



**Republic of the Philippines**  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
**Regional Office No. 1**  
 Government Center, Sevilla, San Fernando City, La Union

***DENR REGIONAL OFFICE NO. 1***

**INVITATION TO BID FOR THE**  
**SUPPLY AND DELIVERY OF COMMON OFFICE SUPPLIES AND EQUIPMENT FOR**  
**2<sup>ND</sup> SEMESTER OF CY 2020**  
**(DENR1-ITB-20-010)**

1. The DENR-Region I through the General Appropriations Act for 2020 *intends* to apply the sum of **NINE HUNDRED SEVENTY-SEVEN THOUSAND THREE HUNDRED EIGHTY-TWO PESOS AND 51/100 (₱ 977,382.51)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Supply and Delivery of Common Office Supplies and Equipment for 2<sup>nd</sup> Semester of CY 2020**. Bids received in excess of the ABC shall be automatically rejected at the bid opening.
2. The DENR-Region I now invites bids for the supply and delivery of common office supplies and equipment broken down as follows:

ITEM NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	TOTAL COST
<b>COMMON OFFICE SUPPLIES</b>					
1	can	AIR FRESHENER, 280mL/can	34	292.60	9,948.40
2	bottle	ALCOHOL, 70%, ethyl, 500ml	435	53.61	23,322.09
3	pack	BATTERY, size AA, alkaline, 2 pieces per blister pack	95	50.60	4,807.00
4	pack	BATTERY, size AAA, alkaline, 2 pieces per blister pack	81	84.70	6,860.70
5	box	CLIP, backfold, 19mm, 12 pieces per box	62	16.50	1,023.00
6	box	CLIP, backfold, 25mm, 12 pieces per box	48	26.40	1,267.20
7	box	CLIP, backfold, 32mm, 12 pieces per box	30	52.80	1,584.00
8	box	CLIP, backfold, 50mm, 12 pieces per box	41	92.40	3,788.40
9	piece	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	202	37.40	7,554.80
10	box	DATA FILE BOX, made with chipboard, with closed ends	75	139.70	10,477.50
11	piece	DATA FOLDER, made with chipboard, taglia lock	114	173.80	19,813.20
12	box	ENVELOPE, DOCUMENTARY, for A4 size document	2	755.70	1,511.40
13	box	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	38	1,375.00	52,250.00
14	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	7	1,320.00	9,240.00
15	piece	ENVELOPE, EXPANDING, plastic	122	37.61	4,588.30
16	box	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	5	484.00	2,420.00
17	piece	ERASER, plastic or rubber	11	6.88	75.68
18	box	FASTENER, for paper, metal, 50 sets per box	36	94.60	3,405.60
19	piece	FILE ORGANIZER, expanding, legal, plastic, assorted colors	7	497.20	3,480.40
20	bundle	FOLDER, FANCY, for A4 size documents	3	326.70	980.10
21	bundle	FOLDER, FANCY, for legal size documents	2	365.20	730.40
22	box	FOLDER, Pressboard, size 210mm x 370mm, 100s/box	17	1,650.00	28,050.00
23	pack	FOLDER, Tagboard, A4, 100 pieces per pack	12	605.00	7,260.00
24	pack	FOLDER, Tagboard, Legal size, 100 pieces per pack	23	605.00	13,915.00
25	jar	GLUE, all purpose, 300 grams min.	13	70.40	915.20
26	piece	MARKER, permanent, bullet type, black	36	13.20	475.20
27	piece	MARKER, permanent, bullet type, blue	31	13.20	409.20
28	piece	MARKER, permanent, bullet type, red	2	13.20	26.40
29	piece	MARKER, whiteboard, bullet type, red	40	16.50	660.00
30	pad	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	24	42.55	1,021.15
31	pad	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	22	54.80	1,205.64

