



MUNICIPALITY OF SANTA FE, ROMBLON

PHILIPPINE BIDDING DOCUMENTS

for the

**PROCUREMENT OF OFFICE
SUPPLIES AND OTHER SUPPLIES &
MATERIALS (LOT 1-19)**

Date of Public Bidding: March 2, 2022, 1:30 P.M.

Sixth Edition
July 2020

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Glossary of Acronyms, Terms, and Abbreviations

ABC –Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[j])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project–Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC –Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I.

Invitation to Bid



Republic of the Philippines
Province of Romblon
MUNICIPALITY OF SANTA FE
-oOo-

THE BIDS AND AWARDS COMMITTEE

**INVITATION TO BID FOR THE
PROCUREMENT OF OFFICE SUPPLIES AND OTHER SUPPLIES & MATERIALS
(LOT 1-19)**

1. The **Municipal Government of Santa Fe, Romblon**, through the **General Fund 2022¹** intends to apply the sum of **Nine Hundred Twenty Two Thousand Nine Hundred Fifty Five Pesos & 98/100 (Php922,955.98)** being the **Approved Budget for the Contract (ABC)** to payments under the contract for **“Procurement of Office Supplies and Other Supplies & Materials (Lot 1-19) (ITB No. 2022-028)”**. Bids received in excess of the ABC shall be automatically rejected at bid opening. **Bidders may participate for any one or all lots.**

LOT NO.	NAME OF PROJECT	ABC
Lot 1	Office Supplies (Mayor’s Office)	P 100,770.96
Lot 2	Office Supplies (SB)	P 59,390.00
Lot 3	Office Supplies (MDRRMO)	P 49,900.00
Lot 4	Office Supplies (Engineering)	P 35,000.00
Lot 5	Office Supplies (Assessor)	P 25,000.00
Lot 6	Office Supplies (MAO)	P 39,991.60
Lot 7	Office Supplies (MTO)	P 62,540.00
Lot 8	Office Supplies (Accounting)	P 42,000.00
Lot 9	Office Supplies (HRMO)	P 19,999.00
Lot 10	Office Supplies (PESO)	P 9,985.90
Lot 11	Office Supplies (MBO)	P 29,277.00
Lot 12	Office Supplies (MSWDO)	P 49,859.00
Lot 13	Office Supplies (BAC)	P 80,000.00
Lot 14	Office Supplies (COA)	P 70,000.00
Lot 15	Office Supplies (BFP)	P 29,982.52
Lot 16	Office Supplies (MHO)	P 100,000.00
Lot 17	Office Supplies (MNAO)	P 70,000.00
Lot 18	Office Supplies (OSCA)	P 29,260.00
Lot 19	Other Supplies & Materials (MCR)	P 20,000.00

2. The **Municipal Government of Santa Fe, Romblon** now invites bids for the above Procurement Project. Delivery of Goods is required **thirty (30) working days after the receipt of the Notice to Proceed of the Winning Bidder**. Bidders should have completed, within the last three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

¹ In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of LGUs, the Budget for the contract approved by the respective Sanggunian. (Section 5(a), R.A. 9184)

3. 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.

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.

4. Prospective Bidders may obtain further information from **Municipal Government of Santa Fe** and inspect the Bidding Documents at the address given below during **8:00 am to 5:00 pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **February 9, 2022 to March 2, 2022** from the given address and website below and upon payment of applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **One Thousand Pesos (P1,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be presented in person.

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.

6. The **Municipal Government of Santa Fe, Romblon** will hold a *Pre-Bid Conference* on **February 17, 2022 at 1:30 P.M.** at the Municipal Hall-Poblacion, Santa Fe, Romblon, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through either (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before **March 2, 2022 at 1:30 P.M.** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **March 2, 2022 at 1:30 P.M.** at the given address below. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
10. The Municipal Government of Santa Fe, Romblon 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 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

ENGR. CHARLIE T. ANDRES JR.
Municipal Agriculturist/LGU-BAC Chairperson
Municipality of Santa Fe
Province of Romblon
*Telephone No. **0918-639-0508***
*Email Address: **stafempdc@gmail.com***

12. You may visit the website listed below:

For downloading of Bidding Documents: <http://www.staferomblon.gov.ph>

A handwritten signature in black ink, appearing to read 'charlie' in a cursive style.

CHARLIE T. ANDRES, JR.
LGU-BAC Chairperson

Section II.

Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Municipal Government of Santa Fe, Romblon** wishes to receive Bids for the **Procurement of Office Supplies and Other Supplies & Materials (Lot 1-19)**, with identification number **ITB No. 2022-028**

The Procurement Project (referred to herein as "Project") is composed of nineteen (19) lots, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **General Fund 2022** in the amount of **Nine Hundred Twenty Two Thousand Nine Hundred Fifty Five Pesos & 98/100 (P 922, 955.98)**.

2.2. The source of funding is:

LGU Annual Budget 2022, as approved by the Sanggunian.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

The Procuring Entity has prescribed that subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on February 17, 2022 at 1:30 P.M. and either at its physical address, at Municipal Hall – Poblacion, Santa Fe, Romblon as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within the last *three years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB

Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid within 120 Calendar Days from the Bid Opening. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

In addition, each bidder shall submit two (2) additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

The Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. Interested bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.2. 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 System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III.

Bid Data Sheet

Bid Data Sheet

ITB Clause																																									
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. <i>Sale and delivery of similar items stated in the Technical Specifications' section of this Bidding Documents.</i> b. completed within three (3) years prior to the deadline for the submission and receipt of bids. c. Prospective bidder need to submit one SLCC per lot <p>Note: Use the prescribed forms for the Statement of SLCC and Statement of All Ongoing and Private Contracts provided in this Bidding Documents. Using other forms not prescribed in this bidding documents is ground for disqualification of bids.</p>																																								
7.1	<i>Subcontracting is not allowed.</i>																																								
12	The price of the Goods shall be quoted DDP <i>Municipal Government of Santa Fe – Poblacion, Santa Fe, Romblon</i> inclusive of applicable taxes and freight charges 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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">BID SECURITY</th> <th style="width: 25%;">Cash or Cashier's/ Manager's Check</th> <th style="width: 25%;">Bank Draft/Guarantee</th> <th style="width: 35%;">Surety Bond</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Lot 1</td> <td style="text-align: center;">P 2,015.42</td> <td style="text-align: center;">P 2,015.42</td> <td style="text-align: center;">P 5,038.55</td> </tr> <tr> <td style="text-align: center;">Lot 2</td> <td style="text-align: center;">P 1,187.80</td> <td style="text-align: center;">P 1,187.80</td> <td style="text-align: center;">P 2,969.50</td> </tr> <tr> <td style="text-align: center;">Lot 3</td> <td style="text-align: center;">P 998.00</td> <td style="text-align: center;">P 998.00</td> <td style="text-align: center;">P 2,495.00</td> </tr> <tr> <td style="text-align: center;">Lot 4</td> <td style="text-align: center;">P 700.00</td> <td style="text-align: center;">P 700.00</td> <td style="text-align: center;">P 1,750.00</td> </tr> <tr> <td style="text-align: center;">Lot 5</td> <td style="text-align: center;">P 500.00</td> <td style="text-align: center;">P 500.00</td> <td style="text-align: center;">P 1,250.00</td> </tr> <tr> <td style="text-align: center;">Lot 6</td> <td style="text-align: center;">P 799.83</td> <td style="text-align: center;">P 799.83</td> <td style="text-align: center;">P 1,999.58</td> </tr> <tr> <td style="text-align: center;">Lot 7</td> <td style="text-align: center;">P 1,250.80</td> <td style="text-align: center;">P 1,250.80</td> <td style="text-align: center;">P 3,127.00</td> </tr> <tr> <td style="text-align: center;">Lot 8</td> <td style="text-align: center;">P 840.00</td> <td style="text-align: center;">P 840.00</td> <td style="text-align: center;">P 2,100.00</td> </tr> <tr> <td style="text-align: center;">Lot 9</td> <td style="text-align: center;">P 399.98</td> <td style="text-align: center;">P 399.98</td> <td style="text-align: center;">P 999.95</td> </tr> </tbody> </table>	BID SECURITY	Cash or Cashier's/ Manager's Check	Bank Draft/Guarantee	Surety Bond	Lot 1	P 2,015.42	P 2,015.42	P 5,038.55	Lot 2	P 1,187.80	P 1,187.80	P 2,969.50	Lot 3	P 998.00	P 998.00	P 2,495.00	Lot 4	P 700.00	P 700.00	P 1,750.00	Lot 5	P 500.00	P 500.00	P 1,250.00	Lot 6	P 799.83	P 799.83	P 1,999.58	Lot 7	P 1,250.80	P 1,250.80	P 3,127.00	Lot 8	P 840.00	P 840.00	P 2,100.00	Lot 9	P 399.98	P 399.98	P 999.95
BID SECURITY	Cash or Cashier's/ Manager's Check	Bank Draft/Guarantee	Surety Bond																																						
Lot 1	P 2,015.42	P 2,015.42	P 5,038.55																																						
Lot 2	P 1,187.80	P 1,187.80	P 2,969.50																																						
Lot 3	P 998.00	P 998.00	P 2,495.00																																						
Lot 4	P 700.00	P 700.00	P 1,750.00																																						
Lot 5	P 500.00	P 500.00	P 1,250.00																																						
Lot 6	P 799.83	P 799.83	P 1,999.58																																						
Lot 7	P 1,250.80	P 1,250.80	P 3,127.00																																						
Lot 8	P 840.00	P 840.00	P 2,100.00																																						
Lot 9	P 399.98	P 399.98	P 999.95																																						

	BID SECURITY	Cash or Cashier's/ Manager's Check	Bank Draft/Guarantee	Surety Bond																																																												
	Lot 10	P199.72	P199.72	P 499.30																																																												
	Lot 11	P 585.54	P 585.54	P 1,463.85																																																												
	Lot 12	P 997.18	P 997.18	P 2,492.95																																																												
	Lot 13	P 1,600.00	P 1,600.00	P 4,000.00																																																												
	Lot 14	P 1,400.00	P 1,400.00	P 3,500.00																																																												
	Lot 15	P 599.65	P 599.65	P 1,499.13																																																												
	Lot 16	P 2,000.00	P 2,000.00	P 5,000.00																																																												
	Lot 17	P 1,400.00	P 1,400.00	P 3,500.00																																																												
	Lot 18	P 585.20	P 585.20	P 1,463.00																																																												
	Lot 19	P 400.00	P 400.00	P 1,000.00																																																												
19.3	<p><i>The ABC for the project is Nine Hundred Twenty Two Thousand Nine Hundred Fifty Five Pesos & 98/100 (P 922, 955.98) broken into the following lots:</i></p> <table border="1"> <thead> <tr> <th>Lot No.</th> <th>Name of Project</th> <th>ABC</th> </tr> </thead> <tbody> <tr> <td>Lot 1</td> <td>Office Supplies (Mayor's Office)</td> <td>P 100,770.96</td> </tr> <tr> <td>Lot 2</td> <td>Office Supplies (SB)</td> <td>P 59,390.00</td> </tr> <tr> <td>Lot 3</td> <td>Office Supplies (MDRRMO)</td> <td>P 49,900.00</td> </tr> <tr> <td>Lot 4</td> <td>Office Supplies (Engineering)</td> <td>P 35,000.00</td> </tr> <tr> <td>Lot 5</td> <td>Office Supplies (Assessor)</td> <td>P 25,000.00</td> </tr> <tr> <td>Lot 6</td> <td>Office Supplies (MAO)</td> <td>P 39,991.60</td> </tr> <tr> <td>Lot 7</td> <td>Office Supplies (MTO)</td> <td>P 62,540.00</td> </tr> <tr> <td>Lot 8</td> <td>Office Supplies (Accounting)</td> <td>P 42,000.00</td> </tr> <tr> <td>Lot 9</td> <td>Office Supplies (HRMO)</td> <td>P 19,999.00</td> </tr> <tr> <td>Lot 10</td> <td>Office Supplies (PESO)</td> <td>P 9,985.90</td> </tr> <tr> <td>Lot 11</td> <td>Office Supplies (MBO)</td> <td>P 29,277.00</td> </tr> <tr> <td>Lot 12</td> <td>Office Supplies (MSWDO)</td> <td>P 49,859.00</td> </tr> <tr> <td>Lot 13</td> <td>Office Supplies (BAC)</td> <td>P 80,000.00</td> </tr> <tr> <td>Lot 14</td> <td>Office Supplies (COA)</td> <td>P 70,000.00</td> </tr> <tr> <td>Lot 15</td> <td>Office Supplies (BFP)</td> <td>P 29,982.52</td> </tr> <tr> <td>Lot 16</td> <td>Office Supplies (MHO)</td> <td>P 100,000.00</td> </tr> <tr> <td>Lot 17</td> <td>Office Supplies (MNAO)</td> <td>P 70,000.00</td> </tr> <tr> <td>Lot 18</td> <td>Office Supplies (OSCA)</td> <td>P 29,260.00</td> </tr> <tr> <td>Lot 19</td> <td>Other Supplies & Materials (MCR)</td> <td>P 20,000.00</td> </tr> </tbody> </table>				Lot No.	Name of Project	ABC	Lot 1	Office Supplies (Mayor's Office)	P 100,770.96	Lot 2	Office Supplies (SB)	P 59,390.00	Lot 3	Office Supplies (MDRRMO)	P 49,900.00	Lot 4	Office Supplies (Engineering)	P 35,000.00	Lot 5	Office Supplies (Assessor)	P 25,000.00	Lot 6	Office Supplies (MAO)	P 39,991.60	Lot 7	Office Supplies (MTO)	P 62,540.00	Lot 8	Office Supplies (Accounting)	P 42,000.00	Lot 9	Office Supplies (HRMO)	P 19,999.00	Lot 10	Office Supplies (PESO)	P 9,985.90	Lot 11	Office Supplies (MBO)	P 29,277.00	Lot 12	Office Supplies (MSWDO)	P 49,859.00	Lot 13	Office Supplies (BAC)	P 80,000.00	Lot 14	Office Supplies (COA)	P 70,000.00	Lot 15	Office Supplies (BFP)	P 29,982.52	Lot 16	Office Supplies (MHO)	P 100,000.00	Lot 17	Office Supplies (MNAO)	P 70,000.00	Lot 18	Office Supplies (OSCA)	P 29,260.00	Lot 19	Other Supplies & Materials (MCR)	P 20,000.00
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20.2	<p><i>Latest income tax and business tax return filed and paid through the BIR Electronic and Payment System. Likewise, updated Tax Clearance and PhilGEPS Registration are required if those documents already expires during the conduct of post-qualification but not during the submission and opening of bids.</i></p>																																																															
21.2	None																																																															

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <i>on project site at Municipal Hall-Poblacion, Santa Fe, Romblon</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <p>(i) Original and three (3) copies of the Supplier’s Invoice showing Goods’, description, quantity, unit price and total amount;</p> <p>(ii) Original and three (3) copies of delivery receipt</p> <p>For purpose of this Clause the Procuring Entity’s Representative at the Project Site are Ms. Ruth V. Gallos and Mr. Val S. Victoriano.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. <i>[Specify additional incidental service requirements, as needed.]</i>

	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> 1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and 2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p>

	<p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <ul style="list-style-type: none"> Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>
	<p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>

2.2	Partial payment is not allowed.
4	The inspections and tests that will be conducted are actual inspection and testing of the goods delivered.

Section VI. Schedule of Requirements

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot 1 – Office Supplies (Mayor's Office)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Air Freshener, aerosol type, spray, 320 ml	6 bottle	6 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
2	Adhesive Tape 12mm x 10m	8 roll	8 roll	
3	Ballpen Ordinary Black, 25/s	15 box	15 box	
4	Battery AAA, 2 pieces per pack	2 pack	2 pack	
5	Battery AA 2 pieces per pack	2 pack	2 pack	
6	Broom, soft, tambo	4 pieces	4 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
7	Broom, Stick, ting-ting	10 pieces	10 pieces	
8	Cleaner, toilet and urinal 1000ml	3 bottle	3 bottle	
9	Clear book, legal	5 piece	5 piece	
10	Clip, backfold, 25mm	5 box	5 box	
11	Clip, backfold, 32mm	5 box	5 box	Within 30 working days upon supplier's receipt of Notice to Proceed
12	Clip, backfold, 50mm	10 box	10 box	
13	Correction Tape, good quality, 5mm x 8mm	20 pieces	20 pieces	
14	Data File Box legal (Magazine File Box)	20 pieces	20 pieces	
15	Detergent Powder 47-60grams/sachet	6 dozen	6 dozen	
16	Doormat, cloth	5 pieces	5 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
17	DTR CSC Form No.48	40 pad	40 pad	
18	Dust Pan, non-rigid plastic	5 piece	5 piece	
19	Dry Seal, desktop dry seal, machine engraved, stainless, pocket type	1 piece	1 piece	
20	Folder with tab legal	15 dozen	15 dozen	
21	Folder with tab A4	36 dozen	36 dozen	Within 30 working days upon supplier's receipt of Notice to Proceed
22	Flash Drive, 32GB	4 pieces	4 pieces	
23	Glue, all purpose, 130grams	5 bottle	5 bottle	
24	INK CART, CANON CL-811, Colored	6 cart	6 cart	
25	INK CART, CANON PG-810, Black	8 cart	8 cart	
26	Canon Ink Yellow, 100ml	2 bottle	2 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
27	Canon Ink Black, 100ml	4 bottle	4 bottle	
28	Canon Ink Magenta, 100ml	2 bottle	2 bottle	
29	Canon Ink Cyan, 100ml	2 bottle	2 bottle	
30	Epson Ink 003 Yellow, 100ml	3 bottle	3 bottle	
31	Epson Ink 003 Black, 100ml	3 bottle	3 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
32	Epson Ink 003 Magenta, 100ml	3 bottle	3 bottle	
33	Epson Ink 003 Cyan, 100ml	3 bottle	3 bottle	
34	Epson Ink 664 Yellow, 100ml	4 bottle	4 bottle	
35	Epson Ink 664 Black, 100ml	4 bottle	4 bottle	
36	Epson Ink 664 Magenta, 100ml	4 bottle	4 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
37	Epson Ink 664 Cyan, 100ml	4 bottle	4 bottle	
38	Expanded Folder, legal	48 pieces	48 pieces	
39	Insecticide, aerosol type, 500ml	2 cans	2 cans	

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
40	Liquid Hand Sanitizer, 500ml	3 bottle	3 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
41	Manila Paper	15 pieces	15 pieces	
42	Marker, permanent, black, bullet type, refillable	2 piece	2 piece	
43	Mouse, Optical USB connection type	2 unit	2 unit	
44	Neon Paper assorted color	3 ream	3 ream	
45	Note Pad, stick on, 76mm x 100mm (3"x4")	3 pad	3 pad	
46	Paper Clip, vinyl/plastic coated, 50mm	15 box	15 box	Within 30 working days upon supplier's receipt of Notice to Proceed
47	Paper, Multi-purpose, A4, 70 gsm	80 ream	80 ream	
48	Paper, Multi-purpose, legal, 70 gsm	30 ream	30 ream	
49	Paper Fastener, plastic coated	10 box	10 box	
50	Pentelpen Ink Refill	2 bottle	2 bottle	
51	Pencil, lead, with eraser	4 box	4 box	Within 30 working days upon supplier's receipt of Notice to Proceed
52	PHILIPPINE NATIONAL FLAG	8 piece	8 piece	
53	PHILIPPINE NATIONAL FLAGLETS (40x27cm)	10 piece	10 piece	
54	Sign Pen 0.5mm needle tip, black	3 piece	3 piece	
55	Sticker Paper, matte, A4	15 sheets	15 sheets	
56	Puncher 2 holes (big)	1 piece	1 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
57	Record Book, 300 pages, sizes: 214mm x 278mm min	10 piece	10 piece	
58	Ruler, plastic 450mm	3 piece	3 piece	
59	Scissors, symmetrical medium size	2 pair	2 pair	
60	Stamp Pad, felt	2 piece	2 piece	
61	Stapler Standard	3 piece	3 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
62	Staple Wire, standard	10 box	10 box	
63	Tape Dispenser	2 pcs	2 pcs	
64	Tape, transparent, 24mm	18 roll	18 roll	
65	Toilet Tissue Paper, 2-ply, 100% recycled, 9 roll/pack	10 pack	10 pack	
66	Trash Bin (big)	2 piece	2 piece	

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over printed name

Date

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot 2– Office Supplies (SB)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Multi Insect Spray Odorless 500 ml	3 bottle	3 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
2	Isopropyl Alcohol 70 %	5 gallon	5 gallon	
3	Air Freshener, Spray 320 ml Lemon Scent	6 can	6 can	
4	Bond Paper, Multi-Purpose, A4 subs 20/70 gsm	35 ream	35 ream	
5	Bond Paper, Multi- Purpose, Legal subs 20/70 gsm	35 ream	35 ream	
6	Charger for Rechargeable Battery AA with free (4) Battery AA	3 piece	3 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
7	Rechargeable Battery AA x 2/pack	12 piece	12 piece	
8	Bath Soap, White, Antibacterial, 135g	6 piece	6 piece	
9	Notepad, stick-on, 50mmx76mm (2"x3")	10 pad	10 pad	
10	Thick Soft Broom, Good Quality	3 piece	3 piece	
11	Tissue, 2 ply, 150 Pulls, 9 rolls/pack	5 pack	5 pack	Within 30 working days upon supplier's receipt of Notice to Proceed
12	Paper Clip, vinyl, plastic coated, 33mm	5 box	5 box	
13	Paper Clip, vinyl, plastic coated, 50mm	5 box	5 box	
14	Ballpen, 0.5 ballpoint, Smooth, Black, 12s	5 box	5 box	
15	Sign Pen, Good Kind	50 piece	50 piece	
16	Picture Frame (Long)	3 piece	3 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
17	Picture Frame (short)	3 piece	3 piece	
18	Extension Wire, Heavy Duty 10M, 4 gangs	2 piece	2 piece	
19	HDMI Cable, 15 meters, Heavy Duty	1 piece	1 piece	
20	Universal Ink, Black	5 bottle	5 bottle	
21	Detergent, Powder, with Fabric Conditioner, 2kg	2 pack	2 pack	Within 30 working days upon supplier's receipt of Notice to Proceed
22	Brown Envelope, Long (Ordinary)	100 piece	100 piece	
23	White Glue, All Purpose, 130g	3 jar	3 jar	
24	Staple Wire No.35	10 box	10 box	
25	Dishwashing Liquid, Antibac, 1 Liter	3 bottle	3 bottle	
26	Scissors, Heavy Duty, Big	2 piece	2 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
27	Colored Paper, Pastel Color, Assorted Color	2 ream	2 ream	
28	Spin Mop, Good Kind with free one (1) head mop	1 piece	1 piece	
29	Multi Glass Cleaner Spray 500 ml	2 bottle	2 bottle	
30	Philippine Flag	3 piece	3 piece	
31	Fabric Conditioner, Antibac, 25ml Sachet	12 dozen	12 dozen	Within 30 working days upon supplier's receipt of Notice to Proceed
32	Bleach, Color safe	3 gallon	3 gallon	
33	DTR, prescribed CSC Form No. 48, 5 per booklet	3 booklet	3 booklet	
34	Face Mask, Disposable, 3 ply with ear loop, 50's, black	3 box	3 box	
35	Permanent Marker, bullet point, refillable, black	1 box	1 box	
36	Ink Refill for permanent marker, black	1 bottle	1 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
37	Battery AA, 2pcs./pack	5 pack	5 pack	
38	Battery AAA, 2pcs./pack	10 pack	10 pack	
39	Fastener, plastic, 7 cm, 50's	10 box	10 box	
40	Folder with Tab, A4, Ordinary, white	10 dozen	10 dozen	

