Philippine Ports Authority
PMO-Masbate
Brgy. Bapor, Port Area, Masbate City

DATE 14-Jun-22

INVITATION TO BID

For the Supply and Delivery of Commonly Used Office Supplies

1. The Philippine Ports Authority-PMO Masbate, through its Bids and Award Committee intends to apply the sum of Php 435,487.00 being the Approved Budget for the Contract (ABC), Inclusive of local taxes to payments under the contract for Supply and Delivery of Commonly Used Office Supplies under PR No. MSB-57-22

BILL OF QUANTITIES

	GENERAL DESCRIPTION	QUANTITY	UNIT	UNIT COST	BID AMOUNT
A. REGULAR					
	Ballpen (black)	340.00	pieces		
	Ballpen (red)	20.00	pieces		
	Ballpen (blue)	238.00	pieces		
	Battery, AA, heavy duty	114.00	pieces		
	Battery, AAA, heavy duty	108.00	pieces		
	Battery, AA, heavy duty, Rechargeable	6.00	pieces		
	Carbon Paper 100s (blue)	1.00	box		
	Clip binder/double, small, 19mm	43.00	pieces		
	Clip binder/double, medium, 25mm	156.00	pieces		
	Clip binder/double, large, 32mm	96.00	pieces		
	Paper Clip, vinyl coated, small	57.00	boxes		
	Paper Clip, vinyl coated, jumbo	69.00	boxes		
	Bull Dog Clip, 3"	70.00	pieces		
	Clipboard, A4	45.00	pieces		
	Clipboard, Long	45.00	pieces		
	Correction Tape, roller type	123.00	pieces		
	Data File Box, blue, 5 inches	10.00	pieces		
	Data File Box, green, 6 Inches	186.00	pieces		
	Data File Box with cover	63.00	pieces		
	Brown Envelope, long	465.00	pieces		
	Brown Envelope, A4	365.00	pieces		
	Expanding Envelope, colored	160.00	pieces		
	Expanding Envelope, brown, L	245.00	pieces		
	Mailing Envelope, Long	1.00	box		
	Rubber eraser, High Quality	31.00	pieces		
	Philippine flag	10.00	pieces		
	Loose Leaf Folder	145.00	pieces		
	Expanding Folder, w/out Tab (green)	350.00	pieces		
	Folder with tab, long	500.00	pieces		
	Folder with tab, A4	175.00	pieces		
	Folder with Clear window, long,	20.00	pieces		
	Archive Creative File Long, vertical (black)	10.00	pieces		
	Archive Creative File Long, vertical (blue)	40.00	pieces		
	130 ml, heavy duty glue	39.00	pieces		
	Paper Paste, big	17.00	pieces		
	Plastic ID Holder	33.00	pieces		
	Laminating film A4	3.00	pieces		
	Laminating film Long	2.00	box		
	Laminating film ID Size	1.00	box		

	Record Book 150 pages	27.00	pieces		
	Record Book 500 pages	35.00	pieces		
	Record Book 300 pages	46.00	pieces		
	Cash Book	8.00	pieces		
	Marker flourescent, green	33.00	pieces		
	Marker flourescent, yellow	33.00	pieces		
	Marker flourescent, orange	33.00	pieces		
	Marker permanent, black	30.00	pieces		
	Marker permanent, blue	32.00	pieces		
	Marker permanent, red	32.00	pieces		
	whiteboard Marker , black	18.00	pieces		
	whiteboard Marker, blue	18.00	pieces		
	whiteboard Marker, red	8.00	pieces		
	Marker Pen fine, black, .07/.05	18.00	pieces		
	Maintenance Box for EPSON L6190	2.00	pieces		
	steno notebook, 40s	47.00	pieces		
	Multi-colored Paper, Long, S28, 90gsm	24.00	ream		
	Multi-colored Paper, A4, S28, 90gsm	22.00	ream		
	A3 book paper sub 20, Hardcopy	4.00	reams		
	A4 bond paper sub 20, Hardcopy	180.00	reams		
B. COMPUTER SUPPLIES					
	Epson 001, L6190 Ink, Black 127 ml	12.00	bot		
	Epson 001, L6190 Ink, Cyan 70 ml	6.00	bot		
	Epson 001, L6190 Ink, Magenta 70ml	6.00	bot		
	Epson 001, L6190 Ink, Yellow 70ml	6.00	bot		
	Epson 003, L3210 Ink, Black 127 ml	50.00	bot		
	Epson 003, L3210 Ink, Cyan 70 ml	26.00	bot		
	Epson 003, L3210 Ink, Magenta 70ml	26.00	bot		
	Epson 003, L3210 Ink, Yellow 70ml	26.00	bot		
	Epson 644, black, 70ML	72.00	bot		
	Epson 644, cyan, 70ML	33.00	bot		
	Epson 644, magenta, 70ML	33.00	bot		
	Epson 644, yellow, 70ML	33.00	bot		
	Epson LQ310 Ribbon	80.00	cart		
			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 amounting to Php500.00 shall be non-refundable.

5 Partial bidding is not accepted.

6 Submission of bid must not be later than 9:00 AM of July 04, 2022, 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.

Very Truly Yours,

RENE L. AGAO II
BAC Chairperson

BID FORM

Date: _____

To: Bids and Awards Committee
PPA, PMO Masbate

Gentlemen;

Having examined the bidding Documents, the receipt of which is hereby duly acknowledge, we, the undersigned, offer to [supply/deliver/perform] SUPPLY AND DELIVERY OF COMMONLY USED OFFICE SUPPLIES in conformity with the said Bidding Documents for the sum of _____ (₱_____) or such other sums as may be ascertained in accordance with the attached Bill of Quantities with Unit Bid Price and Total Bid Price for each item.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the Delivery Schedule Requirement.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding documents.

We agree to abide by this Bid for the Bid Validity Period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract for the SUPPLY AND DELIVERY OF COMMONLY USED OFFICE SUPPLIES of the PPA, PMO Masbate.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

Signature of Representative : _____

Name of Representative : _____

Supplier : _____

Philippine Ports Authority
PMO-Masbate
Brgy. Bapor, Port Area, Masbate City

DATE _____

SUPPLY AND DELIVERY OF COMMONLY USED OFFICE SUPPLIES

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	Epson 644, yellow, 70ML	33.00	bot		
	Epson LQ310 Ribbon	80.00	cart		
TOTAL BID AMOUNT IN FIGURES:				**Php**	
TOTAL BID AMOUNT IN WORDS:					

Name and Signature of Bidder: _____

Address: _____

Telephone No.: _____