



Republic of the Philippines
ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY
OFFICE OF THE BIDS AND AWARDS COMMITTEE

Jt. Bretaña St., Barotac Nuevo, Iloilo | email: bac_isufstmainpob@isufst.edu.ph
website: <https://isufst.edu.ph/> | Contact No: 09082542324



INVITATION FOR ELIGIBILITY TO APPLY AND TO BID

Bid Ref. No ITB2025-11-07

The ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY MAIN CAMPUS POBLACION SITE, through the Bids and Awards Committee (BAC), invites eligible Bidders to apply for eligibility and to bid for the following project:

Name of Project: **Supply and Delivery of Office and Janitorial Supplies**

Approved Budget for the Contract: **Php 299,937.75**

Calendar Days to Complete: **30 days**

Item No.	Item and Description	Unit	Qty	Unit Cost	Total Cost
1	AIR FRESHENER	can	30		
2	ALCOHOL, Ethyl, 1 Gallon	gallon	30		
3	ALCOHOL, Ethyl, 500 mL	bottle	50		
4	BATTERY, dry cell, size AA	pack	20		
5	BATTERY, dry cell, size AAA	pack	20		
6	BINDING RING/COMB, plastic, 32 mm	bundle	10		
7	BROOM (Walis Tambo)	piece	20		
8	BROOM (Walis Ting-ting)	piece	20		
9	CALCULATOR, Compact	unit	5		
10	CLEANER, Toilet Bowl and Urinal	bottle	50		
11	CLIP, backfold, 19mm	box	20		
12	CLIP, backfold, 25mm	box	20		
13	CLIP, backfold, 32mm	box	20		
14	CLIP, backfold, 50mm	box	20		
15	CORRECTION TAPE	piece	80		
16	DATA FILE BOX	piece	100		
17	DATER STAMP	piece	5		
18	DETERGENT BAR	piece	10		
19	DETERGENT POWDER, all purpose	kilo	30		
20	DISINFECTANT SPRAY	can	30		
21	DUST PAN	piece	30		
22	ENVELOPE, Mailing	box	1		
23	ERASER, felt, for blackboard/ whiteboard	piece	40		
24	ERASER, plastic/rubber	piece	20		
25	FURNITURE CLEANER	can	20		
26	GLUE, all-purpose	bottle	30		
27	HAND SANITIZER, 500ml	bottle	50		
28	HAND SOAP, liquid, 500mL	bottle	50		
29	INDEX TAB	box	20		
30	INSECTICIDE, 500ml	can	50		
31	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	20		
32	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	20		
33	MARKER, Flourescent, 3 pcs per set	set	10		
34	MARKER, Permanent, Black	piece	10		
35	MARKER, Permanent, Blue	piece	10		

36	MARKER, Whiteboard, Black	piece	80		
37	MOP BUCKET	unit	5		
38	NOTEPAD, stick-on, 50mm x 76mm	pad	20		
39	NOTEPAD, stick-on, 76mm x 100mm	pad	20		
40	NOTEPAD, stick-on, 76mm x 76mm	pad	20		
41	PAPER CLIP, vinly/plastic coated, 33mm	box	15		
42	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	box	10		
43	PAPER, MULTIPURPOSE A4	ream	245		
44	PAPER, MULTIPURPOSE LEGAL	ream	60		
45	PENCIL SHARPENER	piece	10		
46	PENCIL, lead/graphite, with eraser	box	20		
47	RAGS	bundle	10		
48	RECORD BOOK, 300 PAGES	book	30		
49	RUBBER BAND No. 18	box	3		
50	RULER, plastic, 450mm	piece	10		
51	SCISSORS, symmetrical/asymmetrical	pair	10		
52	SIGN PEN, Extra Fine Tip, Black ,0.4	piece	50		
53	SIGN PEN, Extra Fine Tip, Blue, 0.4	piece	50		
54	SIGN PEN, Extra Fine Tip, Red,0.4	piece	20		
55	SIGN PEN, Fine Tip, Black, 0.5	piece	50		
56	SIGN PEN, Fine Tip, Blue,0.5	piece	50		
57	SIGN PEN, Medium Tip, Black,1.0	piece	50		
58	SIGN PEN, Medium Tip, Blue, 1.0	piece	50		
59	STAMP PAD, felt	piece	10		
60	STAPLE REMOVER, plier-type	piece	20		
61	STAPLE WIRE, standard	box	50		
62	STAPLER, standard type	piece	30		
63	TAPE DISPENSER, table top	unit	5		
64	TAPE, electrical	roll	30		
65	TAPE, masking, 24mm	roll	30		
66	TAPE, masking, 48 mm	roll	30		
67	TAPE, packaging, 48 mm	roll	30		
68	TAPE, transparent, 24mm	roll	50		
69	TAPE, transparent, 48 mm	roll	30		
70	TRASHBAG, XXL size	pack	50		
71	WASTEBASKET	piece	10		
	TOTAL				

Procurement will be conducted through open competitive bidding procedure in accordance with R.A. 12009 and its Implementing Rules and Regulations.

The significant times and deadline of procurement activities are shown below

1	Issuance of Bidding Documents	November 25, 2025 to December 15, 2025
2	Pre-Bid Conference	December 3, 2025 @10:00A.M.
3	Deadline of Submission & Receipt of Bids	December 15, 2025 @10:00A.M.
4	Opening of Bids	December 15, 2025 @10:00A.M.

