

Republic of the Philippines  
Province of Cebu  
**MUNICIPALITY OF BALAMBAN**  
Balamban, Cebu  
Tel. No: (032) 345-8220  
**OFFICE OF THE BIDS and AWARDS COMMITTEE**

**INVITATION TO BID FOR  
OFFICE SUPPLIES (for Various Offices of the Municipality)**

1. The Municipality of Balamban, through the MSWDO, GAD, M.E, ACCT'G, MBO, MCR, MTO, RHU III, RHU II, RHU I, MARKET, MAO, GSO, OBO, MPDO, SB, DILG, MENRO, PNP & BATOM- Office Supplies Expense, intends to apply the sum of ONE MILLION FOUR HUNDRED FIFTY-SIX THOUSAND NINETY-FIVE PESOS & 43/100 ONLY (₱ 1,456,095.43) being the total Approved Budget for the Contract (ABC) to payments under the contract stated. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Municipality of Balamban, now invites bids for the OFFICE SUPPLIES (MSWDO, GAD, M.E, ACCT'G, MBO, MCR, MTO, RHU III, RHU II, RHU I, MARKET, MAO, GSO, OBO, MPDO, SB, DILG, MENRO, PNP & BATOM). Delivery of Goods is required 60 days after the issuance of the Notice of Award. Bidders should have completed, within 2 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. Instruction to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.  
  
Bidding is restricted to Filipino citizen/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) citizens or organizations of a country the laws or regulations of which grant similar right or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.
4. Interested bidders may obtain further information from the Municipality of Balamban and inspect the Bidding Documents at the address given below during 8:00 AM- 12:00 AM and 1:00 PM- 5:00 PM, Monday to Friday only.
5. A complete set of Bidding Documents may be acquired by interested Bidders **March 18-25, 2022** from the given address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **TWO THOUSAND PESOS ONLY (₱ 2,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.
6. The Municipality of Balamban will hold a Pre-Bid Conference on **March 24, 2022 at 3:00PM at Office of the BAC, Market Operations Bldg., Balamban, Cebu**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **April 7, 2022**. 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 14.
9. Bid opening shall be on **April 7, 2022 at 1:00 PM** at the given address below. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
10. Each bidder shall submit one (1) certified copy from the original copies of the first and second components of the bid. Bidders shall enclose their original eligibility and technical documents in one sealed envelope marked “ORIGINAL-TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL- FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.

Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY 1- TECHNICAL COMPONENT” and “COPY 1- FINANCIAL COMPONENT” and the outer envelope as “COPY 1”, respectively. These envelopes containing the original and the copy shall then be enclosed in ONE SINGLE ENVELOPE. All envelopes shall contain the name of the contract to be bid in capital letters; bear the name and address of the bidder in capital letters; be addressed to the Procuring Entity’s BAC and; bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of the bids. Bidders are also required to provide TABLE OF CONTENTS with corresponding TAB/Label for each submitted TECHNICAL and FINANCIAL components of its bid.

11. The Municipality of Balamban 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 the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

LUCYLISA C. PILAPIL  
 BAC Secretariat  
 BAC Office, Market Operations Bldg., /MPDO  
 Balamban, Cebu  
 (032) 345-8220 loc. 142 and 121

March 17, 2022

**EDGARDO S. CABAUG**  
 BAC Chairman

**OFFICE SUPPLIES (MSWDO, GAD, M.E, ACCT'G, MBO, MCR, MTO, RHU III, RHU II, RHU I, MARKET, MAO, GSO, OBO, MPDO, SB, DILG, MENRO, PNP & BATOM)**

