



INVITATION TO BID FOR *SUPPLY AND DELIVERY OF OFFICE SUPPLIES*

1. The *Far North Luzon General Hospital and Training Center*, through the *Regular Fund* intends to apply the sum *One Million Eight Hundred Sixty-Four Thousand Five Hundred Ninety-Five Pesos (1,864,595.00)* being the ABC to payments under the contract for *Supply and Delivery of Office Supplies / IB No. 2024-06-064-G*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Line Item Procurement

Item #	Unit of Measure	Item Description	Quantity	Unit Price	Total Price
1	pc	GEL PEN 0.5MM	100	50.00	5,000.00
2	pack	Transparent Paper A4	100	15.00	1,500.00
3	box	Ballpen - 0.3mm - BLACK (box of 12)	15	300.00	4,500.00
4	box	Ballpen - 0.5mm -BLACK (box of 12)	15	300.00	4,500.00
5	box	Ballpen - Fine tech 0.5mm -BLUE (box of 12)	15	300.00	4,500.00
6	box	BallPen (ballpoint) - Black (box of 50)	150	350.00	52,500.00
7	box	BallPen (ballpoint) - Blue (box of 50)	80	350.00	28,000.00
8	box	BallPen (ballpoint) - Red (box of 50)	50	350.00	17,500.00
9	box	Ballpen (Signing pen) black (box of 12)	20	900.00	18,000.00
10	box	Ballpen (signing pen) blue (box of 12)	20	900.00	18,000.00
11	pc	Battery 9V	50	175.00	8,750.00
12	pc	Battery AA - Long lasting	250	99.00	24,750.00
13	pc	Battery AAA - Long lasting	250	99.00	24,750.00
14	pc	Battery type C	150	150.00	22,500.00
15	box	Binder clip 1 1/4 (box of 12)	30	50.00	1,500.00
16	box	binder clip 1 inch (box of 12)	30	35.00	1,050.00
17	box	Binder clip 2 inches	20	85.00	1,700.00
18	ream	Bond Paper A3	20	500.00	10,000.00
19	pack	Bristol paper Board - A4 (100 sheets)	170	500.00	85,000.00
20	pack	Bristol paper Board - Long (100 sheets)	70	550.00	38,500.00
21	ream	Bristol paper Board - long yellow (100 sheets)	100	500.00	50,000.00
22	pc	calculator 12 digits 2 way power supply) tilt display	10	1,200.00	12,000.00
23	pack	Carbon Paper (100's)	10	150.00	1,500.00
24	pc	Cartolina - LIGHT BLUE	2000	10.00	20,000.00
25	pc	Cartolina - LIGHT GREEN	2000	10.00	20,000.00
26	pc	Cartolina - LIGHT RED	2000	10.00	20,000.00
27	pc	Cartolina - ORANGE	2000	10.00	20,000.00
28	pc	Cartolina - PINK	2000	10.00	20,000.00
29	pc	Cartolina - WHITE	2000	10.00	20,000.00
30	pc	Cartolina - YELLOW	2000	10.00	20,000.00
31	meter	Celluloid	10	20.00	200.00
32	pc	Clip board with binder - LONG Size	100	160.00	16,000.00
33	pc	Clip board with binder - A4 Size	100	150.00	15,000.00
34	ream	colored paper - blue (by 100's)	1	100.00	100.00
35	ream	colored paper - green (by 100's)	1	100.00	100.00
36	ream	colored paper - pink (by 100's)	1	100.00	100.00
37	ream	colored paper - yellow (by 100's)	1	100.00	100.00
38	pc	Cork board 50cmx70cm	15	1,000.00	15,000.00
39	pc	Cork board 60cmx90cm	35	1,500.00	52,500.00
40	pc	Correction Tape (15m X 15mm)	550	50.00	27,500.00
41	pc	Double-sided tape	60	200.00	12,000.00
42	pc	electronic calculator	2	750.00	1,500.00
43	pc	Envelope A4 - brown	1700	15.00	25,500.00
44	pc	Envelope LONG - brown	2200	20.00	44,000.00
45	pc	Epson Ink 003 - BLACK	170	300.00	51,000.00
46	pc	Epson Ink 003 - CYAN	100	300.00	30,000.00
47	pc	Epson Ink 003 - MAGENTA	100	300.00	30,000.00
48	pc	Epson Ink 003 - YELLOW	100	300.00	30,000.00



