

**SUPPLEMENTAL / BID BULLETIN**  
**Addendum No. 1**

**TITLE** : Supply and Delivery of Office Supplies, Ink and Toners for DSWD Field Office VII CY 2025

**ITB NO.** : DSWD7-PB-2025-34

**DATE** : 09 June 2025

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-bidding Conference held on **June 05, 2025**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
This supplemental/bid bulletin is issued to emphasize amendments on the bidding document for the following sections, to wit:	
<b>Section III.</b> <b>Bid Data Sheet</b>	➤ To specify similar contract for each lot, that is to say: Lot 1 – “Supply and Delivery of Office Supplies” Lot 2 – “Supply and Delivery of Printer Ink/Toner”
<b>Section VI. Schedule of Requirements,</b> <b>Section VII.</b> <b>Technical Specifications</b> <b>and</b> <b>Financial Proposal Sheet</b>	➤ Minor enhancement and modifications on the unit of measure and item specifications are reflected in this section ➤ The final delivery schedule is also reflected in this section, to wit: Lot 1 – 45 calendar days Lot 2 – 60 calendar days
All changes are reflected in this bid bulletin.	

Attached herewith are the revised Section III, Section VI, Section VII and Financial Proposal Sheet.

This Bid Bulletin shall form part of the bidding documents.

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

Thank you.

*- Signed -*

**PATRICIA R. MEGALBIO**

Chairperson, Bids and Awards Committee I

## ***Revised Section III. Bid Data Sheet***

ITB Clause										
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. The name of the Contract is <b><i>Supply and Delivery of Office Supplies, Ink and Toners for DSWD Field Office VII CY 2025</i></b>, similar contracts shall refer to: <b><i>Lot 1 - “Supply and Delivery of Office Supplies”</i></b> <b><i>Lot 2 - “Supply and Delivery of Printer Ink/Toner”</i></b></p> <p>b. Completed within three (3) years prior to the deadline for the submission and receipt of bids.</p>									
7.1	<i>Subcontracting is not allowed.</i>									
12	The price of the Goods shall be quoted DDP (state place of destination) or the applicable International Commercial Terms (INCOTERMS) for this Project.									
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier’s/manager’s check, bank draft / guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <i>five percent (5%) of ABC</i>, if bid security is in Surety Bond.</p> <table><tr><th>Lot No.</th><th>2% of ABC</th><th>5% of ABC</th></tr><tr><td>1</td><td>Php 206,443.68</td><td>Php 516,109.20</td></tr><tr><td>2</td><td>Php 120,593.20</td><td>Php 301,483.00</td></tr></table>	Lot No.	2% of ABC	5% of ABC	1	Php 206,443.68	Php 516,109.20	2	Php 120,593.20	Php 301,483.00
Lot No.	2% of ABC	5% of ABC								
1	Php 206,443.68	Php 516,109.20								
2	Php 120,593.20	Php 301,483.00								
15	<i>Each Bidder shall submit <b>only ONE (1) original copy</b> of the first and second components of its bid.</i>									
19.2	<p><b><i>Detailed Evaluation and Comparison of Bids</i></b></p> <p>Partial bid is not allowed. The goods are grouped in a single lot and the 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>									

19.3	<b><i>Supply and Delivery of Office Supplies, Ink and Toners for DSWD Field Office VII CY 2025</i></b> consists of two (2) lots.
20.1	<p><b><i>Post-Qualification</i></b></p> <p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment (eFPS) and other appropriate licenses and permits required by law and stated in the <b>BDS</b>.</p> <p><b><i>Participating bidders are encouraged to have an existing Landbank of the Philippines (LBP) Account in compliance to DBM Circular Letter No. 2013-16.</i></b></p>
20.2	<b><i>This project shall be awarded per lot.</i></b>
21.2	<ol style="list-style-type: none"> <li>1. SEC/DTI Registration Certificate, Valid Business Permit, Tax Clearance, Latest Audited Financial Statement with ITR and proof of payment</li> <li>2. Latest Income and Business Tax Returns, filed and paid through Electronic Filing and Payments System (EFPS), consisting of the following: <ol style="list-style-type: none"> <li>a. Income Tax Return with proof of payment, and</li> <li>b. VAT Returns (Form 2550Q) with proof of payment covering the period.</li> </ol> </li> </ol>

## ***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.

Lot 1 – Office Supplies				
No.	Item Description	Quantity	Unit	Schedule of Delivery
1.	<b>BALLPEN, FINE POINT</b> , 0.7mm S/S ballpoint tip, BLACK, refillable, metal mouth piece, pen barrel same shade color with ink	<b>3,200</b>	<b>piece</b>	Delivery is within <b>45 calendar days</b> after receipt of Notice to Proceed, on a <b>one-time basis</b> , during office hours at the <b>DSWD Field Office VII</b> located in <b>Carreta, Cebu City, Cebu</b> .
2.	<b>BINDER CLIPS</b> , Back fold, 1" or 25mm, all metal, 12 pcs/box	<b>146</b>	<b>box</b>	
3.	<b>BINDER CLIPS</b> , Back fold, 2" or 51mm, all metal, 12 pcs/box	<b>160</b>	<b>box</b>	
4.	<b>BINDER CLIPS</b> , Back fold, 1.25" or 32mm, all metal, 12 pcs/box	<b>492</b>	<b>box</b>	
5.	<b>BINDER CLIPS</b> , Back fold, 3/4" or 19mm, all metal, 12 pcs/box	<b>90</b>	<b>box</b>	
6.	<b>BOARD</b> , whiteboard, 3ft x 4ft, wooden/aluminum frame	<b>1</b>	<b>piece</b>	
7.	<b>BOND PAPER</b> , A4 size, 70gsm, 216mm x 297mm	<b>7,044</b>	<b>ream</b>	
8.	<b>BOND PAPER</b> , A4 size, 80gsm, 216mm x 297mm	<b>1,236</b>	<b>ream</b>	
9.	<b>BOND PAPER</b> , Legal size, 70gsm, 216mm x 330mm	<b>1,630</b>	<b>ream</b>	
10.	<b>BOND PAPER</b> , Legal size, 80gsm, 216mm x 330mm	<b>63</b>	<b>ream</b>	
11.	<b>CARTON BOX</b> , heavy duty double-wall corrugated cardboard box, 15.5 x 12 x 10.5 inches, 6mm thick, with fixed cover, plain/no print	<b>3,340</b>	<b>piece</b>	
12.	<b>CHALK</b> , white, dustless, 100 pcs/box	<b>50</b>	<b>box</b>	
13.	<b>CLEARBOOK</b> , A4 size, 20 pockets	<b>73</b>	<b>piece</b>	
14.	<b>CLEARBOOK</b> , Legal size, 20 pockets, refill	<b>125</b>	<b>pack</b>	
15.	<b>CORRECTION TAPE</b> , 8 meters length x 5mm width, disposable	<b>4,061</b>	<b>piece</b>	
16.	<b>CRAYONS</b> , 16 colors, known brand, non-toxic	<b>10</b>	<b>pcs</b>	
17.	<b>DATA FILE BOX</b> , 15-5/8 x 11 x 11 inches, made of hard chipboard, with cover	<b>275</b>	<b>piece</b>	
18.	<b>DATER HAND STAMP</b> , 25 x 4mm date size, format: (day month [3-letter] year)	<b>18</b>	<b>piece</b>	
19.	<b>DRAWING BOOK</b> , 50 Leaves, small, non-cartoon/artist cover design	<b>25</b>	<b>piece</b>	
20.	<b>ENVELOPE</b> , documentary, A4 size, 500 pcs/box	<b>18</b>	<b>box</b>	
21.	<b>ENVELOPE</b> , documentary, Legal size, 500 pcs/box	<b>153</b>	<b>box</b>	

