



Republic of the Philippines  
Province of Benguet  
La Trinidad

Tel. Nos. (074) 422-4718 to 24 (Operator) / Telefax: (074) 422-5506

**BIDS AND AWARD COMMITTEE**  
**(Drugs, Medicine, Medical Supplies and Equipment)**



**INVITATION TO BID**

1. The **Bids and Awards Committee (Drugs, Medicine, Medical Supplies and Equipment)** Through its Regular Fund intends to apply the hereunder amount being the Approved Budget for the Contract (ABC) to payment for the hospital projects:

| Item No. | Projects  | Approved Budget for the Contract (ABC) | Cost of Bidding Documents |
|----------|---|--|---------------------------|
| 1        | PURCHASE OF OFFICE SUPPLIES<br>(PR NO. 2022-02-040) | Php 1,164,308.00                       | Php 5,000.00              |

Bids received in excess of the ABC shall be automatically rejected during bid opening.

2. The BAC (DMMSE) now invites bids for the above stated projects. Delivery will be 14 days for upon receipt of Notice to Proceed. Bidders should have completed within three (3) 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. Instruction to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”. 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.
4. Interested bidders may obtain further information from the **BAC (Drugs, Medicines, Medical Supplies and Equipment)** and inspect the Bidding Documents from Monday to Friday from 8:00 a.m. – 4:00 p.m.
5. A complete set of Bidding Documents in the form of Electronic Copy – CD (Compact Disk) may be purchased by Interested Bidders starting **February 23, 2022 – March 9, 2022 8:00 a.m. – 5:00 pm** and upon payment of a nonrefundable fee for the Bidding Documents as shown above.
6. The BAC will hold a Pre-Bid Conference on **February 23, 2022, 9:00 a.m.** at the **BeGH staff dining** and/or through **video conferencing via Zoom Meeting** which shall be open to prospective bidders.

**PRE-BID CONFERENCE**

**Meeting Information: Meeting ID: 612 371 6485**

**Password: BACHEALTH**

7. Bids must be delivered to the **Bids and Awards Committee** on or before **March 9, 2022, 8:00 AM Philippine Standard Time (PST)**. All bids must be accompanied by bid security in any of the acceptable forms and in the amount stated in the ITB clause 18.

**Late bids shall not be accepted.**

The bidder shall submit a **Bid Securing Declaration**

Or

**Any form of Bid Security**, in an amount not less than the required percentage of the ABC in accordance with the following schedule:

| Form of Bid Security  | Amount of Bid Security<br>(Not less than the required percentage of the ABC) |
|---|--|
| (a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.   | Two percent (2%)   |
| (b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. |  |
| (c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.   | Five percent (5%)  |

8. Bid opening shall be on **March 9, 2022, 9:00 a.m. at the Staff Dining, Benguet General Hospital, La Trinidad, Benguet, Philippines** and/or via **Zoom Meeting**. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address as stated. **If to attend the Opening of Bids physically, no more than two (2) representatives shall be allowed.**

**Meeting Information: Meeting ID: 612 371 6485**

**Password: BACHEALTH**

9. The BAC (DMMSE) reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to affected bidder or bidders.
10. For further information, please refer to:

**FRIEDA G. CHINANGLAS**

Head, BAC Secretariat

Tel No.: 074-422-4722 to 24 local 1102

Fax No.: 074-422-5506

Email add. [begh.bac@benguet.gov.ph](mailto:begh.bac@benguet.gov.ph)

**Places of posting:**

- . BeGH BAC Bulletin Board
- . Provincial Capitol Bulletin Board
- . La Trinidad Municipal Bulletin Board
- . Provincial Health Office Bulletin Board
- . Baguio City Hall Bulletin Board
- . Baguio General Hospital BAC Bulletin Board
- . PHILGEPS

Approved by:

