



INVITATION TO BID NO. 27-18 FOR
Purchase of Office Supplies for Different Offices, Roxas City

1. The **Roxas City Government**, through the Appropriation Ordinance intends to apply the sum of **P3,330,000.00** being the Approved Budget for the Contract (ABC) to payments under the contract for **Purchase of Office Supplies for Different Offices, Roxas City**.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **Roxas City Government** now invites bids for **Purchase of Office Supplies for Different Offices, Roxas City**. Delivery of the Goods is required *within 120 days after receipt of NTP*. Bidders should have completed, **within 5 year** 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 Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

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 5183 and subject to Commonwealth Act 138.

4. Interested bidders may obtain further information from **Roxas City Government** and inspect the Bidding Documents at the address given below during **Mon-Fri-8-5pm**.

A complete set of Bidding Documents may be purchased by interested Bidders on **May 03-May 24, 2018**, from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **P5,000.00**

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

5. The **Roxas City Government** will hold a **Pre-Bid Conference on, May 11, 2018, 3:00p.m. at BAC Office, 3rd Floor, Roxas City Hall, Roxas City**. which shall be open to all interested parties.

6. Bids must be delivered to the address below on or before **May 24, 2018, 3:00pm**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause

Bid opening shall be on **May 24, 2018, 3:00pm at BAC Office, 3rd Floor, Roxas City Hall**. Bids will be opened in the presence of the Bidders’ representatives who choose to attend at the address below. Late bids shall not be accepted.

7. The **Roxas City Government** reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

8. For further information, please refer to:

GILBERT G. TAN
BAC Chairman
Address: Bids and Awards Committee
Secretariat, Roxas City Hall



Republic of the Philippines
CITY OF ROXAS
 Bids and Awards Committee
 City Hall, Roxas City 5800, Philippines



Date _____
 Quotation No. _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____.

GILBERT G. TAN
 BAC Chairman

- NOTE:**
1. **ALL ENTRIES MUST BE TYPEWRITTEN**
 2. **DELIVERY PERIOD WITHIN _____ CALENDAR DAYS**
 3. **WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY**
 4. **PRICE VALIDITY SHALL BE A PERIOD OF _____ CALENDAR DAYS**
 5. **G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION**
 6. **BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.**

ITEM NO.	ITEM & DESCRIPTION (City Engineer's Office)	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
1.	Bond Paper Subs. 20, Long	Reams.	80		
2.	Bond Paper Subs. 20, Short	Reams.	80		
3.	Bond Paper Subs. 20, A3	Reams.	20		
4.	LQ2190 Ribbon Cartridge	Pcs.	20		
5.	Paper Clip Big	Boxes.	30		
6.	Record Book 500 pages	Pcs.	40		
7.	Yellow Pad	Pads.	40		
8.	Scotch Tape	Rolls.	15		
9.	Packing Tape	Rolls.	13		
10.	Carbon Paper Long	Packs.	10		
11.	Folder Short	Pcs.	1000		
12.	Folder Long	Pcs.	1000		
13.	Paper Fastener	Boxes.	30		
14.	Typewriter Ribbon	Pcs.	20		
15.	EPSON Black Refill Ink	Btls.	5		
16.	EPSON Cyan Refill Ink	Btls.	5		
17.	EPSON Magenta Refill Ink	Btls.	5		
18.	EPSON Yellow Refill Ink	Btls.	5		
19.	Rubber Band Big	Boxes.	20		
20.	Ballpen	Pcs.	20		
21.	Pencil	Pcs.	50		
22.	Sign Pen	Pcs.	30		
23.	Pentel Pen	Pcs.	20		
24.	Garbage Bag Large	Packs.	15		
25.	Expanded Folder	Pcs.	500		
26.	PG810 Black Cartridge	Pcs.	10		
27.	CL811 Colored Cartridge	Pcs.	10		
28.	Ineo Toner	Tubes.	10		
	X-X-X-X-X-X-X				