22.	<b>ENVELOPE</b> , expanding, legal, kraft board, 100 pcs/box	<b>346</b>	<b>box</b>	<p>Delivery is within <b>45 calendar days</b> after receipt of Notice to Proceed, on a <b>one-time</b> basis, during office hours at the <b>DSWD Field Office VII</b> located in <b>Carreta, Cebu City, Cebu</b>.</p>
23.	<b>ENVELOPE</b> , expanding, kraft w/ elastic strap, 380 x 260mm	<b>15</b>	<b>piece</b>	
24.	<b>ENVELOPE</b> , mailing no. 10, classic-white with window, 80gsm, 4-1/8 x 9-1/2 inches, 500 pcs/box	<b>1</b>	<b>box</b>	
25.	<b>ENVELOPE</b> , mailing no. 10, classic-white, 4-1/8 x 9-1/2 inches 500 pcs/box	<b>3</b>	<b>box</b>	
26.	<b>ENVELOPE</b> , ordinary, short, brown, 20pcs/pack	<b>30</b>	<b>pack</b>	
27.	<b>ENVELOPE</b> , plastic, long, ordinary	<b>721</b>	<b>piece</b>	
28.	<b>ERASER</b> , rubber-type, dust-free, white	<b>135</b>	<b>piece</b>	
29.	<b>ERASER</b> , white board eraser, felt	<b>16</b>	<b>piece</b>	
30.	<b>FILE TAB DIVIDER</b> , A4, Bristol board, 5 colors/set	<b>24</b>	<b>set</b>	
31.	<b>FILE TAB DIVIDER</b> , Legal, Bristol board, 5 colors/set	<b>24</b>	<b>set</b>	
32.	<b>FILING TRAY</b> , 2-layers, 27cmW x 19cmH (approx.), powder coated metal, document organizer, slide trays	<b>2</b>	<b>piece</b>	
33.	<b>FILING TRAY</b> , 4-layers, 27cmW x 32cmH (approx.), powder coated metal, document organizer, slide trays	<b>20</b>	<b>piece</b>	
34.	<b>FLAG</b> , Philippine National Flag, cotton/ wool/ nylon, 6 x 3 feet	<b>5</b>	<b>piece</b>	
35.	<b>FOLDER WITH TAB</b> , Legal, brown, 270gsm, 14points, 100 pcs/pack	<b>1,626</b>	<b>pack</b>	
36.	<b>FOLDER WITH TAB</b> , Legal, green, 270gsm, 14points, 100 pcs/pack	<b>17</b>	<b>pack</b>	
37.	<b>FOLDER WITH TAB</b> , Legal, pink, 270gsm, 14points, 100 pcs/pack	<b>1</b>	<b>pack</b>	
38.	<b>FOLDER WITH TAB</b> , Legal, white, 270gsm, 14points, 100 pcs/pack	<b>2,321</b>	<b>pack</b>	
39.	<b>FOLDER</b> , 75mmW/T x 230mmH x 380mmL, data folder, made of chipboard, 2.5mm thk, taglia lock	<b>209</b>	<b>piece</b>	
40.	<b>FOLDER</b> , Fancy, Legal, assorted color (5-green, 5-red, 5-yellow, 10-blue)	<b>25</b>	<b>piece</b>	
41.	<b>FOLDER</b> , pressboard, Legal, green (accordion-pleat color: black/dark blue), 312gsm, local, 100 pcs/box	<b>145</b>	<b>box</b>	
42.	<b>GLUE GUN</b> , small with switch, 10-20W, 220V	<b>23</b>	<b>piece</b>	
43.	<b>GLUE STICK</b> , small	<b>400</b>	<b>piece</b>	
44.	<b>GLUE</b> , all-purpose, white, safe, washable & non-toxic	<b>3</b>	<b>gal</b>	
45.	<b>GLUE</b> , all-purpose, with applicator, dries clear & non-toxic, 240 grams	<b>2,704</b>	<b>bottle</b>	
46.	<b>HOLDER</b> , certificate, glass with plastic frame, A4 size	<b>2,850</b>	<b>piece</b>	

47.	<b>HOLDER</b> , certificate, glass with wooden frame, A4 size	<b>1,902</b>	<b>piece</b>	<p>Delivery is within <b>45 calendar days</b> after receipt of Notice to Proceed, on a <b>one-time basis</b>, during office hours at the <b>DSWD Field Office VII</b> located in <b>Carreta, Cebu City, Cebu</b>.</p>
48.	<b>INDEX CARD</b> , 5 x 8 inches, 500 pcs/pack	<b>100</b>	<b>pack</b>	
49.	<b>INDEX TAB</b> , self-adhesive, transparent, 50 pcs/box	<b>5</b>	<b>box</b>	
50.	<b>INK REFILL</b> , permanent marker, oil-based, black, with dropper, 30ml	<b>5</b>	<b>bottle</b>	
51.	<b>LAMINATING FILM</b> , A3, 250 microns, 25 pcs/pack	<b>5</b>	<b>pack</b>	
52.	<b>LAMINATING FILM</b> , A4, 250 microns, 100 pcs/pack	<b>195</b>	<b>pack</b>	
53.	<b>MAGAZINE FILE BOX</b> , horizontal, 15.5 x 10 x 4.5 inches, made of chipboards, without cover	<b>60</b>	<b>piece</b>	
54.	<b>MANILA PAPER</b> , 100S	<b>260</b>	<b>bundle</b>	
55.	<b>MANILA PAPER</b> , 10S	<b>8</b>	<b>bundle</b>	
56.	<b>MARKER</b> , highlighter, fluorescent, 3-colors per set	<b>322</b>	<b>set</b>	
57.	<b>MARKER</b> , permanent, broad/chisel type, black	<b>631</b>	<b>piece</b>	
58.	<b>MARKER</b> , permanent, broad/chisel type, blue	<b>808</b>	<b>piece</b>	
59.	<b>MARKER</b> , permanent, broad/chisel type, red	<b>40</b>	<b>piece</b>	
60.	<b>MARKER</b> , permanent, fine/bullet type, black	<b>290</b>	<b>piece</b>	
61.	<b>MARKER</b> , permanent, fine/bullet type, blue	<b>83</b>	<b>piece</b>	
62.	<b>MARKER</b> , permanent, ultra fine point and quick drying, assorted colors, 12 pcs/pack	<b>20</b>	<b>pack</b>	
63.	<b>MARKER</b> , whiteboard, broad/chisel type, black	<b>364</b>	<b>piece</b>	
64.	<b>MARKER</b> , whiteboard, broad/chisel type, blue	<b>284</b>	<b>piece</b>	
65.	<b>MARKER</b> , whiteboard, fine/bullet type, black	<b>148</b>	<b>piece</b>	
66.	<b>MARKER</b> , whiteboard, fine/bullet type, blue	<b>140</b>	<b>piece</b>	
67.	<b>METACARDS</b> , assorted colors, 100 pcs/pack	<b>538</b>	<b>pack</b>	
68.	<b>NOTEBOOK</b> , composition, 50-80 leaves	<b>162</b>	<b>piece</b>	
69.	<b>NOTEBOOK</b> , stenographer, spiral, 40-60 leaves	<b>1,571</b>	<b>piece</b>	
70.	<b>NOTEPAD</b> , stick-on, 1 x 3 inches, 100 sheets/pad	<b>127</b>	<b>pad</b>	
71.	<b>NOTEPAD</b> , stick-on, 2 x 3 inches, 100 sheets/pad	<b>1,319</b>	<b>pad</b>	
72.	<b>NOTEPAD</b> , stick-on, 3 x 3 inches, 100 sheets/pad	<b>1,344</b>	<b>pad</b>	
73.	<b>NOTEPAD</b> , stick-on, 3 x 4 inches, 100 sheets/pad	<b>976</b>	<b>pad</b>	
74.	<b>PAPER FASTENER</b> , prong, 70mm bet. prongs, 2 inches cap., stainless/metal 0.3mm thick, non-sharp edges, 50sets/box	<b>4,729</b>	<b>box</b>	
75.	<b>PAPER</b> , certificate, cream color, A4, 500 pcs/pack	<b>1,383</b>	<b>pack</b>	
76.	<b>PAPER</b> , colored, assorted colors, A4, 20 sheets/pack	<b>460</b>	<b>pack</b>	
77.	<b>PAPER</b> , grade 1, 80-100 leaves	<b>15</b>	<b>pad</b>	

