



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 11841973  
**Procuring Entity** MUNICIPALITY OF ANILAO - ILOILO  
**Title** PROCUREMENT OF OFFICE SUPPLIES FOR LOCAL GOVERNMENT UNIT OF ANILAO  
**Area of Delivery** Iloilo

<b>Solicitation Number:</b> 2025-044 <b>Trade Agreement:</b> Implementing Rules and Regulations <b>Procurement Mode:</b> Public Bidding <b>Classification:</b> Goods <b>Category:</b> Office Supplies and Devices <b>Approved Budget for the Contract:</b> PHP 368,989.00 <b>Delivery Period:</b> 15 Day/s <b>Client Agency:</b>	<b>Status</b>	<b>Pending</b>
	<b>Associated Components</b>	1
	<b>Bid Supplements</b>	0
	<b>Document Request List</b>	0
	<b>Date Published</b>	05/03/2025
	<b>Last Updated / Time</b>	04/03/2025 23:36 PM
	<b>Closing Date / Time</b>	12/03/2025 10:30 AM
	<b>Contact Person:</b> Nestor, Jr. A. Malunes Municipal Assessor 4th Congressional District, Anilao Iloilo Philippines 5009 63-33-3620459 63-33-3620459 engineeranilao01@gmail.com	

#### Description

##### A. BUDGET OFFICE

- 1.) 1 - pieces - air freshener, 320ml
- 2.) 5 - box - binder clips 2", 12pcs./box
- 3.) 10 - bottles - Computer Ink #664, black, 70ml
- 4.) 5 - bottles - Computer Ink #664, blue, 70ml
- 5.) 5 - bottles - Computer Ink #664, red, 70ml
- 6.) 5 - bottles - Computer Ink #664, yellow, 70ml
- 7.) 5 - rolls - Double-sided tape, 1"
- 8.) 5 - rolls - Double-sided tape, 1/2"
- 9.) 20 - pcs - Expanded Folder, long blue
- 10.) 20 - pcs - Expanded Folder, long, red
- 11.) 20 - pcs - Expanded Folder, long, green
- 12.) 100 - pcs - Folder, long, red
- 13.) 1 - boxes - Optical mouse
- 14.) 10 - boxes - Paper Fastener, 8.5" extra long
- 15.) 4 - boxes - Stamping pad No. 2, blue
- 16.) 4 - bottles - Stamping pad Ink, 30ml blue
- 17.) 10 - packs - Photo Sticker Paper. A4 Glossy

##### B. ACCOUNTING OFFICE

- 1.) 3 - bottle - Air Freshener 320ml
- 2.) 5 - bottle - Alcohol, 500 ml.
- 3.) 1 - pcs - Calculator
- 4.) 5 - pcs - Columnar Note Book (4 column)
- 5.) 5 - set - Continuous Ink, # 003
- 6.) 5 - box - Continuous Paper, 2-ply
- 7.) 8 - pcs - Correction Pen, 7.5 ml
- 8.) 200 - pcs - Folder, long white
- 9.) 5 - pcs - Hi-ligther (marker)
- 10.) 1 - bottle - Insect repellent
- 11.) 1 - btls - Liquid Hand washing, 100ml
- 12.) 5 - box - Paper Clip, Big
- 13.) 8 - box - Paper Fastener (Plastic)
- 14.) 8 - box - Paper Fastener, Big (plastic)
- 15.) 5 - box - Pencil #1 Mongol

- 16.) 5 - pcs - Pentel pen, black
- 17.) 5 - pcs - plastic box, 120L
- 18.) 1 - bottle - Pledge, 330 ml.
- 19.) 5 - pcs - Ribbon Epson LQ 310
- 20.) 4 - pcs - Scotchtape 1
- 21.) 2 - box - Sign Pen, 0.5 mm.
- 22.) 5 - box - Staple wire #35
- 23.) 4 - pcs - Stapler with remover
- 24.) 5 - pad - sticky note 1/8
- 25.) 10 - rolls - Tissue Paper 1 ply
- 26.) 1 - btls - Toilet bowl cleaner,1000ml