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49	pc	epson ink 664 (black)	80	400.00	32,000.00
50	pc	epson ink 664 (cyan)	45	300.00	13,500.00
51	pc	epson ink 664 (magenta)	45	300.00	13,500.00
52	pc	epson ink 664 (yellow)	45	300.00	13,500.00
53	pc	Epson Maintenance Box T04D1	2	1,000.00	2,000.00
54	pc	Expanding Envelop with divider (accordion)- plastic -BLUE	2	600.00	1,200.00
55	pc	Expanding Envelope with Garter	100	30.00	3,000.00
56	pc	Expanding Folder- A4 (GREEN)	110	12.00	1,320.00
57	pc	Expanding Folder- A4 (ROYAL BLUE)	110	15.00	1,650.00
58	pc	Expanding Folder- long (GREEN)	610	15.00	9,150.00
59	pc	Expanding Folder- long RED	50	15.00	750.00
60	pc	Expanding Folder- long ROYAL BLUE	110	15.00	1,650.00
61	pc	file box (15.5" x 9.5" x 4.5")	270	200.00	54,000.00
62	pc	File Box, Long, Hard bound - RED	40	300.00	12,000.00
63	pc	File Folder, Expanding Green	30	25.00	750.00
64	pc	File organizer Box (cardboard paper, 5KG capacity, rectangular)	25	350.00	8,750.00
65	pc	File Tray - 3 layers	2	500.00	1,000.00
66	pc	Flash drive 32 gb	15	1,000.00	15,000.00
67	pc	Folder - Morocco - Long BLUE	25	20.00	500.00
68	pc	Folder - Morocco - Long RED	25	20.00	500.00
69	pc	Folder (8.5 X 13) - brown	100	25.00	2,500.00
70	pc	Folder (A4) white	800	8.00	6,400.00
71	pc	Folder (long) white	1200	10.00	12,000.00
72	pc	Folder A4 - brown	250	20.00	5,000.00
73	pc	Folder Plate - A4	60	120.00	7,200.00
74	pc	Folder Plate - Legal	10	120.00	1,200.00
75	pc	Foot Ruler - plastic transparent	40	25.00	1,000.00
76	pc	Highlighter - Blue	50	50.00	2,500.00
77	pc	Highlighter - Dark Green	50	50.00	2,500.00
78	pc	Highlighter - Yellow	70	50.00	3,500.00
79	pc	HP GT52 (Black ink)	15	350.00	5,250.00
80	pc	HP GT53 (Cyan ink)	5	400.00	2,000.00
81	pc	HP GT53 (Magenta ink)	5	350.00	1,750.00
82	pc	HP GT53 (Yellow ink)	5	350.00	1,750.00
83	pc	ID Puncher - heavy duty	6	1,000.00	6,000.00
84	bot	Ink for Brother BTD60BK - Black	5	400.00	2,000.00
85	bot	Ink for Brother BTD60BK - Cyan	3	400.00	1,200.00
86	bot	Ink for Brother BTD60BK - Magenta	3	400.00	1,200.00
87	bot	Ink for Brother BTD60BK - Yellow	3	400.00	1,200.00
88	bot	Ink for Brother DCP-T700W - Black	5	625.00	3,125.00
89	bot	Ink for Brother DCP-T700W - Cyan	3	625.00	1,875.00
90	bot	Ink for Brother DCP-T700W - Magenta	3	625.00	1,875.00
91	bot	Ink for Brother DCP-T700W - Yellow	3	625.00	1,875.00
92	Set	Ink for Brother MFC-T810W	2	1,000.00	2,000.00
93	pc	INK for HP Inktank 115 - Black	60	400.00	24,000.00
94	pc	INK for HP Inktank 115 - Cyan	50	400.00	20,000.00
95	pc	INK for HP Inktank 115 - Magenta	50	400.00	20,000.00
96	pc	INK for HP Inktank 115 - Yellow	50	400.00	20,000.00
97	roll	Laminating film	5	1,500.00	7,500.00
98	pack	Linen Paper	5	50.00	250.00
99	pc	logbook 500 pages	125	150.00	18,750.00
100	pc	Logbooks 100 pages	50	55.00	2,750.00
101	pc	Logbooks 200 pages	50	80.00	4,000.00
102	pc	Mailing Envelope - LONG White	5,000	5.00	25,000.00
103	pc	Masking tape 1 inch - BIG	20	90.00	1,800.00
104	pc	Mortar and Pestle (marble, small size)	1	350.00	350.00
105	pc	Multipurpose glue 130g	100	130.00	13,000.00
106	pc	packaging tape 200mx2"	10	60.00	600.00
107	box	Paper clip BIG	80	50.00	4,000.00
108	box	Paper clip small	65	40.00	2,600.00
109	pc	Paper cutter - heavyduty	150	100.00	15,000.00
110	box	paper fastener (metal) 50's	110	125.00	13,750.00