  
**ATTY BRIAN J. CRISPIN**  
BAC Chairman

## PRICE LIST

| Item No. | Unit of measurement | TECHNICAL SPECIFICATIONS   | QTY   | ABC per Unit Cost | Total Cost (ABC) |
|----------|---------------------|--|-------|-------------------|------------------|
| 2        | pc                  | Ballpoint Pen, 0.5, Smooth Ink Pen, BLACK  | 2,400 | 7.00              | 16,800.00        |
| 3        | pc                  | Ballpoint Pen, 0.5, Smooth Ink Pen, BLUE   | 2,160 | 7.00              | 15,120.00        |
| 4        | pc                  | Ballpoint Pen, 0.5, Smooth Ink Pen, GREEN  | 24    | 7.00              | 168.00           |
| 5        | pc                  | Ballpoint Pen, 0.5, Smooth Ink Pen, RED  | 1,680 | 7.00              | 11,760.00        |
| 7        | box                 | Band, Rubber, wrist size, #16, multi-colored, 350g   | 10    | 200.00            | 2,000.00         |
| 8        | pc                  | Battery, Alkaline, size AA   | 1,100 | 27.00             | 29,700.00        |
| 10       | pc                  | Battery, Alkaline, size AAA  | 1,200 | 26.00             | 31,200.00        |
| 12       | pc                  | Battery, Alkaline, size C  | 228   | 110.00            | 25,080.00        |
| 13       | pc                  | Battery, size 2032, 3V   | 60    | 27.00             | 1,620.00         |
| 17       | pc                  | Book, Record, wide, official, 8.5 in x 11 in, white and blue, 500 pages                            | 150   | 18.00             | 27,000.00        |
| 18       | Unit                | Calculator, 14 digits, two way power, heavy duty   | 20    | 4.00              | 13,000.00        |
| 20       | pc                  | Columnar, Book, 20 columns   | 40    | 21.00             | 2,400.00         |
| 21       | pc                  | Cartolina, Glossy, BLUE  | 100   | 13.00             | 600.00           |
| 22       | pc                  | Cartolina, Glossy, GREEN   | 100   | 65.00             | 600.00           |
| 32       | box                 | Clip, Binder, 12's, 1"   | 600   | 28.00             | 10,800.00        |
| 33       | pc                  | Clip, Binder, 2"   | 600   | 11.00             | 2,400.00         |
| 34       | box                 | Clip, Paper, coated, jumbo, 50 mm  | 250   | 13.00             | 5,250.00         |
| 35       | box                 | Clip, Paper, coated, small, 33mm   | 220   | 1.00              | 2,860.00         |
| 36       | pc                  | Clipboard, Plastic, Long, 8.5"x14"   | 40    | 25.00             | 2,600.00         |
| 37       | pc                  | Correction tape, 5mmx10m   | 480   | 31.00             | 13,440.00        |
| 41       | pc                  | Envelope, brown, documentary, SHORT  | 500   | 390.00            | 5,500.00         |
| 42       | pc                  | Envelope, brown, documentary, LONG   | 1,000 | 11.00             | 13,000.00        |
| 45       | pc                  | Envelope, manila, pocket size 6x9  | 200   | 4.00              | 200.00           |
