



## INVITATION TO BID FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF COMMONLY USED OFFICE SUPPLIES

1. The **Department of Agriculture-Western Visayas**, through the **National Expenditure Program of 2023** intends to apply the sum of **Four Million Eight Hundred Sixty Five Thousand One Hundred Eighty Eight Pesos and 10/100 (Php4,865,188.10)** being the ABC to payments under the contract for **Procurement of Supply and Delivery of Commonly Used Office Supplies/IB 2023-17 (GAS)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
  
2. The **Department of Agriculture-Western Visayas** now invites bids for the **Procurement of Supply and Delivery of Commonly Used Office Supplies** with the following specifications:

	Description	Quantity
1	Alcohol, Ethyl, 500ml, 70%	958 bottles
2	Alcohol, Ethyl, 1 Gallon, 70%	193 gallons
3	Alcohol, Ethyl, 330 ml, 70% in a bottle spray	15 bottles
4	Alcohol, Isopropyl, 70%, 500 ml	220 bottles
5	Alcohol, Isopropyl, 70%, 3.785 liters	45 gallons
6	Air Freshener, Aerosol type, spray, 320 ml	322 cans
7	Broom, Soft (Walis Tambo)	120 pieces
8	Broom, Stick (Walis Ting-ting)	88 pieces
9	Cleaner, Toiler Bowl and urinal, 900ml – 1000ml	287 bottles
10	Cleanser, Scouring powder, 350g	37 cans
11	Detergent bar, 380g as packed	22 pieces
12	Detergent powder, all purpose, 1 kg *no repacking, brand name must be indicated in the packaging	207 pouches
13	Disinfectant spray, aerosol type, 340g (Alky dimethyl benzyl ammonium chloride)	346 cans
14	Dust pan, rigid non-breakable plastic – big	31 pieces
15	Floor wax, paste type, red, 900g	8 cans
16	Furniture cleaner, aerosol type, 330 ml	117 cans
17	Liquid hand soap, 500 ml, antibacterial	399 bottles
18	Mop bucket, heavy duty, hard plastic, 30 liters capacity	13 units
19	Mop handle, heavy duty, screw type	16 pieces
20	Mop head, made of rayon, compatible with mop handle	46 pieces
21	Rags, all cotton, 1 kilo per bundle, 32 pcs/bundle	36 bundles
22	Scouring pad, 5 pieces per pack	37 packs
23	Wastebasket, rigid plastic	36 pieces
24	Tissue, interfolded paper towel, 175 pulls per pack	823 packs
25	Toilet tissue paper, 2 ply, 12 rolls in a pack	1,016 packs

26	Liquid hand sanitizer, 500 ml	302 bottles
27	Insecticide, aerosol type, net content: 600 ml min (d-phenothrin 0.13% w/w, Prallethrin 0.10% w/w, 465g	242 cans
28	Bathroom soap, 85gms	245 pieces
29	Dishwashing liquid, 250ml, anti-bacterial	328 bottles
30	Doormat, cotton	129 pieces
31	Glass cleaner, 500 ml	78 bottles
32	Toilet rubber pump	14 pieces
33	Toilet brush	16 pieces
34	Working gloves, good quality	57 pairs
35	Car Freshener – Spillproof Organic Air Freshener, 42gms	166 cans
36	Pail, medium	11 pieces
37	Dipper, medium	39 pieces
38	Empty sack, 50kg capacity	770 pieces
39	Trash bag, black, X-Large, 10pcs/pack, 15" x 15" x 37"	793 packs
40	Trash bag, black, XXL, 10pcs/pack, -----	326 packs
41	Garbage bag/rubbish bag, black heavy duty, 240 liters bin, 50pcs/pack, large	8 packs
42	Sponge – heavy duty, multi-use	6 pieces
43	Sodium Hypochlorite, 3.785 liters (gallon)	10 gallons
44	Liquid detergent (1L)	10 liters
45	Oxygen Bleach (3600 ml) gallon	5 gallons
46	Disinfectant, Concentrated (benzalkonium chloride base), 5 liters	2 gallons
47	Receptacle, 4" base	24 pieces
48	Chain, galvanized steel, heavy duty	10 feet
49	Padlock 30mm, heavy duty	5 pieces
50	Padlock 40mm, heavy duty	5 pieces
51	Door lock set, good quality	5 sets
52	Nylon cable tie, 100pcs/pack, 2.5mm x 200mm	2 packs
53	Stapler hd 50df, big	29 pieces
54	Packaging tape dispenser	2 pieces
55	Clipboard with cover, long, blue	15 pieces
56	LED bulb Pro Series Daylight (18 watts)	165 pieces
57	Silica gel for document protection	1 pack
58	Plastic basket with handle for documents	2 pieces
59	Laundry basket with handle	6 pieces
60	Fluorescent tube 40 watts	15 pieces
61	Twine, plastic, 1 kilo	137 rolls
62	Acetate Fountain pen – high quality, color black, 1.0	6 pieces
63	Battery, dry cell, size AA, Two (2) pieces per blister pack	543 packs
64	Battery, dry cell, size AAA, Two (2) pieces per blister pack	377 packs
65	Battery, dry cell, size D, Two (2) pieces per blister pack	18 packs
66	Blade, for general purpose cutter/utility knife, 10 pieces per pack	32 packs
67	Binder clip, Good quality, 2" wide, 1 dozen/box, 50mm	384 boxes
68	Binder clip, Good quality, ¾" wide, 1 dozen/box, 19mm	340 boxes
69	Binder clip, Good quality, 1" wide, 1 dozen/box, 25mm	294 boxes
70	Binder clip, Good quality, 1 ¼" wide, 1 dozen/box, 32mm	350 boxes
71	Binder clip, Good quality, 1 5/8" wide, 1 dozen/box, 41mm	548 boxes
72	Board cutter 15 inches x 15 inches	1 piece
73	Clear book, 20 transparent pockets, A4	35 pieces
74	Clear book, 20 transparent pockets, legal	81 pieces

