



April 30, 2015

INVITATION TO BID

The Department of Agriculture, Regional Field Office No. 12, Koronadal City through its Bids and Awards Committee (BAC) invites prospective and interested bidders for the following projects, to wit:

1. Supply and delivery of Various Office and Computer Supplies
ABC: Php: 565,595.99

Specifications:

- 2roll ACETATE, gauge #3, 1.2meters x 50 meters
- 7can AIR FRESHENER, 280ml/can
- 10 each BATHROOM SOAP, regular size, 90gms.
- 12 packet BATTERY, AAA, alkaline, 2pcs/packet
- 17 packet BATTERY, size AA, alkaline, 2pcs/packet
- 1pack BLADE, heavy duty cutter(L500), 10s/pack
- 2unit CALCULATOR, scientific, 10+2 digits, pocket size, two way power source
- 34 box CLIP, backfold, 25mm, 12s/box
- 10 pad COLUMNAR PAD, 14 cols
- 197 each CORRECTION TAPE, disposable, usable length of 6 meters(min)
- 11 pouch DETERGENT POWDER, 500g/pack
- 16 can DISINFECTANT SPRAY, 340 gm.
- 10 each DUST PAN, plastic
- 3box ENVELOPE, documentary(10"x15"), 500pc/box (brown envelope)
- 2box ENVELOPE, documentary, A4, 500pc/box (brown envelope)
- 10 box ENVELOPE, expanding, legal size, 100pc/box
- 15 each ENVELOPE, expanding, plastic, legal size
- 2box ENVELOPE, pay, kraft, (4"x7.5"), 500pc/box
- 3each ERASER, blackboard/ whiteboard
- 42 each ERASER, rubber
- 5each FILE ORGANIZER, expanding, legal
- 1pack Folder, Clear plastic, L-type, (8.5"x13") legal size, 50pcs/pack
- 11 pack FOLDER, morocco/fancy, A4 size, 50pc/pack, w/ plastic slide
- 24 pack FOLDER, morocco/fancy, legal size, 50pc/pack, w/ plastic slide
- 9box FOLDER, pressboard, plain, legal, 100pc/box (expanding folder)
- 5pack FOLDER, Tagboard, legal size, 100pc/pack (ordinary filing folder)
- 4can FURNITURE CLEANER, min. 300ml/can
- 28 jar GLUE, all purpose, 200 grams
- 7unit Hard Drive, External, 1TB, Apacer AC233
- 1unit Hard Drive, External, 500GB, Apacer AC233
- 4pack INDEX CARD, 5" x 8", ruled both side, 500s/pack
- 4box INDEX TAB, self-adhesive, 5 sets/box
- 5piece INK CARTRIDGE, HP C8767WN, No. 96, black
- 5piece INK CARTRIDGE, HP C9363WN, No. 97, Tricolor
- 5piece INK CARTRIDGE, HP CH561WA, No. 61, Black
- 5piece INK CARTRIDGE, HP CH562WA, No. 61, Tricolor
- 17 piece INK CARTRIDGE, HP CN693AA, No. 704, Tricolor
- 2tube LEAD, for mechanical pencil, 0.5mm
- 57 set MARKER, fluorescent, 3 colors/set
- 61 each MARKING PEN, permanent, black (fine point, non-refillable)
- 20 each MARKING PEN, permanent, blue (fine point, non-refillable)
- 10 each MARKING PEN, permanent, red (fine point, non-refillable)
- 16 each MARKING PEN, whiteboard, black (fine point, non-refillable)
- 2each MARKING PEN, whiteboard, blue (fine point, non-refillable)
- 2each MARKING PEN, whiteboard, red (fine point, non-refillable)
- 2each MOPHANDLE, screw type, wooden handle
- 2each MOPHEAD, 100% rayon, 400 grams
- 4each Mouse USB
- 164 pad NOTE PAD, (3"x3")
- 28 pad NOTE PAD, (3"x4")
- 20 box PAPER CLIP, gem type, jumbo, 50mm, 100s/box
- 141 ream PAPER, multicopy, A4, 80gsm, subs. 24
- 539 ream PAPER, multicopy, legal, 80gsm, subs. 24 (for laser and color printing)
- 20 pad PAPER, ruled pad, 216mmx330mm
- 7roll PAPER, thermal, 210mmx30M
- 17 dozen PENCIL, lead, w/ eraser
- 17 each PUNCHER, heavy duty
- 15 box PUSH PIN, hammer head type, 100s/box
- 1kilo RAG, COTTON, (8") in diameter (pamunas)
- 10 each RING BINDER, 12mm x 1.2M (1/2"x44"), plastic
- 20 each RING BINDER, 19mm x 1.2M (3/4"x44"), plastic
- 3each RING BINDER, 24mm x 1.2M (1"x44"), plastic
- 2box RUBBER BAND, #18, 400 gms.
- 20 each RULER, plastic, 12"

- 37 pair SCISSORS, (6")
- 3each SHARPENER, single cutterhead
- 1each STAMP PAD, felt pad
- 54 box STAPLE WIRE, standard, #35, 5000s/box
- 2unit Stapler, binder, heavy duty up to 135 sheets
- 26 each STAPLER, standard

