



Supplemental/Bid Bulletin

Addendum No. 1
May 6, 2021

ITB No. DSWD7-PB-2021-39

Supply and Delivery of Office Supplies for DSWD Field Office VII

This **Addendum No. 1** of ITB No. DSWD7-PB-2021-39 is issued to clarify and/or amend, pursuant to Section 22.5 of the IRR of Republic Act 9184, certain provision on the Bidding Documents issued for this project as follows:

Subject	Amendment/Agreement/Clarification
Section VI. Schedule of Requirements	<p>Item No. 3 – added a specification, <i>“N-88, elastic ear loop, FDA approved”</i></p> <p>Item No. 19 – added a specification, <i>“comb-type, legal”</i></p> <p>Item No. 21 – added a specification, <i>“plastic”</i></p> <p>Item No. 22 – added a specification, <i>“16-inch blade”</i></p> <p>Item No. 23 – changed from “cutting width: 3mm-4mm (entry level)” to <i>“cutting width 3mm to 4mm”</i></p> <p>Item No. 22 – added a specification, <i>“wood-type”</i></p> <p>Item No. 43 – added a specification, <i>“USB 3.0”</i></p> <p>Item No. 52 – added a specification, <i>“4ft. by 6ft.”</i></p> <p>Item No. 55 – added a specification, <i>“350 grams/box”</i></p> <p>Item No. 61 – added a specification, <i>“1,000 staples/box”</i></p> <p>Item No. 62 – changed from “standard, 26.6” to <i>“No. 35, standard, 26/6”</i></p> <p>Item No. 64 – added a specification, <i>“without foam”</i></p> <p>Item No. 82 –</p> <p style="padding-left: 40px;">Description: FOLDER, L-TYPE, PLASTIC, for A4 size documents, 50pcs/pack</p> <p style="padding-left: 40px;">Unit: pack</p> <p style="padding-left: 40px;">Quantity: 3</p> <p>Item No. 89 – added a specification, <i>“4x8”</i></p> <p>Item No. 101 & 102 – added a specification, <i>“Official”</i></p> <p>Item No. 108 to 118– added a specification, <i>“refillable”</i></p>
Section VII. Technical Specifications	<p>Item No. 3 – added a specification, <i>“N-88, elastic ear loop, FDA approved”</i></p> <p>Item No. 19 – added a specification, <i>“comb-type, legal”</i></p> <p>Item No. 21 – added a specification, <i>“plastic”</i></p> <p>Item No. 22 – added a specification, <i>“16-inch blade”</i></p> <p>Item No. 23 – changed from “cutting width: 3mm-4mm (entry level)” to <i>“cutting width 3mm to 4mm”</i></p> <p>Item No. 22 – added a specification, <i>“wood-type”</i></p>

	<p>Item No. 43 – added a specification, “<i>USB 3.0</i>”</p> <p>Item No. 52 – added a specification, “<i>4ft. by 6ft.</i>”</p> <p>Item No. 55 – added a specification, “<i>350 grams/box</i>”</p> <p>Item No. 61 – added a specification, “<i>1,000 staples/box</i>”</p> <p>Item No. 62 – changed from “standard, 26.6” to “<i>No. 35, standard, 26/6</i>”</p> <p>Item No. 64 – added a specification, “<i>without foam</i>”</p> <p>Item No. 82 –</p> <p style="padding-left: 40px;">Description: FOLDER, L-TYPE, PLASTIC, for A4 size documents, 50pcs/pack</p> <p style="padding-left: 40px;">Unit: pack</p> <p style="padding-left: 40px;">Quantity: 3</p> <p>Item No. 89 – added a specification, “<i>4x8</i>”</p> <p>Item No. 101 & 102 – added a specification, “<i>Official</i>”</p> <p>Item No. 108 to 118– added a specification, “<i>refillable</i>”</p>
<p>Financial Proposal Sheet</p>	<p>Item No. 3 – added a specification, “<i>N-88, elastic ear loop, FDA approved</i>”</p> <p>Item No. 19 – added a specification, “<i>comb-type, legal</i>”</p> <p>Item No. 21 – added a specification, “<i>plastic</i>”</p> <p>Item No. 22 – added a specification, “<i>16-inch blade</i>”</p> <p>Item No. 23 – changed from “cutting width: 3mm-4mm (entry level)” to “<i>cutting width 3mm to 4mm</i>”</p> <p>Item No. 22 – added a specification, “<i>wood-type</i>”</p> <p>Item No. 43 – added a specification, “<i>USB 3.0</i>”</p> <p>Item No. 52 – added a specification, “<i>4ft. by 6ft.</i>”</p> <p>Item No. 55 – added a specification, “<i>350 grams/box</i>”</p> <p>Item No. 61 – added a specification, “<i>1,000 staples/box</i>”</p> <p>Item No. 62 – changed from “standard, 26.6” to “<i>No. 35, standard, 26/6</i>”</p> <p>Item No. 64 – added a specification, “<i>without foam</i>”</p> <p>Item No. 82 –</p> <p style="padding-left: 40px;">Description: FOLDER, L-TYPE, PLASTIC, for A4 size documents, 50pcs/pack</p> <p style="padding-left: 40px;">Unit: pack</p> <p style="padding-left: 40px;">Quantity: 3</p> <p>Item No. 89 – added a specification, “<i>4x8</i>”</p> <p>Item No. 101 & 102 – added a specification, “<i>Official</i>”</p> <p>Item No. 108 to 118– added a specification, “<i>refillable</i>”</p>

