



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 12966647  
**Procuring Entity** MUNICIPALITY OF TIAONG, QUEZON  
**Title** Supply and Delivery of Office Supplies for 1st and 2nd Quarter  
**Area of Delivery** Quezon

<b>Solicitation Number:</b>	G-2026-05-01	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	1
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	07/05/2026
<b>Approved Budget for the Contract:</b>	PHP 928,059.00	<b>Last Updated / Time</b>	07/05/2026 00:00 AM
<b>Delivery Period:</b>	10 Day/s	<b>Closing Date / Time</b>	14/05/2026 11:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Noreen A. Ortega Executive Assistant I Poblacion Tiaong Quezon Philippines 4325 63-063-09176252851  noreenaortega@gmail.com		

#### Description

23 pcs Arch File  
492 pcs Ballpen Black  
10 pcs Ballpen Black 0.5mm  
15 pcs Ballpen Red 0.5mm  
207 pcs Black Ballpen 1423 with 0.5mm fine tip  
10 pcs Blue Ballpen 1423 with 0.5mm fine tip  
10 pcs Red Ballpen 1423 with 0.5mm fine tip  
65 pck Battery AA 2pcs/pack  
71 pck Battery AAA 2pcs/pack  
1 pck Battery Rechargeable AA  
44 box Binder 3/4 inch  
2 box Binder Clip 1/2  
38 box Binder clip 1 1/4 inch  
37 box Binder clip 1 5/8  
45 box Binder clip 1 inch  
55 box Binder clip 2 inch  
830 pcs Brown envelope long  
230 pcs Brown envelope short  
4 pcs Calculator 12 digits  
19 pcs Calculator 8 digit  
4 pcs Calculator 16 digits  
1 pc Calculator Scientific  
2 box Carbonless Continuous Form Paper (1ply 9.5 inch x 11)  
6 pcs Cashbook big  
10 pcs Cashbook for collectors  
10 pcs Certificate Frame A4  
303 pcs Certificate Holder Plastic A4  
50 pcs Certificate Holder Letter size  
1 pcs CD Rewritable -verbatim  
4 pcs Clip board long

2 pcs Clip Folder Long  
9 pcs Clip Folder Long with cover  
7 pcs Columnar Notebook 4 cols  
23 pcs Columnar Notebook 6 cols  
5 pcs Columnar Notebook 8 cols  
4 pcs Columnar Notebook 10 Cols  
152 ream Copy Paper A4 Subs 20  
354 ream Copy Paper Legal 8 1/2 x 13 70gsm  
316 ream Copy Paper Letter 8 1/2 x 11 70gsm  
296 pcs Correction Tape  
5 pcs Cutter Heavy Duty  
17 pcs Cutter Blade  
104 pcs Data File Box (cartoons)  
7 pcs Data File Box (hard) colored  
10 pcs Desk Top Counter Pen  
36 pcs Double sided tape 1 inch  
25 pcs Double sided tape 2 inches  
12 pcs Duct Tape 2 inches  
4 pcs Document Tray File organizer 4 Tier  
9 pad DTR  
12 pcs Envelop Plastic Expanding  
50 pcs Envelop Plastic Plain long  
170 pcs Expanding Envelop Porfolio long  
65 pcs Expanding folder long  
31 pcs Expanding folder blue long  
5 pcs Expanding Plastic Envelop long w/ handle  
15 pcs File Box Horizontal Legal double (Magazine File)  
11 pcs Marker Pen assorted color  
829 pc Folder long white (thick)  
290 pc Folder Short white (thick)  
150 pcs Folder Long Red thick  
25 pcs Folder long brown thick  
25 pcs Folder short brown thick  
20 pcs Folder Hardbound  
3 pcs Frixion Pen  
36 pc Gel pen black 0.3 mm  
48 pcs Gel pen black 0.5 mm  
63 pcs Gel pen black 0.7 mm  
6 pcs Gelpen blue  
3 btl Glue 130g  
4 btl Glue 240  
13 pc Highlighter orange  
2 PCS KYOCERA ECOSYS M3145 DN TONER  
3 pck Index Card, 5x8 unruled, plain 100's  
8 pack Index Card, 5x8 ruled, 100's  
5 pck Laid Paper letter size  
3 pck Laminating Machine Heavy duty  
7 pck Laminating Sheet/fim 100's/pck long 250 micron  
8 pck Laminating Sheet/fim 100's/pck long 125 micron  
4 pcs Loose Leaf Binder Cover A5, 6 hole  
1 pcs Loose Leaf Ring Binder 15mm-30's  
2 pck Loose Leaf Separator A5 6 hole  
32 box Mailing envelope long  
20 pcs Manila Paper  
26 pcs Masking Tape 2 inch  
118 pcs Pencil  
3 pcs Mechanical Pencil refill  
4 pcs Mechanical Pencil  
3 packs Morroco Board Paper Long-Blue (100pcs per pack)  
3 packs Morroco Board Paper Long-Green (100pcs per pack)  
3 packs Morroco Board Paper Long-Red (100pcs per pack)  
25 pc Notebook, with yarn, 80 leaves  
1 pck Oslo Paper 9" x 12  
1 pcs Office File Rack  
1 pcs Paste Jar  
22 pcs Packaging tape 2 inch  
90 box Paper Clip Big  
52 box Paper clip Small  
10 pck Parchment Paper Long cream  
39 pcs Permanent Marking Pen black fine  
29 pcs Permanent Marker pen black broad  
2 pcs Permanentt Marker black Super Fine  
15 pcs Plastic Folder w/ sheet ( Clear book File Folder)  
1 Polyester Sticker Set  
9 pack Photo Paper Glossy A4 210gsm 20 sheet/pack  
49 pcs Plastic Fastener  
100 pcs Paper Seal for Calibration  
4 pcs Puncher ordinary  
4 pcs Puncher Heavy Duty  
4 box Push Pin

