



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
**PhilHealth Regional Office CAR**  
SNOBT Inc. Bldg, No. 19 Leonard Wood Rd. Baguio City 2600  
(074) 444-5345; 444-8361; 446-0371 [www.philhealth.gov.ph](http://www.philhealth.gov.ph)  
PhilHealthRO.Cordillera [teamphilhealth](https://www.facebook.com/teamphilhealth)

## INVITATION TO BID (IB) FOR THE PROCUREMENT OF 1 LOT REGULAR OFFICE SUPPLIES (IB 2024-04-02)

1. The Philippine Health Insurance Corporation – Cordillera Administrative Region (PRO-CAR), through the Corporate Operating Budget CY 2024 intends to apply the sum of **Six Hundred Eighty Five Thousand Nine Hundred Thirty Eight Pesos and Twelve Centavos (P 685, 938.12)** being the Approved Budget for the Contract (ABC) to payments under the contract for Procurement of 1 Lot Regular Office Supplies. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The PRO-CAR now invites bids for the above Procurement Project. Delivery of the Goods is required 150 days from receipt of Notice to Proceed. Bidders should have completed, within two (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, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 No. 5183.

4. Prospective Bidders may obtain further information from PRO-CAR and inspect the Bidding Documents at the address given below during office hours from 8AM to 5PM Mondays to Fridays, except holidays.
5. A complete set of Bidding Documents may be acquired by interested Bidders on April 19, 2024 to April 30, 2024 (10:00 AM) from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of One Thousand Pesos (P 1,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be presented in person, by facsimile, or through electronic means.



6. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before April 30, 2024, 10:00 AM. Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **IB** Clause 14.
8. Bid opening shall be on April 30, 2024, 10:01 AM at PRO-CAR Training Room. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The PRO-CAR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

**Leizle B. Anongos / Sherwin Jay R. Torreliza**  
BAC Secretariat  
PhilHealth Regional Office-CAR  
SNOBT Inc. Building, #19 Leonard Wood Road, Baguio City  
Email: bac.procar@philhealth.gov.ph  
Tel No. 446-0371/444-8361 local 4509 / 4521

11. You may visit the following websites:

For downloading of Bidding Documents: [www.philgeps.gov.ph](http://www.philgeps.gov.ph)

  
\_\_\_\_\_  
**GLENN CORNELIO A. LAMSIS, M.D.**  
BAC Chairperson

Item No.	Qty.	Unit	Item Description	ABC
10	46	pc	DATA FILE BOX, Made of chipboard with cover	14,168.00
11	303	pc	DATA FOLDER, Chipboard: 2.5mm thick(min) leatherette paper and/or polypropylene (PP) material made of linen design for outside cover, coated paper for inside cover including spine portion, size: 75mm x 230mm x 380mm (3" x 9" x 15"), with all steel lever arch file mechanism ang taglia lock, spine is provided with finger ring and clear plastic pocket for label insert, spine made of PVC gamuza/PP Material or material of equivalent or superior quality, assorted colors (red, green, blue, brown and maroon)	20,797.92
12	4	box	ENVELOPE, Documentary, A4 size, kraft, 229mm x 324mm, min. weight of 150gsm, 500 pcs/box	3,476.00
13	55	box	FASTENER, Plastic Coated, 2 pc-clip, 70mm, 50 sets/box	2,052.05
14	4	box	FOLDER, Pressboard, plain, for legal size papers/documents, 242mm x 369mm, color: cream, green, or maroon, etc., 100 pcs/box	6,675.00
15	62	pc	FOLDER, Pressboard, plain, for letter size papers/ documents	818.40
16	5	bot	GLUE, White, 473ml	1,845.00
17	22	bot	INK, For stamp pad with applicator, color: Purple or Violet, 50ml	1,870.00
18	75	set	MARKER, Fluorescent, flat, chisel point, assorted colors, 3 pcs/set	3,768.75
19	68	pc	MARKER, Permanent Pen, Black, broad tip, non-toxic	1,748.96
20	12	pc	MARKER, Permanet Pen, Red, broad tip, non-toxic	347.76
21	2	pc	MOIST PAD, For counting, sorting, filing money & other paper and foil like materials, hygienic & antibacterial, non-stick	561.00
22	170	pack	PAPER, Card board, A4, 10 pcs/pack	13,370.50
23	1948	ream	PAPER, Multicopy, A4, for laser printer/ink-jet printer, high speed, copier, 210mm x 297 mm (A-4), 80 gsm.	471,416.00
24	8	ream	PAPER, Parchment, A4, 297mm x 210mm, Multi-purpose, 75 gsm, fine, translucent, suitable for pen and ink drawing, 100 sheets per ream	1,672.00

