



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 11891426  
**Procuring Entity** BARANGAY BEL-AIR, MAKATI CITY  
**Title** Purchase of Office and Janitorial Supplies-1st Qtrr. of CY 2025  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2025-03-055	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	1
<b>Category:</b>	Office Equipment Supplies and Consumables	<b>Date Published</b>	18/03/2025
<b>Approved Budget for the Contract:</b>	PHP 205,000.00	<b>Last Updated / Time</b>	18/03/2025 00:00 AM
<b>Delivery Period:</b>	14 Day/s	<b>Closing Date / Time</b>	28/03/2025 08:30 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Janny M Pacleb Supply & Property Custodian 40 Solar st., Bel Air Village, Makati City Metro Manila Philippines 63-2-8954011 Ext.207 63-2-8999612 janny.pacleb@gmail.com		

#### Description

Office Supplies:  
60 pcs. Ballpen Black, Ordinary  
80 reams Copy paper short, 8 1/2" x 11", 80gsm.  
100 reams Copy paper short, 8 1/2" x 13", 80gsm.  
80 reams Copy paper A4, 210mm x 297mm, 80gsm.  
24 boxes Colored fastener, vinyl type, super long  
75 pcs. Data Folder, made of chipboard, taglia lock  
12 pcs. Data file box  
24 pcs. AA Alkaline Battery  
24 pcs. AAA Alkaline Battery  
24 pcs. Sign Pen, Black  
6 boxes Binder Clip Metal Fold, 41mm., 12's  
6 boxes Binder Clip Metal Fold, 51mm., 12's  
1 pc. Toner Cartridge, #104A, Black, original  
2 pcs. Ink bottle, GT53, Black  
2 pcs. Ribbon for Epson LX-310  
1 pc. HP 416A, black  
2 pcs. Toner Cartridge, Q79A, Black, original  
1 pc. Toner Cartridge, 107a, Black, original  
6 boxes Rubber Band, Big, 350g.  
12 boxes Paper clip, small, 28mm, 100's

12 boxes Paper clip, jumbo, 50mm, 100's  
 100 pcs. Folder long white  
 100 pcs. Folder, pressboard, expanding  
 100 pcs. Envelope long, brown  
 2 boxes Envelope white with logo, legal  
 6 pcs. USB Flash Drive, 128GB  
 1 set Pica for Typewriter, 5's/set  
 12 pcs. Correction tpe, 30m.  
 12 pcs. White Board Marker, black, fine point  
 12 pcs. Permanent Marker, black, fine point  
 12 pcs. Highlighter pen, assorted colors  
 12 rolls Masking tape, 1"  
 12 rolls Packaging tape, 2"  
 12 boxes Staple wire, #35  
 12 pcs. White glue, 40ml.  
 12 books Record book, 300pages

**Janitorial Supplies:**

6 bottles Insecticide, aerosol type, 600ml.  
 75 pcs. Broom, stick, ting-ting  
 6 gallons Bleach Liquid  
 10 packs Detergent Powder, 1000g.  
 12 bottles Disinfectant Spray, 400-550g, aerosol type  
 24 gals. Dishwashing Liquid  
 36 packs Interfolded paper towel tissue  
 300 rolls Bathroom Tissue, 2-ply  
 6 bottles Air Freshener, aerosol type, 280ml.  
 6 bottles Furniture Cleaner, aerosol type, 300ml. per can  
 12 bottles Ethyl Alcohol, 500ml.  
 12 gals. Hand Soap, anti-bacterial  
 12 pcs. Toilet Deodorizer, 100g., asstd. Scents  
 6 bottles Liquid Disinfectant, 900ml.  
 3 pcs. Polisher pad, 16"

**Line Items**

1	Office and Janitorial Supplies	Office and Janitorial Supplies	1	Package	205,000.00
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**Created by** Janny M Pacleb

**Date Created** 17/03/2025

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