



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
EMBAJADA DE LA REPUBLICA DE FILIPINAS
MADRID

FOREIGN SERVICE OF THE PHILIPPINES
MADRID, SPAIN
BAC-MadridPE

INVITATION TO BID

FOR THE PROCUREMENT OF OFFICE SUPPLIES

1. The Philippine Embassy in Madrid invites bids for the procurement of office supplies for the use of the Philippine Embassy in Madrid described as follows:

Lot No	Project Specification	Approved Budget for the Contract (US\$)
1	PROCUREMENT OF OFFICE SUPPLIES	To be determined upon submission of bid

Please see attached Terms of Reference (TOR)

2. Bidding will be conducted through open competitive bidding procedures as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.

3. Interested bidders may obtain further information from the BAC-Madrid PE Secretariat and inspect the Bidding Documents at the address given below, during office hours from 9:00 a.m. to 5:00 p.m.

4. The DFA-BAC has scheduled the following activities for the said Project:

Deadline for Submission and Receipt of Bids	Bid Opening
24 February 2016, Wednesday; 12:00 noon	24 February 2016, Wednesday; 3:00 pm
Venue: Philippine Embassy, C/Eresma 2, 28002 Madrid, Spain	

5. Bids must therefore be delivered to the address below on or before 24 February 2016, 12:00 noon. Late bids shall not be accepted.

Bid opening shall be on 24 February 2016, 3:00 p.m. at the Philippine Embassy in Madrid.

Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Anyone who wishes to observe the proceeding shall be most welcome.

6. The Embassy reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
7. For further information, please refer to:

BAC-Madrid PE Secretariat
Philippine Embassy
C/ Eresma 2, 28002 Madrid
Tel. No. 917 823 830
Email address: madrid.pe@dfa.gov.ph



GERARDO P. ABIOG
Acting Chairperson



Item & Specification	Unit of Measure	Quantity Requirement
		Total
COMMON ELECTRICAL SUPPLIES		
1 BATTERY, size AA, alkaline, 2 pcs./packet	pack	30
2 LIGHT BULBS	piece	50
2 Extension Cord	piece	4
Sub-total		84
COMMON COMPUTER SUPPLIES/CONSUMABLES		
1 TONER HP P1005 CB435A	piece	12
2 TONER BROTHER TN2000 HL2030	piece	6
3 TONER SAMSUNG MLT-D1052L	piece	8
4 TONER HP Laserjet 1010/1012	piece	8
5 TONER HP Laserjet CE255A	piece	4
6 EPSON Ink T0711	piece	6
7 EPSON Inkpack T0711	piece	6
8 TONER BROTHER DCP-7045 N (TN2110)	piece	8
9 TONER HP C4092A Laserjet black	piece	4
10 EPSON Ribbon 8750	piece	6
11 HP 337 C9364EE	piece	12
12 HP 343 C8766EE	piece	12
13 HP 364 XL black	piece	6
14 HP 364 XL colored	piece	10
15 OKI Toner B2400	piece	6
16 EPSON LX300	piece	6
17 TONER Laserjet 55A	piece	8
18 Ink Cartridge 920BL XL	piece	12
19 TONER HPCE285A	piece	6
20 USB 16GB	piece	8
21 USB 8GB	piece	12
22 External Drive 1TB	piece	6
23 Ink cartridge 920XL colored	piece	6
24 TONER Brother TN 2010	piece	8
25 ANTI-VIRUS	piece	9
26 TONER BROTHER TN2120	piece	6
27 Ink cartridge HP78 XL	piece	9
28 TONER HP 13A	piece	9
29 TONER SAMSUNG MLT-D1052 laser colored	piece	6
Sub-total		225
COMMON OFFICE SUPPLIES		
1 A4 bond paper	ream	420
2 A3 bond paper	ream	8
3 Folio size bond paper	ream	6
4 A4 bond paper <i>Pasugan</i> 10000 pcs	ream	4

