



Republic of the Philippines
PROVINCIAL GOVERNMENT OF ORIENTAL MINDORO
Camilmil, Calapan City 5200, Oriental Mindoro
BIDS AND AWARDS COMMITTEE

INVITATION TO BID
IB No. GS-2022-033

Office Supplies and Devices/Other Supplies for use of PGOM office supplies (2nd quarter)
Based on Consolidated Annual Procurement Plan for the year 2022

1. The Provincial Government of Oriental Mindoro (PGOM) through the General Fund intends to apply the sum **Three Million Nine Hundred Eighty One Thousand Six Hundred Sixty Seven Pesos and 45/100 Only (Php 3,981,667.45)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, **"Supply and Delivery of Office Supplies and Devices/Other Supplies for use of PGOM office supplies (2nd quarter) based on Consolidated Annual Procurement Plan for the year 2022."** Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The PGOM now invites bids for the Project, **"Supply and Delivery of Office Supplies and Devices/Other Supplies for use of PGOM office supplies (2nd quarter) based on Consolidated Annual Procurement Plan for the year 2022."** Delivery of the goods shall be in accordance with the Delivery Schedule under Section VI. Schedule of Requirements. Bidders should have completed within five (5) years before the date of submission and receipt of bids, a single completed contract similar to the Project worth at least **twenty five (25%)** of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders (ITB).

Item No.	Item Description	Qty./Unit
	Office Supplies	
1	Acetate	20 bxs
2	A4 double sided photography (50 shts, 230gsm)	1 pack
3	Ballpen fine tech .3 black	6 pcs
4	Ballpen Comby Neo retractable	5 pcs
5	Black Flexstick 1.0	100 pcs
6	Ballpen Faber castel 0.5mm (188 black, 25 blue, 10 red)	223 pcs
7	Ballpen ord. (660 black, 25 red, 25 green, 127 blue)	837 pcs
8	Ballpen BPS Fine (110 black, 15 blue)	125 pcs
9	Ballpen retractable (246 blue, 20 red, 1020 black)	1286 pcs
10	Ballpen igel (105 green, 53 blue, 3 red, 3 pink, 387 black, 7 violet)	558 pcs
11	Bond Paper A4 (70gsm)	68 rms
12	Bond Paper A3 (70gsm)	42 rms
13	Bond Paper long S20 (70gsm)	1806 rms
14	Bond Paper short S20 (70gsm)	1525 rms
15	Bond Paper long orange	5 rms
16	Colored paper long (20 green, 42 pink, 33 yellow, 3 blue)	98 rms
17	Colored paper pastel color	1 rm
18	Calculator Scientific	1 pc
19	Calculator AC DC 12 digits	1 pc
20	Colored Paper Assorted Color	6 rms
21	Calculator big 12 digits	4 pcs
22	Calculator MX 125	1 pc
23	Cambric Paper long (6 beige, 1 cream, 1 white)	8 packs
24	Cambric board long (2 beige, 3 cream, 35 white, 9 yellow)	59 packs
25	Cambric board short (10 white, 5 beige, 253 crem)	168 packs
26	Cambric Paper short (1 cream, 1 white)	2 packs
27	Cartridge black #810 for Canon Printer	19 bxs
28	Cartridge colored #811	8 bxs
29	Carbon paper long	2 bxs
30	Cartolina (103 light green, 104 yellow, 51 light blue, 51 pink, 2 orange, 49 white)	360 pcs
31	Carbon paper long blue	5 bxs
32	Clip binder 2"	68 bxs
33	Clip binder 1"	76 bxs
34	Clip binder ¾"	59 bxs
35	Chalk white	2 bxs
36	Columnar notebook 8 columns	18 pcs
37	Columnar notebook 12 columns	4 pcs
38	Columnar notebook 24 columns	9 pcs
39	Combo cover long thick plastic clear	47 pairs

continuation on next page