



INVITATION TO BID

ITB NO. GOODS-EPA- 25-003

1. The Iloilo State University of Fisheries Science and Technology-Dingle Campus, its Bids and Awards Committee through its Fund 101 intends to apply the sum of **TWO HUNDRED FORTY THOUSAND PESOS ONLY (PHP 240,000.00)** being the Approved Budget for the Contract (ABC) to payments under the project **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND CONSUMABLES EARLY PROCUREMENT ACTIVITY (EPA)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. Bidders should have completed 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.

The Iloilo State University of Fisheries Science and Technology-Dingle Campus now invites contractors for the hereunder contract:

Name of Contract : SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND CONSUMABLES
EARLY PROCUREMENT ACTIVITY (EPA)

Location: Iloilo State University of Fisheries Science and Technology
Dingle Campus, Bgy. San Matias, Dingle, Iloilo

Contract Price : Php 240,000.00

Contract Duration : 15CD

3. Bidding will be conducted through open competitive bidding procedure using a non-discretionary "pass/fail criterion as specified in the **Implementing Rules and Regulations (IRR) of RA 12009, Section 27** otherwise known as "New Government Procurement Act".


Bidding is restricted to Filipino citizens/sole proprietorships, cooperative and partnerships or organizations with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.

4. Interested bidders may obtain further information from **ISUFST-Dingle Campus** and inspect the Bidding Documents at the address below from **8:00 am to 5:00 pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders from **November 21, 2025 up to December 3, 2025** at the address below and upon payment of a non-refundable of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Hundred Pesos Only (Php 500.00)**.
6. The **Iloilo State University of Fisheries Science and Technology-Dingle Campus-Bids and Awards Committee** will hold a Pre-Bid Conference on **November 21, 2025 at exactly 9:00 o'clock** in the morning at the Conference Room, 2nd Floor Administration Building which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **December 4, 2025**. All bids must be accompanied by a Bid Security and or Bid Securing Declaration in any of the acceptable forms in the amount stated in **Section 56 of RA12009**.

Bid opening shall be on **December 4, 2025 at exactly 9:00 o'clock** in the morning at the Conference Room, 2nd Floor Administration Building. Bids will be opened in the presence of the bidder's representatives who choose to attend at the address below. **LATE BIDS SHALL NOT BE ACCEPTED.**

8. The **Iloilo State University of Fisheries Science and Technology-Dingle Campus** 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 **Section 70 of RA 12009** and its IRR, without incurring any liability to the affected bidder or bidders.
9. For inquiries and further information please contact:

MA. ANNALYN D. SOUBIRON
BAC Head Secretariat
ISUFST- Dingle Campus
San Matias, Dingle, Iloilo
Tel. No. (033) 33-1591/09488865995
Email: iscofdingle@yahoo.com
dinglebacprocurementoffice@gmail.com


NOLI L. GERONA, Ph.D.
Chairperson, Bids and Awards Committee



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 12586026
Procuring Entity ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY-
Title SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND CONSUMABLES-EARLY PROCUREMENT ACTIVITY (EPA)
Area of Delivery Iloilo

Solicitation Number:	ITB NO. GOODS - EPA 25-003	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods	Document Request List	3
Category:	Office Equipment Supplies and Consumables	Date Published	15/11/2025
Approved Budget for the Contract:	PHP 240,000.00	Last Updated / Time	15/11/2025 00:00 AM
Delivery Period:	15 Day/s	Closing Date / Time	04/12/2025 09:00 AM
Client Agency:			
Contact Person:	Ma. Annalyn Darroca Soubiron BAC Secretariat San Matias Dingle Iloilo Philippines 5035 63-033-3371591 iscofdingle@yahoo.com		

Description

Republic of the Philippines
ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY
Bids and Awards Committee-Procurement Office
Dingle, Iloilo | email: iscofdingle@yahoo.com/dinglebacprocurmentoffice@gmail.com
website: iscof.edu.ph | Contact No: 09488865995

INVITATION TO BID ITB NO. GOODS-EPA 25-003

1. The Iloilo State University of Fisheries Science and Technology-Dingle Campus, its Bids and Awards Committee through its Fund 101 intends to apply the sum of TWO HUNDRED FORTY THOUSAND PESOS ONLY (PHP 240,000.00) being the Approved Budget for the Contract (ABC) to payments under the project SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND CONSUMABLES EARLY PROCUREMENT ACTIVITY (EPA). Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. Bidders should have completed 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.