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
41	Folder with Tab, Legal, Ordinary, white	10 dozen	10 dozen	Within 30 working days upon supplier's receipt of Notice to Proceed
42	Clip, backfold, 32mm	5 box	5 box	
43	Clip, backfold, 50mm	5 box	5 box	
44	Wall Clock, Good Quality	3 unit	3 unit	
45	Toilet Bowl Cleaner, 1 Liter	5 bottle	5 bottle	
46	Yellow Paper, 5 pads/ream	10 ream	10 ream	
47	Record Book, 500 pages	3 piece	3 piece	

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over printed name

Date

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot 3– Office Supplies (MDRRMO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Bond Paper A4, Substance 20	10 reams	10 reams	Within 30 working days upon supplier's receipt of Notice to Proceed
2	Air Freshener Aerosol Type	5 can	5 can	
3	Clip, BACKGOLD, 19mm	5 box	5 box	
4	Clip, BACKGOLD, 50mm	5 box	5 box	
5	DISINFECTANT SPRAY, AEROSOL TYPE (18oz)	3 can	3 can	
6	TOILET BOWL CLEANER, liquid, 1000ml	3 bottle	3 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
7	FURNITURE CLEANER AEROSOL TYPE	3 can	3 can	
8	FLASH DRIVE, 16 GB	5 pieces	5 pieces	
9	KEY CHAINS (Ordinary)	15 pieces	15 pieces	
10	MAGAZINE FILE BOX, LARGE	15 pieces	15 pieces	
11	STAPLE WIRE REMOVER, STANDARD	5 pieces	5 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
12	TONER CART, HP CE285A (HP85A), BLACK	4 cart	4 cart	
13	EPSON INK REFILL 664, 70ml-BLACK	10 bottle	10 bottle	
14	EPSON INK REFILL 664, 70ml-CYAN	5 bottle	5 bottle	
15	EPSON INK REFILL 664, 70ml- MAGENTA	5 bottle	5 bottle	
16	EPSON INK REFILL 664, 70ml -YELLOW	5 bottle	5 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
17	SIGN PEN (Black)	12 pieces	12 pieces	
18	Staple Wire No. 35(26/6)	5 box	5 box	
19	FASTENER (Aluminum)	5 box	5 box	
20	DOUBLE SIDED TAPE (Big size)	5 pieces	5 pieces	
21	STICKER PAPER (A4) WHITE	3 pack	3 pack	Within 30 working days upon supplier's receipt of Notice to Proceed
22	PHOTO PAPER (A4)	3 pack	3 pack	
23	SPECIALTY BOARD (A4 SIZE) WHITE	5 pack	5 pack	
24	SPECIALTY BOARD (LEGAL SIZE) WHITE	5 pack	5 pack	
25	TISSUE PAPER (DOUBLE PLY)	20 roll	20 roll	

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Schedule of Requirements

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Lot 4– Office Supplies (Engineering)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Paper, Multi-copy, 80 gsm., (Legal)	32 reams	32 reams	Within 30 working days upon supplier's receipt of Notice to Proceed
2	Paper, Multi-copy, 80 gsm., (A4)	9 reams	9 reams	
3	Air Freshener, spray, 320ml	6 bottles	6 bottles	
4	Tape, Transparent 24mm. big	6 rolls	6 rolls	
5	Toner HP Laser Jet P1102	3 pcs.	3 pcs.	
6	Stamp Pad ink 30ml (violet)	5 pcs.	5 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
7	Alcohol, ethyl, 70% solution, 500ml	5 bottles	5 bottles	
8	Correction Tape, 5mmx8mm	10 pcs.	10 pcs.	
9	Sign Pen, Black Liquid/gel Ink, 0.5mm needle tip	10 pcs.	10 pcs.	
10	Toner MP2014H	1 pcs.	1 pcs.	
11	EPSON L120 Ink, Yellow, 100 ml	2 pcs.	2 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
12	EPSON L120 Ink, Cyan, 100 ml	2 pcs.	2 pcs.	
13	EPSON L120 Ink, Magenta, 100 ml	2 pcs.	2 pcs.	
14	EPSON L120 Ink, Black, 100ml	2 pcs.	2 pcs.	
15	2-in-1 OTG Flash Drive 1TB	3 pcs.	3 pcs.	
16	Walis Tambo	2 pcs.	2 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
17	Daily Time Record, Prescribed CSC Form No. 48	15 pads	15 pads	

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Schedule of Requirements

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Lot 5– Office Supplies (Assessor)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Epson Ink 003, Black	3 bottles	3 bottles	Within 30 working days upon supplier's receipt of Notice to Proceed
2	Epson Ink 003, Yellow	1 bottle	1 bottle	
3	Epson Ink 003, Magenta	1 bottle	1 bottle	
4	Epson Ink 003, Cyan	1 bottle	1 bottle	
5	Toner Cart, HP CE285A (HP85A), black	3 carts	3 carts	
6	Rice cooker, non. - stick, 1L, 5 cups	1 unit	1 unit	Within 30 working days upon supplier's receipt of Notice to Proceed
7	Fabric Conditioner, premium parfum (assorted), 20ml	6 dozens	6 dozens	
8	Pencil No.2, yellow, with black lead	1 box	1 box	
9	Self-inking Date Stamp S-402, (received)	1 box	1 box	
10	Mesh Desk Organizer, Oval Black	1 piece	1 piece	
11	Cleaner Squeegee for Mirror	1 piece	1 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
12	Power Clean Glass Cleaner	1 gallon	1 gallon	
13	Folder 14PTS, white, legal	5 dozens	5 dozens	
14	Brown Envelope, Short	5 dozens	5 dozens	
15	Finger Rubber Anti-slip Tool Protector Thimble (blue)	1 set	1 set	
16	Mop With Spinner Bucket Map Cleaning Floor Equipment Smart Squeeze	1 piece	1 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
17	Trash Can with SWING COVER PLASTIC 50L (Black)	1 piece	1 piece	
18	Plain Green, ring curtain, 3in1 Set	1 set	1 set	Within 30 working days upon supplier's receipt of Notice to Proceed
19	Plain Pantone, ring curtain, 3in1 Set	1 set	1 set	
20	Paper, multi -purpose, A4, 70 gsm	2 reams	2 reams	
21	Bond Paper, ultra white, subs 20/70 gsm, letter	2 reams	2 reams	

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Lot 6– Office Supplies (MAO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Adhesive Tape, 12mmx10m	10 roll	10 roll	Within 30 working days upon supplier's receipt of Notice to Proceed
2	Air Freshener, spray, 320ml	10 bottle	10 bottle	
3	Air Humidifier, aroma, essential oil, ultrasonic cool mist	1 unit	1 unit	
4	Alcohol, ethyl, 70% solution, 500ml	15 bottle	15 bottle	
5	Ballpen, black, 25's	6 box	6 box	Within 30 working days upon supplier's receipt of Notice to Proceed
6	Bond Paper, hard copy, S-20, A4	6 ream	6 ream	
7	Bond Paper, hard copy, S-20, long (8.5x13)	6 ream	6 ream	
8	Bond Paper, hard copy, S-20, short (8.5x11)	6 ream	6 ream	
9	Broom, soft, Tambo (thick)	4 pc	4 pc	
10	Brown Envelope, short	5 dozen	5 dozen	Within 30 working days upon supplier's receipt of Notice to Proceed
11	Canon Printer Ink, 70ml, black	3 bottle	3 bottle	
12	Canon Printer Ink, 70ml, cyan	2 bottle	2 bottle	
13	Canon Printer Ink, 70ml, magenta	2 bottle	2 bottle	
14	Canon Printer Ink, 70ml, yellow	2 bottle	2 bottle	
15	Data File Box./Magazine Box, legal	3 pc	3 pc	Within 30 working days upon supplier's receipt of Notice to Proceed
16	Dishwashing Liquid, 790ml	3 bottle	3 bottle	
17	DTR, Civil Service Form No. 48	10 pad	10 pad	
18	External Hard Drive, 1 TB, 2.5"HDD, USB 3.0	1 unit	1 unit	
19	Envelope, legal size, plastic	5 dozen	5 dozen	
20	Envelope, legal size, plastic, with holder	10 pc	10 pc	Within 30 working days upon supplier's receipt of Notice to Proceed
21	Epson Ink 001, black, 70ml	5 bottle	5 bottle	
22	Epson Ink 001, Yellow,70ml	3 bottle	3 bottle	
23	Epson Ink 001, Magenta, 70ml	3 bottle	3 bottle	
24	Epson Ink 001, cyan, 70ml	3 bottle	3 bottle	
25	Epson Ink 003, black, 70ml	5 bottle	5 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
26	Epson Ink 003, Yellow,70ml	2 bottle	2 bottle	
27	Epson Ink 003, Magenta, 70ml	2 bottle	2 bottle	
28	Epson Ink 003, cyan, 70ml	2 bottle	2 bottle	
29	Eraser, rubber, white, large, dust free	10 pc	10 pc	
30	Flash Drive, 32 GB, OTG	6 pc	6 pc	Within 30 working days upon supplier's receipt of Notice to Proceed
31	Highlighter	10 pc	10 pc	
32	Liquid Hand Sanitizer, 500ml	4 bottle	4 bottle	
33	Note Pad, stick-on, 50mmx76mm(2"x3")	4 pad	4 pad	
34	Note Pad, stick-on, 76mmx100mm(3"x4")	2 pad	2 pad	
35	Scotch Tape, 1" big	11 roll	11 roll	Within 30 working days upon supplier's receipt of Notice to Proceed
36	Surgical Face Mask, disposable, 3-ply, 50pcs/box, FDA Approved	10 box	10 box	
37	Tape, packaging, 4"	6 roll	6 roll	

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
38	Tape, masking, 1"	6 roll	6 roll	Within 30 working days upon supplier's receipt of Notice to Proceed
39	Toilet Tissue Paper,	8 pack	8 pack	

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Lot 7 – Office Supplies (MTO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Alcohol, ethyl, 70 % sol., 70 % 500ml	24 bottle	24 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
2	Anti-virus internet security, 5 users	1 pc	1 pc	
3	Ballpen, Black, 25's	12 box	12 box	
4	Battery, heavy duty, AA, 2pcs. Per blister	12 pack	12 pack	
5	Bond Paper, hard copy, subs 20, legal	40 ream	40 ream	
6	Bond Paper, hard copy, subs 20, A4	30 ream	30 ream	Within 30 working days upon supplier's receipt of Notice to Proceed
7	Brother Ink, BT60BK, genuine	2 bottle	2 bottle	
8	Brother Ink, BT5000M, genuine	1 bottle	1 bottle	
9	Brother Ink, BT5000C, genuine	1 bottle	1 bottle	
10	Brother Ink, BT5000Y, genuine	1 bottle	1 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
11	Cleaner, Toilet Bowl & Urinal, 100ml	1 bottle	1 bottle	
12	Correction Tape, good quality, 5mmx8mm	48 pcs.	48 pcs.	
13	Detergent powder, all purpose, 1kg per plastic pouch	6 doz	6 doz	
14	DTR, Civil Service Form No. 48	10 pad	10 pad	
15	Epson Ink T6641, 100ml black, genuine	2 bottle	2 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed
16	Epson Ink T6641, 100ml yellow, genuine	1 bottle	1 bottle	
17	Epson Ink T6641, 100ml cyan, genuine	1 bottle	1 bottle	
18	Epson Ink T6641, 100ml magenta, genuine	1 bottle	1 bottle	
19	Fabric Conditioner, 20-40ml/sachet	6 doz	6 doz	
20	Fastener, plastic, 7cm, 50/box	6 box	6 box	Within 30 working days upon supplier's receipt of Notice to Proceed
21	Flash Drive, 32 GB capacity, OTG type	1 pc	1 pc	
22	HP Original Laser Jet Toner Cartridge, CE285AC,genuine	2 cart	2 cart	
23	HP Desk Jet Ink Cartridge, 682, black, genuine	1 cart	1 cart	
24	HP Desk Jet Ink Cartridge, 682, tricolor, genuine	1 cart	1 cart	
25	Mailing Envelope, white long	1 box	1 box	Within 30 working days upon supplier's receipt of Notice to Proceed
26	Gallon, round container, with cover, 18.9 ltrs.	1 pc	1 pc	
27	Gel pen, 0.5mm, black	20 pc	20 pc	
28	Multi-Insect Killer Spray, 500ml	2 can	2 can	
29	Scotch Tape, 1", big	6 pc	6 pc	
30	Stapler, standard with remover, heavy duty #35	3 box	3 box	Within 30 working days upon supplier's receipt of Notice to Proceed
31	Surgical Face Mask, disposable, FDA approved, 3 ply, 50 pcs/box	12 box	12 box	
32	Tape, packaging, 48mm	6 pc	6 pc	
33	Trash Bag, small, 15pcs.	10 roll	10 roll	
34	Trash Bag, XL, 10pcs.	5 roll	5 roll	
35	Toilet Tissue paper, 2-ply sheet, 150 pulls, 12 rolls in a pack	6 doz	6 doz	Within 30 working days upon supplier's receipt of Notice to Proceed
36	Toilet Bowl Cleaner, 1000ml	3 bottle	3 bottle	
37	Toner, INEO 165, genuine	1 cart	1 cart	
38	TV Rock, good quality	1 pc	1 pc	
39	Window Glass Cleaner, 1000ml	1 bottle	1 bottle	Within 30 working days upon supplier's receipt of Notice to Proceed

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Schedule of Requirements

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Lot 8 – Office Supplies (Accounting)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Bond Paper, Substance 20/70gsm, Ultra White, A4	10 reams	10 reams	Within 30 working days upon supplier's receipt of Notice to Proceed
2	Bond Paper, Substance 20/70gsm, Ultra White, Long (8.5"x13)	10 reams	10 reams	
3	Bond Paper, Substance 20/70gsm, Ultra White, Short (8.5"x11)	10 reams	10 reams	
4	Ballpen, retractable, 0.5mm, black (50pcs/tube)	1 tubes	1 tubes	
5	Ruler, 12 inches clear plastic, flexible, double beveled	2 pcs	2 pcs	
6	Expandable Envelop with Garter, Legal	2 dozens	2 dozens	Within 30 working days upon supplier's receipt of Notice to Proceed
7	Push Pins, colored (100pcs)	1 box	1 box	
8	Received Date Stamp with stamp pad and ink	1 set	1 set	
9	Cork Board with aluminum Frame (2 x 3 ft)	1 pc	1 pc	
10	Flash Drive USB Rotatable U Disk, 64 GB	2 pcs.	2 pcs.	
11	Toner Cart, HP CE285A(HP854A), Black	5 cart	5 cart	Within 30 working days upon supplier's receipt of Notice to Proceed
12	Alcohol, Isopropyl, 70% solution, 500ml	10 bottles	10 bottles	
13	Detergent powder-1kg	4 packs	4 packs	
14	Air Revitalizer, Purifier and Humidifier (Eliminates odors, pollutants; coverage: 100 meters)	1 pc	1 pc	
15	Liquid Hand Sanitizer with moisturizer and Vit. E, 500ml	5 bottles	5 bottles	
16	Fabric Conditioner - 1000ml (Eternity concentrated)	3 bottles	3 bottles	Within 30 working days upon supplier's receipt of Notice to Proceed
17	Toilet Bowl Cleaner, Lemon scent	1 gallon	1 gallon	
18	Calculator, MS-12 standard, heavy duty, solar cell battery DC 1.5V	1 unit	1 unit	
19	Highlighter Pen, yellow green	3 pcs	3 pcs	
20	Doormat, Color: Gray	3 pcs	3 pcs	
21	Duo Roller Blinds Curtain (W: 100cm, L: 160cm), Gray	2 sets	2 sets	

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Schedule of Requirements

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Lot 9 – Office Supplies (HRMO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Alcohol, ethyl, 70% solution, 500ml	15 pcs	15 pcs	Within 30 working days upon supplier's receipt of Notice to Proceed
2	Bond Paper, hard copy, substance 20, A4	20 ream	20 ream	
3	Epson Ink # 6641, 100ml, black	5 bottle	5 bottle	
4	Brother Ink for DCP-T710W, BT-D60, black	5 bottle	5 bottle	
5	Arch File Horizontal with Tagila Lock, size 3x9x15.5	5 pcs	5 pcs	
6	Data File Box/ Magazines File Box, legal	5 box	5 box	Within 30 working days upon supplier's receipt of Notice to Proceed
7	DTR, Civil Service Form No. 48	15 pack	15 pack	
8	Vellum Board, legal	4 pack	4 pack	
9	Toilet Tissue Paper, 2 ply, 9 roll/pack	15 pack	15 pack	
10	Expanded Folder, green, legal	20 pcs	20 pcs	Within 30 working days upon supplier's receipt of Notice to Proceed
11	Ballpen, Faber Castell, black	60 pcs	60 pcs	
12	Surgical Face Mask, disposable, 3 ply, 50pcs/box, black, blue	3 box	3 box	
13	Highlighter, green	2 pc	2 pc	

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Lot 10 – Office Supplies (PESO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Record Book, 500 pages	3 pcs	3 pcs	Within 30 working days upon supplier's receipt of Notice to Proceed
2	Rags, cotton	6 pcs	6 pcs	
3	Correction Tape, good quality	6 pcs	6 pcs	
4	Air Freshener, glade, bottle, 320g	3 bottle	3 bottle	
5	Water Container, round, 30 liter	1 gallon	1 gallon	
6	Photo Paper, glossy, A4, 230gsm	2 pack	2 pack	Within 30 working days upon supplier's receipt of Notice to Proceed
7	Ballpen, HBW Matrix, black, 50's/tube	3 tube	3 tube	
8	Dishwashing Liquid, Joy	2 pcs	2 pcs	
9	Plastic Envelop, Expanded with handle, legal, push lock	3 pcs	3 pcs	
10	Monobloc, Chair, beige	5 pcs	5 pcs	Within 30 working days upon supplier's receipt of Notice to Proceed
11	Notebook, Stenographer, spiral, 40 leaves	3 pcs	3 pcs	
12	USB Flash Drive, 4GB/eGB	3 pcs	3 pcs	
13	Broom, soft, tambo	2 pcs	2 pcs	
14	Binder Clip, 1', box/12's	4 box	4 box	
15	Binder Clip, 1 1/4', box/12's	4 box	4 box	
16	Cutter, big	1 pc	1 pc	Within 30 working days upon supplier's receipt of Notice to Proceed
17	Elmer's Glue, 240g	1 pc	1 pc	
18	Paper Clip, vinyl plastic coated, 50mm	3 box	3 box	
19	Paper Clip, vinyl plastic coated, 33mm	5 box	5 box	
20	Paper Fastener, plastic coated	3 box	3 box	
21	Pencil, lead with eraser	3 box	3 box	Within 30 working days upon supplier's receipt of Notice to Proceed
22	Blank CD with case	5 pcs	5 pcs	
23	Trash Bag, 18.5x18.5, 100's	1 roll	1 roll	
24	Tape, clear/scotch, 1"	10 pcs	10 pcs	
25	Tape, clear/scotch, 2"	3 pcs	3 pcs	

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Lot 11 – Office Supplies (MBO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Brother Ink BT5000C	3 bottles	3 bottles	Within 30 working days upon supplier's receipt of Notice to Proceed
2	Brother Ink BT5000M	3 bottles	3 bottles	
3	Brother Ink BT5000Y	3 bottles	3 bottles	
4	Brother Ink BTD60BK	3 bottles	3 bottles	
5	Bathroom Deodorizer (Lemon) (Albatross)	10 pcs.	10 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
6	Alcohol, 500ml, 70% solution	25 bottles	25 bottles	
7	Pressboard Folder White, Expandable Folder Legal	50 pcs.	50 pcs.	
8	Envelope, Expanding Legal	1 doz.	1 doz.	
9	Expanding Filing Document Bag with Handle, 13 Pockets, Legal	3 pcs.	3 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
10	Ring Binder, Plastic, 32mm, 84 rings	5 bundles	5 bundles	
11	Cleaning Squeegee for Mirrors	1 pcs.	1 pcs.	
12	Toilet Bowl Cleaner, 1000ml	3 bottles	3 bottles	
13	Insecticide, aerosol type net content: 600ml min	5 cans	5 cans	Within 30 working days upon supplier's receipt of Notice to Proceed
14	Pencil No. 2, medium, yellow, 12pc./box, with eraser	1 box	1 box	
15	Toilet Tissue Paper, 3-ply (100% recycled), 12pc./pack, 450 sheets	20 packs	20 packs	
16	Trash Bag, small 45x50cm, 250 pcs./roll	2 pcs.	2 pcs.	
17	USB External CD/DVD Drive	1 pc.	1 pc.	Within 30 working days upon supplier's receipt of Notice to Proceed
18	KNF94 Face Protective Mask (Adult), 10's per pack	20 packs	20 packs	
19	KN95 Face Protective Mask (Adult), 10's per pack	20 packs	20 packs	
20	Universal Outlet Extension Cord 4-Gang with Switch, 8m	1 pc.	1 pc.	
21	Non-Contact Infrared Digital Thermal Scanner	1 pc.	1 pc.	Within 30 working days upon supplier's receipt of Notice to Proceed
22	Specialty Board Paper A4 Size (White)	10 packs	10 packs	
23	Neon Colored Paper	1 ream	1 ream	
24	Air Purifier and Revitalizer with LED Light	1 pc.	1 pc.	
25	White Transparent Nano Spray Bottle, 200ml	2 pcs.	2 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
26	Paper Clips, vinyl, plastic coated, 33mm	3 boxes	3 boxes	
27	Paper Clips, vinyl, plastic coated, 50mm (big)	3 boxes	3 boxes	
28	Plastic Paper Fastener, 7cm, 50pcs./box, Assorted Colors	3 boxes	3 boxes	
29	Broom, soft, tambo (thick)	1 pc.	1 pc.	Within 30 working days upon supplier's receipt of Notice to Proceed
30	Broom, stick, ting-ting	1 pc.	1 pc.	
31	Whiteboard Eraser, 110x50x40mm	1 pc.	1 pc.	
32	Universal TV Remote Control for LCD TV	1 pc.	1 pc.	
33	Glossy Photo Sticker Paper, A4, 20 Sheets/pack, 135gsm	5 packs	5 packs	Within 30 working days upon supplier's receipt of Notice to Proceed
34	Stamp Pad with Ink (Violet), 62x80mm	1 pc.	1 pc.	

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
35	DTR, Civil Service Form No. 48	10 pads	10 pads	Within 30 working days upon supplier's receipt of Notice to Proceed
36	Steno Notebook, good quality, 6x9inches, 60 leaves	1 pc.	1 pc.	