Item No.	Qty.	Unit	Item Description	ABC
25	12	pack	PAPER, Special Board, 8-1/2" x 11", 10's	726.00
26	22	pack	PAPER, Special, color specified, 10s, short (cream)	638.00
27	55	pack	PAPER, Vellum, A4, 10s	2,178.00
28	48	box	PAPER CLIP, 33mm (min), vinyl/plastic coated, assorted colors, 100s/box or 53g (min) (net of box)	1,512.00
29	132	box	PAPER CLIP, 50mm, vinyl/plastic coated, assorted colors, 100s/box or 120g (min) (net of box)	2,294.16
30	478	pc	PEN, Ball point pen, Black, fine point	5,248.44
31	700	pc	PEN, Ball point pen, Blue, Fine point	7,686.00
32	15	pc	PEN, Ball point pen, Frontline ballpen with string and stand	1,314.00
33	122	pc	PEN, Sign pen, Blue, gel type, 0.7mm	3,009.74
34	8	pc	PEN, Sign pen, Red, liquid/gel ink, 0.5mm, needle tip	367.04
35	13	pack	PHOTO PAPER, Glossy A4, 10s/pack	1,798.94
36	9	unit	PUNCHER, Heavy duty, with two hole guide approx. 6.5mm diameter in hole	2,524.50
37	18	box	PUSH PIN, Hammer head type, assorted colors, 100's/box	468.00
38	64	book	RECORD BOOK, 300 pages, 55gsm, cover size	11,616.00
39	61	book	RECORD BOOK, 500 pages, 55 gsm, cover size	13,084.50
40	20	pc	RING BINDER, Three (3) Hole Binder, Legal with plastic lamination	4,526.60
41	38	box	RUBBER BAND, Small, weight approx. 30grams	1,216.00
42	7	pc	RULER, 18" (450mm), plastic	116.48
43	8	pc	SELF-INKING STAMP, Trodat Printy 5460 with rubber inscription	22,880.00
44	12	box	STAPLE WIRE, For heavy duty, binder type 23/13, metal, non-rust	495.00
45	5	pc	STAPLE WIRE REMOVER, Plier Type, Metal or combination of plastic and metal	282.25
46	30	pc	STAPLER, (non-ICS), Standard type, staple pusher shall be a metal piece and not spring, loading capacity	5,445.00
47	12	pad	STICK-ON NOTE PAD, 2"x2", 51mm x 51mm, 100 sheets per pad, assorted colors	1,188.00
48	34	pad	STICK-ON NOTE PAD, 2"x3", 50mm x 76mm, 100 sheets per pad, assorted colors	1,156.68

Item No.	Qty.	Unit	Item Description	ABC
49	45	pad	STICK-ON PAD, 3"x3" (min), 76mm x 76mm, 70 gsm (min), 100 sheets per pad, assorted colors	2,604.60
50	31	pad	STICK-ON NOTE PAD, 3"x4" (min), 76mm x 100mm, 70 gsm (min), 100 sheets/pad, assorted colors	1,911.77
51	41	set	STICKY NOTE, Small Flags (Sign Here), 1"x1.7"	1,713.80
52	22	roll	TAPE, Masking, Size 1" (24mm)	1,361.36
53	51	roll	TAPE, Packaging, Size: 2" (48mm)	6,179.16
54	325	roll	TAPE, Transparent, Size: 1" (24mm)	5,183.75
55	44	roll	TAPE, Transparent, Size: 3"(76mm)	2,519.00
56	19	unit	TAPE DISPENSER, Heavy duty for 24mm (1") width transparent tape	2,299.00

#### **B. DURATION**

The duration of the contract shall be for a period of one hundred fifty (150) calendar days upon issuance and acceptance of the Notice to Proceed.

#### **C. ACCEPTANCE OF DELIVERY**

The supplier shall be required to submit the original copies of the Delivery Receipts (DR) and Sales Invoice (SI) upon the delivery. The General Services

Unit shall only sign the Delivery Receipts and Sales Invoice upon the complete delivery of the items.

