



**VISAYAS**  
STATE UNIVERSITY

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Supply and Delivery of Office Supplies (GOODS-21-10)**

Government of the Republic of the Philippines

**March 11, 2021; 2:00 PM**  
**Cooperative Building, VSU Market, Visca, Baybay City,**  
**Leyte**

**Sixth Edition**  
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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[i])

**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)

**STFI** – 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***



## INVITATION TO BID FOR SUPPLY AND DELIVERY OF OFFICE SUPPLIES

1. The *Visayas State University* through the *GF 2021* intends to apply the sum of *Three Million Thirty-One Thousand Five Hundred Seventy-Two Pesos (PhP 3,031,572.00)* being the ABC to payments under the contract for *Supply and Delivery of Office Supplies (GOODS-21-10)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The *Visayas State University – Main Campus*, through the *GF 2021* intends to apply the following ABC per item to payments under the contract for each item, to wit:

Item #	Description	Unit	Qty	ABC/unit	Total ABC/item
1	Acetate, transparent, gauge #4, approx. 50m/roll	rolls	5	650.00	3,250.00
2	Acetate, transparent, gauge #3, approx. 50m/roll	rolls	4	1,440.00	5,760.00
3	Acetate, transparent, gauge #6, approx. 50m/roll	rolls	4	2,050.00	8,200.00
4	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	49	192.00	9,408.00
5	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	150	220.00	33,000.00
6	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	117	150.00	17,550.00
7	Alcohol, Ethyl, 70% solution, 500mL	btls	531	110.00	58,410.00
8	Alcohol, Isopropyl, 70% solution, 500mL	btls	251	110.00	27,610.00
9	Apron, Plastic, for Adult	pc	5	120.00	600.00
10	Basin, Utility, Durable Plastic, Size: at least 16"   15 x 40.5cm, any Color	pcs	4	205.00	820.00
11	Basin, Utility, Durable Plastic, Size: at least 23"   17 x 58cm, any Color	pcs	3	395.00	1,185.00
12	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	133	60.00	7,980.00
13	Battery, Alkaline, 9 volts	pcs	13	202.00	2,626.00
14	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	114	115.00	13,110.00
15	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	101	125.00	12,625.00
16	Battery, Alkaline, Size: C, 2pcs/pack	pack	20	95.00	1,900.00

17	Battery, Rechargeable, AA (4pcs) w/ Charger , Input: AC100-240V 50-60Hz; Output: DC1.5 V AA 550mA x4 / AAA 275mA x4; Charging Control: checks voltage and temperature of battery automatically; Indicator: LED x 4; Charging: ON, Fully charged: OFF; Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells;	set	12	2,500.00	30,000.00
18	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	pack	18	785.00	14,130.00
19	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	pack	10	785.00	7,850.00
20	Binder, file, 14" lever arch file folder w/ ring binder & metal pull, new black color , Binder, file, 14" lever arch file folder w/ ring binder & metal pull, new black color;	pc	4	250.00	1,000.00
21	Bleach, Liquid, 99.9% Antibac, 3785 mL	gallon	35	250.00	8,750.00
22	Board, Illustration, 20" x 30" (2 Ply)	pcs	4	30.00	120.00
23	Board, Illustration, 30" x 40" (2 Ply)	pcs	4	56.00	224.00
24	Book Cloth, Black	yard	5	130.00	650.00
25	Book Ends, Metal, Medium (approx. 13x15x20cm), at least 350g	pair	3	90.00	270.00
26	Book Ends, Metal, Small (approx. 13x15x15cm), at least 300g	pair	6	87.00	522.00
27	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	29	348.00	10,092.00
28	Broom, Soft (Tambo), Large, Heavy Duty	pcs	115	250.00	28,750.00
29	Broom, Stick Broom, Tukog , Good Quality Broom Stick; Approx. 370pcs per stick bundle;	pc	18	35.00	630.00
30	Cable Tie, 8", 100 pcs/pack , 2.5 x 200mm (Width x length);	packs	21	70.00	1,470.00
31	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	4	530.00	2,120.00
32	Calculator, scientific ,10+2 digits, 2 line display, at least 240 functions	unit	8	700.00	5,600.00
33	Car Freshener, Gel, at least 70g, Lemon/Orange scent	cans	28	180.00	5,040.00
34	Carbon Paper, Ordinary, Legal, 100 pcs/box	boxes	1	150.00	150.00
35	Carbon Paper, ordinary, Letter, 100 pcs/box	boxes	1	135.00	135.00
36	Cartolina, US, Black, at least 160gsm	pcs	16	14.00	224.00
37	Cartolina, US, Blue, at least 160gsm	pcs	30	14.00	420.00
38	Cartolina, US, Gold, at least 160gsm	pcs	111	14.00	1,554.00
39	Cartolina, US, Green, at least 160gsm	pcs	148	14.00	2,072.00
40	Cartolina, US, Light Blue, at least 160gsm	pcs	156	14.00	2,184.00
41	Cartolina, US, Light Green, at least 160gsm	pcs	34	14.00	476.00
42	Cartolina, US, Neon Blue, at least 160gsm	pcs	20	14.00	280.00
43	Cartolina, US, Neon Gold, at least 160gsm	pcs	31	14.00	434.00



44	Cartolina, US, Neon Green, at least 160gsm	pcs	23	14.00	322.00
45	Cartolina, US, Neon Orange, at least 160gsm	pcs	20	14.00	280.00
46	Cartolina, US, Neon Pink, at least 160gsm	pcs	9	14.00	126.00
47	Cartolina, US, Neon Red, at least 160gsm	pcs	3	14.00	42.00
48	Cartolina, US, Neon Yellow Green, at least 160gsm	pcs	3	14.00	42.00
49	Cartolina, US, Neon Yellow, at least 160gsm	pcs	3	14.00	42.00
50	Cartolina, US, Orange, at least 160gsm	pcs	20	14.00	280.00
51	Cartolina, US, Pink, at least 160gsm	pcs	29	14.00	406.00
52	Cartolina, US, Red, at least 160gsm	pcs	30	14.00	420.00
53	Cartolina, US, Violet, at least 160gsm	pcs	30	14.00	420.00
54	Cartolina, US, White, at least 160gsm	pcs	236	14.00	3,304.00
55	Cartolina, US, Yellow, at least 160gsm	pcs	31	14.00	434.00
56	Cartolina, Vellum, Gold, at least 180gsm	pcs	26	35.00	910.00
57	Cartolina, Vellum, White, at least 180gsm	pcs	123	35.00	4,305.00
58	Chalk, Colored, Dustless, 12 pcs/box	boxes	7	20.00	140.00
59	Chalk, White, Dustless, 100 pcs/box	boxes	33	75.00	2,475.00
60	Chlorine Granules, 1kg/pack	packs	15	140.00	2,100.00
61	Class Record (School Register), Long, DepEd (K-12)	pcs	100	60.00	6,000.00
62	Class Record, (for College use)	pcs	40	25.00	1,000.00
63	Cleaner, Glass, 500mL, any scent	btls	121	198.00	23,958.00
64	Cleanser, Powder, 500g, any scent	btls	64	76.00	4,864.00
65	Clear Book (Display Book), Refillable, A4/Short, 20 shts, any color	pcs	20	67.00	1,340.00
66	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	9	78.00	702.00
67	Clear Book Refills, A4 (10pcs/set)	sets	10	36.00	360.00
68	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	7	198.00	1,386.00
69	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	10	222.00	2,220.00
70	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	139	20.00	2,780.00
71	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	113	28.00	3,164.00
72	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	71	46.00	3,266.00
73	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	120	70.00	8,400.00
74	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	62	13.00	806.00
75	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	10	55.00	550.00
76	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	boxes	10	76.00	760.00
77	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	boxes	10	143.00	1,430.00

78	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box	boxes	10	192.00	1,920.00
79	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	260	30.00	7,800.00
80	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	332	14.00	4,648.00
81	Columnar Pad, 12 columns (14 x 17)	pcs	5	84.00	420.00
82	Columnar Pad, 3 columns (8.5 x 14)	pcs	3	44.00	132.00
83	Continuous Forms, Bond 20, 13 x 9-1/2, 1 Ply	boxes	6	1,858.00	11,148.00
84	Continuous Forms, Carbonless, 11 x 14-7/8, 2 Ply	boxes	9	1,855.00	16,695.00
85	Continuous Forms, Carbonless, 11 x 9-1/2, 2 Ply	boxes	3	1,270.00	3,810.00
86	Continuous Forms, Carbonless, 13 x 9-1/2, 2 Ply	boxes	1	1,484.00	1,484.00
87	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	pcs	7	880.00	6,160.00
88	Cork Board, Wall Mount, w/ aluminum frame, 4' x 8'	pcs	1	3,670.00	3,670.00
89	Correction Fluid, waterbase, 15 mL	btl	29	40.00	1,160.00
90	Correction Pen, rolling ball-metal tip	pc	23	220.00	5,060.00
91	Correction Tape, 8m x 5mm wide	pc	125	40.00	5,000.00
92	Cotton, 10-12g , Absorbent Cotton; White	pc	100	10.00	1,000.00
93	Crayons, 48 colors	box	3	180.00	540.00
94	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	pcs	2	520.00	1,040.00
95	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	17	50.00	850.00
96	Cutting Mat, self-healing rubber, green, A3	pc	2	700.00	1,400.00
97	Cutting Mat, self-healing rubber, green, A4	pc	3	220.00	660.00
98	Date stamp, 10 years advance or more , Date stamp, 10 years advance or more;	pcs	2	100.00	200.00
99	Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	pc	4	900.00	3,600.00
100	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm	pcs	1	500.00	500.00
101	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	pcs	4	820.00	3,280.00
102	Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	pcs	3	550.00	1,650.00
103	Detachable plastic documentary tray (3-4 layers) , Detachable plastic documentary tray (3-4 layers); color: black;	sets	2	700.00	1,400.00
104	Disinfectant Cleaner, multi-surface, scented	gal	61	300.00	18,300.00
105	Disinfectant Spray, 170g	can	54	280.00	15,120.00
106	Disinfectant Spray, 340g	can	63	465.00	29,295.00
107	Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)	pcs	2	252.00	504.00

108	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	4	445.00	1,780.00
109	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	pcs	5	960.00	4,800.00
110	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	18	240.00	4,320.00
111	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	5	300.00	1,500.00
112	Dust pan, plastic, stand-up handle, large	pc	49	140.00	6,860.00
113	Dust pan, plastic, stand-up handle, small	pc	12	75.00	900.00
114	Duster, Feather	pcs	28	45.00	1,260.00
115	Duster, Microfiber (Cotton)	pcs	36	102.00	3,672.00
116	Empty Water Bottle (5 gallon), round, blue	pc	4	150.00	600.00
117	Envelope, brown, ordinary, A4 size	pcs	260	10.00	2,600.00
118	Envelope, Coin, #3, 500pcs/box	box	1	180.00	180.00
119	Envelope, Coin, #4, 500pcs/box	box	1	200.00	200.00
120	Envelope, Coin, #5, 500pcs/box	box	1	210.00	210.00
121	Envelope, Document, Brown, 150 lbs, Long	pc	1831	7.00	12,817.00
122	Envelope, Document, Brown, 150 lbs, Short	pc	384	5.00	1,920.00
123	Envelope, Expanding, Kraft board, w/ garter tie, Legal	pcs	50	14.00	700.00
124	Envelope, Expanding, plastic, A4	pc	22	26.00	572.00
125	Envelope, Expanding, Plastic, Long	pc	125	30.00	3,750.00
126	Envelope, Expanding, Plastic, Long, with Handle	pcs	70	100.00	7,000.00
127	Envelope, Expanding, with garter tie, blue, long	pc	404	15.00	6,060.00
128	Envelope, Expanding, with garter tie, blue, short	pc	5	11.00	55.00
129	Envelope, Expanding, with garter tie, brown, long	pc	304	15.00	4,560.00
130	Envelope, Expanding, with garter tie, brown, short	pc	50	11.00	550.00
131	Envelope, Expanding, with garter tie, golden yellow, short	pc	22	11.00	242.00
132	Envelope, Expanding, with garter tie, green, long	pc	163	15.00	2,445.00
133	Envelope, Expanding, with garter tie, violet, long	pc	100	15.00	1,500.00
134	Envelope, Mailing, white, long, 500pcs/box	box	20	395.00	7,900.00
135	Eraser, Blackboard, wood design, Big (3x13x5cm)	pcs	7	56.00	392.00
136	Eraser, Rubber, high quality	pc	16	45.00	720.00
137	Eraser, whiteboard, magnetic flannel	pc	34	60.00	2,040.00
138	Extra strength label tape cartridge compatible for Epson Label Works LW-K400, black print on White	pcs	20	500.00	10,000.00
139	Fabric Conditioner, 1L, any scent	btls	13	110.00	1,430.00
140	Fabric Conditioner, 4L, any scent	gallon	2	760.00	1,520.00