15 pcs PVC Plastic Binder Ring 14mm  
10 pcs PVC Plastic Binder Ring 25mm  
5 pcs PVC Plastic Binder Ring 32mm  
7 pcs PVC Binder Black 25mm  
22 pc Record Book 200 pages  
10 pc Record Book 300 pages Jr size  
44 pc Record Book 300 pages  
44 pc Record Book 500 pages  
5 pcs Record Notebook Soft Cover  
1 pcs Received Dater Stamp  
5 box Rubber Band Big  
3 box Rubber Band de Colores  
3 pcs Rubber Eraser  
5 pcs Ruler 12 inches PLASTIC  
18 pcs Scissors big  
58 pcs Scotch Tape # 1 clear  
24 pcs Scotch Tape #2 clear  
10 pcs Scotch Tape # 3 clear  
4 pcs Sharpener heavy duty, desktop. Metal  
50 pcs Sign Pen Black (1.0)V10 Grip  
26 pcs Sign Pen Blue(1.0)V10 Grip  
7 pcs Sign Pen Blue, Hi-Techpoint V10 Grip  
7 pcs Sign Pen 0.7 blue  
19 pcs Sign Pen, Black  
12 pcs G-Tec Ball point  
8 pcs Technical Sign Pen  
15 pcs Seagull folder plastic with slide long  
16 pcs Speciality paper fine short 200gsm10 pcs/pack  
12 pcs Stamp Pad Felt Pad  
7 pcs Stamp Pad ink black  
2 pcs Stamp Pad ink violet  
65 box Staple wire #35  
4 box Staple wire # 10  
25 pcs Stapler w/ remover heavy duty # 35  
3 pcs Stapler Small No. 10  
2 pcs Steel Measuring Tape 8 meters  
1 pcs Steel Measuring Tape 30 meters  
7 pck Sticker Paper A4 glossy 50 sheet/pack  
38 pck Sticky note sign here arrow notes 100pcs/pack  
21 pck Sticky Note Pad 3x4  
20 pck Sign here arrow, 50x2 sheets  
10 pck Sticky note, transparent, index label  
5 pck Sticker Paper (10 sheet/pack  
1 pck Sticker Paper glossy 50 sheet/pack  
8 pcs Starfile folder w/ slide long clear  
4 roll Thermal Paper  
5 pc Tape Dispenser  
10 pcs Table Top Pen w/ string  
1 pcs Trodat Self Inking stamp or its equivalent  
10 btl Self Inking Stamp Ink, black 28ml  
3 bundle Twine Plastic Straw (Swiftier)  
132 pck Vellum Board A4 220gsm  
207 pck Vellum board legal 8 1/2 x 13 220gsm  
107 pck Vellum board letter 8 1/2 x 11 white  
25 pcs White board Marker black  
5 pcs White Board marker assorted  
6 pad Yellow Pad  
3 pcs White Board eraser , magnetic  
1 pcs White Board 4 x 8 x 3/4 w/ movable stand  
12 btl Brother ink BT-100 black  
12 btl Brother ink BT 100 Cyan  
12 btl Brother ink BT 100 Magenta  
12 btl Brother ink BT100Yellow  
3 pcs Catridge LX310  
3 btls Brother ink BT-D100 black  
2 btls Brother ink BT D100 Cyan  
2 btls Brother ink BT D100 Magenta  
2 btls Brother ink BT-D100 Yellow  
14 btl Canon Ink Refill G1-71 Black  
9 btl Canon Ink Refill G1-71 Cyan  
10 btl Canon Ink Refill G1-Magenta  
10 btl Canon Ink Refill G1-Yellow  
73 btl Epson 003 Black  
46 btl Epson 003 Cyan  
41 btl Epson 003 Magenta  
41 btl Epson 003 Yellow  
41 btl Epson 664 Black  
20 btl Epson 664 Cyan  
20 btl Epson 664 magenta  
20 btl Epson 664 Yellow

