

## Supplemental/Bid Bulletin

**Addendum No. 1**  
**August 28, 2020**

**ITB No. DSWD7-PB-2020-30**

### SUPPLY AND DELIVERY OF OFFICE SUPPLIES

Issued pursuant to Section 22.5 of the IRR of Republic Act 9184 to clarify and/or amend certain provision on the Bidding Documents issued for this project, considering the issues raised and clarifications made by prospective bidders during the Prebid Conference held on **August 27, 2020**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
<b>Section III. Bid Data Sheet</b>	<ul style="list-style-type: none"> <li>• <i>The SLCC for this project is equivalent to at least twenty-five percent (25%) of the ABC or Php 321,448.00.</i></li> <li>• <i>It was highlighted that the scheduled time for the Prebid Conference for this project is 1:30 PM same goes with the Bid Opening schedule.</i></li> </ul> <p><i>A revised Section III. Bid Data Sheet is hereby attached for the purpose.</i></p>
<b>Section VI. Schedule of Delivery</b>	<ul style="list-style-type: none"> <li>• <i>Some of the specification of the items were modified and corrected. Details are as follows:</i></li> <li>✚ <b>Item No. 1, BATTERY, dry cell, Alkaline, AA, 2 pieces per pack</b></li> <li>✚ <b>Item No. 2, BATTERY, dry cell, Alkaline, AAA, 2 pieces per pack – Unit is PACK</b></li> <li>✚ <b>Item No. 8, ELECTRIC FAN, ORBIT type, ceiling, 16 inches in size, metal blade</b></li> <li>✚ <b>Item No. 9, ELECTRIC FAN, STAND type, 16 inches in size, plastic blade</b></li> <li>✚ <b>Item No. 10, ELECTRIC FAN, WALL type, 16 inches in size, plastic blade</b></li> <li>✚ <b>Item No. 12, ENVELOPE, MAILING, WHITE, 70gsm, 500 pcs per box</b></li> <li>✚ <b>Item No. 14, FASTENER, PLASTIC, 70mm between prongs, 50 sets per box</b></li> <li>✚ <b>Item No. 16, FOLDER, FANCY, for legal size documents, 50 pieces per bundle</b></li> <li>✚ <b>Item No. 17, FOLDER, L-TYPE, PLASTIC, for legal size documents, 50 pieces per pack</b></li> <li>✚ <b>Item No. 18, FOLDER, with TAB, A4, 14 points, white, 100 pieces per pack</b></li> <li>✚ <b>Item No. 19, FOLDER, with TAB, LEGAL, 14 points, white, 100 pieces per pack</b></li> </ul>

	<ul style="list-style-type: none"> <li>✦ <b>Item No. 20</b>, the word <i>minimum</i> has been omitted to avoid confusion on the specs</li> <li>✦ <b>Item No. 31</b>, PAPER TRIMMER/CUTTING MACHINE, table top, for legal size, wood base</li> <li>✦ <b>Item No. 35</b>, PENCIL SHARPENER, manual, single cutter head, table top, metal</li> <li>✦ <b>Item No. 36</b>, PHILIPPINE NATIONAL FLAG, 3 feet x 5 feet, 100% polyester</li> <li>✦ <b>Item No. 39</b>, ARCH RING BINDER, plastic, 32mm, 2 rings on top, 2 inches, legal size, blue – Unit is <b>PIECE</b></li> <li>✦ <b>Item No. 40</b>, SCOURING PAD, made of synthetic nylon, 140 x 220mm, 5 pieces per pack</li> <li>✦ <b>Item No. 49</b>, TAPE, PACKAGING, width: 48mm (±1mm) x 50 meters</li> <li>✦ <b>Item No. 50</b>, TAPE, TRANSPARENT, width: 24mm (±1mm) x 50 meters</li> <li>✦ <b>Item No. 51</b>, TAPE, TRANSPARENT, width: 48mm (±1mm) x 50 meters</li> </ul> <p><i>A revised Section VI. Schedule of Requirements is hereby attached for the purpose.</i></p>
<p><b>Section VII. Technical Specifications</b></p>	<ul style="list-style-type: none"> <li>• Changes in the specification of the items per lot in Section VI. Schedule of Requirements shall reflect in this section as well.</li> </ul> <p><i>A revised Section VII. Technical Specifications is hereby attached for the purpose.</i></p>
<p><b>Financial Proposal Sheet</b></p>	<ul style="list-style-type: none"> <li>• Changes in the specification of the items per lot in Section VI. Schedule of Requirements and Section VII. Technical Specifications shall reflect in this section as well.</li> </ul> <p><i>A revised Financial Proposal Sheet is hereby attached for the purpose.</i></p>