141	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	13	330.00	4,290.00
142	Face Towel, Cotton, 12 pcs/pack	pack	2	350.00	700.00
143	Fastener, Paper, non-rust metal, 50 sets/box	boxes	39	50.00	1,950.00
144	Fastener, Paper, plastic, 50 sets/box	boxes	226	38.00	8,588.00
145	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	16	368.00	5,888.00
146	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v C type	pcs	1	700.00	700.00
147	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v D type	pcs	2	700.00	1,400.00
148	Flashlight, rechargeable, LED, 220-240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)	pcs	4	160.00	640.00
149	Floor Mop	pieces	5	250.00	1,250.00
150	Floor mop with bucket, microfiber spin rotating 360	pc	3	1,500.00	4,500.00
151	Florist Wire / Floral Wires, plastic coated, guage 18, 40cm length, 50 pcs/set	sets	2	75.00	150.00
152	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	14	290.00	4,060.00
153	Folder, File, Long, 14pts, White	piece	3916	10.00	39,160.00
154	Folder, File, Short, 14pts, White	piece	694	8.00	5,552.00
155	Folder, Morocco, Long, w/ plastic binder, Beige	pieces	30	18.00	540.00
156	Folder, Morocco, Long, w/ plastic binder, Blue	pieces	50	18.00	900.00
157	Folder, Morocco, Long, w/ plastic binder, White	pieces	30	18.00	540.00
158	Folder, Ordinary, A4 , Folder, Ordinary, A4;	pcs	645	7.00	4,515.00
159	Folder, Pressboard, US, Blue, Long	pieces	445	30.00	13,350.00
160	Folder, Pressboard, US, Blue, Short	piece	6	29.00	174.00
161	Folder, Pressboard, US, Green, Long	pcs	1326	30.00	39,780.00
162	Folder, Pressboard, US, Green, Short	pcs	18	29.00	522.00
163	Folder, Pressboard, US, Long, Pink/Maroon	piece	50	30.00	1,500.00
164	Folder, Pressboard, US, Yellow, Long	pieces	230	30.00	6,900.00
165	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	276	10.00	2,760.00
166	Folder, Sliding, Plastic, w/ binder, Short, transparent	pcs	6	9.00	54.00
167	Frame, for certificates, A4 size , Hard border, with color black or brown color. Glass type.	pcs	20	380.00	7,600.00
168	Glue Gun, Big (approx. 7x18x 28cm)	pcs	3	355.00	1,065.00
169	Glue Gun, Small (approx. 4x12x 18cm)	pcs	3	185.00	555.00
170	Glue Pen, Clear, 50mL	tubes	18	25.00	450.00
171	Glue Stick, All-purpose, at least 21g	pcs	6	55.00	330.00
172	Glue Stick, Small, for Glue Gun	pcs	55	7.00	385.00
173	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	94	78.00	7,332.00
174	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	10	495.00	4,950.00

175	Glue, Padding, 1kg, for paper binding	btls	3	345.00	1,035.00
176	Glue, Padding, 500g, for paper binding	btls	2	260.00	520.00
177	Glue, White, All-purpose, 1 gallon	gallons	8	510.00	4,080.00
178	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	111	120.00	13,320.00
179	Hand Sprayer, plastic, 150 ml cap.	pieces	5	100.00	500.00
180	Hand Sprayer, plastic, 300 ml cap.	pieces	8	150.00	1,200.00
181	Hand Towel, cloth, cotton	piece	39	15.00	585.00
182	Hand Towel, cloth, cotton, 12 pcs/pack	piece	22	160.00	3,520.00
183	Index Card, 4" x 6", ruled both sides, 100 pcs/pack	pack	6	42.00	252.00
184	Index Card, 5" x 8", ruled both sides, 100 pcs/pack	pack	2	54.00	108.00
185	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	30	70.00	2,100.00
186	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear , Transparent Extension: 1/2"; Color: Clear (no color); 1 box contains 25 packs.; 1 pack contains 2 pcs.	box	7	850.00	5,950.00
187	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	45	65.00	2,925.00
188	Ink, Epson Premium Dye Ink, 1 liter, black , can be used for Epson L series printers;	btls	2	1,700.00	3,400.00
189	Ink, Epson Premium Dye Ink, 1 liter, Cyan , can be used for Epson L series printers;	btls	2	1,700.00	3,400.00
190	Ink, Epson Premium Dye Ink, 1 liter, magenta , can be used in Epson L series printers;	btls	2	1,700.00	3,400.00
191	Ink, Epson Premium Dye Ink, 1 liter, Yellow , can be used in Epson L series printers;	btls	2	1,700.00	3,400.00
192	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	29	35.00	1,015.00
193	Ink, Refill, for Permanent Marker, Black, 30mL	btls	35	115.00	4,025.00
194	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	13	115.00	1,495.00
195	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	55	165.00	9,075.00
196	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	11	165.00	1,815.00
197	Inkjet Printable Vinyl Sticker, Glossy, A4 size, 20pcs./pack, waterproof	packs	20	300.00	6,000.00
198	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	140	140.00	19,600.00
199	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	5	140.00	700.00
200	Lever Arch File Folder, Vertical, with Ring Binder & Side Metal Finger Pull, Size: 3", Long (Blue)	piece	100	140.00	14,000.00
201	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	167	195.00	32,565.00
202	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	239	100.00	23,900.00

203	Memo Notebooks, 60 leaves	pieces	2	22.00	44.00
204	Memo Notebooks, 80 leaves	pieces	85	29.00	2,465.00
205	Mop Handle, aluminum, screw type, heavy duty, at least 4 ft long	pieces	9	500.00	4,500.00
206	Mop Handle, plastic	pieces	22	120.00	2,640.00
207	Mop Handle, steel	pieces	9	150.00	1,350.00
208	Mop rug, heavy duty 100% cotton	pieces	72	50.00	3,600.00
209	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white	ream	3	450.00	1,350.00
210	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, beige	ream	2	450.00	900.00
211	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, cream	ream	3	450.00	1,350.00
212	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, green	ream	1	450.00	450.00
213	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, light blue	ream	4	450.00	1,800.00
214	Multi- Insect killer spray, 300ml	pc	6	219.00	1,314.00
215	Multi-Insect Killer Spray, 250mL	tubes	10	200.00	2,000.00
216	Multi-Insect Killer Spray, 600mL	tubes	3	600.00	1,800.00
217	Multi-Purpose Glue, 130 g	btl	29	60.00	1,740.00
218	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	14	205.00	2,870.00
219	Muriatic Acid concentrated scented	gal	52	350.00	18,200.00
220	Net bags, fish net, 13" x 13"	pc	524	19.00	9,956.00
221	Notebook, ordinary 60 leaves, 60 gsm	pieces	7	13.00	91.00
222	Notebook, ordinary 80 leaves, 60 gsm	pieces	30	25.00	750.00
223	Notebook, Spiral 60 leaves	pcs	58	23.00	1,334.00
224	Notebook, spiral, 80 leaves	pieces	5	26.00	130.00
225	Numbering machine, 12 digits w/ letter	piece	3	600.00	1,800.00
226	Nylon Twine 1 kg white	roll	1	75.00	75.00
227	Nylon, #300, for grass cutter	kl	4	450.00	1,800.00
228	Oil, for typewriter, all purpose, 130 ml	btls	6	180.00	1,080.00
229	Pail, Plastic, 10 li cap.	pieces	21	200.00	4,200.00
230	Pail, Plastic, 5 gallons cap. Measurement at least L35.3xW32.3xH33cm	pieces	4	200.00	800.00
231	Pail, Utility, Plastic 168 liter cap/drum/water container	pieces	2	1,600.00	3,200.00
232	Paper Cutter Knife, 6" steel blade, plastic handle, good quality	pcs	14	150.00	2,100.00
233	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	unit	4	2,550.00	10,200.00
234	Paper Cutter, wood, A4 size	piece	1	550.00	550.00
235	Paper, Cutter, Wooden, 18" x 15" (A3), guillotine paper cutter 18" (wooden cutter)	pcs	1	2,500.00	2,500.00
236	Paper, Art, glossy, assorted colors,	reams	10	235.00	2,350.00

	500shts/ream				
237	Paper, Bond, A3, S-20, 70 gsm	reams	8	466.00	3,728.00
238	Paper, Bond, A3, S-24, 80 gsm	reams	9	580.00	5,220.00
239	Paper, Bond, A4, S-20, 70 gsm	reams	1449	253.00	366,597.00
240	Paper, Bond, A4, S-24, 80 gsm	reams	1801	289.00	520,489.00
241	Paper, Bond, Colored, Long, S-16, 56gsm, Green	reams	5	315.00	1,575.00
242	Paper, Bond, Colored, Long, S-16, 56gsm, Yellow	reams	5	315.00	1,575.00
243	Paper, Bond, Long, S-20, 70 gsm	reams	337	286.00	96,382.00
244	Paper, Bond, Long, S-24, 80 gsm	reams	451	328.00	147,928.00
245	Paper, Bond, Short, S-20, 70 gsm	reams	68	245.00	16,660.00
246	Paper, Bond, Short, S-24, 80 gsm	reams	120	277.00	33,240.00
247	Paper, Construction, Assorted Colors, 20 shts/pack	packs	23	46.00	1,058.00
248	Paper, Haspi, blue, 20" x 26"	pieces	35	50.00	1,750.00
249	Paper, Haspi, green, 20" x 26"	pieces	29	50.00	1,450.00
250	Paper, Haspi, maroon, 20" x 26"	pieces	25	50.00	1,250.00
251	Paper, Laid 8 x 11 90gsm Vellum	boxes	2	1,025.00	2,050.00
252	Paper, Laid 8 x 13 90gsm Ivory	boxes	2	1,415.00	2,830.00
253	Paper, Manila	pcs	115	6.00	690.00
254	Paper, Mimeo, GW, Long, S-18	reams	10	190.00	1,900.00
255	Paper, Mimeo, GW, Short, S-18	reams	10	166.00	1,660.00
256	Paper, Mimeo, WW, A4, S-18	reams	35	210.00	7,350.00
257	Paper, Mimeo, WW, A4, S-20	ream	35	220.00	7,700.00
258	Paper, Mimeo, WW, Long, S-18	reams	67	218.00	14,606.00
259	Paper, Mimeo, WW, Short, S-18	reams	20	182.00	3,640.00
260	Paper, Pad, Rainbow color, 8-1/2x13, 90 leaves/pad	pads	5	70.00	350.00
261	Paper, Pad, Yellow, 8-1/2x13, 90 leaves/pad	pads	8	70.00	560.00
262	Paper, Parchment, A4, cream, 100 sheets/pack	pack	5	500.00	2,500.00
263	Paper, Photo, high gloss, A3, 230G, 20 shts/pack	pack	2	455.00	910.00
264	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	150	250.00	37,500.00
265	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	64	75.00	4,800.00
266	Paper, Specialty, 200gsm 8-1/2x11, 10s, Cream	packs	18	38.00	684.00
267	Paper, Specialty, 200gsm 8-1/2x11, 10s, Cyril Pink	packs	18	38.00	684.00
268	Paper, Specialty, 200gsm 8-1/2x11, 10s, White	packs	88	38.00	3,344.00
269	Paper, Specialty, 200gsm 8-1/2x11, 10s, LightGreen	packs	33	38.00	1,254.00
270	Paper, Towel, Interfolded, 1 ply, 175 pulls	pack	25	75.00	1,875.00
271	Paste, solid, w/ water well & applicator, 200gms	btls	4	50.00	200.00
272	Pen, Permanent Marker, black, broad tip	pieces	104	60.00	6,240.00
273	Pen, Permanent Marker, black, fine tip	pieces	170	60.00	10,200.00

