



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number	10441414
Procuring Entity	ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY
Title	PURCHASE OF OFFICE SUPPLIES FOR 1ST QUARTER OF FY 2024
Area of Delivery	Iloilo

Solicitation Number:	20231220-04	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	21/12/2023
Approved Budget for the Contract:	PHP 572,779.82	Last Updated / Time	20/12/2023 22:11 PM
Delivery Period:	30 Day/s	Closing Date / Time	04/01/2024 10:00 AM
Client Agency:			
Contact Person:	Heireyne Joy D. Apresto Head, BAC Secretariat Tiwi Barotac Nuevo Iloilo Philippines 5007 63-918-5663799 iscofmainbac@gmail.com		

Description

Republic of the Philippines
ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY
OFFICE OF THE BIDS AND AWARDS COMMITTEE
Tiwi, Barotac Nuevo, Iloilo | email: iscofmainbac@gmail.com
website: iscof.edu.ph | Contact No.: (+63)9563964048

INVITATION TO APPLY FOR ELIGIBILITY AND TO BID
Bid Solicitation No.:20231220-04

The ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY – MAIN CAMPUS, through the 2024 FUND 101, invites eligible suppliers to submit quotation for the following project:

Name of Project: PURCHASE OF OFFICE SUPPLIES FOR 1ST QUARTER OF FY 2024
Approved Budget for the Contract: PhP572,779.82
Contract Duration: 30 CD

Item No. Qty Unit Articles and Description
1 11 roll Acetate (0.075mm, gauge #3)
2 500 piece Ballpen (black)
3 400 piece Ballpen (blue)
4 35 pc Ballpen (red)
5 100 pack Board paper (10's, long)

6 55 pack Board paper (10's, short)
7 900 ream Bond paper (sub. 20, A4)
8 100 ream Bond paper (sub. 20, Long)
9 87 ream Bond paper (sub. 20, Short)
10 300 piece Brown envelope (A4)
11 300 piece Brown envelope (long)
12 300 piece Brown envelope (short)
13 18 piece Calculator, (compact, 12 digits)
14 16 pack Cartolina Paper (assorted Colors)
15 50 piece Certificate holder (A4)
16 25 piece Certificate holder (short)
17 33 piece Clearbook, (20 pockets, A4)
18 400 piece Clip (backfold, metal: 50mm)
19 54 box Clip (backfold,metal: 19mm)
20 89 box Clip (backfold,metal: 25mm)
21 59 box Clip (backfold,metal: 32mm)
22 200 piece Correction tape
23 30 piece Cutter (big, heavy duty)
24 10 tube Cutter blade (10's, big)
25 200 piece Data Man File
26 21 piece Dating and Stamping Machine
27 40 piece Document tray organizer (2 layer)
28 9 piece Eraser (felt, for blackboard/whiteboard)
29 20 piece Eraser (rubber, good quality)
30 500 piece Expanded folder (long)
31 10 box Fastener (metal,70mm)
32 39 box Fastener (plastic)
33 35 pc folder (white, long)
34 35 pc folder (white, short)
35 34 jar Glue (all purpose, 130 grams)
36 58 tube Glue (pencil style)
37 53 tube Glue (super glue)
38 8 tube Glue gun (big, heavy duty)
39 1 tube Glue gun (small, heavy duty)
40 80 tube Glue stick (big)
41 40 piece Glue stick (small)
42 105 piece Highlighter pen (assorted colors)
43 55 box Index Tab (self-adhesive,transparent)
44 90 pack Inkjet paper (matte, 145 gsm, A4)
45 10 piece Long range stapler
46 85 pad Note Pad (stick on, 50mm x 76mm) 2x3
47 61 pad Note Pad (stick on, 76mm x 100mm) 3x4
48 57 pad Note Pad (stick on, 76mm x 76mm) 3x3
49 48 box Paper Clip (32mm min)
50 55 box Paper Clip (50mm min)
51 2 unit PAPER TRIMMER/CUTTING MACHINE, table top
52 43 box Pencil (lead, w/ eraser)
53 10 piece Pencil Sharpener (manual)
54 54 box Permanent Marker (broad, black, refillable)
55 77 piece Permanent Marker (fine, black, refillable)
56 70 piece Permanent Marker, (broad, blue, refillable)
57 39 piece Permanent Marker, (broad, red, refillable)
58 15 piece Photo frame (A4)
59 85 pack Photo paper (glossy)
60 100 pack Photo paper (matte)
61 5 piece Puncher (3 holes, HD)
62 9 piece Puncher (heavy duty, 2 hole guide)
63 100 roll Receipt paper (76mm)
64 79 piece Record Book (300 leaves)
65 61 piece Ring binder (1/2")
66 68 piece Ring binder (3/4")
67 83 piece Ring binder (1")
68 30 pc Ring Binder (1/4")
69 35 pc Ring Binder (1/8")
70 35 piece Ring binder (1 1/2")
71 50 piece Ring binder (2")
72 9 box Rubber Band (70mm, #18)
73 15 piece Ruler (plastic, 12")
74 34 pair Scissors
75 128 piece Sign pen (0.4, black)
76 115 piece Sign pen (0.4, blue)
77 106 piece Sign pen (1.0, black)
78 92 piece Sign pen (1.0, blue)
79 111 piece Sign pen (black, 0.5mm)
80 103 piece Sign pen (blue, 0.5mm)

