



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 12869265
Procuring Entity MUNICIPALITY OF STA. MAGDALENA, SORSOGON
Title S/D OF OFFICE SUPPLIES
Area of Delivery Sorsogon

Solicitation Number: 2026-03-11	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	1
Procurement Mode: Public Bidding	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Office Supplies and Devices	Date Published	23/03/2026
Approved Budget for the Contract: PHP 823,276.25	Last Updated / Time	23/03/2026 00:00 AM
Delivery Period: 30 Day/s	Closing Date / Time	30/03/2026 13:00 PM
Client Agency:		
Contact Person: REGIN G ESCARLAN BAC Chairperson Real St., Bgy. 3, Poblacion, Sta. Magdalena, Sorsogon Sta. Magdalena Sorsogon Philippines 4709 63-995-9351102 bacmagdalena.19@gmail.com		

Description

Quantity Description Unit
 22 AIR FRESHENER Can
 27 ALCOHOL, Ethyl, 1 Gallon Gallon
 21 BATTERY, dry cell, AAA Pack
 41 BATTERY, dry Cell, size AA Pack
 1 BINDING AND PUNCHING MACHINE, 50mm binding capacity Unit
 7 BINDING RING/COMB, plastic, 32mm Bundle
 22 BROOM (Walis Tambo) Piece
 18 BROOM (Walis Ting-Ting) Piece
 1 CARTOLINA, assorted colors Pack
 33 CLEANER, toilet and urinal Bottle
 19 CLEANSER, Scouring Powder Can
 22 CLEARBOOK, Legal size Piece
 54 CLIP, Backfold, 19mm Box
 42 CUTTER/UTILITY KNIFE, for general purpose Piece
 42 DATA FILE BOX Piece
 92 DATA FOLDER Piece
 8 DATER STAMP Piece
 5 DETERGENT BAR, 140g PIECE
 105 DETERGENT POWDER, all-purpose POUCH
 13 DUST PAN Piece
 19 ELECTRIC FAN, Stand Type Unit
 2 ELECTRIC FAN, Wall Mount Unit
 4 ENVELOPE, Documentary, Legal BOX
 4 ENVELOPE, Expanding, Kraft Box
 5 ENVELOPE, expanding, plastic Piece
 8 ENVELOPE, Mailing Box
 2 ENVELOPE, Mailing with Window Box
 3 EXTERNAL HARD DRIVE Unit
 11 FASTENER, metal Box
 6 FILE ORGANIZER Piece
 2 FILE TAB DIVIDER, legal Set