Attached herewith are the revised **Section VI. Schedule of Requirements, Section VII. Technical Specifications and Financial Proposal Sheet.**

For guidance and information of all concerned.

(SGD) ROSEMARIE S. SALAZAR
BAC II, Chairperson

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter the date of door-to-door delivery to the project site.

Item No.	Items/Descriptions	Unit	Qty.	Delivery Schedule
1	DISINFECTANT SPRAY, aerosol type, 400grams min	can	40	Shall be fully delivered to DSWD Field Office VII, Cebu City within 30 calendar days from receipt of Notice to Proceed
2	HAND SANITIZER, liquid, 500ml	bottle	30	
3	MASK, Surgical, 3-ply, N-88, elastic ear loop, FDA approved	piece	500	
4	TOILET TISSUE PAPER, 2-PLY SHEETS, 150pulls, 12 rolls/pack	pack	40	
5	BATTERY, dry cell, AA, 2pcs per blister pack	pack	243	
6	BATTERY, dry cell, AA, 4pcs per blister pack	pack	50	
7	BATTERY, dry cell, AAA, 2pcs per blister pack	pack	213	
8	BATTERY, dry cell, AAA, 4pcs per blister pack	pack	50	
9	LIGHT BULB, LED, 7 watts, 1pc in individual box	piece	360	
10	BROOM, soft, tambo	piece	30	
11	BROOM, stick, ting-ting	piece	30	
12	CLEANER, TOILET AND URINAL, 900ml - 1,000ml	bottle	20	
13	CLEANING MOP, heavy duty (spin with pail)	piece	86	
14	GLASS WINDOW CLEANER, with rubber brushes	piece	86	
15	MOPHANDLE, heavy-duty, screw type	piece	10	
16	MOPHEAD, made of rayon	piece	20	
17	ROUND RAG, all cotton, 32pcs/kilo per bundle, assorted colors	bundle	15	
18	TRASH BAG, GPP specs, black, 940mm x 1016mm, 10pcs/pack	pack	13	
19	BINDING AND PUNCHING MACHINE, binding capacity: 50mm, comb-type, legal	unit	1	
20	CALCULATOR, compact, 12 digits	unit	102	
21	DESK FILE ORGANIZER DOCUMENT PAPER TRAY, Magazine Case, 4-layer, plastic	piece	20	
22	ELECTRIC FAN, stand type, plastic blade, 16-inch blade	unit	15	

Item No.	Items/Descriptions	Unit	Qty.	Delivery Schedule
23	PAPER SHREDDER, cutting width: 3mm to 4mm	unit	1	Shall be fully delivered to DSWD Field Office VII, Cebu City within 30 calendar days from receipt of Notice to Proceed
24	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, wood-type	unit	1	
25	TAPE DISPENSER, table top, for 24mm width tape	piece	25	
26	ACETATE, thickness: 0.075mm min (gauge #3)	roll	4	
27	CERTIFICATE, GLASS FRAME, wooden sides, A4 size	piece	10	
28	CLEARBOOK, 20 transparent pockets, for A4 size	piece	100	
29	CLEARBOOK, 20 transparent pockets, for Legal size	piece	160	
30	CLIP, BACKFOLD, all metal, clamping: 25mm, 12pcs/box	box	165	
31	CLIP, BACKFOLD, all metal, clamping: 32mm, 12pcs/box	box	140	
32	CLIP, BACKFOLD, all metal, clamping: 50mm, 12pcs/box	box	120	
33	CORRECTION TAPE, 8m	piece	2,020	
34	CUTTER/UTILITY KNIFE, for general purpose	piece	86	
35	DATA FILE BOX, 16X12X12inches, with cover, made of hard chipboard, with closed ends	piece	10	
36	DATA FILE BOX, made of chipboard, with close ends	piece	68	
37	DATA FOLDER, made of chipboard, with taglia lock	piece	40	
38	ERASER, FELT, for blackboard/whiteboard	piece	80	
39	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	480	
40	FASTENER, METAL, non-sharp edges, 50sets/box	box	150	
41	FASTENER, PLASTIC, 50sets/box	box	88	
42	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	80	
43	FLASH DRIVE, 16gb capacity, USB 3.0	piece	35	
44	GLUE, all-purpose, 130grams min, with nozzle	piece	112	
45	GLUE, all-purpose, 200 grams min, with applicator	jar	296	
46	INDEX TAB, self-adhesive, transparent, 50pcs/box	box	48	
47	INK, for Stamp Pad, purple or violet 50ml/bottle	bottle	320	

