

SUPPLEMENTAL / BID BULLETIN

Addendum No. 1

TITLE : Supply and Delivery of Office Supplies for CY 2023

ITB NO. : DSWD7-PB-2023-45

DATE : 21 June 2023

Issued pursuant to Section 22.5 of the IRR of Republic Act No. 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 Pre-bid Conference held on **June 16, 2023**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
Section I. Invitation to Bid	<ul style="list-style-type: none">➤ This supplemental/bid bulletin is issued to emphasize the change of the Bid Opening date from June 28, 2023, Wednesday, 10:30AM to June 29, 2023, Thursday, 10:30AM.➤ It has also been highlighted during the pre-bidding conference that bidders should have completed, within three (3) years from the date of submission and receipt of bids, a Single Largest Completed Contract (SLCC) similar to the Project, at least 25% of the ABC. <i>However, it can also be an aggregate of two or more similar completed contracts, provided that there is one contract equivalent to at least half of the 25% of the ABC.</i>
Section VI. Schedule of Requirements and Section VII. Technical Specifications	<ul style="list-style-type: none">➤ Minor changes and/or additional specification/s of some items are reflected in this section.

Attached herewith are the revised ***Section I. Invitation to Bid, Section VI. Schedule of Requirements*** and ***Section VII. Technical Specifications***.

This Bid Bulletin shall form part of the bidding documents.

This is for the guidance and information of all concerned. Please be guided accordingly.

Sgd. PATRICIA R. MEGALBIO
Chairperson, Bids and Awards Committee II

Revised Section I. Invitation to Bid

Project Title: Supply and Delivery of Office Supplies for CY 2023

Project Identification No.: ITB No. DSWD7-PB-2023-45

1. The Department of Social Welfare and Development, Field Office VII (DSWD-FO VII), through the authorized appropriations for Fiscal Year 2023 General Appropriations Act intends to apply the sum of ***Six Million Four Hundred Forty-Six Thousand One Hundred Sixty-Five Pesos Only (Php6,446,165.00)*** as payment under the contract for the ***Supply and Delivery of Office Supplies for CY 2023***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DSWD Field Office VII now invites bids from ***PhilGEPS registered suppliers***. Delivery of the goods is required within ***Section VI. Schedule of Requirements***. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a ***Single Largest Completed Contract (SLCC)*** similar to the Project, ***at least 50% of the ABC*** or equivalent to ***Php3,223,082.50***. However, it can also be ***an aggregate of two or more similar completed contracts***, provided that there is one contract equivalent to ***at least half of the 25% of the ABC*** or equivalent to ***Php1,611,541.25***. The SLCC should be supported with the following documents:
 - i. Either of Contract, Purchase Order, Notice of Award or Notice to Proceed, and
 - ii. Either of Certificate of Completion, Certificate of Acceptance, Inspection and Acceptance, Official Receipt / Collection Receipt or Sales Invoice.
3. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary ***"pass/fail"*** criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

5. Prospective Bidders may obtain further information from *Department of Social Welfare and Development Field Office VII* and inspect the Bidding Documents at the address given below during *office hours, 8:00 AM – 5:00 PM*.
6. A complete set of Bidding Documents may be acquired by interested Bidders on ***June 8, 2023*** from the given address and website below ***and upon payment of the applicable fee for***

*the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php10,000.00**.* The Procuring Entity shall allow the bidder to present its proof of payment for the fees, they may present in person or through electronic means.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

As stated in GPPB Resolution No. 09-2020, dated 7 May 2020, PEs to maximize the use of existing rules under RA No. 9184, its IRR and related issuances on the conduct of procurement activities, particularly those meant to streamline, simplify and expedite the conduct of procurement and address the challenges and disruptions brought by calamities and crisis such as the COVID-19 pandemic, such as use of videoconferencing, webcasting and similar technology in the conduct of any of the meetings and determination of quorum by the BAC.

7. The DSWD Field Office VII will hold a Pre-Bid Conference on **June 16, 2023, Friday, 10:30 AM** at **DSWD Field Office VII Conference Room, Cebu City** and/or through **videoconferencing via Google Meet using the code: procurement7**, which shall be open to prospective bidders.

Note:

DSWD Field Office is implementing health screening and temperature checks for all personnel, visitors and clients. For your protection, please wear your mask at all times during your visit. Also, kindly fill-out the Health Checklist Form for visitors/ clients and submit to the PE's security guard prior to entering the premises.

