INVITATION TO BID

For the Supply and Delivery of Office Supplies, Computer Supplies, Electrical Supplies, and Janitorial and Maintenance Supplies

1. The Philippine Ports Authority-PMO Masbate, through its Bids and Award Committee intends to apply the sum of Php 350,000.00 being the Approved Budget for the Contract (ABC), Inclusive of local taxes to payments under the contract for Supply and delivery of Office Supplies, Computer Supplies, Electrical Supplies, and Janitorial and Maintenance Supplies under PR No. 2021-02-013.

OFFICE SUPPLIES	GENERAL DESCRIPTION	UNIT	QUANTITY	BID AMOUNT
1 Routine				
a. Office Supplies				
Ballpen	Ballpen (black)	pieces	100	
Ballpen	Ballpen (red)	pieces	12	
Ballpen	Ballpen (blue)	pieces	72	
Battery	Battery, AA, heavy duty	pieces	20	
Battery	Battery, AAA, heavy duty	pieces	20	
Binder Ring	Binder Ring, 1/2", black	pieces	5	
Binder Ring	Binder Ring, 3/4", black	pieces	5	
Binder Ring	Binder Ring, 1", black	pieces	5	
Binder Ring	Binder Ring, 1 1/4", black	pieces	5	
Carbon Paper	Carbon Paper 100s (black)	boxes	1	
Carbon Paper	Carbon Paper 100s (blue)	boxes	1	
Clip	Bulldog 3", clamping, metal	pieces	24	
Clip	Bulldog 2", clamping, metal	pieces	24	
Clip	Clip binder/double, small	pieces	24	
Clip	Clip binder/double, medium	boxes	24	
Clip	Clip binder/double, large	boxes	24	
Clip	Paper Clip, vinyl coated, small	boxes	25	
Clip	Paper Clip, vinyl coated, jumbo	boxes	25	
Correction Pen	Corrrection Pen	pcs	1	
Correction Tape	Correction Tape, roller type	pcs	30	
Cutter Blade	heavy duty, 10-piece per tube cutter blade	tubes	1	

Data Filer	Data File Box	pc	25		
Data Filer with cover	Data File Box with cover	pc	8		
Envelope	Brown Envelope, long	pcs	150		
Envelope	Brown Envelope, A4	pcs	150		
Envelope	Expanding Envelope, colored	pcs	20		
Envelope	Expanding Envelope, brown	pcs	20		
Eraser	Rubber eraser	pc	8		
Eraser	whiteboard eraser	pc	3		
Flag	Philippine flag	pc	6		
Folder	Expanding Folder, w/out Tab (green)	pcs	50		
Folder	Tagboard Folder, long	pcs	150		
Folder	Tagboard Folder, A4	pcs	150		
Folder	Archive Creative File Long, vertical (black)	pcs	1		
Glue	130 ml, heavy duty glue	bots	12		
Paste	Paper Paste, big	bots	12		
Glue Stick	Glue Stick Big	pcs	12		
Index Card	Index Card	pcs	100		
Ink	Numbering Machine Ink (black)	bots	1		
Ink	Numbering Machine Ink (blue)	bots	1		
Ink	Numbering Machine Ink (red)	bots	1		
Laminating film	Laminating film A4	box	1		
Laminating film	Laminating film Long	box	1		
Laminating film	Laminating film ID Size	box	1		
Logbook	Official Record Book, 150 pages, 8.5" x 11"	pcs	10		
Logbook	Official Record Book, 500 pages, 8.5" x 11"	pcs	10		
Logbook	Official Record Book, 300 pages, 8.5" x 11"	pcs	10		
Marker	Marker flourescent, green	pcs	6		
Marker	Marker flourescent, yellow	pc	6		
Marker	Marker flourescent, orange	pc	6		
Marker	Marker permanent, black	pcs	12		
Marker	Marker permanent, blue	pcs	12		
Marker	Marker permanent, red	pcs	5		
Marker	whiteboard Marker , black	pcs	12		
Marker	whiteboard Marker, blue	pcs	12		
Marker	whiteboard Marker, red	pcs	5		

Maintenance Box	Maintenance Box for EPSON L6190	pcs	1		
Name Pen	Name Pen 700(fine 1.0mm)red	pcs	3		
Notebook	steno notebook, 40s	pcs	12		
Multi-colored paper	Multi-colored Paper, Long	ream	1		
Multi-colored paper	Multi-colored Paper, A4	ream	1		
Special paper	concorde, 8.5 x 11 90 gsm	packs	12		
Special paper	concorde, 8.5 x 11 220 gsm	packs	12		
Paper	A3 book paper sub 20	reams	1		
Paper	A4 bond paper sub 20	reams	200		
Paper	Long book paper sub 20	reams	100		
Paper	A4 book paper sub 24	reams	30		
Paper	Long book paper sub 24	reams	30		
Paper	Sticker Paper, matte	packs	20		
Paper	Cartolina, assorted colors	pcs	50		
Paper	Manila paper	pcs	50		
Paper Fastener	Metal Fastener, Long	bxs	25		
Paper Fastener	Binder Max/Apple Metal Fastener	bxs	50		
Pencil	Pencil Mongol No. 2, lead w/eraser: HB	pcs	30		
Photo Paper	Photo Paper A4	packs	2		
Plastic Twine	Plastic Twine,Straw	rolls	3		
Post-It	Post-it Note 3 x 3	pads	20		
Post-It	Post-it Note 2 x 2	pads	20		
Post-It	Post-it Strip 2 x 3	pads	20		
Post-It	Post-it Strip 2 x 3 sign here	pads	30		
Post-It	Post-it Strip 1 1/2 x 2	pads	30		
Push Pin	Push Pin/Cork Board Pin (50s), flat head type, assorted color	bxs	3		
PVC Cover	PVC Cover, A4	bxs	1		
PVC Cover	PVC Cover, Long	pcs	1		
Rubber Band	Rubber Band small	bxs	25		
Rubber Band	Rubber Band big	bxs	15		
Signpen	Signpen black .05	pcs	50		
Signpen	Signpen blue .05	pcs	50		
Signpen	Sign Pen black, high quality	pcs	50		
Stamp Pad	Stamp Pad (big)	pcs	10		
Stamp Pad Ink	Stamp Pad Ink Violet (big)	bots	20		