#### C. SB SECRETARY

- 1.) 10 - btls - Ethyl Alcohol 75% Solution Antiseptic and Antibacterial with Aloe Vera Spray, 500ml
- 2.) 15 - pcs - Tissue Paper 3 ply
- 3.) 7 - btls - Epson Refill Ink 003 - black
- 4.) 20 pcs - Sign Pen black, 0.5
- 5.) 2 - btls - Pledge furniture polish w/ cleansing conditioners (orange)
- 6.) 3 packs - Sticker paper A4
- 7.) 2- pcs - Pencil Sharpener - Stainless Steel w/ Metal Body
- 8.) 2 - pcs - Scissors ( Big )
- 9.) 2 - pcs - Air Freshener,330ml
- 10.) 5 - packs - Garbage Bag, Plastic Black - XL
- 11.) 2 - btls - Glass Cleaner
- 12.) 3 - btls - Toilet Bowl Cleaner ( 1000ml) -
- 13.) 2 - dozen - Saucer

#### D. SB OFFICE

- 1.) 5 - btls - Ethyl Alcohol 70% Solution Antiseptic and Antibacterial (BEST LAB) with Aloe Vera – Spray, 500ml
- 2.) 3 - boxes - Ballpen Black 12/box 0.7 smooth ink
- 3.) 50 - pcs - Long Folder White
- 4.) 10 - pcs - Clipboard Folder Long Black
- 5.) 12 - pcs - Sign Pen 0.5 black,
- 6.) 10 - pcs - Certificate Holder (short color brown)
- 7.) 10 - pcs - Certificate Frame (long)
- 8.) 10 - pcs - Certificate Frame (short)
- 9.) 5 - pcs - Scissor (Big)
- 10.) 1 - pc - Tornado Mop (Big)
- 11.) 5 - kgs - Detergent Powder (1 kg)
- 12.) 10 - btls - Zonrox (500ml)
- 13.) 2 - pcs - Glass Cleaner
- 14.) 3 - ltrs - Toilet Bowl Cleaner 1,000 ml
- 15.) 3 - pcs - Toilet Bowl Brush
- 16.) 5 - rolls - Garbage Bag (large)
- 17.) 2 - pcs - Soft Broom
- 18.) 3 - pcs - Stapler w/ remover heavy duty
- 19.) 3 - pcs - Epson Refill Ink 003 - black
- 20.) 3 - pcs - Epson Refill Ink 003 - blue
- 21.) 3 - pcs - Epson Refill Ink 003 - red
- 22.) 3 - pcs - Epson Refill Ink 003 - yellow

#### E. VICE MAYOR'S OFFICE

- 1.) 2 - bot - Baygon Spray 330 ml
- 2.) 12 - pcs - Bowl small
- 3.) 12 - pcs - Cup
- 4.) 2 - pcs - Dater Stamp 5mm
- 5.) 5 - pcs - Epson Refill Ink 003 - black
- 6.) 5 - pcs - Epson Refill Ink 003 - blue
- 7.) 3 - pcs - Epson Refill Ink 003 - red
- 8.) 3 - pcs - Epson Refill Ink 003 - yellow
- 9.) 3 - doz - Fabric Conditioner
- 10.) 12 - pcs - Fork
- 11.) 24 - pcs - Glass
- 12.) 5 - pcs - Mouse Pad
- 13.) 1 - gal - Muriatic Acid
- 14.) 12 - pcs - Plate
- 15.) 6 - pcs - Saucer
- 16.) 12 - pcs - Spoon

#### F. RURAL HEALTH OFFICE

- 1.) 10 - reams - Specialty paper 200 gms, 100 sheets, A4 (Pale)
- 2.) 100 - pcs - Brown Envelope Long
- 3.) 50 - pcs - Folder Long White
- 4.) 2 - pcs - Logbook 500pp
- 5.) 5 - pack - Garbage bag, plastic, black, XL 10s
- 6.) 12- pack - Garbage bag, plastic, green, XL 10s
- 7.) 5 - pack - Garbage bag, plastic, yellow, XL 10s
- 8.) 10- pack - Garbage bag, plastic, black, M 10s
- 9.) 10 - pack - Garbage bag, plastic, green, M 10s
- 10.) 6 - pack - Garbage bag, plastic, yellow, M 10s
- 11.) 6 - set - Continuous Ink, CMYK, Epson L360
- 12.) 10 - set - Continuous Ink, CMYK, Epson L3210