274	Pen, Permanent Marker, blue, broad tip	pieces	38	60.00	2,280.00
275	Pen, Permanent Marker, blue, fine tip	pieces	63	60.00	3,780.00
276	Pen, Permanent Marker, red, broad tip	pieces	12	60.00	720.00
277	Pen, Permanent Marker, red, fine tip	pieces	12	60.00	720.00
278	Pen, Ball, black	pieces	482	10.00	4,820.00
279	Pen, Ball, blue	pieces	1827	10.00	18,270.00
280	Pen, Ball, red	pieces	468	10.00	4,680.00
281	Pen, Highlighter, orange	pieces	45	46.00	2,070.00
282	Pen, Highlighter, violet	pieces	6	47.00	282.00
283	Pen, Highlighter, yellow	pieces	42	45.00	1,890.00
284	Pen, Highlighting, asstd color , Highlighter, Stabilo boss asstd color;	pcs	12	25.00	300.00
285	Pen, Permanent Marker, JUMBO black	pieces	6	120.00	720.00
286	Pen, Permanent Marker, JUMBO blue	pieces	10	120.00	1,200.00
287	Pen, Permanent Marker, JUMBO red	pieces	2	120.00	240.00
288	Pen, Sign, .5mm, Gel-type, Black	piece	87	35.00	3,045.00
289	Pen, Sign, .5mm, Gel-type, Blue	piece	1023	35.00	35,805.00
290	Pen, Sign, .5mm, Gel-type, Red	piece	133	35.00	4,655.00
291	Pen, Whiteboard Marker, red	pieces	42	50.00	2,100.00
292	Pen, Whiteboard Marker, black	pieces	334	50.00	16,700.00
293	Pen, Whiteboard Marker, blue,	pieces	142	50.00	7,100.00
294	Pencil, Lead, #2, w/ eraser	pieces	639	10.00	6,390.00
295	PET Bottle, 330ml, transparent, with cap, 284 btls/bag	bags	3	1,030.00	3,090.00
296	Pie Box , Pre-Formed Pie Box; Packing: 20 pcs/packSize: 10" x 10" x 1½"; Color: White;	pack	10	250.00	2,500.00
297	Pigment Ink, Black color, 100ml	btls	4	300.00	1,200.00
298	Pigment Ink, Cyan color, 100ml	btls	4	300.00	1,200.00
299	Pigment Ink, Magenta color, 100ml	btls	4	300.00	1,200.00
300	Pigment Ink, Yellow color, 100ml	btls	4	300.00	1,200.00
301	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	47	35.00	1,645.00
302	Plastic bag (sando bag) 100pcs/pack large	pack	3	95.00	285.00
303	Plastic bag (sando bag), jumbo size, 100 pcs/back	pack	4	135.00	540.00
304	Plastic bag (sando bag)100 pc./pack medium	pack	3	65.00	195.00
305	Plastic Twine, 1kl/roll	rolls	148	65.00	9,620.00
306	Polyethylene Bag, autoclavable, 10" x 16" x .002	kgs	5	200.00	1,000.00
307	Polyethylene Bag, autoclavable, 3" x 10" x .002	kgs	5	200.00	1,000.00
308	Polyethylene Bag, autoclavable, 8" x 12" x .002	kgs	5	200.00	1,000.00
309	Puncher, #10	pieces	2	155.00	310.00
310	Puncher, Heavy Duty	pieces	8	450.00	3,600.00
311	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	62	750.00	46,500.00
312	Rag, (for cleaning & wiping)	pieces	80	5.00	400.00



313	Rags, large, good quality, size 24"x15", water absorbent	pcs	59	40.00	2,360.00
314	Ready-Made Curtain (RMC), Cream Color, Dimension: 60" x 84", Fabric Material: Synthetic Fabric or any light material which allows air and light pass through, Design: Plain, most importantly - No Flowers and Lace	pcs	8	450.00	3,600.00
315	Record Book, Big, 300 pages	pcs	104	80.00	8,320.00
316	Record Book, Big, 500 pages	pcs	112	115.00	12,880.00
317	Ribbon, Typewriter, black	rolls	4	45.00	180.00
318	Ring Binder, plastic, 84 10mm, 3/8" black	pieces	27	10.00	270.00
319	Ring Binder, plastic, 84 14mm, 9/16" black	pieces	15	15.00	225.00
320	Ring Binder, plastic, 84 22mm, 7/8" black	pieces	19	27.00	513.00
321	Ring Binder, plastic, 84 14mm, 5/8" black	pieces	4	18.00	72.00
322	Ring Binder, plastic, 84 6mm 1/4" black	pieces	22	8.00	176.00
323	Ring Binder, plastic, 84 8mm, 5/16" black	pieces	4	8.00	32.00
324	Ring Binder, plastic, 84 20mm, 3/4" black	pieces	15	22.00	330.00
325	Ring Binder, plastic, 84 38mm , 1-1/2" black	pieces	61	46.00	2,806.00
326	Ring Binder, plastic, 84 51mm 2" black	pieces	86	55.00	4,730.00
327	Ring Binder, plastic, 84, 25mm ,1" black	pieces	124	30.00	3,720.00
328	Ring Binder, plastic, 84 12mm , 1/2" black	pieces	111	12.00	1,332.00
329	Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)	rolls	24	88.00	2,112.00
330	Rubber Mat , Material: PVC Size (W x L): 30 x 150 cm or 11.81 x 59.05 inchesOne (1) roll non-slip mat	meter	2	175.00	350.00
331	Rubberband, #18, 350 gms/box	boxes	19	270.00	5,130.00
332	Ruler, Plastic, 12"	pieces	2	15.00	30.00
333	Ruler, Plastic, 24"	pieces	9	35.00	315.00
334	Scissors, 6" heavy duty, good quality	piece	2	68.00	136.00
335	Scissors, 8" heavy duty, good quality	pieces	44	75.00	3,300.00
336	Scouring pad big economy size	pieces	48	50.00	2,400.00
337	Sharpener, Pencil Heavy Duty good qlty , Table Type;	pieces	9	350.00	3,150.00
338	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	59	90.00	5,310.00
339	Sign pen, Fine Tech, 0.3mm. blue	pieces	137	30.00	4,110.00
340	Soap, Detergent, Bar, at least 350g, any scent	bar	65	38.00	2,470.00
341	Soap, Detergent, Liquid, 1 gal, any scent	gal	30	350.00	10,500.00
342	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	226	105.00	23,730.00
343	Soap, Dishwashing, Liquid, 250mL	btls	252	150.00	37,800.00
344	Soap, hand, liquid, 250 ml	btls	57	90.00	5,130.00
345	Soap, Toilet , guest size	pieces	37	15.00	555.00
346	Soap, Toilet, regular size	pieces	70	35.00	2,450.00
347	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	35	85.00	2,975.00

348	Specialty board, short 8-1/2 x 11, 120 gsm, light blue (10pcs/pack)	pack	8	65.00	520.00
349	Specialty board, short 8-1/2 x 11, 120 gsm, light brown (10pcs/pack)	pack	5	65.00	325.00
350	Specialty board, short 8-1/2 x 11, 120 gsm, light pink (10pcs/pack)	pack	5	65.00	325.00
351	Specialty board, short 8-1/2 x 11, 120 gsm, white (10pcs/pack)	pack	20	65.00	1,300.00
352	Specialty board, short 8-1/2 x 11, 120 gsm, yellow (10pcs/pack)	pack	50	65.00	3,250.00
353	Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	pack	35	65.00	2,275.00
354	Specialty paper Dynamics 8-1/2x13 220gsm Pearl	packs	36	85.00	3,060.00
355	Specialty Paper Dynamics 8-1/2x13 220gsm Skytone	packs	3	85.00	255.00
356	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	51	65.00	3,315.00
357	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light blue (10pcs/pack)	pack	11	65.00	715.00
358	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)	pack	21	65.00	1,365.00
359	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	6	1,500.00	9,000.00
360	Sprinkler, plastic 3 liters	pieces	1	600.00	600.00
361	Stamping Pad size 2	pieces	8	155.00	1,240.00
362	Stamping Pad size 4	pieces	6	134.00	804.00
363	Staple wire remover	pieces	15	34.00	510.00
364	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00	800.00
365	Staple Wire, #10	boxes	51	11.00	561.00
366	Staple Wire, #35	boxes	226	30.00	6,780.00
367	Staple wire, 1210FA-H, 30-70 sheets, 1000 staples per box , Staple wire, 1210FA-H, 30-70 sheets, 1000 staples per box;	box	5	165.00	825.00
368	Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box , Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box;	box	5	185.00	925.00
369	Staple wire, 1215FA-H, 90-140 sheets, 1000 staples per box , Staple wire, 1215FA-H, 90-140 sheets, 1000 staples per box;	box	5	205.00	1,025.00
370	Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box , Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box;	box	2	220.00	440.00
371	Stapler, HD No.35	pc	51	350.00	17,850.00

372	Stapler, HD-# 10	pieces	1	100.00	100.00
373	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black , 210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth;	pcs	1	1,500.00	1,500.00
374	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	69	40.00	2,760.00
375	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	76	155.00	11,780.00
376	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack , Sticky Flags Suitable For/As;; Indexing TabHighlightingMarking Repositionable; One end straight-cut, One end arrow-shaped; Can be used to show/indicate where to attach signature;	pack	37	40.00	1,480.00
377	Sticky Note, 2 x 3, Yellow	pads	75	79.00	5,925.00
378	Sticky Note, 3 x 3, Yellow	pads	61	84.00	5,124.00
379	Sticky Note, 3 x 4, Yellow	pads	6	140.00	840.00
380	Sticky Note, 3 x 5, Yellow	pads	3	150.00	450.00
381	Super Adhesive Glue, clear	tubes	10	40.00	400.00
382	Tape Dispenser, 1" tape, big core, any color	pcs	9	115.00	1,035.00
383	Tape Measure, double-side tailor tape measure, plastic, length: 150cm/60", width: 2cm/0.79"	pcs	3	95.00	285.00
384	Tape, Double Sided, 1" x 10m	rolls	181	35.00	6,335.00
385	Tape, Double Sided, 2" x 10m	rolls	47	70.00	3,290.00
386	Tape, Double Sided, 3/4" x 10m	rolls	22	26.00	572.00
387	Tape, Duct, 2" x 25m, Black/Grey	rolls	47	180.00	8,460.00
388	Tape, Foam, Double Sided, 1" x 5m	rolls	40	100.00	4,000.00
389	Tape, Foam, Double Sided, 1/2" x 5m	rolls	16	52.00	832.00
390	Tape, Magic, 12mm x 50m	rolls	17	196.00	3,332.00
391	Tape, Magic, 24mm x 50m	rolls	3	357.00	1,071.00
392	Tape, Masking, 1" x 25 yards	rolls	268	48.00	12,864.00
393	Tape, Masking, 1/2" x 25 yards	rolls	38	25.00	950.00
394	Tape, Masking, 2" x 25 yards	rolls	70	95.00	6,650.00
395	Tape, Masking, 3" x 25 yards	rolls	24	143.00	3,432.00
396	Tape, Masking, 3/4" x 25 yards	rolls	65	36.00	2,340.00
397	Tape, Packaging, 2" x 100 yards, Clear	rolls	23	55.00	1,265.00
398	Tape, Packaging, 2" x 100 yards, Tan	rolls	46	55.00	2,530.00
399	Tape, Transparent, 12mm x 50m	rolls	117	68.00	7,956.00
400	Tape, Transparent, 24mm x 50m	rolls	116	120.00	13,920.00
401	Thumb Tacks, Small Box	boxes	63	12.00	756.00
402	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	269	204.00	54,876.00
403	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	64	125.00	8,000.00
404	Toilet Bowl Cleaner, at least 1 gallon	gal	19	370.00	7,030.00
405	Toilet Bowl Cleaner, at least 1 liter	btl	4	250.00	1,000.00
406	Toilet Brush with Holder	set	39	180.00	7,020.00

407	Transparency Film, A4, 100pcs/pack	pack	61	372.00	22,692.00
408	Trapal/Lona, heavy duty, 20 meters	rolls	1	4,000.00	4,000.00
409	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	5	56.00	280.00
410	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	12	40.00	480.00
411	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	20	25.00	500.00
412	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	1	85.00	85.00
413	Wax Paper, at least 23m x 30cm	rolls	2	240.00	480.00
414	Wax, Floor, paste type, colorless, 450g/can	cans	1	170.00	170.00
415	Wax, Floor, paste type, red, at least 900g/can	cans	10	532.00	5,320.00
416	Wet and dry vacuum cleaner	pc	1	5,000.00	5,000.00
417	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	1	880.00	880.00
418	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	pcs	2	1,680.00	3,360.00
<b>Total ABC (for this project):</b>				<b>3,031,572.00</b>	

Bids received in excess of the ABC for each item shall be automatically rejected at bid opening.