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

 Printed Name/ Signature

 Name of Establishment/Dealer

 Tel. No. / Cellphone No./e-mail address

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ITEM NO.	ITEM & DESCRIPTION (City Tourism Office)	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
1.	Bond Paper Subs. 20, Long	Reams.	60		
2.	Bond Paper Subs. 20, Short	Reams.	60		
3.	LQ2190 Ribbon Cartridge	Pcs.	16		
4.	Paper Clip Big	Boxes.	30		
5.	Record Book 500 Pages.	Pcs.	40		
6.	Yellow Pad	Pads.	40		
7.	Scotch Tape	Rolls.	15		
8.	Packing Tape	Rolls.	13		
9.	Carbon Paper Long	Packs.	10		
10.	Folder Short	Pcs.	1000		
11.	Folder Long	Pcs.	1000		
12.	Paper Fastener	Boxes.	30		
13.	Typewriter Ribbon	Pcs.	20		
14.	673 Black Refill Ink	Btls.	4		
15.	673 Cyan Refill Ink	Btls.	4		
16.	673 Magenta Refill Ink	Btls.	4		
17.	673 Yellow Refill Ink	Btls.	4		
18.	673 Light Magenta Refill Ink	Btls.	4		
19.	673 Light Cyan Refill Ink	Btls.	4		
20.	Rubber Band Big	Boxes.	20		
21.	Ballpen	Pcs.	20		
22.	Pencil	Pcs.	20		
23.	Sign Pen	Pcs.	30		
24.	Pentel Pen	Pcs.	20		
25.	Garbage Bag Large	Packs.	20		
26.	PG810 Black Cartridge	Pcs.	10		
27.	CL811 Colored Cartidge	Pcs.	10		
X-X-X	X-X-X-X-X-X-				

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ITEM NO.	ITEM & DESCRIPTION (City Planning Office)	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
1.	Bond Paper Subs. 20, Long	Reams.	80		
2.	Bond Paper Subs. 20, Short	Reams.	80		
3.	LQ2190 Ribbon Cartridge	Pcs.	20		
4.	Paper Clip Big	Boxes.	30		
5.	Record Book 500 pages	Pcs.	40		
6.	Yellow Pad	Pads.	40		
7.	Scotch Tape	Rolls.	15		
8.	Packing Tape	Rolls.	13		
9.	Carbon Paper Long	Packs.	10		
10.	Folder Short	Pcs.	1000		
11.	Folder Long	Pcs.	1000		
12.	Paper Fastener	Boxes.	30		
13.	Typewriter Ribbon	Pcs.	20		
14.	EPSON Black Refill Ink	Btls.	5		
15.	EPSON Cyan Refill Ink	Btls.	5		
16.	EPSON Magenta Refill Ink	Btls.	5		
17.	EPSON Yellow Refill Ink	Btls.	5		
18.	Rubber Band Big	Boxes.	20		
19.	Ballpen	Pcs.	20		
20.	Pencil	Pcs.	50		
21.	Sign Pen	Pcs.	30		
22.	Pentel Pen	Pcs.	20		
23.	Garbage Bag Large	Packs.	15		
24.	Expanded Folder	Pcs.	500		
25.	PG810 Black Cartridge	Pcs.	10		
26.	CL811 Colored Cartridge	Pcs.	10		
27.	Ineo Toner	Tubes.	10		

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ITEM NO.	ITEM & DESCRIPTION (City Assessor Office)	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
1.	Bond Paper Subs. 20, Long	Reams.	80		
2.	Bond Paper Subs. 20, Short	Reams.	80		
3.	LX310 Ribbon Cartridge	Pcs.	20		
4.	LQ2190 Ribbon Cartridge	Pcs.	20		
5.	Paper Clip Big	Boxes.	30		
6.	Record Book 500 pages	Pcs.	50		
7.	Yellow Pad	Pads.	35		
8.	Scotch Tape	Rolls.	13		
9.	Packing Tape	Rolls.	13		
10.	Carbon Paper Long	Packs.	11		
11.	Folder Short	Pcs.	1000		
12.	Folder Long	Pcs.	1000		
13.	Paper Fastener	Boxes.	50		
14.	Typewriter Ribbon	Pcs.	20		
15.	664 Black Refill Ink	Btls.	5		
16.	664 Cyan Refill Ink	Btls.	5		
17.	664 Magenta Refill Ink	Btls.	5		
18.	664 Yellow Refill Ink	Btls.	5		
19.	Rubber Band Big	Boxes.	20		
20.	Ballpen	Pcs.	30		
21.	Pencil	Pcs.	50		
22.	Sign Pen	Pcs.	50		
23.	Pentel Pen	Pcs.	50		
24.	Garbage Bag Large	Packs.	20		
25.	Expanded Folder	Pcs.	500		
X-X-X	X-X-X-X	.			
		.			

