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

INVITATION TO BID
For the Supply and Delivery of Office Supplies, Computer Supplies, Electrical Supplies, Janitorial and Maintenance Supplies and Semi Expendable Machinery & Equipment Supplies

1. The Philippine Ports Authority-PMO Masbate, through its Bids and Award Committee intends to apply the sum of Php 657,331.84 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, Janitorial and Maintenance Supplies and Semi Expendable Machinery & Equipment Supplies under PR No. 2020-12-186

	GENERAL DESCRIPTION	QUANTITY	UNIT	ABC
A. REGULAR				**Php 248,057.62**
	Ballpen (black)	100.00	pieces	
	Ballpen (red)	10.00	pieces	
	Ballpen (blue)	50.00	pieces	
	AA, penlite, heavy duty	40.00	pieces	
	AAA, heavy duty	40.00	pieces	
	Binder Ring, 1/2", black	5.00	pieces	
	Binder Ring, 3/4", black	5.00	pieces	
	Binder Ring, 1", black	5.00	pieces	
	Binder Ring, 1 1/4", black	5.00	pieces	
	Clip, Bulldog 3", clamping, metal	20.00	pieces	
	Clip, Bulldog 2", clamping, metal	20.00	pieces	
	Clip, binder/double, small	50.00	pieces	
	Clip, binder/double, medium	50.00	boxes	
	Clip, binder/double, large	50.00	boxes	
	Clip, vinyl coated, small	50.00	boxes	
	Clip, vinyl coated, jumbo	50.00	boxes	
	Cash Book	10.00	pieces	
	Data File Box	25.00	pieces	
	Data File Box with cover	10.00	pieces	
	Documentary, long, envelope	250.00	pieces	
	Documentary, A4, envelope	250.00	pieces	
	Envelope, Expanding, colored	100.00	pieces	
	Envelope, Expanding, brown	100.00	pieces	
	Philippine Flag	20.00	pieces	
	Expanding Folder, w/out Tab (green/plain)	250.00	pieces	
	tag board, long	250.00	pieces	
	tagboard, A4	250.00	pieces	
	Looseleaf Folders	250.00	pieces	

	130 ml, heavy duty glue	50.00	bots	
	Stick Glue 22g	20.00	pieces	
	Numbering Machine Ink (black)	5.00	bots	
	Numbering Machine Ink (blue)	5.00	bots	
	Numbering Machine Ink (red)	5.00	bots	
	Official Record Book 300 pages, 8 1/2 X 11 inches	10.00	pieces	
	Official Record Book 500 pages, 8 1/2 X 11 inches	20.00	pieces	
	Money Detector Bulb, good quality	3.00	pieces	
	Name Pen 700 (fine 1.0mm) red	6.00	pieces	
	Name Pen 700 (fine 1.0mm) black	10.00	pieces	
	Yellow Pad Paper	5.00	pads	
	A4 bond paper sub 20	300.00	reams	
	Long book paper sub 20	150.00	reams	
	A4 book paper sub 24	100.00	reams	
	Long book paper sub 24	50.00	reams	
	Sticker Paper, A4, matte	20.00	packs	
	Manila paper	12.00	pieces	
	Cortan Metal Fastener	20.00	bxs	
	Binder Max/Apple Metal Fastener	25.00	bxs	
	Photo Paper A4	5.00	packs	
	Plastic Twine	6.00	rolls	
	Rubber Band big	10.00	boxes	
	Signpen black, .05	50.00	pieces	
	Signpen blue .05	50.00	pieces	
	Stamp Pad Ink Violet (big), 60 ml	50.00	bots	
	Stamp Pad Ink Black (big), 60 ml	50.00	bots	
	Staplewire No. 35	50.00	bxs	
	Double-sided tape	10.00	rolls	
	Masking Tape 1"	10.00	rolls	
	Masking Tape 2"	10.00	rolls	
	Packaging Tape 2" x 100m	50.00	rolls	
	Silver Duct Tape	5.00	rolls	
	Tape, Transparent 1"	50.00	rolls	
	Tape, Transparent 2"	20.00	rolls	
B. COMPUTER SUPPLIES				**Php 54,871.05**
	Epson 001, L6190 Ink, Black 127 ml	4.00	pcs	
	Epson 001, L6190 Ink, Cyan 70 ml	2.00	pcs	
	Epson 001, L6190 Ink, Magenta 70m	2.00	pcs	
	Epson 001, L6190 Ink, Yellow 70ml	2.00	pcs	
	Epson L3110 Ink	2.00	set	
	Epson 644, black	20.00	pcs	
	Epson 644, cyan	10.00	pcs	
	Epson 644, magenta	10.00	pcs	