75	Carbon film, A4, 100 sheets per box, blue	6 boxes
76	Carbon film, Legal, 100 sheets per box, blue	4 boxes
77	Calculator, Compact, 2 way power, 12 digit	80 units
78	Correction tape, 8 meters	1,780 pieces
79	Correction fluid pen – high quality	10 pieces
80	Cartolina, white, 20 pieces per pack	22 packs
81	Certificate holder, A4	2,031 pieces
82	Data file box, green	131 pieces
83	Data folder long, green	338 pieces
84	Dating and stamping machine	15 pieces
85	Dater	24 pieces
86	Dater w/ received	14 pieces
87	Eraser, rubber	82 pieces
88	Envelope, documentary, 500 pieces per box, short size document, brown	21 boxes
89	Envelope, documentary, 500 pieces per box, long size document, brown	48 boxes
90	Envelope, expanding, kraft, 100 pieces per box, legal	26 boxes
91	Envelope, expanding, plastic	290 pieces
92	Envelope, mailing, 500 pieces per box	25 boxes
93	Envelope, mailing, with window, 500 pieces per box	16 boxes
94	Envelope, long size, plastic with handle & zipper	1,108 pieces
95	Eraser, felt, for blackboard/whiteboard	11 pieces
96	Fastener, metal, non-sharp edges, 50 sets per box	57 boxes
97	File organizer, expanding, plastic, legal, w/ handle	146 pieces
98	Folder, pressboard, 100 pieces per box, green	5 boxes
99	Folder with tab, A4, metal, 100 pieces per pack	25 packs
100	Folder with tab, legal, metal, 100 pieces per pack	20 packs
101	Folder, Lever, long, blue	192 pieces
102	Folder, Lever, long, green	156 pieces
103	Folder, Tagboard, for short size documents, 100s/pack, white regular folder	25 packs
104	Folder, tagboard, for long size documents, 100s/pack, white regular folder	65 packs
105	Folder, tagboard, long size, yellow, 100s/pack	1 pack
106	Folder, tagboard, long size, orange, 100s/pack	1 pack
107	Folder, tagboard, long size, red, 100s/pack	1 pack
108	Folder, tagboard, long size, green, 100s/pack	1 pack
109	Folder, tagboard, long size, blue, 100s/pack	1 pack
110	Folder, plastic with slider, white or clear, long size, 12pc/pack	35 packs
111	Fastener, for paper, plastic, 50 sets/box	350 boxes
112	Fastener, for paper, plastic 8 ½ long", 50 sets/box	136 boxes
113	File tray – 3 layer, color black	4 pieces
114	Glue, all purpose, 200 grams, paste	232 jars
115	Glue gun, heavy duty, uses dual temperature or hot melt 0.45" (11.5mm) diameter glue sticks, 40W	2 pieces
116	Glue stick, 11.5mm	12 pieces
117	High impact storage box, organizing, 70 liters capacity, with handle – with wheels	41 pieces
118	High impact storage box, organizing, 120 liters capacity, with handle	79 pieces

