



Republic of the Philippines
CITY OF ALAMINOS
Province of Pangasinan

INVITATION TO BID

The **City Government of Alaminos, Pangasinan** through its Bids and Awards Committee (BAC) invites PhilGEPS registered suppliers to apply for eligibility and if found eligible to bid for the **PROCUREMENT OF VARIOUS OFFICE AND JANITORIAL SUPPLIES FOR THE CITY OF ALAMINOS, PANGASINAN** with the following minimum requirements and corresponding approved budget.

Item No.	Quantity	Unit of Issue	Item Description	Approved Budget for Contract
1	300	pcs	Ballpen black ordinary	
2	40	pcs	Battery AA	
3	20	pcs	Battery AAA	
4	100	rms	Bookpaper long,s-20,adv.	
5	100	rms	Bookpaper short,S-20, Adv.	
7	20	pcs	Blank, mini cassette tape	
8	500	pcs	Brown envelope long	
9	500	pcs	Bussiness envelope long	
10	2	pcs	Canon ink # 830	
11	2	pcs	Canon ink 831	
12	20	bxs	Carbon film long- black	
13	150	pcs	CD-R w/ indi. Case	
14	20	pcs	Columnar notebook 3 cols	
15	3	bxs	Continous paper (short)-2ply	
16	3	bxs	Continous paper(long)-2ply	
17	20	pcs	Correction pen (metal tip), uni	
18	100	pcs	Correction fluid	
19	3	bxs	Chalk,white enamel x 140's	
20	20	pcs	Diskette 3.4,imation,w/ indi. Case	
21	30	pcs	Epson LQ-300 +11	
22	1,000	pcs	Folder long,14pts	
23	1,000	pcs	Folder short	
24	2	pcs	HP color laserjet black (Q6000A)	
25	50	pcs	HP ink # 27	
26	30	pcs	HP ink # 28	
27	10	pcs	HP in # 17	
28	15	pcs	HP ink # 15	
29	100	pcs	HP ink # 21	
30	50	pcs	HP ink # 22	
31	5	pcs	HP ink # 58 colored	
32	40	pcs	HP ink # 60 black	
33	30	pcs	HP ink # 60 colored	
34	40	pcs	HP ink # 45	
35	25	pcs	HP ink # 78	
36	10	pcs	HP ink # 96 black	
37	10	pcs	HP ink # 97 colored	
38	70	pcs	Plastic envelope (long)(thick)	
39	60	bxs	Paper clip (small)	
40	50	bxs	Paper clip (big)	
41	30	bxs	Paper fastener (plastic)	
42	400	pcs	Pencil	
43	5	pcs	Pencil sharpener	
44	45	pcs	Pentel pen black	
45	24	pcs	Pentel pen red	
46	12	pcs	Pilot ballpen blue	
47	150	pcs	Pilot ballpen-black	
48	6	pcs	Plastic ring binder .25 - 1")	
49	5	pcs	Puncher	
50	5	pcs	Push pin	
51	40	pcs	Record book 300pp	
52	10	pcs	Ruler 12"	
53	150	pcs	Signpen black,pentel energel,0.5mm	