2. The *Visayas State University – Main Campus* now invites bids for the above Procurement Project. Delivery of the Goods is required by *thirty (30) calendar days upon receipt of Notice to Proceed (NTP)*. Bidders should have completed, within *two (2) 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).
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) No. 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 No. 5183.

4. Prospective Bidders may obtain further information from *Visayas State University* and inspect the Bidding Documents at the address given below during *Mondays - Fridays (8:00 AM-5:00 PM)*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *18 February – 11 March 2021 until 1:00 PM* from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *Five Thousand Pesos*

(Php 5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.

6. The *Visayas State University – Main Campus* will hold a Pre-Bid Conference on *February 26, 2021; 2:00 PM* at the *Cooperative Building, VSU Market, Visca, Baybay City, Leyte* and/or through video conferencing or webcasting via *Google Meet*, which shall be open to prospective bidders.

Bidders are advised to contact the BAC Secretariat before the scheduled Pre-Bid Conference for the Google Meet link.

7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before *11 March 2021 until 1:00 PM*. 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 *11 March 2021; 2:00 PM* at the *Cooperative Building, VSU Market, Visca, Baybay City, Leyte* and/or via *Google Meet*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Bidders are advised to contact the BAC Secretariat before the scheduled Bid Opening for the Google Meet link.

10. For bidders who opt to submit their bids electronically, a hardcopy (original) of the bid must be sent to the BAC through couriers. A proof (e.g. courier receipt, etc.) that a hardcopy of the bid is on transit must be presented upon submission of the electronic bid.
11. The *Visayas State University* 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

***Ms. Jessamine C. Eccleo (BAC Secretariat)***  
*Office of the Head for Procurement,*  
*VSU-Main, Visca, Baybay City, Leyte*  
*Mobile: 053 565 0600 local 1093 or 0917 6341 474*  
*Email: [jeccleo@vsu.edu.ph](mailto:jeccleo@vsu.edu.ph)*

***or***

***Mr. Toni Marc L. Dargantes (BAC Secretariat)***  
*Office of the VP for Planning, Resource Generation & Auxiliary Services*  
*VSU-Main, Visca, Baybay City, Leyte*  
*Mobile: 053 565 0600 local 1004 or 0977 7186594*

Email: [tmdargantes@vsu.edu.ph](mailto:tmdargantes@vsu.edu.ph)

13. You may visit the following websites:

For downloading of Bidding Documents: <https://www.vsu.edu.ph/transparency-seal-documents/philgeps-opportunities>

*February 17, 2021*

**DILBERTO O. FERRAREN**  
*Chairperson, VSU BAC*

## ***Section II. Instructions to Bidders***

## **1. Scope of Bid**

The Procuring Entity, *Visayas State University*, wishes to receive Bids for the *Supply and Delivery of Office Supplies*, with identification number *GOODS-21-10*.

The Procurement Project (referred to herein as “Project”) is composed of *418 items*, 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 *2021* in the amount of *Three Million Thirty-One Thousand Five Hundred Seventy-Two Pesos (PhP 3,031,572.00)*.

2.2. The source of funding is: NGA, the General Appropriations Act (GAA).

## **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:

Bidders should comply with the following requirements:

- i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *twenty-five percent (25%)* of the ABC for this Project; and
- ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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**

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

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 the specified date and time and either at its physical address and/or through videoconferencing/webcasting 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 **two (2 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.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **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 e.
  - 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 **Section VII (Technical Specifications)**.

### **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 Declaration 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 until *July 11, 2021*. 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.

The Procuring Entity may request 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.

If 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.

## **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 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. If the Project allows partial bids, 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 15 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, which shall be awarded as separate contracts per item.
- 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**

- 20.1. 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	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. <i>Office Supplies</i></li> <li>b. completed within two (2) years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted <i>DDP VSU Main, Visca, Baybay City, Leyte</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of not less than <i>Sixty Thousand Six Hundred Thirty-One and 44/100 Pesos (PhP 60,631.44)</i> or two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <i>One Hundred Fifty-One Thousand Five Hundred Seventy-Eight and 60/100 Pesos (PhP 151,578.60)</i> or five percent (5%) of ABC if bid security is in Surety Bond.</li> </ul>
19.3	See Section I. Invitation to Bid (Item 1) for the complete list of items with their corresponding total ABC.
20.2	In case the PhilGEPS Platinum Certificate of Registration is not available during bid submission, it shall be submitted as a post-qualification requirement, in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184.
21.2	<i>Not Applicable.</i>

## ***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 prior to 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 IV (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**

- 6.1. 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.
- 6.2. 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><b>Delivery and Documents –</b></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>VSU Main Campus, Visca, Baybay City, Leyte</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>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p style="text-align: center;"><b><i>Ms. Alicia M. Flores</i></b>  <i>Head, Supply and Property Management Office,</i>  <i>VSU-Main, Visca, Baybay City, Leyte</i>  <i>Contact #: 053 565 0600 local 1082 / 0917 6341 430</i></p> <p><b>Incidental Services –</b></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"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> <li>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.</li> </ol>
	<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><b>Spare Parts –</b></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> <ul style="list-style-type: none"> <li>a. 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</li> <li>b. in the event of termination of production of the spare parts: <ul style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul> </li> </ul> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof is 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 3 years.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within 1 month of placing the order.</p>
	<p><b>Packaging –</b></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> <p>Name of the Procuring Entity Name of the Supplier</p>

	<p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>
	<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><b>Transportation –</b></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><b>Intellectual Property Rights –</b></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	Payment shall be done upon full delivery of the items and compliance of all terms specified in the Purchase Order/Contract.
4	The inspections and tests that will be conducted will be specified by the appropriate technical team of VSU Main to confirm conformity to the contract specifications at no extra cost to VSU.

## ***Section VI. 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.

Item #	Description	Unit	Qty	Delivered, Weeks/Months
1	Acetate, transparent, gauge #4, approx. 50m/roll	rolls	5	All Items Should Be Delivered Within <b>30 Calendar Days</b> From Receipt Of Notice To Proceed And Purchase Order
2	Acetate, transparent, gauge #3, approx. 50m/roll	rolls	4	
3	Acetate, transparent, gauge #6, approx. 50m/roll	rolls	4	
4	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	49	
5	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	150	
6	Alchol, Isopropyl, 70% solution, 500mL, pump type	btls	117	
7	Alcohol, Ethyl, 70% solution, 500mL	btls	531	
8	Alcohol, Isopropyl, 70% solution, 500mL	btls	251	
9	Apron, Plastic, for Adult	pc	5	
10	Basin, Utility, Durable Plastic, Size: at least 16"   15 x 40.5cm, any Color	pcs	4	
11	Basin, Utility, Durable Plastic, Size: at least 23"   17 x 58cm, any Color	pcs	3	
12	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	133	
13	Battery, Alkaline, 9 volts	pcs	13	
14	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	114	
15	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	101	
16	Battery, Alkaline, Size: C, 2pcs/pack	pack	20	
17	Battery, Rechargeable, AA (4pcs) w/ Charger	set	12	
18	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	pack	18	
19	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	pack	10	
20	Binder, file, 14" lever arch file folder w/ ring binder & metal pull	pc	4	
21	Bleach, Liquid, 99.9% Antibac, 3785 mL	gallon	35	
22	Board, Illustration, 20" x 30" (2 Ply)	pcs	4	
23	Board, Illustration, 30" x 40" (2 Ply)	pcs	4	
24	Book Cloth, Black	yard	5	



25	Book Ends, Metal, Medium (approx. 13x15x20cm), at least 350g	pair	3
26	Book Ends, Metal, Small (approx. 13x15x15cm), at least 300g	pair	6
27	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	29
28	Broom, Soft (Tambo), Large, Heavy Duty	pcs	115
29	Broom, Stick Broom, Tukog , Good Quality Broom Stick; Approx. 370pcs per stick bundle;	pc	18
30	Cable Tie, 8", 100 pcs/pack , 2.5 x 200mm (Width x length);	packs	21
31	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	4
32	Calculator, scientific , 10+2 digits, 2 line display, at least 240 functions	unit	8
33	Car Freshener, Gel, at least 70g, Lemon/Orange scent	cans	28
34	Carbon Paper, Ordinary, Legal, 100 pcs/box	boxes	1
35	Carbon Paper, ordinary, Letter, 100 pcs/box	boxes	1
36	Cartolina, US, Black, at least 160gsm	pcs	16
37	Cartolina, US, Blue, at least 160gsm	pcs	30
38	Cartolina, US, Gold, at least 160gsm	pcs	111
39	Cartolina, US, Green, at least 160gsm	pcs	148
40	Cartolina, US, Light Blue, at least 160gsm	pcs	156
41	Cartolina, US, Light Green, at least 160gsm	pcs	34
42	Cartolina, US, Neon Blue, at least 160gsm	pcs	20
43	Cartolina, US, Neon Gold, at least 160gsm	pcs	31
44	Cartolina, US, Neon Green, at least 160gsm	pcs	23
45	Cartolina, US, Neon Orange, at least 160gsm	pcs	20
46	Cartolina, US, Neon Pink, at least 160gsm	pcs	9
47	Cartolina, US, Neon Red, at least 160gsm	pcs	3
48	Cartolina, US, Neon Yellow Green, at least 160gsm	pcs	3
49	Cartolina, US, Neon Yellow, at least 160gsm	pcs	3
50	Cartolina, US, Orange, at least 160gsm	pcs	20
51	Cartolina, US, Pink, at least 160gsm	pcs	29
52	Cartolina, US, Red, at least 160gsm	pcs	30
53	Cartolina, US, Violet, at least 160gsm	pcs	30
54	Cartolina, US, White, at least 160gsm	pcs	236
55	Cartolina, US, Yellow, at least 160gsm	pcs	31
56	Cartolina, Vellum, Gold, at least 180gsm	pcs	26
57	Cartolina, Vellum, White, at least 180gsm	pcs	123
58	Chalk, Colored, Dustless, 12 pcs/box	boxes	7
59	Chalk, White, Dustless, 100 pcs/box	boxes	33
60	Chlorine Granules, 1kg/pack	packs	15

61	Class Record (School Register), Long, DepEd (K-12)	pcs	100
62	Class Record, (for College use)	pcs	40
63	Cleaner, Glass, 500mL, any scent	btls	121
64	Cleanser, Powder, 500g, any scent	btls	64
65	Clear Book (Display Book), Refillable, A4/Short, 20 shts, any color	pcs	20
66	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	9
67	Clear Book Refills, A4 (10pcs/set)	sets	10
68	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	7
69	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	10
70	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	139
71	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	113
72	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	71
73	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	120
74	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	62
75	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	10
76	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	boxes	10
77	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	boxes	10
78	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box	boxes	10
79	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	260
80	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	332
81	Columnar Pad, 12 columns (14 x 17)	pcs	5
82	Columnar Pad, 3 columns (8.5 x 14)	pcs	3
83	Continuous Forms, Bond 20, 13 x 9-1/2, 1 Ply	boxes	6
84	Continuous Forms, Carbonless, 11 x 14-7/8, 2 Ply	boxes	9
85	Continuous Forms, Carbonless, 11 x 9-1/2, 2 Ply	boxes	3
86	Continuous Forms, Carbonless, 13 x 9-1/2, 2 Ply	boxes	1
87	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	pcs	7
88	Cork Board, Wall Mount, w/ aluminum frame, 4' x 8'	pcs	1
89	Correction Fluid, waterbase, 15 mL	btl	29
90	Correction Pen, rolling ball-metal tip	pc	23