78.	<b>PAPER</b> , grade 2, 80-100 leaves	<b>15</b>	<b>pad</b>	Delivery is within <b>45 calendar days</b> after receipt of Notice to Proceed, on a <b>one-time basis</b> , during office hours at the <b>DSWD Field Office VII</b> located in <b>Carreta, Cebu City, Cebu</b> .
79.	<b>PAPER</b> , grade 3, 80-100 leaves	<b>15</b>	<b>pad</b>	
80.	<b>PAPER</b> , grade 4, 80-100 leaves	<b>15</b>	<b>pad</b>	
81.	<b>PAPER</b> , parchment, A4, 20 sheets/pack	<b>10</b>	<b>pack</b>	
82.	<b>PUNCHER</b> , 2-hole 7mm diameter, 30-sheets 70gsm punching capacity	<b>307</b>	<b>piece</b>	
83.	<b>RECORD BOOK</b> , 300 pages, 214 x 278mm, Official	<b>111</b>	<b>book</b>	
84.	<b>RING BINDER</b> , U-shape ring with clip holder, hard bound binder, Long, assorted colors, 34.5cmH x 28.5cmW	<b>80</b>	<b>piece</b>	
85.	<b>RUBBER BAND</b> , at least 70mm flat length, #18, 350grams/box	<b>392</b>	<b>box</b>	
86.	<b>RUBBER STAMP</b> , customized, approx. 2 x 3 inches (final layout will be provided to the winning bidder)	<b>2</b>	<b>piece</b>	
87.	<b>RULER</b> , 18 inches/450mm, plastic, with individual packaging	<b>119</b>	<b>piece</b>	
88.	<b>SCISSOR</b> , plastic handle, 8 inches	<b>400</b>	<b>piece</b>	
89.	<b>SIGN PEN</b> , tip 0.50mm, black	<b>3,685</b>	<b>piece</b>	
90.	<b>SIGN PEN</b> , tip 0.50mm, blue	<b>11,825</b>	<b>piece</b>	
91.	<b>STAPLE WIRE REMOVER</b> , plier type	<b>142</b>	<b>piece</b>	
92.	<b>STAPLE WIRE</b> , heavy-duty, 23/13	<b>273</b>	<b>box</b>	
93.	<b>STAPLE WIRE</b> , No. 35, standard size, 26/6	<b>2,730</b>	<b>box</b>	
94.	<b>STAPLER</b> , No. 35, with remover, at least 100 staple wires capacity	<b>426</b>	<b>piece</b>	
95.	<b>STICKY NOTES</b> , pet index with "SIGN HERE" text, assorted colors, 45 x 12mm, 100 sheets/pack	<b>10</b>	<b>pack</b>	
96.	<b>STICKY NOTES</b> , post-it, color index, 5 colors	<b>15</b>	<b>pad</b>	
97.	<b>STORAGE BOX</b> , plastic, white, 18L	<b>480</b>	<b>piece</b>	
98.	<b>STRETCH FILM</b> , cling wraps, 23 microns, 500mm x 500 meters	<b>2</b>	<b>roll</b>	
99.	<b>TAPE</b> , dispenser, table top, 24mm x 50m tape cap., heavy-duty	<b>30</b>	<b>piece</b>	
100.	<b>TAPE</b> , double-sided, 1 inch x 3 meter, without foam	<b>111</b>	<b>roll</b>	
101.	<b>TAPE</b> , double-sided, 1 inch x 3 meter, with foam	<b>151</b>	<b>roll</b>	
102.	<b>TAPE</b> , double-sided, 2 inches x 3 meter, without foam	<b>129</b>	<b>roll</b>	
103.	<b>TAPE</b> , masking, 24mm x 50 meters	<b>301</b>	<b>roll</b>	
104.	<b>TAPE</b> , packaging, 48mm x 50 meters	<b>1,752</b>	<b>roll</b>	
105.	<b>TAPE</b> , transparent, 24mm x 50 meters	<b>757</b>	<b>roll</b>	
106.	<b>TAPE</b> , transparent, 48mm x 50 meters	<b>604</b>	<b>roll</b>	
107.	<b>THUMB TACKS</b> , No. 135, metal, approx. 20 grams/box	<b>5</b>	<b>box</b>	

108.	<b>TIME CARD</b> , for Bundy clock, 190 x 85mm, 100 pcs/pack	<b>1,769</b>	<b>pack</b>	Delivery is within <b>45 calendar days</b> after receipt of Notice to Proceed, on a <b>one-time basis</b> , during office hours at the <b>DSWD Field Office VII</b> located in <b>Carreta, Cebu City, Cebu</b> .
109.	<b>WATERCOLOR</b> , 36 vibrant color pigment with brush	<b>10</b>	<b>piece</b>	

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 VI. Schedule of Requirements***

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

<b>Lot 2 – Ink / Toners</b>				
<b>No.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Schedule of Delivery</b>
1.	<b>DRUM CARTRIDGE</b> , Brother DR-3455, Black	<b>20</b>	<b>cart</b>	Delivery is within <b>60 calendar days</b> after receipt of Notice to Proceed, on a <b>one-time basis</b> , during office hours at the <b>DSWD Field Office VII</b> located in <b>Carreta, Cebu City, Cebu</b> .
2.	<b>DRUM KIT</b> , Brother printer, DCP-L2540DW / DR-2355	<b>19</b>	<b>unit</b>	
3.	<b>INK CARTRIDGE</b> , Brother MFC-J2340DW (Black)	<b>54</b>	<b>cart</b>	
4.	<b>INK CARTRIDGE</b> , Brother MFC-J2340DW (Cyan)	<b>54</b>	<b>cart</b>	
5.	<b>INK CARTRIDGE</b> , Brother MFC-J2340DW (Magenta)	<b>54</b>	<b>cart</b>	
6.	<b>INK CARTRIDGE</b> , Brother MFC-J2340DW (Yellow)	<b>54</b>	<b>cart</b>	
7.	<b>INK CARTRIDGE</b> , Canon PG-47, black	<b>100</b>	<b>cart</b>	
8.	<b>INK CARTRIDGE</b> , Canon PG-57, colored (tri-color)	<b>75</b>	<b>cart</b>	
9.	<b>INK CARTRIDGE</b> , HP Deskjet (HP680), black	<b>30</b>	<b>cart</b>	
10.	<b>INK CARTRIDGE</b> , HP Deskjet (HP680), tricolor	<b>30</b>	<b>cart</b>	
11.	<b>INK</b> , Brother DCP-T420W, black	<b>13</b>	<b>bottle</b>	
12.	<b>INK</b> , Brother DCP-T420W, cyan	<b>8</b>	<b>bottle</b>	
13.	<b>INK</b> , Brother DCP-T420W, magenta	<b>8</b>	<b>bottle</b>	
14.	<b>INK</b> , Brother DCP-T420W, yellow	<b>8</b>	<b>bottle</b>	
15.	<b>INK</b> , Canon GI-790, black	<b>50</b>	<b>bottle</b>	
16.	<b>INK</b> , Canon GI-790, cyan	<b>25</b>	<b>bottle</b>	
17.	<b>INK</b> , Canon GI-790, magenta	<b>25</b>	<b>bottle</b>	
18.	<b>INK</b> , Canon GI-790, yellow	<b>25</b>	<b>bottle</b>	
19.	<b>INK</b> , Epson 003, L3110/L3150/L3250, Black	<b>160</b>	<b>bottle</b>	
20.	<b>INK</b> , Epson 003, L3110/L3150/L3250, Cyan	<b>105</b>	<b>bottle</b>	
21.	<b>INK</b> , Epson 003, L3110/L3150/L3250, Magenta	<b>105</b>	<b>bottle</b>	
22.	<b>INK</b> , Epson 003, L3110/L3150/L3250, Yellow	<b>105</b>	<b>bottle</b>	
23.	<b>INK</b> , Epson 005, black, 120ml	<b>5</b>	<b>bottle</b>	
24.	<b>INK</b> , Epson 664, black	<b>48</b>	<b>bottle</b>	
25.	<b>INK</b> , Epson 664, cyan	<b>30</b>	<b>bottle</b>	
26.	<b>INK</b> , Epson 664, magenta	<b>30</b>	<b>bottle</b>	
27.	<b>INK</b> , Epson 664, yellow	<b>30</b>	<b>bottle</b>	
28.	<b>INK</b> , HP 515, GT53/52, 4-color per set (black, cyan, magenta, yellow)	<b>4</b>	<b>set</b>	