16 btl Epson Ink Refill 001 black  
 6 btl Epson Ink Refill 001 Cyan  
 6 btl Epson Ink Refill 001 Magenta  
 6 btl Epson Ink Refill 001 Yellow  
 3 btl Epson Ink 008 Black  
 4 btl Epson Ink 008 Cyan  
 4 btl Epson Ink 008 Magenta  
 4 btl Epson Ink 008 Yellow  
 10 btls Epson Pigment Ink Black 008  
 4 btls Epson Pigment Ink Cyan 008  
 3 btls Epson Pigment Ink Yellow 008  
 3 btls Epson Pigment Ink Magenta 008  
 1 btl Pigment Ink 500ml black (cuyi)  
 1 btl Pigment Ink 500ml Magent (cuyi)  
 1 btl Pigment Ink 500ml Cyan (cuyi)  
 1 btl Pigment Ink 500ml Yellow (cuyi)  
 1 set Waste Ink Pad L5290  
 5 pcs Mouse  
 5 pcs Mouse Pad  
 4 pcs Computer Printer RibbonLX310  
 1 pc External Hard Drive 2TB  
 1 pcs External Hard Drive 1TB  
 2 pc Flash Drive ,128gb  
 1 btl MFC Brother Ink 3619XL Cyan  
 1 btl MFC Brother Ink 3619XL Magenta  
 4 btl MFC Brother Ink 3619XL Yellow  
 1 pc Speaker for Desktop computer

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Supply and Delivery of Office Supplies	For 1st and 2nd Quarte of Various Offices	8,290	Unit	928,059.00

**Other Information**

NOTE:

- In case of discrepancy between the posted ITB and the Purchase Request (uploaded in associated components), the Purchase Request (PR) will prevail.
- Interested bidders are advised to buy bidding documents at least a day before the opening of bids.

REMINDER:

In case interested bidders are unable to access the Associated Components (containing checklist, PR), please notify the Secretariat immediately. Upon notification, the Secretariat will provide you with a hard copy of the documents upon purchase of the bid documents.

PREPARATION OF DOCUMENTS

- Bidders are required to submit two (2) copies (Original & Duplicate) of each set (Class "A" & Class "B") of documents in separate envelopes: Class "A" documents, containing the legal, technical & financial documents; and Class "B" documents containing the financial proposal (including original copy of duly signed and accomplished Bid Form and bid price/bill of quantities).
- Envelopes must be addressed to the BAC Chairman with proper label indicating the name of project, ABC & name of bidder. The envelopes must be signed and sealed properly.
- Technical Documents must be ring bound with appropriate tabs.
- Provide LETTER OF INTENT (2 copies) upon purchase of bidding documents; or include as the first page of the Class "A" documents.

**Created by** Noreen A. Ortega

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