Stamp Pad Ink	Stamp Pad Ink Black (big)	bots	6	
Stamp Pad Ink	Stamp Pad Ink Blue (big)	bots	6	
Stapler	Swingline	pcs	30	
Staplewire	Staplewire No. 35	bxs	30	
Tape	double-sided tape	rolls	20	
Tape	Masking Tape 1"	rolls	24	
Tape	Masking Tape 2"	rolls	24	
Tape	Packaging Tape 2" x 100m	rolls	25	
Tape	Transparent 1"	rolls	50	
Tape	Transparent 2"	rolls	25	
Time Stamp Ribbon	Iwata Time Stamp RIbbon	cart	2	
White Board	White Board with wheels 4 ft.X 8 ft.	pc	1	
b. Computer Supplies				
Computer Ink	Epson 644, black	cart	14	
Computer Ink	Epson 644, cyan	cart	7	
Computer Ink	Epson 644, magenta	cart	7	
Computer Ink	Epson 644, yellow	cart	7	
Computer Ink	Epson L1690 Ink, Black	set	3	
Computer Ink	Epson L1690 Ink, Cyan			
Computer Ink	Epson L1690 Ink, Magenta			
Computer Ink	Epson L1690 Ink, Yellow			
Computer Ink	Epson L3110 Ink, Black	set	3	
Computer Ink	Epson L3110 Ink, Cyan			
Computer Ink	Epson L3110 Ink, Magenta			
Computer Ink	Epson L3110 Ink, Yellow			
Toner	Toner, Sharp AR-6023N	cart	3	
Computer Ribbon	Epson LQ310	cart	12	
Computer Ribbon	Epson FX2190	cart	3	
RJ 45	RJ 45	pcs	50	
UTP Cable	UTP cable, Cat 6	meters	1	
c. Electrical Supplies				
Extension chord	Extension wire, 5 ms	pcs	2	
Flourescent lamp	F lamp, 40 watts	pcs	15	
Flourescent lamp	F lamp, 20 watts	pcs	10	
LED bulb	LED bulb, 20 watts	pcs	10	
Electrical tape	Electrical Tape Big	pcs	4	
d. Janitorial Supplies/Cleaning Materials				
Powder soap	Powdered Soap, sachet	pcs	75	
Air freshener	Air Freshener/Disinfectant, 280 ml	pcs	5	
Toilet bowl cleaner	Toilet bowl cleaner	gal	6	

Deodorant cake	Toilet Deodorant (albatross)	pcs	75	
Dishwashing liquid soap	Diswashing Liquid	blts	12	
Rugs	Rugs, small cloth	pcs	25	
Mosquito spray	Mosquito Spray,175 gms	pcs	6	
Garbage bag	Garbage bag Big/100	pack	2	
Garbage bag	Garbage bag Small/100	pack	2	
Toilet bowl brush	Toilet Bowl brush, Big	pcs	6	
Scouring pad	Scouring pad	pcs	10	
All purpose cleaner	All purpose cleaner Gal	galon	12	
Glass cleaner	Glass Cleaner	galon	2	
Fabric conditioner	Fabric conditioner	galon	10	
Soft broom	Native Soft broom	pcs	10	
Stick broom	Stick Coconut midrib broom	pcs	5	
Mop	Complete set, wooden	pcs	8	
Liquid handsoap	Liquid handsoap	gal	10	
Doormat	doormat, big	pcs	10	
Doormat	doormat, big	pcs	10	
Doormat	Rubberized doormat, big	pcs	5	
Doormat	Rubberized doormat, small	pcs	5	
Bleaching Solution	Bleaching Solution	galon	10	
Dustpan	Dustpan	pcs	8	
Muriatic Acid	Muriatic Acid	bot	15	
Trash can	Plastic (small) with cover	pcs	30	
Rubber Gloves	Industrial Latex	pair	12	
GRAND TOTAL				

2. Interested suppliers are required to submit together with their bid, the valid and current Mayor's Permit, Income/Business Tax Return, PhilGEPS Registration Number, Omnibus Sworn Statement.
3. Award of Contract shall be made to the lowest quotation, which complies with the minimum description as stated above.
4. Bid documents ammounting to Php 350.00 shall be non-refundable.
5. Partial bididng is accepted.
6. Submission of bid must not be later than 9:00AM of March 11, 2021 at PPA PMO Masbate Administrative Building, 2nd Floor, Passenger Terminal Building, Port of Masbate City.

For inquiries, you may contact us at telephone number (056) 578-6618.

RENE L. AGAO II
BAC Chairperson