



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	NOTE PAD, stick-on, 50mm x 76mm	pad	20		
39	NOTE PAD, stick-on, 76mm x 100mm	pad	20		
40	NOTE PAD, stick-on, 76mm x 76mm	pad	20		
41	PAPER CLIP, vinyl/plastic coated, 33mm	box	15		
42	PAPER CLIP, vinyl/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		
	<b>TOTAL</b>				

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



## 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

<b>Solicitation Number:</b>	ITB2025-11-07	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	25/11/2025
<b>Approved Budget for the Contract:</b>	PHP 299,937.75	<b>Last Updated / Time</b>	25/11/2025 00:00 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	15/12/2025 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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  
Calendar Days to Complete: 30 days

Item No. Item and Description Unit Qty Unit Cost Total Cost

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- 6 BINDING RING/COMB, plastic, 32 mm bundle 10
- 7 BROOM (Walis Tambo) piece 20
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- 9 CALCULATOR, Compact unit 5
- 10 CLEANER, Toilet Bowl and Urinal bottle 50
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- 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  
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27 HAND SANITIZER, 500ml bottle 50  
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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
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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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