| 46       | pc                  | Eraser, pencil/ballpen, multifunctional combi erasers, can erase pencil and ballpoint pen markings | 100   | 4.00              | 2,500.00         |
| 48       | box                 | Fastener, Paper, plastic coated, 50's  | 200   | 23.00             | 6,200.00         |
| 49       | pc                  | Flash Drive, USB, 32GB   | 20    | 31.00             | 7,800.00         |
| 52       | pc                  | Folder, Press Board, LONG, Class B, Yellow - 1,800 , Green - 200                                   | 2,000 | 1,350.00          | 22,000.00        |
| 53       | pc                  | Folder, glossy, white, pt. 14, SHORT   | 5,000 | 2,574.00          | 20,000.00        |
| 54       | pc                  | Folder, glossy, white, pt. 14, LONG  | 3,500 | 350.00            | 14,000.00        |
| 55       | tin                 | Glue, all purpose, 40g   | 160   | 1,200.00          | 3,680.00         |
| 56       | bot                 | Ink, for Stampad with brush, violet, 30 ml   | 60    | 8,600.00          | 1,860.00         |
| 57       | cart                | Ink Cartridge, HP K7110 932, XL, black   | 12    | 33,075.00         | 16,200.00        |
| 58       | set                 | Ink Cartridge HP K7110 933 - CYAN, YELLOW, MAGENTA   | 6     | 300.00            | 15,444.00        |
| 59       | bot                 | Ink, for BROTHERS PRINTER DCP-T300, BLACK  | 4     | 1,000.00          | 1,400.00         |
| 60       | set                 | Ink, for BROTHERS PRINTER DCP-T300 (CYAN, MAGENTA , YELLOW)  | 4     | 300.00            | 4,800.00         |
| 61       | tube                | Ink, Photocopier, Epson, WF-C869R, Black   | 4     | 1,000.00          | 34,400.00        |
| 62       | set                 | Ink, Photocopier, Epson, WF-C869R, (Cyan, Magenta, Yellow)   | 2     | 18.00             | 66,150.00        |
| 63       | bottle              | Ink refill, for Epson,original T664, BLACK, 70 ml  | 120   | 60.00             | 36,000.00        |
| 64       | set                 | Ink refill, for Epson,original T664, 70 ml (CYAN, MAGENTA, YELLOW)                                 | 35    | 29.00             | 35,000.00        |
| 65       | bottle              | Ink refill, 003, for Epson Printer L3110, 65 ml (Black)  | 150   | 189.00            | 45,000.00        |
| 66       | set                 | Ink refill, 003, for Epson Printer L3110, 65 ml (cyan, magenta, yellow)                            | 30    | 242.00            | 30,000.00        |
| 70       | pc                  | Highlighther, (Blue -60, Yellow-84, Orange-84, light Green- 84)                                    | 312   | 441.00            | 5,616.00         |
| 72       | pad                 | Notepad, adhesive/stick-on, 0.75" x 3", 1 pack of 4, 400's   | 100   | 4.00              | 6,000.00         |
| 73       | pad                 | Notepad, adhesive/stick-on, 3" x 4"  | 200   | 58.00             | 5,800.00         |
| 74       | ream                | Paper, bond, PPC, 8 1/2 x 11, sub. 20, , 70 gsm, short   | 900   | 35.00             | 170,100.00       |