91	Correction Tape, 8m x 5mm wide	pc	125
92	Cotton, 10-12g , Absorbent Cotton; White	pc	100
93	Crayons, 48 colors	box	3
94	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	pcs	2
95	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	17
96	Cutting Mat, self-healing rubber, green, A3	pc	2
97	Cutting Mat, self-healing rubber, green, A4	pc	3
98	Date stamp, 10 years advance or more , Date stamp, 10 years advance or more;	pcs	2
99	Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"	pc	4
100	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm	pcs	1
101	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	pcs	4
102	Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	pcs	3
103	Detachable plastic documentary tray (3-4 layers) , Detachable plastic documentary tray (3-4 layers); color: black;	sets	2
104	Disinfectant Cleaner, multi-surface, scented	gal	61
105	Disinfectant Spray, 170g	can	54
106	Disinfectant Spray, 340g	can	63
107	Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)	pcs	2
108	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	4
109	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	pcs	5
110	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	18
111	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	5
112	Dust pan, plastic, stand-up handle, large	pc	49
113	Dust pan, plastic, stand-up handle, small	pc	12
114	Duster, Feather	pcs	28
115	Duster, Microfiber (Cotton)	pcs	36
116	Empty Water Bottle (5 gallon), round, blue	pc	4
117	Envelope, brown, ordinary, A4 size	pcs	260
118	Envelope, Coin, #3, 500pcs/box	box	1
119	Envelope, Coin, #4, 500pcs/box	box	1
120	Envelope, Coin, #5, 500pcs/box	box	1
121	Envelope, Document, Brown, 150 lbs, Long	pc	1831

122	Envelope, Document, Brown, 150 lbs, Short	pc	384
123	Envelope, Expanding, Kraft board, w/ garter tie, Legal	pcs	50
124	Envelope, Expanding, plastic, A4	pc	22
125	Envelope, Expanding, Plastic, Long	pc	125
126	Envelope, Expanding, Plastic, Long, with Handle	pcs	70
127	Envelope, Expanding, with garter tie, blue, long	pc	404
128	Envelope, Expanding, with garter tie, blue, short	pc	5
129	Envelope, Expanding, with garter tie, brown, long	pc	304
130	Envelope, Expanding, with garter tie, brown, short	pc	50
131	Envelope, Expanding, with garter tie, golden yellow, short	pc	22
132	Envelope, Expanding, with garter tie, green, long	pc	163
133	Envelope, Expanding, with garter tie, violet, long	pc	100
134	Envelope, Mailing, white, long, 500pcs/box	box	20
135	Eraser, Blackboard, wood design, Big (3x13x5cm)	pcs	7
136	Eraser, Rubber, high quality	pc	16
137	Eraser, whiteboard, magnetic flannel	pc	34
138	Extra strength label tape cartridge compatible for Epson Label Works LW-K400, black print on White	pcs	20
139	Fabric Conditioner, 1L, any scent	btls	13
140	Fabric Conditioner, 4L, any scent	gallon	2
141	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	13
142	Face Towel, Cotton, 12 pcs/pack	pack	2
143	Fastener, Paper, non-rust metal, 50 sets/box	boxes	39
144	Fastener, Paper, plastic, 50 sets/box	boxes	226
145	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	16
146	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v C type	pcs	1
147	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v D type	pcs	2
148	Flashlight, rechargeable, LED, 220-240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)	pcs	4
149	Floor Mop	pieces	5
150	Floor mop with bucket, microfiber spin rotating 360	pc	3
151	Florist Wire / Floral Wires, plastic coated, guage 18, 40cm length, 50 pcs/set	sets	2
152	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	14

153	Folder, File, Long, 14pts, White	piece	3916
154	Folder, File, Short, 14pts, White	piece	694
155	Folder, Morocco, Long, w/ plastic binder, Beige	pieces	30
156	Folder, Morocco, Long, w/ plastic binder, Blue	pieces	50
157	Folder, Morocco, Long, w/ plastic binder, White	pieces	30
158	Folder, Ordinary, A4 , Folder, Ordinary, A4;	pcs	645
159	Folder, Pressboard, US, Blue, Long	pieces	445
160	Folder, Pressboard, US, Blue, Short	piece	6
161	Folder, Pressboard, US, Green, Long	pcs	1326
162	Folder, Pressboard, US, Green, Short	pcs	18
163	Folder, Pressboard, US, Long, Pink/Maroon	piece	50
164	Folder, Pressboard, US, Yellow, Long	pieces	230
165	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	276
166	Folder, Sliding, Plastic, w/ binder, Short, transparent	pcs	6
167	Frame, for certificates, A4 size , Hard border, with color black or brown color. Glass type.	pcs	20
168	Glue Gun, Big (approx. 7x18x 28cm)	pcs	3
169	Glue Gun, Small (approx. 4x12x 18cm)	pcs	3
170	Glue Pen, Clear, 50mL	tubes	18
171	Glue Stick, All-purpose, at least 21g	pcs	6
172	Glue Stick, Small, for Glue Gun	pcs	55
173	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	94
174	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	10
175	Glue, Padding, 1kg, for paper binding	btls	3
176	Glue, Padding, 500g, for paper binding	btls	2
177	Glue, White, All-purpose, 1 gallon	gallons	8
178	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	111
179	Hand Sprayer, plastic, 150 ml cap.	pieces	5
180	Hand Sprayer, plastic, 300 ml cap.	pieces	8
181	Hand Towel, cloth, cotton	piece	39
182	Hand Towel, cloth, cotton, 12 pcs/pack	piece	22
183	Index Card, 4" x 6", ruled both sides, 100 pcs/pack	pack	6
184	Index Card, 5" x 8", ruled both sides, 100 pcs/pack	pack	2
185	Index Tab, PVC self-adhesive 6" x 1", 25pcs/box	set	30
186	Index Tab, PVC self-adhesive 6" x 1/2", 25packs/box, Clear , Transparent Extension: 1/2"; Color: Clear (no color); 1 box contains 25 packs.; 1 pack contains 2 pcs.	box	7
187	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	45

188	Ink, Epson Premium Dye Ink, 1 liter, black , can be used for Epson L series printers;	btls	2
189	Ink, Epson Premium Dye Ink, 1 liter, Cyan , can be used for Epson L series printers;	btls	2
190	Ink, Epson Premium Dye Ink, 1 liter, magenta , can be used in Epson L series printers;	btls	2
191	Ink, Epson Premium Dye Ink, 1 liter, Yellow , can be used in Epson L series printers;	btls	2
192	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	29
193	Ink, Refill, for Permanent Marker, Black, 30mL	btls	35
194	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	13
195	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	55
196	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	11
197	Inkjet Printable Vinyl Sticker, Glossy, A4 size, 20pcs./pack, waterproof	packs	20
198	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	140
199	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	5
200	Lever Arch File Folder, Vertical, with Ring Binder & Side Metal Finger Pull, Size: 3", Long (Blue)	piece	100
201	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	167
202	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	239
203	Memo Notebooks, 60 leaves	pieces	2
204	Memo Notebooks, 80 leaves	pieces	85
205	Mop Handle, aluminum, screw type, heavy duty, at least 4 ft long	pieces	9
206	Mop Handle, plastic	pieces	22
207	Mop Handle, steel	pieces	9
208	Mop rug, heavy duty 100% cotton	pieces	72
209	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white	ream	3
210	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, beige	ream	2
211	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, cream	ream	3
212	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, green	ream	1

213	Morocco board, A4, 100pcs/ream, 230 gsm, for cover,light blue	ream	4
214	Multi- Insect killer spray, 300ml	pc	6
215	Multi-Insect Killer Spray, 250mL	tubes	10
216	Multi-Insect Killer Spray, 600mL	tubes	3
217	Multi-Purpose Glue, 130 g	btl	29
218	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	14
219	Muriatic Acid concentrated scented	gal	52
220	Net bags, fish net, 13" x 13"	pc	524
221	Notebook, ordinary 60 leaves, 60 gsm	pieces	7
222	Notebook, ordinary 80 leaves, 60 gsm	pieces	30
223	Notebook, Spiral 60 leaves	pcs	58
224	Notebook, spiral, 80 leaves	pieces	5
225	Numbering machine, 12 digits w/ letter	piece	3
226	Nylon Twine 1 kg white	roll	1
227	Nylon, #300, for grass cutter	kl	4
228	Oil, for typewriter, all purpose, 130 ml	btls	6
229	Pail, Plastic, 10 li cap.	pieces	21
230	Pail, Plastic, 5 gallons cap. Measurement at least L35.3xW32.3xH33cm	pieces	4
231	Pail, Utility, Plastic 168 liter cap/drum/water container	pieces	2
232	Paper Cutter Knife, 6" steel blade, plastic handle, good quality	pcs	14
233	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	unit	4
234	Paper Cutter, wood, A4 size	piece	1
235	Paper, Cutter, Wooden, 18" x 15" (A3), guillotine paper cutter 18" (wooden cutter)	pcs	1
236	Paper, Art, glossy, assorted colors, 500shts/ream	reams	10
237	Paper, Bond, A3, S-20, 70 gsm	reams	8
238	Paper, Bond, A3, S-24, 80 gsm	reams	9
239	Paper, Bond, A4, S-20, 70 gsm	reams	1449
240	Paper, Bond, A4, S-24, 80 gsm	reams	1801
241	Paper, Bond, Colored, Long, S-16, 56gsm, Green	reams	5
242	Paper, Bond, Colored, Long, S-16, 56gsm, Yellow	reams	5
243	Paper, Bond, Long, S-20, 70 gsm	reams	337
244	Paper, Bond, Long, S-24, 80 gsm	reams	451
245	Paper, Bond, Short, S-20, 70 gsm	reams	68
246	Paper, Bond, Short, S-24, 80 gsm	reams	120
247	Paper, Construction, Assorted Colors, 20 shts/pack	packs	23
248	Paper, Haspi, blue, 20" x 26"	pieces	35
249	Paper, Haspi, green, 20" x 26"	pieces	29

250	Paper, Haspi, maroon, 20" x 26"	pieces	25
251	Paper, Laid 8 x 11 90gsm Vellum	boxes	2
252	Paper, Laid 8 x 13 90gsm Ivory	boxes	2
253	Paper, Manila	pcs	115
254	Paper, Mimeo, GW, Long, S-18	reams	10
255	Paper, Mimeo, GW, Short, S-18	reams	10
256	Paper, Mimeo, WW, A4, S-18	reams	35
257	Paper, Mimeo, WW, A4, S-20	ream	35
258	Paper, Mimeo, WW, Long, S-18	reams	67
259	Paper, Mimeo, WW, Short, S-18	reams	20
260	Paper, Pad, Rainbow color, 8-1/2x13, 90 leaves/pad	pads	5
261	Paper, Pad, Yellow, 8-1/2x13, 90 leaves/pad	pads	8
262	Paper, Parchment, A4, cream, 100 sheets/pack	pack	5
263	Paper, Photo, high gloss, A3, 230G, 20 shts/pack	pack	2
264	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	150
265	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	64
266	Paper, Specialty, 200gsm 8-1/2x11, 10s, Cream	packs	18
267	Paper, Specialty, 200gsm 8-1/2x11, 10s , Cyril Pink	packs	18
268	Paper, Specialty, 200gsm 8-1/2x11, 10s, White	packs	88
269	Paper, Specialty, 200gsm 8-1/2x11, 10s, LightGreen	packs	33
270	Paper, Towel, Interfolded , 1 ply, 175 pulls	pack	25
271	Paste, solid, w/ water well & applicator, 200gms	btls	4
272	Pen, Permanent Marker, black, broad tip	pieces	104
273	Pen, Permanent Marker, black, fine tip	pieces	170
274	Pen, Permanent Marker, blue, broad tip	pieces	38
275	Pen, Permanent Marker, blue, fine tip	pieces	63
276	Pen, Permanent Marker, red, broad tip	pieces	12
277	Pen, Permanent Marker, red, fine tip	pieces	12
278	Pen, Ball, black	pieces	482
279	Pen, Ball, blue	pieces	1827
280	Pen, Ball, red	pieces	468
281	Pen, Highlighter, orange	pieces	45
282	Pen, Highlighter, violet	pieces	6
283	Pen, Highlighter, yellow	pieces	42
284	Pen, Highlighting, asstd color , Highlighter, Stabilo boss asstd color;	pcs	12
285	Pen, Permanent Marker, JUMBO black	pieces	6
286	Pen, Permanent Marker, JUMBO blue	pieces	10
287	Pen, Permanent Marker, JUMBO red	pieces	2