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32	piece	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	6	71.98	431.90
33	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	260	308.00	80,080.00
34	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	570	341.00	194,370.00
35	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm	85	264.00	22,440.00
36	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	128	291.50	37,312.00
37	roll	PAPER, Thermal, 210mm x 30m	8	116.60	932.80
38	ream	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	2	1,650.00	3,300.00
39	box	PENCIL, lead, w/eraser, One (1) dozen per box	28	52.80	1,478.40
40	case	PUSH PIN, flat head type, assorted colors, 100 pieces per case	8	45.10	360.80
41	book	RECORD BOOK, 300 pages, size: 214mm x 278mm min	44	217.80	9,583.20
42	book	RECORD BOOK, 500 pages, size: 214mm x 278mm min	53	259.60	13,758.80
43	bundle	RING BINDER, Plastic 25mm, 10 pieces per bundle	2	451.00	902.00
44	bundle	RING BINDER, Plastic 50mm, 10 pieces per bundle	2	770.00	1,540.00
45	box	RUBBER BAND, 70mm min lay flat length (#18)	18	194.70	3,504.60
46	piece	SIGN PEN, black	98	44.00	4,312.00
47	piece	SIGN PEN, blue	8	44.00	352.00
48	piece	SIGN PEN, red	13	49.50	643.50
49	box	STAPLE WIRE, for heavy duty staplers, (23/13)	13	26.24	341.06
50	box	STAPLE WIRE, Standard	132	75.90	10,018.80
51	roll	TAPE, masking, 24mm, 50 meters length	11	61.88	680.63
52	roll	TAPE, masking, 48mm, 50 meters length	8	122.39	979.09
53	roll	TAPE, transparent, 24mm, 50 meters	298	16.50	4,917.00
54	roll	TAPE, transparent, 48mm, 50 meters	93	33.00	3,069.00
55	pack	TOILET TISSUE PAPER, 2Ply (100% Recycled)	377	198.00	74,646.00
56	roll	TWINE, plastic, one kilo per roll	23	96.80	2,226.40
57	box	Ballpen (blue) 0.5mm- 50's	6	330.00	1,980.00
58	packet	BATTERY 9 volts for Microphone	5	1,210.00	6,050.00
59	packet	BATTERY, size AAA, rechargeable, 4 pcs/packet	4	1,390.40	5,561.60
60	piece	Brown envelope, long	42	3.30	138.60
61	piece	Brown envelope, short	12	2.48	29.76
62	pcs	Certificate frame - size: Legal	20	154.00	3,080.00
63	pcs	Certificate frame - size: 8.5"x11"	36	143.00	5,148.00
64	pc	Certificate frame - size: A4	40	126.50	5,060.00
65	reams	Coupon Bond Laser (long) S20	103	390.50	40,221.50
66	reams	Coupon bond laser (short) S20	99	297.00	29,403.00
67	pcs	Data File Box with cover	5	332.75	1,663.75
68	roll	Double sided tape 1"	8	100.10	800.80
69	pack	Expanding Envelope, long (10 pcs/pack)	1	143.00	143.00
70	pack	Expanding Envelope, short (10 pcs/pack)	1	132.00	132.00
71	pack	Expanding File Envelope with tabs, long (12 pieces/pack)	1	484.00	484.00
72	pieces	Expanding Folder Green (long)	60	38.50	2,310.00
73	piece	Filing box (20L), plastic, transparent	5	330.00	1,650.00
74	pc	Folder (long) 14 pts, brown	20	9.90	198.00
75	pc	Folder (short) 14 pts, brown	20	5.50	110.00
76	piece	Glue stick, small	4	6.60	26.40
77	pcs	ID clip	200	16.50	3,300.00
78	pack	Index Card (4x6in) White (100s)	5	39.60	198.00
79	roll	Laminating Film, 12 inches, 250 microns	1	4,345.00	4,345.00
80	piece	MARKER, whiteboard, chisel type, blue	24	73.70	1,768.80
81	piece	MARKER, whiteboard, chisel type, red	24	73.70	1,768.80
82	pieces	Morocco folder (short), Light Blue/Cream	20	16.50	330.00
83	pc	Organizer Planner	9	550.00	4,950.00
84	box	Paper fastener, plastic	2	99.00	198.00
85	box	Pen Fine Line 0.8 (black) water and fade proof pigment ink	4	1,122.00	4,488.00
86	box	Pencil No.2	3	112.20	336.60
87	piece	Pentel pen, permanent, broad, (black)	5	66.00	330.00
88	piece	Pentel pen, permanent, fine (black)	1	49.50	49.50