119	High impact storage box, organizing, 70 liters capacity, with handle – with wheels, color gray	32 pieces
120	High impact storage box, organizing, 40 liters capacity, with handle – L79 x W39 x H16cm	6 boxes
121	Index tab, self-adhesive, transparent, 5 sets per box	48 boxes
122	Index card box, 5" x 8"	5 pieces
123	Index card, 5" x 8", 500 pieces/pack	10 packs
124	ID with sling	1,300 pieces
125	Ink, for stamp pad, 30ML	99 bottles
126	Laminating film, 250 Mic. 12" roll	3 rolls
127	Laminating film, A4 size, 250 microns, 100/box	6 boxes
128	Marker, Fluorescent, 3 colors per set	266 sets
129	Marker, Permanent, Black, bullet type	335 pieces
130	Marker, Permanent, Blue, bullet type	165 pieces
131	Marker, Permanent, Red, bullet type	80 pieces
132	Marker, Whiteboard, black	294 pieces
133	Marker, Whiteboard, blue	179 pieces
134	Marker, Whiteboard, red	92 pieces
135	Marker, permanent, broad, black	305 pieces
136	Marker, permanent, broad, blue	181 pieces
137	Permanent marker, fine-tipped, black color, 10.6mm grip diameter, 5.4 inch length (capped), 9 grams weight, water resistant	50 pieces
138	Permanent marker, white, instant drying, bullet point	10 pieces
139	Map pin, round head, 100 pieces per case	5 cases
140	Push pin, flat head type, assorted colors, 100 pieces per case	45 cases
141	Molar box, with cover, green	145 pieces
142	Molar box, with cover, blue	309 pieces
143	Molar box, with cover, royal blue	274 pieces
144	Molar box, w/o cover royal blue	200 pieces
145	Molar box, w/o cover light blue	20 pieces
146	Molar box, w/o cover green	179 pieces
147	Magnifying glass (90mm)	5 pieces
148	Philippine National Flag, standard size, 3x6	10 pieces
149	Paper clip, vinly/plastic coated, 33mm	330 boxes
150	Paper clip, vinly/plastic coated, jumbo, 50mm	325 boxes
151	Pencil, lead/graphite, with eraser, one (1) dozen per box	259 boxes
152	Pencil sharpener, manual, single cutter head	30 pieces
153	Puncher, paper, heavy duty	85 pieces
154	Paper, multipurpose A4, 500 sheets per ream, 8.3" x 11.7", 75 gsm	1,282 reams
155	Paper, multipurpose legal, 500 sheets per ream, 8.5" x 14", 70 gsm (super long)	233 reams
156	Pad paper, ruled, yellow pad	59 pads
157	Paper, parchment, 100 sheets per box, A4	1 box
158	Paper, multi-purpose (copy), short size, substance 20/75 gsm	1,043 reams
159	Paper, multi-purpose (copy), long size, 8.5" x 13", substance 20/75 gsm	2,623 reams
160	Paper, specialty paper, powder blue, long size, 8.5" x 13", 85 gsm, 20 pcs/pack	60 packs
161	Paper, specialty paper, soft green, long size, 8.5" x 13" 85 gsm, 20 pcs/pack	100 packs
162	Paper, specialty paper, white, long size, 8.5" x 13", 85 gsm, 20 pcs/pack	48 packs