288	Pen, Sign, .5mm, Gel-type, Black	piece	87
289	Pen, Sign, .5mm, Gel-type, Blue	piece	1023
290	Pen, Sign, .5mm, Gel-type, Red	piece	133
291	Pen, Whiteboard Marker, red	pieces	42
292	Pen, Whiteboard Marker, black	pieces	334
293	Pen, Whiteboard Marker, blue,	pieces	142
294	Pencil, Lead, #2, w/ eraser	pieces	639
295	PET Bottle, 330ml, transparent, with cap, 284 btls/bag	bags	3
296	Pie Box , Pre-Formed Pie Box; Packing: 20 pcs/packSize: 10" x 10" x 1½"; Color: White;	pack	10
297	Pigment Ink, Black color, 100ml	btls	4
298	Pigment Ink, Cyan color, 100ml	btls	4
299	Pigment Ink, Magenta color, 100ml	btls	4
300	Pigment Ink, Yellow color, 100ml	btls	4
301	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	47
302	Plastic bag (sando bag) 100pcs/pack large	pack	3
303	Plastic bag (sando bag), jumbo size, 100 pcs/back	pack	4
304	Plastic bag (sando bag)100 pc./pack medium	pack	3
305	Plastic Twine, 1kl/roll	rolls	148
306	Polyethylene Bag, autoclavable, 10" x 16" x .002	kgs	5
307	Polyethylene Bag, autoclavable, 3" x 10" x .002	kgs	5
308	Polyethylene Bag, autoclavable, 8" x 12" x .002	kgs	5
309	Puncher, #10	pieces	2
310	Puncher, Heavy Duty	pieces	8
311	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	62
312	Rag, (for cleaning & wiping)	pieces	80
313	Rags, large, good quality, size 24"x15", water absorbent	pcs	59
314	Ready-Made Curtain (RMC), Cream Color, Dimension: 60" x 84", Fabric Material: Synthetic Fabric or any light material which allows air and light pass through, Design: Plain, most importantly - No Flowers and Lace	pcs	8
315	Record Book, Big, 300 pages	pcs	104
316	Record Book, Big, 500 pages	pcs	112
317	Ribbon, Typewriter, black	rolls	4
318	Ring Binder, plastic, 84 10mm, 3/8" black	pieces	27
319	Ring Binder, plastic, 84 14mm, 9/16" black	pieces	15
320	Ring Binder, plastic, 84 22mm, 7/8" black	pieces	19
321	Ring Binder, plastic, 84 14mm, 5/8" black	pieces	4
322	Ring Binder, plastic, 84 6mm 1/4" black	pieces	22

323	Ring Binder, plastic, 84 8mm, 5/16" black	pieces	4
324	Ring Binder, plastic, 84 20mm, 3/4" black	pieces	15
325	Ring Binder, plastic, 84 38mm , 1-1/2" black	pieces	61
326	Ring Binder, plastic, 84 51mm 2" black	pieces	86
327	Ring Binder, plastic, 84, 25mm ,1" black	pieces	124
328	Ring Binder, plastic,84 12mm , 1/2" black	pieces	111
329	Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)	rolls	24
330	Rubber Mat , Material: PVC Size (W x L): 30 x 150 cm or 11.81 x 59.05 inchesOne (1) roll non-slip mat	meter	2
331	Rubberband, #18, 350 gms/box	boxes	19
332	Ruler, Plastic, 12"	pieces	2
333	Ruler, Plastic, 24"	pieces	9
334	Scissors, 6" heavy duty, good quality	piece	2
335	Scissors, 8" heavy duty, good quality	pieces	44
336	Scouring pad big economy size	pieces	48
337	Sharpener, Pencil Heavy Duty good qlty , Table Type;	pieces	9
338	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	59
339	Sign pen, Fine Tech, 0.3mm. blue	pieces	137
340	Soap, Detergent, Bar, at least 350g, any scent	bar	65
341	Soap, Detergent, Liquid, 1 gal, any scent	gal	30
342	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	226
343	Soap, Dishwashing, Liquid, 250mL	btls	252
344	Soap, hand, liquid, 250 ml	btls	57
345	Soap, Toilet , guest size	pieces	37
346	Soap, Toilet, regular size	pieces	70
347	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	35
348	Specialty board, short 8-1/2 x 11, 120 gsm, light blue (10pcs/pack)	pack	8
349	Specialty board, short 8-1/2 x 11, 120 gsm, light brown (10pcs/pack)	pack	5
350	Specialty board, short 8-1/2 x 11, 120 gsm, light pink (10pcs/pack)	pack	5
351	Specialty board, short 8-1/2 x 11, 120 gsm, white (10pcs/pack)	pack	20
352	Specialty board, short 8-1/2 x 11, 120 gsm, yellow (10pcs/pack)	pack	50
353	Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	pack	35
354	Specialty paper Dynamics 8-1/2x13 220gsm Pearl	packs	36
355	Specialty Paper Dynamics 8-1/2x13 220gsm	packs	3

	Skytone		
356	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	51
357	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light blue (10pcs/pack)	pack	11
358	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)	pack	21
359	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	6
360	Sprinkler, plastic 3 liters	pieces	1
361	Stamping Pad size 2	pieces	8
362	Stamping Pad size 4	pieces	6
363	Staple wire remover	pieces	15
364	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10
365	Staple Wire, #10	boxes	51
366	Staple Wire, #35	boxes	226
367	Staple wire, 1210FA-H, 30-70 sheets, 1000 staples per box , Staple wire, 1210FA-H, 30-70 sheets, 1000 staples per box;	box	5
368	Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box , Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box;	box	5
369	Staple wire, 1215FA-H, 90-140 sheets, 1000 staples per box , Staple wire, 1215FA-H, 90-140 sheets, 1000 staples per box;	box	5
370	Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box , Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box;	box	2
371	Stapler, HD No.35	pc	51
372	Stapler, HD-# 10	pieces	1
373	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black , 210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth;	pcs	1
374	Stick Broom (tingting) 6" fr the top, approx 370 pcs	piece	69
375	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	76
376	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack , Sticky Flags Suitable For/As;; Indexing TabHighlightingMarking Repositionable; One end straight-cut, One end arrow-shaped; Can be used to show/indicate where to attach signature;	pack	37
377	Sticky Note, 2 x 3, Yellow	pads	75

378	Sticky Note, 3 x 3, Yellow	pads	61
379	Sticky Note, 3 x 4, Yellow	pads	6
380	Sticky Note, 3 x 5, Yellow	pads	3
381	Super Adhesive Glue, clear	tubes	10
382	Tape Dispenser, 1" tape, big core, any color	pcs	9
383	Tape Measure, double-side tailor tape measure, plastic, length: 150cm/60", width: 2cm/0.79"	pcs	3
384	Tape, Double Sided, 1" x 10m	rolls	181
385	Tape, Double Sided, 2" x 10m	rolls	47
386	Tape, Double Sided, 3/4" x 10m	rolls	22
387	Tape, Duct, 2" x 25m, Black/Grey	rolls	47
388	Tape, Foam, Double Sided, 1" x 5m	rolls	40
389	Tape, Foam, Double Sided, 1/2" x 5m	rolls	16
390	Tape, Magic, 12mm x 50m	rolls	17
391	Tape, Magic, 24mm x 50m	rolls	3
392	Tape, Masking, 1" x 25 yards	rolls	268
393	Tape, Masking, 1/2" x 25 yards	rolls	38
394	Tape, Masking, 2" x 25 yards	rolls	70
395	Tape, Masking, 3" x 25 yards	rolls	24
396	Tape, Masking, 3/4" x 25 yards	rolls	65
397	Tape, Packaging, 2" x 100 yards, Clear	rolls	23
398	Tape, Packaging, 2" x 100 yards, Tan	rolls	46
399	Tape, Transparent, 12mm x 50m	rolls	117
400	Tape, Transparent, 24mm x 50m	rolls	116
401	Thumb Tacks, Small Box	boxes	63
402	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	269
403	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	64
404	Toilet Bowl Cleaner, at least 1 gallon	gal	19
405	Toilet Bowl Cleaner, at least 1 liter	btl	4
406	Toilet Brush with Holder	set	39
407	Transparency Film, A4, 100pcs/pack	pack	61
408	Trapal/Lona, heavy duty, 20 meters	rolls	1
409	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	5
410	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	12
411	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	20
412	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	1
413	Wax Paper, at least 23m x 30cm	rolls	2
414	Wax, Floor, paste type, colorless, 450g/can	cans	1
415	Wax, Floor, paste type, red, at least 900g/can	cans	10

416	Wet and dry vacuum cleaner	pc	1	
417	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	1	
418	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	pcs	2	

## ***Section VII. Technical Specifications***

# Technical Specifications

Item #	Description and Specifications	STATEMENT OF COMPLIANCE
1	Acetate, transparent, gauge #4, approx. 50m/roll	<i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
2	Acetate, transparent, gauge #3, approx. 50m/roll	
3	Acetate, transparent, gauge #6, approx. 50m/roll	
4	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	
5	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	
6	Alchol, Isopropyl, 70% solution, 500mL, pump type	
7	Alcohol, Ethyl, 70% solution, 500mL	
8	Alcohol, Isopropyl, 70% solution, 500mL	
9	Apron, Plastic, for Adult	
10	Basin, Utility, Durable Plastic, Size: at least 16"   15 x 40.5cm, any Color	
11	Basin, Utility, Durable Plastic, Size: at least 23"   17 x 58cm, any Color	
12	Bathroom Deodorizer, with holder, at least 100g, any scent	
13	Battery, Alkaline, 9 volts	
14	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	
15	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	
16	Battery, Alkaline, Size: C, 2pcs/pack	
17	Battery, Rechargeable, AA (4pcs) w/ Charger , Input: AC100-240V 50-60Hz; Output: DC1.5 V AA 550mA x4 / AAA 275mA x4; Charging Control: checks voltage and temperature of battery automatically; Indicator: LED x 4; Charging: ON, Fully charged: OFF; Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells;	
18	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	
19	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	
20	Binder, file, 14" lever arch file folder w/ ring binder & metal pull, new black color , Binder, file, 14" lever arch file folder w/ ring binder & metal pull, new black color;	
21	Bleach, Liquid, 99.9% Antibac, 3785 mL	
22	Board, Illustration, 20" x 30" (2 Ply)	
23	Board, Illustration, 30" x 40" (2 Ply)	
24	Book Cloth, Black	