- 13.) 10 - set - Continuous Ink, CMYK, Epson G4010
- 14.) 15 - pcs - Stapler, Big, with remover,#35
- 15.) 10 - pcs - Stapler, Small
- 16.) 10 - pcs - Notebook, big 90 leaves, nonspiral
- 17.) 5 - box - Ballpen black 25's

G. ASSESSOR'S OFFICE

- 1.) 2 - BOT - Air Freshener (Fresh Lemon 320 ml)
- 2.) 2 - Btls. - Alcohol (500ml)
- 3.) 2 - Boxes Ballpen 25/box (Black)
- 4.) 2 - Box - Ballpen 25/box (Red)
- 5.) 2 - SET - Computer Ink 003 (CMYK)
- 6.) 1 - SET - Computer Ink 664 (CMYK)
- 7.) 5 - Pcs. - Correction tape
- 8.) 1 - Btls. - Disinfectant Spray 510g(681ml)
- 9.) 4 - Pcs. - Filing Box w/ cover, blue
- 10.) 4 - Boxes - Paper Clip (Big)
- 11.) 2 - Boxes - Paper Fastener
- 12.) 2 - Boxes - Pencil No.1
- 13.) 2 - Pcs. - Scented Gel (Fresh Lemon 180g)
- 14.) 3 - Rolls - Scotch Tape 2"
- 15.) 2 - Boxes - Staple wire no.35m
- 16.) 2 - Pcs. - Stapler with remover,#35
- 17.) 10 - Rolls - Tissue Paper 2 ply
- 18.) 25 - Pcs. - White Folder (Long)

H. AGRICULTURE OFFICE

- 1.) 30 - pcs - Expanded Folder long (Green)
- 2.) 100 - pcs - System File Folder long (White)
- 3.) 3 - set - Computer Ink 003 CMYK
- 4.) 2 - bot - Computer Ink 003 Magenta
- 5.) 2 - box - Prince Paper Clip Jumbo (BIG)
- 6.) 5 - bot - Computer Ink 003 Black
- 7.) 5 - box - Binder Clip (medium)
- 8.) 5 - doz - Mongol Pencil #2
- 9.) 5 - pcs - USB 16GB
- 10.) 5 - box - Prince Paper Fastener
- 11.) 5 - pcs - Stapler #35 HD50
- 12.) 5 - pcs - Staple Wire #35 Copper
- 13.) 5 - pcs - Correction Tape 10m/pc
- 14.) 5 - pcs - Brown Envelope long
- 15.) 5 - pcs - Expanded Envelope orange
- 16.) 5 - pcs - Stamping Pad, big
- 17.) 5 - bot - Stamp Pad Ink 100 ml
- 18.) 5 - bot - Glass Cleaner (500 ml/bottle)
- 19.) 5 - unit - Rotating Map 360 degrees
- 20.) 5 - gallon - Alcohol 1 gallon
- 21.) 5 - sachet - Fabric Conditioner
- 22.) 5 - box - Ballpen (0.2), black, 25pcs/box
- 23.) 5 - box - Ballpen (0.5) 25 pcs/box
- 24.) 5 - ream - Vellum Board long
- 25.) 5 - pcs - Clip Board Long, black
- 26.) 5 - pcs - Certificate Holder, long