12	piece	ANTI-VIRUS ( 3-in 1) 2 years
132	piece	BALLPEN ordinary, black
230	piece	Ballpen 1423 0.5 Black
100	piece	Ballpen 1423 0.5 Blue
20	piece	BALLPEN, BP-S Fine, Black
148	piece	BALLPEN, BL-G2-5-B Extrafine 0.5, Black
44	piece	BALLPEN, BL-G2-5-B Extrafine 0.5, BLUE
48	piece	BALLPEN, BL-G2-5-B Extrafine 0.7, Black
12	piece	BALLPEN, BL-G2-5-B Extrafine 0.7, BLUE
12	piece	BALLPEN, BL-G2-5-B Extrafine 0.7, RED
164	piece	BALLPEN, BL-GC4-B Ultrafine 0.4 Black
80	piece	BALLPEN, BL-GC4-L Ultrafine 0.4 Blue
12	piece	BALLPEN, BL-GC4-L Ultrafine 0.4 Red
64	piece	BALLPEN, BL-GC4-B Ultrafine 0.3 Black
12	piece	BALLPEN, BL-GC4-B Ultrafine 0.3 Bue
12	piece	BALLPEN, BL-GC4-B Ultrafine 0.3 red
12	piece	BALLPEN, BL-Gtec Assorted Colors (Orange,Pink,Green,Purple)0.3
96	piece	BALLPEN, better retractable fine, BP-145-F-B, Black
96	piece	BALLPEN, better retractable fine, BP-145-F-L, Blue
12	piece	BALLPEN, better retractable fine, BP-145-F-B, Black 0.7
12	piece	BALLPEN, better retractable fine, BP-145-F-L, Blue 0.7
10	box	BALLPEN, retractable,BLACK, Titus Gel
84	piece	BLS-GC4-B Ultrafine 0.4, Black, REFILL
24	piece	BLS-GC4-B Ultrafine 0.4, Blue, REFILL
108	piece	Ballpen BLS-G2-5-B Extrafine 0.5 Black (G2 Refill)
108	piece	Ballpen BLS-G2-5-L Extrafine 0.5 Blue (G2 Refill)
60	piece	Ballpen Hi-Techpoint V5 (BLACK)
5	box	Ballpen, Flex,0.5mm red
35	pack	BATTERY Dry Cell, AAA, Alkaline 2pcs per blister pack
41	pack	BATTERY Dry Cell, AA, Alkaline 2pcs per blister pack
10	pack	BATTERY Dry Cell, AAA, Alkaline 4pcs per blister pack
10	pack	BATTERY Dry Cell, AA, Alkaline 4pcs per blister pack
5	pack	BATTERY, DRY CELL, D, 1.5 VOLTS, ALKALINE
2	piece	Blade,For General Purpose cutter/utility Knife
2	piece	Cutter/Utility KNIFE, For general purpose
2	ream	BONDPAPER, A3, 70 gsm 420mmx97mm

