

Republic of the Philippines
Province of Negros Oriental
Municipality of Amlan
BIDS AND AWARDS COMMITTEE

INVITATION TO BID

The Municipality of Amlan, Negros Oriental invites all interested bidders/suppliers to a competitive bidding for the purchase of office supplies for the 3rd and 4th quarter.

Item	Quantity	Unit	Item and Description
1	223	pc	Ballpen, pilot black
2	12	pc	Ballpen, pilot blue
3	12	pc	Ballpen, pilot red
4	13	pc	Ballpen, pilot green
5	20	pc	Ballpen, ordinary black
6	3	pc	Ballpen, ordinary blue
7	3	pc	Ballpen, ordinary red
8	2	pc	Ballpen refill (Parker fine blue & black)
9	11	pc	Battery - "AA" energizer
10	14	packet	Battery - "AA" eveready (2's)
11	1	pack	Battery - powerbase rechargeable
12	2	pc	Blade, stainless for cutter (big)
13	2	pc	Blade, stainless for cutter (small)
14	1	box	Carbon film, long (club int'l) blue
15	1	box	Carbon film, long (plastofoil) black
16	4	box	Carbon paper, long (black) ordinary
17	2	box	Carbon paper, short (black) ordinary
18	1	box	Carbon paper, long (blue) ordinary
19	20	pc	Cartolina - white
20	120	pc	Cartolina - assorted color
21	20	pc	Cassette tape (90) - Sony/TDK
22	30	pc	Clip, backfold 50mm
23	8	bot	Correction fluid
24	16	pc	Correction pen (uni, metal tip)
25	13	pc	Data File Box
26	6	roll	Double-sided tape
27	2	box	Chalk (yellow enamel)
28	3	pc	Cutter, heavy duty/retractable
29	1	pc	Cutter, A3 size paper
30	146	pc	Envelope, brown long
31	98	pc	Envelope, brown short
32	18	pc	Envelope, expandable long
33	5	box	Envelope, mailing long
34	1	pc	Envelope, big with compartment
35	22	box	Fastener, vinyl coated
36	481	pc	Folder, long
37	152	pc	Folder, short
38	113	pc	Folder, expandable (long)
39	5	pc	Folder, expandable (short)
40	12	pc	Folder, sliding short

Estimated Cost:	Php245,590.00
Charged to :	General Fund, 20%EDF, Trust Fund
Project Title :	Purchase of Office supplies

Sealed bids will be accepted on **August 24, 2010, 2:00pm** at the Municipal Session Hall by the Bids and awards Committee of the Municipality of Amlan at which time and place the said bids will be opened.

All bids must be accompanied by a bidders bond equivalent to 1% of the ABC and another 5% performance bond shall be collected from the winning bidder.

Bidders are also required to bring all legal and technical documents for pre-qualification on or before **August 23, 2010, 10:00 a.m.**

Official bid documents can be secured anytime during office hours before the scheduled bidding.

The Municipality of Amlan, Negros Oriental reserves the right to reject any or all bids, to waive any defect or to accept such bid as maybe considered most advantageous to the government and assumes no obligation whatsoever to compensate or indemnify the bidder for any expenses or loss that may incurred in their participation to the bidding.

Note:

Bid forms are available at the Office of the BAC Secretariat starting today until **August 24, 2010, 10:00a.m.**