163	Paper, specialty paper, cream, long size, 8.5" x 13", 85 gsm, 20 pcs/pack	40 packs
164	Paper, multi-purpose (Copy), color pink, long size 8.5" x 13"	16 reams
165	Paper, multi-purpose (Copy), color blue, long size 8.5" x 13"	17 reams
166	Paper, multi-purpose (Copy), color green, long size 8.5" x 13"	18 reams
167	Paper, multi-purpose (Copy), color yellow, long size 8.5" x 13"	17 reams
168	Paper, A3, 11.7" x 16.6", substance 20	12 reams
169	Paper, specialty paper, brilliant white, long size, 8.5" x 13", 85 gsm, 20 pcs/pack	239 packs
170	Paper, specialty paper, ivory, long size, 85 gsm, 20 pcs/pack	538 packs
171	Photo paper, high quality, glossy, A4 size, 8.3" x 11.7", 220gsm, 20 pcs/pack	77 packs
172	Photo paper, high quality, glossy, long, 250gsm, 20 pcs/pack	95 packs
173	Photo paper, high quality, matte, A4, 250 gsm, 20 pcs/pack	149 packs
174	Photo paper, high quality, matte, long, 8.5" x 13", 250 gsm, 20 pcs/pack	10 packs
175	PVC cover, A4 size, 100 pcs/box	4 boxes
176	PVC cover, long size, 100 pcs/box	4 boxes
177	Paper cutting board (15x18)	1 piece
178	Sticker paper, A4, glossy, white, 10 pcs/pack	92 packs
179	Laid paper, specialty paper, 185gsm, natural, 8.5" x 11" (10pcs per pack)	120 packs
180	Laid paper, specialty paper, 85 gsm, natural, 8.5" x 13" (20 pcs per pack)	100 packs
181	Laid paper, specialty paper, 185gsm, natural, 8.5" x 13", 10 pcs per pack	100 packs
182	Record book, 200 pages, size: 5.44" x 8.5"	12 pieces
183	Record book, 300 pages, size: 214mm x 278mmmin	488 books
184	Record book, 500 pages, size: 214mm x 278mmmin	215 books
185	Board, specialty paper, long size, 8.5" x 13", 220 gsm, 20 pcs/pack, color cream	197 packs
186	Board, specialty paper, A4 size, 8.3" x 11.7", 220gsm, 20 pcs/pack, color cream	342 packs
187	Specialty paper, A4 size, 8.3" x 11.7", 120gsm, 10 pcs/pack, white color	80 packs
188	Specialty paper, A4 size, 8.3" x 11.7", 185 gsm, 10 pcs/pack, white color	80 packs
189	Sticker paper, matte white, A4, 10 sheets/pack	365 packs
190	Thermal paper, 216mm	5 rolls
191	Sign Here Sticker Label 25 sheets/color 1.2x4cm	105 packs
192	Ring binder, plastic, 38 mm, 10 pieces per bundle	20 bundles
193	Ring binder, plastic, 51 mm, 10 pieces per bundle	20 bundles
194	Ring binder, 28 mm, (1 inch wide), 23 loops	20 bundles
195	Ring binder, 50 mm, (2 inch wide), 23 loops	20 bundles
196	Ring binder, plastic, 32 mm, 10 pieces per bundle, 84 rings	12 bundles
197	Rubber band, ordinary, 100 pcs/box	51 boxes
198	Rubber band no. 18, 350g	64 boxes
199	Ruler, stainless, 18 inches	10 pieces
200	Ruler, 12 inch, plastic	48 pieces
201	Ruler, plastic, 450mm 18 inch	129 pieces
202	Meter stick	51 pieces

203	Sign pen V ball, 0.7 extra fine, black	423 pieces
204	Sign pen V ball, 0.7 extra fine, blue	352 pieces
205	Sign pen V ball, 1.0 extra fine, black	204 pieces
206	Sign pen V ball, 0.4 extra fine, black	380 pieces
207	Sign pen V ball, 0.3 extra fine, black	12 pieces
208	Sign pen, black, liquid or gel, 0.5	2,475 pieces
209	Sign pen, blue, liquid or gel, 0.5	1,445 pieces
210	Sign pen, red, liquid or gel, 0.5	183 pieces
211	Staple wire, heavy duty (binder type), 23/13	51 boxes
212	Staple wire, standard, #35	440 boxes
213	Staple wire 23/8	10 boxes
214	Stamp pad, felt, #2	54 pieces
215	Stamp, pad	5 pieces
216	Stamp, "Certified Machine Copy"	2 pieces
217	Scissors, symmetrical or asymmetrical	156 pairs
218	Stapler, standard type	83 pieces
219	Stapler, heavy duty (binder type), desktop	17 units
220	Stapler remover, plier type	86 pieces
221	Tape dispenser, table top	50 pieces
222	Note pad, stick on, 2" x 3", 100 sheets per pad	678 pads
223	Note pad, stick on, 3" x 4", 100 sheets per pad	591 pads
224	Note pad, stick on, 3" x 3", 100 sheets per pad	750 pads
225	3M sticky note page 6705AN 1/22X2IN	20 packs
226	Notebook, stenographer, 40 leaves	1,320 pieces
227	Numberer, 12 digits	9 pieces
228	Mouse pad, 220x180x2mm, premium textured Non-Slip Rubber Base	6 pieces
229	Ballpen, black 0.5	3,496 pieces
230	Ballpen, blue 0.5	1,482 pieces
231	Ballpen, red 0.5	59 pieces
232	Tape, duct, 48mm, black/blue/gray	126 rolls
233	Tape, double sided, ¾ x 10 m	188 rolls
234	Tape, double sided, 1 inch, 3mm x 48mm	205 rolls
235	Tape, electrical, 0.16mm x 19mm x 16m	95 rolls
236	Tape, masking, 24mm	312 rolls
237	Tape, masing, 48mm	284 rolls
238	Tape, packaging, 48 mm	558 rolls
239	Tape, transparent, 24 mm	606 rolls
240	Tape, transparent, 48 mm	392 rolls
241	Whiteboard (60cm x 90cm)	1 piece
242	Portfolio clipboard long with cover plastic material	25 pieces
243	Starfile, storage box, Arlin/Buffalo Skin, with lid for cover, open handles on the sides, with plastic pocket for label, size – 11" x 15" 5/8" x 11" (WxLxH), Midnight blue	20 pieces
244	Thermogun	1 piece
245	KN95 10pcs/box (FDA Approved)	131 boxes
246	KN94, 10pcs/pack (FDA Approved)	50 packs
247	Face Mask, 3 ply, fifty (50) pieces per box (FDA Approved)	1,067 boxes