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Lot 12 – Office Supplies (MSWDO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Correction Tape	12 piece	12 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
2	Special Board Paper, Short 8.5x11	15 pack	15 pack	
3	Permanent Marker	10 piece	10 piece	
4	Refill Ink for EPSON L3110 Black	10 piece	10 piece	
5	Toilet Tissue Paper, 2 ply, 100% Recycled	12 bundle	12 bundle	
6	Mouse OPTICAL USB Connection Type	2 piece	2 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
7	Paper Multi-Purpose A4 70 gsm	30 ream	30 ream	
8	Paper Multi-Purpose Legal 70 gsm	26 ream	26 ream	
9	Paper Multi-Purpose Short 8.5x11 gsm	5 ream	5 ream	
10	Binder Clip 1"	10 box	10 box	
11	Binder Clip 2"	10 box	10 box	Within 30 working days upon supplier's receipt of Notice to Proceed
12	Paper Fastener Plastic	5 box	5 box	
13	Expanding Colored Plastic Envelope with Handle, Assorted	12 piece	12 piece	
14	Tape, Packaging, Brown, 48mm	12 piece	12 piece	
15	Neon Paper, Assorted Colors	5 ream	5 ream	
16	Folder, Ordinary Long	500 piece	500 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
17	Folder, Ordinary A4	300 piece	300 piece	
18	Highlighter Pen	2 set	2 set	
19	Filing Case, heavy duty	20 piece	20 piece	
20	Battery AA (2 pcs. Per pack)	4 pack	4 pack	
21	Paper Clip, 33mm	10 box	10 box	Within 30 working days upon supplier's receipt of Notice to Proceed
22	Air Humidifier Aroma Essential Oil, Ultrasonic Cool Mist	4 piece	4 piece	
23	Essential Oil for Air Modifier > 2 liters each scent: Fresh bamboo, Green Tea, Cherry Blossom, Bubble Gum, Citronella and Cotton Blossom	12 liter	12 liter	
24	Clean Dirt Separation Mop 360°Free Rotation to Clean Sewage Separation Hand Self-Washing Floor Rotating Mop > Lifting Rod + Stainless Steel Plate, More than 10 kg > Separation of Clean Water and Sewage	1 piece	1 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
25	Eraser (2pcs. Per Pack) > Mars Plastic 526 53 Blister Pack 2's	2 pack	2 pack	

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Lot 13 – Office Supplies (BAC)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Air Freshener	3 bottles	3 bottles	Within 30 working days upon supplier's receipt of Notice to Proceed
2	Ballpen, black	1 box	1 box	
3	Bond Paper, hard copy, S-20, A4	130 ream	130 ream	
4	Bond Paper, hard copy, S-20, long	30 ream	30 ream	
5	Canon Printer Ink, No.71 (Black)	9 bottles	9 bottles	
6	Canon Printer Ink, No.71 (Black), Cyan, Magenta & Yellow), 4 bottles/set	4 set	4 set	Within 30 working days upon supplier's receipt of Notice to Proceed
7	Clip, backfold, 50mm	12 box	12 box	
8	Computer Keyboard	1 pc	1 pc	
9	Cork board, 60x90 cm, wooden frame	1 pc	1 pc	
10	Correction Tape, good quality, 5mmx8m	12 pieces	12 pieces	
11	Envelope, brown, long	12 pieces	12 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
12	Ink Cartridge Canon CL-98	2 cart	2 cart	
13	Ink Cartridge Canon PG-88	2 cart	2 cart	
14	Ink Cartridge Canon CL-57	2 cart	2 cart	
15	Ink Cartridge Canon PG-47	4 cart	4 cart	
16	Laptop Battery for Lenovo Idea pad 330s	1 pc	1 pc	Within 30 working days upon supplier's receipt of Notice to Proceed
17	Puncher, big, 2 holes	1pc	1pc	
18	Plastic Combi Binding Ring, 1"	24 piece	24 piece	
19	Plastic Combi Binding Ring, 9/16"	48 piece	48 piece	
20	Record Book, 300 pages	6 book	6 book	
21	Specialty Board Paper, 220gsm, A4, pale cream	24 pack	24 pack	Within 30 working days upon supplier's receipt of Notice to Proceed
22	Specialty Board Paper, 220gsm, long, pale cream	12 pack	12 pack	
23	Tape, transparent, 24mm, big	6 roll	6 roll	
24	Toilet Tissue Paper, 2-Ply	3 pack	3 pack	
25	Toner Cartridge for Gestnetner M2701 copier	1 cart	1 cart	

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Lot 14 – Office Supplies (COA)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Isopropyl Alcohol, green cross, 70% solution, antiseptic disinfectant hydro allergenic with moisturizer	100 pcs.	100 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
2	Trash Bin, with foot pedal, 68 liters, 56x51x63 cm (color green)	2 unit	2 unit	
3	Free standing water dispenser, bottom loading, hot water safety lock, 585W (12.25" x W12.5" x H41")	1 unit	1 unit	
4	LED Automatic Emergency Light	2 pcs.	2 pcs.	
5	Extension cable cord with individual switch, 6 gang, 1.83 meter wire	1 pcs.	1 pcs.	
6	Sponge scouring pad/scrub sponge, original (heavy duty)	50 pcs.	50 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
7	Dishwashing liquid (antibacterial), 500mL	12 bottles	12 bottles	
8	Tissue Paper, 2-ply	180 rolls	180 rolls	
9	Detergent Powder	30 sachets	30 sachets	
10	Bleach, Original, 1000mL	7 bottles	7 bottles	Within 30 working days upon supplier's receipt of Notice to Proceed
11	Disinfectant spray, fresh blossom scent	10 pcs.	10 pcs.	
12	Correction Tape, good quality	35 pcs.	35 pcs.	
13	Permanent marker broad (black)	10 pcs.	10 pcs.	
14	Bond Paper, S-20, short (8.5x11)	25 reams	25 reams	
15	Bond Paper, S-20, Long (8.5x13)	17 reams	17 reams	Within 30 working days upon supplier's receipt of Notice to Proceed
16	Bond Paper, S-20, A4 (8.3x11.7)	5 reams	5 reams	
17	Brown envelope, short (brown)	50 pcs.	50 pcs.	
18	Brown envelope, long (brown)	100 pcs.	100 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
19	Expanded envelope, long (pink, yellow, orange and green)	100 pcs.	100 pcs.	
20	Rubber band, No.18	1 box	1 box	Within 30 working days upon supplier's receipt of Notice to Proceed
21	Packing Tape, Brown, 100m	12 pcs.	12 pcs.	
22	Stapler, small, No.10	1 boxes	1 boxes	
23	Staple Wire, No.10	5 boxes	5 boxes	
24	Staple Wire, No.35, leg length, 6mm	5 boxes	5 boxes	
25	Binding Comb, 1" (blue)	15 pcs.	15 pcs.	
26	Binding Comb, 1 1/4" (blue)	15 pcs.	15 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
27	Binding Comb, 2" (blue)	5 pcs.	5 pcs.	
28	Binder Clips -Small	50 pcs.	50 pcs.	
29	Paper Clip - 33mm	8 boxes	8 boxes	
30	Paper Clip - big	8 boxes	8 boxes	
31	Pencil No. 2	3 boxes	3 boxes	

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over printed name

Date

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot 15 – Office Supplies (BFP)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Coupon Bond, subs. 24 Legal	20 ream	20 ream	Within 30 working days upon supplier's receipt of Notice to Proceed
2	Folder, RED, legal	30 pcs.	30 pcs.	
3	Folder, Legal 11 pts legal	2 ream	2 ream	
4	Envelope, Brown, Legal	200 pcs.	200 pcs.	
5	Battery, AA, 4s/pack	5 pack	5 pack	
6	Marker, permanent	10 pcs.	10 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
7	Marker, White Board	9 pcs.	9 pcs.	
8	Ball pen, black 12's	4 dz	4 dz	
9	Ball pen, blue 25's/box	1 box	1 box	
10	Staple Wire #35 (excel)	1 box	1 box	
11	Stapler # 35 (HBW w/ remover)	3 pcs.	3 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
12	Toilet Bowl Cleaner, 709 ml	4 pcs.	4 pcs.	
13	Photo paper, Glossy, 230 gsm, A4	3 pad	3 pad	
14	Alcohol 70 % solution (500ml)	5 bottle	5 bottle	
15	Multi Insect Killer,	4 bottle	4 bottle	
16	Flash drive 16GB	2 pc.	2 pc.	Within 30 working days upon supplier's receipt of Notice to Proceed
17	Epson 664 Ink Black	3 bottles	3 bottles	
18	Epson 664 Ink Magenta	1 bottle	1 bottle	
19	Epson 664 Ink Yellow	1 bottle	1 bottle	
20	Epson 664 Ink Cyan	1 bottle	1 bottle	
21	HP GT52 Black	10 bottles	10 bottles	Within 30 working days upon supplier's receipt of Notice to Proceed
22	HP GT52 Magenta	5 bottles	5 bottles	
23	HP GT52 Yellow	5 bottles	5 bottles	
24	HP GT52 Cyan	5 bottles	5 bottles	
25	Correction Tape	10 pcs.	10 pcs.	
26	Plastic Fastener	3 box	3 box	

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Name of Company/Bidder

Signature over printed name

Date

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot 16 – Office Supplies (MHO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Bond Paper Hard Copy 80gsm, sub24 500 sheets (A4)	115 ream	115 ream	Within 30 working days upon supplier's receipt of Notice to Proceed
2	Bond Paper Hard Copy 80gsm, sub24 sheets (Legal)	75 ream	75 ream	
3	Bond Paper Hard Copy 80gsm, sub24 sheets (Letter)	5 ream	5 ream	
4	Brother Genuine Ink BTD60/BT5000 Set of 4 (BK, C, M, Y)	4 set	4 set	
5	Drum Kit for INEO 165c	1 pcs	1 pcs	Within 30 working days upon supplier's receipt of Notice to Proceed
6	Epson ink 004 set of 4 (BK, C, Y, M)	4 set	4 set	
7	Epson ink 664 BK	2 bottle	2 bottle	
8	Toner TN116 for INEO 165e	1 set	1 set	
9	Ballpoint Pen Black 0.5 (Good Quality)	70 pcs	70 pcs	
10	Battery Dry Cell (AA), 2pcs/pack	12 pack	12 pack	Within 30 working days upon supplier's receipt of Notice to Proceed
11	Battery Dry Cell (AAA), 2pcs/pack	12 pack	12 pack	
12	Brown Envelope (A4)	75 pcs	75 pcs	
13	Brown Envelope (Legal)	115 pcs	115 pcs	
14	Columnar books	10 pcs	10 pcs	
15	Double-sided Tape 18mmx10mm (3M)	8 pcs	8 pcs	Within 30 working days upon supplier's receipt of Notice to Proceed
16	Folder, white (A4)	20 pcs	20 pcs	
17	Folder, white (Legal)	20 pcs	20 pcs	
18	Glue, 130g all-purpose	10 pcs	10 pcs	
19	Highlighter Set (Paste/Neon), 6's/Set	2 set	2 set	
20	Pencil No.2	5 box	5 box	Within 30 working days upon supplier's receipt of Notice to Proceed
21	Record Book 300 pages	10 unit	10 unit	
22	Refillable Permanent Market Black (Good Quality)	12 pcs	12 pcs	
23	Ring Binder, black, 1/4"	4 pcs	4 pcs	
24	Ring Binder, black, 1/2"	4 pcs	4 pcs	
25	Scissors Symmetrical Blade (length 65 mm 1pc)	5 pcs	5 pcs	Within 30 working days upon supplier's receipt of Notice to Proceed
26	Specialty Velum Board, 220gsm, White A4	10 pack	10 pack	
27	Stapler standard size, No.35 staple wire	6 box	6 box	
28	Air Freshener, lemon scent 320ml, spray	10 bottle	10 bottle	
29	Bathroom tissue, 12's 3 ply	10 pack	10 pack	
30	Detergent powder, 1kilo/pouch	4 pack	4 pack	Within 30 working days upon supplier's receipt of Notice to Proceed
31	Dishwashing Liquid, 250ml	4 bottle	4 bottle	
32	Fabric conditioner, sachet	4 doz	4 doz	
33	Toilet bowl cleaner 1000ml	4 bottle	4 bottle	

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Name of Company/Bidder

Signature over printed name

Date

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot 17 – Office Supplies (MNAO)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Adhesive Tape 12mm x 10m	1 roll	1 roll	Within 30 working days upon supplier's receipt of Notice to Proceed
2	Air Purifier and Revitalizer with LED Light	1 piece	1 piece	
3	Alcohol, ethyl 70% solution, 500ml	6 bottles	6 bottles	
4	At Home Prepaid WIFI	1 box	1 box	
5	Ballpen, Super Fine # 1431, 0.5mm, Black, 24s	1 box	1 box	
6	Battery Back Up	1 unit	1 unit	
7	Broom, soft, Tambo (thick)	1 piece	1 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
8	Broom, stick, Ting-Ting	1 piece	1 piece	
9	Brother Ink, BT60BK, genuine	6 bottles	6 bottles	
10	Brother Ink, BT5000M, genuine	6 bottles	6 bottles	
11	Brother Ink, BT5000C, genuine	6 bottles	6 bottles	Within 30 working days upon supplier's receipt of Notice to Proceed
12	Brother Ink, BT5000Y, genuine	6 bottles	6 bottles	
13	Binding Comb, 1" - Blue	24 pieces	24 pieces	
14	Binding Comb, 1 1/4" - Blue	24 pieces	24 pieces	
15	Binding Comb, 3/4" - Blue	24 pieces	24 pieces	
16	Calculator, standard, 12 digits, heavy duty	1 unit	1 unit	Within 30 working days upon supplier's receipt of Notice to Proceed
17	Clear book, legal	2 piece	2 piece	
18	Clip, backfold, 25mm	3 box	3 box	
19	Clip, backfold, 32mm	3 box	3 box	
20	Clip, backfold, 50mm	3 box	3 box	
21	Correction Tape, good quality, 5mmx8m	20 pieces	20 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
22	Cork Board, 60 x 90 cm	1 piece	1 piece	
23	Dating and Stamping Machine	1 piece	1 piece	
24	Detergent Powder, 50g	24 packs	24 packs	
25	DTR CSC From No. 48	5 pad	5 pad	
26	Dust Pan, non-rigid plastic	1 piece	1 piece	
27	Eraser	5 pieces	5 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
28	Expanded Folder, legal	45 pieces	45 pieces	
29	Expanded Envelope, legal	5 dozen	5 dozen	
30	Expanded Plastic Envelope with Handle	20 pieces	20 pieces	
31	Expanding Filing Document Bag with Handle, 13 Pockets, Legal	5 pcs.	5 pcs.	Within 30 working days upon supplier's receipt of Notice to Proceed
32	File Box with Lid, medium size	15 pieces	15 pieces	
33	Flash Drive, 32GB	2 pieces	2 pieces	
34	Folder with tab legal	3 dozen	3 dozen	
35	Folder with tab A4	3 dozen	3 dozen	
36	Glossy Photo Sticker Paper, A4, 20 sheets/pack, 135gsm	3 packs	3 packs	Within 30 working days upon supplier's receipt of Notice to Proceed
37	Glue, all purpose, 130grams	2 bottles	2 bottles	
38	Glue Gun	1 piece	1 piece	
39	Highlighter Pen (6 pcs/set)	1 set	1 set	
40	Insecticide, aerosol type net content: 600 ml	2 cans	2 cans	
41	KF94 Face Protective Mask (Adult), 10s per pack	10 packs	10 packs	

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
42	KN95 Face Protective Mask (Adult), 10s per pack	10 packs	10 packs	Within 30 working days upon supplier's receipt of Notice to Proceed
43	Manila Paper	12 pieces	12 pieces	
44	Marker, permanent, black, bullet type, refillable	1 piece	1 piece	
45	Neon Paper assorted color	2 ream	2 ream	
46	Note Pad, Stick on, 76mm x 100mm (3"x 4")	1 pad	1 pad	Within 30 working days upon supplier's receipt of Notice to Proceed
47	Paper Clip, vinyl, plastic coated, 33mm	1 box	1 box	
48	Paper Clip, vinyl/plastic coated, 50mm	1 box	1 box	
49	Paper, Multi-Purpose, A4, 70gsm	10 reams	10 reams	
50	Paper, Multi-Purpose, legal, 70gsm	10 reams	10 reams	
51	Paper Fastener, plastic coated	1 box	1 box	Within 30 working days upon supplier's receipt of Notice to Proceed
52	Pencil (No.2), medium, yellow, 12pc/box, with eraser	1 box	1 box	
53	Pencil Sharpener	1 unit	1 unit	
54	Pentelpen Ink Refill	1 bottle	1 bottle	
55	Plastic Cover, 48" x 50 yards	1 roll	1 roll	
56	Plastic Envelope (Ordinary, Long)	15 pieces	15 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
57	Pins	2 pads	2 pads	
58	Puncher 2 holes (big)	1 piece	1 piece	
59	Record Book, 300 pages, sizes: 214mm x 278mm min	5 piece	5 piece	
60	Ruler, plastic 450mm	1 piece	1 piece	
61	Scissors, symmetrical medium size	2 pair	2 pair	Within 30 working days upon supplier's receipt of Notice to Proceed
62	Sign Pen 0.5mm needle tip, black	2 piece	2 piece	
63	Specialty Board (A4) Mint Green	10 packs	10 packs	
64	Specialty Board (Legal) Mint Green	10 packs	10 packs	
65	Stapler Standard with remover, heavy duty #35	1 piece	1 piece	
66	Staple Wire, standard	2 box	2 box	Within 30 working days upon supplier's receipt of Notice to Proceed
67	Surgical Face Mask (Black)	5 boxes	5 boxes	
68	Tape, transparent, 24mm	5 roll	5 roll	
69	Toilet Bowl Cleaner, 1000ml	1 bottle	1 bottle	
70	Toilet Tissue Paper, 2-ply, 100% recycled, 9 roll/pack	2 pack	2 pack	
71	Trash Bag, small 45x50 cm, 250 pcs/roll	1 roll	1 roll	Within 30 working days upon supplier's receipt of Notice to Proceed
72	Trash Bin (big)	2 piece	2 piece	
73	Toilet Brush and Holder set, Silicone Bristles	1 piece	1 piece	
74	Thumb Tacks	1 box	1 box	
75	USB External CD/DVD Drive	1 piece	1 piece	
76	Wall Clock	1 unit	1 unit	Within 30 working days upon supplier's receipt of Notice to Proceed
77	White Board, 60 x 90 cm	1 piece	1 piece	
78	White Board Marker	2 piece	2 piece	
79	White Board Marker Eraser	1 piece	1 piece	
80	White Envelope, Mailing	1 box	1 box	
81	White Transparent Nano Spray Bottle, 200 ml	1 piece	1 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
82	Cellular Phone > UI Version: V2.0 > Android Version: 11 > Processor: Dimensity 700 Octa Core > RAM: 8.00 GB > Sim Card Slots: 2 > Device Storage: 86.6	1 unit	1 unit	

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Name of Company/Bidder

Signature over printed name

Date

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot 18 – Office Supplies (OSCA)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	AIR FRESHENER, aerosol type, 320 ml	3 bottles	3 bottles	Within 30 working days upon supplier's receipt of Notice to Proceed
2	Super fine ballpen #1423, 0.5 black, 12 per box	2 box	2 box	
3	BATTERY Dry Cell, AA, 2pcs./pack	12 pack	12 pack	
4	BATTERY BACK-UPS, 625VA, 230V, AVR, floor,3 universal outlet	1 unit	1 unit	
5	CALCULATOR, standard, 12 digits, heavy duty	2 unit	2 unit	
6	CLIP BACKFOLD, 50 mm	4 box	4 box	
7	CORRECTION TAPE, 5mmx8m, good quality	12 pieces	12 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
8	FLASH DRIVE, 16gb	2 pieces	2 pieces	
9	FOLDER, expanded, with tab, legal	5 dozen	5 dozen	
10	GLUE, 130 grams, all purpose	6 pieces	6 pieces	
11	Ink Refill Epson printer, black #003	3 bottles	3 bottles	Within 30 working days upon supplier's receipt of Notice to Proceed
12	Ink Refill Epson printer, Cyan #003	3 bottles	3 bottles	
13	Ink Refill Epson printer, Yellow #003	3 bottles	3 bottles	
14	Ink Refill Epson printer, Magenta #003	3 bottles	3 bottles	
15	MUG	12 pieces	12 pieces	
16	NEON PAPER, assorted colors	1 ream	1 ream	Within 30 working days upon supplier's receipt of Notice to Proceed
17	PAPER CLIPS, 33mm	12 box	12 box	
18	PAPER, MULTICOPY,70gsm,SIZE: 210mm x 297mm (A4)	5 reams	5 reams	
19	PAPER, MULTICOPY, 70gsm, SIZE: 216mm x 330mm (Legal)	5 reams	5 reams	
20	PENTEL PEN BLACK	6 pieces	6 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
21	PHOTO PAPER, A4, 230gsm, high glossy	2 pack	2 pack	
22	Record BOOK, 300 pages	3 pieces	3 pieces	
23	RULED PAD PAPER, 90 leaves	1 dozen	1 dozen	
24	STAPLE WIRE #10	12 box	12 box	
25	STAPLER, small	3 pieces	3 pieces	
26	SIGN PEN GEL, BLACK. 0.5mm	24 pieces	24 pieces	Within 30 working days upon supplier's receipt of Notice to Proceed
27	Specialty Board paper, Short	12 packs	12 packs	
28	STABILO, BLUE	6 pcs.	6 pcs.	
29	STICK NOTE PAD, 76mm X 76mm	12 pad	12 pad	
30	TAPE, TRANSPARENT, with: 24mm (at 1mm)	6 rolls	6 rolls	
31	TAPE, TRANSPARENT, 2 inches	6 rolls	6 rolls	Within 30 working days upon supplier's receipt of Notice to Proceed
32	Tissue Paper, 2 ply	12 pack	12 pack	
33	TOILET BOWL CLEANER, scented 1000ml	1 bottles	1 bottles	
34	Trash Bin, BIG	2 pieces	2 pieces	

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Name of Company/Bidder

Signature over printed name

Date

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot 19 – Other Supplies & Materials (MCR)

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Water Jug Cooler, 12 L, insulated cooler w/ large bail handle	20 piece	20 piece	Within 30 working days upon supplier's receipt of Notice to Proceed
2	Artificial bouquet flower, plastic, assorted colors	15 piece	15 piece	
3	Flower stand, made of iron	4 piece	4 piece	
4	Artificial turf grass bermuda type 30mm, 2m x 1m	2 roll	2 roll	

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Name of Company/Bidder

Signature over printed name

Date

Section VII. Technical Specifications

Technical Specifications

Bidders must state here either “Comply or “Not Comply” against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment offered.

Lot 1 – Office Supplies (Mayor’s Office)

Item	Specification	Statement of Compliance
1	Air Freshener, aerosol type, spray, 320 ml	
2	Adhesive Tape 12mm x 10m	
3	Ballpen Ordinary Black, 25/s	
4	Battery AAA, 2 pieces per pack	
5	Battery AA 2 pieces per pack	
6	Broom, soft, tambo	
7	Broom, Stick, ting-ting	
8	Cleaner, toilet and urinal 1000ml	
9	Clear book, legal	
10	Clip, backfold, 25mm	
11	Clip, backfold, 32mm	
12	Clip, backfold, 50mm	
13	Correction Tape, good quality, 5mm x 8mm	
14	Data File Box legal (Magazine File Box)	
15	Detergent Powder 47-60grams/sachet	
16	Doormat, cloth	
17	DTR CSC Form No.48	
18	Dust Pan, non-rigid plastic	
19	Dry Seal, desktop dry seal, machine engraved, stainless, pocket type	
20	Folder with tab legal	
21	Folder with tab A4	
22	Flash Drive, 32GB	
23	Glue, all purpose, 130grams	
24	INK CART, CANON CL-811, Colored	
25	INK CART, CANON PG-810, Black	
26	Canon Ink Yellow, 100ml	
27	Canon Ink Black, 100ml	
28	Canon Ink Magenta, 100ml	
29	Canon Ink Cyan, 100ml	
30	Epson Ink 003 Yellow, 100ml	
31	Epson Ink 003 Black, 100ml	
32	Epson Ink 003 Magenta, 100ml	
33	Epson Ink 003 Cyan, 100ml	
34	Epson Ink 664 Yellow, 100ml	
35	Epson Ink 664 Black, 100ml	
36	Epson Ink 664 Magenta, 100ml	
37	Epson Ink 664 Cyan, 100ml	
38	Expanded Folder, legal	

Item	Specification	Statement of Compliance
39	Insecticide, aerosol type, 500ml	
40	Liquid Hand Sanitizer, 500ml	
41	Manila Paper	
42	Marker, permanent, black, bullet type, refillable	
43	Mouse, Optical USB connection type	
44	Neon Paper assorted color	
45	Note Pad, stick on, 76mm x 100mm (3"x4")	
46	Paper Clip, vinyl/plastic coated, 50mm	
47	Paper, Multi-purpose, A4, 70 gsm	
48	Paper, Multi-purpose, legal, 70 gsm	
49	Paper Fastener, plastic coated	
50	Pentelpen Ink Refill	
51	Pencil, lead, with eraser	
52	PHILIPPINE NATIONAL FLAG	
53	PHILIPPINE NATIONAL FLAGLETS (40x27cm)	
54	Sign Pen 0.5mm needle tip, black	
55	Sticker Paper, matte, A4	
56	Puncher 2 holes (big)	
57	Record Book, 300 pages, sizes: 214mm x 278mm min	
58	Ruler, plastic 450mm	
59	Scissors, symmetrical medium size	
60	Stamp Pad, felt	
61	Stapler Standard	
62	Staple Wire, standard	
63	Tape Dispenser	
64	Tape, transparent, 24mm	
65	Toilet Tissue Paper, 2-ply, 100% recycled, 9 roll/pack	
66	Trash Bin (big)	

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Name of Company/Bidder

Signature over printed name

Date

Technical Specifications

Bidders must state here either “Comply or “Not Comply” against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment offered.