Item No.	Items/Descriptions	Unit	Qty.	Delivery Schedule
48	MAGAZINE FILE BOX, large size, made of chipboard	piece	40	Shall be fully delivered to DSWD Field Office VII, Cebu City within 30 calendar days from receipt of Notice to Proceed
49	PAPER CLIP, vinyl/plastic coat, length: 33mm min, 100pcs/box	box	193	
50	PAPER CLIP, vinyl/plastic coat, length: 50mm min, 100pcs/box	box	225	
51	PENCIL SHARPENER, 1pc in individual plastic case	piece	2	
52	PHILIPPINE NATIONAL FLAG, 100% polyester, 4ft. x 6ft.	piece	4	
53	PUNCHER, paper, heavy duty, with two hole guide	piece	245	
54	RING BINDER, 80 rings, plastic, 32mm x 1.12m, 10pcs/bundle	bundle	10	
55	RUBBER BAND, 70mm min lay flat length, #18, 350grams/box	box	89	
56	RULER, plastic, 450mm (18"), width: 38mm min	piece	40	
57	SCISSORS, symmetrical, blade length: 65mm min	pair	270	
58	STAMP PAD, felt, bed dimension: 60mm x 100mm min	piece	623	
59	STAPLE REMOVER, plier type	piece	30	
60	STAPLE WIRE, heavy duty, binder type, 23/13	box	30	
61	STAPLE WIRE, No. 10, 1000staples/box	box	25	
62	STAPLE WIRE, No. 35, standard, 26/6	box	560	
63	STAPLER, standard type, with remover, loading capacity: 200 staples min	piece	261	
64	TAPE, DOUBLE SIDED, 1" x 100 meters, without foam	roll	95	
65	TAPE, ELECTRICAL, 18mm x 16m min	roll	20	
66	TAPE, MASKING, 24mm x 50 meters	roll	475	
67	TAPE, MASKING, 48mm x 50 meters	roll	385	
68	TAPE, PACKAGING, 48mm x 50 meters	roll	500	
69	TAPE, TRANSPARENT, 24mm x 50 meters	roll	510	
70	TAPE, TRANSPARENT, 48mm x 50 meters	roll	485	
71	TWINE, PLASTIC, 1000grams/roll	roll	50	
72	CERTIFICATE, CREAM COLOR, A4 size, 500pcs/pack	pack	5	
73	ENVELOPE, DOCUMENTARY, for A4 size document, 500pcs/box	box	1	

Item No.	Items/Descriptions	Unit	Qty.	Delivery Schedule
74	ENVELOPE, DOCUMENTARY, for legal size document, 500pcs/box	box	1	Shall be fully delivered to DSWD Field Office VII, Cebu City within 30 calendar days from receipt of Notice to Proceed
75	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size document, 100pcs/box	box	22	
76	ENVELOPE, MAILING, white, 80gsm, 500pcs/box	box	2	
77	FILE TAB DIVIDER, bristol board, for A4, 5 colors/set	set	50	
78	FILE TAB DIVIDER, bristol board, for legal, 5 colors/set	set	50	
79	FOLDER, FANCY, with slide, for A4 size documents, 50pcs/bundle	bundle	2	
80	FOLDER, FANCY, with slide, for legal size documents, 50pcs/bundle	bundle	52	
81	FOLDER, FANCY, with slide, for legal size documents, 50pcs/bundle, color: white	bundle	10	
82	FOLDER, L-TYPE, PLASTIC, for A4 size documents, 50pcs/pack	pack	3	
83	FOLDER, L-TYPE, PLASTIC, for legal size documents, 50pcs/pack	pack	3	
84	FOLDER, PRESSBOARD, size:242mm x 369mm (-5mm), 100pcs/box	box	2	
85	FOLDER, WITH TAB, for A4 size documents, 100pcs/pack	pack	2	
86	FOLDER, WITH TAB, for legal size documents, 100pcs/pack, brown in color	pack	273	
87	FOLDER, WITH TAB, for legal size documents, 14pts, 100pcs/pack, white in color	pack	30	
88	MANILA PAPER, 100s	box	1	
89	META CARDS, assorted colors, 4x8, 100pcs/pack	pack	15	
90	META CARDS, assorted colors, 5.5 x 8.5, 250sheets/pack	pack	50	
91	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min, 100 sheets/pad	pad	630	
92	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min, 100 sheets/pad	pad	631	
93	NOTE PAD, stick on, 76mm x 127mm (3" x 5") min, 100 sheets/pad	pad	90	
94	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min, 100 sheets/pad	pad	572	
95	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	510	
96	PAPER, Multi-Purpose, A4, 70gsm	ream	2,914	