29.	<b>INK, HP smart tank 615, black</b>	<b>12</b>	<b>bottle</b>	<b>Delivery is within 60 calendar days after receipt of Notice to Proceed, on a one-time basis, during office hours at the DSWD Field Office VII located in Carreta, Cebu City, Cebu.</b>
30.	<b>INK, HP smart tank 615, cyan</b>	<b>12</b>	<b>bottle</b>	
31.	<b>INK, HP smart tank 615, magenta</b>	<b>12</b>	<b>bottle</b>	
32.	<b>INK, HP smart tank 615, yellow</b>	<b>12</b>	<b>bottle</b>	
33.	<b>TONER CARTRIDGE, HP LaserJet, 81A / M605</b>	<b>20</b>	<b>cart</b>	
34.	<b>TONER CARTRIDGE, Brother printer DCP-L2550DW (TN-2480)</b>	<b>36</b>	<b>cart</b>	
35.	<b>TONER CARTRIDGE, Brother TN-456 Black, high-yield</b>	<b>30</b>	<b>cart</b>	
36.	<b>TONER CARTRIDGE, Brother TN-456 Cyan, high-yield</b>	<b>30</b>	<b>cart</b>	
37.	<b>TONER CARTRIDGE, Brother TN-456 Magenta, high-yield</b>	<b>30</b>	<b>cart</b>	
38.	<b>TONER CARTRIDGE, Brother TN-456 Yellow, high-yield</b>	<b>30</b>	<b>cart</b>	
39.	<b>TONER CARTRIDGE, Canon MF240 / Canon 303</b>	<b>25</b>	<b>cart</b>	
40.	<b>TONER CARTRIDGE, HP 287A</b>	<b>30</b>	<b>cart</b>	
41.	<b>TONER CARTRIDGE, HP LaserJet MFP M236DW, HP 136A</b>	<b>170</b>	<b>cart</b>	
42.	<b>TONER CARTRIDGE, HP LaserJet MFP137 FFW, HP 107A</b>	<b>100</b>	<b>cart</b>	
43.	<b>TONER CARTRIDGE, HP LaserJet pro MFP M225DN, black, 83A</b>	<b>16</b>	<b>cart</b>	
44.	<b>TONER CARTRIDGE, NPG - 67, black</b>	<b>10</b>	<b>cart</b>	
45.	<b>TONER CARTRIDGE, NPG - 67, cyan</b>	<b>5</b>	<b>cart</b>	
46.	<b>TONER CARTRIDGE, NPG - 67, magenta</b>	<b>5</b>	<b>cart</b>	
47.	<b>TONER CARTRIDGE, NPG - 67, yellow</b>	<b>5</b>	<b>cart</b>	
48.	<b>TONER CARTRIDGE, HP Laserjet pro MFP M283, black</b>	<b>75</b>	<b>cart</b>	
49.	<b>TONER CARTRIDGE, HP Laserjet pro MFP M283, cyan</b>	<b>20</b>	<b>cart</b>	
50.	<b>TONER CARTRIDGE, HP Laserjet pro MFP M283, yellow</b>	<b>20</b>	<b>cart</b>	
51.	<b>TONER CARTRIDGE, HP Laserjet pro MFP M283, magenta</b>	<b>20</b>	<b>cart</b>	
52.	<b>TONER CARTRIDGE, Canon T06 Black</b>	<b>10</b>	<b>cart</b>	
53.	<b>TONER CARTRIDGE, Samsung M2070F (D111S)</b>	<b>12</b>	<b>cart</b>	
54.	<b>TONER CARTRIDGE, Y9522, Brother DCP-L2540DW, TN-660, TN-2380, TN-2360</b>	<b>127</b>	<b>piece</b>	

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**” at the **Statement of Compliance** column against each of the individual parameters of each Specification. The **brand** of the offered items must be indicated if applicable. Ensure that the offered item/s must all be compliant to the indicated parameter/s or specification/s to avoid failure of your bids

<b>Lot 1 – Office Supplies</b>			
<b>No.</b>	<b>Item Description</b>	<b>Statement of Compliance</b>	<b>Bidder's Remarks</b>
1.	<b>BALLPEN, FINE POINT, 0.7mm S/S ballpoint tip, BLACK, refillable, metal mouth piece, pen barrel same shade color with ink</b>		
2.	<b>BINDER CLIPS, Back fold, 1" or 25mm, all metal, 12 pcs/box</b>		
3.	<b>BINDER CLIPS, Back fold, 2" or 51mm, all metal, 12 pcs/box</b>		
4.	<b>BINDER CLIPS, Back fold, 1.25" or 32mm, all metal, 12 pcs/box</b>		
5.	<b>BINDER CLIPS, Back fold, 3/4" or 19mm, all metal, 12 pcs/box</b>		
6.	<b>BOARD, whiteboard, 3ft x 4ft, wooden/aluminum frame</b>		
7.	<b>BOND PAPER, A4 size, 70gsm, 216mm x 297mm</b>		
8.	<b>BOND PAPER, A4 size, 80gsm, 216mm x 297mm</b>		
9.	<b>BOND PAPER, Legal size, 70gsm, 216mm x 330mm</b>		
10.	<b>BOND PAPER, Legal size, 80gsm, 216mm x 330mm</b>		
11.	<b>CARTON BOX, heavy duty double-wall corrugated cardboard box, 15.5 x 12 x 10.5 inches, 6mm thick, with fixed cover, plain/no print</b>		
12.	<b>CHALK, white, dustless, 100 pcs/box</b>		
13.	<b>CLEARBOOK, A4 size, 20 pockets</b>		
14.	<b>CLEARBOOK, Legal size, 20 pockets, refill</b>		
15.	<b>CORRECTION TAPE, 8 meters length x 5mm width, disposable</b>		
16.	<b>CRAYONS, 16 colors, known brand, non-toxic</b>		
17.	<b>DATA FILE BOX, 15-5/8 x 11 x 11 inches, made of hard chipboard, with cover</b>		
18.	<b>DATER HAND STAMP, 25 x 4mm date size, format: (day month [3-letter] year)</b>		
19.	<b>DRAWING BOOK, 50 Leaves, small, non-cartoon/artist cover design</b>		

20.	<b>ENVELOPE</b> , documentary, A4 size, 500 pcs/box		
21.	<b>ENVELOPE</b> , documentary, Legal size, 500 pcs/box		
22.	<b>ENVELOPE</b> , expanding, legal, kraft board, 100 pcs/box		
23.	<b>ENVELOPE</b> , expanding, kraft w/ elastic strap, 380 x 260mm		
24.	<b>ENVELOPE</b> , mailing no. 10, classic-white with window, 80gsm, 4-1/8 x 9-1/2 inches, 500 pcs/box		
25.	<b>ENVELOPE</b> , mailing no. 10, classic-white, 4-1/8 x 9-1/2 inches 500 pcs/box		
26.	<b>ENVELOPE</b> , ordinary, short, brown, 20pcs/pack		
27.	<b>ENVELOPE</b> , plastic, long, ordinary		
28.	<b>ERASER</b> , rubber-type, dust-free, white		
29.	<b>ERASER</b> , white board eraser, felt		
30.	<b>FILE TAB DIVIDER</b> , A4, Bristol board, 5 colors/set		
31.	<b>FILE TAB DIVIDER</b> , Legal, Bristol board, 5 colors/set		
32.	<b>FILING TRAY</b> , 2-layers, 27cmW x 19cmH (approx.), powder coated metal, document organizer, slide trays		
33.	<b>FILING TRAY</b> , 4-layers, 27cmW x 32cmH (approx.), powder coated metal, document organizer, slide trays		
34.	<b>FLAG</b> , Philippine National Flag, cotton/ wool/ nylon, 6 x 3 feet		
35.	<b>FOLDER WITH TAB</b> , Legal, brown, 270gsm, 14points, 100 pcs/pack		
36.	<b>FOLDER WITH TAB</b> , Legal, green, 270gsm, 14points, 100 pcs/pack		
37.	<b>FOLDER WITH TAB</b> , Legal, pink, 270gsm, 14points, 100 pcs/pack		
38.	<b>FOLDER WITH TAB</b> , Legal, white, 270gsm, 14points, 100 pcs/pack		
39.	<b>FOLDER</b> , 75mmW/T x 230mmH x 380mmL, data folder, made of chipboard, 2.5mm thk, taglia lock		
40.	<b>FOLDER</b> , Fancy, Legal, assorted color (5-green, 5-red, 5-yellow, 10-blue)		
41.	<b>FOLDER</b> , pressboard, Legal, green (accordion-pleat color: black/dark blue), 312gsm, local, 100 pcs/box		
42.	<b>GLUE GUN</b> , small with switch, 10-20W, 220V		
43.	<b>GLUE STICK</b> , small		
44.	<b>GLUE</b> , all-purpose, white, safe, washable & non-toxic		