Lot 2– Office Supplies (SB)

Item	Specification	Statement of Compliance
1	Multi Insect Spray Odorless 500 ml	
2	Isopropyl Alcohol 70 %	
3	Air Freshener, Spray 320 ml Lemon Scent	
4	Bond Paper, Multi-Purpose, A4 subs 20/70 gsm	
5	Bond Paper, Multi- Purpose, Legal subs 20/70 gsm	
6	Charger for Rechargeable Battery AA with free (4) Battery AA	
7	Rechargeable Battery AA x 2/pack	
8	Bath Soap, White, Antibacterial, 135g	
9	Notepad, stick-on, 50mmx76mm (2"x3")	
10	Thick Soft Broom, Good Quality	
11	Tissue, 2 ply, 150 Pulls, 9 rolls/pack	
12	Paper Clip, vinyl, plastic coated, 33mm	
13	Paper Clip, vinyl, plastic coated, 50mm	
14	Ballpen, 0.5 ballpoint, Smooth, Black, 12s	
15	Sign Pen, Good Kind	
16	Picture Frame (Long)	
17	Picture Frame (short)	
18	Extension Wire, Heavy Duty 10M, 4 gangs	
19	HDMI Cable, 15 meters, Heavy Duty	
20	Universal Ink, Black	
21	Detergent, Powder, with Fabric Conditioner, 2kg	
22	Brown Envelope, Long (Ordinary)	
23	White Glue, All Purpose, 130g	
24	Staple Wire No.35	
25	Dishwashing Liquid, Antibac, 1 Liter	
26	Scissors, Heavy Duty, Big	
27	Colored Paper, Pastel Color, Assorted Color	
28	Spin Mop, Good Kind with free one (1) head mop	
29	Multi Glass Cleaner Spray 500 ml	
30	Philippine Flag	
31	Fabric Conditioner, Antibac, 25ml Sachet	
32	Bleach, Color safe	
33	DTR, prescribed CSC Form No. 48, 5 per booklet	
34	Face Mask, Disposable, 3 ply with ear loop, 50's, black	
35	Permanent Marker, bullet point, refillable, black	
36	Ink Refill for permanent marker, black	
37	Battery AA, 2pcs./pack	
38	Battery AAA, 2pcs./pack	
39	Fastener, plastic, 7 cm, 50's	

Item	Specification	Statement of Compliance
40	Folder with Tab, A4, Ordinary, white	
41	Folder with Tab, Legal, Ordinary, white	
42	Clip, backfold, 32mm	
43	Clip, backfold, 50mm	
44	Wall Clock, Good Quality	
45	Toilet Bowl Cleaner, 1 Liter	
46	Yellow Paper, 5 pads/ream	
47	Record Book, 500 pages	

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Name of Company/Bidder

Signature over printed name

Date

Technical Specifications

Bidders must state here either “Comply or “Not Comply” against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment offered.

Lot 3– Office Supplies (MDRRMO)

Item	Specification	Statement of Compliance
1	Bond Paper A4, Substance 20	
2	Air Freshener Aerosol Type	
3	Clip, BACKGOLD, 19mm	
4	Clip, BACKGOLD, 50mm	
5	DISINFECTANT SPRAY, AEROSOL TYPE (18oz)	
6	TOILET BOWL CLEANER, liquid, 1000ml	
7	FURNITURE CLEANER AEROSOL TYPE	
8	FLASH DRIVE, 16 GB	
9	KEY CHAINS (Ordinary)	
10	MAGAZINE FILE BOX, LARGE	
11	STAPLE WIRE REMOVER, STANDARD	
12	TONER CART, HP CE285A (HP85A), BLACK	
13	EPSON INK REFILL 664, 70ml-BLACK	
14	EPSON INK REFILL 664, 70ml-CYAN	
15	EPSON INK REFILL 664, 70ml- MAGENTA	
16	EPSON INK REFILL 664, 70ml -YELLOW	
17	SIGN PEN (Black)	
18	Staple Wire No. 35(26/6)	
19	FASTENER (Aluminum)	
20	DOUBLE SIDED TAPE (Big size)	
21	STICKER PAPER (A4) WHITE	
22	PHOTO PAPER (A4)	
23	SPECIALTY BOARD (A4 SIZE) WHITE	
24	SPECIALTY BOARD (LEGAL SIZE) WHITE	
25	TISSUE PAPER (DOUBLE PLY)	

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over printed name

Date

Technical Specifications

Bidders must state here either “Comply or “Not Comply” against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment offered.

Lot 4– Office Supplies (Engineering)

Item	Specification	Statement of Compliance
1	Paper, Multi-copy, 80 gsm., (Legal)	
2	Paper, Multi-copy, 80 gsm., (A4)	
3	Air Freshener, spray, 320ml	
4	Tape, Transparent 24mm. big	
5	Toner HP Laser Jet P1102	
6	Stamp Pad ink 30ml (violet)	
7	Alcohol, ethyl, 70% solution, 500ml	
8	Correction Tape, 5mmx8mm	
9	Sign Pen, Black Liquid/gel Ink, 0.5mm needle tip	
10	Toner MP2014H	
11	EPSON L120 Ink, Yellow, 100 ml	
12	EPSON L120 Ink, Cyan, 100 ml	
13	EPSON L120 Ink, Magenta, 100 ml	
14	EPSON L120 Ink, Black, 100ml	
15	2-in-1 OTG Flash Drive 1TB	
16	Walis Tambo	
17	Daily Time Record, Prescribed CSC Form No. 48	

I hereby certify to comply and deliver all the above requirements.

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Technical Specifications

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Lot 5– Office Supplies (Assessor)

Item	Specification	Statement of Compliance
1	Epson Ink 003, Black	
2	Epson Ink 003, Yellow	
3	Epson Ink 003, Magenta	
4	Epson Ink 003, Cyan	
5	Toner Cart, HP CE285A (HP85A), black	
6	Rice cooker, non-stick, 1L, 5 cups	
7	Fabric Conditioner, premium parfum (assorted), 20ml	
8	Pencil No.2, yellow, with black lead	
9	Self-inking Date Stamp S-402, (received)	
10	Mesh Desk Organizer, Oval Black	
11	Cleaner Squeegee for Mirror	
12	Power Clean Glass Cleaner	
13	Folder 14PTS, white, legal	
14	Brown Envelope, Short	
15	Finger Rubber Anti-slip Tool Protector Thimble (blue)	
16	Mop With Spinner Bucket Map Cleaning Floor Equipment Smart Squeeze	
17	Trash Can with SWING COVER PLASTIC 50L (Black)	
18	Plain Green, ring curtain, 3in1 Set	
19	Plain Pantone, ring curtain, 3in1 Set	
20	Paper, multi -purpose, A4, 70 gsm	
21	Bond Paper, ultra white, subs 20/70 gsm, letter	

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Lot 6– Office Supplies (MAO)

Item	Specification	Statement of Compliance
1	Adhesive Tape, 12mmx10m	
2	Air Freshener, spray, 320ml	
3	Air Humidifier, aroma, essential oil, ultrasonic cool mist	
4	Alcohol, ethyl, 70% solution, 500ml	
5	Ballpen, black, 25's	
6	Bond Paper, hard copy, S-20, A4	
7	Bond Paper, hard copy, S-20, long (8.5x13)	
8	Bond Paper, hard copy, S-20, short (8.5x11)	
9	Broom, soft, Tambo (thick)	
10	Brown Envelope, short	
11	Canon Printer Ink, 70ml, black	
12	Canon Printer Ink, 70ml, cyan	
13	Canon Printer Ink, 70ml, magenta	
14	Canon Printer Ink, 70ml, yellow	
15	Data File Box,/Magazine Box, legal	
16	Dishwashing Liquid, 790ml	
17	DTR, Civil Service Form No. 48	
18	External Hard Drive, 1 TB, 2.5"HDD, USB 3.0	
19	Envelope, legal size, plastic	
20	Envelope, legal size, plastic, with holder	
21	Epson Ink 001, black, 70ml	
22	Epson Ink 001, Yellow,70ml	
23	Epson Ink 001, Magenta, 70ml	
24	Epson Ink 001, cyan, 70ml	
25	Epson Ink 003, black, 70ml	
26	Epson Ink 003, Yellow,70ml	
27	Epson Ink 003, Magenta, 70ml	
28	Epson Ink 003, cyan, 70ml	
29	Eraser, rubber, white, large, dust free	
30	Flash Drive, 32 GB, OTG	
31	Highlighter	
32	Liquid Hand Sanitizer, 500ml	
33	Note Pad, stick-on, 50mmx76mm(2"x3")	
34	Note Pad, stick-on, 76mmx100mm(3"x4")	
35	Scotch Tape, 1" big	
36	Surgical Face Mask, disposable, 3-ply, 50pcs/box, FDA Approved	
37	Tape, packaging, 4"	
38	Tape, masking, 1"	
39	Toilet Tissue Paper,	

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Lot 7 – Office Supplies (MTO)

Item	Specification	Statement of Compliance
1	Alcohol, ethyl, 70 % sol., 70 % 500ml	
2	Anti-virus internet security, 5 users	
3	Ballpen, Black, 25's	
4	Battery, heavy duty, AA, 2pcs. Per blister	
5	Bond Paper, hard copy, subs 20, legal	
6	Bond Paper, hard copy, subs 20, A4	
7	Brother Ink, BT60BK, genuine	
8	Brother Ink, BT5000M, genuine	
9	Brother Ink, BT5000C, genuine	
10	Brother Ink, BT5000Y, genuine	
11	Cleaner, Toilet Bowl & Urinal, 100ml	
12	Correction Tape, good quality, 5mmx8mm	
13	Detergent powder, all purpose, 1kg per plastic pouch	
14	DTR, Civil Service Form No. 48	
15	Epson Ink T6641, 100ml black, genuine	
16	Epson Ink T6641, 100ml yellow, genuine	
17	Epson Ink T6641, 100ml cyan, genuine	
18	Epson Ink T6641, 100ml magenta, genuine	
19	Fabric Conditioner, 20-40ml/sachet	
20	Fastener, plastic, 7cm, 50/box	
21	Flash Drive, 32 GB capacity, OTG type	
22	HP Original Laser Jet Toner Cartridge, CE285AC,genuine	
23	HP Desk Jet Ink Cartridge, 682, black, genuine	
24	HP Desk Jet Ink Cartridge, 682, tricolor, genuine	
25	Mailing Envelope, white long	
26	Gallon, round container, with cover, 18.9 ltrs.	
27	Gel pen, 0.5mm, black	
28	Multi-Insect Killer Spray, 500ml	
29	Scotch Tape, 1", big	
30	Stapler, standard with remover, heavy duty #35	
31	Surgical Face Mask, disposable, FDA approved, 3 ply, 50 pcs/box	
32	Tape, packaging, 48mm	
33	Trash Bag, small, 15pcs.	
34	Trash Bag, XL, 10pcs.	
35	Toilet Tissue paper, 2-ply sheet, 150 pulls, 12 rolls in a pack	
36	Toilet Bowl Cleaner, 1000ml	
37	Toner, INEO 165, genuine	
38	TV Rock, good quality	
39	Window Glass Cleaner, 1000ml	

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Lot 8 – Office Supplies (Accounting)

Item	Specification	Statement of Compliance
1	Alcohol, ethyl, 70 % sol., 70 % 500ml	
2	Anti-virus internet security, 5 users	
3	Ballpen, Black, 25's	
4	Battery, heavy duty, AA, 2pcs. Per blister	
5	Bond Paper, hard copy, subs 20, legal	
6	Bond Paper, hard copy, subs 20, A4	
7	Brother Ink, BT60BK, genuine	
8	Brother Ink, BT5000M, genuine	
9	Brother Ink, BT5000C, genuine	
10	Brother Ink, BT5000Y, genuine	
11	Cleaner, Toilet Bowl & Urinal, 100ml	
12	Correction Tape, good quality, 5mmx8mm	
13	Detergent powder, all purpose, 1kg per plastic pouch	
14	DTR, Civil Service Form No. 48	
15	Epson Ink T6641, 100ml black, genuine	
16	Epson Ink T6641, 100ml yellow, genuine	
17	Epson Ink T6641, 100ml cyan, genuine	
18	Epson Ink T6641, 100ml magenta, genuine	
19	Fabric Conditioner, 20-40ml/sachet	
20	Fastener, plastic, 7cm, 50/box	
21	Flash Drive, 32 GB capacity, OTG type	

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Lot 9 – Office Supplies (HRMO)

Item	Specification	Statement of Compliance
1	Alcohol, ethyl, 70% solution, 500ml	
2	Bond Paper, hard copy, substance 20, A4	
3	Epson Ink # 6641, 100ml, black	
4	Brother Ink for DCP-T710W, BT-D60, black	
5	Arch File Horizontal with Tagila Lock, size 3x9x15.5	
6	Data File Box/ Magazines File Box, legal	
7	DTR, Civil Service Form No. 48	
8	Vellum Board, legal	
9	Toilet Tissue Paper, 2 ply, 9 roll/pack	
10	Expanded Folder, green, legal	
11	Ballpen, Faber Castell, black	
12	Surgical Face Mask, disposable, 3 ply, 50pcs/box, black, blue	
13	Highlighter, green	

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Lot 10 – Office Supplies (PESO)

Item	Specification	Statement of Compliance
1	Record Book, 500 pages	
2	Rags, cotton	
3	Correction Tape, good quality	
4	Air Freshener, glade, bottle, 320g	
5	Water Container, round, 30 liter	
6	Photo Paper, glossy, A4, 230gsm	
7	Ballpen, HBW Matrix, black, 50's/tube	
8	Dishwashing Liquid, Joy	
9	Plastic Envelop, Expanded with handle, legal, push lock	
10	Monobloc, Chair, beige	
11	Notebook, Stenographer, spiral, 40 leaves	
12	USB Flash Drive, 4GB/eGB	
13	Broom, soft, tambo	
14	Binder Clip, 1', box/12's	
15	Binder Clip, 1 1/4', box/12's	
16	Cutter, big	
17	Elmer's Glue, 240g	
18	Paper Clip, vinyl plastic coated, 50mm	
19	Paper Clip, vinyl plastic coated, 33mm	
20	Paper Fastener, plastic coated	
21	Pencil, lead with eraser	
22	Blank CD with case	
23	Trash Bag, 18.5x18.5, 100's	
24	Tape, clear/scotch, 1"	
25	Tape, clear/scotch, 2"	

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Lot 11 – Office Supplies (MBO)

Item	Specification	Statement of Compliance
1	Brother Ink BT5000C	
2	Brother Ink BT5000M	
3	Brother Ink BT5000Y	
4	Brother Ink BTD60BK	
5	Bathroom Deodorizer (Lemon) (Albatross)	
6	Alcohol, 500ml, 70% solution	
7	Pressboard Folder White, Expandable Folder Legal	
8	Envelope, Expanding Legal	
9	Expanding Filing Document Bag with Handle, 13 Pockets, Legal	
10	Ring Binder, Plastic, 32mm, 84 rings	
11	Cleaning Squeegee for Mirrors	
12	Toilet Bowl Cleaner, 1000ml	
13	Insecticide, aerosol type net content: 600ml min	
14	Pencil No. 2, medium, yellow, 12pc./box, with eraser	
15	Toilet Tissue Paper, 3-ply (100% recycled), 12pc./pack, 450 sheets	
16	Trash Bag, small 45x50cm, 250 pcs./roll	
17	USB External CD/DVD Drive	
18	KNF94 Face Protective Mask (Adult), 10's per pack	
19	KN95 Face Protective Mask (Adult), 10's per pack	
20	Universal Outlet Extension Cord 4-Gang with Switch, 8m	
21	Non-Contact Infrared Digital Thermal Scanner	
22	Specialty Board Paper A4 Size (White)	
23	Neon Colored Paper	
24	Air Purifier and Revitalizer with LED Light	
25	White Transparent Nano Spray Bottle, 200ml	
26	Paper Clips, vinyl, plastic coated, 33mm	
27	Paper Clips, vinyl, plastic coated, 50mm (big)	
28	Plastic Paper Fastener, 7cm, 50pcs./box, Assorted Colors	
29	Broom, soft, Tambo (thick)	
30	Broom, stick, ting-ting	
31	Whiteboard Eraser, 110x50x40mm	
32	Universal TV Remote Control for LCD TV	
33	Glossy Photo Sticker Paper, A4, 20 Sheets/pack, 135gsm	
34	Stamp Pad with Ink (Violet), 62x80mm	
35	DTR, Civil Service Form No. 48	
36	Steno Notebook, good quality, 6x9inches, 60 leaves	

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Lot 12 – Office Supplies (MSWDO)

Item	Specification	Statement of Compliance
1	Correction Tape	
2	Special Board Paper, Short 8.5x11	
3	Permanent Marker	
4	Refill Ink for EPSON L3110 Black	
5	Toilet Tissue Paper, 2 ply, 100% Recycled	
6	Mouse OPTICAL USB Connection Type	
7	Paper Multi-Purpose A4 70 gsm	
8	Paper Multi-Purpose Legal 70 gsm	
9	Paper Multi-Purpose Short 8.5x11 gsm	
10	Binder Clip 1"	
11	Binder Clip 2"	
12	Paper Fastener Plastic	
13	Expanding Colored Plastic Envelope with Handle, Assorted	
14	Tape, Packaging, Brown, 48mm	
15	Neon Paper, Assorted Colors	
16	Folder, Ordinary Long	
17	Folder, Ordinary A4	
18	Highlighter Pen	
19	Filing Case, heavy duty	
20	Battery AA (2 pcs. Per pack)	
21	Paper Clip, 33mm	
22	Air Humidifier Aroma Essential Oil, Ultrasonic Cool Mist	
23	Essential Oil for Air Modifier > 2 liters each scent: Fresh bamboo, Green Tea, Cherry Blossom, Bubble Gum, Citronella and Cotton Blossom	
24	Clean Dirt Separation Mop 360°Free Rotation to Clean Sewage Separation Hand Self-Washing Floor Rotating Mop > Lifting Rod + Stainless Steel Plate, More than 10 kg > Separation of Clean Water and Sewage	
25	Eraser (2pcs. Per Pack) > Mars Plastic 526 53 Blister Pack 2's	

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Lot 13 – Office Supplies (BAC)

Item	Specification	Statement of Compliance
1	Air Freshener	
2	Ballpen, black	
3	Bond Paper, hard copy, S-20, A4	
4	Bond Paper, hard copy, S-20, long	
5	Canon Printer Ink, No.71 (Black)	
6	Canon Printer Ink, No.71 (Black), Cyan, Magenta & Yellow), 4 bottles/set	
7	Clip, backfold, 50mm	
8	Computer Keyboard	
9	Cork board, 60x90 cm, wooden frame	
10	Correction Tape, good quality, 5mmx8m	
11	Envelope, brown, long	
12	Ink Cartridge Canon CL-98	
13	Ink Cartridge Canon PG-88	
14	Ink Cartridge Canon CL-57	
15	Ink Cartridge Canon PG-47	
16	Laptop Battery for Lenovo Idea pad 330s	
17	Puncher, big, 2 holes	
18	Plastic Combi Binding Ring, 1"	
19	Plastic Combi Binding Ring, 9/16"	
20	Record Book, 300 pages	
21	Specialty Board Paper, 220gsm, A4, pale cream	
22	Specialty Board Paper, 220gsm, long, pale cream	
23	Tape, transparent, 24mm, big	
24	Toilet Tissue Paper, 2-Ply	
25	Toner Cartridge for Gestnetner M2701 copier	

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Lot 14 – Office Supplies (COA)

Item	Specification	Statement of Compliance
1	Isopropyl Alcohol, green cross, 70% solution, antiseptic disinfectant hydro allergenic with moisturizer	
2	Trash Bin, with foot pedal, 68 liters, 56x51x63 cm (color green)	
3	Free standing water dispenser, bottom loading, hot water safety lock, 585W (12.25" x W12.5" x H41")	
4	LED Automatic Emergency Light	
5	Extension cable cord with individual switch, 6 gang, 1.83 meter wire	
6	Sponge scouring pad/scrub sponge, original (heavy duty)	
7	Dishwashing liquid (antibacterial), 500mL	
8	Tissue Paper, 2-ply	
9	Detergent Powder	
10	Bleach, Original, 1000mL	
11	Disinfectant spray, fresh blossom scent	
12	Correction Tape, good quality	
13	Permanent marker broad (black)	
14	Bond Paper, S-20, short (8.5x11)	
15	Bond Paper, S-20, Long (8.5x13)	
16	Bond Paper, S-20, A4 (8.3x11.7)	
17	Brown envelope, short (brown)	
18	Brown envelope, long (brown)	
19	Expanded envelope, long (pink, yellow, orange and green)	
20	Rubber band, No.18	
21	Packing Tape, Brown, 100m	
22	Stapler, small, No.10	
23	Staple Wire, No.10	
24	Staple Wire, No.35, leg length, 6mm	
25	Binding Comb, 1" (blue)	
26	Binding Comb, 1 1/4" (blue)	
27	Binding Comb, 2" (blue)	
28	Binder Clips -Small	
29	Paper Clip - 33mm	
30	Paper Clip - big	
31	Pencil No. 2	

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Lot 15 – Office Supplies (BFP)

Item	Specification	Statement of Compliance
1	Coupon Bond, subs. 24 Legal	
2	Folder, RED, legal	
3	Folder, Legal 11 pts legal	
4	Envelope, Brown, Legal	
5	Battery, AA, 4s/pack	
6	Marker, permanent	
7	Marker, White Board	
8	Ball pen, black 12's	
9	Ball pen, blue 25's/box	
10	Staple Wire #35 (excel)	
11	Stapler # 35 (HBW w/ remover)	
12	Toilet Bowl Cleaner, 709 ml	
13	photo paper, Glossy, 230 gsm, A4	
14	Alcohol 70 % solution (500ml)	
15	Multi Insect Killer,	
16	Flash drive 16GB	
17	Epson 664 Ink Black	
18	Epson 664 Ink Magenta	
19	Epson 664 Ink Yellow	
20	Epson 664 Ink Cyan	
21	HP GT52 Black	
22	HP GT52 Magenta	
23	HP GT52 Yellow	
24	HP GT52 Cyan	
25	Correction Tape	
26	Plastic Fastener	

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Lot 16 – Office Supplies (MHO)