| Item No.     | Unit of measurement | TECHNICAL SPECIFICATIONS   | QTY   | ABC per Unit Cost | Total Cost (ABC)    |
|--------------|---------------------|--|-------|-------------------|---------------------|
| 75           | ream                | Paper, bond, PPC, 8 1/2 x 13, sub. 20., 70 gsm, long   | 700   | 34.00             | 169,400.00          |
| 76           | ream                | Paper, bond, PPC, A3 size  | 2     | 34.00             | 882.00              |
| 79           | pc                  | Paper, special, short, white, 200gsm   | 1,000 | 37.00             | 4,000.00            |
| 82           | pack                | Paper, parchment, long, 90 gsm, 10's/pack for medical Certificate  | 500   | 54.00             | 29,000.00           |
| 83           | tin                 | Paste, all purpose with applicator, 200g   | 250   | 54.00             | 8,750.00            |
| 84           | pc                  | Pen, Marking, permanent, broad, waterproof, dries instantly, black   | 216   | 53.00             | 7,344.00            |
| 85           | pc                  | Pen, Marking, permanent, broad, waterproof, dries instantly, blue  | 240   | 6.00              | 8,160.00            |
| 86           | pc                  | Pen, Marking, permanent, broad, waterproof, dries instantly, red   | 60    | 29.00             | 2,220.00            |
| 87           | pc                  | Pen, Marking, whiteboard, broad, Chisel shape tip, dry wipe - easy erasing even with a dry cloth or tissue, does not dry out easily, black | 216   | 180.00            | 11,664.00           |
| 88           | pc                  | Pen, Marking, whiteboard, broad, Chisel shape tip, dry wipe - easy erasing even with a dry cloth or tissue, does not dry out easily, blue  | 180   | 84.00             | 9,720.00            |
| 89           | pc                  | Pen, Marking, whiteboard, broad, Chisel shape tip, dry wipe - easy erasing even with a dry cloth or tissue, does not dry out easily, red   | 60    | 190.00            | 3,180.00            |
| 90           | pc                  | Pencil, EF, 482, v5 No. 2  | 1,200 | 5.00              | 7,200.00            |
| 91           | pack                | Pin, push, plastic flat head, (muticolor), 100's   | 40    | 80.00             | 1,160.00            |
| 92           | pc                  | Puncher, Heavy Duty  | 10    | 4,400.00          | 1,800.00            |
| 93           | pc                  | Rack, folder, long, hardbound, 5"x15.5x9.5   | 100   | 55.00             | 8,400.00            |
| 94           | pc                  | Ribbon, for Printer, LX 310  | 60    | 55.00             | 11,400.00           |
| 95           | pc                  | Ruler, plastic, transparent, 12 "  | 30    | 55.00             | 150.00              |
| 96           | pc                  | Scissor, Heavy Duty, 6" to 7" blade's length   | 20    | 440.00            | 1,600.00            |
| 97           | pc                  | Self-inking receiving/release machine no. 5460   | 2     | 45.00             | 8,800.00            |
| 99           | pc                  | Sign pen, pure liquid ink, roller ball pen, tip size : 0.50 mm, excellent writing comfort and precise lines, fine, BLACK                   | 168   | 333.00            | 9,240.00            |
| 100          | pc                  | Sign pen, pure liquid ink, roller ball pen, tip size : 0.50 mm, excellent writing comfort and precise lines, fine, BLUE                    | 168   | 1,000.00          | 9,240.00            |
| 101          | pc                  | Sign pen, pure liquid ink, roller ball pen, tip size : 0.50 mm, excellent writing comfort and precise lines, fine, GREEN                   | 24    | 10.00             | 1,320.00            |
| 103          | pc                  | Stamp, Self Inking, colop 20   | 5     | 101.00            | 2,200.00            |
| 105          | box                 | Staple wire, standard #35, (26/6) 5000's/box   | 300   | 65.00             | 13,500.00           |
| 107          | pc                  | Stapler, with staple remover, standard size, heavy duty (#35)  | 20    | 34.00             | 6,660.00            |
| 108          | pc                  | Stapler, Heavy Duty for 23/10 staples, (50-100pages)   | 3     | 31.00             | 3,000.00            |
| 109          | pc                  | Supplies Stock Card (Accounting Form No.84 - Revised January 1992)   | 1,000 | 10.00             | 10,000.00           |
| 110          | unit                | Tape Dispenser, Desk, for 1 inch   | 5     | 101.00            | 505.00              |
| 111          | roll                | Tape, duct, 48mm x 10 yards, (RED-10, BLUE-10, YELLOW-10, GRAY-15)   | 45    | 65.00             | 2,925.00            |
| 112          | roll                | Tape, masking, size 1"   | 250   | 34.00             | 8,500.00            |
| 113          | roll                | Tape, packing, brown, size 2"  | 80    | 31.00             | 2,480.00            |
| 114          | roll                | Tape, transparent, size 1"   | 250   | 18.00             | 4,500.00            |
| 115          | roll                | Tape, transparent, size 2"   | 80    | 42.00             | 3,360.00            |
| 129          | pc                  | Bulletin, WhiteBoard, Quartet, with aluminum border  | 10    | 600.00            | 6,000.00            |
| 133          | unit                | Paper Cutter, wooden, A3 size  | 2     | 1,500.00          | 3,000.00            |
| <b>TOTAL</b> |                     |  |       |                   | <b>1,164,308.00</b> |