30	unit	CALCULATOR, compact, 12 digits
2	piece	CALCULATOR, (JS - 140TVs), 14 digits
1	box	CARBON FILM, PE,BLUE,size:210mm X 297
2	pack	CARBON PAPER/PLASTOFOIL LONG FILM BLUE 100'S
1000	PIECE	CARD FOR RABIES,PROPHYLAXIS
30	box	CLIP BACKFOLD, 19mm
45	box	CLIP BACKFOLD, 25mm
79	box	CLIP BACKFOLD, 32mm
44	box	CLIP BACKFOLD, 50mm
10	piece	CLEARBOOK 20 TRANSPARENT POCKETS A4
10	piece	CLEARBOOK TRANSPARENT POCKETS , Legal
2	roll	CORD ARTICLE, 1053 size 6mm (black)
4	roll	CORD ARTICLE, 1053 size 6mm (bLUE)
10	piece	CORRECTION PEN (extra fine/quick dry) 12ML
160	piece	CORRECTION TAPE, FILM BASE TYPE, UL 6M MIN
365	piece	CORRECTION TAPE, FILM BASE TYPE, UL 8M MIN
15	piece	CORRECTION TAPE (big) 9 meters
35	piece	CORRECTION TAPE Plus WH-605R-2P (REFILL)
12	pad	Crosswise, 1/2 paper
12	piece	CORRECTION PEN
5	ream	DTR,500'S,FORM 48
21	ream	DAILY TIME RECORD (CSC form 148)
20	piece	DATA FILE BOX, MADE OF CHIPBOARD, WITH CLOSE ENDS LONG double maroon
10	piece	DATA FILE BOX, MADE OF CHIPBOARD, WITH CLOSE ENDS with cover, double LONG Maroon
10	piece	DATA FILE BOX, MADE OF CHIPBOARD, WITH CLOSE ENDS with cover, double LONG BLACK
10	pack	DATE STAMPLER
6	piece	Document Rack,Metal, 2 Layers
3	cart	ELECTRIC TYPE WRITER,film ribbon, AX10/15,Ax20,8mmx125m,BLACK
1200	piece	ENVELOPE, Documentary brown, A4
262	piece	ENVELOPE, brown, SHORT
1962	piece	ENVELOPE, brown, long
20	piece	Envelope Expanded,Long Brown
100	piece	ENVELOP CARD size, BROWN
1040	piece	ENVELOP, Mailing, white (Long) 500/box
20	piece	ENVELOPE, EXPANDED LONG (assorted)
36	piece	ENVELOPE,Plastic,Expanding,Legal
50	piece	ENVELOPE,Plastic,Long
6	piece	Eraser Felt,For Blackboard/Whiteboard
4	roll	Fabric Cord,Green, 4mm
64	box	FASTENER, plastic coated, 70mm
2	piece	FILE Rack 3 layers, metal tray
28	piece	FLASH DRIVE, 16 GB
8	piece	FLASH DRIVE, 32 GB
2	piece	FLASH DRIVE, 64GB
12	piece	File Organizer,Expanding,Plastic,Legal
50	piece	FOLDER,expanded w/metal tap green, long
30	piece	FOLDER,expandable, BLUE, long
20	piece	FOLDER,expandable, green, long
20	piece	FOLDER,expandable, LONG YELLOW
20	piece	FOLDER,expandable,LONG PINK
48	piece	FOLDER,expandable, long assorted colors (Green,Yellow,Blue,Red)
15	piece	FOLDER,expandable, green, short
1	bundle	FOLDER, FANCY with slide, legal (50pcs per bundle)
1	bundle	FOLDER, FANCY, A4 SIZE DOCUMENTS
1	bundle	FOLDER, FANCY,with Slide A4 SIZE DOCUMENTS

1	bundle	FOLDER, FANCY, Short, color,Red
1	bundle	FOLDER, FANCY, Short, color,Yellow
1	bundle	FOLDER, FANCY, Short, color,Green
1	bundle	FOLDER, FANCY, Long, color,RED
1	bundle	FOLDER, FANCY, LONG, color,Yellow
1	bundle	FOLDER, FANCY, LONG, color,Green
1	bundle	FOLDER FANCY LONG
1765	piece	FOLDER, US, white, long
190	piece	FOLDER, US, white, short
100	piece	FOLDER, US,WHITE,A4 size
40	piece	Folder Brown Long
5	pack	FOLDER L-Type A4
30	pack	FOLDER L-Type Legal
5	pack	FOLDER with TAB A4
5	pack	FOLDER with TAB LEGAL
4	ream	General Ledger (as per sample)
21	jar	GLUE, 200 grams
15	jar	GLUE, 240 grams
12	jar	GLUE, 130 grams
21	piece	HIGHLIGHTER, original pen 70-40 approx. 4.1 long 1" wide, yellow
15	piece	HIGHLIGHTER, original pen 70-40 approx. 4.1 long 1" wide, green
15	piece	HIGHLIGHTER, original pen 70-40 approx. 4.1 long 1" wide, Orange
5	piece	HIGHLIGHTER, original pen 70-40 approx. 4.1 long 1" wide, Pink
500	piece	Index of Payments to Employees (as per sample)
9	pack	INDEX CARD,1/2,100pcs/pack
5	box	INDEX TAB,SELF ADHESIVE TRANSPARENT
2	bottle	Ink Refill,Pilot Marker,Permanent Black
20	liters	Indilible Ink,Gentian violet
10	ream	Laminating Film sheets
30	piece	Magazine File Box,Double,Large,Blue
3	piece	MAG RACK, DOUBLE,RED
2	box	MARKER, Permanent,Broad, Black
2	box	MARKER, Permanent,Broad, RED
18	piece	MARKER, WHITEBOARD, BLACK, FELT TIP, BULLET TYPE
17	piece	MARKER, WHITEBOARD, BLue, FELT TIP, BULLET TYPE
7	piece	MARKER, WHITEBOARD, RED, FELT TIP, BULLET TYPE
1	bottle	MARKER, WHITEBOARD, BLACK,ink Refill
1	bottle	MARKER, WHITEBOARD, BLue,ink Refill
1	bottle	MARKER, WHITEBOARD, Red,ink Refill
22	set	MARKER, FLOURESCENT, 3 ASSORTED COLORS PER SET
3	cart	Manual Typewriter,Ribbon,Black
3	cart	Manual Typewriter,Ribbon,Black
1	piece	Mechanical Pencil 0.7
6	piece	Mechanical Pencil Retractable w/eraser 0.5(Faber Cast
3	unit	MOUSE,OPTICAL, USB CONNECTION TYPE
10	unit	Mouse,Wireless,USB
3	piece	MOUSE,OPTICAL,wireless
4	piece	NOTEBOOK ,Columnar,22 columns
10	book	NOTEBOOK ,Columnar,33 columns
44	pad	NOTEPAD, STICK-ON, 2X3, 100 sheets per pad
30	pad	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad
25	pad	NOTEPAD, STICK-ON, 3X4, 100 sheets per pad
35	box	PAPER CLIP,vynil/plastic coat,32mm
82	box	PAPER CLIP,vynil/plastic coat,33mm
139	box	PAPER CLIP,vynil/plastic coat,50mm