Item	Specification	Statement of Compliance
1	Bond Paper Hard Copy 80gsm, sub24 500 sheets (A4)	
2	Bond Paper Hard Copy 80gsm, sub24 sheets (Legal)	
3	Bond Paper Hard Copy 80gsm, sub24 sheets (Letter)	
4	Brother Genuine Ink BTD60/BT5000 Set of 4 (BK, C, M, Y)	
5	Drum Kit for INEO 165c	
6	Epson ink 004 set of 4 (BK, C, Y, M)	
7	Epson ink 664 BK	
8	Toner TN116 for INEO 165e	
9	Ballpoint Pen Black 0.5 (Good Quality)	
10	Battery Dry Cell (AA), 2pcs/pack	
11	Battery Dry Cell (AAA), 2pcs/pack	
12	Brown Envelope (A4)	
13	Brown Envelope (Legal)	
14	Columnar books	
15	Double-sided Tape 18mmx10mm (3M)	
16	Folder, white (A4)	
17	Folder, white (Legal)	
18	Glue, 130g all-purpose	
19	Highlighter Set (Paste/Neon), 6's/Set	
20	Pencil No.2	
21	Record Book 300 pages	
22	Refillable Permanent Market Black (Good Quality)	
23	Ring Binder, black, 1/4"	
24	Ring Binder, black, 1/2"	
25	Scissors Symmetrical Blade (length 65 mm 1pc)	
26	Specialty Velum Board, 220gsm, White A4	
27	Stapler standard size, No.35 staple wire	
28	Air Freshener, lemon scent 320ml, spray	
29	Bathroom tissue, 12's 3 ply	
30	Detergent powder, 1kilo/pouch	
31	Dishwashing Liquid, 250ml	
32	Fabric conditioner, sachet	
33	Toilet bowl cleaner 1000ml	

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Lot 17 – Office Supplies (MNAO)

Item	Specification	Statement of Compliance
1	Adhesive Tape 12mm x 10m	
2	Air Purifier and Revitalizer with LED Light	
3	Alcohol, ethyl 70% solution, 500ml	
4	At Home Prepaid WIFI	
5	Ballpen, Super Fine # 1431, 0.5mm, Black, 24s	
6	Battery Back Up	
7	Broom, soft, Tambo (thick)	
8	Broom, stick, Ting-Ting	
9	Brother Ink, BT60BK, genuine	
10	Brother Ink, BT5000M, genuine	
11	Brother Ink, BT5000C, genuine	
12	Brother Ink, BT5000Y, genuine	
13	Binding Comb, 1" - Blue	
14	Binding Comb, 1 1/4" - Blue	
15	Binding Comb, 3/4" - Blue	
16	Calculator, standard, 12 digits, heavy duty	
17	Clear book, legal	
18	Clip, backfold, 25mm	
19	Clip, backfold, 32mm	
20	Clip, backfold, 50mm	
21	Correction Tape, good quality, 5mmx8m	
22	Cork Board, 60 x 90 cm	
23	Dating and Stamping Machine	
24	Detergent Powder, 50g	
25	DTR CSC From No. 48	
26	Dust Pan, non-rigid plastic	
27	Eraser	
28	Expanded Folder, legal	
29	Expanded Envelope, legal	
30	Expanded Plastic Envelope with Handle	
31	Expanding Filing Document Bag with Handle, 13 Pockets, Legal	
32	File Box with Lid, medium size	
33	Flash Drive, 32GB	
34	Folder with tab legal	
35	Folder with tab A4	
36	Glossy Photo Sticker Paper, A4, 20 sheets/pack, 135gsm	
37	Glue, all purpose, 130grams	
38	Glue Gun	
39	Highlighter Pen (6 pcs/set)	

Item	Specification	Statement of Compliance
40	Insecticide, aerosol type net content: 600 ml	
41	KF94 Face Protective Mask (Adult), 10s per pack	
42	KN95 Face Protective Mask (Adult), 10s per pack	
43	Manila Paper	
44	Marker, permanent, black, bullet type, refillable	
45	Neon Paper assorted color	
46	Note Pad, Stick on, 76mm x 100mm (3"x 4")	
47	Paper Clip, vinyl, plastic coated, 33mm	
48	Paper Clip, vinyl/plastic coated, 50mm	
49	Paper, Multi-Purpose, A4, 70gsm	
50	Paper, Multi-Purpose, legal, 70gsm	
51	Paper Fastener, plastic coated	
52	Pencil (No.2), medium, yellow, 12pc/box, with eraser	
53	Pencil Sharpener	
54	Pentelpen Ink Refill	
55	Plastic Cover, 48" x 50 yards	
56	Plastic Envelope (Ordinary, Long)	
57	Pins	
58	Puncher 2 holes (big)	
59	Record Book, 300 pages, sizes: 214mm x 278mm min	
60	Ruler, plastic 450mm	
61	Scissors, symmetrical medium size	
62	Sign Pen 0.5mm needle tip, black	
63	Specialty Board (A4) Mint Green	
64	Specialty Board (Legal) Mint Green	
65	Stapler Standard with remover, heavy duty #35	
66	Staple Wire, standard	
67	Surgical Face Mask (Black)	
68	Tape, transparent, 24mm	
69	Toilet Bowl Cleaner, 1000ml	
70	Toilet Tissue Paper, 2-ply, 100% recycled, 9 roll/pack	
71	Trash Bag, small 45x50 cm, 250 pcs/roll	
72	Trash Bin (big)	
73	Toilet Brush and Holder set, Silicone Bristles	
74	Thumb Tacks	
75	USB External CD/DVD Drive	
76	Wall Clock	
77	White Board, 60 x 90 cm	
78	White Board Marker	
79	White Board Marker Eraser	
80	White Envelope, Mailing	
81	White Transparent Nano Spray Bottle, 200 ml	
82	Cellular Phone > UI Version: V2.0 > Android Version: 11 > Processor: Dimensity 700 Octa Core > RAM: 8.00 GB	

	> Sim Card Slots: 2 > Device Storage: 86.6	
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Lot 18 – Office Supplies (OSCA)

Item	Specification	Statement of Compliance
1	AIR FRESHENER, aerosol type, 320 ml	
2	Super fine ballpen #1423, 0.5 black, 12 per box	
3	BATTERY Dry Cell, AA, 2pcs./pack	
4	BATTERY BACK-UPS, 625VA, 230V, AVR, floor,3 universal outlet	
5	CALCULATOR, standard, 12 digits, heavy duty	
6	CLIP BACKFOLD, 50 mm	
7	CORRECTION TAPE, 5mmx8m, good quality	
8	FLASH DRIVE, 16gb	
9	FOLDER, expanded, with tab, legal	
10	GLUE, 130 grams, all purpose	
11	Ink Refill Epson printer, black #003	
12	Ink Refill Epson printer, Cyan #003	
13	Ink Refill Epson printer, Yellow #003	
14	Ink Refill Epson printer, Magenta #003	
15	MUG	
16	NEON PAPER, assorted colors	
17	PAPER CLIPS, 33mm	
18	PAPER, MULTICOPY,70gsm,SIZE: 210mm x 297mm (A4)	
19	PAPER, MULTICOPY, 70gsm, SIZE: 216mm x 330mm (Legal)	
20	PENTEL PEN BLACK	
21	PHOTO PAPER, A4, 230gsm, high glossy	
22	Record BOOK, 300 pages	
23	RULED PAD PAPER, 90 leaves	
24	STAPLE WIRE #10	
25	STAPLER, small	
26	SIGN PEN GEL, BLACK. 0.5mm	
27	Specialty Board paper, Short	
28	STABILO, BLUE	
29	STICK NOTE PAD, 76mm X 76mm	
30	TAPE, TRANSPARENT, with: 24mm (at 1mm)	
31	TAPE, TRANSPARENT, 2 inches	
32	Tissue Paper, 2 ply	
33	TOILET BOWL CLEANER, scented 1000ml	
34	Trash Bin, BIG	

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over printed name

Date

Technical Specifications

Bidders must state here either “Comply or “Not Comply” against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment offered.

Lot 19 – Other Supplies & Materials (MCR)

Item	Specification	Statement of Compliance
1	Water Jug Cooler, 12 L, insulated cooler w/ large bail handle	
2	Artificial bouquet flower, plastic, assorted colors	
3	Flower stand, made of iron	
4	Artificial turf grass bermuda type 30mm, 2m x 1m	

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over printed name

Date

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- (m) Original of duly signed and accomplished Financial Bid Form; **and**
- (n) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- (o) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Bid Form for the Procurement of Goods*[shall be submitted with the Bid]***BID FORM**

Date : _____

Project Identification No. :

ITB No. 2022-028

To: The BAC Chairperson
Municipal Government of Santa Fe
Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *procurement of office supplies and other supplies & materials (lot 1-19)* in conformity with the said Bidding Documents.

Lot 1 – Office Supplies (Mayor’s Office)

Item	Item/Description	Unit Price	Total Amount
1	Air Freshener, aerosol type, spray, 320 ml		
2	Adhesive Tape 12mm x 10m		
3	Ballpen Ordinary Black, 25/s		
4	Battery AAA, 2 pieces per pack		
5	Battery AA 2 pieces per pack		
6	Broom, soft, Tambo		
7	Broom, Stick, ting-ting		
8	Cleaner, toilet and urinal 1000ml		
9	Clear book, legal		
10	Clip, backfold, 25mm		
11	Clip, backfold, 32mm		
12	Clip, backfold, 50mm		
13	Correction Tape, good quality, 5mm x 8mm		
14	Data File Box legal (Magazine File Box)		
15	Detergent Powder 47-60grams/sachet		
16	Doormat, cloth		
17	DTR CSC Form No.48		
18	Dust Pan, non-rigid plastic		
19	Dry Seal, desktop dry seal, machine engraved, stainless, pocket type		
20	Folder with tab legal		
21	Folder with tab A4		
22	Flash Drive, 32GB		
23	Glue, all purpose, 130grams		

Item	Item/Description	Unit Price	Total Amount
24	INK CART, CANON CL-811, Colored		
25	INK CART, CANON PG-810, Black		
26	Canon Ink Yellow, 100ml		
27	Canon Ink Black, 100ml		
28	Canon Ink Magenta, 100ml		
29	Canon Ink Cyan, 100ml		
30	Epson Ink 003 Yellow, 100ml		
31	Epson Ink 003 Black, 100ml		
32	Epson Ink 003 Magenta, 100ml		
33	Epson Ink 003 Cyan, 100ml		
34	Epson Ink 664 Yellow, 100ml		
35	Epson Ink 664 Black, 100ml		
36	Epson Ink 664 Magenta, 100ml		
37	Epson Ink 664 Cyan, 100ml		
38	Expanded Folder, legal		
39	Insecticide, aerosol type, 500ml		
40	Liquid Hand Sanitizer, 500ml		
41	Manila Paper		
42	Marker, permanent, black, bullet type, refillable		
43	Mouse, Optical USB connection type		
44	Neon Paper assorted color		
45	Note Pad, stick on, 76mm x 100mm (3"x4")		
46	Paper Clip, vinyl/plastic coated, 50mm		
47	Paper, Multi-purpose, A4, 70 gsm		
48	Paper, Multi-purpose, legal, 70 gsm		
49	Paper Fastener, plastic coated		
50	Pentelpen Ink Refill		
51	Pencil, lead, with eraser		
52	PHILIPPINE NATIONAL FLAG		
53	PHILIPPINE NATIONAL FLAGLETS (40x27cm)		
54	Sign Pen 0.5mm needle tip, black		
55	Sticker Paper, matte, A4		
56	Puncher 2 holes (big)		
57	Record Book, 300 pages, sizes: 214mm x 278mm min		
58	Ruler, plastic 450mm		
59	Scissors, symmetrical medium size		
60	Stamp Pad, felt		
61	Stapler Standard		
62	Staple Wire, standard		
63	Tape Dispenser		
64	Tape, transparent, 24mm		
65	Toilet Tissue Paper, 2-ply, 100% recycled, 9 roll/pack		
66	Trash Bin (big)		

Total Price in Figures: P _____

Total Price in Words: _____

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount	Purpose of Commission or gratuity
---------------------------	--------	-----------------------------------

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Form for the Procurement of Goods*[shall be submitted with the Bid]***BID FORM**

Date : _____

Project Identification No. :

ITB No. 2022-028

To: The BAC Chairperson
Municipal Government of Santa Fe
Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *procurement of office supplies and other supplies & materials (lot 1-19)* in conformity with the said Bidding Documents.

Lot 2– Office Supplies (SB)

Item	Item/Description	Unit Price	Total Amount
1	Multi Insect Spray Odorless 500 ml		
2	Isopropyl Alcohol 70 %		
3	Air Freshener, Spray 320 ml Lemon Scent		
4	Bond Paper, Multi-Purpose, A4 subs 20/70 gsm		
5	Bond Paper, Multi- Purpose, Legal subs 20/70 gsm		
6	Charger for Rechargeable Battery AA with free (4) Battery AA		
7	Rechargeable Battery AA x 2/pack		
8	Bath Soap, White, Antibacterial, 135g		
9	Notepad, stick-on, 50mmx76mm (2"x3")		
10	Thick Soft Broom, Good Quality		
11	Tissue, 2 ply, 150 Pulls, 9 rolls/pack		
12	Paper Clip, vinyl, plastic coated, 33mm		
13	Paper Clip, vinyl, plastic coated, 50mm		
14	Ballpen, 0.5 ballpoint, Smooth, Black, 12s		
15	Sign Pen, Good Kind		
16	Picture Frame (Long)		
17	Picture Frame (short)		
18	Extension Wire, Heavy Duty 10M, 4 gangs		
19	HDMI Cable, 15 meters, Heavy Duty		
20	Universal Ink, Black		
21	Detergent, Powder, with Fabric Conditioner, 2kg		
22	Brown Envelope, Long (Ordinary)		
23	White Glue, All Purpose, 130g		
24	Staple Wire No.35		

Item	Item/Description	Unit Price	Total Amount
25	Dishwashing Liquid, Antibac, 1 Liter		
26	Scissors, Heavy Duty, Big		
27	Colored Paper, Pastel Color, Assorted Color		
28	Spin Mop, Good Kind with free one (1) head mop		
29	Multi Glass Cleaner Spray 500 ml		
30	Philippine Flag		
31	Fabric Conditioner, Antibac, 25ml Sachet		
32	Bleach, Color safe		
33	DTR, prescribed CSC Form No. 48, 5 per booklet		
34	Face Mask, Disposable, 3 ply with ear loop, 50's, black		
35	Permanent Marker, bullet point, refillable, black		
36	Ink Refill for permanent marker, black		
37	Battery AA, 2pcs./pack		
38	Battery AAA, 2pcs./pack		
39	Fastener, plastic, 7 cm, 50's		
40	Folder with Tab, A4, Ordinary, white		
41	Folder with Tab, Legal, Ordinary, white		
42	Clip, backfold, 32mm		
43	Clip, backfold, 50mm		
44	Wall Clock, Good Quality		
45	Toilet Bowl Cleaner, 1 Liter		
46	Yellow Paper, 5 pads/ream		
47	Record Book, 500 pages		

Total Price in Figures: P _____

Total Price in Words: _____

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of
of agent Currency Commission or gratuity

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Form for the Procurement of Goods*[shall be submitted with the Bid]***BID FORM**

Date : _____

Project Identification No. :

ITB No. 2022-028

To: The BAC Chairperson
Municipal Government of Santa Fe
Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *procurement of office supplies and other supplies & materials (lot 1-19)* in conformity with the said Bidding Documents.

Lot 3– Office Supplies (MDRRMO)

Item	Item/Description	Unit Price	Total Amount
1	Bond Paper A4, Substance 20		
2	Air Freshener Aerosol Type		
3	Clip, BACKGOLD, 19mm		
4	Clip, BACKGOLD, 50mm		
5	DISINFECTANT SPRAY, AEROSOL TYPE (18oz)		
6	TOILET BOWL CLEANER, liquid, 1000ml		
7	FURNITURE CLEANER AEROSOL TYPE		
8	FLASH DRIVE, 16 GB		
9	KEY CHAINS (Ordinary)		
10	MAGAZINE FILE BOX, LARGE		
11	STAPLE WIRE REMOVER, STANDARD		
12	TONER CART, HP CE285A (HP85A), BLACK		
13	EPSON INK REFILL 664, 70ml-BLACK		
14	EPSON INK REFILL 664, 70ml-CYAN		
15	EPSON INK REFILL 664, 70ml- MAGENTA		
16	EPSON INK REFILL 664, 70ml -YELLOW		
17	SIGN PEN (Black)		
18	Staple Wire No. 35(26/6)		
19	FASTENER (Aluminum)		
20	DOUBLE SIDED TAPE (Big size)		
21	STICKER PAPER (A4) WHITE		
22	PHOTO PAPER (A4)		
23	SPECIALTY BOARD (A4 SIZE) WHITE		
24	SPECIALTY BOARD (LEGAL SIZE) WHITE		
25	TISSUE PAPER (DOUBLE PLY)		

Total Price in Figures: P _____

Total Price in Words: _____

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount	Purpose of Commission or gratuity
---------------------------	--------	-----------------------------------

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Form for the Procurement of Goods*[shall be submitted with the Bid]***BID FORM**

Date : _____
 Project Identification No. :
ITB No. 2022-028

To: The BAC Chairperson
 Municipal Government of Santa Fe
 Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *procurement of office supplies and other supplies & materials (lot 1-19)* in conformity with the said Bidding Documents.

Lot 4– Office Supplies (Engineering)

Item	Item/Description	Unit Price	Total Amount
1	Paper, Multi-copy, 80 gsm., (Legal)		
2	Paper, Multi-copy, 80 gsm., (A4)		
3	Air Freshener, spray, 320ml		
4	Tape, Transparent 24mm. big		
5	Toner HP Laser Jet P1102		
6	Stamp Pad ink 30ml (violet)		
7	Alcohol, ethyl, 70% solution, 500ml		
8	Correction Tape, 5mmx8mm		
9	Sign Pen, Black Liquid/gel Ink, 0.5mm needle tip		
10	Toner MP2014H		
11	EPSON L120 Ink, Yellow, 100 ml		
12	EPSON L120 Ink, Cyan, 100 ml		
13	EPSON L120 Ink, Magenta, 100 ml		
14	EPSON L120 Ink, Black, 100ml		
15	2-in-1 OTG Flash Drive 1TB		
16	Walis Tambo		
17	Daily Time Record, Prescribed CSC Form No. 48		

Total Price in Figures: P _____

Total Price in Words: _____

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the

Schedule of Requirements of the Philippine Bidding Documents (PBDs);

- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Purpose of Commission or gratuity
---------------------------	--

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Form for the Procurement of Goods*[shall be submitted with the Bid]***BID FORM**

Date : _____

Project Identification No. :

ITB No. 2022-028

To: The BAC Chairperson
Municipal Government of Santa Fe
Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *procurement of office supplies and other supplies & materials (lot 1-19)* in conformity with the said Bidding Documents.

Lot 5– Office Supplies (Assessor)

Item	Item/Description	Unit Price	Total Amount
1	Epson Ink 003, Black		
2	Epson Ink 003, Yellow		
3	Epson Ink 003, Magenta		
4	Epson Ink 003, Cyan		
5	Toner Cart, HP CE285A (HP85A), black		
6	Rice cooker, non-stick, 1L, 5 cups		
7	Fabric Conditioner, premium parfum (assorted), 20ml		
8	Pencil No.2, yellow, with black lead		
9	Self-inking Date Stamp S-402, (received)		
10	Mesh Desk Organizer, Oval Black		
11	Cleaner Squeegee for Mirror		
12	Power Clean Glass Cleaner		
13	Folder 14PTS, white, legal		
14	Brown Envelope, Short		
15	Finger Rubber Anti-slip Tool Protector Thimble (blue)		
16	Mop With Spinner Bucket Map Cleaning Floor Equipment Smart Squeeze		
17	Trash Can with SWING COVER PLASTIC 50L (Black)		
18	Plain Green, ring curtain, 3in1 Set		
19	Plain Pantone, ring curtain, 3in1 Set		
20	Paper, multi -purpose, A4, 70 gsm		
21	Bond Paper, ultra white, subs 20/70 gsm, letter		

Total Price in Figures: P _____

Total Price in Words: _____

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of
of agent Currency Commission or gratuity

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Form for the Procurement of Goods*[shall be submitted with the Bid]***BID FORM**

Date : _____

Project Identification No. :

ITB No. 2022-028

To: The BAC Chairperson
Municipal Government of Santa Fe
Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *procurement of office supplies and other supplies & materials (lot 1-19)* in conformity with the said Bidding Documents.

Lot 6– Office Supplies (MAO)

Item	Item/Description	Unit Price	Total Amount
1	Adhesive Tape, 12mmx10m		
2	Air Freshener, spray, 320ml		
3	Air Humidifier, aroma, essential oil, ultrasonic cool mist		
4	Alcohol, ethyl, 70% solution, 500ml		
5	Ballpen, black, 25's		
6	Bond Paper, hard copy, S-20, A4		
7	Bond Paper, hard copy, S-20, long (8.5x13)		
8	Bond Paper, hard copy, S-20, short (8.5x11)		
9	Broom, soft, Tambo (thick)		
10	Brown Envelope, short		
11	Canon Printer Ink, 70ml, black		
12	Canon Printer Ink, 70ml, cyan		
13	Canon Printer Ink, 70ml, magenta		
14	Canon Printer Ink, 70ml, yellow		
15	Data File Box,/Magazine Box, legal		
16	Dishwashing Liquid, 790ml		
17	DTR, Civil Service Form No. 48		
18	External Hard Drive, 1 TB, 2.5"HDD, USB 3.0		
19	Envelope, legal size, plastic		
20	Envelope, legal size, plastic, with holder		
21	Epson Ink 001, black, 70ml		
22	Epson Ink 001, Yellow,70ml		
23	Epson Ink 001, Magenta, 70ml		
24	Epson Ink 001, cyan, 70ml		

Item	Item/Description	Unit Price	Total Amount
25	Epson Ink 003, black, 70ml		
26	Epson Ink 003, Yellow,70ml		
27	Epson Ink 003, Magenta, 70ml		
28	Epson Ink 003, cyan, 70ml		
29	Eraser, rubber, white, large, dust free		
30	Flash Drive, 32 GB, OTG		
31	Highlighter		
32	Liquid Hand Sanitizer, 500ml		
33	Note Pad, stick-on, 50mmx76mm(2"x3")		
34	Note Pad, stick-on, 76mmx100mm(3"x4")		
35	Scotch Tape, 1" big		
36	Surgical Face Mask, disposable, 3-ply, 50pcs/box, FDA Approved		
37	Tape, packaging, 4"		
38	Tape, masking, 1"		
39	Toilet Tissue Paper,		

Total Price in Figures: P _____

Total Price in Words: _____

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of
of agent Currency Commission or gratuity

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Form for the Procurement of Goods*[shall be submitted with the Bid]***BID FORM**

Date : _____

Project Identification No. :

ITB No. 2022-028

To: The BAC Chairperson
Municipal Government of Santa Fe
Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *procurement of office supplies and other supplies & materials (lot 1-19)* in conformity with the said Bidding Documents.