- 10 pc. TAPE DISPENSER, handheld, for 48mm width packaging tape
- 6each TAPE DISPENSER, heavy duty, for 24mm(1")
- 4roll TAPE, electrical, 19mm x 16M
- 3roll TAPE, masking (1"), 24mm
- 25 roll TAPE, masking (2"), 48mm
- 16 roll TAPE, packaging, 48mm, (2")
- 28 bottle TOILET BOWL AND URINAL CLEANER
- 104 pack TOILET TISSUE, 12 rolls/pack
- 29 Cart TONER, HP CE285A, 85A, LaserJet 1100/1200 series printer
- 5roll TRASHBAG, plastic, black, gusseted type, 40" x 18.5", 10pcs/roll
- 15 each TWINE, Plastic, one kilo per roll
- 5piece Signing Pen(blue)
- 22 BOX Ballpen(Black)
- 7BOX Ballpen(Blue)
- 12 piece Batterysize C
- 4rolls Binding tape
- 30 set Board Paper long 10's
- 10 piece Board paper (cream color)
- 132 ream Bond Paper Short GSM 80 sub. 20 (Short)
- 3Cart Ink (Black color for Canon Printer)
- 3Cart Ink (Cyan color for Canon Printer)
- 3Cart Ink (Magenta color for Canon Printer)
- 3Cart Ink (Yellow color for Canon Printer)
- 1Cart Ink (Toner for canon LBP 2900 Printer)
- 3PACK Bond paper short for (canon printer)
- 1box Carbon paper, ordinary, legal size
- 3Unit Case,(for Samsung GalaxyNote 10.1)
- 110 piece Certificate Holder
- 20 pad Columnar Pad 4 col
- 4pad Columnar, 6 col
- 14 piece Correction Fluid
- 2piece Correction pen
- 7bot Dishwashing Liquid
- 2gal Fabric Conditioner (For C.R)
- 2Cart Ink (Black color for Epson)
- 2Cart Ink (Blue color for Epson)
- 2Cart Ink (Red color for Epson)
- 1Unit EXTENSION WIRE W/ 3 GANG OUTLET (6meters)
- 100 piece File molar binder side clip long
- 30 piece Floral Foam
- 1pack Folder/morrocco/fancy short
- 2piece Guntacker
- 10 box Guntacker staple wire
- 5Cart Ink Cart HP 60 (Colored)
- 1000 piece ID Case holder
- 40 piece ID Jacket (Big)
- 40 piece ID Sling
- 2pack index card 5"x5", ruled both size
- 7cart Ink (Cartfor Canon no. 810 Black)
- 7cart Ink (Cart. Canon no.811 Colored)
- 27 tube Ink (Toner for 303 canon printer)
- 8cart Ink (Toner for Samsung #108)
- 6Cart Ink (LC73BK Black for brother printer)
- 3Cart Ink (LC73C Cyan for brother printer)
- 3piece Ink (LC73M Magenta for brother printer)
- 3piece Ink (LC73Y Yellow for brother printer)
- 1ream linen Paper Color light beige 8x11
- 1ream linen Paper Color light blue 8x11
- 1ream linen Paper Color light green 8x11
- 1ream linen Paper Color light orange 8x11
- 1ream linen Paper Color pink 8x11
- 1ream linen Paper Color yellow 8x11
- 11 piece Magazine file box large
- 2piece Meter Stick(Steel)
- 1piece Mouse pad
- 10 PACK Needle pin
- 4piece pale/basin(medium size) water sprinkler
- 27 pad Post It (Sign here)
- 8piece Rechargeable "AA" Battery with charger
- 3bot refill ink black 200ml
- 2bot Refill ink whiteboard Market
- 3cart Ink (cyan, magenta, yellow for Universal printer) 100ml
- 8pads RER
- 10 bundle Ring Binder, 80 ring, plastic, 12mmx1.12m
- 31 PACK SMOKE CELLOPHANE/CELLOPHANE
- 60 PACK Specialized Paper (for Certificates, Short)

- 5piece Steel tape power tape (5m/19mm)
- 102 roll Tape Double sided foam 1"
- 4unit TIERED STEEL FLOWER STAND
- 5Cart Ink (Toner for TOSHIBA T-2505P)
- 19 pad Yellow Pad

The bidding will be conducted through open competitive procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184, otherwise known as the "Philippine Government Procurement Act".

Interested bidders may obtain further information from the Department of Agriculture, Regional Field Office No. 12 BAC Secretariat from 8:00AM to 5:00PM during working days.

A complete set of bidding documents may be secured by interested bidders from the DA-RFO XII BAC Secretariat Office on **May 11, 2015 until 09:00AM of May 20, 2015** upon payment of a non-refundable fee.

Pre-bid Conference shall be on **May 08, 2015 at 09:00AM** in the **DA-RFO 12 Conference Room, Zulueta Street, Koronadal City.**

Opening of Bids shall be on **May 20, 2015 at 09:00AM** in the **DA-RFO 12 Conference Room, Zulueta Street, Koronadal City.**

Sealed Bids must be delivered/submitted to the DA-RFO 12 BAC Secretariat Office **on or before 09:00AM of May 20, 2015;**

Company's Representatives must present their **Special Power of Attorney (SPA)** during the opening of the bidding;

Bids shall be accompanied by a bid security either of the following schedule:

- 1. Cash or Cashier's/Manager's check issued by a Universal or Commercial Bank**
- 2% of the Approved Budget for the Contract (ABC)
- 2. Bank Guarantee**
- 2% of the Approved Budget for the Contract (ABC)
- 3. Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security**
- 5% of the Approved Budget for the Contract (ABC); or
- 4. Bid Securing Declaration (duly notarized).**

LATE BIDS WILL NOT BE ACCEPTED.

The Department of Agriculture, Regional Office No. 12, Koronadal City reserves the right to accept or reject any bid, to annul the bidding process, and to waive any minor defects, without thereby incurring any liability to the affected bidder/s and to accept bid as may be considered most advantageous to the government.

JIMMY M. OLIVO, PhD.
BAC Chairman