81 45 piece Sign pen (red, 0.5mm)
82 50 pack Special paper (long, 20's)
83 50 pack Special paper (short, 20's)
84 40 piece Stamp Pad Felt (60mm x 100mm)
85 24 bottle Stamp Pad Ink (50ml,Purple/Violet)
86 25 piece Staple Remover (Plier-Type)
87 16 box Staple Wire (#10)
88 50 box Staple Wire (#35)
89 10 box Staple Wire (Heavy duty, binder-type, 23/13)
90 19 piece Stapler (#10)
91 30 piece Stapler (#35)
92 75 pack Sticker paper (glossy)
93 85 pack Sticker paper (matte)
94 60 pack Tape (masking, width:24mm)
95 50 roll Tape (double-sided, 24mm)
96 39 roll Tape (duct tape)
97 30 roll Tape (masking, width: 48mm)
98 20 roll Tape (packaging, width: 48mm)
99 53 roll Tape (transparent, width: 24mm)
100 50 roll Tape (transparent, width: 48mm)
101 20 pc Tape Dispenser
102 75 piece Whiteboard pen (black, refillable)
103 60 piece Whiteboard pen (blue, refillable)

Procurement will be conducted through open competitive bidding procedure in accordance with R.A. 9184 and its Revised Implementing Rule and Regulation.

The significant times and deadline of procurement activities are shown below

- 1.Issuance of Bidding Documents: December 28, 2023
- 2.Pre-Bid Conference:N/A
- 3.Deadline of Submission & Receipt of Bid: January 4, 2024 @10:00AM
- 4.Opening of Bids:January 4, 2024 @10:15am, ISUFST Main Tiwi Site Conference Room

The BAC will issue hard copies of Bidding Document through the BAC Secretariat of ISUFST Main Tiwi Campus, Tiwi, Barotac Nuevo, Iloilo upon payment of non-refundable fee of Php1,000.00. Bids must be accompanied by a Bid Security, the amount in acceptable form, as stated in Section 27.2 of the revised IRR.

Further, the BAC WILL NOT consider discounts upon the offered Bid in the Bid Form, except if the distribution of amount discounted is reflected on the Bidder's Tender and Detailed Estimates.

Prospective bidders shall submit their duly accomplished forms as specified in the BDs in two (2) separate sealed bid envelopes to Bid & Awards Committee. The first envelope shall contain 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 ISCOF Main Tiwi Campus, reserves the right to accept or reject any bid and to annul the bidding process any time before contract award without incurring any liability to the affected Bidders and Bidder.

Approved by:

SGD. LILIBETH B. PETRESCU, MBM
Chairman, Bids and Awards Committee

Created by Heireyne Joy D. Apresto

Date Created 20/12/2023

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INVITATION TO BID

Bid Solicitation No.: 20231220-04

PURCHASE OF OFFICE SUPPLIES FOR 1ST QUARTER OF FY 2024

The ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY - MAIN TIWI SITE, through the 2024 Fund 101 intends to apply the sum of **Five Hundred Seventy-Two Thousand Seven Hundred Seventy-Nine Pesos and 82/100 Centavos Only (Php572,779.82)** being the Approved Budget for the Contract (ABC) to payment under the contract for **PURCHASE OF OFFICE SUPPLIES FOR 1ST QUARTER OF FY 2024**. Bids received in the excess of the ABC shall be automatically rejected at bid opening.

The ISUFST now invites bids for **PURCHASE OF OFFICE SUPPLIES FOR 1ST QUARTER OF FY 2024**. Completion of the works/project requires **Thirty (30) calendar days**. 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).

Bidding will be conducted through open competitive bidding procedures using non-discretionary “*pass/fail*” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of the Republic Act 9184, otherwise known as the “Government Procurement Reform Act”.

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

Interested bidders may obtain further information from **ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY** and inspect the Bidding Documents at the address given below from **9:00 AM to 5:00 PM**.