Item No.	Items/Descriptions	Unit	Qty.	Delivery Schedule
97	PAPER, Multi-Purpose, Legal, 70gsm	ream	918	Shall be fully delivered to DSWD Field Office VII, Cebu City within 30 calendar days from receipt of Notice to Proceed
98	PAPER, Multicopy, Legal, 80gsm	ream	70	
99	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose, 100 sheets/box	box	12	
100	PHOTO PAPER, A4 size, glossy, 20pcs/pack	pack	5	
101	RECORD BOOK, Official, 300 PAGES, size: 214mm x 278mm	piece	200	
102	RECORD BOOK, Official, 500 PAGES, size: 214mm x 278mm	piece	652	
103	SIGNATURE STICKER/INDICATOR, assorted fluorescent colors, 100sheets/pad, 5pads/pack, size: 1/2" x 1-3/4"	pack	21	
104	STICKER PAPER, GLOSSY WHITE, A4 size, 100sheets/pack	pack	5	
105	BALLPOINT PEN, 0.6mm tip, black, ordinary	piece	900	
106	BALLPOINT PEN, 0.6mm tip, blue, ordinary	piece	900	
107	MARKER, FLUORESCENT, 3 assorted colors per set	set	49	
108	MARKER, PERMANENT, broad/chisel type, black, refillable	piece	189	
109	MARKER, PERMANENT, broad/chisel type, blue, refillable	piece	189	
110	MARKER, PERMANENT, broad/chisel type, red, refillable	piece	5	
111	MARKER, PERMANENT, bullet type, black, refillable	piece	507	
112	MARKER, PERMANENT, bullet type, blue, refillable	piece	450	
113	MARKER, PERMANENT, bullet type, red, refillable	piece	100	
114	MARKER, WHITEBOARD, broad/chisel type, black, refillable	piece	89	
115	MARKER, WHITEBOARD, broad/chisel type, blue, refillable	piece	89	
116	MARKER, WHITEBOARD, broad/chisel type, red, refillable	piece	20	
117	MARKER, WHITEBOARD, bullet type, black, refillable	piece	322	
118	MARKER, WHITEBOARD, bullet type, blue, refillable	piece	100	
119	PENCIL, lead, w/eraser, wood cased, hardness: HB or #1, 12pcs/box	box	104	

Item No.	Items/Descriptions	Unit	Qty.	Delivery Schedule
120	SIGN PEN, liquid/gel ink, 0.5mm needle tip, black	piece	3,784	Shall be fully delivered to DSWD Field Office VII, Cebu City within 30 calendar days from receipt of Notice to Proceed
121	SIGN PEN, liquid/gel ink, 0.5mm needle tip, blue	piece	3,882	
122	SIGN PEN, liquid/gel ink, 0.5mm needle tip, green	piece	272	
123	SIGN PEN, liquid/gel ink, 0.5mm needle tip, red	piece	792	

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

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

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. **Brand** of the offered items must be indicated if applicable.

Item No.	Items/Descriptions	Statement of Compliance	Bidder's Remarks
1	DISINFECTANT SPRAY, aerosol type, 400grams min		
2	HAND SANITIZER, liquid, 500ml		
3	MASK, Surgical, 3-ply, N-88, elastic ear loop, FDA approved		
4	TOILET TISSUE PAPER, 2-PLY SHEETS, 150pulls, 12 rolls/pack		
5	BATTERY, dry cell, AA, 2pcs per blister pack		
6	BATTERY, dry cell, AA, 4pcs per blister pack		
7	BATTERY, dry cell, AAA, 2pcs per blister pack		
8	BATTERY, dry cell, AAA, 4pcs per blister pack		
9	LIGHT BULB, LED, 7 watts, 1pc in individual box		
10	BROOM, soft, tambo		
11	BROOM, stick, ting-ting		
12	CLEANER, TOILET AND URINAL, 900ml - 1,000ml		
13	CLEANING MOP, heavy duty (spin with pail)		
14	GLASS WINDOW CLEANER, with rubber brushes		
15	MOPHANDLE, heavy-duty, screw type		
16	MOPHEAD, made of rayon		
17	ROUND RAG, all cotton, 32pcs/kilo per bundle, assorted colors		
18	TRASH BAG, GPP specs, black, 940mm x 1016mm, 10pcs/pack		
19	BINDING AND PUNCHING MACHINE, binding capacity: 50mm, comb-type, legal		
20	CALCULATOR, compact, 12 digits		
21	DESK FILE ORGANIZER DOCUMENT PAPER TRAY, Magazine Case, 4-layer, plastic		
22	ELECTRIC FAN, stand type, plastic blade, 16-inch blade		