The Iloilo State University of Fisheries Science and Technology-Dingle Campus now invites contractors for the hereunder contract:

Name of Contract : SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND CONSUMABLES
EARLY PROCUREMENT ACTIVITY (EPA)

Location: Iloilo State University of Fisheries Science and Technology

Dingle Campus, Bgy. San Matias, Dingle, Iloilo

Contract Price : Php 240,000.00

Contract Duration : 15CD

3. Bidding will be conducted through open competitive bidding procedure using a non-discretionary "pass/fail criterion as specified in the Implementing Rules and Regulations (IRR) of RA 12009, Section 27 otherwise known as "New Government Procurement Act".

Bidding is restricted to Filipino citizens/sole proprietorships, cooperative and partnerships or organizations with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.

4. Interested bidders may obtain further information from ISUFST-Dingle Campus and inspect the Bidding Documents at the address below from 8:00 am to 5:00 pm.

5. A complete set of Bidding Documents may be acquired by interested Bidders from November 21, 2025 up to December 3, 2025 at the address below and upon payment of a non-refundable of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Hundred Pesos Only (Php 500.00).

6. The Iloilo State University of Fisheries Science and Technology-Dingle Campus-Bids and Awards Committee will hold a Pre-Bid Conference on November 21, 2025 at exactly 9:00 o'clock in the morning at the Conference Room, 2nd Floor Administration Building which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat at the address below on or before December 4, 2025. All bids must be accompanied by a Bid Security and or Bid Securing Declaration in any of the acceptable forms in the amount stated in Section 56 of RA12009.

Bid opening shall be on December 4, 2025 at exactly 9:00 o'clock in the morning at the Conference Room, 2nd Floor Administration Building. Bids will be opened in the presence of the bidder's representatives who choose to attend at the address below. LATE BIDS SHALL NOT BE ACCEPTED.

8. The Iloilo State University of Fisheries Science and Technology-Dingle Campus 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 Section 70 of RA 12009 and its IRR, without incurring any liability to the affected bidder or bidders.

9. For inquiries and further information please contact:

MA. ANNALYN D. SOUBIRON
BAC Head Secretariat
ISUFST- Dingle Campus
San Matias, Dingle, Iloilo
Tel. No. (033) 33-1591/09488865995
Email: iscofdingle@yahoo.com
dinglebacprocurementoffice@gmail.com

(SGD) NOLI L. GERONA, Ph.D.
Chairperson, Bids and Awards Committee

No. Qty Unit Particular

Office Supplies

1. 50 pcs Ball Pen, Black
2. 50 pcs Ball Pen, Blue
3. 10 pcs Ballpen, Red
4. 20 reams Bookpaper, short, s.20
5. 270 reams Bookpaper, A4, s.20
6. 230 reams Bookpaper, Long, s.20
7. 3 pcs Calculator, 12 digits
8. 10 boxes Clip, backfold, metal, 50mm
9. 10 boxes Clip, backfold, metal, 32mm
10. 15 boxes Clip, backfold, metal, 25mm
11. 20 boxes Clip, backfold, metal, 19mm
12. 1 pc Cork Board, 2x3
13. 30 pcs Correction Tape
14. 2 pcs Dater
15. 150 pcs Envelope, Brown, Long
16. 50 pcs Envelope, Brown, Short
17. 10 packs Envelope, Mailing, short
18. 20 packs Envelope, Mailing, long
19. 1000pcs File Folder, white, Ordinary, Long
20. 75 pcs Filing Box
21. 5 pcs Highlighter
22. 3 boxes Letter Tabblings
23. 5 pad Note Pad, stick-on, 2x3
24. 5 pad Note Pad, stick-on, 3x3
25. 5 pad Note Pad, stick-on, 3x4
26. 20 boxes Paper Clips (Big)

