



INVITATION TO BID

The Nueva Ecija University of Science and Technology (NEUST) through its Bids and Awards Committee (BAC), invites entities to bid for the hereunder projects:

Name of Project: OFFICE SUPPLIES FOR 1ST AND 2ND QUARTERS OF 2021

Location: NEUST All Campuses

Approved Budget for the Contract (ABC): Php 6,034,432.50

Contract Duration: 45 Calendar Days

Fund Source: NEP/GAA 2021

Bid Documents: Php5,000.00

Description: 1 Lot - OFFICE SUPPLIES FOR 1ST AND 2ND QUARTERS OF 2021

QTY	UNIT	DESCRIPTION
44	set	AA Rechargeable Battery with Charger
158	set	AAA Battery (Rechargeable) HQ x4"
160	pieces	AA Battery (Rechargeable) HQ x4"
1000	bottle	Alcohol, Sprayer, 330 ml.
200	box	Arch File, 30 pcs./box
40	box	Ballpen, red, 12 pcs./box
200	box	Ballpen, black, 12 pcs./box
50	box	Ballpen, blue, 12 pcs./box
60	pieces	Battery, 9V, Alkaline
50	pack	Battery, AAA, Alkaline, 2 pcs./pack
100	pack	Battery, double A, 2pcs. /pack
100	box	Binder Clip #1
40	box	Binder Clip 1 / 5/8" , 12 pcs./box
40	box	Binder Clip 1 /1/4" , 12 pcs./box
100	box	Binder Clip, 1 1/2", 12 pcs./box
120	box	Binder Clip, 2", 12 pcs./box
20	ream	Bond Paper, A3, 80 gsm.(HQ)
200	ream	Bond Paper A4 80 gsm. (HQ)
1,000	ream	Bond Paper, long, 80 gsm.(HQ)
2,200	ream	Bond Paper long (Ground Wood Subs.18)
2,200	ream	Bond Paper short (Ground Wood Subs.18)
1000	ream	Bond Paper, short, 80 gsm.(HQ)
20	pad	Carbon Paper, Globe
100	box	Clear Folder, Long, 100 pcs./box
70	box	Clear Folder, Short, 100 pcs./box
300	pieces	Correction Tape
5	box	Continuous Form, 11" x 14 7/8", Carbonless
100	pieces	Duct Tape, gray, H.Q.
128	pieces	Elmer's Glue, 130 grams
1000	pieces	Expanding Envelope (Blue and Red)
300	bottle	Alcohol (70% isopropyl), 1,000 ml., Plastic Btl.
100	box	Expanding Folder, 100 pcs.box
80	box	Fastener, Pisces
200	pack	Folder, long, 100 pcs./pack, H.Q.

100	box	Fastener Plastic (Prince)
100	pack	Folder, short,100 pcs./pack
200	pieces	Highlighter Pen Assorted 12/box
200	pieces	Magazin File (Black/Blue)
10	pieces	Mailing Envelope, Long
30	pieces	Metal Tray, 3 layers
40	pieces	NEUST Flag, 3 1/2" x 5" (as per sample)
600	pieces	Paper Bag, Large
150	box	Paper Clip, small
10	box	Pay Slip Envelope, 8 1/2"
400	box	Pencil Mongol #2 12/box
60	pieces	Pencil Sharpener
40	pieces	Philippine Flag, 5' x 8'
10	roll	Plastic Acetate, 50, meters/roll, guage
20	roll	Plastic Straw Rope
150	pieces	Record Book, 500 Page, 8 1/2" x 11"
500	pieces	Record Book, 300 pages, 8 1/2" x 11"
60	box	Rubber Band, Big
100	pieces	BlackBoard Eraser
100	box	Rubber Band, Big 350g
150	box	Rubber Band, small 50g
100	pieces	Scotch Tape, 2"
200	pieces	Scotch Tape, 1"
40	box	Sign Pen, green, 12 pcs./box
100	box	Sign Pen, black, 12 pcs./box
60	box	Sign Pen, blue, 12 pcs./box
50	Pieces	Scissor H.D
300	pack	Specialty Board,185 gsm., white, long
200	pack	Specialty Board,185 gsm., white, short
60	pieces	Stamp Pad , medium size
50	pieces	Stamp Pad ink, blue
300	pieces	Staple Wire #35 Heavy Duty
40	piece	Stapler, heavy Duty
200	pack	Sticker Paper, Glossy,10pcs./ pack
250	set	Sticky Note, Arrow type (1" x 1" x 7")
200	pad	Sticky Note, 2" x 3"
120	piece	Tissue Paper, 96 rolls/ box with plastic cover
50	pad	Yellow Pad
80	unit	Puncher Heavy Duty
50	box	White board Marker Ink, Black
4	piece	Developer Bizhub DV116
10	cart.	Ink HP 678, colored
450	cart.	Ink, Epson, 003, black
310	cart.	Ink, Epson, 003, cyan
310	cart.	Ink, Epson, 003, magenta
310	cart.	Ink, Epson, 003, yellow
400	cart.	Ink, Epson, T6641, black
235	cart.	Ink, Epson, T6642, cyan
235	cart.	Ink, Epson, T6643, magenta
235	cart.	Ink, Epson, T6644, yellow
20	cart.	Ink, HP 704, black
20	cart.	Ink, HP 704, colored
45	cart.	Pigment Ink, Epson, T7741, black

10	cart.	Epson Ribbon Cartridge LX300
10	cart.	Epson Ribbon Cartridge LX310
6	pieces	HP Laser Jet Drum 17A
75	pieces	HP Laserjet Ink, #85A
40	cart.	Toner TN116 (bizhub 164)
20	cart.	Ink, HP 678, black
20	cart.	Toner, HP 17A
10	cart.	Toner, TN 414

The Terms of Reference for the said projects will be provided by the end user and shall be distributed and discussed during the Pre-Bid Conference.

The schedule of the bidding activities are as follows:

Activities	Schedule
1. Advertisement/Receipt of Letter of Intent	November 11-18, 2020
2. Pre-bid Conference	November 19, 2020, 8:00 AM NEUST President's Office Conference Room, Sumacab Campus, Cabanatuan City
3. Submission of Bids	December 1, 2020, UNTIL 5:00 PM NEUST President's Office Conference Room, Sumacab Campus, Cabanatuan City
4. Opening of Bids	December 2, 2020, 8:00 AM NEUST President's Office Conference Room, Sumacab Campus, Cabanatuan City
5. Post Qualification	December 3, 2020, 8:00 AM NEUST President's Office Conference Room, Sumacab Campus, Cabanatuan City

All particulars to the Eligibility Statement and Screening, Bid Security, Performance Security, Pre-bidding Conference, Evaluation of Bids, Post Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations.

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) 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.

A complete set of Bidding Documents may be acquired by interested Bidders from November 5-17, 2020 upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Bids must be duly received by the BAC Secretariat at the address below on or before December 1, 2020, 5:00PM. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the PBD.

Bid opening shall be on December 2, 2020, 9:00AM at NEUST Conference Room, Sumacab Campus, Cabanatuan City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

The NEUST-BAC will conduct early procurement activities for projects funded by the NEP/GAA in accordance with the guidelines on the implementation of Early Procurement Activities (EPA).

The Nueva Ecija University of Science and Technology 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For more information concerning this bidding, please contact the following:

MS. MICHELLE A. SUPEÑA
Bids and Awards Committee Secretariat
NEUST Gen. Tinio St., Cabanatuan City
Telephone No. (044) 463-0226
Email Address: neustmain@yahoo.com

Approved by:

DR. HONORATO P. PANAHO
BAC Chairperson