The BAC will issue hard copies of Bidding Documents through the BAC Secretariat of ISUFST-Main Campus Poblacion Site, J.T. Bretaña St., Barotac Nuevo, Iloilo upon payment of non-refundable fee of P500.00. Bids must be accompanied by a Bid Security, the amount in acceptable form, as stated in section 56.2 of the IRR.

Prospective Bidders shall submit their duly accomplished forms as specified in the BDs in two (2) separate sealed bid envelopes to Bids and Awards Committee. The first envelope shall contain the legal and technical component of the bid which shall include the eligibility requirements.

The second envelope shall contain the financial component of the Bid. Contract will be awarded to the lowest calculated responsive bid as determined in the bid evaluation & the post qualification.

The ISUFST-Main Campus Poblacion Site, reserves the right to accept or reject any bid and to annul the bidding process any time before the contract award without incurring any liability to the affected Bidders or Bidder.

Concurred:

Recommending Approval:

Approved by:

ATTY. CHITO JOHN J. COLONIA, CPA
BAC Chairman

ERAÑO C. MENDOZA
Administrative Officer V

NORDY D. SIASON JR., Ed.D., CESO VI
University President



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Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 12624024
Procuring Entity ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY-
Title Supply and Delivery of Office and Janitorial Supplies
Area of Delivery Iloilo

Solicitation Number:	ITB2025-11-07	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	25/11/2025
Approved Budget for the Contract:	PHP 299,937.75	Last Updated / Time	25/11/2025 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	15/12/2025 10:00 AM
Client Agency:			
Contact Person:	RHEA BRAZA DELMO Head-BAC Secretariat J.T. Bretaña St. Ilaya Poblacion Barotac Nuevo Iloilo Philippines 5007 63-908-2542324 bac_isufstmainpob@isufst.edu.ph		

Description

Name of Project: Supply and Delivery of Office and Janitorial Supplies
Approved Budget for the Contract: Php 299,937.75
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24 ERASER, plastic/rubber piece 20
 25 FURNITURE CLEANER can 20
 26 GLUE, all-purpose bottle 30
 27 HAND SANITIZER, 500ml bottle 50
 28 HAND SOAP, liquid, 500mL bottle 50
 29 INDEX TAB box 20
 30 INSECTICIDE, 500ml can 50
 31 LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts piece 20
 32 LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts piece 20
 33 MARKER, Fluorescent, 3 pcs per set 10
 34 MARKER, Permanent, Black piece 10
 35 MARKER, Permanent, Blue piece 10
 36 MARKER, Whiteboard, Black piece 80
 37 MOP BUCKET unit 5
 38 NOTEPAD, stick-on, 50mm x 76mm pad 20
 39 NOTEPAD, stick-on, 76mm x 100mm pad 20
 40 NOTEPAD, stick-on, 76mm x 76mm pad 20
 41 PAPER CLIP, vinly/plastic coated, 33mm box 15
 42 PAPER CLIP, vinly/plastic coated, jumbo, 50mm box 10
 43 PAPER, MULTIPURPOSE A4 ream 245
 44 PAPER, MULTIPURPOSE LEGAL ream 60
 45 PENCIL SHARPENER piece 10
 46 PENCIL, lead/graphite, with eraser box 20
 47 RAGS bundle 10
 48 RECORD BOOK, 300 PAGES book 30
 49 RUBBER BAND No. 18 box 3
 50 RULER, plastic, 450mm piece 10
 51 SCISSORS, symmetrical/asymmetrical pair 10
 52 SIGN PEN, Extra Fine Tip, Black, 0.4 piece 50
 53 SIGN PEN, Extra Fine Tip, Blue, 0.4 piece 50
 54 SIGN PEN, Extra Fine Tip, Red, 0.4 piece 20
 55 SIGN PEN, Fine Tip, Black, 0.5 piece 50
 56 SIGN PEN, Fine Tip, Blue, 0.5 piece 50
 57 SIGN PEN, Medium Tip, Black, 1.0 piece 50
 58 SIGN PEN, Medium Tip, Blue, 1.0 piece 50
 59 STAMP PAD, felt piece 10
 60 STAPLE REMOVER, plier-type piece 20
 61 STAPLE WIRE, standard box 50
 62 STAPLER, standard type piece 30
 63 TAPE DISPENSER, table top unit 5
 64 TAPE, electrical roll 30
 65 TAPE, masking, 24mm roll 30
 66 TAPE, masking, 48 mm roll 30
 67 TAPE, packaging, 48 mm roll 30
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TOTAL

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Concurred: Recommending Approval: Approved by:

ATTY. CHITO JOHN J. COLONIA, CPA ERAÑO C. MENDOZA NORDY D. SIASON JR., Ed.D., CESO VI
 BAC Chairman Administrative Officer V University President

Pre-bid Conference

Date

Time

Venue

03/12/2025

10:00:00 AM

ILOILO STATE UNIVERSITY OF FISHERIES
SCIENCE AND TECHNOLOGY-MAIN
POBLACION SITE
BAC Office

Created by RHEA BRAZA DELMO

Date Created 24/11/2025

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