I. HRMO

- 1.) 12 - pcs - 0.5 mm GEL PEN
- 2.) 3 - pcs - Air Freshener 350 ml
- 3.) 2 - gal - Alcohol 70% Isoprophyl
- 4.) 2 - box - Ballpen, black, 0.5mm
- 5.) 3 - pcs - Calculator (12 digit)
- 6.) 10 - pcs - Clearbook(Cover: Microns Sheet:73 Microns Long (orange)
- 7.) 5 - pcs - Correction Tape 6mm
- 8.) 5 - rolls - Double Sided Tape 2"
- 9.) 10 - pcs - Filing Box with cover (red)
- 10.) 1 - pcs - Flashdrive (32 gb)
- 11.) 100 - pcs - Folder orange (long)
- 12.) 100 - pcs - Folder orange (short)
- 13.) 100 - pcs - Folder white (long)
- 14.) 70 - pcs - Folder white (short)
- 15.) 5 - packs - Garbage Bag (black), 10pcs/pack, medium
- 16.) 1 - pcs - Heavy Duty Stapler Bookbinding Stapling 120 Sheet Capacity
- 17.) 5 - pcs - HP Ink Advantage 680 (Black)
- 18.) 5 - pcs - HP Ink Advantage 680 (Tri-Color)
- 19.) 1 - ream - Metalized Solvent Film Carbon (Black 100'S)
- 20.) 5 - box - Paper Fastener, Vinyl Coated 9" Long
- 21.) 2 - box - Pencil (Mongol 2)
- 22.) 5 - box - Sign Pen 0.4 mm black (G-Tec), 12pcs/box
- 23.) 10 - pads - Sticky Note 3x4 Neon Color
- 24.) 3 - pcs - Storage and organizing box (50L)
- 25.) 20 - pcs - Tissue Paper 2Ply Rolls
- 26.) 4 - pcs - White Board Pen

J. MPDO

- 1.) 3 - bot - 70% Alcohol 500ml

- 2.) 5 - pack - Acetate sheet Film, A4
- 3.) 2 - pcs - Air Freshener Scented Gel
- 4.) 2 - bot - Air Freshener spray
- 5.) 3 - box - Ballpen Black, 25 pcs./box
- 6.) 2 - bot - Baygon Spray 330ml
- 7.) 50 - pcs - Brown Envelope, long size
- 8.) 10 - pcs - Certificate Holder, A4
- 9.) 5 - pcs - Clear Book Long, 50 leaves thick
- 10.) 3 - pcs - Computer Mouse
- 11.) 3 - pcs - Computer Mouse Pad, 21cm x 26cm
- 12.) 5 - set - Continuous Ink 003 (Set)
- 13.) 5 - ream - Correction tape, 20m
- 14.) 1 - set - Cup and Saucer Set, 6PCS EACH
- 15.) 1 - pack - Detergent powder, 1 kilo
- 16.) 3 - pcs - Doormat
- 17.) 5 - ream - Double Sided Tape, 2"
- 18.) 2 - dozen - Fabric Conditioner, 9ml/sachet/dozen
- 19.) 10 - ream - Folder Long Expanded
- 20.) 100 - pcs - Folder White Long
- 21.) 5 - packs - Garbage bag, plastic, black, XL, 10s
- 22.) 2 - bot - Glue, 130 gms
- 23.) 5 - pcs - Hi-lighter (marker)
- 24.) 3 - cartridge - HP 680 Black Ink, Cartridge
- 25.) 3 - ream - HP 680 Tri-color Ink, Cartridge
- 26.) 5 - ream - Masking Tape, 2"
- 27.) 5 - ream - Packing Tape, 2"
- 28.) 5 - box - Paper Binder Clamp ( 2")
- 29.) 5 - box - Paper Binder Clamp ( 1" )
- 30.) 5 - box - Paper Clip (big)
- 31.) 5 - box - Paper Fastener, vinyl coated
- 32.) 5 - box - Pencil # 2
- 33.) 5 - pack - Photo Paper A4
- 34.) 5 - ream - Plastic Ring Binder Black
- 35.) 3 - ream - Ring Binder Lever Arch Folder, long (3 rings)
- 36.) 20 - ream - Ring Binder Lever Arch Refill, long (3 holes)
- 37.) 1 - ream - Scientific Calculator
- 38.) 10 - roll - Scotch Tape, 2"
- 39.) 10 - pcs - Sign Pen 0.7
- 40.) 3 - pcs - Softbrooms
- 41.) 5 - box - Special Board Paper Long
- 42.) 1 - bot - Stamping pad ink, black
- 43.) 2 - box - Stapler wire #35
- 44.) 2 - pcs - Stapler with remover (big) heavy duty
- 45.) 5 - pack - Sticker Paper A4
- 46.) 5 - pack - Sticky note 2x3", 5 neon colors
- 47.) 10 - roll - Tissue Paper, 2 ply
- 48.) 2 - bot - Toilet Bowl Cleaner, 500ml
- 49.) 1 - pcs - Tornado Mop (big)
- 50.) 3 - pcs - USB 32 GB
- 51.) 5 - box - Whyte Board Pen, black
- 52.) 1 - bottle - Window Glass Cleaner, 500ml
- 53.) 1 - pcs - Window Glass Wiper