8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **June 29, 2023, Thursday, 10:15AM**. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
10. Bid opening shall be on **June 29, 2023, Thursday, 10:30AM** at **DSWD Field Office VII Conference Room, Cebu City** and/or via **Google Meet using the code: procurement7**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. As stated in Section 22.5.1 of the IRR of RA 9184, request for clarifications on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC of the Procuring Entity concerned at least ten (10) calendar days before the deadline set for the submission and receipt of bids. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, duly signed by the BAC Chairperson, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of bids.

12. The *DSWD Field Office VII* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

13. For further information, please refer to:

MR. GRAEME FERDINAND D. ARMECIN
Head, BAC Secretariat DSWD – Field Office VII
M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City
Tel. Nos. (032) 2338785 local 17140 and 17149
Email Add: bac.fo7@dswd.gov.ph
Website: <https://fo7.dswd.gov.ph/>

June 8, 2023

Sgd. PATRICIA R. MEGALBIO
Chairperson, Bids and Awards Committee II

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.	Item Description	Unit	Qty.	Delivery Schedule
COVID-19 RESPONSE ITEMS				Delivery is within 30 days after receipt of Notice to Proceed, every Tuesdays and Thursdays, from 1:00PM to 4:00PM at the DSWD Field Office VII.
1	ALCOHOL, ethyl, at least 70%, 500ml, scented, with moisturizer	bottle	5,486	
2	ALCOHOL, ethyl, at least 70%, at least 3.785 liters, scented, with moisturizer	gallon	98	
3	DISINFECTANT SPRAY, aerosol type, 400grams min	can	314	
4	HAND SANITIZER, liquid, 500ml, with moisturizer	bottle	968	
5	LIQUID HAND SOAP, 500ml, anti-bacterial, scented	bottle	13	
6	MASK, KF94, 4-ply layer, non-woven, protective filter, 10pcs per pack	pack	1,700	
7	MASK, Surgical, 3-ply, N-88, elastic ear loop, FDA approved, 50 pcs per box	box	79	
8	TOILET TISSUE PAPER, 2-ply sheets, at least 600 sheets, 12 rolls/pack	pack	1,267	
9	TOILET TISSUE PAPER, interfolded paper towel, 2-ply interfolded sheets, dimensions: at least 200mm x 200mm sheet	pack	32	
ELECTRICAL SUPPLIES				
10	BATTERY, dry cell, AA, 4pcs per blister pack, heavy duty, alkaline	pack	14	
11	BATTERY, dry cell, AAA, 2pcs per blister pack, heavy duty, alkaline	pack	46	
12	TAPE, electrical, 18mm x 16m min	roll	3	
JANITORIAL SUPPLIES				
13	AIR FRESHENER, aerosol type, at least 280ml	can	599	
14	BROOM, soft, tambo	piece	316	
15	BROOM, stick, ting-ting	piece	20	
16	CLEANER, toilet and urinal, 1liter	bottle	170	
17	CLEANSER, scouring powder, 350grams	can	7	
18	DETERGENT BAR, 4cuts per bar	bar	3	
19	DUST PAN, non-rigid ordinary plastic, medium, dimensions: 9” L x 11” W x 2 ft. H (handle)	piece	16	
20	FURNITURE CLEANER, aerosol type, at least 300ml	can	5	