A complete set of bidding documents maybe acquired by interested bidders starting **December 28, 2023** from the address below and upon payment of the applicable fee for the bidding documents, pursuant to the latest guidelines issued by the GPPB, in the amount of **One Thousand Pesos Only (Php1,000.00)**.

It may also be downloaded free of charge from the website of the Philippines Government Electronic Procurement System (PhilGEPs) and the website of the Procuring Entity, provided that the bidders shall pay the applicable fee for the bidding documents not later than the submission of the bids.

Bids must be duly received by the BAC Secretariat at the address below on or before **January 4, 2024, 10:00 AM**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 18.

Further, the BAC **WILL NOT consider discounts** upon the offered bid in the bid form, **except** if the distribution of amount discounted on the Bidder’s Tender and Detailed Estimates.

Bid opening shall be on **January 4, 2024, 10:15 AM** at **ISUFST- Main Tiwi Site Conference Hall, Tiwi, Barotac Nuevo, Iloilo**. Bids will be opened in the presence of the bidder’s representatives who choose to attend at the address below. **Late bid shall not be accepted**.

The ISUFST 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 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

HEIREYNE JOY D. APRESTO

Head, BAC Secretariat

Iloilo State University of Fisheries Science and Technology

5007 Tiwi, Barotac Nuevo, Iloilo, Philippines

Mobile No.: (Globe) +639563964048 / (Smart) +639185663799

Email: jscfmainbac@gmail.com

Website: isufst.edu.ph

LILIBETH B. PETRESCU

Chairman, Bids and Awards Committee

Iloilo State University of Fisheries Science and Technology

5007 Tiwi, Barotac Nuevo, Iloilo, Philippines

Mobile No.: (Globe) +639278504299

Email: jscfmainbac@gmail.com

Website: isufst.edu.ph

Republic of the Philippines
ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY
 Tiwi, Barotac Nuevo, Iloilo

BIDDER'S TENDER

PURCHASE OF OFFICE SUPPLIES FOR 1ST QUARTER OF FY 2024

ABC: Php572,779.82

Duration: 30 CD

 Sir/Madam:

In connection with your invitation of bid dated _____ deliver in conformity with the specification of the articles which I/we quoted as specified below and do hereby bind myself/ourselves to accept only the award of any or all the articles subject to the condition of this proposal, except that these are hereby expressly modified. (See our letter accompanying this tender.)

To guarantee the faithful compliance with the condition in the invitation to bid, I/We file herewith a cash bond in the amount of Php_____ representing the _____.

Item No.	Qty	Unit	Articles and Description	Unit Cost	Total Cost
1	11	roll	Acetate (0.075mm,gauge #3)		
2	500	piece	Ballpen (black)		
3	400	piece	Ballpen (blue)		
4	35	pc	Ballpen (red)		
5	100	pack	Board paper (10's, long)		
6	55	pack	Board paper (10's, short)		
7	900	ream	Bond paper (sub. 20, A4)		
8	100	ream	Bond paper (sub. 20, Long)		
9	87	ream	Bond paper (sub. 20, Short)		
10	300	piece	Brown envelope (A4)		
11	300	piece	Brown envelope (long)		
12	300	piece	Brown envelope (short)		
13	18	piece	Calculator, (compact, 12 digits)		
14	16	pack	Cartolina Paper (assorted Colors)		
15	50	piece	Certificate holder (A4)		
16	25	piece	Certificate holder (short)		
17	33	piece	Clearbook, (20 pockets, A4)		
18	400	piece	Clip (backfold, metal: 50mm)		
19	54	box	Clip (backfold,metal: 19mm)		
20	89	box	Clip (backfold,metal: 25mm)		
21	59	box	Clip (backfold,metal: 32mm)		
22	200	piece	Correction tape		
23	30	piece	Cutter (big, heavy duty)		
24	10	tube	Cutter blade (10's, big)		
25	200	piece	Data Man File		
26	21	piece	Dating and Stamping Machine		
27	40	piece	Document tray organizer (2 layer)		
28	9	piece	Eraser (felt, for blackboard/whiteboard)		
29	20	piece	Eraser (rubber, good quality)		
30	500	piece	Expanded folder (long)		

 Supplier

 Authorized Representative and Signature

 Address

 Canvasser

 Contact Number

Republic of the Philippines
ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY
 Tiwi, Barotac Nuevo, Iloilo