#### K. CIVIL REGISTRAR OFFICE

- 1.) 1 - btls - Ethyl Alcohol 75% Solution spray, 500ml
- 2.) 2 - boxes - Binder Clip black 1 1/4mm" 12pcs/box
- 3.) 2 - boxes - Binder Clip black 1"25mm" 12pcs/box
- 4.) 3 - boxes - Binder Clip black 2"55mm" 12pcs/box
- 5.) 1 - pc - Broom
- 6.) 15 - pcs - Brown Envelope - LONG
- 7.) 1 - pc - Calculator
- 8.) 1 - box - Classic White Envelope - Standard
- 9.) 2 - set - Computer Ink L5190-cmyk
- 10.) 2 - set - Continuous ink, 664, cmyk
- 11.) 3 - pcs - Correction Tape, 20m
- 12.) 1 - pc - Dust Pan
- 13.) 1 - btl - Fabric Softener, 1000ml
- 14.) 3 - pcs - Filing Box Long with Cover - RED
- 15.) 1 - box - Black Ballpen, 12/box
- 16.) 1 - pc - Quality Clear Stamp Pad
- 17.) 2 - pcs - Record Book 300 pages
- 18.) 1 - pcs - Air Freshener 320ml
- 19.) 1 - boxes - Sign Pen Black, 0.5 12/box
- 20.) 2 - pcs - Stamp Pad Ink
- 21.) 1 - pc - Stapler with staple remover, heavy duty, #35
- 22.) 10 - roll - Tissue paper 3 ply
- 23.) 1 - btl - Toilet Bowl Cleaner, 1000ml
- 24.) 1 - pc - USB 64 GB
- 25.) 3 - pcs - Whyte Board Pen
- 26.) 10 - pcs - White Folder Long

#### L. TREASURER'S OFFICE

- 1.) 20 - bot - Alcohol 70% Solution 500ml
- 2.) 2 - box - Ballpen (black), 12s/box
- 3.) 3 - box - binder clip, 1", 12s/box
- 4.) 3 - box - binder clip, 2", 12s/box

- 5.) 30 - pcs - Paper envelope, short
- 6.) 3 - sets - Continuous Ink 003, CMYK
- 7.) 5 - BOT - Continuous Ink 003, BLACK
- 8.) 10 - BOT - Correction fluid
- 9.) 10 - pcs - Correction tape, 20m, 5mm
- 10.) 2 - kilos - Detergent powder
- 11.) 3 - rolls - double-sided tape, 1"
- 12.) 50 - pcs - Expanded Folder, long, green
- 13.) 5 - doz - Fabric conditioner, 9ml
- 14.) 30 - pcs - Folder, long, GREEN
- 15.) 30 - pcs - Folder long orange
- 16.) 20 - pcs - Folder, SHORT, white
- 17.) 50 - pcs - Folder long white
- 18.) 10 - pcs - HIGH LIGHTER, neon green
- 19.) 10 - box - Paper Clip big
- 20.) 5 - box - Paper Clip small
- 21.) 3 - box - Pencil, #2
- 22.) 24 - packs - Photopaper A4
- 23.) 4 - pcs - Scotchtape 1"
- 24.) 5 - pcs - Scotchtape 2"
- 25.) 2 - pcs - Soft broom
- 26.) 10 - box - Staple Wire # 35, copper
- 27.) 50 - rolls - Tissue Paper 2 ply
- 28.) 1 - pcs - Tornado mop,