Item No.	Item Description	Unit	Qty.	Delivery Schedule
21	INSECTICIDE , aerosol type, at least 600ml	can	466	Delivery is within 30 days after receipt of Notice to Proceed, every Tuesdays and Thursdays, from 1:00PM to 4:00PM at the DSWD Field Office VII.
22	MOPHANDLE , heavy-duty, screw type, aluminum, 4 feet	piece	91	
23	MOPHEAD , braided, made of rayon, medium	piece	34	
24	ROUND RAG , all cotton, 32pcs/kilo per bundle, assorted colors	bundle	283	
25	SCOURING PAD , 5 pcs per pack	pack	17	
26	TRASH BAG , black, 37" x 40", 10pcs/pack	pack	1,160	
27	WASTEBASKET , non-rigid plastic, with cover, dimensions: 6” L x 11” W x 16” H	piece	1	
OFFICE SUPPLIES				
28	BALLPOINT PEN , 0.6mm tip, (black - 112pcs / blue - 112pcs)	piece	224	
29	CALCULATOR , compact, 12 digits, dual power	unit	89	
30	CARBON FILM , A4 size, 10sheets/pack, blue film	pack	20	
31	CARTOLINA , assorted colors, 20 pieces per pack	pack	67	
32	CERTIFICATE HOLDER , plastic, padded back A4 size, 210mm x 297mm (8.27" x 11.69"), assorted color	piece	576	
33	CERTIFICATE PAPER , cream color, A4 size, 500pcs/pack (laid type-3packs / plain-2packs)	pack	5	
34	CERTIFICATE GLASS FRAME , wooden sides, for A4 sized documents	piece	10	
35	CLEARBOOK , 20 transparent pockets, Legal	piece	73	
36	CLIP, BACKFOLD , all metal, clamping: 19mm, 12pcs/box	box	21	
37	CLIP, BACKFOLD , all metal, clamping: 25mm, 12pcs/box	box	65	
38	CLIP, BACKFOLD , all metal, clamping: 32mm, 12pcs/box	box	88	
39	CLIP, BACKFOLD , all metal, clamping: 50mm, 12pcs/box	box	229	
40	CORRECTION TAPE , 8 meters usable length	piece	813	
41	CRAYON , 16 colors per box, small	box	35	
42	CUTTER / UTILITY KNIFE , for general purpose, 1 inch blade, heavy duty	piece	65	
43	DATA FILE BOX , 16x12x12 inches, with cover, made of hard chipboard, with closed ends	piece	100	
44	CARTON BOX , corrugated, with cover, 16x12x12 inches	piece	81	

Item No.	Item Description	Unit	Qty.	Delivery Schedule
45	DRAWING BOOK , 20sheets, 9" x 12"	piece	20	Delivery is within 30 days after receipt of Notice to Proceed, every Tuesdays and Thursdays, from 1:00PM to 4:00PM at the DSWD Field Office VII.
46	ENVELOPE, DOCUMENTARY , brown, A4, 500pcs/box	box	2	
47	ENVELOPE, DOCUMENTARY , brown, legal, 500pcs/box	box	2	
48	ENVELOPE, EXPANDING , Kraft board, legal, 100pcs/box	box	146	
49	ENVELOPE, EXPANDING , plastic, with holder, legal	piece	185	
50	ERASER , felt, for blackboard or whiteboard	piece	1	
51	ERASER , rubber, for pencil	piece	357	
52	FASTENER , metal, non-sharp edges, 50sets/box	box	1,548	
53	FASTENER , plastic, 2-inch capacity, 2.75-inch base, 50sets/box	box	37	
54	FOLDER , L-type, plastic, legal, 50pcs/pack	pack	27	
55	FOLDER , pressboard, legal, 100pcs/box color: (white-1, dark green-4, pink-1, yellow-1)	box	7	
56	FOLDER , with tab, legal, 14pts, 100pcs/pack, (orange-1, pink-1, white-381, yellow-1)	pack	384	
57	GLUE , all-purpose, at least 240 grams, with nozzle	piece	1,654	
58	HORIZONTAL ID BADGE , with garterized lanyard, hard transparent plastic	piece	255	
59	INK , for Stamp Pad, purple or violet 50ml/bottle	bottle	1,513	
60	MANILA PAPER , 100s	bundle	1	
61	MARKER , fluorescent, 3 assorted colors per set	set	63	
62	MARKER , permanent, broad/chisel type (black-383pcs / blue-344pcs)	piece	727	
63	MARKER , permanent, bullet type, (black-836pcs, blue-816pcs, red-130pcs)	piece	1,782	
64	MARKER , whiteboard, bullet type, (black-198pcs, blue-6pcs)	piece	204	
65	META CARDS , assorted colors, 5.5" x 8.5", 100pcs per pack	pack	12	
66	NOTE PAD , stick on, 2" x 3", 100 sheets/pad	pad	809	
67	NOTE PAD , stick on, 3" x 3", 100 sheets/pad	pad	784	
68	NOTE PAD , stick on, 4" x 3", 100 sheets/pad	pad	782	
69	NOTEBOOK , composition, at least 40 leaves	piece	40	
70	NOTEBOOK , stenographer, spiral, at least 40 leaves	piece	596	
71	PAD PAPER , intermediate, 100 leaves	pad	47	