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ITEM NO.	ITEM & DESCRIPTION (City Budget Office)	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
1.	Bond Paper Subs. 20, Long	Reams.	80		
2.	Bond Paper Subs. 20, Short	Reams.	80		
3.	LX310 Ribbon Cartridge	Pcs.	20		
4.	LQ2190 Ribbon Cartridge	Pcs.	20		
5.	Paper Clip Big	Boxes.	30		
6.	Record Book 500 pages	Pcs.	50		
7.	Columnar Book	Pcs.	50		
8.	Yellow Pad	Pads.	35		
9.	Scotch Tape	Rolls.	13		
10.	Packing Tape	Rolls.	13		
11.	Carbon Paper Long	Packs.	11		
12.	Folder Short	Pcs.	1000		
13.	Folder Long	Pcs.	1000		
14.	Paper Fastener	Boxes.	50		
15.	Typewriter Ribbon	Pcs.	20		
16.	664 Black Refill Ink	Btls.	5		
17.	664 Cyan Refill Ink	Btls.	5		
18.	664 Magenta Refill Ink	Btls.	5		
19.	664 Yellow Refill Ink	Btls.	5		
20.	Rubber Band Big	Boxes.	30		
21.	Ballpen	Pcs.	30		
22.	Pencil	Pcs.	50		
23.	Sign Pen	Pcs.	50		
24.	Pentel Pen	Pcs.	50		
25.	Garbage Bag Large	Packs.	20		
26.	Expanded Folder	Pcs.	500		
x-x-x	x-x-x-x-x-x	.			

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ITEM NO.	ITEM & DESCRIPTION (City Accounting Office)	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
1.	Bond Paper Subs. 20, Long	Reams.	80		
2.	Bond Paper Subs. 20, Short	Reams.	80		
3.	Black Toner Samsung 104s	Pcs.	7		
4.	Black Toner KM-1820	Pcs.	7		
5.	Paper Clip Big	Boxes.	30		
6.	Record Book 500 pages	Pcs.	50		
7.	Columnar Book	Pcs.	50		
8.	Carbon Paper Long	Packs.	10		
9.	Folder Short	Pcs.	1000		
10.	Folder Long	Pcs.	1000		
11.	Paper Fastener	Boxes.	50		
12.	Typewriter Ribbon	Pcs.	20		
13.	EPSON Black Refill Ink	Btls.	5		
14.	EPSON Cyan Refill Ink	Btls.	5		
15.	EPSON Magenta Refill Ink	Btls.	5		
16.	EPSON Yellow Refill Ink	Btls.	5		
17.	Rubber Band, Big	Boxes.	20		
18.	Ballpen	Pcs.	30		
19.	Pencil	Pcs.	50		
20.	Sign Pen	Pcs.	50		
21.	Pentel Pen	Pcs.	50		
22.	Garbage Bag, Large	Packs.	20		
23.	Expanded Folder	Pcs.	500		
24.	Black Cartridge EPSON FX-2175	Pcs.	4		
25.	Colored Cartridge EPSON FX-2175	Pcs.	5		
X-X-X	X-X-X-X-X				