Item No.	Items/Descriptions	Statement of Compliance	Bidder's Remarks
23	PAPER SHREDDER, cutting width: 3mm to 4mm		
24	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, wood-type		
25	TAPE DISPENSER, table top, for 24mm width tape		
26	ACETATE, thickness: 0.075mm min (gauge #3)		
27	CERTIFICATE, GLASS FRAME, wooden sides, A4 size		
28	CLEARBOOK, 20 transparent pockets, for A4 size		
29	CLEARBOOK, 20 transparent pockets, for Legal size		
30	CLIP, BACKFOLD, all metal, clamping: 25mm, 12pcs/box		
31	CLIP, BACKFOLD, all metal, clamping: 32mm, 12pcs/box		
32	CLIP, BACKFOLD, all metal, clamping: 50mm, 12pcs/box		
33	CORRECTION TAPE, 8m		
34	CUTTER/UTILITY KNIFE, for general purpose		
35	DATA FILE BOX, 16X12X12inches, with cover, made of hard chipboard, with closed ends		
36	DATA FILE BOX, made of chipboard, with close ends		
37	DATA FOLDER, made of chipboard, with taglia lock		
38	ERASER, FELT, for blackboard/whiteboard		
39	ERASER, PLASTIC/RUBBER, for pencil draft/writing		
40	FASTENER, METAL, non-sharp edges, 50sets/box		
41	FASTENER, PLASTIC, 50sets/box		
42	FILE ORGANIZER, expanding, plastic, 12 pockets		
43	FLASH DRIVE, 16gb capacity, USB 3.0		
44	GLUE, all-purpose, 130grams min, with nozzle		
45	GLUE, all-purpose, 200 grams min, with applicator		
46	INDEX TAB, self-adhesive, transparent, 50pcs/box		
47	INK, for Stamp Pad, purple or violet 50ml/bottle		

Item No.	Items/Descriptions	Statement of Compliance	Bidder's Remarks
48	MAGAZINE FILE BOX, large size, made of chipboard		
49	PAPER CLIP, vinyl/plastic coat, length: 33mm min, 100pcs/box		
50	PAPER CLIP, vinyl/plastic coat, length: 50mm min, 100pcs/box		
51	PENCIL SHARPENER, 1pc in individual plastic case		
52	PHILIPPINE NATIONAL FLAG, 100% polyester, 4ft x 6ft.		
53	PUNCHER, paper, heavy duty, with two hole guide		
54	RING BINDER, 80 rings, plastic, 32mm x 1.12m, 10pcs/bundle		
55	RUBBER BAND, 70mm min lay flat length, #18, 350grams/box		
56	RULER, plastic, 450mm (18"), width: 38mm min		
57	SCISSORS, symmetrical, blade length: 65mm min		
58	STAMP PAD, felt, bed dimension: 60mm x 100mm min		
59	STAPLE REMOVER, plier type		
60	STAPLE WIRE, heavy duty, binder type, 23/13		
61	STAPLE WIRE, No. 10, 1000 staples/box		
62	STAPLE WIRE, No. 35, standard, 26/6		
63	STAPLER, standard type, with remover, loading capacity: 200 staples min		
64	TAPE, DOUBLE SIDED, 1" x 100 meters, without foam		
65	TAPE, ELECTRICAL, 18mm x 16m min		
66	TAPE, MASKING, 24mm x 50 meters		
67	TAPE, MASKING, 48mm x 50 meters		
68	TAPE, PACKAGING, 48mm x 50 meters		
69	TAPE, TRANSPARENT, 24mm x 50 meters		
70	TAPE, TRANSPARENT, 48mm x 50 meters		
71	TWINE, PLASTIC, 1000grams/roll		
72	CERTIFICATE, CREAM COLOR, A4 size, 500pcs/pack		
73	ENVELOPE, DOCUMENTARY, for A4 size document, 500pcs/box		

Item No.	Items/Descriptions	Statement of Compliance	Bidder's Remarks
74	ENVELOPE, DOCUMENTARY, for legal size document, 500pcs/box		
75	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size document, 100pcs/box		
76	ENVELOPE, MAILING, white, 80gsm, 500pcs/box		
77	FILE TAB DIVIDER, bristol board, for A4, 5 colors/set		
78	FILE TAB DIVIDER, bristol board, for legal, 5 colors/set		
79	FOLDER, FANCY, with slide, for A4 size documents, 50pcs/bundle		
80	FOLDER, FANCY, with slide, for legal size documents, 50pcs/bundle		
81	FOLDER, FANCY, with slide, for legal size documents, 50pcs/bundle, color: white		
82	FOLDER, L-TYPE, PLASTIC, for A4 size documents, 50pcs/pack		
83	FOLDER, L-TYPE, PLASTIC, for legal size documents, 50pcs/pack		
84	FOLDER, PRESSBOARD, size:242mm x 369mm (-5mm), 100pcs/box		
85	FOLDER, WITH TAB, for A4 size documents, 100pcs/pack		
86	FOLDER, WITH TAB, for legal size documents, 100pcs/pack, brown in color		
87	FOLDER, WITH TAB, for legal size documents, 14pts, 100pcs/pack, white in color		
88	MANILA PAPER, 100s		
89	META CARDS, assorted colors, 4 x 8, 100pcs/pack		
90	META CARDS, assorted colors, 5.5 x 8.5, 250sheets/pack		
91	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min, 100 sheets/pad		
92	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min, 100 sheets/pad		
93	NOTE PAD, stick on, 76mm x 127mm (3" x 5") min, 100 sheets/pad		
94	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min, 100 sheets/pad		
95	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves		
96	PAPER, Multi-Purpose, A4, 70gsm		