Item No.	Item Description	Unit	Qty.	Delivery Schedule
72	PAPER CLIP , vinyl/plastic coat, length: 33mm min, 100pcs/box	box	98	Delivery is within 30 days after receipt of Notice to Proceed, every Tuesdays and Thursdays, from 1:00PM to 4:00PM at the DSWD Field Office VII.
73	PAPER CLIP , vinyl/plastic coat, length: 50mm min, 100pcs/box	box	97	
74	PAPER , colored, assorted colors, A4, 20 sheets per pack	pack	15	
75	PAPER , colored, pastel colors, A4, 250 sheets per pack	pack	1	
76	PAPER , Multi-Purpose, 500's, A4, 70gsm	ream	3,970	
77	PAPER , Multi-Purpose, 500's, Legal, 70gsm	ream	545	
78	PAPER , Multicopy, 500's, A4, 80gsm	ream	3,191	
79	PAPER , parchment, 20 sheets per box, A4	box	2	
80	PENCIL SHARPENER , heavy duty, table top, hand crank	piece	41	
81	PENCIL , lead, w/eraser, wood cased, hardness: HB or #2, 12pcs/box	box	235	
82	PHOTO PAPER , glossy, A4, 20 sheets per pack	pack	17	
83	PUNCHER , paper, heavy duty, with two-hole guide	piece	47	
84	RECORD BOOK , 300 PAGES, size: 170mm x 280mm	piece	75	
85	RECORD BOOK , 300 PAGES, size: 216mm x 279mm	piece	251	
86	RECORD BOOK , 500 PAGES, size: 170mm x 280mm	piece	9	
87	RECORD BOOK , 500 PAGES, size: 216mm x 279mm	piece	202	
88	RUBBER BAND , 70mm min lay flat length, #18, 350grams/box	box	62	
89	RULER , plastic, 300mm (12inches), width: 38mm min	piece	94	
90	SCISSORS , heavy-duty precision, stainless steel, 8 inches length, ergonomic	pair	127	
91	SIGN PEN , liquid/gel ink, 0.5mm needle tip, (black-4,672pcs / blue-5,657pcs / green-90pcs / red-21pcs)	piece	10,440	
92	STAMP PAD , felt, bed dimension: 60mm x 100mm min	piece	603	
93	STAPLE WIRE REMOVER , plier type	piece	21	
94	STAPLE WIRE , heavy duty, binder type, 23/13	box	13	
95	STAPLE WIRE , No. 35, standard, 26/6	box	944	
96	STAPLER , standard type, No. 35, with remover, loading capacity: 200 staples min	piece	504	
97	TAPE DISPENSER , table top, for 24mm width tape	piece	7	

Item No.	Item Description	Unit	Qty.	Delivery Schedule
98	TAPE , double sided, 1" x 3 meters, without foam	roll	5	Delivery is within 30 days after receipt of Notice to Proceed, every Tuesdays and Thursdays, from 1:00PM to 4:00PM at the DSWD Field Office VII.
99	TAPE , double sided, 2", without foam	roll	14	
100	TAPE , masking, 24mm x 50 meters	roll	933	
101	TAPE , masking, 48mm x 50 meters	roll	1,052	
102	TAPE , packaging, 48mm x 50 meters	roll	1,177	
103	TAPE , transparent, 24mm x 50 meters	roll	534	
104	TAPE , transparent, 48mm x 50 meters	roll	462	
105	TWINE , plastic, 1000grams/roll	roll	350	

I hereby certify to comply and deliver the goods within the above-stated period.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

Revised Section VII. Technical Specifications

Bidders must state either “**Comply**” or “**Not Comply**” in the **Statement of Compliance** column to each indicated parameter or specification. The bidder’s offered item must also be indicated in the **Bidder’s Remarks** column. Ensure that the offered item/s must all be compliant to the indicated parameter/s or specification/s to avoid failure of your bids.

