavy Duty, 2 Way Power	2	piece	18,850.00
170	AUDIO JACK, 3.5, Male to Male, 3-10m	2	piece	3,509.00
171	BATTERY CHARGER, Basic, 4pcs, AA/AAA, with 4pcs Rechargeable Battery	2	set	3,726.60
172	CAR MATTING, Rubber	1	piece	2,827.50
173	Cardioid Condenser Shotgun Microphone	2	unit	37,218.60
174	CORK BOARD, 2'x4', Steel Frame	1	piece	1,711.00
175	Digital Multimeter volt tester	1	unit	1,485.00
176	DISPOSABLE CUP, Plastic, 12oz, 50s/pack	3	pack	236.40
177	DISPOSABLE CUP, Styro, 12oz, 25s/pack	3	pack	151.50
178	DISPOSABLE FORK, Plastic, 100s/pack	2	pack	348.00
179	DISPOSABLE PLATE, Laminated Paper, 100s/pack	2	pack	382.80
180	DISPOSABLE SPOON, Plastic, 100s/pack	2	pack	348.00

181	Docking Station USB 3.0 to SATA HDD Dual Bay	2	unit	5,220.00
182	DOOR KNOB, Stainless Steel, Heavy Duty	3	piece	6,085.80
183	Drone Intelligent Battery	3	unit	45,670.65
184	Dual Port Type C Fast Charger 65w	2	unit	3,480.00
185	EXTENSION CORD, Basic, 3-4 Gang, 10meters	6	piece	5,655.00
186	EXTENSION CORD, with Cable Reel, 3-4 Gang, 25-30meters	1	piece	3,915.00
187	FIRE EXTINGUISHER, 10 pounds	1	piece	2,969.30
188	Gimbal Smartphone Stabilizer Creator Kit	2	unit	29,551.00
189	HARD DISK DRIVE, Internal, SATA, 2TB	15	unit	68,512.50
190	HDMI Cable 0.5 meters 4k	4	pieces	800.40
191	HDMI Cable 3 meters 4k	4	pieces	2,076.40
192	HDMI CABLE, Nylon Braided, 10meters	2	piece	1,015.00
193	HDMI CABLE, Nylon Braided, 20meters	2	piece	1,740.00
194	HDMI SPLITTER, 1 in 4 out	2	piece	2,932.00
195	JUMPER BOOTS, Chest Length, Rubber Material	6	piece	14,178.00
196	Laptop Solid State Drive 1tb M.2	4	piece	45,240.00
197	Mirrorless Camera Battery Charger MH-24	1	unit	4,017.85
198	Mirrorless Camera Battery En-EL15c	2	unit	12,165.50
199	MOBILE WIFI, 4G/LTE, Internal 4G Modem	2	unit	11,455.00
200	Monopod with feet	2	unit	31,897.00
201	MOUSE, Wireless, 200-12,000dpi, Lightsync RGB	6	unit	38,271.60
202	NP-F970 Wireless HDMI Battery	4	unit	51,040.00
203	OFFICE JACKET, with Print	10	piece	26,100.00
204	POWER SUPPLY UNIT, 500watts, 80+ Tru Rated, Non-Modular	3	unit	12,171.30
205	PRESENTER, Laser Pointer, Wireless	1	unit	3,172.60
206	PROJECTOR SCREEN, with Stand, 16:10 Aspect Ratio	1	pieces	6,525.00
207	Type C to Type C Data Cable 60w	2	unit	1,447.10
208	Video Camera Battery Li-On BP-U100 97w	2	unit	66,120.00

- The **City Government of Dagupan** now invites bids for the above Procurement Project. Delivery of the Goods is required within the period of **SIXTY (60) 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 **January 28, 2026 (8:00 A.M. - 5:00 P.M.) to February 18, 2026 (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 **February 3, 2026, 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.

7. Bids must be duly received by the BAC Secretariat through manual submission **on or before 12:00 P.M., February 18, 2026** at **BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City**. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB CLAUSE 15.
9. Bid opening shall be on **February 18, 2026, 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