89	pack	Photo paper Glossy 230 gsm (20 sheets)	11	253.00	2,783.00
90	roll	Plastic, Celluloid	1	1,100.00	1,100.00
91	bundle	RING BINDER, Plastic 20mm, black 10 pcs/bundle	1	277.20	277.20
92	piece	Roller ball refill 0.5 fine pt. Black	2	302.50	605.00
93	piece	Roller ball refill 0.5 fine pt. Blue	2	298.10	596.20
94	piece	RULER, plastic, 300mm (12")	3	16.50	49.50
95	piece	SIGN PEN, GREEN, liquid/gel ink, 0.5mm needle tip	3	31.90	95.70
96	pack	Specialty paper long (cream, blue, pink, white) 200 gsm	5	45.10	225.50
97	pack	Specialty paper short (cream, blue, pink, white) 200 gsm	12	38.50	462.00
98	piece	Stapler, heavy duty, max with built-in staple wire remover	1	550.00	550.00
99	pad	Sticky flags (75x12 mm) pink and yellow (plastic)	23	90.20	2,074.60
100	set	Sticky Memo Note Pad 3x3inches 100 sheets/color, 5 colors/6 pack	4	264.00	1,056.00
101	piece	Technical Pen 0.20	2	1,078.00	2,156.00
102	piece	Technical Pen 0.30	2	1,078.00	2,156.00
103	piece	Technical Pen 0.60	2	1,078.00	2,156.00
104	rolls	Tracing Paper 20 x 40"	2	1,518.00	3,036.00
COMMON OFFICE DEVICES					
105	tube	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	4	24.20	96.80
106	piece	PUNCHER, paper, heavy duty, with two-hole guide, 1 piece in individual box	3	157.30	471.90
107	piece	STAPLE REMOVER, plier type	4	36.30	145.20
108	piece	TAPE DISPENSER, table top	6	370.70	2,224.20
COMMON JANITORIAL SUPPLIES					
109	piece	BROOM, soft (tambo)	17	218.90	3,721.30
110	piece	BROOM, stick (tingting)	6	34.38	206.25
111	bottle	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	11	148.50	1,633.50
112	can	CLEANSER, scouring powder, 350grams/can	12	52.80	633.60
113	pouch	DETERGENT POWDER, all purpose, 1kilo/pouch	22	165.00	3,630.00
114	can	DISINFECTANT SPRAY, 400-550 grams	49	682.00	33,418.00
115	piece	DUST PAN, non-rigid plastic	8	97.94	783.55
116	bundle	RAG, all cotton, 32 pieces per kilo per bundle	44	173.80	7,647.20
117	pack	SCOURING PAD, 5 pieces per pack	4	129.57	518.28
118	roll	TRASHBAG, GPP specs, black, 10 pcs. per roll/pack	43	176.02	7,568.95
119	bottle	Bleach (1000 ml)	10	308.00	3,080.00
120	pieces	Dishwashing liquid, ultra-concentrated, refill, 190 ml	8	73.70	589.60
121	pieces	Dishwashing liquid, ultra-concentrated, refill, 500 ml	9	198.00	1,782.00
122	pcs.	Doormat cloth/Floor rag	6	55.00	330.00
123	pcs.	Fabric softener conditioner, liquid refill, 400 ml	3	192.50	577.50
124	pc	Hand Towel	2	44.00	88.00
125	pc	Lemon scented, furniture polish cleaner, 330g	2	474.10	948.20
126	bottle	Liquid handwash Soap, Anti-bacterial, pure white, 225ml	34	148.50	5,049.00
127	cans	Multi-Insect killer, big water based, 600ml	4	543.40	2,173.60
128	gallon	Muriatic Acid	4	288.20	1,152.80
129	pcs.	Sack (big)	60	27.50	1,650.00
130	piece	Sponge-Scotch Brite with Foam	10	62.70	627.00
131	box	Toilet Deodorant Cake 99% paradichlorobenzene, 50gms, 3 pcs/pack	200	118.80	23,760.00
COMMON OFFICE EQUIPMENT					
132	unit	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	1	447.70	447.70
133	unit	FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	2	1,375.00	2,750.00
FLAG OR ACCESSORIES					