Item No.	Items/Descriptions	Statement of Compliance	Bidder's Remarks
97	PAPER, Multi-Purpose, Legal, 70gsm	Comply	Offer (brand x)
98	PAPER, Multicopy, Legal, 80gsm		
99	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose, 100 sheets/box		
100	PHOTO PAPER, A4 size, glossy, 20pcs/pack		
101	RECORD BOOK, Official, 300 PAGES, size: 214mm x 278mm		
102	RECORD BOOK, Official, 500 PAGES, size: 214mm x 278mm		
103	SIGNATURE STICKER/INDICATOR, assorted fluorescent colors, 100sheets/pad, 5pads/pack, size: 1/2" x 1-3/4"		
104	STICKER PAPER, GLOSSY WHITE, A4 size, 100sheets/pack		
105	BALLPOINT PEN, 0.6mm tip, black, ordinary		
106	BALLPOINT PEN, 0.6mm tip, blue, ordinary		
107	MARKER, FLUORESCENT, 3 assorted colors per set		
108	MARKER, PERMANENT, broad/chisel type, black, refillable		
109	MARKER, PERMANENT, broad/chisel type, blue, refillable		
110	MARKER, PERMANENT, broad/chisel type, red, refillable		
111	MARKER, PERMANENT, bullet type, black, refillable		
112	MARKER, PERMANENT, bullet type, blue, refillable		
113	MARKER, PERMANENT, bullet type, red, refillable		
114	MARKER, WHITEBOARD, broad/chisel type, black, refillable		
115	MARKER, WHITEBOARD, broad/chisel type, blue, refillable		
116	MARKER, WHITEBOARD, broad/chisel type, red, refillable		
117	MARKER, WHITEBOARD, bullet type, black, refillable		
118	MARKER, WHITEBOARD, bullet type, blue, refillable		
119	PENCIL, lead, w/eraser, wood cased, hardness: HB or #1, 12pcs/box		

Item No.	Items/Descriptions	Statement of Compliance	Bidder's Remarks
120	SIGN PEN, liquid/gel ink, 0.5mm needle tip, black		
121	SIGN PEN, liquid/gel ink, 0.5mm needle tip, blue		
122	SIGN PEN, liquid/gel ink, 0.5mm needle tip, green		
123	SIGN PEN, liquid/gel ink, 0.5mm needle tip, red		

Additional Specification:

- Supplier must have an existing Landbank of the Philippines (LBP) Account in compliance to DBM Circular Letter No. 2013-16. This shall be verified during the conduct of post-qualification.

I hereby certify that all statements indicated under the **Statement of Compliance** 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.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

Financial Proposal Sheet

ITB No. DSWD7-PB-2021-39

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 price per trip per destination from the point of origin:

Item No.	Items/Descriptions	Unit	Qty.	UNIT COST	TOTAL PRICE
1	DISINFECTANT SPRAY, aerosol type, 400grams min	can	40		
2	HAND SANITIZER, liquid, 500ml	bottle	30		
3	MASK, Surgical, 3-ply, N-88, elastic earloop, FDA approved	piece	500		
4	TOILET TISSUE PAPER, 2-PLY SHEETS, 150pulls, 12 rolls/pack	pack	40		
5	BATTERY, dry cell, AA, 2pcs per blister pack	pack	243		
6	BATTERY, dry cell, AA, 4pcs per blister pack	pack	50		
7	BATTERY, dry cell, AAA, 2pcs per blister pack	pack	213		
8	BATTERY, dry cell, AAA, 4pcs per blister pack	pack	50		
9	LIGHT BULB, LED, 7 watts, 1pc in individual box	piece	360		
10	BROOM, soft, tambo	piece	30		
11	BROOM, stick, ting-ting	piece	30		
12	CLEANER, TOILET AND URINAL, 900ml - 1,000ml	bottle	20		
13	CLEANING MOP, heavy duty (spin with pail)	piece	86		
14	GLASS WINDOW CLEANER, with rubber brushes	piece	86		
15	MOPHANDLE, heavy-duty, screw type	piece	10		
16	MOPHEAD, made of rayon	piece	20		