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ITEM NO.	ITEM & DESCRIPTION (City Population Office)	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
1.	Bond Paper Subs. 20, Long	Reams.	80		
2.	Bond Paper Subs. 20, Short	Reams.	80		
3.	LQ2190 Ribbon Cartridge	Pcs.	20		
4.	LX310 Ribbon Cartridge	Pcs.	20		
5.	Paper Clip Big	Boxes.	30		
6.	Record Book 500 pages	Pcs.	50		
7.	Columnar Book	Pcs.	50		
8.	Carbon Paper Long	Packs.	10		
9.	Folder Short	Pcs.	1000		
10.	Folder Long	Pcs.	1000		
11.	Paper Fastener	Boxes.	50		
12.	Typewriter Ribbon	Pcs.	11		
13.	664 Black Refill Ink	Btls.	5		
14.	664 Cyan Refill Ink	Btls.	5		
15.	664 Magenta Refill Ink	Btls.	5		
16.	664 Yellow Refill Ink	Btls.	5		
17.	Rubber Band, Big	Boxes.	20		
18.	Ballpen	Pcs.	30		
19.	Pencil	Pcs.	50		
20.	Sign Pen	Pcs.	50		
21.	Pentel Pen	Packs.	50		
22.	Garbage Bag, Large	Pcs.	20		
23.	Expanded Folder	Pcs.	500		
24.	PG810 Black Cartridge	Pcs.	9		
25.	CL811 Colored Cartridge	Pcs.	9		
26.	Packing Tape	Rolls.	15		
x-x-x	x-x-x-x-x-x				

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ITEM NO.	ITEM & DESCRIPTION (City Disaster Risk Reduction Management Office)	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
1.	Bond Paper Subs. 20, Long	Reams.	60		
2.	Bond Paper Subs. 20, Short	Reams.	60		
3.	LQ2190 Ribbon Cartridge	Pcs.	16		
4.	Paper Clip Big	Boxes.	30		
5.	Record Book 500 pages	Pcs.	40		
6.	Yellow Pad	Pcs.	40		
7.	Scotch Tape	Packs.	15		
8.	Packing Tape	Pcs.	13		
9.	Carbon Paper Long	Pcs.	10		
10.	Folder Short	Boxes.	1000		
11.	Folder Long	Pcs.	1000		
12.	Paper Fastener	Boxes.	30		
13.	Typewriter Ribbon	Pcs.	20		
14.	EPSON Black Refill Ink	Btls.	5		
15.	EPSON Cyan Refill Ink	Btls.	5		
16.	EPSON Magenta Refill Ink	Btls.	5		
17.	EPSON Yellow Refill Ink	Btls.	5		
18.	Rubber Band, Big	Boxes.	20		
19.	Ballpen	Pcs.	20		
20.	Pencil	Pcs.	20		
21.	Sign Pen	Pcs.	30		
22.	Pentel Pen	Packs.	20		
23.	Garbage Bag, Large	Pcs.	15		
24.	PG810 Black Cartridge	Pcs.	10		
25.	CL811 Colored Cartridge	Pcs.	10		
X-X-X	X-X-X-X-X-X-X				

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ITEM NO.	ITEM & DESCRIPTION (City Social Welfare & Development Office)	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
1.	Bond Paper Subs. 20, Long	Reams.	80		
2.	Bond Paper Subs. 20, Short	Reams.	80		
3.	LQ2190 Ribbon Cartridge	Pcs.	20		
4.	LX310 Ribbon Cartridge	Boxes.	20		
5.	Paper Clip Big	Boxes.	30		
6.	Record Book 500 pages	Pcs.	50		
7.	Columnar Book	Pcs.	50		
8.	Carbon Paper Long	Packs.	10		
9.	Folder Short	Pcs.	1000		
10.	Folder Long	Pcs.	1000		
11.	Paper Fastener	Boxes.	50		
12.	Typewriter Ribbon	Pcs.	11		
13.	EPSON Black Refill Ink	Btls.	5		
14.	EPSON Cyan Refill Ink	Btls.	5		
15.	EPSON Magenta Refill Ink	Btls.	5		
16.	EPSON Yellow Refill Ink	Btls.	5		
17.	Rubber Band, Big	Boxes.	20		
18.	Ballpen	Pcs.	30		
19.	Pencil	Pcs.	50		
20.	Sign Pen	Pcs.	50		
21.	Pentel Pen	Packs.	50		
22.	Garbage Bag, Large	Pcs.	20		
23.	Expanded Folder	Pcs.	500		
24.	PG810 Black Cartridge	Pcs.	7		
25.	CL811 Colored Cartridge	Pcs.	7		
X-X-X	X-X-X-X-X-X				

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

 Printed Name/ Signature

 Name of Establishment/Dealer

 Tel. No. / Cellphone No./e-mail address

 Date



Republic of the Philippines
CITY OF ROXAS
 Bids and Awards Committee
 City Hall, Roxas City 5800, Philippines



Date _____
 Quotation No. _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____.