134	piece	PHILIPPINE NATIONAL FLAG, 100% polyester, Large	5	324.50	1,622.50
COMMON ELECTRICAL AND LIGHTING SUPPLIES					
135	lot	Christmas decors, assorted	1	11,000.00	11,000.00
136	pcs	LED bulb 12 watts	20	385.00	7,700.00
137	pcs	LED Bulb 9 Watts	20	374.00	7,480.00
138	piece	LIGHT BULB, Light Emitting Diode (LED), 6 Watts	10	92.11	921.14
139	roll	TAPE, electrical	2	38.50	77.00
TOTAL				₱ 977,382.51	

*\* Prospective bidders may now bid per line item.*

*Venue: DENR-I, 3rd floor, Conference Room, Government Center, Sevilla, City of San Fernando, La Union.*

**Delivery of the Goods is required within thirty (30) calendar days upon receipt of Notice to Proceed.** Bidders should have completed, within 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, Section II of Instructions to Bidders.

- 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.
- Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184, otherwise known as the Government Procurement Reform Act.
- Interested bidders may obtain further information from the Department of Environment and Natural Resources, Region I, Gov't Center, Sevilla, San Fernando City, La Union and inspect the Bidding Documents at the address given from 8:00 AM – 5:00 PM, Monday-Friday.
- A complete set of bidding documents maybe purchased by interested bidders on September 7 to 14, 2020 from the address below and upon payment of non-refundable fee of **One Thousand Pesos Only (₱ 1,000.00)** to the Department of Environment and Natural Resources Region I Regional Cashier.

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 non-refundable fee for the Bidding Documents not later than the submission of their bids.

The complete schedule of activities is listed, as follows:

Activities	Schedule
Posting of Invitation to Bid	September 7-13, 2020
Issuance and Availability of Bid Documents	September 7-14, 2020
Deadline for Submission of Eligibility/Bid Documents	September 14, 2020 @ 12:00 NN
Bid Opening	September 14, 2020 @ 1:30 PM


- Bids must be duly received by the RBAC Secretariat at the address and time specified above. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Bidders shall also have the option to submit their bid electronically in accordance with the procedures and requirements as stated in Bidding Documents.

Bid opening shall be on September 21, 2020 @ 1:30 PM at the DENR, Region 1, Conference Room, Gov't Center, Sevilla, San Fernando City, La Union. Bids will be opened in the presence of the bidders or their duly authorized representatives who choose to attend at the address below. Late bids shall not be accepted.

8. Pursuant to GPPB Resolution No. 09-2020 dated May 7, 2020 which approves measures for the efficient conduct of procurement activities during a state of calamity, or implementation of community quarantine or similar restrictions, All interested prospective bidders may access the Bid Opening using **Zoom Meeting App**. Bidders who wish to participate via Zoom must coordinate with the BAC Secretariat through email at least one (1) day before the scheduled Bid Opening. Prospective bidders who access the conference shall be required to input their attendance, name, representation, and contact details as traditionally required in physical meetings. Bidders are prohibited from recording (audio, video or picture format) the proceedings of the Bid Opening.
9. The ***DENR Region I Bids and Awards Committee*** reserves the right to accept or reject any and all bids, to annul the bidding process, and to reject all bids at any time prior to contract award in accordance with Section 41 or RA 9184, without thereby incurring any liability to the affected bidder or bidders. Furthermore, DENR-1 reserves the right to waive any minor defects and to accept the proposal most advantageous to the government.
10. For further information, please refer to:

  
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*Chair, Regional Bids and Awards Committee*