45.	<b>GLUE</b> , all-purpose, with applicator, dries clear & non-toxic, 240 grams		
46.	<b>HOLDER</b> , certificate, glass with plastic frame, A4 size		
47.	<b>HOLDER</b> , certificate, glass with wooden frame, A4 size		
48.	<b>INDEX CARD</b> , 5 x 8 inches, 500 pcs/pack		
49.	<b>INDEX TAB</b> , self-adhesive, transparent, 50 pcs/box		
50.	<b>INK REFILL</b> , permanent marker, oil-based, black, with dropper, 30ml		
51.	<b>LAMINATING FILM</b> , A3, 250 microns, 25 pcs/pack		
52.	<b>LAMINATING FILM</b> , A4, 250 microns, 100 pcs/pack		
53.	<b>MAGAZINE FILE BOX</b> , horizontal, 15.5 x 10 x 4.5 inches, made of chipboards, without cover		
54.	<b>MANILA PAPER</b> , 100S		
55.	<b>MANILA PAPER</b> , 10S		
56.	<b>MARKER</b> , highlighter, fluorescent, 3-colors per set		
57.	<b>MARKER</b> , permanent, broad/chisel type, black		
58.	<b>MARKER</b> , permanent, broad/chisel type, blue		
59.	<b>MARKER</b> , permanent, broad/chisel type, red		
60.	<b>MARKER</b> , permanent, fine/bullet type, black		
61.	<b>MARKER</b> , permanent, fine/bullet type, blue		
62.	<b>MARKER</b> , permanent, ultra fine point and quick drying, assorted colors, 12 pcs/pack		
63.	<b>MARKER</b> , whiteboard, broad/chisel type, black		
64.	<b>MARKER</b> , whiteboard, broad/chisel type, blue		
65.	<b>MARKER</b> , whiteboard, fine/bullet type, black		
66.	<b>MARKER</b> , whiteboard, fine/bullet type, blue		
67.	<b>METACARDS</b> , assorted colors, 100 pcs/pack		
68.	<b>NOTEBOOK</b> , composition, 50-80 leaves		
69.	<b>NOTEBOOK</b> , stenographer, spiral, 40-60 leaves		
70.	<b>NOTEPAD</b> , stick-on, 1 x 3 inches, 100 sheets/pad		
71.	<b>NOTEPAD</b> , stick-on, 2 x 3 inches, 100 sheets/pad		
72.	<b>NOTEPAD</b> , stick-on, 3 x 3 inches, 100 sheets/pad		
73.	<b>NOTEPAD</b> , stick-on, 3 x 4 inches, 100 sheets/pad		

74.	<b>PAPER FASTENER</b> , prong, 70mm bet. prongs, 2 inches cap., stainless/metal 0.3mm thick, non-sharp edges, 50sets/box		
75.	<b>PAPER</b> , certificate, cream color, A4, 500 pcs/pack		
76.	<b>PAPER</b> , colored, assorted colors, A4, 20 sheets/pack		
77.	<b>PAPER</b> , grade 1, 80-100 leaves		
78.	<b>PAPER</b> , grade 2, 80-100 leaves		
79.	<b>PAPER</b> , grade 3, 80-100 leaves		
80.	<b>PAPER</b> , grade 4, 80-100 leaves		
81.	<b>PAPER</b> , parchment, A4, 20 sheets/pack		
82.	<b>PUNCHER</b> , 2-hole 7mm diameter, 30-sheets 70gsm punching capacity		
83.	<b>RECORD BOOK</b> , 300 pages, 214 x 278mm, Official		
84.	<b>RING BINDER</b> , U-shape ring with clip holder, hard bound binder, Long, assorted colors, 34.5cmH x 28.5cmW		
85.	<b>RUBBER BAND</b> , at least 70mm flat length, #18, 350grams/box		
86.	<b>RUBBER STAMP</b> , customized, approx. 2 x 3 inches (final layout will be provided to the winning bidder)		
87.	<b>RULER</b> , 18 inches/450mm, plastic, with individual packaging		
88.	<b>SCISSOR</b> , plastic handle, 8 inches		
89.	<b>SIGN PEN</b> , tip 0.50mm, black		
90.	<b>SIGN PEN</b> , tip 0.50mm, blue		
91.	<b>STAPLE WIRE REMOVER</b> , plier type		
92.	<b>STAPLE WIRE</b> , heavy-duty, 23/13		
93.	<b>STAPLE WIRE</b> , No. 35, standard size, 26/6		
94.	<b>STAPLER</b> , No. 35, with remover, at least 100 staple wires capacity		
95.	<b>STICKY NOTES</b> , pet index with "SIGN HERE" text, assorted colors, 45 x 12mm, 100 sheets/pack		
96.	<b>STICKY NOTES</b> , post-it, color index, 5 colors		
97.	<b>STORAGE BOX</b> , plastic, white, 18L		
98.	<b>STRETCH FILM</b> , cling wraps, 23 microns, 500mm x 500 meters		
99.	<b>TAPE</b> , dispenser, table top, 24mm x 50m tape cap., heavy-duty		
100.	<b>TAPE</b> , double-sided, 1 inch x 3 meter, without foam		
101.	<b>TAPE</b> , double-sided, 1 inch x 3 meter, with foam		

102.	TAPE, double-sided, 2 inches x 3 meter, without foam		
103.	TAPE, masking, 24mm x 50 meters		
104.	TAPE, packaging, 48mm x 50 meters		
105.	TAPE, transparent, 24mm x 50 meters		
106.	TAPE, transparent, 48mm x 50 meters		
107.	THUMB TACKS, No. 135, metal, approx. 20 grams/box		
108.	TIME CARD, for Bundy clock, 190 x 85mm, 100 pcs/pack		
109.	WATERCOLOR, 36 vibrant color pigment with brush		

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: \_\_\_\_\_

## ***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** of the offered items must be indicated if applicable. Ensure that the offered item/s must all be compliant to the indicated parameter/s or specification/s to avoid failure of your bids

<b>Lot 2 – Ink / Toners</b>			
<b>No.</b>	<b>Item Description</b>	<b>Statement of Compliance</b>	<b>Bidder's Remarks</b>
1.	<b>DRUM CARTRIDGE</b> , Brother DR-3455, Black		
2.	<b>DRUM KIT</b> , Brother printer, DCP-L2540DW / DR-2355		
3.	<b>INK CARTRIDGE</b> , Brother MFC-J2340DW (Black)		
4.	<b>INK CARTRIDGE</b> , Brother MFC-J2340DW (Cyan)		
5.	<b>INK CARTRIDGE</b> , Brother MFC-J2340DW (Magenta)		
6.	<b>INK CARTRIDGE</b> , Brother MFC-J2340DW (Yellow)		
7.	<b>INK CARTRIDGE</b> , Canon PG-47, black		
8.	<b>INK CARTRIDGE</b> , Canon PG-57, colored (tri-color)		
9.	<b>INK CARTRIDGE</b> , HP Deskjet (HP680), black		
10.	<b>INK CARTRIDGE</b> , HP Deskjet (HP680), tricolor		
11.	<b>INK</b> , Brother DCP-T420W, black		
12.	<b>INK</b> , Brother DCP-T420W, cyan		
13.	<b>INK</b> , Brother DCP-T420W, magenta		
14.	<b>INK</b> , Brother DCP-T420W, yellow		
15.	<b>INK</b> , Canon GI-790, black		
16.	<b>INK</b> , Canon GI-790, cyan		
17.	<b>INK</b> , Canon GI-790, magenta		
18.	<b>INK</b> , Canon GI-790, yellow		
19.	<b>INK</b> , Epson 003, L3110/L3150/L3250, Black		
20.	<b>INK</b> , Epson 003, L3110/L3150/L3250, Cyan		
21.	<b>INK</b> , Epson 003, L3110/L3150/L3250, Magenta		