Item No.	Items/Descriptions	Unit	Qty.	UNIT COST	TOTAL PRICE
17	ROUND RAG, all cotton, 32pcs/kilo per bundle, assorted colors	bundle	15		
18	TRASH BAG, GPP specs, black, 940mm x 1016mm, 10pcs/pack	pack	13		
19	BINDING AND PUNCHING MACHINE, binding capacity: 50mm, comb-type, legal	unit	1		
20	CALCULATOR, compact, 12 digits	unit	102		
21	DESK FILE ORGANIZER DOCUMENT PAPER TRAY, Magazine Case, 4-layer, plastic	piece	20		
22	ELECTRIC FAN, stand type, plastic blade, 16-inch blade	unit	15		
23	PAPER SHREDDER, cutting width: 3mm to 4mm	unit	1		
24	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, wood-type	unit	1		
25	TAPE DISPENSER, table top, for 24mm width tape	piece	25		
26	ACETATE, thickness: 0.075mm min (gauge #3)	roll	4		
27	CERTIFICATE, GLASS FRAME, wooden sides, A4 size	piece	10		
28	CLEARBOOK, 20 transparent pockets, for A4 size	piece	100		
29	CLEARBOOK, 20 transparent pockets, for Legal size	piece	160		
30	CLIP, BACKFOLD, all metal, clamping: 25mm, 12pcs/box	box	165		
31	CLIP, BACKFOLD, all metal, clamping: 32mm, 12pcs/box	box	140		
32	CLIP, BACKFOLD, all metal, clamping: 50mm, 12pcs/box	box	120		
33	CORRECTION TAPE, 8m	piece	2,020		
34	CUTTER/UTILITY KNIFE, for general purpose	piece	86		
35	DATA FILE BOX, 16X12X12inches, with cover, made of hard chipboard, with closed ends	piece	10		
36	DATA FILE BOX, made of chipboard, with close ends	piece	68		
37	DATA FOLDER, made of chipboard, with taglia lock	piece	40		

Item No.	Items/Descriptions	Unit	Qty.	UNIT COST	TOTAL PRICE
38	ERASER, FELT, for blackboard/whiteboard	piece	80		
39	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	480		
40	FASTENER, METAL, non-sharp edges, 50sets/box	box	150		
41	FASTENER, PLASTIC, 50sets/box	box	88		
42	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	80		
43	FLASH DRIVE, 16gb capacity, USB 3.0	piece	35		
44	GLUE, all-purpose, 130grams min, with nozzle	piece	112		
45	GLUE, all-purpose, 200 grams min, with applicator	jar	296		
46	INDEX TAB, self-adhesive, transparent, 50pcs/box	box	48		
47	INK, for Stamp Pad, purple or violet 50ml/bottle	bottle	320		
48	MAGAZINE FILE BOX, large size, made of chipboard	piece	40		
49	PAPER CLIP, vinyl/plastic coat, length: 33mm min, 100pcs/box	box	193		
50	PAPER CLIP, vinyl/plastic coat, length: 50mm min, 100pcs/box	box	225		
51	PENCIL SHARPENER, 1pc in individual plastic case	piece	2		
52	PHILIPPINE NATIONAL FLAG, 100% polyester, 4ft x 6ft.	piece	4		
53	PUNCHER, paper, heavy duty, with two hole guide	piece	245		
54	RING BINDER, 80 rings, plastic, 32mm x 1.12m, 10pcs/bundle	bundle	10		
55	RUBBER BAND, 70mm min lay flat length, #18, 350grams/box	box	89		
56	RULER, plastic, 450mm (18"), width: 38mm min	piece	40		
57	SCISSORS, symmetrical, blade length: 65mm min	pair	270		
58	STAMP PAD, felt, bed dimension: 60mm x 100mm min	piece	623		
59	STAPLE REMOVER, plier type	piece	30		
60	STAPLE WIRE, heavy duty, binder type, 23/13	box	30		

Item No.	Items/Descriptions	Unit	Qty.	UNIT COST	TOTAL PRICE
61	STAPLE WIRE, No. 10, 1000staples/box	box	25		
62	STAPLE WIRE, No. 35, standard, 26/6	box	560		
63	STAPLER, standard type, with remover, loading capacity: 200 staples min	piece	261		
64	TAPE, DOUBLE SIDED, 1" x 100 meters, without foam	roll	95		
65	TAPE, ELECTRICAL, 18mm x 16m min	roll	20		
66	TAPE, MASKING, 24mm x 50 meters	roll	475		
67	TAPE, MASKING, 48mm x 50 meters	roll	385		
68	TAPE, PACKAGING, 48mm x 50 meters	roll	500		
69	TAPE, TRANSPARENT, 24mm x 50 meters	roll	510		
70	TAPE, TRANSPARENT, 48mm x 50 meters	roll	485		
71	TWINE, PLASTIC, 1000grams/roll	roll	50		
72	CERTIFICATE, CREAM COLOR, A4 size, 500pcs/pack	pack	5		
73	ENVELOPE, DOCUMENTARY, for A4 size document, 500pcs/box	box	1		
74	ENVELOPE, DOCUMENTARY, for legal size document, 500pcs/box	box	1		
75	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size document, 100pcs/box	box	22		
76	ENVELOPE, MAILING, white, 80gsm, 500pcs/box	box	2		
77	FILE TAB DIVIDER, bristol board, for A4, 5 colors/set	set	50		
78	FILE TAB DIVIDER, bristol board, for legal, 5 colors/set	set	50		
79	FOLDER, FANCY, with slide, for A4 size documents, 50pcs/bundle	bundle	2		
80	FOLDER, FANCY, with slide, for legal size documents, 50pcs/bundle	bundle	52		
81	FOLDER, FANCY, with slide, for legal size documents, 50pcs/bundle, color: white	bundle	10		
82	FOLDER, L-TYPE, PLASTIC, for A4 size documents, 50pcs/pack	pack	3		

