



Republic of the Philippines

PUBLIC ATTORNEY'S OFFICE

Tanggapan ng Manananggol Pambayan

DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City

Telephone Nos. 929-90-10 / 929-94-36 ; Fax Nos. 927-68-10 / 926-28-78

**INVITATION TO BID FOR THE
PROCUREMENT OF VARIOUS
OFFICE SUPPLIES
FOR THE USE OF PUBLIC ATTORNEY'S OFFICE
FOR FY 2022**

PURCHASE REQUEST NO. 299-03-2022

(Through Public Bidding Pursuant to 2016 Revised Implementing Rules and Regulations of
Republic Act No. 9184)

- The **PUBLIC ATTORNEY'S OFFICE**, through the *General Appropriations Act under fiscal year 2022* intends to apply the total amount of **THREE MILLION ONE HUNDRED THIRTY-TWO THOUSAND FIVE HUNDRED PESOS ONLY (Php 3,132,500.00)** being the ABC to payment under the contract for the subject procurement for the Public Attorney's Office, as specified under Purchase Request No. 299-03-2022, described as follows:

	ITEM	Unit	QTY	Mode of Delivery	Delivery Date/s (After issuance of notice to proceed)
1	Battery AAA (2 pcs per pack)	pack	1,000	One Time	15 days
2	Correction tape (8M)	Piece	8,000	Staggered	15 days: (4000pcs) 30 days: (2000pcs) 45 days: (2000pcs)
3	Data file box (Horizontal) (With closed ends) (400mm x 125mm x 230mm)	Piece	500	One Time	15 days
4	Cutter/Utility knife for general purpose	Piece	500	One Time	15 days
5	Envelope, Mailing white	bx.		Staggered	15 days: (400boxes) 30 days: (200boxes) 45 days: (200boxes)

6	Stamp pad	Piece		Staggered	15 days: (1000pcs) 30 days: (1000pcs) 45 days: (1000pcs)
7	Marking Pen - Permanent (bullet type, black)	Piece		Staggered	15days: (1000pcs) 30 days: (1000pcs) 45 days: (1000pcs)
8	Notepad, Stick on, 3"x4"	Pad		Staggered	15days: (2000pad) 30 days: (2000pad) 45 days: (1000pad)
9	Paper clip, vinyl/plastic coated 33mm	Box		Staggered	15days: (2000box) 30 days: (2000box) 45 days: (1000box)
10	Paper clip, vinyl/plastic coated 50mm	Box		Staggered	15days: (4000box) 30 days: (4000box) 45 days: (2000box)
11	Puncher, paper heavy duty	Piece		Staggered	15days: (200pcs) 30 days: (200pcs) 45 days: (100pcs)
12	Official Record Book (300pages)	pcs.	800	Staggered	15days: (300pcs) 30 days: (300pcs) 45 days: (200pcs)
13	Staple wire, for heavy duty stapler (23/13)	Box		Staggered	15days: (1000box) 30 days: (750box) 45 days: (750box)
14	Staple wire, standard (26/6) No. 35	Box		Staggered	15days: (2000box) 30 days: (2000box)