22.	<b>INK</b> , Epson 003, L3110/L3150/L3250, Yellow		
23.	<b>INK</b> , Epson 005, black, 120ml		
24.	<b>INK</b> , Epson 664, black		
25.	<b>INK</b> , Epson 664, cyan		
26.	<b>INK</b> , Epson 664, magenta		
27.	<b>INK</b> , Epson 664, yellow		
28.	<b>INK</b> , HP 515, GT53/52, 4-color per set (black, cyan, magenta, yellow)		
29.	<b>INK</b> , HP smart tank 615, black		
30.	<b>INK</b> , HP smart tank 615, cyan		
31.	<b>INK</b> , HP smart tank 615, magenta		
32.	<b>INK</b> , HP smart tank 615, yellow		
33.	<b>TONER CARTRIDGE</b> , HP LaserJet, 81A / M605		
34.	<b>TONER CARTRIDGE</b> , Brother printer DCP-L2550DW (TN-2480)		
35.	<b>TONER CARTRIDGE</b> , Brother TN-456 Black, high-yield		
36.	<b>TONER CARTRIDGE</b> , Brother TN-456 Cyan, high-yield		
37.	<b>TONER CARTRIDGE</b> , Brother TN-456 Magenta, high-yield		
38.	<b>TONER CARTRIDGE</b> , Brother TN-456 Yellow, high-yield		
39.	<b>TONER CARTRIDGE</b> , Canon MF240 / Canon 303		
40.	<b>TONER CARTRIDGE</b> , HP 287A		
41.	<b>TONER CARTRIDGE</b> , HP LaserJet MFP M236DW, HP 136A		
42.	<b>TONER CARTRIDGE</b> , HP LaserJet MFP137 FNW, HP 107A		
43.	<b>TONER CARTRIDGE</b> , HP LaserJet pro MFP M225DN, black, 83A		
44.	<b>TONER CARTRIDGE</b> , NPG - 67, black		
45.	<b>TONER CARTRIDGE</b> , NPG - 67, cyan		
46.	<b>TONER CARTRIDGE</b> , NPG - 67, magenta		
47.	<b>TONER CARTRIDGE</b> , NPG - 67, yellow		
48.	<b>TONER CARTRIDGE</b> , HP Laserjet pro MFP M283, black		
49.	<b>TONER CARTRIDGE</b> , HP Laserjet pro MFP M283, cyan		

50.	TONER CARTRIDGE, HP Laserjet pro MFP M283, yellow		
51.	TONER CARTRIDGE, HP Laserjet pro MFP M283, magenta		
52.	TONER CARTRIDGE, Canon T06 Black		
53.	TONER CARTRIDGE, Samsung M2070F (D111S)		
54.	TONER CARTRIDGE, Y9522, Brother DCP-L2540DW, TN-660, TN-2380, TN-2360		
<b>Additional Requirements:</b>		<b>Statement of Compliance</b>	
All items must be GENIUNE/ORIGINAL and subject for strict compliance. Proof/Evidence will be presented to the Procuring Entity upon delivery. Failure to adhere to these requirements might result to negative performance assessment, which may lead to the supplier's blacklisting.			

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: \_\_\_\_\_

# ***REVISED FINANCIAL PROPOSAL SHEET***

***Project Identification No.: ITB No. DSWD7-PB-2025-34***

***Lot 1 – Office Supplies***

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:

<b>Lot 1 – Office Supplies</b>					
<b>Item No.</b>	<b>Item Description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total Price</b>
1.	<b>BALLPEN, FINE POINT,</b> 0.7mm S/S ballpoint tip, BLACK, refillable, metal mouth piece, pen barrel same shade color with ink	<b>3,200</b>	<b>piece</b>		
2.	<b>BINDER CLIPS,</b> Back fold, 1" or 25mm, all metal, 12 pcs/box	<b>146</b>	<b>box</b>		
3.	<b>BINDER CLIPS,</b> Back fold, 2" or 51mm, all metal, 12 pcs/box	<b>160</b>	<b>box</b>		
4.	<b>BINDER CLIPS,</b> Back fold, 1.25" or 32mm, all metal, 12 pcs/box	<b>492</b>	<b>box</b>		
5.	<b>BINDER CLIPS,</b> Back fold, 3/4" or 19mm, all metal, 12 pcs/box	<b>90</b>	<b>box</b>		
6.	<b>BOARD,</b> whiteboard, 3ft x 4ft, wooden/aluminum frame	<b>1</b>	<b>piece</b>		
7.	<b>BOND PAPER,</b> A4 size, 70gsm, 216mm x 297mm	<b>7,044</b>	<b>ream</b>		
8.	<b>BOND PAPER,</b> A4 size, 80gsm, 216mm x 297mm	<b>1,236</b>	<b>ream</b>		
9.	<b>BOND PAPER,</b> Legal size, 70gsm, 216mm x 330mm	<b>1,630</b>	<b>ream</b>		
10.	<b>BOND PAPER,</b> Legal size, 80gsm, 216mm x 330mm	<b>63</b>	<b>ream</b>		
11.	<b>CARTON BOX,</b> heavy duty double-wall corrugated cardboard box, 15.5 x 12 x 10.5 inches, 6mm thick, with fixed cover, plain/no print	<b>3,340</b>	<b>piece</b>		

12.	<b>CHALK</b> , white, dustless, 100 pcs/box	<b>50</b>	<b>box</b>		
13.	<b>CLEARBOOK</b> , A4 size, 20 pockets	<b>73</b>	<b>piece</b>		
14.	<b>CLEARBOOK</b> , Legal size, 20 pockets, refill	<b>125</b>	<b>pack</b>		
15.	<b>CORRECTION TAPE</b> , 8 meters length x 5mm width, disposable	<b>4,061</b>	<b>piece</b>		
16.	<b>CRAYONS</b> , 16 colors, known brand, non-toxic	<b>10</b>	<b>pcs</b>		
17.	<b>DATA FILE BOX</b> , 15-5/8 x 11 x 11 inches, made of hard chipboard, with cover	<b>275</b>	<b>piece</b>		
18.	<b>DATER HAND STAMP</b> , 25 x 4mm date size, format: (day month [3-letter] year)	<b>18</b>	<b>piece</b>		
19.	<b>DRAWING BOOK</b> , 50 Leaves, small, non-cartoon/artist cover design	<b>25</b>	<b>piece</b>		
20.	<b>ENVELOPE</b> , documentary, A4 size, 500 pcs/box	<b>18</b>	<b>box</b>		
21.	<b>ENVELOPE</b> , documentary, Legal size, 500 pcs/box	<b>153</b>	<b>box</b>		
22.	<b>ENVELOPE</b> , expanding, legal, kraft board, 100 pcs/box	<b>346</b>	<b>box</b>		
23.	<b>ENVELOPE</b> , expanding, kraft w/ elastic strap, 380 x 260mm	<b>15</b>	<b>piece</b>		
24.	<b>ENVELOPE</b> , mailing no. 10, classic-white with window, 80gsm, 4-1/8 x 9-1/2 inches, 500 pcs/box	<b>1</b>	<b>box</b>		
25.	<b>ENVELOPE</b> , mailing no. 10, classic-white, 4-1/8 x 9-1/2 inches 500 pcs/box	<b>3</b>	<b>box</b>		
26.	<b>ENVELOPE</b> , ordinary, short, brown, 20pcs/pack	<b>30</b>	<b>pack</b>		
27.	<b>ENVELOPE</b> , plastic, long, ordinary	<b>721</b>	<b>piece</b>		
28.	<b>ERASER</b> , rubber-type, dust-free, white	<b>135</b>	<b>piece</b>		
29.	<b>ERASER</b> , white board eraser, felt	<b>16</b>	<b>piece</b>		
30.	<b>FILE TAB DIVIDER</b> , A4, Bristol board, 5 colors/set	<b>24</b>	<b>set</b>		
31.	<b>FILE TAB DIVIDER</b> , Legal, Bristol board, 5 colors/set	<b>24</b>	<b>set</b>		
32.	<b>FILING TRAY</b> , 2-layers, 27cmW x 19cmH (approx.), powder coated metal, document organizer, slide trays	<b>2</b>	<b>piece</b>		
33.	<b>FILING TRAY</b> , 4-layers, 27cmW x 32cmH (approx.),	<b>20</b>	<b>piece</b>		