Lot 7 – Office Supplies (MTO)

Item	Item/Description	Unit Price	Total Amount
1	Alcohol, ethyl, 70 % sol., 70 % 500ml		
2	Anti-virus internet security, 5 users		
3	Ballpen, Black, 25's		
4	Battery, heavy duty, AA, 2pcs. Per blister		
5	Bond Paper, hard copy, subs 20, legal		
6	Bond Paper, hard copy, subs 20, A4		
7	Brother Ink, BT60BK, genuine		
8	Brother Ink, BT5000M, genuine		
9	Brother Ink, BT5000C, genuine		
10	Brother Ink, BT5000Y, genuine		
11	Cleaner, Toilet Bowl & Urinal, 100ml		
12	Correction Tape, good quality, 5mmx8mm		
13	Detergent powder, all purpose, 1kg per plastic pouch		
14	DTR, Civil Service Form No. 48		
15	Epson Ink T6641, 100ml black, genuine		
16	Epson Ink T6641, 100ml yellow, genuine		
17	Epson Ink T6641, 100ml cyan, genuine		
18	Epson Ink T6641, 100ml magenta, genuine		
19	Fabric Conditioner, 20-40ml/sachet		
20	Fastener, plastic, 7cm, 50/box		
21	Flash Drive, 32 GB capacity, OTG type		
22	HP Original Laser Jet Toner Cartridge, CE285AC,genuine		
23	HP Desk Jet Ink Cartridge, 682, black, genuine		

Item	Item/Description	Unit Price	Total Amount
24	HP Desk Jet Ink Cartridge, 682, tricolor, genuine		
25	Mailing Envelope, white long		
26	Gallon, round container, with cover, 18.9 ltrs.		
27	Gel pen, 0.5mm, black		
28	Multi-Insect Killer Spray, 500ml		
29	Scotch Tape, 1", big		
30	Stapler, standard with remover, heavy duty #35		
31	Surgical Face Mask, disposable, FDA approved, 3 ply, 50 pcs/box		
32	Tape, packaging, 48mm		
33	Trash Bag, small, 15pcs.		
34	Trash Bag, XL, 10pcs.		
35	Toilet Tissue paper, 2-ply sheet, 150 pulls, 12 rolls in a pack		
36	Toilet Bowl Cleaner, 1000ml		
37	Toner, INEO 165, genuine		
38	TV Rock, good quality		
39	Window Glass Cleaner, 1000ml		

Total Price in Figures: P _____

Total Price in Words: _____

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

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Name and address Amount and Purpose of
of agent Currency Commission or gratuity

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Form for the Procurement of Goods*[shall be submitted with the Bid]***BID FORM**

Date : _____

Project Identification No. :

ITB No. 2022-028

To: The BAC Chairperson
Municipal Government of Santa Fe
Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *procurement of office supplies and other supplies & materials (lot 1-19)* in conformity with the said Bidding Documents.

Lot 8 – Office Supplies (Accounting)

Item	Item/Description	Unit Price	Total Amount
1	Bond Paper, Substance 20/70gsm, Ultra White, A4		
2	Bond Paper, Substance 20/70gsm, Ultra White, Long (8.5"x13)		
3	Bond Paper, Substance 20/70gsm, Ultra White, Short (8.5"x11)		
4	Ballpen, retractable, 0.5mm, black (50pcs/tube)		
5	Ruler, 12 inches clear plastic, flexible, double beveled		
6	Expandable Envelop with Garter, Legal		
7	Push Pins, colored (100pcs)		
8	Received Date Stamp with stamp pad and ink		
9	Cork Board with aluminum Frame (2 x 3 ft)		
10	Flash Drive USB Rotatable U Disk, 64 GB		
11	Toner Cart, HP CE285A(HP854A), Black		
12	Alcohol, Isopropyl, 70% solution, 500ml		
13	Detergent powder-1kg		
14	Air Revitalizer, Purifier and Humidifier (Eliminates odors, pollutants; coverage: 100 meters)		
15	Liquid Hand Sanitizer with moisturizer and Vit. E, 500ml		
16	Fabric Conditioner - 1000ml (Eternity concentrated)		
17	Toilet Bowl Cleaner, Lemon scent		
18	Calculator, MS-12 standard, heavy duty, solar cell battery DC 1.5V		
19	Highlighter Pen, yellow green		
20	Doormat, Color: Gray		

Item	Item/Description	Unit Price	Total Amount
21	Duo Roller Blinds Curtain (W: 100cm, L: 160cm), Gray		

Total Price in Figures: P _____

Total Price in Words: _____

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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Name and address Amount and Purpose of
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(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Form for the Procurement of Goods*[shall be submitted with the Bid]***BID FORM**

Date : _____
 Project Identification No. :
ITB No. 2022-028

To: The BAC Chairperson
 Municipal Government of Santa Fe
 Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *procurement of office supplies and other supplies & materials (lot 1-19)* in conformity with the said Bidding Documents.

Lot 9 – Office Supplies (HRMO)

Item	Item/Description	Unit Price	Total Amount
1	Alcohol, ethyl, 70% solution, 500ml		
2	Bond Paper, hard copy, substance 20, A4		
3	Epson Ink # 6641, 100ml, black		
4	Brother Ink for DCP-T710W, BT-D60, black		
5	Arch File Horizontal with Tagila Lock, size 3x9x15.5		
6	Data File Box/ Magazines File Box, legal		
7	DTR, Civil Service Form No. 48		
8	Vellum Board, legal		
9	Toilet Tissue Paper, 2 ply, 9 roll/pack		
10	Expanded Folder, green, legal		
11	Ballpen, Faber Castell, black		
12	Surgical Face Mask, disposable, 3 ply, 50pcs/box, black, blue		
13	Highlighter, green		

Total Price in Figures: P _____

Total Price in Words: _____

If our Bid is accepted, we undertake:

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- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;

- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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Name and address Amount and Purpose of
of agent Currency Commission or gratuity

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Form for the Procurement of Goods*[shall be submitted with the Bid]***BID FORM**

Date : _____

Project Identification No. :

ITB No. 2022-028

To: The BAC Chairperson
Municipal Government of Santa Fe
Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *procurement of office supplies and other supplies & materials (lot 1-19)* in conformity with the said Bidding Documents.

Lot 10 – Office Supplies (PESO)

Item	Item/Description	Unit Price	Total Amount
1	Record Book, 500 pages		
2	Rags, cotton		
3	Correction Tape, good quality		
4	Air Freshener, glade, bottle, 320g		
5	Water Container, round, 30 liter		
6	Photo Paper, glossy, A4, 230gsm		
7	Ballpen, HBW Matrix, black, 50's/tube		
8	Dishwashing Liquid, Joy		
9	Plastic Envelop, Expanded with handle, legal, push lock		
10	Monobloc, Chair, beige		
11	Notebook, Stenographer, spiral, 40 leaves		
12	USB Flash Drive, 4GB/eGB		
13	Broom, soft, tambo		
14	Binder Clip, 1', box/12's		
15	Binder Clip, 1 1/4', box/12's		
16	Cutter, big		
17	Elmer's Glue, 240g		
18	Paper Clip, vinyl plastic coated, 50mm		
19	Paper Clip, vinyl plastic coated, 33mm		
20	Paper Fastener, plastic coated		
21	Pencil, lead with eraser		
22	Blank CD with case		
23	Trash Bag, 18.5x18.5, 100's		
24	Tape, clear/scotch, 1"		

Item	Item/Description	Unit Price	Total Amount
25	Tape, clear/scotch, 2"		

Total Price in Figures: P _____

Total Price in Words: _____

If our Bid is accepted, we undertake:

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- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Form for the Procurement of Goods*[shall be submitted with the Bid]***BID FORM**

Date : _____

Project Identification No. :

ITB No. 2022-028

To: The BAC Chairperson
Municipal Government of Santa Fe
Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *procurement of office supplies and other supplies & materials (lot 1-19)* in conformity with the said Bidding Documents.

Lot 11 – Office Supplies (MBO)

Item	Item/Description	Unit Price	Total Amount
1	Brother Ink BT5000C		
2	Brother Ink BT5000M		
3	Brother Ink BT5000Y		
4	Brother Ink BTD60BK		
5	Bathroom Deodorizer (Lemon) (Albatross)		
6	Alcohol, 500ml, 70% solution		
7	Pressboard Folder White, Expandable Folder Legal		
8	Envelope, Expanding Legal		
9	Expanding Filing Document Bag with Handle, 13 Pockets, Legal		
10	Ring Binder, Plastic, 32mm, 84 rings		
11	Cleaning Squeegee for Mirrors		
12	Toilet Bowl Cleaner, 1000ml		
13	Insecticide, aerosol type net content: 600ml min		
14	Pencil No. 2, medium, yellow, 12pc./box, with eraser		
15	Toilet Tissue Paper, 3-ply (100% recycled), 12pc./pack, 450 sheets		
16	Trash Bag, small 45x50cm, 250 pcs./roll		
17	USB External CD/DVD Drive		
18	KNF94 Face Protective Mask (Adult), 10's per pack		
19	KN95 Face Protective Mask (Adult), 10's per pack		
20	Universal Outlet Extension Cord 4-Gang with Switch, 8m		
21	Non-Contact Infrared Digital Thermal Scanner		

Item	Item/Description	Unit Price	Total Amount
22	Specialty Board Paper A4 Size (White)		
23	Neon Colored Paper		
24	Air Purifier and Revitalizer with LED Light		
25	White Transparent Nano Spray Bottle, 200ml		
26	Paper Clips, vinyl, plastic coated, 33mm		
27	Paper Clips, vinyl, plastic coated, 50mm (big)		
28	Plastic Paper Fastener, 7cm, 50pcs./box, Assorted Colors		
29	Broom, soft, Tambo (thick)		
30	Broom, stick, ting-ting		
31	Whiteboard Eraser, 110x50x40mm		
32	Universal TV Remote Control for LCD TV		
33	Glossy Photo Sticker Paper, A4, 20 Sheets/pack, 135gsm		
34	Stamp Pad with Ink (Violet), 62x80mm		
35	DTR, Civil Service Form No. 48		
36	Steno Notebook, good quality, 6x9inches, 60 leaves		

Total Price in Figures: P _____

Total Price in Words: _____

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
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Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Form for the Procurement of Goods*[shall be submitted with the Bid]***BID FORM**

Date : _____

Project Identification No. :

ITB No. 2022-028

To: The BAC Chairperson
Municipal Government of Santa Fe
Poblacion, Santa Fe, Romblon

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Lot 12 – Office Supplies (MSWDO)

Item	Item/Description	Unit Price	Total Amount
1	Correction Tape		
2	Special Board Paper, Short 8.5x11		
3	Permanent Marker		
4	Refill Ink for EPSON L3110 Black		
5	Toilet Tissue Paper, 2 ply, 100% Recycled		
6	Mouse OPTICAL USB Connection Type		
7	Paper Multi-Purpose A4 70 gsm		
8	Paper Multi-Purpose Legal 70 gsm		
9	Paper Multi-Purpose Short 8.5x11 gsm		
10	Binder Clip 1"		
11	Binder Clip 2"		
12	Paper Fastener Plastic		
13	Expanding Colored Plastic Envelope with Handle, Assorted		
14	Tape, Packaging, Brown, 48mm		
15	Neon Paper, Assorted Colors		
16	Folder, Ordinary Long		
17	Folder, Ordinary A4		
18	Highlighter Pen		
19	Filing Case, heavy duty		
20	Battery AA (2 pcs. Per pack)		
21	Paper Clip, 33mm		
22	Air Humidifier Aroma Essential Oil, Ultrasonic Cool Mist		

Item	Item/Description	Unit Price	Total Amount
23	Essential Oil for Air Modifier		
	> 2 liters each scent: Fresh bamboo, Green Tea, Cherry Blossom, Bubble Gum, Citronella and Cotton Blossom		
24	Clean Dirt Separation Mop 360°Free Rotation to Clean Sewage Separation Hand Self-Washing Floor Rotating Mop		
	> Lifting Rod + Stainless Steel Plate, More than 10 kg		
	> Separation of Clean Water and Sewage		
25	Eraser (2pcs. Per Pack)		
	> Mars Plastic 526 53 Blister Pack 2's		

Total Price in Figures: P _____

Total Price in Words: _____

If our Bid is accepted, we undertake:

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Name and address Amount and Purpose of
of agent Currency Commission or gratuity

(if none, state "None")

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We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Form for the Procurement of Goods*[shall be submitted with the Bid]***BID FORM**

Date : _____

Project Identification No. :

ITB No. 2022-028

To: The BAC Chairperson
Municipal Government of Santa Fe
Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *procurement of office supplies and other supplies & materials (lot 1-19)* in conformity with the said Bidding Documents.

Lot 13 – Office Supplies (BAC)

Item	Item/Description	Unit Price	Total Amount
1	Air Freshener		
2	Ballpen, black		
3	Bond Paper, hard copy, S-20, A4		
4	Bond Paper, hard copy, S-20, long		
5	Canon Printer Ink, No.71 (Black)		
6	Canon Printer Ink, No.71 (Black), Cyan, Magenta & Yellow), 4 bottles/set		
7	Clip, backfold, 50mm		
8	Computer Keyboard		
9	Cork board, 60x90 cm, wooden frame		
10	Correction Tape, good quality, 5mmx8m		
11	Envelope, brown, long		
12	Ink Cartridge Canon CL-98		
13	Ink Cartridge Canon PG-88		
14	Ink Cartridge Canon CL-57		
15	Ink Cartridge Canon PG-47		
16	Laptop Battery for Lenovo Idea pad 330s		
17	Puncher, big, 2 holes		
18	Plastic Combi Binding Ring, 1"		
19	Plastic Combi Binding Ring, 9/16"		
20	Record Book, 300 pages		
21	Specialty Board Paper, 220gsm, A4, pale cream		
22	Specialty Board Paper, 220gsm, long, pale cream		
23	Tape, transparent, 24mm, big		
24	Toilet Tissue Paper, 2-Ply		

Item	Item/Description	Unit Price	Total Amount
25	Toner Cartridge for Gestnetner M2701 copier		

Total Price in Figures: P _____

Total Price in Words: _____

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(if none, state "None")

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We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Form for the Procurement of Goods*[shall be submitted with the Bid]***BID FORM**

Date : _____

Project Identification No. :

ITB No. 2022-028

To: The BAC Chairperson
Municipal Government of Santa Fe
Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *procurement of office supplies and other supplies & materials (lot 1-19)* in conformity with the said Bidding Documents.

Lot 14 – Office Supplies (COA)

Item	Item/Description	Unit Price	Total Amount
1	Isopropyl Alcohol, green cross, 70% solution, antiseptic disinfectant hydro allergenic with moisturizer		
2	Trash Bin, with foot pedal, 68 liters, 56x51x63 cm (color green)		
3	Free standing water dispenser, bottom loading, hot water safety lock, 585W (12.25" x W12.5" x H41")		
4	LED Automatic Emergency Light		
5	Extension cable cord with individual switch, 6 gang, 1.83 meter wire		
6	Sponge scouring pad/scrub sponge, original (heavy duty)		
7	Dishwashing liquid (antibacterial), 500mL		
8	Tissue Paper, 2-ply		
9	Detergent Powder		
10	Bleach, Original, 1000mL		
11	Disinfectant spray, fresh blossom scent		
12	Correction Tape, good quality		
13	Permanent marker broad (black)		
14	Bond Paper, S-20, short (8.5x11)		
15	Bond Paper, S-20, Long (8.5x13)		
16	Bond Paper, S-20, A4 (8.3x11.7)		
17	Brown envelope, short (brown)		
18	Brown envelope, long (brown)		
19	Expanded envelope, long (pink, yellow, orange and green)		

Item	Item/Description	Unit Price	Total Amount
20	Rubber band, No.18		
21	Packing Tape, Brown, 100m		
22	Stapler, small, No.10		
23	Staple Wire, No.10		
24	Staple Wire, No.35, leg length, 6mm		
25	Binding Comb, 1" (blue)		
26	Binding Comb, 1 1/4" (blue)		
27	Binding Comb, 2" (blue)		
28	Binder Clips -Small		
29	Paper Clip - 33mm		
30	Paper Clip - big		
31	Pencil No. 2		

Total Price in Figures: P _____

Total Price in Words: _____

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
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We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Form for the Procurement of Goods*[shall be submitted with the Bid]***BID FORM**

Date : _____

Project Identification No. :

ITB No. 2022-028

To: The BAC Chairperson
Municipal Government of Santa Fe
Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *procurement of office supplies and other supplies & materials (lot 1-19)* in conformity with the said Bidding Documents.

Lot 15 – Office Supplies (BFP)

Item	Item/Description	Unit Price	Total Amount
1	Coupon Bond, subs. 24 Legal		
2	Folder, RED, legal		
3	Folder, Legal 11 pts legal		
4	Envelope, Brown, Legal		
5	Battery, AA, 4s/pack		
6	Marker, permanent		
7	Marker, White Board		
8	Ball pen, black 12's		
9	Ball pen, blue 25's/box		
10	Staple Wire #35 (excel)		
11	Stapler # 35 (HBW w/ remover)		
12	Toilet Bowl Cleaner, 709 ml		
13	Photo paper, Glossy, 230 gsm, A4		
14	Alcohol 70 % solution (500ml)		
15	Multi Insect Killer,		
16	Flash drive 16GB		
17	Epson 664 Ink Black		
18	Epson 664 Ink Magenta		
19	Epson 664 Ink Yellow		
20	Epson 664 Ink Cyan		
21	HP GT52 Black		
22	HP GT52 Magenta		
23	HP GT52 Yellow		
24	HP GT52 Cyan		
25	Correction Tape		

Item	Item/Description	Unit Price	Total Amount
26	Plastic Fastener		

Total Price in Figures: P _____

Total Price in Words: _____

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of
of agent Currency Commission or gratuity

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Form for the Procurement of Goods*[shall be submitted with the Bid]***BID FORM**

Date : _____

Project Identification No. :

ITB No. 2022-028

To: The BAC Chairperson
Municipal Government of Santa Fe
Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *procurement of office supplies and other supplies & materials (lot 1-19)* in conformity with the said Bidding Documents.

Lot 16 – Office Supplies (MHO)

Item	Item/Description	Unit Price	Total Amount
1	Bond Paper Hard Copy 80gsm, sub24 500 sheets (A4)		
2	Bond Paper Hard Copy 80gsm, sub24 sheets (Legal)		
3	Bond Paper Hard Copy 80gsm, sub24 sheets (Letter)		
4	Brother Genuine Ink BTD60/BT5000 Set of 4 (BK, C, M, Y)		
5	Drum Kit for INEO 165c		
6	Epson ink 004 set of 4 (BK, C, Y, M)		
7	Epson ink 664 BK		
8	Toner TN116 for INEO 165e		
9	Ballpoint Pen Black 0.5 (Good Quality)		
10	Battery Dry Cell (AA), 2pcs/pack		
11	Battery Dry Cell (AAA), 2pcs/pack		
12	Brown Envelope (A4)		
13	Brown Envelope (Legal)		
14	Columnar books		
15	Double-sided Tape 18mmx10mm (3M)		
16	Folder, white (A4)		
17	Folder, white (Legal)		
18	Glue, 130g all-purpose		
19	Highlighter Set (Paste/Neon), 6's/Set		
20	Pencil No.2		
21	Record Book 300 pages		

Item	Item/Description	Unit Price	Total Amount
22	Refillable Permanent Market Black (Good Quality)		
23	Ring Binder, black, 1/4"		
24	Ring Binder, black, 1/2"		
25	Scissors Symmetrical Blade (length 65 mm 1pc)		
26	Specialty Velum Board, 220gsm, White A4		
27	Stapler standard size, No.35 staple wire		
28	Air Freshener, lemon scent 320ml, spray		
29	Bathroom tissue, 12's 3 ply		
30	Detergent powder, 1kilo/pouch		
31	Dishwashing Liquid, 250ml		
32	Fabric conditioner, sachet		
33	Toilet bowl cleaner 1000ml		

Total Price in Figures: P _____

Total Price in Words: _____

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of
of agent Currency Commission or gratuity

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Form for the Procurement of Goods*[shall be submitted with the Bid]***BID FORM**

Date : _____

Project Identification No. :

ITB No. 2022-028

To: The BAC Chairperson
Municipal Government of Santa Fe
Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *procurement of office supplies and other supplies & materials (lot 1-19)* in conformity with the said Bidding Documents.

Lot 17 – Office Supplies (MNAO)

Item	Item/Description	Unit Price	Total Amount
1	Adhesive Tape 12mm x 10m		
2	Air Purifier and Revitalizer with LED Light		
3	Alcohol, ethyl 70% solution, 500ml		
4	At Home Prepaid WIFI		
5	Ballpen, Super Fine # 1431, 0.5mm, Black, 24s		
6	Battery Back Up		
7	Broom, soft, tambo (thick)		
8	Broom, stick, Ting-Ting		
9	Brother Ink, BT60BK, genuine		
10	Brother Ink, BT5000M, genuine		
11	Brother Ink, BT5000C, genuine		
12	Brother Ink, BT5000Y, genuine		
13	Binding Comb, 1" - Blue		
14	Binding Comb, 1 1/4" - Blue		
15	Binding Comb, 3/4" - Blue		
16	Calculator, standard, 12 digits, heavy duty		
17	Clear book, legal		
18	Clip, backfold, 25mm		
19	Clip, backfold, 32mm		
20	Clip, backfold, 50mm		
21	Correction Tape, good quality, 5mmx8m		
22	Cork Board, 60 x 90 cm		
23	Dating and Stamping Machine		
24	Detergent Powder, 50g		
25	DTR CSC From No. 48		

Item	Item/Description	Unit Price	Total Amount
26	Dust Pan, non-rigid plastic		
27	Eraser		
28	Expanded Folder, legal		
29	Expanded Envelope, legal		
30	Expanded Plastic Envelope with Handle		
31	Expanding Filing Document Bag with Handle, 13 Pockets, Legal		
32	File Box with Lid, medium size		
33	Flash Drive, 32GB		
34	Folder with tab legal		
35	Folder with tab A4		
36	Glossy Photo Sticker Paper, A4, 20 sheets/pack, 135gsm		
37	Glue, all purpose, 130grams		
38	Glue Gun		
39	Highlighter Pen (6 pcs/set)		
40	Insecticide, aerosol type net content: 600 ml		
41	KF94 Face Protective Mask (Adult), 10s per pack		
42	KN95 Face Protective Mask (Adult), 10s per pack		
43	Manila Paper		
44	Marker, permanent, black, bullet type, refillable		
45	Neon Paper assorted color		
46	Note Pad, Stick on, 76mm x 100mm (3"x 4")		
47	Paper Clip, vinyl, plastic coated, 33mm		
48	Paper Clip, vinyl/plastic coated, 50mm		
49	Paper, Multi-Purpose, A4, 70gsm		
50	Paper, Multi-Purpose, legal, 70gsm		
51	Paper Fastener, plastic coated		
52	Pencil (No.2), medium, yellow, 12pc/box, with eraser		
53	Pencil Sharpener		
54	Pentelpen Ink Refill		
55	Plastic Cover, 48" x 50 yards		
56	Plastic Envelope (Ordinary, Long)		
57	Pins		
58	Puncher 2 holes (big)		
59	Record Book, 300 pages, sizes: 214mm x 278mm min		
60	Ruler, plastic 450mm		
61	Scissors, symmetrical medium size		
62	Sign Pen 0.5mm needle tip, black		
63	Specialty Board (A4) Mint Green		
64	Specialty Board (Legal) Mint Green		
65	Stapler Standard with remover, heavy duty #35		
66	Staple Wire, standard		
67	Surgical Face Mask (Black)		
68	Tape, transparent, 24mm		
69	Toilet Bowl Cleaner, 1000ml		

Item	Item/Description	Unit Price	Total Amount
70	Toilet Tissue Paper, 2-ply, 100% recycled, 9 roll/pack		
71	Trash Bag, small 45x50 cm, 250 pcs/roll		
72	Trash Bin (big)		
73	Toilet Brush and Holder set, Silicone Bristles		
74	Thumb Tacks		
75	USB External CD/DVD Drive		
76	Wall Clock		
77	White Board, 60 x 90 cm		
78	White Board Marker		
79	White Board Marker Eraser		
80	White Envelope, Mailing		
81	White Transparent Nano Spray Bottle, 200 ml		
82	Cellular Phone > UI Version: V2.0 > Android Version: 11 > Processor: Dimensity 700 Octa Core > RAM: 8.00 GB > Sim Card Slots: 2 > Device Storage: 86.6		

Total Price in Figures: P _____

Total Price in Words: _____

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
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[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

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Name and address Amount and Purpose of
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(if none, state "None")

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We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Form for the Procurement of Goods*[shall be submitted with the Bid]***BID FORM**

Date : _____

Project Identification No. :

ITB No. 2022-028

To: The BAC Chairperson
Municipal Government of Santa Fe
Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *procurement of office supplies and other supplies & materials (lot 1-19)* in conformity with the said Bidding Documents.