25	Book Ends, Metal, Medium (approx. 13x15x20cm), at least 350g
26	Book Ends, Metal, Small (approx. 13x15x15cm), at least 300g
27	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling
28	Broom, Soft (Tambo), Large, Heavy Duty
29	Broom, Stick Broom, Tukog , Good Quality Broom Stick; Approx. 370pcs per stick bundle;
30	Cable Tie, 8", 100 pcs/pack , 2.5 x 200mm (Width x length);
31	Calculator, desktop-type, 12 digits, 2-way power, plastic keys
32	Calculator, scientific ,10+2 digits, 2 line display, at least 240 functions
33	Car Freshener, Gel, at least 70g, Lemon/Orange scent
34	Carbon Paper, Ordinary, Legal, 100 pcs/box
35	Carbon Paper, ordinary, Letter, 100 pcs/box
36	Cartolina, US, Black, at least 160gsm
37	Cartolina, US, Blue, at least 160gsm
38	Cartolina, US, Gold, at least 160gsm
39	Cartolina, US, Green, at least 160gsm
40	Cartolina, US, Light Blue, at least 160gsm
41	Cartolina, US, Light Green, at least 160gsm
42	Cartolina, US, Neon Blue, at least 160gsm
43	Cartolina, US, Neon Gold, at least 160gsm
44	Cartolina, US, Neon Green, at least 160gsm
45	Cartolina, US, Neon Orange, at least 160gsm
46	Cartolina, US, Neon Pink, at least 160gsm
47	Cartolina, US, Neon Red, at least 160gsm
48	Cartolina, US, Neon Yellow Green, at least 160gsm
49	Cartolina, US, Neon Yellow, at least 160gsm
50	Cartolina, US, Orange, at least 160gsm
51	Cartolina, US, Pink, at least 160gsm
52	Cartolina, US, Red, at least 160gsm
53	Cartolina, US, Violet, at least 160gsm
54	Cartolina, US, White, at least 160gsm
55	Cartolina, US, Yellow, at least 160gsm
56	Cartolina, Vellum, Gold, at least 180gsm
57	Cartolina, Vellum, White, at least 180gsm
58	Chalk, Colored, Dustless, 12 pcs/box
59	Chalk, White, Dustless, 100 pcs/box
60	Chlorine Granules, 1kg/pack
61	Class Record (School Register), Long, DepEd (K-12)
62	Class Record, (for College use)



63	Cleaner, Glass, 500mL, any scent	
64	Cleanser, Powder, 500g, any scent	
65	Clear Book (Display Book), Refillable, A4/Short, 20 shts, any color	
66	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	
67	Clear Book Refills, A4 (10pcs/set)	
68	Clip Board, Plastic, with PVC Cover, A4, any color	
69	Clip Board, Plastic, with PVC Cover, Long, any color	
70	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	
71	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	
72	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	
73	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	
74	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	
75	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	
76	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	
77	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	
78	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box	
79	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	
80	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	
81	Columnar Pad, 12 columns (14 x 17)	
82	Columnar Pad, 3 columns (8.5 x 14)	
83	Continuous Forms, Bond 20, 13 x 9-1/2, 1 Ply	
84	Continuous Forms, Carbonless, 11 x 14-7/8, 2 Ply	
85	Continuous Forms, Carbonless, 11 x 9-1/2, 2 Ply	
86	Continuous Forms, Carbonless, 13 x 9-1/2, 2 Ply	
87	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	
88	Cork Board, Wall Mount, w/ aluminum frame, 4' x 8'	
89	Correction Fluid, waterbase, 15 mL	
90	Correction Pen, rolling ball-metal tip	
91	Correction Tape, 8m x 5mm wide	
92	Cotton, 10-12g , Absorbent Cotton; White	
93	Crayons, 48 colors	
94	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	
95	Cutter, Big, Plastic (Ordinary), w/ lock	
96	Cutting Mat, self-healing rubber, green, A3	

97	Cutting Mat, self-healing rubber, green, A4
98	Date stamp, 10 years advance or more , Date stamp, 10 years advance or more;
99	Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"
100	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm
101	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm
102	Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color
103	Detachable plastic documentary tray (3-4 layers) , Detachable plastic documentary tray (3-4 layers); color: black;
104	Disinfectant Cleaner, multi-surface, scented
105	Disinfectant Spray, 170g
106	Disinfectant Spray, 340g
107	Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)
108	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)
109	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity
110	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity
111	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity
112	Dust pan, plastic, stand-up handle, large
113	Dust pan, plastic, stand-up handle, small
114	Duster, Feather
115	Duster, Microfiber (Cotton)
116	Empty Water Bottle (5 gallon), round, blue
117	Envelope, brown, ordinary, A4 size
118	Envelope, Coin, #3, 500pcs/box
119	Envelope, Coin, #4, 500pcs/box
120	Envelope, Coin, #5, 500pcs/box
121	Envelope, Document, Brown, 150 lbs, Long
122	Envelope, Document, Brown, 150 lbs, Short
123	Envelope, Expanding, Kraft board, w/ garter tie, Legal
124	Envelope, Expanding, plastic, A4
125	Envelope, Expanding, Plastic, Long
126	Envelope, Expanding, Plastic, Long, with Handle
127	Envelope, Expanding, with garter tie, blue, long
128	Envelope, Expanding, with garter tie, blue, short
129	Envelope, Expanding, with garter tie, brown, long

130	Envelope, Expanding, with garter tie, brown, short
131	Envelope, Expanding, with garter tie, golden yellow, short
132	Envelope, Expanding, with garter tie, green, long
133	Envelope, Expanding, with garter tie, violet, long
134	Envelope, Mailing, white, long, 500pcs/box
135	Eraser, Blackboard, wood design, Big (3x13x5cm)
136	Eraser, Rubber, high quality
137	Eraser, whiteboard, magnetic flannel
138	Extra strength label tape cartridge compatible for Epson Label Works LW-K400, black print on White
139	Fabric Conditioner, 1L, any scent
140	Fabric Conditioner, 4L, any scent
141	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent
142	Face Towel, Cotton, 12 pcs/pack
143	Fastener, Paper, non-rust metal, 50 sets/box
144	Fastener, Paper, plastic, 50 sets/box
145	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal
146	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v C type
147	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v D type
148	Flashlight, rechargeable, LED, 220-240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)
149	Floor Mop
150	Floor mop with bucket, microfiber spin rotating 360
151	Florist Wire / Floral Wires, plastic coated, guage 18, 40cm length, 50 pcs/set
152	Foil, Aluminum, 16m x 30cm (approx. 260g)
153	Folder, File, Long, 14pts, White
154	Folder, File, Short, 14pts, White
155	Folder, Morocco, Long, w/ plastic binder, Beige
156	Folder, Morocco, Long, w/ plastic binder, Blue
157	Folder, Morocco, Long, w/ plastic binder, White
158	Folder, Ordinary, A4 , Folder, Ordinary, A4;
159	Folder, Pressboard, US, Blue, Long
160	Folder, Pressboard, US, Blue, Short
161	Folder, Pressboard, US, Green, Long
162	Folder, Pressboard, US, Green, Short
163	Folder, Pressboard, US, Long, Pink/Maroon
164	Folder, Pressboard, US, Yellow, Long
165	Folder, Sliding, Plastic, w/ binder, Long, transparent
166	Folder, Sliding, Plastic, w/ binder, Short, transparent

167	Frame, for certificates, A4 size , Hard border, with color black or brown color. Glass type.	
168	Glue Gun, Big (approx. 7x18x 28cm)	
169	Glue Gun, Small (approx. 4x12x 18cm)	
170	Glue Pen, Clear, 50mL	
171	Glue Stick, All-purpose, at least 21g	
172	Glue Stick, Small, for Glue Gun	
173	Glue, Multi-Purpose, White, at least 130g (118mL)	
174	Glue, Multi-Purpose, White, at least 454g (473mL)	
175	Glue, Padding, 1kg, for paper binding	
176	Glue, Padding, 500g, for paper binding	
177	Glue, White, All-purpose, 1 gallon	
178	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	
179	Hand Sprayer, plastic, 150 ml cap.	
180	Hand Sprayer, plastic, 300 ml cap.	
181	Hand Towel, cloth, cotton	
182	Hand Towel, cloth, cotton, 12 pcs/pack	
183	Index Card, 4" x 6", ruled both sides, 100 pcs/pack	
184	Index Card, 5" x 8", ruled both sides, 100 pcs/pack	
185	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	
186	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear , Transparent Extension: 1/2"; Color: Clear (no color); 1 box contains 25 packs.; 1 pack contains 2 pcs.	
187	Index Tab, transparent, self-adhesive, transparent, 5sets/box	
188	Ink, Epson Premium Dye Ink, 1 liter, black , can be used for Epson L series printers;	
189	Ink, Epson Premium Dye Ink, 1 liter, Cyan , can be used for Epson L series printers;	
190	Ink, Epson Premium Dye Ink, 1 liter, magenta , can be used in Epson L series printers;	
191	Ink, Epson Premium Dye Ink, 1 liter, Yellow , can be used in Epson L series printers;	
192	Ink, for stamp pad, violet, 30mL, w/ applicator	
193	Ink, Refill, for Permanent Marker, Black, 30mL	
194	Ink, Refill, for Permanent Marker, Blue, 30mL	
195	Ink, Refill, for Whiteboard Marker, Black, 30mL	
196	Ink, Refill, for Whiteboard Marker, Blue, 30mL	
197	Inkjet Printable Vinyl Sticker, Glossy, A4 size, 20pcs./pack, waterproof	
198	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	
199	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	

200	Lever Arch File Folder, Vertical, with Ring Binder & Side Metal Finger Pull, Size: 3", Long (Blue)
201	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)
202	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)
203	Memo Notebooks, 60 leaves
204	Memo Notebooks, 80 leaves
205	Mop Handle, aluminum, screw type, heavy duty, at least 4 ft long
206	Mop Handle, plastic
207	Mop Handle, steel
208	Mop rug, heavy duty 100% cotton
209	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white
210	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, beige
211	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, cream
212	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, green
213	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, light blue
214	Multi- Insect killer spray, 300ml
215	Multi-Insect Killer Spray, 250mL
216	Multi-Insect Killer Spray, 600mL
217	Multi-Purpose Glue, 130 g
218	Multi-Purpose Cleaner, Liquid, 1000mL, any scent
219	Muriatic Acid concentrated scented
220	Net bags, fish net, 13" x 13"
221	Notebook, ordinary 60 leaves, 60 gsm
222	Notebook, ordinary 80 leaves, 60 gsm
223	Notebook, Spiral 60 leaves
224	Notebook, spiral, 80 leaves
225	Numbering machine, 12 digits w/ letter
226	Nylon Twine 1 kg white
227	Nylon, #300, for grass cutter
228	Oil, for typewriter, all purpose, 130 ml
229	Pail, Plastic, 10 li cap.
230	Pail, Plastic, 5 gallons cap. Measurement at least L35.3xW32.3xH33cm
231	Pail, Utility, Plastic 168 liter cap/drum/water container
232	Paper Cutter Knife, 6" steel blade, plastic handle, good quality

233	Paper Cutter, Sliding, for A3, with metal base, replaceable blades
234	Paper Cutter, wood, A4 size
235	Paper, Cutter, Wooden, 18" x 15" (A3), guillotine paper cutter 18" (wooden cutter)
236	Paper, Art, glossy, assorted colors, 500shts/ream
237	Paper, Bond, A3, S-20, 70 gsm
238	Paper, Bond, A3, S-24, 80 gsm
239	Paper, Bond, A4, S-20, 70 gsm
240	Paper, Bond, A4, S-24, 80 gsm
241	Paper, Bond, Colored, Long, S-16, 56gsm, Green
242	Paper, Bond, Colored, Long, S-16, 56gsm, Yellow
243	Paper, Bond, Long, S-20, 70 gsm
244	Paper, Bond, Long, S-24, 80 gsm
245	Paper, Bond, Short, S-20, 70 gsm
246	Paper, Bond, Short, S-24, 80 gsm
247	Paper, Construction, Assorted Colors, 20 shts/pack
248	Paper, Haspi, blue, 20" x 26"
249	Paper, Haspi, green, 20" x 26"
250	Paper, Haspi, maroon, 20" x 26"
251	Paper, Laid 8 x 11 90gsm Vellum
252	Paper, Laid 8 x 13 90gsm Ivory
253	Paper, Manila
254	Paper, Mimeo, GW, Long, S-18
255	Paper, Mimeo, GW, Short, S-18
256	Paper, Mimeo, WW, A4, S-18
257	Paper, Mimeo, WW, A4, S-20
258	Paper, Mimeo, WW, Long, S-18
259	Paper, Mimeo, WW, Short, S-18
260	Paper, Pad, Rainbow color, 8-1/2x13, 90 leaves/pad
261	Paper, Pad, Yellow, 8-1/2x13, 90 leaves/pad
262	Paper, Parchment, A4, cream, 100 sheets/pack
263	Paper, Photo, high gloss, A3, 230G, 20 shts/pack
264	Paper, Photo, high gloss, A4, 230G, 20 shts/pack
265	Paper, Photo, matte finish, 146GSM, 10 shts/pack
266	Paper, Specialty, 200gsm 8-1/2x11, 10s, Cream
267	Paper, Specialty, 200gsm 8-1/2x11, 10s, Cyril Pink
268	Paper, Specialty, 200gsm 8-1/2x11, 10s, White
269	Paper, Specialty, 200gsm 8-1/2x11, 10s, LightGreen
270	Paper, Towel, Interfolded, 1 ply, 175 pulls
271	Paste, solid, w/ water well & applicator, 200gms
272	Pen, Permanent Marker, black, broad tip
273	Pen, Permanent Marker, black, fine tip
274	Pen, Permanent Marker, blue, broad tip
275	Pen, Permanent Marker, blue, fine tip