	powder coated metal, document organizer, slide trays				
34.	<b>FLAG</b> , Philippine National Flag, cotton/ wool/ nylon, 6 x 3 feet	<b>5</b>	<b>piece</b>		
35.	<b>FOLDER WITH TAB</b> , Legal, brown, 270gsm, 14points, 100 pcs/pack	<b>1,626</b>	<b>pack</b>		
36.	<b>FOLDER WITH TAB</b> , Legal, green, 270gsm, 14points, 100 pcs/pack	<b>17</b>	<b>pack</b>		
37.	<b>FOLDER WITH TAB</b> , Legal, pink, 270gsm, 14points, 100 pcs/pack	<b>1</b>	<b>pack</b>		
38.	<b>FOLDER WITH TAB</b> , Legal, white, 270gsm, 14points, 100 pcs/pack	<b>2,321</b>	<b>pack</b>		
39.	<b>FOLDER</b> , 75mmW/T x 230mmH x 380mmL, data folder, made of chipboard, 2.5mm thk, taglia lock	<b>209</b>	<b>piece</b>		
40.	<b>FOLDER</b> , Fancy, Legal, assorted color (5-green, 5-red, 5-yellow, 10-blue)	<b>25</b>	<b>piece</b>		
41.	<b>FOLDER</b> , pressboard, Legal, green (accordion-pleat color: black/dark blue), 312gsm, local, 100 pcs/box	<b>145</b>	<b>box</b>		
42.	<b>GLUE GUN</b> , small with switch, 10-20W, 220V	<b>23</b>	<b>piece</b>		
43.	<b>GLUE STICK</b> , small	<b>400</b>	<b>piece</b>		
44.	<b>GLUE</b> , all-purpose, white, safe, washable & non-toxic	<b>3</b>	<b>gal</b>		
45.	<b>GLUE</b> , all-purpose, with applicator, dries clear & non-toxic, 240 grams	<b>2,704</b>	<b>bottle</b>		
46.	<b>HOLDER</b> , certificate, glass with plastic frame, A4 size	<b>2,850</b>	<b>piece</b>		
47.	<b>HOLDER</b> , certificate, glass with wooden frame, A4 size	<b>1,902</b>	<b>piece</b>		
48.	<b>INDEX CARD</b> , 5 x 8 inches, 500 pcs/pack	<b>100</b>	<b>pack</b>		
49.	<b>INDEX TAB</b> , self-adhesive, transparent, 50 pcs/box	<b>5</b>	<b>box</b>		
50.	<b>INK REFILL</b> , permanent marker, oil-based, black, with dropper, 30ml	<b>5</b>	<b>bottle</b>		
51.	<b>LAMINATING FILM</b> , A3, 250 microns, 25 pcs/pack	<b>5</b>	<b>pack</b>		
52.	<b>LAMINATING FILM</b> , A4, 250 microns, 100 pcs/pack	<b>195</b>	<b>pack</b>		
53.	<b>MAGAZINE FILE BOX</b> , horizontal, 15.5 x 10 x 4.5	<b>60</b>	<b>piece</b>		

	inches, made of chipboards, without cover				
54.	<b>MANILA PAPER</b> , 100S	<b>260</b>	<b>bundle</b>		
55.	<b>MANILA PAPER</b> , 10S	<b>8</b>	<b>bundle</b>		
56.	<b>MARKER</b> , highlighter, fluorescent, 3-colors per set	<b>322</b>	<b>set</b>		
57.	<b>MARKER</b> , permanent, broad/chisel type, black	<b>631</b>	<b>piece</b>		
58.	<b>MARKER</b> , permanent, broad/chisel type, blue	<b>808</b>	<b>piece</b>		
59.	<b>MARKER</b> , permanent, broad/chisel type, red	<b>40</b>	<b>piece</b>		
60.	<b>MARKER</b> , permanent, fine/bullet type, black	<b>290</b>	<b>piece</b>		
61.	<b>MARKER</b> , permanent, fine/bullet type, blue	<b>83</b>	<b>piece</b>		
62.	<b>MARKER</b> , permanent, ultra fine point and quick drying, assorted colors, 12 pcs/pack	<b>20</b>	<b>pack</b>		
63.	<b>MARKER</b> , whiteboard, broad/chisel type, black	<b>364</b>	<b>piece</b>		
64.	<b>MARKER</b> , whiteboard, broad/chisel type, blue	<b>284</b>	<b>piece</b>		
65.	<b>MARKER</b> , whiteboard, fine/bullet type, black	<b>148</b>	<b>piece</b>		
66.	<b>MARKER</b> , whiteboard, fine/bullet type, blue	<b>140</b>	<b>piece</b>		
67.	<b>METACARDS</b> , assorted colors, 100 pcs/pack	<b>538</b>	<b>pack</b>		
68.	<b>NOTEBOOK</b> , composition, 50-80 leaves	<b>162</b>	<b>piece</b>		
69.	<b>NOTEBOOK</b> , stenographer, spiral, 40-60 leaves	<b>1,571</b>	<b>piece</b>		
70.	<b>NOTEPAD</b> , stick-on, 1 x 3 inches, 100 sheets/pad	<b>127</b>	<b>pad</b>		
71.	<b>NOTEPAD</b> , stick-on, 2 x 3 inches, 100 sheets/pad	<b>1,319</b>	<b>pad</b>		
72.	<b>NOTEPAD</b> , stick-on, 3 x 3 inches, 100 sheets/pad	<b>1,344</b>	<b>pad</b>		
73.	<b>NOTEPAD</b> , stick-on, 3 x 4 inches, 100 sheets/pad	<b>976</b>	<b>pad</b>		
74.	<b>PAPER FASTENER</b> , prong, 70mm bet. prongs, 2 inches cap., stainless/metal 0.3mm thick, non-sharp edges, 50sets/box	<b>4,729</b>	<b>box</b>		
75.	<b>PAPER</b> , certificate, cream color, A4, 500 pcs/pack	<b>1,383</b>	<b>pack</b>		
76.	<b>PAPER</b> , colored, assorted colors, A4, 20 sheets/pack	<b>460</b>	<b>pack</b>		
77.	<b>PAPER</b> , grade 1, 80-100 leaves	<b>15</b>	<b>pad</b>		

78.	<b>PAPER</b> , grade 2, 80-100 leaves	<b>15</b>	<b>pad</b>		
79.	<b>PAPER</b> , grade 3, 80-100 leaves	<b>15</b>	<b>pad</b>		
80.	<b>PAPER</b> , grade 4, 80-100 leaves	<b>15</b>	<b>pad</b>		
81.	<b>PAPER</b> , parchment, A4, 20 sheets/pack	<b>10</b>	<b>pack</b>		
82.	<b>PUNCHER</b> , 2-hole 7mm diameter, 30-sheets 70gsm punching capacity	<b>307</b>	<b>piece</b>		
83.	<b>RECORD BOOK</b> , 300 pages, 214 x 278mm, Official	<b>111</b>	<b>book</b>		
84.	<b>RING BINDER</b> , U-shape ring with clip holder, hard bound binder, Long, assorted colors, 34.5cmH x 28.5cmW	<b>80</b>	<b>piece</b>		
85.	<b>RUBBER BAND</b> , at least 70mm flat length, #18, 350grams/box	<b>392</b>	<b>box</b>		
86.	<b>RUBBER STAMP</b> , customized, approx. 2 x 3 inches (final layout will be provided to the winning bidder)	<b>2</b>	<b>piece</b>		
87.	<b>RULER</b> , 18 inches/450mm, plastic, with individual packaging	<b>119</b>	<b>piece</b>		
88.	<b>SCISSOR</b> , plastic handle, 8 inches	<b>400</b>	<b>piece</b>		
89.	<b>SIGN PEN</b> , tip 0.50mm, black	<b>3,685</b>	<b>piece</b>		
90.	<b>SIGN PEN</b> , tip 0.50mm, blue	<b>11,825</b>	<b>piece</b>		
91.	<b>STAPLE WIRE REMOVER</b> , plier type	<b>142</b>	<b>piece</b>		
92.	<b>STAPLE WIRE</b> , heavy-duty, 23/13	<b>273</b>	<b>box</b>		
93.	<b>STAPLE WIRE</b> , No. 35, standard size, 26/6	<b>2,730</b>	<b>box</b>		
94.	<b>STAPLER</b> , No. 35, with remover, at least 100 staple wires capacity	<b>426</b>	<b>piece</b>		
95.	<b>STICKY NOTES</b> , pet index with "SIGN HERE" text, assorted colors, 45 x 12mm, 100 sheets/pack	<b>10</b>	<b>pack</b>		
96.	<b>STICKY NOTES</b> , post-it, color index, 5 colors	<b>15</b>	<b>pad</b>		
97.	<b>STORAGE BOX</b> , plastic, white, 18L	<b>480</b>	<b>piece</b>		
98.	<b>STRETCH FILM</b> , cling wraps, 23 microns, 500mm x 500 meters	<b>2</b>	<b>roll</b>		