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111	box	paper fastener (plastic coated) 50's	10	80.00	800.00
112	box	pencil- no. 2 (box of 12)	75	200.00	15,000.00
113	pc	Pencil Sharpener - table top	15	300.00	4,500.00
114	pc	Permanent marker fine - Black	450	100.00	45,000.00
115	pc	Puncher - Heavy Duty	30	300.00	9,000.00
116	box	push pin reusable plastic thumb tacks 100's	80	60.00	4,800.00
117	pc	receiving stamp with date	3	1,500.00	4,500.00
118	pc	Logbook- 300 sheets	80	100.00	8,000.00
119	pc	Resealable plastic 2x2	1,000	2.00	2,000.00
120	pc	Resealable plastic 3x4	1,000	5.00	5,000.00
121	pc	Ring Binder (3 inches)	30	25.00	750.00
122	pc	Ring binder (4 inches)	30	35.00	1,050.00
123	box	Rubber band - all purpose (350 grams)	2	200.00	400.00
124	pc	scissor 8-inch (heavy duty) large	140	200.00	28,000.00
125	pc	scotch tape (1/2") big	20	45.00	900.00
126	pc	scotch tape- 1 inch big	550	90.00	49,500.00
127	pc	scotch tape dispenser - big	50	500.00	25,000.00
128	box	Sign Pen v-5 .05 BX-V5 (Black)	1	700.00	700.00
129	box	Sign Pen v-5 .05 BX-V5 (Blue)	1	700.00	700.00
130	pc	Sliding Folder - clear - LONG	1,100	20.00	22,000.00
131	pc	Stamp - Certified True Copy (throdot)	2	350.00	700.00
132	pc	Stamp - Received (throdot)	2	350.00	700.00
133	pc	stamp pad	30	150.00	4,500.00
134	pc	Stamp pad INK - black	30	250.00	7,500.00
135	pc	Stamp pad INK - blue	25	250.00	6,250.00
136	box	staple wire #35	260	100.00	26,000.00
137	box	staple wire 23/10	45	120.00	5,400.00
138	pc	staple wire-heavy duty 23/13 (10s)	35	1,000.00	35,000.00
139	pc	stapler heavy duty with staple remover	60	350.00	21,000.00
140	pc	Steno Notebook	60	35.00	2,100.00
141	pc	Sticky note (4x6 inches) 50's	15	65.00	975.00
142	pc	sticky notes (3x3 inch)	35	40.00	1,400.00
143	pc	Sticky notes 100sheets 76mmX76mm	10	30.00	300.00
144	pc	Sticky notes 100sheets small	15	20.00	300.00
145	pc	Sticky Notes 3*3	60	50.00	3,000.00
146	pc	Storage Box 150 liters	50	1,000.00	50,000.00
147	box	storage box(120L)	50	500.00	25,000.00
148	box	vinyll paper clips coated (jumbo)	2	50.00	100.00
149	pc	wax paper / onion paper , 30cm x 40cm	60	10.00	600.00
150	pc	White Board (1.2M X 2.4M)	2	5,000.00	10,000.00
151	pc	White Board (1M X 1M)	2	2,000.00	4,000.00
152	pc	White board 2x3 feet	25	1,500.00	37,500.00
153	pc	White board Eraser	5	20.00	100.00
154	pc	White board Marker	240	50.00	12,000.00

2. The **Far North Luzon General Hospital and Training Center** now invites bids for the above Procurement Project. Delivery of the Goods is required within **Thirty (30) Calendar Days**. Bidders should have completed, within **Two (2) years** 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.
 - a. 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.



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4. Prospective Bidders may see opportunities Bidding Document through:
 - a. PhilGEPS - <https://notices.philgeps.gov.ph/>
 - b. Agency Website - <https://fnlghtc.doh.gov.ph/invitation-to-bid/>
 - c. HOPPS Bulletin Board located at Administrative Building, Far North Luzon General Hospital and Training Center, Quirino, Luna, Apayao;
5. A complete set of Bidding Documents may be acquired by interested Bidders on **June 26-July 16, 2024** from the given address below and website(<https://fnlghtc.doh.gov.ph/invitation-to-bid/>), 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 (Php5,000.00)** must be made before opening of bids. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.
6. Payment of the applicable fee for the Bidding Documents must be made before opening of bids. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person by facsimile, or through electronic means.
7. The **FNLGHTC** will hold a Pre-Bid Conference¹ on **July 3, 2024, 9:00 am** at **FNLGHTC, DAD's Hall – Administrative Building** which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat through manual **submission** at the office address indicated below, on or before **July 16, 2024, 9:00 am**. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **July 16, 2024, 9:00 am**. at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. The **Far North Luzon General Hospital and Training Center** 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.
12. For further information, please refer to:
[JULIET A. CABRERA]
[PROCUREMENT OFFICE]
[FAR NORTH LUZON GENERAL HOSPITAL & TRAINING CENTER, QUIRINO LUNA, APAYAO]
[julietcabrera30@yahoo.com]
[0918-9065148]
13. You may visit the following websites:
For downloading of Bidding Documents: <https://fnlghtc.doh.gov.ph/>

FELIPE R. AGBISIT, MD, FPSMS, MHA
BAC CHAIRPERSON

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.