Item No.	Item Description	Statement of Compliance	Bidder’s Remarks
COVID-19 RESPONSE ITEMS			
1	ALCOHOL , ethyl, at least 70%, 500ml, scented, with moisturizer		
2	ALCOHOL , ethyl, at least 70%, at least 3.785 liters, scented, with moisturizer		
3	DISINFECTANT SPRAY , aerosol type, 400grams min		
4	HAND SANITIZER , liquid, 500ml, with moisturizer		
5	LIQUID HAND SOAP , 500ml, anti-bacterial, scented		
6	MASK , KF94, 4-ply layer, non-woven, protective filter, 10pcs per pack		
7	MASK , Surgical, 3-ply, N-88, elastic ear loop, FDA approved, 50 pcs per box		
8	TOILET TISSUE PAPER , 2-ply sheets, at least 600 sheets, 12 rolls/pack		
9	TOILET TISSUE PAPER , interfolded paper towel, 2-ply interfolded sheets, dimensions: at least 200mm x 200mm sheet		
ELECTRICAL SUPPLIES			
10	BATTERY , dry cell, AA, 4pcs per blister pack, heavy duty, alkaline		
11	BATTERY , dry cell, AAA, 2pcs per blister pack, heavy duty, alkaline		
12	TAPE , electrical, 18mm x 16m min		
JANITORIAL SUPPLIES			
13	AIR FRESHENER , aerosol type, at least 280ml		
14	BROOM , soft, tambo		
15	BROOM , stick, ting-ting		
16	CLEANER , toilet and urinal, 1liter		
17	CLEANSER , scouring powder, 350grams		
18	DETERGENT BAR , 4cuts per bar		
19	DUST PAN , non-rigid ordinary plastic, medium, dimensions: 9” L x 11” W x 2 ft. H (handle)		
20	FURNITURE CLEANER , aerosol type, at least 300ml		

Item No.	Item Description	Statement of Compliance	Bidder's Remarks
21	INSECTICIDE , aerosol type, at least 600ml		
22	MOPHANDLE , heavy-duty, screw type, aluminum, 4 feet		
23	MOPHEAD , braided, made of rayon, medium		
24	ROUND RAG , all cotton, 32pcs/kilo per bundle, assorted colors		
25	SCOURING PAD , 5 pcs per pack		
26	TRASH BAG , black, 37" x 40", 10pcs/pack		
27	WASTEBASKET , non-rigid plastic, with cover, dimensions: 6" L x 11" W x 16" H		
OFFICE SUPPLIES			
28	BALLPOINT PEN , 0.6mm tip, (black - 112pcs / blue - 112pcs)		
29	CALCULATOR , compact, 12 digits, dual power		
30	CARBON FILM , A4 size, 10sheets/pack, blue film		
31	CARTOLINA , assorted colors, 20 pieces per pack		
32	CERTIFICATE HOLDER , plastic, padded back A4 size, 210mm x 297mm (8.27" x 11.69"), assorted color		
33	CERTIFICATE PAPER , cream color, A4 size, 500pcs/pack (laid type-3packs / plain-2packs)		
34	CERTIFICATE GLASS FRAME , wooden sides, for A4 sized documents		
35	CLEARBOOK , 20 transparent pockets, Legal		
36	CLIP, BACKFOLD , all metal, clamping: 19mm, 12pcs/box		
37	CLIP, BACKFOLD , all metal, clamping: 25mm, 12pcs/box		
38	CLIP, BACKFOLD , all metal, clamping: 32mm, 12pcs/box		
39	CLIP, BACKFOLD , all metal, clamping: 50mm, 12pcs/box		
40	CORRECTION TAPE , 8 meters usable length		
41	CRAYON , 16 colors per box, small		
42	CUTTER / UTILITY KNIFE , for general purpose, 1 inch blade, heavy duty		
43	DATA FILE BOX , 16x12x12 inches, with cover, made of hard chipboard, with closed ends		
44	CARTON BOX , corrugated, with cover, 16x12x12 inches		