Attached herewith is the revised **Section III. Bid Data Sheet, Section VI. Schedule of Requirements, Section VII. Technical Specifications, and Financial Proposal Sheet.**

For guidance and information of all concerned.

  
**GRAEME FERDINAND D. ARMECIN**  
 Chairperson, Bids and Awards Committee I

## *Revised Section III. Bid Data Sheet*

ITB Clause	
1.1	<p>The Procuring Entity is <i>Department of Social Welfare and Development, Field Office VII</i></p> <p>The name of the Contract is <i>Supply and Delivery of Office Supplies.</i></p> <p>The identification number of the Contract is <i>ITB No. DSWD7-PB-2020-30.</i></p>
1.2	<p>The lot and reference are:</p> <p><i>Supply and Delivery of Office Supplies - ITB No. DSWD7-PB-2020-30.</i></p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the authorized appropriations for <i>FY 2020 General Appropriations Act</i> in the amount of <b><i>One Million Two Hundred Eighty-Five Thousand Seven Hundred Ninety-Two Pesos (₱1,285,792.00) for the whole project.</i></b></p> <p>The name of the Project is: <i>Supply and Delivery of Office Supplies</i></p>
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, except those falling under <b>ITB</b> Clause 5.2(b), may not participate in this Project.
5.4	<p>The Bidder must have completed, within the period specified in the Invitation to Bid and <b>ITB</b> Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least <b>twenty-five percent (25%)</b> of the ABC <b>equivalent to ₱ 321,448.00.</b></p> <p>For this purpose, similar contracts shall refer to <i>Supply and Delivery of Office Supplies</i></p>
5.5	<p>NFCC should be at least equal to the ABC which is <b>₱ 1,285,792.00</b>, or if</p> <p><b>Credit Line</b> should be at least equal to 10% of the ABC or <b>₱ 128,579.20.</b></p>
7	No further instructions.
8.1	<i>“Subcontracting is not allowed.”</i>
8.2	“Not applicable”.

9.1	The Procuring Entity will hold a pre-bid conference for this Project on <b>August 27, 2020 at 1:30 PM</b> in the <b>DSWD Conference Room, Cebu City</b> which shall be open to prospective bidders. However, as per Procuring Entity's Health Protocol, visitors to be accommodated in the field office shall be limited, therefore, interested bidders are encouraged to join us through <b>video-conferencing via Google Meet using the code: procurement7</b> .
10.1	The Procuring Entity's address is:  <i>Department of Social Welfare and Development, Field Office VII Cor. M.J. Cuenco and Gen. Maxilom Ave., Cebu City Telefax No. (032) 233-8785 local 140 Contact person:</i>  <b>MS. AILEEN G. CUEVAS</b> <i>Head, BAC Secretariat DSWD – Field Office VII M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City Tel. Nos. (032) 2338785 local 140 Email Add: <a href="mailto:bac.fo7@dswd.gov.ph">bac.fo7@dswd.gov.ph</a> Website: <a href="http://www.fo7.dswd.gov.ph">www.fo7.dswd.gov.ph</a></i>
12.1(a)	No further instructions.
12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed within <b>three (3) years</b> prior to the deadline for the submission and receipt of bids.
13.1	"No additional requirements."
13.1(b)	No further instructions.
13.1(c)	"No additional requirements."
13.2	The ABC <b>One Million Two Hundred Eighty-Five Thousand Seven Hundred Ninety-Two Pesos (₱1,285,792.00)</b> .
15.4(a)(iv)	"No incidental services are required."
15.4(b)	"Not applicable"  "No incidental services are required."
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	"Not applicable"
17.1	Bids will be valid until <b>120 calendar days from bid opening</b> .
18.1	The <b>bid security</b> shall be in the form of a <b>Bid Securing Declaration</b> , or any of the following forms and amounts:

	<p>1. The amount of not less than <b>₱ 25,715.84</b> [2% of ABC], if bid security is in <b>cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit</b>; or</p> <p>2. The amount of not less than <b>₱ 64,289.60</b> [5% of ABC] if bid security is in <b>Surety Bond</b>.</p>
18.2	The bid security shall be valid until <b>120 calendar days</b> from the date of opening of bids.
20.3	Each Bidder shall submit <i>one (1)</i> original and <i>one (1)</i> copy of the first and second components of its bid. <b><i>Copy 1 should be a replica of the original as to appearance and contents.</i></b>
21	<p>The address for submission of bids is at:  <b><i>BAC Secretariat Office, G/F DSWD, Field Office VII.  M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City 6000</i></b></p> <p>The deadline for submission of bids is on <b><i>September 8, 2020, 1:15 PM</i></b></p>
24.1	<p>The place of bid opening is at:  <b><i>DSWD-FO VII KC Conference Room, Cebu City  M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City 6000</i></b></p> <p>The date and time of bid opening is on <b><i>September 8, 2020, 1:30 PM</i></b></p>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3 (a)	<p><b>Grouping and Evaluation of Lots –</b></p> <p>Partial bid is not allowed. The goods are grouped in <b><u>single lot</u></b> and this lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p>
28.4	No further instructions.
29.2	<i>“No additional requirement.”</i>
32.4(f)	<i>“No additional requirement.”</i>

## *Revised Section VI. Schedule of Requirements*

The delivery schedule expressed in number of days after receipt of Notice to Proceed stipulates hereafter the delivery date.

Item No.	Items/Descriptions	Unit	Qty.	Delivery Schedule
1.	BATTERY, dry cell, Alkaline, AA, 2 pieces per pack	PACK	10	<b>Shall be fully delivered to DSWD Field Office VII, Cebu City within 30 calendar days from receipt of Notice to Proceed</b>
2.	BATTERY, dry cell, Alkaline, AAA, 2 pieces per pack	PACK	50	
3.	BROOM, soft (tambo)	PIECE	36	
4.	CALCULATOR, compact, 12 digits	UNIT	13	
5.	CORRECTION TAPE, film base type, UL 6m min.	PIECE	2,666	
6.	CUTTER BLADE, for general purpose cutter / utility	TUBE	5	
7.	CUTTER KNIFE, for general purpose	PIECE	2	
8.	ELECTRIC FAN, ORBIT type, ceiling, 16 inches in size, metal blade	UNIT	6	
9.	ELECTRIC FAN, STAND type, 16 inches in size, plastic blade	UNIT	6	
10.	ELECTRIC FAN, WALL type, 16 inches in size, plastic blade	UNIT	11	
11.	ENVELOPE, DOCUMENTARY, for legal size document	PIECE	30	
12.	ENVELOPE, MAILING, WHITE, 70gsm, 500 pcs per box	BOX	1	
13.	FACSIMILE MACHINE, uses thermal paper	UNIT	1	
14.	FASTENER, PLASTIC, 70mm between prongs, 50 sets per box	BOX	3	
15.	FLASH DRIVE, 16 GB capacity	PIECE	111	
16.	FOLDER, FANCY, for legal size documents, 50 pieces per bundle	BUNDLE	2	
17.	FOLDER, L-TYPE, PLASTIC, for legal size documents, 50 pieces per pack	PACK	2	
18.	FOLDER, with TAB, A4, 14 points, white, 100 pieces per pack	PACK	2	
19.	FOLDER, with TAB, LEGAL, 14 points, white, 100 pieces per pack	PACK	530	
20.	GLUE, all purpose, gross weight: 200 grams	JAR	637	
21.	INSECTICIDE, aerosol type, net content: 600ml min	CAN	62	
22.	LIGHT BULB, LIGHT EMITTING DIODE (LED) 7watts(Max)	PIECE	50	
23.	MARKER, PERMANENT, bullet type, black	PIECE	214	
24.	MARKER, PERMANENT, bullet type, blue	PIECE	212	
25.	MOP BUCKET, heavy duty, hard plastic	UNIT	6	
26.	MOPHEAD, made of rayon, weight: 400 grams min	PIECE	24	
27.	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	PAD	66	
28.	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	PAD	55	