Lot 18 – Office Supplies (OSCA)

Item	Item/Description	Unit Price	Total Amount
1	AIR FRESHENER, aerosol type, 320 ml		
2	Super fine ballpen #1423, 0.5 black, 12 per box		
3	BATTERY Dry Cell, AA, 2pcs./pack		
4	BATTERY BACK-UPS, 625VA, 230V, AVR, floor,3 universal outlet		
5	CALCULATOR, standard, 12 digits, heavy duty		
6	CLIP BACKFOLD, 50 mm		
7	CORRECTION TAPE, 5mmx8m, good quality		
8	FLASH DRIVE, 16gb		
9	FOLDER, expanded, with tab, legal		
10	GLUE, 130 grams, all purpose		
11	Ink Refill Epson printer, black #003		
12	Ink Refill Epson printer, Cyan #003		
13	Ink Refill Epson printer, Yellow #003		
14	Ink Refill Epson printer, Magenta #003		
15	MUG		
16	NEON PAPER, assorted colors		
17	PAPER CLIPS, 33mm		
18	PAPER, MULTICOPY,70gsm,SIZE: 210mm x 297mm (A4)		
19	PAPER, MULTICOPY, 70gsm, SIZE: 216mm x 330mm (Legal)		
20	PENTEL PEN BLACK		
21	PHOTO PAPER, A4, 230gsm, high glossy		
22	Record BOOK, 300 pages		

Item	Item/Description	Unit Price	Total Amount
23	RULED PAD PAPER, 90 leaves		
24	STAPLE WIRE #10		
25	STAPLER, small		
26	SIGN PEN GEL, BLACK. 0.5mm		
27	Specialty Board paper, Short		
28	STABILO, BLUE		
29	STICK NOTE PAD, 76mm X 76mm		
30	TAPE, TRANSPARENT, with: 24mm (aŁ1mm)		
31	TAPE, TRANSPARENT, 2 inches		
32	Tissue Paper, 2 ply		
33	TOILET BOWL CLEANER, scented 1000ml		
34	Trash Bin, BIG		

Total Price in Figures: P _____

Total Price in Words: _____

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
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[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

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Name and address Amount and Purpose of
of agent Currency Commission or gratuity

(if none, state "None")

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We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Form for the Procurement of Goods*[shall be submitted with the Bid]***BID FORM**

Date : _____

Project Identification No. :

ITB No. 2022-028

To: The BAC Chairperson
Municipal Government of Santa Fe
Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *procurement of office supplies and other supplies & materials (lot 1-19)* in conformity with the said Bidding Documents.

Lot 19 – Other Supplies & Materials (MCR)

Item	Item/Description	Unit Price	Total Amount
1	Water Jug Cooler, 12 L, insulated cooler w/ large bail handle		
2	Artificial bouquet flower, plastic, assorted colors		
3	Flower stand, made of iron		
4	Artificial turf grass bermuda type 30mm, 2m x 1m		

Total Price in Figures: P _____

Total Price in Words: _____

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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Name and address Amount and Purpose of
of agent Currency Commission or gratuity

(if none, state "None")

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We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. ITB No. 2022-028 Page ___ of ___

Lot 1 – Office Supplies (Mayor’s Office)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Air Freshener, aerosol type, spray, 320 ml		6 bottle						
2	Adhesive Tape 12mm x 10m		8 roll						
3	Ballpen Ordinary Black, 25/s		15 box						
4	Battery AAA, 2 pieces per pack		2 pack						
5	Battery AA 2 pieces per pack		2 pack						
6	Broom, soft, tambo		4 pieces						
7	Broom, Stick, ting-ting		10 pieces						
8	Cleaner, toilet and urinal 1000ml		3 bottle						
9	Clear book, legal		5 piece						
10	Clip, backfold, 25mm		5 box						
11	Clip, backfold, 32mm		5 box						
12	Clip, backfold, 50mm		10 box						
13	Correction Tape, good quality, 5mm x 8mm		20 pieces						
14	Data File Box legal (Magazine File Box)		20 pieces						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
15	Detergent Powder 47-60grams/sachet		6 dozen						
16	Doormat, cloth		5 pieces						
17	DTR CSC Form No.48		40 pad						
18	Dust Pan, non-rigid plastic		5 piece						
19	Dry Seal, desktop dry seal, machine engraved, stainless, pocket type		1 piece						
20	Folder with tab legal		15 dozen						
21	Folder with tab A4		36 dozen						
22	Flash Drive, 32GB		4 pieces						
23	Glue, all purpose, 130grams		5 bottle						
24	INK CART, CANON CL-811, Colored		6 cart						
25	INK CART, CANON PG-810, Black		8 cart						
26	Canon Ink Yellow, 100ml		2 bottle						
27	Canon Ink Black, 100ml		4 bottle						
28	Canon Ink Magenta, 100ml		2 bottle						
29	Canon Ink Cyan, 100ml		2 bottle						
30	Epson Ink 003 Yellow, 100ml		3 bottle						
31	Epson Ink 003 Black, 100ml		3 bottle						
32	Epson Ink 003 Magenta, 100ml		3 bottle						
33	Epson Ink 003 Cyan, 100ml		3 bottle						
34	Epson Ink 664 Yellow, 100ml		4 bottle						
35	Epson Ink 664 Black, 100ml		4 bottle						
36	Epson Ink 664 Magenta, 100ml		4 bottle						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
37	Epson Ink 664 Cyan, 100ml		4 bottle						
38	Expanded Folder, legal		48 pieces						
39	Insecticide, aerosol type, 500ml		2 cans						
40	Liquid Hand Sanitizer, 500ml		3 bottle						
41	Manila Paper		15 pieces						
42	Marker, permanent, black, bullet type, refillable		2 piece						
43	Mouse, Optical USB connection type		2 unit						
44	Neon Paper assorted color		3 ream						
45	Note Pad, stick on, 76mm x 100mm (3"x4")		3 pad						
46	Paper Clip, vinyl/plastic coated, 50mm		15 box						
47	Paper, Multi-purpose, A4, 70 gsm		80 ream						
48	Paper, Multi-purpose, legal, 70 gsm		30 ream						
49	Paper Fastener, plastic coated		10 box						
50	Pentelpen Ink Refill		2 bottle						
51	Pencil, lead, with eraser		4 box						
52	PHILIPPINE NATIONAL FLAG		8 piece						
53	PHILIPPINE NATIONAL FLAGLETS (40x27cm)		10 piece						
54	Sign Pen 0.5mm needle tip, black		3 piece						
55	Sticker Paper, matte, A4		15 sheets						
56	Puncher 2 holes (big)		1 piece						
57	Record Book, 300 pages, sizes: 214mm x 278mm min		10 piece						
58	Ruler, plastic 450mm		3 piece						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
59	Scissors, symmetrical medium size		2 pair						
60	Stamp Pad, felt		2 piece						
61	Stapler Standard		3 piece						
62	Staple Wire, standard		10 box						
63	Tape Dispenser		2 pcs						
64	Tape, transparent, 24mm		18 roll						
65	Toilet Tissue Paper, 2-ply, 100% recycled, 9 roll/pack		10 pack						
66	Trash Bin (big)		2 piece						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2022-028** Page ___ of ___

Lot 2– Office Supplies (SB)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Multi Insect Spray Odorless 500 ml		3 bottle						
2	Isopropyl Alcohol 70 %		5 gallon						
3	Air Freshener, Spray 320 ml Lemon Scent		6 can						
4	Bond Paper, Multi-Purpose, A4 subs 20/70 gsm		35 ream						
5	Bond Paper, Multi- Purpose, Legal subs 20/70 gsm		35 ream						
6	Charger for Rechargeable Battery AA with free (4) Battery AA		3 piece						
7	Rechargeable Battery AA x 2/pack		12 piece						
8	Bath Soap, White, Antibacterial, 135g		6 piece						
9	Notepad, stick-on, 50mmx76mm (2"x3")		10 pad						
10	Thick Soft Broom, Good Quality		3 piece						
11	Tissue, 2 ply, 150 Pulls, 9 rolls/pack		5 pack						
12	Paper Clip, vinyl, plastic coated, 33mm		5 box						
13	Paper Clip, vinyl, plastic coated, 50mm		5 box						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
14	Ballpen, 0.5 ballpoint, Smooth, Black, 12s		5 box						
15	Sign Pen, Good Kind		50 piece						
16	Picture Frame (Long)		3 piece						
17	Picture Frame (short)		3 piece						
18	Extension Wire, Heavy Duty 10M, 4 gangs		2 piece						
19	HDMI Cable, 15 meters, Heavy Duty		1 piece						
20	Universal Ink, Black		5 bottle						
21	Detergent, Powder, with Fabric Conditioner, 2kg		2 pack						
22	Brown Envelope, Long (Ordinary)		100 piece						
23	White Glue, All Purpose, 130g		3 jar						
24	Staple Wire No.35		10 box						
25	Dishwashing Liquid, Antibac, 1 Liter		3 bottle						
26	Scissors, Heavy Duty, Big		2 piece						
27	Colored Paper, Pastel Color, Assorted Color		2 ream						
28	Spin Mop, Good Kind with free one (1) head mop		1 piece						
29	Multi Glass Cleaner Spray 500 ml		2 bottle						
30	Philippine Flag		3 piece						
31	Fabric Conditioner, Antibac, 25ml Sachet		12 dozen						
32	Bleach, Color safe		3 gallon						
33	DTR, prescribed CSC Form No. 48, 5 per booklet		3 booklet						
34	Face Mask, Disposable, 3 ply with ear loop, 50's, black		3 box						
35	Permanent Marker, bullet point, refillable, black		1 box						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
36	Ink Refill for permanent marker, black		1 bottle						
37	Battery AA, 2pcs./pack		5 pack						
38	Battery AAA, 2pcs./pack		10 pack						
39	Fastener, plastic, 7 cm, 50's		10 box						
40	Folder with Tab, A4, Ordinary, white		10 dozen						
41	Folder with Tab, Legal, Ordinary, white		10 dozen						
42	Clip, backfold, 32mm		5 box						
43	Clip, backfold, 50mm		5 box						
44	Wall Clock, Good Quality		3 unit						
45	Toilet Bowl Cleaner, 1 Liter		5 bottle						
46	Yellow Paper, 5 pads/ream		10 ream						
47	Record Book, 500 pages		3 piece						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2022-028** Page ___ of ___

Lot 3– Office Supplies (MDRRMO)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Bond Paper A4, Substance 20		10 reams						
2	Air Freshener Aerosol Type		5 can						
3	Clip, BACKGOLD, 19mm		5 box						
4	Clip, BACKGOLD, 50mm		5 box						
5	DISINFECTANT SPRAY, AEROSOL TYPE (18oz)		3 can						
6	TOILET BOWL CLEANER, liquid, 1000ml		3 bottle						
7	FURNITURE CLEANER AEROSOL TYPE		3 can						
8	FLASH DRIVE, 16 GB		5 pieces						
9	KEY CHAINS (Ordinary)		15 pieces						
10	MAGAZINE FILE BOX, LARGE		15 pieces						
11	STAPLE WIRE REMOVER, STANDARD		5 pieces						
12	TONER CART, HP CE285A (HP85A), BLACK		4 cart						
13	EPSON INK REFILL 664, 70ml-BLACK		10 bottle						
14	EPSON INK REFILL 664, 70ml-CYAN		5 bottle						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
15	EPSON INK REFILL 664, 70ml- MAGENTA		5 bottle						
16	EPSON INK REFILL 664, 70ml -YELLOW		5 bottle						
17	SIGN PEN (Black)		12 pieces						
18	Staple Wire No. 35(26/6)		5 box						
19	FASTENER (Aluminum)		5 box						
20	DOUBLE SIDED TAPE (Big size)		5 pieces						
21	STICKER PAPER (A4) WHITE		3 pack						
22	PHOTO PAPER (A4)		3 pack						
23	SPECIALTY BOARD (A4 SIZE) WHITE		5 pack						
24	SPECIALTY BOARD (LEGAL SIZE) WHITE		5 pack						
25	TISSUE PAPER (DOUBLE PLY)		20 roll						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2022-028** Page ___ of ___

Lot 4– Office Supplies (Engineering)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Paper, Multi-copy, 80 gsm., (Legal)		32 reams						
2	Paper, Multi-copy, 80 gsm., (A4)		9 reams						
3	Air Freshener, spray, 320ml		6 bottles						
4	Tape, Transparent 24mm. big		6 rolls						
5	Toner HP Laser Jet P1102		3 pcs.						
6	Stamp Pad ink 30ml (violet)		5 pcs.						
7	Alcohol, ethyl, 70% solution, 500ml		5 bottles						
8	Correction Tape, 5mmx8mm		10 pcs.						
9	Sign Pen, Black Liquid/gel Ink, 0.5mm needle tip		10 pcs.						
10	Toner MP2014H		1 pcs.						
11	EPSON L120 Ink, Yellow, 100 ml		2 pcs.						
12	EPSON L120 Ink, Cyan, 100 ml		2 pcs.						
13	EPSON L120 Ink, Magenta, 100 ml		2 pcs.						
14	EPSON L120 Ink, Black, 100ml		2 pcs.						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
15	2-in-1 OTG Flash Drive 1TB		3 pcs.						
16	Walis Tambo		2 pcs.						
17	Daily Time Record, Prescribed CSC Form No. 48		15 pads						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2022-028** Page ___ of ___

Lot 5– Office Supplies (Assessor)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Epson Ink 003, Black		3 bottles						
2	Epson Ink 003, Yellow		1 bottle						
3	Epson Ink 003, Magenta		1 bottle						
4	Epson Ink 003, Cyan		1 bottle						
5	Toner Cart, HP CE285A (HP85A), black		3 carts						
6	Rice cooker, non-stick, 1L, 5 cups		1 unit						
7	Fabric Conditioner, premium parfum (assorted), 20ml		6 dozens						
8	Pencil No.2, yellow, with black lead		1 box						
9	Self-inking Date Stamp S-402, (received)		1 box						
10	Mesh Desk Organizer, Oval Black		1 piece						
11	Cleaner Squeegee for Mirror		1 piece						
12	Power Clean Glass Cleaner		1 gallon						
13	Folder 14PTS, white, legal		5 dozens						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
14	Brown Envelope, Short		5 dozens						
15	Finger Rubber Anti-slip Tool Protector Thimble (blue)		1 set						
16	Mop With Spinner Bucket Map Cleaning Floor Equipment Smart Squeeze		1 piece						
17	Trash Can with SWING COVER PLASTIC 50L (Black)		1 piece						
18	Plain Green, ring curtain, 3in1 Set		1 set						
19	Plain Pantone, ring curtain, 3in1 Set		1 set						
20	Paper, multi -purpose, A4, 70 gsm		2 reams						
21	Bond Paper, ultra white, subs 20/70 gsm, letter		2 reams						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2022-028** Page ___ of ___

Lot 6– Office Supplies (MAO)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Adhesive Tape, 12mmx10m		10 roll						
2	Air Freshener, spray, 320ml		10 bottle						
3	Air Humidifier, aroma, essential oil, ultrasonic cool mist		1 unit						
4	Alcohol, ethyl, 70% solution, 500ml		15 bottle						
5	Ballpen, black, 25's		6 box						
6	Bond Paper, hard copy, S-20, A4		6 ream						
7	Bond Paper, hard copy, S-20, long (8.5x13)		6 ream						
8	Bond Paper, hard copy, S-20, short (8.5x11)		6 ream						
9	Broom, soft, Tambo (thick)		4 pc						
10	Brown Envelope, short		5 dozen						
11	Canon Printer Ink, 70ml, black		3 bottle						
12	Canon Printer Ink, 70ml, cyan		2 bottle						
13	Canon Printer Ink, 70ml, magenta		2 bottle						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
14	Canon Printer Ink, 70ml, yellow		2 bottle						
15	Data File Box,/Magazine Box, legal		3 pc						
16	Dishwashing Liquid, 790ml		3 bottle						
17	DTR, Civil Service Form No. 48		10 pad						
18	External Hard Drive, 1 TB, 2.5"HDD, USB 3.0		1 unit						
19	Envelope, legal size, plastic		5 dozen						
20	Envelope, legal size, plastic, with holder		10 pc						
21	Epson Ink 001, black, 70ml		5 bottle						
22	Epson Ink 001, Yellow,70ml		3 bottle						
23	Epson Ink 001, Magenta, 70ml		3 bottle						
24	Epson Ink 001, cyan, 70ml		3 bottle						
25	Epson Ink 003, black, 70ml		5 bottle						
26	Epson Ink 003, Yellow,70ml		2 bottle						
27	Epson Ink 003, Magenta, 70ml		2 bottle						
28	Epson Ink 003, cyan, 70ml		2 bottle						
29	Eraser, rubber, white, large, dust free		10 pc						
30	Flash Drive, 32 GB, OTG		6 pc						
31	Highlighter		10 pc						
32	Liquid Hand Sanitizer, 500ml		4 bottle						
33	Note Pad, stick-on, 50mmx76mm(2"x3")		4 pad						
34	Note Pad, stick-on, 76mmx100mm(3"x4")		2 pad						
35	Scotch Tape, 1" big		11 roll						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
36	Surgical Face Mask, disposable, 3-ply, 50pcs/box, FDA Approved		10 box						
37	Tape, packaging, 4"		6 roll						
38	Tape, masking, 1"		6 roll						
39	Toilet Tissue Paper,		8 pack						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2022-028** Page ___ of ___

Lot 7 – Office Supplies (MTO)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Alcohol, ethyl, 70 % sol., 70 % 500ml		24 bottle						
2	Anti-virus internet security, 5 users		1 pc						
3	Ballpen, Black, 25's		12 box						
4	Battery, heavy duty, AA, 2pcs. Per blister		12 pack						
5	Bond Paper, hard copy, subs 20, legal		40 ream						
6	Bond Paper, hard copy, subs 20, A4		30 ream						
7	Brother Ink, BT60BK, genuine		2 bottle						
8	Brother Ink, BT5000M, genuine		1 bottle						
9	Brother Ink, BT5000C, genuine		1 bottle						
10	Brother Ink, BT5000Y, genuine		1 bottle						
11	Cleaner, Toilet Bowl & Urinal, 100ml		1 bottle						
12	Correction Tape, good quality, 5mmx8mm		48 pcs.						
13	Detergent powder, all purpose, 1kg per plastic pouch		6 doz						
14	DTR, Civil Service Form No. 48		10 pad						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
15	Epson Ink T6641, 100ml black, genuine		2 bottle						
16	Epson Ink T6641, 100ml yellow, genuine		1 bottle						
17	Epson Ink T6641, 100ml cyan, genuine		1 bottle						
18	Epson Ink T6641, 100ml magenta, genuine		1 bottle						
19	Fabric Conditioner, 20-40ml/sachet		6 doz						
20	Fastener, plastic, 7cm, 50/box		6 box						
21	Flash Drive, 32 GB capacity, OTG type		1 pc						
22	HP Original Laser Jet Toner Cartridge, CE285AC,genuine		2 cart						
23	HP Desk Jet Ink Cartridge, 682, black, genuine		1 cart						
24	HP Desk Jet Ink Cartridge, 682, tricolor, genuine		1 cart						
25	Mailing Envelope, white long		1 box						
26	Gallon, round container, with cover, 18.9 ltrs.		1 pc						
27	Gel pen, 0.5mm, black		20 pc						
28	Multi-Insect Killer Spray, 500ml		2 can						
29	Scotch Tape, 1", big		6 pc						
30	Stapler, standard with remover, heavy duty #35		3 box						
31	Surgical Face Mask, disposable, FDA approved, 3 ply, 50 pcs/box		12 box						
32	Tape, packaging, 48mm		6 pc						
33	Trash Bag, small, 15pcs.		10 roll						
34	Trash Bag, XL, 10pcs.		5 roll						
35	Toilet Tissue paper, 2-ply sheet, 150 pulls, 12 rolls in a pack		6 doz						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
36	Toilet Bowl Cleaner, 1000ml		3 bottle						
37	Toner, INEO 165, genuine		1 cart						
38	TV Rock, goog quality		1 pc						
39	Window Glass Cleaner, 1000ml		1 bottle						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. ITB No. 2022-028 Page ___ of ___

Lot 8 – Office Supplies (Accounting)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit <small>(col 5+6+7+8)</small>	Total Price delivered Final Destination <small>(col 9) x (col 4)</small>
1	Bond Paper, Substance 20/70gsm, Ultra White, A4		10 reams						
2	Bond Paper, Substance 20/70gsm, Ultra White, Long (8.5"x13)		10 reams						
3	Bond Paper, Substance 20/70gsm, Ultra White, Short (8.5"x11)		10 reams						
4	Ballpen, retractable, 0.5mm, black (50pcs/tube)		1 tubes						
5	Ruler, 12 inches clear plastic, flexible, double beveled		2 pcs						
6	Expandable Envelop with Garter, Legal		2 dozens						
7	Push Pins, colored (100pcs)		1 box						
8	Received Date Stamp with stamp pad and ink		1 set						
9	Cork Board with aluminum Frame (2 x 3 ft)		1 pc						
10	Flash Drive USB Rotatable U Disk, 64 GB		2 pcs.						
11	Toner Cart, HP CE285A(HP854A), Black		5 cart						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
12	Alcohol, Isopropyl, 70% solution, 500ml		10 bottles						
13	Detergent powder-1kg		4 packs						
14	Air Revitalizer, Purifier and Humidifier (Eliminates odors, pollutants; coverage: 100 meters)		1 pc						
15	Liquid Hand Sanitizer with moisturizer and Vit. E, 500ml		5 bottles						
16	Fabric Conditioner - 1000ml (Eternity concentrated)		3 bottles						
17	Toilet Bowl Cleaner, Lemon scent		1 gallon						
18	Calculator, MS-12 standard, heavy duty, solar cell battery DC 1.5V		1 unit						
19	Highlighter Pen, yellow green		3 pcs						
20	Doormat, Color: Gray		3 pcs						
21	Duo Roller Blinds Curtain (W: 100cm, L: 160cm), Gray		2 sets						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

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For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2022-028** Page ___ of ___

Lot 9 – Office Supplies (HRMO)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Alcohol, ethyl, 70% solution, 500ml		15 pcs						
2	Bond Paper, hard copy, substance 20, A4		20 ream						
3	Epson Ink # 6641, 100ml, black		5 bottle						
4	Brother Ink for DCP-T710W, BT-D60, black		5 bottle						
5	Arch File Horizontal with Tagila Lock, size 3x9x15.5		5 pcs						
6	Data File Box/ Magazines File Box, legal		5 box						
7	DTR, Civil Service Form No. 48		15 pack						
8	Vellum Board, legal		4 pack						
9	Toilet Tissue Paper, 2 ply, 9 roll/pack		15 pack						
10	Expanded Folder, green, legal		20 pcs						
11	Ballpen, Faber Castell, black		60 pcs						
12	Surgical Face Mask, disposable, 3 ply, 50pcs/box, black, blue		3 box						
13	Highlighter, green		2 pc						

Total Amount in Figures: **P**_____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

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For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2022-028** Page ___ of ___