99.	<b>TAPE</b> , dispenser, table top, 24mm x 50m tape cap., heavy-duty	<b>30</b>	<b>piece</b>		
100.	<b>TAPE</b> , double-sided, 1 inch x 3 meter, without foam	<b>111</b>	<b>roll</b>		
101.	<b>TAPE</b> , double-sided, 1 inch x 3 meter, with foam	<b>151</b>	<b>roll</b>		
102.	<b>TAPE</b> , double-sided, 2 inches x 3 meter, without foam	<b>129</b>	<b>roll</b>		
103.	<b>TAPE</b> , masking, 24mm x 50 meters	<b>301</b>	<b>roll</b>		
104.	<b>TAPE</b> , packaging, 48mm x 50 meters	<b>1,752</b>	<b>roll</b>		
105.	<b>TAPE</b> , transparent, 24mm x 50 meters	<b>757</b>	<b>roll</b>		
106.	<b>TAPE</b> , transparent, 48mm x 50 meters	<b>604</b>	<b>roll</b>		
107.	<b>THUMB TACKS</b> , No. 135, metal, approx. 20 grams/box	<b>5</b>	<b>box</b>		
108.	<b>TIME CARD</b> , for Bundy clock, 190 x 85mm, 100 pcs/pack	<b>1,769</b>	<b>pack</b>		
109.	<b>WATERCOLOR</b> , 36 vibrant color pigment with brush	<b>10</b>	<b>piece</b>		
<b>BID PRICE (IN FIGURES)</b>					

**BID PRICE (IN WORDS)** \_\_\_\_\_

\_\_\_\_\_  
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**Note:**

1. The above quoted prices are VAT inclusive and delivery cost.
2. *Only TWO (2) decimal places will be considered. (General Rules in rounding-off decimals: If the digit to the right of the rounding number is greater than or equal to 5, you have to round up or add 1 to the rounded digit and drop all the digits to its right [Lumbre, A. P. and Ursua, A. C. (2016). 21st Century Mathletes 5 textbook. Quezon City: Vibal Group, Inc.]*

Very truly yours,

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

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



# ***REVISED FINANCIAL PROPOSAL SHEET***

***Project Identification No.: ITB No. DSWD7-PB-2025-34***

***Lot 2 – Ink / Toners***

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:

<b>Lot 2 – Ink / Toners</b>					
<b>Item No.</b>	<b>Item Description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total Price</b>
1.	<b>DRUM CARTRIDGE</b> , Brother DR-3455, Black	<b>20</b>	<b>cart</b>		
2.	<b>DRUM KIT</b> , Brother printer, DCP-L2540DW / DR-2355	<b>19</b>	<b>unit</b>		
3.	<b>INK CARTRIDGE</b> , Brother MFC-J2340DW (Black)	<b>54</b>	<b>cart</b>		
4.	<b>INK CARTRIDGE</b> , Brother MFC-J2340DW (Cyan)	<b>54</b>	<b>cart</b>		
5.	<b>INK CARTRIDGE</b> , Brother MFC-J2340DW (Magenta)	<b>54</b>	<b>cart</b>		
6.	<b>INK CARTRIDGE</b> , Brother MFC-J2340DW (Yellow)	<b>54</b>	<b>cart</b>		
7.	<b>INK CARTRIDGE</b> , Canon PG-47, black	<b>100</b>	<b>cart</b>		
8.	<b>INK CARTRIDGE</b> , Canon PG-57, colored (tri-color)	<b>75</b>	<b>cart</b>		
9.	<b>INK CARTRIDGE</b> , HP Deskjet (HP680), black	<b>30</b>	<b>cart</b>		
10.	<b>INK CARTRIDGE</b> , HP Deskjet (HP680), tricolor	<b>30</b>	<b>cart</b>		
11.	<b>INK</b> , Brother DCP-T420W, black	<b>13</b>	<b>bottle</b>		
12.	<b>INK</b> , Brother DCP-T420W, cyan	<b>8</b>	<b>bottle</b>		
13.	<b>INK</b> , Brother DCP-T420W, magenta	<b>8</b>	<b>bottle</b>		
14.	<b>INK</b> , Brother DCP-T420W, yellow	<b>8</b>	<b>bottle</b>		
15.	<b>INK</b> , Canon GI-790, black	<b>50</b>	<b>bottle</b>		
16.	<b>INK</b> , Canon GI-790, cyan	<b>25</b>	<b>bottle</b>		
17.	<b>INK</b> , Canon GI-790, magenta	<b>25</b>	<b>bottle</b>		

18.	<b>INK</b> , Canon GI-790, yellow	<b>25</b>	<b>bottle</b>		
19.	<b>INK</b> , Epson 003, L3110/L3150/L3250, Black	<b>160</b>	<b>bottle</b>		
20.	<b>INK</b> , Epson 003, L3110/L3150/L3250, Cyan	<b>105</b>	<b>bottle</b>		
21.	<b>INK</b> , Epson 003, L3110/L3150/L3250, Magenta	<b>105</b>	<b>bottle</b>		
22.	<b>INK</b> , Epson 003, L3110/L3150/L3250, Yellow	<b>105</b>	<b>bottle</b>		
23.	<b>INK</b> , Epson 005, black, 120ml	<b>5</b>	<b>bottle</b>		
24.	<b>INK</b> , Epson 664, black	<b>48</b>	<b>bottle</b>		
25.	<b>INK</b> , Epson 664, cyan	<b>30</b>	<b>bottle</b>		
26.	<b>INK</b> , Epson 664, magenta	<b>30</b>	<b>bottle</b>		
27.	<b>INK</b> , Epson 664, yellow	<b>30</b>	<b>bottle</b>		
28.	<b>INK</b> , HP 515, GT53/52, 4-color per set (black, cyan, magenta, yellow)	<b>4</b>	<b>set</b>		
29.	<b>INK</b> , HP smart tank 615, black	<b>12</b>	<b>bottle</b>		
30.	<b>INK</b> , HP smart tank 615, cyan	<b>12</b>	<b>bottle</b>		
31.	<b>INK</b> , HP smart tank 615, magenta	<b>12</b>	<b>bottle</b>		
32.	<b>INK</b> , HP smart tank 615, yellow	<b>12</b>	<b>bottle</b>		
33.	<b>TONER CARTRIDGE</b> , HP LaserJet, 81A / M605	<b>20</b>	<b>cart</b>		
34.	<b>TONER CARTRIDGE</b> , Brother printer DCP-L2550DW (TN-2480)	<b>36</b>	<b>cart</b>		
35.	<b>TONER CARTRIDGE</b> , Brother TN-456 Black, high-yield	<b>30</b>	<b>cart</b>		
36.	<b>TONER CARTRIDGE</b> , Brother TN-456 Cyan, high-yield	<b>30</b>	<b>cart</b>		
37.	<b>TONER CARTRIDGE</b> , Brother TN-456 Magenta, high-yield	<b>30</b>	<b>cart</b>		
38.	<b>TONER CARTRIDGE</b> , Brother TN-456 Yellow, high-yield	<b>30</b>	<b>cart</b>		
39.	<b>TONER CARTRIDGE</b> , Canon MF240 / Canon 303	<b>25</b>	<b>cart</b>		
40.	<b>TONER CARTRIDGE</b> , HP 287A	<b>30</b>	<b>cart</b>		
41.	<b>TONER CARTRIDGE</b> , HP LaserJet MFP M236DW, HP 136A	<b>170</b>	<b>cart</b>		
42.	<b>TONER CARTRIDGE</b> , HP LaserJet MFP137 FNW, HP 107A	<b>100</b>	<b>cart</b>		
43.	<b>TONER CARTRIDGE</b> , HP LaserJet pro MFP M225DN, black, 83A	<b>16</b>	<b>cart</b>		
44.	<b>TONER CARTRIDGE</b> , NPG - 67, black	<b>10</b>	<b>cart</b>		
45.	<b>TONER CARTRIDGE</b> , NPG - 67, cyan	<b>5</b>	<b>cart</b>		
46.	<b>TONER CARTRIDGE</b> , NPG - 67, magenta	<b>5</b>	<b>cart</b>		

47.	TONER CARTRIDGE, NPG - 67, yellow	5	cart		
48.	TONER CARTRIDGE, HP Laserjet pro MFP M283, black	75	cart		
49.	TONER CARTRIDGE, HP Laserjet pro MFP M283, cyan	20	cart		
50.	TONER CARTRIDGE, HP Laserjet pro MFP M283, yellow	20	cart		
51.	TONER CARTRIDGE, HP Laserjet pro MFP M283, magenta	20	cart		
52.	TONER CARTRIDGE, Canon T06 Black	10	cart		
53.	TONER CARTRIDGE, Samsung M2070F (D111S)	12	cart		
54.	TONER CARTRIDGE, Y9522, Brother DCP-L2540DW, TN-660, TN-2380, TN-2360	127	piece		
<b>BID PRICE (IN FIGURES)</b>					

**BID PRICE (IN WORDS)** \_\_\_\_\_

\_\_\_\_\_.

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Very truly yours,

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Name of Company / Bidder

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Name/Signature of Authorized Representative