5	A4 bond paper <i>Embajada</i> 10000 pcs	ream	4
6	NEXEL folder black with bands	piece	80
7	UNISYSTEM Folder Carpeta Gomas	piece	240
8	Blue folder for archiving 45mm	piece	80
9	Blue folder for archiving 70mm	piece	140
10	Invitation cards 150x190mm	piece	2000
11	Special envelopes 162x229mm	piece	2000
12	Brown envelope A4	piece	80
13	Brown envelope, folio size	piece	80
14	Brown envelope, folio plus	piece	80
15	Pilot blue ballpen 0.5	box	6
16	Pilot blue ballpen 0.7	box	6
17	Pilot black ballpen 0.5	box	6
18	Pilot black ballpen 0.7	box	6
19	Sharpie Pen	box	2
20	Ballpen with base & chain	pack	2
21	Ballpen refill	pack	4
22	Plastic envelope A4 216x303	pack	4
23	Dossier folio document holder	pack	4
24	Colored paper	ream	12
25	Post-it 3M 76x76mm	pack	10
26	Post-it 3M 76x127mm	pack	10
27	Corrector tape PRITT	pack	4
28	PRITT paste 22gr	pack	6
29	EDDING Permanent Marker black	pack	4
30	EDDING Permanent Marker blue	pack	4
31	STABILO marker	pack	10
32	APLI Label stickers	pack	6
33	Number turn rolls	pack	6
34	Leitz Notebook	piece	10
35	Validating Tape	pack	6
36	APLI Picture paper	pack	10
37	3M Double Adhesive Tape	piece	8
38	Packing Tape	piece	30
39	Staple wire Petrus 202	pack	6
40	Calculator Roll paper	pack	6
41	Masking Tape 48x45mm	piece	20
42	Document cover 115x165mm	pack	4
43	Paper fastener	pack	12
44	Fold back clips 25mm	pack	20
45	Fold back clips 32mm	pack	20
46	Fold back clips 2.33mm	pack	20
47	Electric staple wire refill	pack	12
48	Rubber bands	box	12
49	Special paper	pack	20
50	Puncher refill	box	10
51	Rope (per roll)	roll	20
52	Notebook (logbook) big	piece	4
53	paper clips	box	60
54	colored ribbon	roll	10

55	pencil	box	10
56	ink pad	piece	12
57	red ribbon (for notariats)	roll	30
58	eyeletes	box	24
59	gold seal	box	30
Sub-total			5760
COMMON OFFICE DEVICES			
1	Stapler Petrus Metal	piece	4
2	Staple Wire Remover	piece	10
3	Shiny Dater 918	piece	4
4	Automatic Stamp	piece	2
5	Namestamp (per need basis)	piece	1
6	Embassy seal stamp (per need basis)	piece	1
7	Embassy logo stamp (per need basis)	piece	1
8	Manual Dater	piece	10
9	Puncher	piece	10
10	Scissors	piece	10
11	Cutter	piece	12
Sub-total			65
COMMON JANITORIAL SUPPLIES			
1	Scottex Tissue Paper	pack	10
2	Garbage bag 800x1050mm (black)	pack	20
3	Garbage bag 550x600mm (green)	pack	28
4	Ambipur Airspray	piece	20
5	Kitchen Tissue	pack	10
6	Don Limpio all purpose cleaner	piece	12
7	Fairy P&G 1.5L (diswashing liquid)	piece	12
8	Handsoap 500ml	piece	15
9	All purpose brush	piece	6
10	Mop (with handle)	piece	6
Sub-total			139
COMMON OFFICE EQUIPMENT			
1	1. NEXEL Shredder	piece	2
Sub-total			2
A. OTHER ITEMS NOT LISTED ABOVE BUT ARE ESSENTIAL FOR OFFICE OPERATIONS			
1	Personalized cards w/ seal for HOP	pack	1

2	Personalized envelopes with seal and address	piece	1250
3	Handsoap	piece	20
4	ID tags/cases	pack	10
5	floor mats	piece	5
6	metal shelves for filing	piece	15
7	Curtains & rugs	piece	20
Sub-total			1251
TOTAL			7526
GASOLINE, OIL AND LUBRICANTS EXPENSES			
1	Gas Card (Euro 1.007,00 / month)	piece	12
Sub-total			12
ICT SOFTWARE(PERPETUAL LICENSES OF MS OFFICE, OPERATING SYSTEMS, ADOBE ACROBAT, ETC)			
1	Microsoft Windows	piece	24
2	Microsoft Windows Server 2012 R2	piece	1
3	Microsoft Office 2013	piece	24
4	Antivirus	piece	25
5	Adobe Acrobat Professional	piece	5
6	Inventory System	lot	1
7	United Threat Management (UTM) Device License	lot	1
Sub-total			81
TOTAL			