29.	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	PAD	55	<b>Shall be fully delivered to DSWD Field Office VII, Cebu City within 30 calendar days from receipt of Notice to Proceed</b>
30.	PAPER SHREDDER, cutting width: 3mm-4mm; 8 sheets with overheat protection; autostart function	UNIT	2	
31.	PAPER TRIMMER/CUTTING MACHINE, table top, for legal size, wood base	UNIT	1	
32.	PAPER, MULTICOPY, A4, 80 gsm	REAM	1,055	
33.	PAPER, MULTICOPY, Legal, 80 gsm	REAM	15	
34.	PAPER, Multi-Purpose, A4, 70 gsm	REAM	1,223	
35.	PENCIL SHARPENER, manual, single cutter head, table top, metal	PIECE	2	
36.	PHILIPPINE NATIONAL FLAG, 3 feet x 5 feet, 100% polyester	PIECE	5	
37.	RECORD BOOK, 300 PAGES, size: 214mmx278mm min	BOOK	1,012	
38.	RECORD BOOK, 500 PAGES, size: 214mmx278mm min	BOOK	54	
39.	ARCH RING BINDER, plastic, 32mm, 2 rings on top, 2 inches, legal size, blue	PIECE	204	
40.	SCOURING PAD, made of synthetic nylon, 140 x 220mm, 5 pieces per pack	PACK	12	
41.	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	PIECE	2,166	
42.	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	PIECE	1,166	
43.	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	PIECE	530	
44.	STAPLE WIRE, for heavy duty staplers, (23/13)	BOX	1,020	
45.	STAPLER, BINDER TYPE, heavy duty, desktop	UNIT	2	
46.	TABLE, MONOBLOC, BEIGE, 36"x36", 4-seater table, H-28" Versatile, durable, easy to assemble	UNIT	10	
47.	TAPE DISPENSER, TABLE TOP, for 24mm width tape	PIECE	11	
48.	TAPE, ELECTRICAL, 18mm x 16M min	ROLL	10	
49.	TAPE, PACKAGING, width: 48mm (±1mm) x 50 meters	ROLL	562	
50.	TAPE, TRANSPARENT, width: 24mm (±1mm) x 50 meters	ROLL	562	
51.	TAPE, TRANSPARENT, width: 48mm (±1mm) x 50 meters	ROLL	50	
52.	TRASHBAG, GPP specs, black, 10 pcs. per roll/pack	PACK	224	
53.	TWINE, plastic, one (1) kilo per roll	ROLL	105	

I hereby certify to comply and deliver the goods as indicated above.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Bidder's Signature over Printed Name

Date: \_\_\_\_\_

## *Revised Section VII. Technical Specifications*

Bidders must state either “Comply” or “Not Comply” at the **Statement of Compliance** column against each of the individual parameters of each Specification. The **brand** and **model number** must be indicated at the Bidder’s Remarks if applicable.

Item No.	Items/Descriptions	Statement of Compliance	Bidder’s Remarks
1.	BATTERY, dry cell, Alkaline, AA, 2 pieces per pack		
2.	BATTERY, dry cell, Alkaline, AAA, 2 pieces per pack		
3.	BROOM, soft (tambo)		
4.	CALCULATOR, compact, 12 digits		
5.	CORRECTION TAPE, film base type, UL 6m min.		
6.	CUTTER BLADE, for general purpose cutter / utility		
7.	CUTTER KNIFE, for general purpose		
8.	ELECTRIC FAN, ORBIT type, ceiling, 16 inches in size, metal blade		
9.	ELECTRIC FAN, STAND type, 16 inches in size, plastic blade		
10.	ELECTRIC FAN, WALL type, 16 inches in size, plastic blade		
11.	ENVELOPE, DOCUMENTARY, for legal size document		
12.	ENVELOPE, MAILING, WHITE, 70gsm, 500 pcs per box		
13.	FACSIMILE MACHINE, uses thermal paper		
14.	FASTENER, PLASTIC, 70mm between prongs, 50 sets per box		
15.	FLASH DRIVE, 16 GB capacity		
16.	FOLDER, FANCY, for legal size documents, 50 pieces per bundle		
17.	FOLDER, L-TYPE, PLASTIC, for legal size documents, 50 pieces per pack		
18.	FOLDER, with TAB, A4, 14 points, white, 100 pieces per pack		
19.	FOLDER, with TAB, LEGAL, 14 points, white, 100 pieces per pack		
20.	GLUE, all purpose, gross weight: 200 grams		
21.	INSECTICIDE, aerosol type, net content: 600ml min		
22.	LIGHT BULB, LIGHT EMITTING DIODE (LED) 7watts(Max)		
23.	MARKER, PERMANENT, bullet type, black		
24.	MARKER, PERMANENT, bullet type, blue		
25.	MOP BUCKET, heavy duty, hard plastic		
26.	MOPHEAD, made of rayon, weight: 400 grams min		
27.	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min		
28.	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min		