	Epson 644, yellow	10.00	pcs	
	Epson LQ310 Ribbon	20.00	cart	
	Epson 680 Pro Ink	2.00	cart	
	Sharp Copier Toner, MX-237FT	3.00	cart	
C. ELECTRICAL SUPPLIES				**Php 18,531.00**
	Extension wire, 5 ms	10.00	pieces	
	F lamp, 40 watts	30.00	pieces	
	F lamp, 20 watts	30.00	pieces	
	LED bulb, 20 watts	30.00	pieces	
	Electrical Tape, Big	15.00	pieces	
	Electric Meter	1.00	pieces	
	Starter	24.00	pieces	
D. JANITORIAL and MAINTENANCE SUPPLIES				**Php 151,910.00**
	Powder, 45 gms	100.00	pieces	
	Bar Soap	10.00	pieces	
	Chlorine, pail (40kg)	3.00	pail	
	Hand Sanitizer	10.00	gal	
	Deodorant Cake Medium	150.00	pieces	
	Dishwashing Liquid	50.00	pieces	
	Cloth, Rugs small	500.00	pieces	
	Garbage Bag, Big, 100/pack	20.00	packs	
	Garbage bag, Small 100/pack	20.00	packs	
	Toilet Bowl Brush, Big	10.00	bxs	
	All Purpose Cleaner	20.00	rolls	
	Foot Rug, Big	100.00	pieces	
	Fabric Conditioner	50.00	liter	
	Industrial Hand Gloves, Rubber	100.00	pcs	
	Face Mask	100.00	boxes	
	Rubbing Alcohol	50.00	gal	
	Soft Broom	12.00	pieces	
	Liquid hand soap	50.00	liter	
	Rubberized doormat, big	10.00	pieces	
	Rubberized doormat, small	10.00	pieces	
	Bleaching liquid	10.00	pieces	
	Dustpan, Plastic	10.00	pieces	
	Toilet Paper, 3ply	40.00	rolls	
	Air Freshner, Aerosol Type 510g	3.00	pieces	
	PPE Cover All	10.00	pieces	
	Spin Cleaning Micro Fiber with Mop	5.00	set	
E. SEMI-EXPENDABLE MACHINERY AND EQUIPMENT				**Php 183,962.17**
	12 Digit Calculator	10.00	units	
	Scientific Calculator	2.00	units	
	AVR 2,000 Watts	4.00	units	
	UPS 1000 VA	2.00	units	
	Cork Board 2ftx3ft	2.00	pieces	
	Whiteboard 3ftx5ft	1.00	pieces	
	Corkboard 2ftx1.5ft	2.00	pieces	
	Cutter	10.00	pieces	
	Paper Trimmer	2.00	pieces	
	Self-Inking Dater	30.00	pieces	
	Electric Drill	1.00	pieces	
	3-layers, Heavy Duty, File Tray	10.00	pieces	

	Wireless Mouse	5.00	units	
	Mouse Pad	10.00	pieces	
	Numbering Machine, 13 Digit	2.00	units	
	Heavy Duty Pencil Sharpener	2.00	pieces	
	Heavy Duty Puncher	5.00	pieces	
	Ruler 12" Solid Metal	15.00	pieces	
	7" Scissors, Heavy Duty	20.00	pieces	
	Stamp Pad No. 1 Size, Purple	10.00	pieces	
	Stamp Pad No. 3 Size, Purple	20.00	pieces	
	Stapler, Plier Type Heavy Duty	10.00	units	
	Stapler Heavy Duty 120+ capacity	2.00	units	
	Staplewire Remover	25.00	pieces	
	Hard Hat	5.00	pieces	
	Goggles	5.00	pieces	
	Safety Shoes	1.00	units	
	Harnesss for Electrician	2.00	pieces	
	Electrical Gloves	2.00	pieces	
	Knapsack Spray	3.00	units	
	Ladder, 12ft multi-purpose	1.00	units	
	Ladder, 6ft A-Type	1.00	units	
	Waterpump, 1hp waterpump	1.00	unit	
	Printer, Inkhet Refillable	3.00	unit	
	Table Tennis Racket	4.00	set	
	Table Tennis Set	1.00	set	
	Stationery Bike	2.00	unit	
	Paper Shredder, Long Bond capable	2.00	unit	
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 Php658.00 shall be non-refundable.

5 Partial bidding is accepted.

6 Submission of bid must not be later than 9:00 AM of January 06, 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.

Very Truly Yours,

RENE L. AGAO II
BAC Chairperson