276	Pen, Permanent Marker, red, broad tip
277	Pen, Permanent Marker, red, fine tip
278	Pen, Ball, black
279	Pen, Ball, blue
280	Pen, Ball, red
281	Pen, Highlighter, orange
282	Pen, Highlighter, violet
283	Pen, Highlighter, yellow
284	Pen, Highlighting, asstd color, Highlighter, Stabilo boss asstd color;
285	Pen, Permanent Marker, JUMBO black
286	Pen, Permanent Marker, JUMBO blue
287	Pen, Permanent Marker, JUMBO red
288	Pen, Sign, .5mm, Gel-type, Black
289	Pen, Sign, .5mm, Gel-type, Blue
290	Pen, Sign, .5mm, Gel-type, Red
291	Pen, Whiteboard Marker, red
292	Pen, Whiteboard Marker, black
293	Pen, Whiteboard Marker, blue,
294	Pencil, Lead, #2, w/ eraser
295	PET Bottle, 330ml, transparent, with cap, 284 btl/bag
296	Pie Box, Pre-Formed Pie Box; Packing: 20 pcs/packSize: 10" x 10" x 1½"; Color: White;
297	Pigment Ink, Black color, 100ml
298	Pigment Ink, Cyan color, 100ml
299	Pigment Ink, Magenta color, 100ml
300	Pigment Ink, Yellow color, 100ml
301	Pin, Push, hammerhead type, asstd colors 50s/pack
302	Plastic bag (sando bag) 100pcs/pack large
303	Plastic bag (sando bag), jumbo size, 100 pcs/back
304	Plastic bag (sando bag)100 pc./pack medium
305	Plastic Twine, 1kl/roll
306	Polyethylene Bag, autoclavable, 10" x 16" x .002
307	Polyethylene Bag, autoclavable, 3" x 10" x .002
308	Polyethylene Bag, autoclavable, 8" x 12" x .002
309	Puncher, #10
310	Puncher, Heavy Duty
311	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm
312	Rag, (for cleaning & wiping)
313	Rags, large, good quality, size 24"x15", water absorbent
314	Ready-Made Curtain (RMC), Cream Color, Dimension: 60" x 84", Fabric Material: Synthetic Fabric or any light material which allows air and light pass through, Design: Plain, most importantly - No Flowers and Lace
315	Record Book, Big, 300 pages

316	Record Book, Big, 500 pages
317	Ribbon, Typewriter, black
318	Ring Binder, plastic, 84 10mm, 3/8" black
319	Ring Binder, plastic, 84 14mm, 9/16" black
320	Ring Binder, plastic, 84 22mm, 7/8" black
321	Ring Binder, plastic, 84 14mm, 5/8" black
322	Ring Binder, plastic, 84 6mm 1/4" black
323	Ring Binder, plastic, 84 8mm, 5/16" black
324	Ring Binder, plastic, 84 20mm, 3/4" black
325	Ring Binder, plastic, 84 38mm , 1-1/2" black
326	Ring Binder, plastic, 84 51mm 2" black
327	Ring Binder, plastic, 84, 25mm ,1" black
328	Ring Binder, plastic,84 12mm , 1/2" black
329	Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)
330	Rubber Mat , Material: PVC Size (W x L): 30 x 150 cm or 11.81 x 59.05 inchesOne (1) roll non-slip mat
331	Rubberband, #18, 350 gms/box
332	Ruler, Plastic, 12"
333	Ruler, Plastic, 24"
334	Scissors, 6" heavy duty, good quality
335	Scissors, 8" heavy duty, good quality
336	Scouring pad big economy size
337	Sharpener, Pencil Heavy Duty good qlty , Table Type;
338	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink
339	Sign pen, Fine Tech, 0.3mm. blue
340	Soap, Detergent, Bar, at least 350g, any scent
341	Soap, Detergent, Liquid, 1 gal, any scent
342	Soap, Detergent, Powder, 1 kilo/pack, any scent
343	Soap, Dishwashing, Liquid, 250mL
344	Soap, hand, liquid, 250 ml
345	Soap, Toilet , guest size
346	Soap, Toilet, regular size
347	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)
348	Specialty board, short 8-1/2 x 11, 120 gsm, light blue (10pcs/pack)
349	Specialty board, short 8-1/2 x 11, 120 gsm, light brown (10pcs/pack)
350	Specialty board, short 8-1/2 x 11, 120 gsm, light pink (10pcs/pack)
351	Specialty board, short 8-1/2 x 11, 120 gsm, white (10pcs/pack)
352	Specialty board, short 8-1/2 x 11, 120 gsm, yellow (10pcs/pack)



353	Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	
354	Specialty paper Dynamics 8-1/2x13 220gsm Pearl	
355	Specialty Paper Dynamics 8-1/2x13 220gsm Skytone	
356	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	
357	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light blue (10pcs/pack)	
358	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)	
359	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	
360	Sprinkler, plastic 3 liters	
361	Stamping Pad size 2	
362	Stamping Pad size 4	
363	Staple wire remover	
364	Staple Wire No. 35-5M Leg Length 6mm (1/4")	
365	Staple Wire, #10	
366	Staple Wire, #35	
367	Staple wire, 1210FA-H, 30-70 sheets, 1000 staples per box , Staple wire, 1210FA-H, 30-70 sheets, 1000 staples per box;	
368	Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box , Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box;	
369	Staple wire, 1215FA-H, 90-140 sheets, 1000 staples per box , Staple wire, 1215FA-H, 90-140 sheets, 1000 staples per box;	
370	Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box , Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box;	
371	Stapler, HD No.35	
372	Stapler, HD-# 10	
373	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black , 210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth;	
374	Stick Broom (tingting) 6" fr the top, approx 370 pcs	
375	Sticker Paper, high gloss A4 size, 50 sheets/pack	
376	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack , Sticky Flags Suitable For/As:; Indexing TabHighlightingMarking Repositionable; One end straight-cut, One end arrow-shaped; Can be used to show/indicate where to attach signature;	

377	Sticky Note, 2 x 3, Yellow
378	Sticky Note, 3 x 3, Yellow
379	Sticky Note, 3 x 4, Yellow
380	Sticky Note, 3 x 5, Yellow
381	Super Adhesive Glue, clear
382	Tape Dispenser, 1" tape, big core, any color
383	Tape Measure, double-side tailor tape measure, plastic, length: 150cm/60", width: 2cm/0.79"
384	Tape, Double Sided, 1" x 10m
385	Tape, Double Sided, 2" x 10m
386	Tape, Double Sided, 3/4" x 10m
387	Tape, Duct, 2" x 25m, Black/Grey
388	Tape, Foam, Double Sided, 1" x 5m
389	Tape, Foam, Double Sided, 1/2" x 5m
390	Tape, Magic, 12mm x 50m
391	Tape, Magic, 24mm x 50m
392	Tape, Masking, 1" x 25 yards
393	Tape, Masking, 1/2" x 25 yards
394	Tape, Masking, 2" x 25 yards
395	Tape, Masking, 3" x 25 yards
396	Tape, Masking, 3/4" x 25 yards
397	Tape, Packaging, 2" x 100 yards, Clear
398	Tape, Packaging, 2" x 100 yards, Tan
399	Tape, Transparent, 12mm x 50m
400	Tape, Transparent, 24mm x 50m
401	Thumb Tacks, Small Box
402	Tissue, Bathroom, 2 Ply, 12rolls/pack
403	Toilet Bowl and Urinal Cleaner, at least 500mL
404	Toilet Bowl Cleaner, at least 1 gallon
405	Toilet Bowl Cleaner, at least 1 liter
406	Toilet Brush with Holder
407	Transparency Film, A4, 100pcs/pack
408	Trapal/Lona, heavy duty, 20 meters
409	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black
410	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black
411	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black
412	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black
413	Wax Paper, at least 23m x 30cm
414	Wax, Floor, paste type, colorless, 450g/can
415	Wax, Floor, paste type, red, at least 900g/can
416	Wet and dry vacuum cleaner

417	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	
418	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	

## ***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).

Note: If the bidder submits item (a), bidder may not submit requirements (b), (c) & (d).

#### Technical Documents

- ☐ (f) 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**
- ☐ (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid in the amount of *at least 25% of the ABC or at least Seven Hundred Fifty-Seven Thousand Eight Hundred Ninety-Three Pesos (PhP 757,893.00)*;  
**or**  
Statement of at least two (2) similar completed contracts, the aggregate amount of which should be equivalent to *at least 25% of the ABC or at least Seven Hundred Fifty-Seven Thousand Eight Hundred Ninety-Three Pesos (PhP 757,893.00)* and the largest of these similar contracts must be equivalent to at least half of the said aggregate amount or *at least Three Hundred Seventy-Eight Thousand Nine Hundred Forty-Six and 50/100 Pesos (PhP 378,946.50)*; **and**
- ☐ (h) 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**
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (j) 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

- ☐ (k) 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**
- ☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) – at least equal to ABC (**PhP 3,031,572.00**);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation (at least 10% of ABC or PhP 303,157.20).

**II. FINANCIAL COMPONENT ENVELOPE**

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s).

## **Guidelines on the Preparation of Electronic Bid (e-Bid)** **(for bidders who prefer electronic bid submission)**

1. Convert all documents into Portable Document Format (PDF) and should be printable.
2. Properly label all documents for prompt identification. Filename of documents, whichever are applicable to the bidder, should be as follows:

<b>Document</b>	<b>Filename (in PDF form)</b>
1. PhilGEPS Certificate of Registration (Platinum)	PhilGEPS
2. Registration Certificate (SEC/DTI)	Registration Certificate
3. Mayor's/Business Permit	Mayor's-Business Permit
4. Tax Clearance	Tax Clearance
5. Statement of On-Going Government & Private Contracts	Statement of On-Going Contracts
6. Statement of Bidder's Single Largest Completed Contract	SLCC
7. Statement of at least two (2) similar completed contracts	Statement of Completed Contracts
8. Bid Security	Bid Security
9. Technical Specifications	Technical Specifications
10. SCHEDULE of Requirements/Production and delivery schedule	Schedule of Requirements
11. Manpower Requirements	Manpower Requirements
12. After Sales service/parts	After Sales
13. Omnibus Sworn Statement	Omnibus Sworn Statement
14. Audited Financial Statements	Audited Financial Statements
15. Net Financial Contracting Capacity	NFCC
16. Committed Line of Credit	CLC
17. Bid Form	Bid Form
18. Price Schedule	Price Schedule

3. Create two (2) folders that are password-protected. The first folder should contain all requirements under Technical Component checklist as presented under Section VIII. The second folder should contain all requirements under Financial Component checklist.
4. Compress the two (2) folders and name as follows: a) first folder: **Technical Documents**, b) second folder: **Financial Documents**.
5. Email the 2 compressed folders to Ms. Jessamine C. Ecleo at [jecleo@vsu.edu.ph](mailto:jecleo@vsu.edu.ph) before the deadline (March 11, 2021; 1:00PM).



**VISAYAS**  
STATE UNIVERSITY