128	ream	Paper, Multicopy, 80gsm size: 216mmx330mmlegal
179	ream	Paper Multicopy,80gsm size:210mmx297mm A4
472	ream	Paper, Multipurpose (Copy), Long, 70gsm
343	ream	Paper Multipurpose (Copy) A4,70gsm
2	unit	Paper Trimmer/Cutting Machine,Table Top
1	piece	PAPER, CUTTER BOARD,A4 size
500	piece	PAY ENVELOPE (PLAIN)
10	pad	Pad Paper, Ruled
10	pack	PAPER Parchment
279	piece	PENCIL, lead with eraser, No.2:HB
7	tubes	Pencil Lead
18	piece	Pencil Sharpener, Manual,Single Cutter Head
20	piece	PEN, Table,Desk Top Stand,Advertising Ballpen
2	piece	Poly tapes (paper)
15	pack	PHOTOPAPER, glossy 20's
3	piece	PRINthead,CANNON ORIGINAL,QY6-8006,BLACK
3	piece	PRINthead,CANNON ORIGINAL,QY6-8019,TRICOLOR
18	piece	PUNCHER, paper, heavy duty, with two hole guide
2	piece	Puncher small
3	pack	Push Pins 100's
2	book	RECORD BOOK, 150pp
3	book	RECORD BOOK, 200pp
10	piece	RECORD BOOK, 250pp
36	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min
48	piece	REFILL, GEL INK 0.5 BLACK
48	piece	REFILL, GEL INK 0.5 BLUE
5	cart	RIBBON CART EPSON BLACK, for LX-310
10	cart	RIBBON CART EPSON BLACK, for LQ -310 DOT Matrix Printer
8	box	RUBBER BAND, 70mm min lay flat length (#18)
1	box	Rubber Band No. 8
2	box	Rubber Band NO.16
20	piece	RULLER, plastic, 450mm (18"),with 38mm
54	pairs	SCISSORS, SYMMETRICAL BLADE LENGTH: 65MM
5	piece	SCISSORS, SYMMETRICAL BLADE LENGTH: 80MM
273	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip
136	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip
37	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip
73	bottle	STAMP PAD INK, purple or violet, 30ml (min.)
5	bottle	STAMP PAD INK, 30ml (black)
31	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm
1	bottle	STAMP PAD INK,S-61 shiny black,28ml 1fl.oz
23	piece	STAPLE REMOVER, PLIER TYPE, heavy duty
152	box	STAPLE WIRE,standard for heavy duty No.35 (26/6)
22	piece	STAPLER, with remover, MAX HD 50/50 # 35
1	piece	STAPLER , binder type, heavy duty
7	box	STAPLE WIRE,heavy duty,binder type, 23/13
5	box	STAPLE WIRE no. 10
12	piece	STAPLER Standard Type heavy duty
2	piece	Self Inking Stamp S-823
2	piece	Self Inking Stamp S-822
10	pads	Sticky Note,Arrow,Assorted color's, 500's
6	pack	Special Paper - Board/Long
4	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape
2	piece	TAPE DISPENSER,
12	roll	TAPE, double sided with foam 24mmx10m