27. 20 boxes Paper Clips (Small)
28. 5 boxes Paper Fastener, plastic
29. 15 boxes Paper Fastener, non-rust metal
30. 15 pcs Pencil, lead w/ eraser
31. 1 pcs Pencil Sharpener, manual
32. 600 pcs Pressboard Folder, long
33. 2 pcs Puncher (Heavy Duty)
34. 3 boxes Push Pins
35. 1 box PVC Film Cover, clear, long
36. 1 box PVC Film Cover, clear, A4
37. 5 pcs Record Book, 300 pages
38. 10 pcs Ring Binder 1/2"
39. 10 pcs Ring Binder 3/4"
40. 10 pcs Ring Binder 1"
41. 10 pcs Ring Binder 1 1/2"
42. 10 pcs Ring Binder 2"
43. 5 pcs Ring Binder 3"
44. 2 boxes Rubber Band, #18
45. 2 pcs Ruler, 12"
46. 5 pcs Scissors
47. 15 pcs Sign Pen, Black, .4
48. 15 pcs Sign Pen, Blue, .4
49. 15 pcs Sign Pen, Black, .5
50. 15 pcs Sign Pen, Blue, .5
51. 10 pcs Sign Pen Refill, Black, .4
52. 10 pcs Sign Pen Refill, Blue, .4
53. 15 pcs Sign Pen, Black, retractable
54. 15 pcs Sign Pen, Blue, retractable
55. 10 packs Special Paper, A4
56. 10 packs Special Paper, long
57. 1 pcs Stamp Pad, felt
58. 1 bot Stamping Pad Ink
59. 3 boxes Staple Wire No. 10
60. 15 boxes Staple Wire No. 35
61. 2 pcs Staple Wire Remover, plier type
62. 2 pcs Stapler, #35, heavy duty
63. 1 pcs Stapler, long range
64. 5 packs Sticker Paper, glossy
65. 5 packs Sticker Paper, matte
66. 5 pcs Tape Dispenser
67. 15 rolls Tape, double-sided, 1"
68. 5 rolls Tape, duct, 2"
69. 30 rolls Tape, transparent, 1"
70. 10 rolls Tape, transparent, 2"
71. 15 rolls Tape, Masking, 1"
72. 6 rolls Tape, Masking, 2"
73. 6 rolls Tape, Packing, 2"
74. 6 boxes Thumbtacks
75. 6 pcs Whiteboard Marker, Black, refillable
76. 6 pcs Whiteboard Marker, Blue, refillable
77. 3 pcs Whiteboard Marker Ink Refill, Black
78. 3 pcs Whiteboard Marker Ink Refill, Blue
- Printing Supplies (Printer)
79. 10 bot Ink Refill, Epson 003, Black
80. 6 bot Ink Refill, Epson 003, Cyan
81. 6 bot Ink Refill, Epson 003, Magenta
82. 6 bot Ink Refill, Epson 003, Yellow
83. 3 bot Ink Refill, Epson 664, Black
84. 3 bot Ink Refill, Epson 664, Cyan
85. 3 bot Ink Refill, Epson 664, Magenta
86. 3 bot Ink Refill, Epson 664, Yellow
87. 3 bot Ink Refill, Epson 001, Black
88. 2 bot Ink Refill, Epson 001, Cyan
89. 2 bot Ink Refill, Epson 001, Magenta
90. 2 bot Ink Refill, Epson 001, Yellow
91. 3 cart Ink, Refill, HP 680, black
92. 3 cart Ink, Refill, HP 680, tri-color
93. 3 cart Ink, Refill, Canon PIXMA 741 color

Pre-bid Conference

Date	Time	Venue
21/11/2025	9:00:00 AM	ISUFST Dingle Campus Conference Room, 2nd Floor Administration Building

Created by Ma. Annalyn Darroca Soubiron

Date Created 14/11/2025

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

© 2004-2025 DBM Procurement Service. All rights reserved.

[Help](#) | [Contact Us](#) | [Sitemap](#)