29.	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min		
30.	PAPER SHREDDER, cutting width: 3mm-4mm; 8 sheets with overheat protection; autostart function		
31.	PAPER TRIMMER/CUTTING MACHINE, table top, for legal size, wood base		
32.	PAPER, MULTICOPY, A4, 80 gsm		
33.	PAPER, MULTICOPY, Legal, 80 gsm		
34.	PAPER, Multi-Purpose, A4, 70 gsm		
35.	PENCIL SHARPENER, manual, single cutter head, table top, metal		
36.	PHILIPPINE NATIONAL FLAG, 3 feet x 5 feet, 100% polyester		
37.	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min		
38.	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min		
39.	ARCH RING BINDER, plastic, 32mm, 2 rings on top, 2 inches, legal size, blue		
40.	SCOURING PAD, made of synthetic nylon, 140 x 220mm, 5 pieces per pack		
41.	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip		
42.	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip		
43.	STAMP PAD, FELT, bed dimension: 60mm x 100mm min		
44.	STAPLE WIRE, for heavy duty staplers, (23/13)		
45.	STAPLER, BINDER TYPE, heavy duty, desktop		
46.	TABLE, MONOBLOC, BEIGE, 36"x36", 4-seater table, H-28", Versatile, durable, easy to assemble		
47.	TAPE DISPENSER, TABLE TOP, for 24mm width tape		
48.	TAPE, ELECTRICAL, 18mm x 16M min		
49.	TAPE, PACKAGING, width: 48mm (±1mm) x 50 meters		
50.	TAPE, TRANSPARENT, width: 24mm (±1mm) x 50 meters		
51.	TAPE, TRANSPARENT, width: 48mm (±1mm) x 50 meters		
52.	TRASHBAG, GPP specs, black, 10 pcs. per roll/pack		
53.	TWINE, plastic, one (1) kilo per roll		

I hereby certify that all statements indicated under the **Statement of Compliance** and **Bidder's Remarks** are true and correct, otherwise, if found untrue and incorrect either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

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Name of Company/Bidder

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Bidder's Signature over Printed Name

**Revised Financial Proposal Sheet**  
**ITB No. DSWD7-PB-2020-30**

Date: \_\_\_\_\_

**The Bids and Awards Committee**  
DSWD-Field Office VII  
M.J. Cuenco Ave., Cebu City

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid:

Item No.	Items/Descriptions	Unit	Qty.	Unit Price	Amount
1.	BATTERY, dry cell, Alkaline, AA, 2 pieces per pack	PACK	10		
2.	BATTERY, dry cell, Alkaline, AAA, 2 pieces per pack	PACK	50		
3.	BROOM, soft (tambo)	PIECE	36		
4.	CALCULATOR, compact, 12 digits	UNIT	13		
5.	CORRECTION TAPE, film base type, UL 6m min.	PIECE	2,666		
6.	CUTTER BLADE, for general purpose cutter / utility	TUBE	5		
7.	CUTTER KNIFE, for general purpose	PIECE	2		
8.	ELECTRIC FAN, ORBIT type, ceiling, 16 inches in size, metal blade	UNIT	6		
9.	ELECTRIC FAN, STAND type, 16 inches in size, plastic blade	UNIT	6		
10.	ELECTRIC FAN, WALL type, 16 inches in size, plastic blade	UNIT	11		
11.	ENVELOPE, DOCUMENTARY, for legal size document	PIECE	30		
12.	ENVELOPE, MAILING, WHITE, 70gsm, 500 pcs per box	BOX	1		
13.	FACSIMILE MACHINE, uses thermal paper	UNIT	1		
14.	FASTENER, PLASTIC, 70mm between prongs, 50 sets per box	BOX	3		
15.	FLASH DRIVE, 16 GB capacity	PIECE	111		
16.	FOLDER, FANCY, for legal size documents, 50 pieces per bundle	BUNDLE	2		
17.	FOLDER, L-TYPE, PLASTIC, for legal size documents, 50 pieces per pack	PACK	2		