#### M. MDRRM OFFICE

- 1.) 3 - bot - Alcohol 70% Solution with moisturizer, 500ml
- 2.) 5 - pads - Arrow tabs, 500pcs/page, index tabs
- 3.) 2 - box - Ballpen (black), 25/box
- 4.) 20 - pcs - Binder clips, 41mm
- 5.) 3 - pcs - Clearbook, long, 50pp
- 6.) 2 - pcs - Clipboard, A4
- 7.) 5 - sets - Continuous Ink 003, CMYK
- 8.) 4 - sets - Continuous Ink colored CMY 664
- 9.) 2 - pcs - Cork Board with frame 24"x36"
- 10.) 5 - roll - Double-sided tape, 1"
- 11.) 10 - pcs - filing box with cover (red)
- 12.) 50 - pcs - Folder long white
- 13.) 5 - box - Paper Clip big
- 14.) 10 - box - Paper Fastener, vinyl coated
- 15.) 5 - packs - Photopaper A4, sticker, A4, 90gsm-135gsm
- 16.) 5 - pcs - Record book, 200pp, 285mmx177mm
- 17.) 3 - box - Sign Pen (0.5),
- 18.) 3 - packs - Special Paper A4, 270gsm, 20 sheets/pack
- 19.) 5 - pcs - Stapler with Remover #35
- 20.) 5 - box - Staple Wire # 35
- 21.) 5 - pads - Sticky Note, 12 colors/set, square, 2x3"
- 22.) 5 - box - Storage Box, 200 liters
- 23.) 2 - bot - Toilet bowl cleaner, 500ml

#### N. MSWDO

- 1.) 3 - bot - Alcohol 70% Solution with moisturizer, 500ml
- 2.) 2 - bot - Anti bacterial toilet bowl cleaner, 1000ml
- 3.) 3 - pcs - Clearbook, long (24cm\*35.5cm) 50pgs
- 4.) 2 - pcs - A4 paper creative signing document, clip board writing
- 5.) 5 - pcs - Correction pen, 7ml
- 6.) 3 - packs - Digital paper, 270gsm, 20 sheets
- 7.) 5 - roll - Double-sided tape, 1"
- 8.) 5 - pcs - filing box with cover (red)
- 9.) 8 - box - Paper fastener, 1/box/50 pcs 7cm
- 10.) 3 - packs - Photopaper A4, sticker, A4, 90gsm-135gsm
- 11.) 5 - pcs - Record book, 200pp, 285x177mm
- 12.) 2 - box - Signpen, my gel, 0.5ml, 12pcs/box
- 13.) 2 - pcs - Stapler Heavy Duty 50 HD
- 14.) 4 - box - Staple Wire # 35, 5000pcs/box
- 15.) 30 - pcs - White folder long
- 16.) 9 - bot - computer ink, black 003
- 17.) 9 - bot - computer ink, black 664

#### O. SENIOR CITIZEN'S OFFICE

- 1.) 2 - bot - Continuous Ink 003, black
- 2.) 3 - packs - Photopaper A4, sticker, A4, 90gsm-135gsm
- 3.) 1 - box - Sign pen, 0.5mm, gel ink

#### P. ENGINEERING OFFICE

- 1.) 1 - pc - 3 Digit Number Stamp
- 2.) 2 - reams - Board Paper Long 100 sheets / ream 2gms
- 3.) 2 - reams - Board Paper Short 100 sheets/ream 2gms
- 4.) 2 - reams - Bond Paper A3
- 5.) 3 - Set - Epson Ink 008 (CMYK)
- 6.) 4 - bottle - Epson Ink 008 BLK
- 7.) 40 - pcs - Expanded Envelop (Brown)

- 8.) 100 - pcs - Expanded Folder (Brown)
- 9.) 8 - pcs - Filling Box w/ Cover (Black )
- 10.) 5 - packs - Garbage Bag Large 10s
- 11.) 5 - pcs - Highlighter -Green,
- 12.) 5 - pcs - Logbook 300pp
- 13.) 3 - pcs - Puncher
- 14.) 2 - pcs - Scissor Big
- 15.) 2 - pcs - White board Pen (Red, Blue)
- 16.) 1 - unit - White Board 3'x4'
- 17.) 2 - bottle - white Board Ink (Red, blue)

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	OFFICE SUPPLIES FOR LGU ANILAO	PROCUREMENT OF OFFICE SUPPLIES FOR LOCAL GOVERNMENT UNIT OF ANILAO	1	Lot	368,989.00

**Other Information**

Bidding will be on March 12, 2025, @ 10:30 A.M.

**Created by** Nestor, Jr. A. Malunes  
**Date Created** 04/03/2025

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