#### **D. PRODUCT WARRANTY AND AFTER SALES SUPPORT**

- The Supplier shall provide at least three (3) months warranty commencing from the date of completion against all or any defects on items delivered for each batch of supplies delivered.
- The date of completion for the purpose of determining the warranty period shall be the date of the Certificate of Acceptance issued by the General Services Unit for each delivery.
- For After Sales Support, the winning supplier shall maintain a response within three (3) days, if possible, in evaluating complaints and technical problems.

## E. DELIVERY

Items are to be delivered in three (3) batches according to the following schedule and address:

- 1<sup>st</sup> Batch: Within thirty (30) calendar days upon receipt of the Notice to Proceed.  
 2<sup>nd</sup> Batch: Within sixty (60) calendar days from the first delivery  
 3<sup>rd</sup> Batch: Within sixty (60) calendar days from the last delivery

Item No.	Item Description	Quantity		
		1 <sup>st</sup> Batch	2 <sup>nd</sup> Batch	3 <sup>rd</sup> Batch
1	4 roll ADHESIVE TAPE, Size: 2" double sided without foam	1	1	2
2	23 pack BATTERY (non-ICS) Dry Cell, 1.5 volts, Premium/Ultra/Super Alkaline/Alkaline/, size AAA, No Mercury and Cadmium Added, 2 pcs/blister pack		11	12
3	11 unit CALCULATOR (non-ICS) Desktop, compact, electronic, LCD display, 12 digits, two-way power source (solar and cell), with English operating / user's manual		6	5
4	83 pc CARTOLINA, White, 572mm x 724mm (22-1/2" x 28-1/2"), min. of 100 gsm.	83		
5	171 pc CERTIFICATE HOLDER, A4 Size	171		
6	1 box CONTINUOUS FORM, 11 x 14-7/8, 2 ply, plain, 70 gsm, 1000 sets/box			1
7	491 pc CORRECTION TAPE, Disposable, dispensing mechanism	155	155	181
8	6 unit CUTTER/UTILITY KNIFE, General purpose snap off blade cutter/utility knife, with anti-slip grip plastic molded body, with built-in blade snapper	2	2	2
9	51 pc DATA FILE BOX, Closed ends with finger ring and pocket for label insert, material	36	15	
10	46 pc DATA FILE BOX, Made of chipboard with cover	23	23	
11	303 pc DATA FOLDER, Chipboard: 2.5mm thick(min) leatherette paper and/or polypropylene (PP) material made of linen design for outside cover, coated paper for inside cover including spine portion, size: 75mm x 230mm x 380mm (3" x 9" x 15"), with all steel lever arch file mechanism ang taglia lock, spine is provided with finger ring and clear plastic pocket for label insert, spine made of PVC gamuza/PP Material or	97	138	68

	material of equivalent or superior quality, assorted colors (red, green, blue, brown and maroon)			
Item No.	Item Description	1 <sup>st</sup> Batch	2 <sup>nd</sup> Batch	3 <sup>rd</sup> Batch
12	4 box ENVELOPE, Documentary, A4 size, kraft, 229mm x 324mm, min. weight of 150gsm, 500 pcs/box		2	2
13	55 box FASTENER, Plastic Coated, 2 pc-clip, 70mm, 50 sets/box	29	26	
14	4 box FOLDER, Pressboard, plain, for legal size papers/documents, 242mm x 369mm, color: cream, green, or maroon, etc., 100 pcs/box	2	2	
15	62 pc FOLDER, Pressboard, plain, for letter size papers/ documents		62	
16	5 bot GLUE, White, 473ml		2	3
17	22 bot INK, For stamp pad with applicator, color: Purple or Violet, 50ml	6	6	10
18	75 set MARKER, Fluorescent, flat, chisel point, assorted colors, 3 pcs/set	20	20	40
19	68 pc MARKER, Permanent Pen, Black, broad tip, non-toxic		22	46
20	12 pc MARKER, Permanent Pen, Red, broad tip, non-toxic	12		
21	2 pc MOIST PAD, For counting, sorting, filing money & other paper and foil like materials, hygienic & antibacterial, non-stick	2		
22	170 pack PAPER, Card board, A4, 10 pcs/pack		58	112
23	1948 ream PAPER, Multicopy, A4, for laser printer/ink-jet printer, high speed, copier, 210mmx297mm (A-4), 80 gsm.		699	1249
24	8 ream PAPER, Parchment, A4, 297mm x 210mm, Multi-purpose, 75 gsm, fine, translucent, suitable for pen and ink drawing, 100 sheets per ream	8		
25	12 pack PAPER, Special Board, 8-1/2" x 11", 10's			12
26	22 pack PAPER, Special, color specified, 10s, short (cream)	8	7	7
27	55 pack PAPER, Vellum, A4, 10s	14	20	21
28	48 box PAPER CLIP, 33mm (min), vinyl/plastic coated, assorted colors, 100s/box or 53g (min) (net of box)			48
29	132 box PAPER CLIP, 50mm, vinyl/plastic coated, assorted colors, 100s/box or 120g (min) (net of box)	12	40	80
30	478 pc PEN, Ball point pen, Black, fine point	115	121	242