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Item No.	Qty	Unit	Articles and Description	Unit Cost	Total Cost
31	10	box	Fastener (metal,70mm)		
32	39	box	Fastener (plastic)		
33	35	pc	folder (white, long)		
34	35	pc	folder (white, short)		
35	34	jar	Glue (all purpose, 130 grams)		
36	58	tube	Glue (pencil style)		
37	53	tube	Glue (super glue)		
38	8	tube	Glue gun (big, heavy duty)		
39	1	tube	Glue gun (small, heavy duty)		
40	80	tube	Glue stick (big)		
41	40	piece	Glue stick (small)		
42	105	piece	Highlighter pen (assorted colors)		
43	55	box	Index Tab (self-adhesive,transparent)		
44	90	pack	Inkjet paper (matte, 145 gsm, A4)		
45	10	piece	Long range stapler		
46	85	pad	Note Pad (stick on, 50mm x 76mm) 2x3		
47	61	pad	Note Pad (stick on, 76mm x 100mm) 3x4		
48	57	pad	Note Pad (stick on, 76mm x 76mm) 3x3		
49	48	box	Paper Clip (32mm min)		
50	55	box	Paper Clip (50mm min)		
51	2	unit	PAPER TRIMMER/CUTTING MACHINE, table top		
52	43	box	Pencil (lead, w/ eraser)		
53	10	piece	Pencil Sharpener (manual)		
54	54	box	Permanent Marker (broad, black, refillable)		
55	77	piece	Permanent Marker (fine, black, refillable)		
56	70	piece	Permanent Marker, (broad, blue, refillable)		
57	39	piece	Permanent Marker, (broad, red, refillable)		

 Supplier

 Authorized Representative and Signature

 Address

 Contact Number

 Canvasser

Republic of the Philippines
ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY
 Tiwi, Barotac Nuevo, Iloilo

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To guarantee the faithful compliance with the condition in the invitation to bid, I/We file herewith a cash bond in the amount of Php_____ representing the _____.

Item No.	Qty	Unit	Articles and Description	Unit Cost	Total Cost
58	15	piece	Photo frame (A4)		
59	85	pack	Photo paper (glossy)		
60	100	pack	Photo paper (matte)		
61	5	piece	Puncher (3 holes, HD)		
62	9	piece	Puncher (heavy duty, 2 hole guide)		
63	100	roll	Receipt paper (76mm)		
64	79	piece	Record Book (300 leaves)		
65	61	piece	Ring binder (½")		
66	68	piece	Ring binder (¾")		
67	83	piece	Ring binder (1")		
68	30	pc	Ring Binder (1/4")		
69	35	pc	Ring Binder (1/8")		
70	35	piece	Ring binder (1½")		
71	50	piece	Ring binder (2")		
72	9	box	Rubber Band (70mm, #18)		
73	15	piece	Ruler (plastic, 12")		
74	34	pair	Scissors		
75	128	piece	Sign pen (0.4, black)		
76	115	piece	Sign pen (0.4, blue)		
77	106	piece	Sign pen (1.0, black)		
78	92	piece	Sign pen (1.0, blue)		
79	111	piece	Sign pen (black, 0.5mm)		
80	103	piece	Sign pen (blue, 0.5mm)		
81	45	piece	Sign pen (red, 0.5mm)		
82	50	pack	Special paper (long, 20's)		
83	50	pack	Special paper (short, 20's)		
84	40	piece	Stamp Pad Felt (60mm x 100mm)		

 Supplier

 Authorized Representative and Signature

 Address

 Canvasser

Republic of the Philippines
ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY
 Tiwi, Barotac Nuevo, Iloilo

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To guarantee the faithful compliance with the condition in the invitation to bid, I/We file herewith a cash bond in the amount of Php_____ representing the _____.

Item No.	Qty	Unit	Articles and Description	Unit Cost	Total Cost
85	24	bottle	Stamp Pad Ink (50ml,Purple/Violet)		
86	25	piece	Staple Remover (Plier-Type)		
87	16	box	Staple Wire (#10)		
88	50	box	Staple Wire (#35)		
89	10	box	Staple Wire (Heavy duty, binder-type, 23/13)		
90	19	piece	Stapler (#10)		
91	30	piece	Stapler (#35)		
92	75	pack	Sticker paper (glossy)		
93	85	pack	Sticker paper (matte)		
94	60	pack	Tape (masking, width:24mm)		
95	50	roll	Tape (double-sided, 24mm)		
96	39	roll	Tape (duct tape)		
97	30	roll	Tape (masking, width: 48mm)		
98	20	roll	Tape (packaging, width: 48mm)		
99	53	roll	Tape (transparent, width: 24mm)		
100	50	roll	Tape (transparent, width: 48mm)		
101	20	pc	Tape Dispenser		
102	75	piece	Whiteboard pen (black, refillable)		
103	60	piece	Whiteboard pen (blue, refillable)		

Supplier

Authorized Representative and Signature

Address

Contact Number

Canvasser