



INVITATION TO BID

Bid Solicitation No.: 20240114-09

REPOSTING: 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 **REPOSTING: 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 **REPOSTING: 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 **January 15, 2024** 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 29, 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 29, 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:

ANGELI F. PINUELA

Head, BAC Secretariat

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

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

REPOSTING: 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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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 |
|----------|-----|-------|---|-----------|------------|
| 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



Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 10475006
Procuring Entity ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY
Title REPOSTING: PURCHASE OF OFFICE SUPPLIES FOR 1ST QUARTER OF FY 2024
Area of Delivery Iloilo

| | | | |
|--|---|------------------------------|---------------------|
| Solicitation Number: | 20240114-09 | 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 | 15/01/2024 |
| Approved Budget for the Contract: | PHP 572,779.82 | Last Updated / Time | 14/01/2024 21:31 PM |
| Delivery Period: | 30 Day/s | Closing Date / Time | 29/01/2024 10:00 AM |
| Client Agency: | | | |
| Contact Person: | Angeli F. Pinuela Head, BAC Secretariat Tiwi Barotac Nuevo Iloilo Philippines 5007 63-915-0015448 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.:20240114-09

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:REPOSTING: 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: January 15, 2024
- 2.Pre-Bid Conference:N/A
- 3.Deadline of Submission & Receipt of Bid: January 29, 2024 @10:00AM
- 4.Opening of Bids:January 29, 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 Angeli F. Pinuela

Date Created 14/01/2024

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.