8	roll	TAPE, MASKING, width: 24mm ( $\hat{A}\pm 1$ mm)
37	roll	TAPE, PACKAGING, width: 48mm ( $\hat{A}\pm 1$ mm)
116	roll	TAPE, TRANSPARENT, width: 24mm ( $\hat{A}\pm 1$ mm)
15	piece	TYPEWRITER RIBBON (electric) Carrera deluxe/Olympia
30	piece	Water proof Gloosy Photo Paper A4
18	pad	Yellow pad
10	pad	Yellow Office pad,metric Int'l A4 size 33 lines
20	cart	INK CART, EPSON C13T664100 (T6641), Black
15	cart	INK CART, EPSON C13T664200 (T6642), Cyan
15	cart	INK CART, EPSON C13T664300 (T6643), Magenta
15	cart	INK CART, EPSON C13T664400 (T6644), Yellow
2	cart	INK CART, EPSON C13T661100(T6611), BLACK
2	cart	INK CART, EPSON C13T664200(T6642), CYAN
2	cart	INK CART, EPSON C13T664300(T6643), MAGENTA
2	cart	INK CART, EPSON C13T664400(T6644), YELLOW
2	cart	INK COMPUTER CART, EPSON 003 BLACK
1	cart	INK COMPUTER CART, EPSON 003 YELLOW
1	cart	INK COMPUTER CART, EPSON 003 CYAN
1	cart	INK COMPUTER CART, EPSON 003 MAGENTA
5	cart	INK CART, EPSON L360(664-C)Cyan
5	cart	INK CART, EPSON L360(664-M)Magenta
5	cart	INK CART, EPSON L360(664-Y)Yellow
5	cart	INK CART, EPSON L360(664-B)BLACK
6	cart	INK CART, EPSON L5190(003-C)CYAN
6	cart	INK CART, EPSON L5190(003-M)Magenta
6	cart	INK CART, EPSON L5190(003-Y)Yellow
6	cart	INK CART, EPSON L5190(003-B)Black
6	cart	INK CART-BROTHER DCP-T720DW(BT 5000-C)CYAN
6	cart	INK CART-BROTHER DCP-T720DW(BT 5000-M) MAGENTA
6	cart	INK CART-BROTHER DCP-TDW(BT 5000- Y) YELLOW
6	cart	INK CART-BROTHER DCP-T720DW(BT 6000-BK)BLACK
6	bottle	EPSON Ink L3110(Black)003
6	bottle	EPSON Ink L3110(Yellow kuning)003
6	bottle	EPSON Ink L3110(Cyan)003
6	bottle	EPSON Ink L3110(Magenta)003
458	cart	INK CART, HP680, Tri-color
561	cart	INK CART, HP680, Black
23	cart	INK CART, HP704, Tri-color
25	cart	INK CART, HP704, BLACK
93	cart	INK CART, HP678, Black
59	cart	INK CART, HP678 Tricolor
78	cart	INK CART, HP682 BLACK
83	cart	INK CART, HP682 TRI-COLOR
10	cart	INK Cartridge,(811 - color Canon)
5	cart	INK Cartridge,(811 - BLACK Canon)