Lot 10 – Office Supplies (PESO)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Record Book, 500 pages		3 pcs						
2	Rags, cotton		6 pcs						
3	Correction Tape, good quality		6 pcs						
4	Air Freshener, glade, bottle, 320g		3 bottle						
5	Water Container, round, 30 liter		1 gallon						
6	Photo Paper, glossy, A4, 230gsm		2 pack						
7	Ballpen, HBW Matrix, black, 50's/tube		3 tube						
8	Dishwashing Liquid, Joy		2 pcs						
9	Plastic Envelop, Expanded with handle, legal, push lock		3 pcs						
10	Monobloc, Chair, beige		5 pcs						
11	Notebook, Stenographer, spiral, 40 leaves		3 pcs						
12	USB Flash Drive, 4GB/eGB		3 pcs						
13	Broom, soft, Tambo		2 pcs						
14	Binder Clip, 1", box/12's		4 box						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
15	Binder Clip, 1 1/4", box/12's		4 box						
16	Cutter, big		1 pc						
17	Elmer's Glue, 240g		1 pc						
18	Paper Clip, vinyl plastic coated, 50mm		3 box						
19	Paper Clip, vinyl plastic coated, 33mm		5 box						
20	Paper Fastener, plastic coated		3 box						
21	Pencil, lead with eraser		3 box						
22	Blank CD with case		5 pcs						
23	Trash Bag, 18.5x18.5, 100's		1 roll						
24	Tape, clear/scotch, 1"		10 pcs						
25	Tape, clear/scotch, 2"		3 pcs						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2022-028** Page ___ of ___

Lot 11 – Office Supplies (MBO)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Brother Ink BT5000C		3 bottles						
2	Brother Ink BT5000M		3 bottles						
3	Brother Ink BT5000Y		3 bottles						
4	Brother Ink BTD60BK		3 bottles						
5	Bathroom Deodorizer (Lemon) (Albatross)		10 pcs.						
6	Alcohol, 500ml, 70% solution		25 bottles						
7	Pressboard Folder White, Expandable Folder Legal		50 pcs.						
8	Envelope, Expanding Legal		1 doz.						
9	Expanding Filing Document Bag with Handle, 13 Pockets, Legal		3 pcs.						
10	Ring Binder, Plastic, 32mm, 84 rings		5 bundles						
11	Cleaning Squeegee for Mirrors		1 pcs.						
12	Toilet Bowl Cleaner, 1000ml		3 bottles						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
13	Insecticide, aerosol type net content: 600ml min		5 cans						
14	Pencil No. 2, medium, yellow, 12pc./box, with eraser		1 box						
15	Toilet Tissue Paper, 3-ply (100% recycled), 12pc./pack, 450 sheets		20 packs						
16	Trash Bag, small 45x50cm, 250 pcs./roll		2 pcs.						
17	USB External CD/DVD Drive		1 pc.						
18	KNF94 Face Protective Mask (Adult), 10's per pack		20 packs						
19	KN95 Face Protective Mask (Adult), 10's per pack		20 packs						
20	Universal Outlet Extension Cord 4-Gang with Switch, 8m		1 pc.						
21	Non-Contact Infrared Digital Thermal Scanner		1 pc.						
22	Specialty Board Paper A4 Size (White)		10 packs						
23	Neon Colored Paper		1 ream						
24	Air Purifier and Revitalizer with LED Light		1 pc.						
25	White Transparent Nano Spray Bottle, 200ml		2 pcs.						
26	Paper Clips, vinyl, plastic coated, 33mm		3 boxes						
27	Paper Clips, vinyl, plastic coated, 50mm (big)		3 boxes						
28	Plastic Paper Fastener, 7cm, 50pcs./box, Assorted Colors		3 boxes						
29	Broom, soft, Tambo (thick)		1 pc.						
30	Broom, stick, ting-ting		1 pc.						
31	Whiteboard Eraser, 110x50x40mm		1 pc.						
32	Universal TV Remote Control for LCD TV		1 pc.						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
33	Glossy Photo Sticker Paper, A4, 20 Sheets/pack, 135gsm		5 packs						
34	Stamp Pad with Ink (Violet), 62x80mm		1 pc.						
35	DTR, Civil Service Form No. 48		10 pads						
36	Steno Notebook, good quality, 6x9inches, 60 leaves		1 pc.						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2022-028** Page ___ of ___

Lot 12 – Office Supplies (MSWDO)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Correction Tape		12 piece						
2	Special Board Paper, Short 8.5x11		15 pack						
3	Permanent Marker		10 piece						
4	Refill Ink for EPSON L3110 Black		10 piece						
5	Toilet Tissue Paper, 2 ply, 100% Recycled		12 bundle						
6	Mouse OPTICAL USB Connection Type		2 piece						
7	Paper Multi-Purpose A4 70 gsm		30 ream						
8	Paper Multi-Purpose Legal 70 gsm		26 ream						
9	Paper Multi-Purpose Short 8.5x11 gsm		5 ream						
10	Binder Clip 1"		10 box						
11	Binder Clip 2"		10 box						
12	Paper Fastener Plastic		5 box						
13	Expanding Colored Plastic Envelope with Handle, Assorted		12 piece						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
14	Tape, Packaging, Brown, 48mm		12 piece						
15	Neon Paper, Assorted Colors		5 ream						
16	Folder, Ordinary Long		500 piece						
17	Folder, Ordinary A4		300 piece						
18	Highlighter Pen		2 set						
19	Filing Case, heavy duty		20 piece						
20	Battery AA (2 pcs. Per pack)		4 pack						
21	Paper Clip, 33mm		10 box						
22	Air Humidifier Aroma Essential Oil, Ultrasonic Cool Mist		4 piece						
23	Essential Oil for Air Modifier > 2 liters each scent: Fresh bamboo, Green Tea, Cherry Blossom, Bubble Gum, Citronella and Cotton Blossom		12 liter						
24	Clean Dirt Separation Mop 360°Free Rotation to Clean Sewage Separation Hand Self-Washing Floor Rotating Mop > Lifting Rod + Stainless Steel Plate, More than 10 kg > Separation of Clean Water and Sewage		1 piece						
25	Eraser (2pcs. Per Pack) > Mars Plastic 526 53 Blister Pack 2's		2 pack						

Total Amount in Figures: **P**_____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2022-028** Page ___ of ___

Lot 13 – Office Supplies (BAC)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Air Freshener		3 bottles						
2	Ballpen, black		1 box						
3	Bond Paper, hard copy, S-20, A4		130 ream						
4	Bond Paper, hard copy, S-20, long		30 ream						
5	Canon Printer Ink, No.71 (Black)		9 bottles						
6	Canon Printer Ink, No.71 (Black), Cyan, Magenta & Yellow), 4 bottles/set		4 set						
7	Clip, backfold, 50mm		12 box						
8	Computer Keyboard		1 pc						
9	Cork board, 60x90 cm, wooden frame		1 pc						
10	Correction Tape, good quality, 5mmx8m		12 pieces						
11	Envelope, brown, long		12 pieces						
12	Ink Cartridge Canon CL-98		2 cart						
13	Ink Cartridge Canon PG-88		2 cart						
14	Ink Cartridge Canon CL-57		2 cart						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
15	Ink Cartridge Canon PG-47		4 cart						
16	Laptop Battery for Lenovo Idea pad 330s		1 pc						
17	Puncher, big, 2 holes		1pc						
18	Plastic Combi Binding Ring, 1"		24 piece						
19	Plastic Combi Binding Ring, 9/16"		48 piece						
20	Record Book, 300 pages		6 book						
21	Specialty Board Paper, 220gsm, A4, pale cream		24 pack						
22	Specialty Board Paper, 220gsm, long, pale cream		12 pack						
23	Tape, transparent, 24mm, big		6 roll						
24	Toilet Tissue Paper, 2-Ply		3 pack						
25	Toner Cartridge for Gestnetner M2701 copier		1 cart						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2022-028** Page ___ of ___

Lot 14 – Office Supplies (COA)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Isopropyl Alcohol, green cross, 70% solution, antiseptic disinfectant hydro allergenic with moisturizer		100 pcs.						
2	Trash Bin, with foot pedal, 68 liters, 56x51x63 cm (color green)		2 unit						
3	Free standing water dispenser, bottom loading, hot water safety lock, 585W (12.25" x W12.5" x H41")		1 unit						
4	LED Automatic Emergency Light		2 pcs.						
5	Extension cable cord with individual switch, 6 gang, 1.83 meter wire		1 pcs.						
6	Sponge scouring pad/scrub sponge, original (heavy duty)		50 pcs.						
7	Dishwashing liquid (antibacterial), 500mL		12 bottles						
8	Tissue Paper, 2-ply		180 rolls						
9	Detergent Powder		30 sachets						
10	Bleach, Original, 1000mL		7 bottles						
11	Disinfectant spray, fresh blossom scent		10 pcs.						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
12	Correction Tape, good quality		35 pcs.						
13	Permanent marker broad (black)		10 pcs.						
14	Bond Paper, S-20, short (8.5x11)		25 reams						
15	Bond Paper, S-20, Long (8.5x13)		17 reams						
16	Bond Paper, S-20, A4 (8.3x11.7)		5 reams						
17	Brown envelope, short (brown)		50 pcs.						
18	Brown envelope, long (brown)		100 pcs.						
19	Expanded envelope, long (pink, yellow, orange and green)		100 pcs.						
20	Rubber band, No.18		1 box						
21	Packing Tape, Brown, 100m		12 pcs.						
22	Stapler, small, No.10		1 boxes						
23	Staple Wire, No.10		5 boxes						
24	Staple Wire, No.35, leg length, 6mm		5 boxes						
25	Binding Comb, 1" (blue)		15 pcs.						
26	Binding Comb, 1 1/4" (blue)		15 pcs.						
27	Binding Comb, 2" (blue)		5 pcs.						
28	Binder Clips -Small		50 pcs.						
29	Paper Clip - 33mm		8 boxes						
30	Paper Clip - big		8 boxes						
31	Pencil No. 2		3 boxes						

Total Amount in Figures: **P**_____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2022-028** Page ___ of ___

Lot 15 – Office Supplies (BFP)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Coupon Bond, subs. 24 Legal		20 ream						
2	Folder, RED, legal		30 pcs.						
3	Folder, Legal 11 pts legal		2 ream						
4	Envelope, Brown, Legal		200 pcs.						
5	Battery, AA, 4s/pack		5 pack						
6	Marker, permanent		10 pcs.						
7	Marker, White Board		9 pcs.						
8	Ball pen, black 12's		4 dz						
9	Ball pen, blue 25's/box		1 box						
10	Staple Wire #35 (excel)		1 box						
11	Stapler # 35 (HBW w/ remover)		3 pcs.						
12	Toilet Bowl Cleaner, 709 ml		4 pcs.						
13	Photo paper, Glossy, 230 gsm, A4		3 pad						
14	Alcohol 70 % solution (500ml)		5 bottle						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
15	Multi Insect Killer,		4 bottle						
16	Flash drive 16GB		2 pc.						
17	Epson 664 Ink Black		3 bottles						
18	Epson 664 Ink Magenta		1 bottle						
19	Epson 664 Ink Yellow		1 bottle						
20	Epson 664 Ink Cyan		1 bottle						
21	HP GT52 Black		10 bottles						
22	HP GT52 Magenta		5 bottles						
23	HP GT52 Yellow		5 bottles						
24	HP GT52 Cyan		5 bottles						
25	Correction Tape		10 pcs.						
26	Plastic Fastener		3 box						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2022-028** Page ___ of ___

Lot 16 – Office Supplies (MHO)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Bond Paper Hard Copy 80gsm, sub24 500 sheets (A4)		115 ream						
2	Bond Paper Hard Copy 80gsm, sub24 sheets (Legal)		75 ream						
3	Bond Paper Hard Copy 80gsm, sub24 sheets (Letter)		5 ream						
4	Brother Genuine Ink BTD60/BT5000 Set of 4 (BK, C, M, Y)		4 set						
5	Drum Kit for INEO 165c		1 pcs						
6	Epson ink 004 set of 4 (BK, C, Y, M)		4 set						
7	Epson ink 664 BK		2 bottle						
8	Toner TN116 for INEO 165e		1 set						
9	Ballpoint Pen Black 0.5 (Good Quality)		70 pcs						
10	Battery Dry Cell (AA), 2pcs/pack		12 pack						
11	Battery Dry Cell (AAA), 2pcs/pack		12 pack						
12	Brown Envelope (A4)		75 pcs						
13	Brown Envelope (Legal)		115 pcs						
14	Columnar books		10 pcs						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
15	Double-sided Tape 18mmx10mm (3M)		8 pcs						
16	Folder, white (A4)		20 pcs						
17	Folder, white (Legal)		20 pcs						
18	Glue, 130g all-purpose		10 pcs						
19	Highlighter Set (Paste/Neon), 6's/Set		2 set						
20	Pencil No.2		5 box						
21	Record Book 300 pages		10 unit						
22	Refillable Permanent Market Black (Good Quality)		12 pcs						
23	Ring Binder, black, 1/4"		4 pcs						
24	Ring Binder, black, 1/2"		4 pcs						
25	Scissors Symmetrical Blade (length 65 mm 1pc)		5 pcs						
26	Specialty Velum Board, 220gsm, White A4		10 pack						
27	Stapler standard size, No.35 staple wire		6 box						
28	Air Freshener, lemon scent 320ml, spray		10 bottle						
29	Bathroom tissue, 12's 3 ply		10 pack						
30	Detergent powder, 1kilo/pouch		4 pack						
31	Dishwashing Liquid, 250ml		4 bottle						
32	Fabric conditioner, sachet		4 doz						
33	Toilet bowl cleaner 1000ml		4 bottle						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. ITB No. 2022-028 Page ___ of ___

Lot 17 – Office Supplies (MNAO)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Adhesive Tape 12mm x 10m		1 roll						
2	Air Purifier and Revitalizer with LED Light		1 piece						
3	Alcohol, ethyl 70% solution, 500ml		6 bottles						
4	At Home Prepaid WIFI		1 box						
5	Ballpen, Super Fine # 1431, 0.5mm, Black, 24s		1 box						
6	Battery Back Up		1 unit						
7	Broom, soft, Tambo (thick)		1 piece						
8	Broom, stick, Ting-Ting		1 piece						
9	Brother Ink, BT60BK, genuine		6 bottles						
10	Brother Ink, BT5000M, genuine		6 bottles						
11	Brother Ink, BT5000C, genuine		6 bottles						
12	Brother Ink, BT5000Y, genuine		6 bottles						
13	Binding Comb, 1" - Blue		24 pieces						
14	Binding Comb, 1 1/4" - Blue		24 pieces						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
15	Binding Comb, 3/4" - Blue		24 pieces						
16	Calculator, standard, 12 digits, heavy duty		1 unit						
17	Clear book, legal		2 piece						
18	Clip, backfold, 25mm		3 box						
19	Clip, backfold, 32mm		3 box						
20	Clip, backfold, 50mm		3 box						
21	Correction Tape, good quality, 5mmx8m		20 pieces						
22	Cork Board, 60 x 90 cm		1 piece						
23	Dating and Stamping Machine		1 piece						
24	Detergent Powder, 50g		24 packs						
25	DTR CSC From No. 48		5 pad						
26	Dust Pan, non-rigid plastic		1 piece						
27	Eraser		5 pieces						
28	Expanded Folder, legal		45 pieces						
29	Expanded Envelope, legal		5 dozen						
30	Expanded Plastic Envelope with Handle		20 pieces						
31	Expanding Filing Document Bag with Handle, 13 Pockets, Legal		5 pcs.						
32	File Box with Lid, medium size		15 pieces						
33	Flash Drive, 32GB		2 pieces						
34	Folder with tab legal		3 dozen						
35	Folder with tab A4		3 dozen						
36	Glossy Photo Sticker Paper, A4, 20 sheets/pack, 135gsm		3 packs						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
37	Glue, all purpose, 130grams		2 bottles						
38	Glue Gun		1 piece						
39	Highlighter Pen (6 pcs/set)		1 set						
40	Insecticide, aerosol type net content: 600 ml		2 cans						
41	KF94 Face Protective Mask (Adult), 10s per pack		10 packs						
42	KN95 Face Protective Mask (Adult), 10s per pack		10 packs						
43	Manila Paper		12 pieces						
44	Marker, permanent, black, bullet type, refillable		1 piece						
45	Neon Paper assorted color		2 ream						
46	Note Pad, Stick on, 76mm x 100mm (3"x 4")		1 pad						
47	Paper Clip, vinyl, plastic coated, 33mm		1 box						
48	Paper Clip, vinyl/plastic coated, 50mm		1 box						
49	Paper, Multi-Purpose, A4, 70gsm		10 reams						
50	Paper, Multi-Purpose, legal, 70gsm		10 reams						
51	Paper Fastener, plastic coated		1 box						
52	Pencil (No.2), medium, yellow, 12pc/box, with eraser		1 box						
53	Pencil Sharpener		1 unit						
54	Pentelpen Ink Refill		1 bottle						
55	Plastic Cover, 48" x 50 yards		1 roll						
56	Plastic Envelope (Ordinary, Long)		15 pieces						
57	Pins		2 pads						
58	Puncher 2 holes (big)		1 piece						
59	Record Book, 300 pages, sizes: 214mm x 278mm min		5 piece						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
60	Ruler, plastic 450mm		1 piece						
61	Scissors, symmetrical medium size		2 pair						
62	Sign Pen 0.5mm needle tip, black		2 piece						
63	Specialty Board (A4) Mint Green		10 packs						
64	Specialty Board (Legal) Mint Green		10 packs						
65	Stapler Standard with remover, heavy duty #35		1 piece						
66	Staple Wire, standard		2 box						
67	Surgical Face Mask (Black)		5 boxes						
68	Tape, transparent, 24mm		5 roll						
69	Toilet Bowl Cleaner, 1000ml		1 bottle						
70	Toilet Tissue Paper, 2-ply, 100% recycled, 9 roll/pack		2 pack						
71	Trash Bag, small 45x50 cm, 250 pcs/roll		1 roll						
72	Trash Bin (big)		2 piece						
73	Toilet Brush and Holder set, Silicone Bristles		1 piece						
74	Thumb Tacks		1 box						
75	USB External CD/DVD Drive		1 piece						
76	Wall Clock		1 unit						
77	White Board, 60 x 90 cm		1 piece						
78	White Board Marker		2 piece						
79	White Board Marker Eraser		1 piece						
80	White Envelope, Mailing		1 box						
81	White Transparent Nano Spray Bottle, 200 ml		1 piece						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
82	Cellular Phone > UI Version: V2.0 > Android Version: 11 > Processor: Dimensity 700 Octa Core > RAM: 8.00 GB > Sim Card Slots: 2 > Device Storage: 86.6		1 unit						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2022-028** Page ___ of ___

Lot 18 – Office Supplies (OSCA)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	AIR FRESHENER, aerosol type, 320 ml		3 bottles						
2	Super fine ballpen #1423, 0.5 black, 12 per box		2 box						
3	BATTERY Dry Cell, AA, 2pcs./pack		12 pack						
4	BATTERY BACK-UPS, 625VA, 230V, AVR, floor,3 universal outlet		1 unit						
5	CALCULATOR, standard, 12 digits, heavy duty		2 unit						
6	CLIP BACKFOLD, 50 mm		4 box						
7	CORRECTION TAPE, 5mmx8m, good quality		12 pieces						
8	FLASH DRIVE, 16gb		2 pieces						
9	FOLDER, expanded, with tab, legal		5 dozen						
10	GLUE, 130 grams, all purpose		6 pieces						
11	Ink Refill Epson printer, black #003		3 bottles						
12	Ink Refill Epson printer, Cyan #003		3 bottles						
13	Ink Refill Epson printer, Yellow #003		3 bottles						
14	Ink Refill Epson printer, Magenta #003		3 bottles						

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
15	MUG		12 pieces						
16	NEON PAPER, assorted colors		1 ream						
17	PAPER CLIPS, 33mm		12 box						
18	PAPER, MULTICOPY, 70gsm, SIZE: 210mm x 297mm (A4)		5 reams						
19	PAPER, MULTICOPY, 70gsm, SIZE: 216mm x 330mm (Legal)		5 reams						
20	PENTEL PEN BLACK		6 pieces						
21	PHOTO PAPER, A4, 230gsm, high glossy		2 pack						
22	Record BOOK, 300 pages		3 pieces						
23	RULED PAD PAPER, 90 leaves		1 dozen						
24	STAPLE WIRE #10		12 box						
25	STAPLER, small		3 pieces						
26	SIGN PEN GEL, BLACK. 0.5mm		24 pieces						
27	Specialty Board paper, Short		12 packs						
28	STABILO, BLUE		6 pcs.						
29	STICK NOTE PAD, 76mm X 76mm		12 pad						
30	TAPE, TRANSPARENT, with: 24mm (aŁ1mm)		6 rolls						
31	TAPE, TRANSPARENT, 2 inches		6 rolls						
32	Tissue Paper, 2 ply		12 pack						
33	TOILET BOWL CLEANER, scented 1000ml		1 bottles						
34	Trash Bin, BIG		2 pieces						

Total Amount in Figures: **P**_____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. **ITB No. 2022-028** Page ___ of ___

Lot 19 – Other Supplies & Materials (MCR)

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per Item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Water Jug Cooler, 12 L, insulated cooler w/ large bail handle		20 piece						
2	Artificial bouquet flower, plastic, assorted colors		15 piece						
3	Flower stand, made of iron		4 piece						
4	Artificial turf grass bermuda type 30mm, 2m x 1m		2 roll						

Total Amount in Figures: **P** _____

Total Amount in Words: _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION **Project Identification No.: ITB No. 2022-028**

To: _____

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of _____ at _____

Affiant

SUBSCRIBED AND SWORN to before me this _____, day of _____2022. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her _____, with his/her Community Tax Certificate No. _____ issued on _____, 2022 at _____, Philippines.

(Notary Public)

Doc. No. _____
Page No. _____
Book No. _____
Series of 2022.

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier’s/Distributor’s/Manufacturer’s assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped “RECEIVED” by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year _____
1	Total Assets	
2	Current Assets	
3	Total Liabilities	
4	Current Liabilities	
5	Net Worth (1-3)	
6	Net Worth Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current Assets minus Current Liabilities) (15)] minus value of all outstanding works under ongoing contracts, including awarded contracts yet to be started.

NFCC = P _____

NFCC must be at least equal to the ABC

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped “RECEIVED” by the BIR or BIR authorized collecting agent for the immediately preceding year.

Submitted by:

 Name of Supplier / Distributor / Manufacturer
 Signature of Authorized Representative

Date: _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____, of legal age, married/single, Filipino, and residing at _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of _____ with office address at _____;
2. As the owner and sole proprietor, or authorized representative of _____, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for _____ of the Municipal Government of Santa Fe, Romblon, as shown in the attached duly notarized Special Power of Attorney;
3. _____ is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. _____ complies with existing labor laws and standards; and
8. _____ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the _____.

9. _____ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2022 at _____, Philippines.

Affiant

SUBSCRIBED AND SWORN to before me this _____, day of _____, 2022. Affiant exhibited to me his/her _____, with his/her Community Tax Certificate No. _____ issued on _____, 2022 at _____, Philippines.

(Notary Public)

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Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: **ITB No. 2022-028**

To: _____

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of _____ at _____.

Affiant

SUBSCRIBED AND SWORN to before me this _____, day of _____ 2022. Affiant exhibited to me his/her _____, with his/her Community Tax Certificate No. _____ issued on _____, 2022 at _____, Philippines.

(Notary Public)

Doc. No. _____
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**Statement of all ongoing government and private contracts, including contracts awarded but not yet started, if any,
whether similar or not similar in nature and complexity to the contract to be bid**

Business Name: _____

Business Address: _____

Name of Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
<u>GOVERNMENT:</u>							
<u>PRIVATE:</u>							

Submitted by: _____
Printed Name & Signature

Designation: _____

Date: _____

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid)
- ii. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).
- iv. Attach Notice of Award/Notice to Proceed/Purchase Order (if applicable)

Statement of Single Largest Completed Contract which is Similar in Nature
(indicate only one)

Business Name: _____

Business Address: _____

Name and Location of Project	Date of the Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount of Completed Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract

Note: This statement shall be supported with:

1. Contract (Purchase Order)
2. Notice of Award and/or Notice to Proceed
3. End user's acceptance or O.R. issued for the contract

Submitted by: _____

(Printed Name & Signature)

Designation: _____

Date: _____