Terms and Conditions:

- Quotation(s) must include all kind of taxes for the item(s)/services listed hereunder, including delivery charges
- Price quotation(s) submitted shall be valid for a period of 60 days reckoned from the deadline for submission of BID
- Terms of payment: within 60 days after delivery and shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility

Delivery of the Goods is required **within 90 calendar days from receipt of Notice to Proceed** and to be delivered at DA WESVIARC, Hamungaya, Buntatala, Jaro, Iloilo City.

Bidders should have completed, within three (3) years (**2019-present**) from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

The prospective Bidder must be registered in the PhilGEPS.

Prospective Bidders may obtain further information from **Department of Agriculture-Western Visayas** and inspect the Bidding Documents at the address given below during office hours, **8:00 a.m. to 5:00 p.m.**

5. A complete set of Bidding Documents may be acquired by interested Bidders on **December 7, 2022 – December 28, 2022** from the given address and website(s) 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 **Five Thousand Pesos (Php 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be presented **in person**.
6. The **Department of Agriculture-Western Visayas** will hold a Pre-Bid Conference at **9:00 a.m. on December 15, 2022** at the **RCPC Library, RCPC Building, DA WESVIARC Compound, Hamungaya, Brgy. Buntatala, Jaro, Iloilo City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below or **online or electronic (pdf file) submission** as indicated below, on or before **9:00 a.m. on December 28, 2022**. Late bids shall not be accepted. In

case of online submission, submission shall follow the provision GPPB Reso. No. 09 -2020 Section 4.2.

8. All Bids must be accompanied by a Bid Securing Declaration **or** Bid Security in the amount of any of the acceptable forms and in the amount of **Php97,303.77** (if the bid security is in the form of cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit) or **Php243,259.41** (if the bid security is in the form of surety bond).

In lieu of a bid security, the bidder may submit a duly notarized **Bid Securing Declaration** that is an undertaking which states, among others, that the bidder shall enter into contract with the procuring entity and furnish the required performance security within 10 calendar days from receipt of the notice of award, and committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event that it violates any of the conditions stated therein as required in the guidelines issued by the GPPB.

9. Bid opening shall be at **9:00 a.m. on December 28, 2022** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Department of Agriculture-Western Visayas** 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. **Department of Agriculture-Western Visayas** does not condone any form of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported immediately to the office of the Secretary or the National Bureau of Investigation (NBI) for entrapment and proper investigation.
12. For further information, please refer to:  
**Zarlina B. Cuello**  
**BAC Chairperson**  
DA-WESVIARC Compound  
Brgy. Buntatala, Jaro  
Iloilo City  
Tel. No. (033) 320-23-73  
Fax No. (033) 320-94-69  
**[www.westernvisayas.da.gov.ph](http://www.westernvisayas.da.gov.ph)**  
**[dareg6bac@yahoo.com](mailto:dareg6bac@yahoo.com)**



13. You may visit the following websites:  
For downloading of Bidding Documents: PhilGEPS  
For online bid submission: dawvbacgas@gmail.com

**December 7, 2022**

**Zarlina B. Cuello**  
**BAC Chairperson**