Item No.	Item Description	1 <sup>st</sup> Batch	2 <sup>nd</sup> Batch	3 <sup>rd</sup> Batch
31	700 pc PEN, Ball point pen, Blue, Fine point		143	557
32	15 pc PEN, Ball point pen, Frontline ballpen with string and stand	15		
33	122 pc PEN, Sign pen, Blue, gel type, 0.7mm	122		
34	8 pc PEN, Sign pen, Red, liquid/gel ink, 0.5mm, needle tip		8	
35	13 pack PHOTO PAPER, Glossy A4, 10s/pack	3	3	7
36	9 unit PUNCHER, Heavy duty, with two hole guide approx. 6.5mm diameter in hole	1	3	5
37	18 box PUSH PIN, Hammer head type, assorted colors, 100's/box	5	5	8
38	64 book RECORD BOOK, 300 pages, 55gsm, cover size	3	24	37
39	61 book RECORD BOOK, 500 pages, 55 gsm, cover size	12	24	25
40	20 pc RING BINDER, Three (3) Hole Binder, Legal with plastic lamination	20		
41	38 box RUBBER BAND, Small, weight approx. 30grams		15	23
42	7 pc RULER, 18" (450mm), plastic	2	2	3
43	8 pc SELF-INKING STAMP, Trodat Printy 5460 with rubber inscription	8		
44	12 box STAPLE WIRE, For heavy duty, binder type 23/13, metal, non-rust	6	6	
45	5 pc STAPLE WIRE REMOVER, Plier Type, Metal or combination of plastic and metal			5
46	30 pc STAPLER, (non-ICS), Standard type, staple pusher shall be a metal piece and not spring, loading capacity	10	10	10
47	12 pad STICK-ON NOTE PAD, 2"x2", 51mm x 51mm, 100 sheets per pad, assorted colors	12		
48	34 pad STICK-ON NOTE PAD, 2"x3", 50mm x 76mm, 100 sheets per pad, assorted colors			34
49	45 pad STICK-ON PAD, 3"x3" (min), 76mm x 76mm, 70 gsm (min), 100 sheets per pad, assorted colors	25	20	
50	31 pad STICK-ON NOTE PAD, 3"x4" (min), 76mm x 100mm, 70 gsm (min), 100 sheets/pad, assorted colors	10	10	11
51	41 set STICKY NOTE, Small Flags (Sign Here), 1"x1.7"		20	21
52	22 roll TAPE, Masking, Size 1" (24mm)		22	



Item No.	Item Description	1 <sup>st</sup> Batch	2 <sup>nd</sup> Batch	3 <sup>rd</sup> Batch
53	51 roll TAPE, Packaging, Size: 2" (48mm)	7	14	30
54	325 roll TAPE, Transparent, Size: 1" (24mm)	125	125	75
55	44 roll TAPE, Transparent, Size: 3"(76mm)	14	15	15
56	19 unit TAPE DISPENSER, Heavy duty for 24mm (1") width transparent tape	5	5	9

Address:

**PHILHEALTH REGIONAL OFFICE – CAR**  
SNOBT Inc., Bldg.  
#19 Leonard Wood Road, Baguio City

**F. PAYMENT**

Payment shall be made for every batch of supplies delivered, within ten (10) working days from the issuance of Inspection and Acceptance Report (IAR) by the Inspection Committee.

Submitted by:

Recommending Approval:

**(Sgd.) JENENA T. GARDUQUE**  
AO IV Designate

**(Sgd.) ATTY. MARAH B. ALAGON**  
Chief, MSD

APPROVED:

**(Sgd.) DOMINGA A. GADGAD, MD, MPA**  
Regional Vice President