GILBERT G. TAN
 BAC Chairman

- NOTE:**
1. **ALL ENTRIES MUST BE TYPEWRITTEN**
 2. **DELIVERY PERIOD WITHIN _____ CALENDAR DAYS**
 3. **WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY**
 4. **PRICE VALIDITY SHALL BE A PERIOD OF _____ CALENDAR DAYS**
 5. **G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION**
 6. **BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.**

ITEM NO.	ITEM & DESCRIPTION (City Mayor's Office)	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
1.	Bond Paper Subs. 20, Long	Reams.	100		
2.	Bond Paper Subs. 20, Short	Reams.	100		
3.	Record Book 500 pages	Pcs.	150		
4.	Record book 300 pages	Pcs.	100		
5.	Folder Long White	Pcs.	3000		
6.	Folder Short White	Pcs.	3000		
7.	Alcohol 500ml	Btls.	80		
8.	Rubber Band Small	Boxes.	100		
9.	Rubber Band Big	Boxes.	150		
10.	Correction Big	Pcs.	50		
11.	Sign Pen	Pcs.	100		
12.	Ball Pen Red	Pcs.	100		
13.	Ballpen Black	Pcs.	100		
14.	Expanded Envelope	Pcs.	150		
15.	Wyteboard Marker	Pcs.	60		
16.	Wyteboard Refill	Pcs.	40		
17.	Pentel Pen	Pcs.	60		
18.	Pentel Pen Refill	Pcs.	40		
19.	Highlighter	Pcs.	60		
20.	Paper Fastener	Pcs.	60		
21.	Stamp Pad Ink	Pcs.	60		
22.	Glue 130gms	Pcs.	60		
23.	Paper Clip Small	Boxes.	60		
24.	Paper Clip big	Boxes.	60		
25.	Staple Wire #35	Boxes.	100		
26.	Staple Wire #10	Boxes.	50		
27.	Transparent Tape 1"	Rolls.	40		
28.	Transparent Tape 2"	Rolls.	40		
29.	Transparent Tape 3"	Rolls.	40		
-page 1 of 3-					

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ITEM NO.	ITEM & DESCRIPTION (City Mayor's Office)	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
30	Masking Tape 1"	Rolls.	40		
31	Masking Tape 2"	Rolls.	40		
32	Masking Tape 3"	Rolls.	40		
33	Mailing Envelope Short	Boxes.	250		
34	Mailing Envelope Long	Boxes.	250		
35	Packing Tape 3"	Rolls.	40		
36	Special Paper Long	Packs.	80		
37	Special Paper Short	Packs.	80		
38	Sticker Paper	Packs.	50		
39	Photo Paper	Packs.	50		
40	Ineo Toner	Tubes.	25		
41	CL811 Colored Cartridge	Pcs.	60		
42	PG810 Black Cartridge	Pcs.	60		
43	PG40 Black Cartridge	Pcs.	60		
44	CL41 Colored Cartridge	Pcs.	60		
45	664 Black Refill Ink	Btls.	50		
46	664 Cyan Refill Ink	Btls.	50		
47	664 Magenta Refill Ink	Btls.	50		
48	664 Yellow Refill Ink	Btls.	50		
49	Brown Envelope Long	Pcs.	3000		
50	Brown Envelope Short	Pcs.	3000		
51	Fax Paper	Rolls.	80		
52	Newsprint Long	Reams.	200		
53	Newsprint Short	Reams.	200		
54	Pencil	Pcs.	500		
55	Carbon Paper Long Black	Packs.	60		
56	Carbon Paper Short Black	Packs.	50		
57	Carbon Paper Long Blue	Packs.	60		
58	Carbon Paper Short Blue	Packs.	50		
-page 2 of 3-					

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