54	15	pcs	Stabilo (ass. Color),fiber castle,yellow	
55	10	bxs	Staple wire # 10	
56	50	bxs	Staple wire # 35	
57	15	pcs	Stapler #35	
58	30	rolls	Tape, transparent 1",24mm	
59	20	rolls	Tape, transparent 2",48mm	
60	20	rolls	Tape, masking 1",24mm	
61	25	rolls	Tape, masking 2",48mm	
62	15	rolls	Tape, packaging 2",48mm	
63	3	rolls	Tape, Duct 2", gray,cloth	
64	10	rolls	Thermal paper	
65	20	rolls	Typewriter ribbon	
66	80	rms	Whitewove mimeo paper long	
67	30	pcs	Whiteboard marker black	
68	80	btls	Air freshener spray, 250ml	
69	10	cans	Air freshener (can)	
70	150	pcs	Albatros, medium	
71	200	btls	Alcohol 70%,500ml	
72	25	pcs	Bath soap,regular size	
73	60	pcs	Bamboo waste basket	
74	300	pcs	Broom.Stick	
75	5	pcs	Bowl, soup medium	
76	12	pcs	Cups	
77	5	rolls	Coco cloth x 50yds	
78	150	bars	Detergent bar	
79	500	pouch	Detergent powder 70gms,tide	
80	30	btls	Dishwashing liquid	
81	20	pcs	Doormat cloth	
82	12	pcs	Drinking glass	
83	25	pcs	Dipper	
84	15	pcs	Dust pan	
85	20	pcks	Garbage bag XXL x 10	
86	30	btls	Glass cleaner 250ml	
87	20	pairs	Gloves, rubberized	
88	10	cans	Insecticide (baygon)	
89	5	btls	Lysol concentrate 500ml	
90	60	pcs	Mop heads	
91	150	btls	muriatic acid	
92	12	pcs	Plate	
93	15	pcs	Pail (big),orocan	
94	20	pcs	Sponge, scotch brite-multi purpose	
95	20	pcs	Scoth brite, scouring pad	
96	12	pcs	Spoon	
97	5	rolls	Straw rope	
98	1500	pcs	Tissue paper	
99	20	pcs	Toilet bowl pump	
100	25	pcs	Trashcan w/ cover, medium	
101	3	btls	Wood cleaner, pledge	
102	27	btls	Zonrox(1 ltr)	
			Total	P 750,118.85

Bids received in excess of the ABC shall be automatically rejected at the Bid Opening.

Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criteria as specified in the Implementing Rules and Regulations Part A (IRR-A) of Republic Act No. 9184 (R.A. 9184), otherwise known as the Government Procurement Reform Act, and is restricted to organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, as specified in Republic Act 5138 (R.A. 5138). Only Bids from Bidders who pass the eligibility check will be opened. The process for the eligibility check is described in Section II of the Bidding Documents, **ITB**. The bidder/s with the Lowest Calculated Bid (LCB) shall advance to the post-qualification stage in order to finally determine responsiveness to the technical and financial requirements of the project. In case two (2) or more bidders tie in the financial proposals, and are eventually found to be equally post-qualified, "drawing of lots" shall be resorted to as the tie-breaking method in accordance with GPPB Circular No. 06-2005. The contract shall then be awarded to the Lone **Lowest Calculated and Responsive Bidder (LCRB)** determined after Post Qualification, or after the drawing of lots in case of tie.

Interested Bidders may obtain further information from the Bids and Awards Committee of Alaminos City, Pangasinan, inspect and/or purchase the Bidding Documents upon payment of a non-refundable fee of **One Thousand Eight Hundred Seventy Five Pesos Only (Php 1,875.00)** at the Bids & Awards Committee, City Budget Office, 2ndFlr. City Hall Bldg., Alaminos City, Pangasinan beginning **March 24-April 12, 2010**.

The Bidding Documents shall be received personally by the prospective bidder or his authorized representative.

Bids and eligibility requirements must be delivered to the above-mentioned address on or before **April 12, 2010 at 10:00 AM**. All Bids must be accompanied by a Bid Security in the form of Cash, Certified Check, Cashier's Check, Manager's Check and in amount not less than the amount provided hereunder:

FORM OF SECURITY	MINIMUM AMOUNT OF % OF ABC TO BE BID
A. Cash, Certified Check, Cashier's Check, Manager's Check, Bank Draft or Irrevocable Letter of Credit	Two percent (2%)
B. Bank Guarantee	Two percent (2%)
C. Surety Bond (GSIS only)	Five percent (5%)

SCHEDULE OF BIDDING ACTIVITIES

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| 1. Issuance of Bid and Eligibility Documents | - March 24 – April 12, 2010
Bids and Awards Committee, City Budget Office
2ndFlr. City Hall Building, Alaminos City, Pang. |
| 2. Deadline of submission of Eligibility Documents & Bids | - April 12, 2010 @ 10:00 AM
- Bids and Awards Committee, City Budget Office
2ndFlr. City Hall Building, Alaminos City, Pang. |
| 3. Opening of Bids | - April 12, 2010 @ 10:30 AM
City Conference Room
2ndFlr. City Hall Building, Alaminos City, Pang. |

The **City Government of Alaminos, Pangasinan** reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

Approved by:

MS. ROWENA F. RUIZ
BAC Chairman

Date of Posting : March 24, 2010