Item No.	Items/Descriptions	Unit	Qty.	UNIT COST	TOTAL PRICE
83	FOLDER, L-TYPE, PLASTIC, for legal size documents, 50pcs/pack	pack	3		
84	FOLDER, PRESSBOARD, size:242mm x 369mm (-5mm), 100pcs/box	box	2		
85	FOLDER, WITH TAB, for A4 size documents, 100pcs/pack	pack	2		
86	FOLDER, WITH TAB, for legal size documents, 100pcs/pack, brown in color	pack	273		
87	FOLDER, WITH TAB, for legal size documents, 14pts, 100pcs/pack, white in color	pack	30		
88	MANILA PAPER, 100s	box	1		
89	META CARDS, assorted colors, 4x8, 100pcs/pack	pack	15		
90	META CARDS, assorted colors, 5.5 x 8.5, 250sheets/pack	pack	50		
91	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min, 100 sheets/pad	pad	630		
92	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min, 100 sheets/pad	pad	631		
93	NOTE PAD, stick on, 76mm x 127mm (3" x 5") min, 100 sheets/pad	pad	90		
94	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min, 100 sheets/pad	pad	572		
95	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	510		
96	PAPER, Multi-Purpose, A4, 70gsm	ream	2,914		
97	PAPER, Multi-Purpose, Legal, 70gsm	ream	918		
98	PAPER, Multicopy, Legal, 80gsm	ream	70		
99	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose, 100 sheets/box	box	12		
100	PHOTO PAPER, A4 size, glossy, 20pcs/pack	pack	5		
101	RECORD BOOK, Official, 300 PAGES, size: 214mm x 278mm	piece	200		
102	RECORD BOOK, Official, 500 PAGES, size: 214mm x 278mm	piece	652		

Item No.	Items/Descriptions	Unit	Qty.	UNIT COST	TOTAL PRICE
103	SIGNATURE STICKER/INDICATOR, assorted fluorescent colors, 100sheets/pad, 5pads/pack, size: 1/2" x 1-3/4"	pack	21		
104	STICKER PAPER, GLOSSY WHITE, A4 size, 100sheets/pack	pack	5		
105	BALLPOINT PEN, 0.6mm tip, black, ordinary	piece	900		
106	BALLPOINT PEN, 0.6mm tip, blue, ordinary	piece	900		
107	MARKER, FLUORESCENT, 3 assorted colors per set	set	49		
108	MARKER, PERMANENT, broad/chisel type, black, refillable	piece	189		
109	MARKER, PERMANENT, broad/chisel type, blue, refillable	piece	189		
110	MARKER, PERMANENT, broad/chisel type, red, refillable	piece	5		
111	MARKER, PERMANENT, bullet type, black, refillable	piece	507		
112	MARKER, PERMANENT, bullet type, blue, refillable	piece	450		
113	MARKER, PERMANENT, bullet type, red, refillable	piece	100		
114	MARKER, WHITEBOARD, broad/chisel type, black, refillable	piece	89		
115	MARKER, WHITEBOARD, broad/chisel type, blue, refillable	piece	89		
116	MARKER, WHITEBOARD, broad/chisel type, red, refillable	piece	20		
117	MARKER, WHITEBOARD, bullet type, black, refillable	piece	322		
118	MARKER, WHITEBOARD, bullet type, blue, refillable	piece	100		
119	PENCIL, lead, w/eraser, wood cased, hardness: HB or #1, 12pcs/box	box	104		

Item No.	Items/Descriptions	Unit	Qty.	UNIT COST	TOTAL PRICE
120	SIGN PEN, liquid/gel ink, 0.5mm needle tip, black	piece	3,784		
121	SIGN PEN, liquid/gel ink, 0.5mm needle tip, blue	piece	3,882		
122	SIGN PEN, liquid/gel ink, 0.5mm needle tip, green	piece	272		
123	SIGN PEN, liquid/gel ink, 0.5mm needle tip, red	piece	792		
<i>TOTAL BID PRICE (IN FIGURES)</i>					

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