Item No.	Item Description	Statement of Compliance	Bidder's Remarks
45	DRAWING BOOK , 20sheets, 9" x 12"		
46	ENVELOPE, DOCUMENTARY , brown, A4, 500pcs/box		
47	ENVELOPE, DOCUMENTARY , brown, legal, 500pcs/box		
48	ENVELOPE, EXPANDING , Kraft board, legal, 100pcs/box		
49	ENVELOPE, EXPANDING , plastic, with holder, legal		
50	ERASER , felt, for blackboard or whiteboard		
51	ERASER , rubber, for pencil		
52	FASTENER , metal, non-sharp edges, 50sets/box		
53	FASTENER , plastic, 2-inch capacity, 2.75-inch base, 50sets/box		
54	FOLDER , L-type, plastic, legal, 50pcs/pack		
55	FOLDER , pressboard, legal, 100pcs/box color: (white-1, dark green-4, pink-1, yellow-1)		
56	FOLDER , with tab, legal, 14pts, 100pcs/pack, (orange-1, pink-1, white-381, yellow-1)		
57	GLUE , all-purpose, at least 240 grams, with nozzle		
58	HORIZONTAL ID BADGE , with garterized lanyard, hard transparent plastic		
59	INK , for Stamp Pad, purple or violet 50ml/bottle		
60	MANILA PAPER , 100s		
61	MARKER , fluorescent, 3 assorted colors per set		
62	MARKER , permanent, broad/chisel type (black-383pcs / blue-344pcs)		
63	MARKER , permanent, bullet type, (black-836pcs, blue-816pcs, red-130pcs)		
64	MARKER , whiteboard, bullet type, (black-198pcs, blue-6pcs)		
65	META CARDS , assorted colors, 5.5" x 8.5", 100pcs per pack		
66	NOTE PAD , stick on, 2" x 3", 100 sheets/pad		
67	NOTE PAD , stick on, 3" x 3", 100 sheets/pad		
68	NOTE PAD , stick on, 4" x 3", 100 sheets/pad		
69	NOTEBOOK , composition, at least 40 leaves		
70	NOTEBOOK , stenographer, spiral, at least 40 leaves		
71	PAD PAPER , intermediate, 100 leaves		

Item No.	Item Description	Statement of Compliance	Bidder's Remarks
72	PAPER CLIP , vinyl/plastic coat, length: 33mm min, 100pcs/box		
73	PAPER CLIP , vinyl/plastic coat, length: 50mm min, 100pcs/box		
74	PAPER , colored, assorted colors, A4, 20 sheets per pack		
75	PAPER , colored, pastel colors, A4, 250 sheets per pack		
76	PAPER , Multi-Purpose, 500's, A4, 70gsm		
77	PAPER , Multi-Purpose, 500's, Legal, 70gsm		
78	PAPER , Multicopy, 500's, A4, 80gsm		
79	PAPER , parchment, 20 sheets per box, A4		
80	PENCIL SHARPENER , heavy duty, table top, hand crank		
81	PENCIL , lead, w/eraser, wood cased, hardness: HB or #2, 12pcs/box		
82	PHOTO PAPER , glossy, A4, 20 sheets per pack		
83	PUNCHER , paper, heavy duty, with two-hole guide		
84	RECORD BOOK , 300 PAGES, size: 170mm x 280mm		
85	RECORD BOOK , 300 PAGES, size: 216mm x 279mm		
86	RECORD BOOK , 500 PAGES, size: 170mm x 280mm		
87	RECORD BOOK , 500 PAGES, size: 216mm x 279mm		
88	RUBBER BAND , 70mm min lay flat length, #18, 350grams/box		
89	RULER , plastic, 300mm (12inches), width: 38mm min		
90	SCISSORS , heavy-duty precision, stainless steel, 8 inches length, ergonomic		
91	SIGN PEN , liquid/gel ink, 0.5mm needle tip, (black-4,672pcs / blue-5,657pcs / green-90pcs / red-21pcs)		
92	STAMP PAD , felt, bed dimension: 60mm x 100mm min		
93	STAPLE WIRE REMOVER , plier type		
94	STAPLE WIRE , heavy duty, binder type, 23/13		
95	STAPLE WIRE , No. 35, standard, 26/6		
96	STAPLER , standard type, No. 35, with remover, loading capacity: 200 staples min		
97	TAPE DISPENSER , table top, for 24mm width tape		

Item No.	Item Description	Statement of Compliance	Bidder's Remarks
98	TAPE , double sided, 1" x 3 meters, without foam		
99	TAPE , double sided, 2", without foam		
100	TAPE , masking, 24mm x 50 meters		
101	TAPE , masking, 48mm x 50 meters		
102	TAPE , packaging, 48mm x 50 meters		
103	TAPE , transparent, 24mm x 50 meters		
104	TAPE , transparent, 48mm x 50 meters		
105	TWINE , plastic, 1000grams/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.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____