18.	FOLDER, with TAB, A4, 14 points, white, 100 pieces per pack	PACK	2		
19.	FOLDER, with TAB, LEGAL, 14 points, white, 100 pieces per pack	PACK	530		
20.	GLUE, all purpose, gross weight: 200 grams	JAR	637		
21.	INSECTICIDE, aerosol type, net content: 600ml min	CAN	62		
22.	LIGHT BULB, LIGHT EMITTING DIODE (LED) 7watts(Max)	PIECE	50		
23.	MARKER, PERMANENT, bullet type, black	PIECE	214		
24.	MARKER, PERMANENT, bullet type, blue	PIECE	212		
25.	MOP BUCKET, heavy duty, hard plastic	UNIT	6		
26.	MOPHEAD, made of rayon, weight: 400 grams min	PIECE	24		
27.	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	PAD	66		
28.	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	PAD	55		
29.	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	PAD	55		
30.	PAPER SHREDDER, cutting width: 3mm-4mm; 8 sheets with overheat protection; autostart function	UNIT	2		
31.	PAPER TRIMMER/CUTTING MACHINE, table top, for legal size, wood base	UNIT	1		
32.	PAPER, MULTICOPY, A4, 80 gsm	REAM	1,055		
33.	PAPER, MULTICOPY, Legal, 80 gsm	REAM	15		
34.	PAPER, Multi-Purpose, A4, 70 gsm	REAM	1,223		
35.	PENCIL SHARPENER, manual, single cutter head, table top, metal	PIECE	2		
36.	PHILIPPINE NATIONAL FLAG, 3 feet x 5 feet, 100% polyester	PIECE	5		
37.	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	BOOK	1,012		
38.	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	BOOK	54		
39.	ARCH RING BINDER, plastic, 32mm, 2 rings on top, 2 inches, legal size, blue	PIECE	204		
40.	SCOURING PAD, made of synthetic nylon, 140 x 220mm, 5 pieces per pack	PACK	12		
41.	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	PIECE	2,166		

42.	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	PIECE	1,166		
43.	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	PIECE	530		
44.	STAPLE WIRE, for heavy duty staplers, (23/13)	BOX	1,020		
45.	STAPLER, BINDER TYPE, heavy duty, desktop	UNIT	2		
46.	TABLE, MONOBLOC, BEIGE, 36"x36", 4-seater table, H-28", Versatile, durable, easy to assemble	UNIT	10		
47.	TAPE DISPENSER, TABLE TOP, for 24mm width tape	PIECE	11		
48.	TAPE, ELECTRICAL, 18mm x 16M min	ROLL	10		
49.	TAPE, PACKAGING, width: 48mm (±1mm) x 50 meters	ROLL	562		
50.	TAPE, TRANSPARENT, width: 24mm (±1mm) x 50 meters	ROLL	562		
51.	TAPE, TRANSPARENT, width: 48mm (±1mm) x 50 meters	ROLL	50		
52.	TRASHBAG, GPP specs, black, 10 pcs. per roll/pack	PACK	224		
53.	TWINE, plastic, one (1) kilo per roll	ROLL	105		
<b>Total Bid Price (in Figures)</b>					

**TOTAL BID PRICE (In Words)** \_\_\_\_\_

\_\_\_\_\_

Note: The above quoted prices are VAT inclusive and delivery cost.

Very truly yours,

\_\_\_\_\_  
Name of Company / Bidder

\_\_\_\_\_  
Name/Signature of Authorized Representative