3 FIRE EXTINGUISHER, dry chemical Unit
 10 FLASH DRIVE, 64GB capacity Piece
 3 FLOOR WAX, paste type, red Can
 4 FOLDER WITH TAB, A4 pack
 11 FOLDER, L-type, Legal Pack
 1 FOLDER, Morocco with Slide, Legal Bundle
 4 FOLDER, Pressboard Box
 20 GLUE, All Purpose Jar
 17 HAND SOAP, LIQUID, 500ml Bottle
 8 MARKER, fluorescent Set
 62 MONOBLOC CHAIR, Beige Piece
 5 MONOBLOC CHAIR, white Piece
 34 NOTEPAD, Stick-on, 50mm x 76mm PAD
 40 NOTEPAD, Stick-on, 76mm x 76mm PAD
 1 PAPER TRIMMER/CUTTING MACHINE, table top Piece
 170 PAPER, Multi-Purpose, 70gsm (min.), Legal Ream
 55 PAPER, Multi-Purpose, A4 REAM
 6 PAPER, parchment Box
 2 PHILIPPINE NATIONAL FLAG Piece
 19 RECORD BOOK, 500 pages BOOK
 20 RIBBON CART, EPSON C13S015632, Black Cart
 7 RULER, plastic, 450mm Piece
 83 SIGN PEN, Fine tip, Blue Piece
 80 SIGN PEN, Fine tip, Red Piece
 13 SIGN PEN, Medium Tip, Black Piece
 2 SIGN PEN, Medium Tip, Red Piece
 16 STAMP PAD, felt Piece
 17 STAPLE WIRE, Heavy Duty (Binder Type), 23/13 Box
 13 STAPLER, standard type Piece
 6 TAPE DISPENSER, Table Top Unit
 5 TAPE, electrical Roll
 12 TAPE, transparent, 24mm Roll
 27 TAPE, transparent, 48mm Roll
 93 TRASHBAG, XXL size Pack
 1 Printer Ink Refill (EPSON 003) 1000 ml (BLACK) bottle
 1 Printer Ink Refill (EPSON 003) 1000 ml (YELLOW) bottle
 1 Printer Ink Refill (EPSON 003) 1000 ml (MAGENTA) bottle
 1 Printer Ink Refill (EPSON 003) 1000 ml (CYAN) bottle
 15 Photopaper Glossy (A4 Size) *20 Sheets per pack pack
 85 Paper, Hard Copy (70 gsm) Letter Size *8.5 x 11 ream
 40 Paper, Hard Copy (70 gsm) Legal Size *8.5 x 14 ream
 40 Pilot Hitec Point V7 Signpen Black (0.7 mm) pcs
 5 Gold Notarial Seal with Adhesive *40 pcs/pack pack
 15 Photopaper Double Canvass (A4 Size) *20 Sheets/pack pack
 20 Photopaper Double Glossy (A4 Size) *20 Sheets/pack pack
 10 Photopaper Double Sided Glossy (A4 Size) *20 Sheets/pack pack
 10 Vinyl Sticker (Gold) *20 Sheets/pack pack
 10 Vinyl Sticker (Silver) *20 Sheets/pack pack
 10 Vinyl Sticker (Pearl) *20 Sheets/pack pack
 10 Sticker Paper Glossy *20 Sheets/pack pack
 2 Hot Laminating Film (Roll - 12 inches) roll
 4 Worx Special Paper 200gsm-White (Letter Size) *100 sheets/pack pack
 2 Worx Special Paper 200gsm-Pale Cream (A4 Size) *100 sheets/pack pack
 2 Worx Special Paper 200gsm-White (Long Size 8.5x13) *100 sheets/pack pack
 10 Cold Laminating Film (Photo Top-A4 Size Glossy) *20 Sheets/pack pack
 7 Cold Laminating Film (Photo Top-A4 Size Matte) *20 Sheets/pack pack
 5 Cold Laminating Film (Photo Top-A4 Size Broken Glass) *20 Sheets/pack pack
 280 Paper, Hard Copy (80 gsm) Letter Size *8.5 x 11 ream
 106 Genuine Ink Refill, Epson 003, Black bottle
 61 Genuine Ink Refill, Epson 003, Cyan bottle
 61 Genuine Ink Refill, Epson 003, Yellow bottle
 61 Genuine Ink Refill, Epson 003, Magenta bottle
 27 Genuine Ink Refill, Epson 664, Black bottle
 9 Genuine Ink Refill, Epson 664, Cyan bottle
 9 Genuine Ink Refill, Epson 664, Yellow bottle
 9 Genuine Ink Refill, Epson 664, Magenta bottle
 1 Office Chairs piece
 7 Ballpen, Black box
 1 Ballpen, BPS fine point, blue, 12's/box box
 1 File Rack (5 Layer) piece
 1 Camera for monitor piece
 1 Speaker for monitor piece
 1 whiteboard piece
 1 Bulletin cork board piece
 1 Cork board 90x60cm piece
 10 Photo Paper, glossy, size A4, 10'sheets/pack pack
 20 Specialty Paper, worx certificate paper, 90gsm - Pale Cream pack
 20 L&C Mirror Cardstock board, A4size 250gsm, Laser Silver pack
 20 L&C Mirror Cardstock board, A4size 250gsm, Broken Glass pack
 20 L&C Mirror Cardstock board, A4size 250gsm, Dot pack
 20 Dishwashing Liquid 475ml piece
 5 Brother Ink BTD60 Black bottle
 5 Brother Ink BT5000 Cyan bottle

5 Brother Ink BT5000 Yellow bottle
5 Brother Ink BT5000 Magenta bottle
2 Retractable Ballpen, black box
5 Canon Ink GI-790 SET set
4 Mop, with spinner and bucket set
6 Fabric Conditioner 1L bottle
6 Pail bucket, large piece
6 Dipper, Large piece
10 Floor Mat, Large piece
10 Bulb 18w piece
5 Dishwashing Liquid soap, 250ml, lemon scent bottle
10 Trashbag, transparent, 10 pcs/rolls, Small size roll
2 Keyboard, USB type piece
1 Ergonomic Office Chairs piece
7 Office Table with drawer, L: 1000 x W: 600, H: 750mm piece
1 Stamp pad (12 digit/number) piece
1 Ballpen, Red box
1 Office Table piece
3 Genuine Ink Refill, Epson 001, Black bottle
2 Genuine Ink Refill, Epson 001, Cyan bottle
2 Genuine Ink Refill, Epson 001, Yellow bottle
2 Genuine Ink Refill, Epson 001, Magenta bottle
1 Extension wire (4 socket) piece
4 Ring binder A4size, 10mm 21 holes 50/set set
1 Cork Board frame 2"x3" piece
6 Foldable Table, L: 180cm, W:74cm, H:74cm piece
1 Heavy Duty, Foldable Table, white (4ft/6ft) piece

Created by REGIN G ESCARLAN

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