Republic of the Philippines
Province of Albay
CITY GOVERNMENT OF TABACO
Tabaco City

Bids and Awards Committee

INVITATION TO BID FOR THE

Supply & Delivery of Office Supplies for the Executive Departments of the City Government of Tabaco

Contract ID: CB_GOODS_2026-10-0019

1) The ***City Government of Tabaco***, through the **General Fund 2026** intends to apply the sum of ***Two Million Eight Hundred One Thousand Two Hundred Thirty-Nine Pesos (Php 2,801,239.00)*** being the Approved Budget for the Contract (ABC), to payments under the contract for ***Supply & Delivery of Office Supplies for the Executive Departments of the City Government of Tabaco, General Services Office, Tabaco City with Contract ID CB_GOODS_2026-10-0019.*** Bids received in excess of the ABC shall be automatically rejected at bid opening.

2) The ***City Government of Tabaco*** now invites bids for the ***Supply & Delivery of Office Supplies for the Executive Departments of the City Government of Tabaco***:

Item No.	Quantity	Unit of Issue	Description	Total Budget per item (Php)
1	161	ream	Bond Paper, 70gsm, Subs20, 500 pages, A3, 11.7x16.5 inches	78,890.00
2	2,077	ream	Bond Paper, 70gsm, Subs20, 500 pages, A4, 8.25x11.75 inches	423,708.00
3	3,121	ream	Bond Paper, 70gsm, Subs20, 500 pages, Legal, 8.5x13 inches	717,830.00
4	2,040	ream	Bond Paper, 70gsm, Subs20, 500 pages, Short, 8.5 x 11 inches	401,880.00
5	1	pad	Reimbursement Expense Receipt (RER Form)	45.00
6	175	pack	Daily Time Record (for JO Personnel), Form 48, 500pcs/pack	28,350.00
7	490	pad	Sticky Note, 2x3, neon color, 100sh/pad	11,760.00
8	123	pad	Sticky Note, 3x3, neon color, 100sh/pad	3,936.00
9	55	pad	Sticky Note, 3x4, neon color, 100sh/pad	1,925.00
10	304	set	Sticky Note, 4.5x1.2cm, 20sh/color, 5 in 1 set	14,288.00
11	265	piece	Record Book, 200 pages, 280x170mm, 7x11 inches	19,345.00
12	265	piece	Record Book, 300 pages, 280x170mm, 7x11 inches	21,995.00

13	93	piece	Record Book, 500 pages, 280x170mm, 7x11 inches	10,974.00
14	38	piece	Official Record Book, 300 pages, 214x278mm	8,208.00
15	287	piece	Official Record Book, 500 pages, 214x278mm	71,463.00
16	484	box	Ballpen, Super Fine Point, 0.5mm, 12pcs/box, Black	51,304.00
17	99	box	Ballpen, Super Fine Point, 0.5mm, 12pcs/box, Blue	10,494.00
18	32	box	Ballpen, Super Fine Point, 0.5mm, 12pcs/box, Red	3,392.00
19	202	box	Pencil, Medium #2 with black lead, Color yellow, 12pcs/box	29,290.00
20	484	box	Sign Pen, Gel pen, 0.5mm, 12pcs/box, Black	190,212.00
21	212	box	Sign Pen, Gel pen, 0.5mm, 12pcs/box, Blue	83,316.00
22	100	box	Sign Pen, Gel pen, 0.7mm, 12pcs/box, Black	39,300.00
23	71	box	Sign Pen, Gel pen, 0.7mm, 12pcs/box, Blue	27,903.00
24	166	piece	Magazine File Box, Legal, Horizontal, 12×24×40cm	25,398.00
25	20	box	Documentary Envelope, Short, 100pcs/box	6,600.00
26	35	box	Documentary Envelope, Long, 100pcs/box	13,475.00
27	37	box	Expanding Envelope with Garter, Kraft Brown, Long, 100pcs/box	69,005.00
28	4	box	Expanding Envelope with Garter, Kraft Brown, Short, 100pcs/box	7,460.00
29	68	box	Fastener, Metal, Ordinary, 50 sets/box	3,740.00
30	151	box	Fastener, Plastic, Ordinary, Assorted Colors, 50 sets/box	6,946.00
31	5	box	Fastener, Plastic, 8-½" long, 70mm, 50 sets/box	1,015.00
32	116	pack	Folder with Tab, Legal, White, 100pcs/pack	92,568.00
33	68	pack	Folder with Tab, Short, White, 100pcs/pack	48,620.00
34	4	pack	Folder with Tab, Short, Brown, 100pcs/pack	2,180.00
35	32	pack	Folder with Tab, Long, Brown, 100pcs/pack	19,360.00
36	19	box	Pressboard Expandable Folder, US, 90gms, Long, 8.5x11.14 inches, 100pcs/box	35,435.00
37	1	box	Pressboard Expandable Folder, made of heavy duty paper board (at least 0.40mm thick), 39mm expansion, 369mm x 424.. (Short). 312gsm, US	1,865.00
38	442	box	Clip Backfold/Binder Clip, 19mm, 12pcs/box	14,586.00

39	431	box	Clip Backfold/Binder Clip, 25mm, 12pcs/box	17,240.00
40	321	box	Clip Backfold/Binder Clip, 32mm, 12pcs/box	21,186.00
41	344	box	Clip Backfold/Binder Clip, 50mm, 12pcs/box	39,904.00
42	2,101	piece	Correction Tape, White, 10m x 5mm	75,636.00
43	562	box	Paper Clip, 33mm, Vinyl/Plastic Coated, 100pcs/box	8,430.00
44	540	box	Paper Clip, 50mm, Vinyl/Plastic Coated, 100pcs/box	15,660.00
45	474	box	Staple Wire No. 35, 5000pcs.box	25,122.00
			TOTAL:	**2,801,239.00**

Delivery of the Goods requires ***thirty (30) calendar days***. Bidders should have completed, at least **5 *years*** from the date of submission and receipt of bids, contracts 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 competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.

   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.

4) Interested Bidders may obtain further information from ***City Government of Tabaco*** and inspect the Bidding Documents at the address given below ***during office hours from Monday to Thursday, 8:00 AM to 5:00 PM***.

5) A complete set of Bidding Documents may be acquired by interested Bidders on ***30 October – 17 November 2026*** from the address given below 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 and 00/100 (Php 5,000.00).***

   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 given below, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

   www.philgeps.gov.ph
   www.tabacocity.com.ph

   The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

6) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the office address indicated below, on or before ***1:30PM, 17 November 2026***. Late bids shall not be accepted.

7) All Bids must be accompanied by a Bid Security in any of the acceptable forms and in the amount stated in ITB Clause 16.1.

8) Bid opening shall be on ***17 November 2026, 2:00PM*** at the ***BAC Conference Room, Mezzanine Floor, City Legal Office, 2F Annex Building, Tabaco City Hall, Tabaco City***. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.

9) The ***City Government of Tabaco*** 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 70 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.

10) For further information, please refer to:

    ATTY. WILLIAM B. BALAYO, CPA
    BAC Chairperson
    BAC Office: 3F Annex Building, Tabaco City Hall, Tabaco City
    City Legal Office: 2F Annex Building, Tabaco City Hall, Tabaco City
    Email: bactabaco2025@gmail.com
    Website: www.tabacocity.com.ph

11) You may visit the following websites for downloading of Bidding Documents:

    www.tabacocity.com.ph
    www.philgeps.gov.ph

30 October 2026

ATTY. WILLIAM B. BALAYO, CPA
BAC Chairperson