



**VISAYAS**  
STATE UNIVERSITY

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Supply and Delivery of Office and Janitorial Supplies and Other General Merchandise Products (GOODS-22-03) *(early procurement)***

**Government of the Republic of the Philippines**

**December 9, 2021; 2:00 PM  
Cooperative Building, VSU Market, Visca, Baybay City, Leyte**

**Sixth Edition  
July 2020**

# Table of Contents

<b>Glossary of Acronyms, Terms, and Abbreviations .....</b>	<b>3</b>
<b>Section I. Invitation to Bid.....</b>	<b>6</b>
<b>Section II. Instructions to Bidders.....</b>	<b>27</b>
1. Scope of Bid .....	28
2. Funding Information.....	28
3. Bidding Requirements .....	28
4. Corrupt, Fraudulent, Collusive, and Coercive Practices .....	28
5. Eligible Bidders.....	28
6. Origin of Goods .....	29
7. Subcontracts .....	29
8. Pre-Bid Conference .....	29
9. Clarification and Amendment of Bidding Documents .....	29
10. Documents comprising the Bid: Eligibility and Technical Components .....	29
11. Documents comprising the Bid: Financial Component .....	30
12. Bid Prices .....	30
13. Bid and Payment Currencies .....	31
14. Bid Security .....	31
15. Sealing and Marking of Bids .....	31
16. Deadline for Submission of Bids .....	31
17. Opening and Preliminary Examination of Bids .....	32
18. Domestic Preference .....	32
19. Detailed Evaluation and Comparison of Bids .....	32
20. Post-Qualification .....	33
21. Signing of the Contract .....	33
<b>Section III. Bid Data Sheet .....</b>	<b>34</b>
<b>Section IV. General Conditions of Contract .....</b>	<b>36</b>
1. Scope of Contract .....	37
2. Advance Payment and Terms of Payment .....	37
3. Performance Security .....	37
4. Inspection and Tests .....	37
5. Warranty .....	38
6. Liability of the Supplier .....	38
<b>Section V. Special Conditions of Contract .....</b>	<b>39</b>
<b>Section VI. Schedule of Requirements .....</b>	<b>44</b>
<b>Section VII. Technical Specifications .....</b>	<b>62</b>
<b>Section VIII. Checklist of Technical and Financial Documents .....</b>	<b>81</b>

# ***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)

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

## ***Section I. Invitation to Bid***



## INVITATION TO BID FOR SUPPLY AND DELIVERY OF OFFICE AND JANITORIAL SUPPLIES AND OTHER GENERAL MERCHANDISE PRODUCTS

- The *Visayas State University* through the *GF 2022* intends to apply the sum of *Two Million Five Hundred Twenty-Three Thousand Two Hundred Seventy-Six Pesos (PhP 2,523,276.00)* being the ABC to payments under the contract for *Supply and Delivery of Office and Janitorial Supplies and Other General Merchandise Products (GOODS-22-03)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The *Visayas State University*, through the *GF 2022* intends to apply the following ABC per item to payments under the contract for each item, to wit:

Item No.	Description	Unit	Qty	ABC/Unit	Total ABC
1	<b>3D Embossing Label Maker Tape</b>	rolls	25	40.00	1,000.00
	■9 mm x 3 m				
2	<b>A3 Copy Paper</b>	reams	14	420.00	5,880.00
	■70 gsm substance 20 500 sheets/ream				
3	<b>A4 Matte Photo Paper</b>	packs	48	70.00	3,360.00
	■20 sheets per pack; 140 gsm; double-side;				
4	<b>Absorbent Cotton</b>	packs	8	165.00	1,320.00
	■Absorbent Cotton, 400 g;				
5	<b>Acetate, transparent, guage #3, approx. 50m/roll</b>	rolls	3	880.00	2,640.00
6	<b>Acetate, transparent, guage #6, approx. 50m/roll</b>	rolls	3	1,525.00	4,575.00
7	<b>Acetate, transparent, guage #8, approx. 50m/roll</b>	rolls	3	2,940.00	8,820.00
8	<b>Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent</b>	pcs	36	192.00	6,912.00
9	<b>Air Freshener, Spray, at least 280mL, Lemon/Orange Scent</b>	tubes	93	220.00	20,460.00
10	<b>Air Purifier Large Room, 600 Sq Ft, 2021 Upgraded, True HEPA Filter, Active Charcoal, Ultraviolet Li</b>	pcs	1	10,000.00	10,000.00
	■color: White				
	■item dimension: 14x7x18 inches				
	■Power source: AC				
	■Control method: remote				
	■About the item:				

	◀High-Efficiency Air Purifier: air purifier covers an area of up to 1420 ft <sup>2</sup> / 132 m <sup>2</sup> in 1 hour, CADR 330m <sup>3</sup> /h. 600 ft <sup>2</sup> fast purification in 25 minutes. Perfect for large / medium rooms and offices.				
	◀Allergies Eliminator & Ideal for Babies: Pre-filter, True HEPA filter, activated carbon filter trap 99.97% airborne pollutants such as allergens, dust, pet hair, dander, pollens, smoke, odors, fumes, VOCs, ozone, formaldehyde. Protect your family, children from air pollution, create a healthy workplace environment.				
	◀UV & Ionizer: UV light removes the hidden germs and viruses in the air such as influenza, staph. Ionic generator emits negative ions, providing you with clean and healthy air.				
	◀Versatile Air Freshener for Home: This air purifier has a built-in air sensor, which monitors air quality detecting contaminants in the air, and changes the indicator light. 1/2/4/8h timer, filter lifetime counter, sleep mode, 4 fan speed levels.				
	◀Ultra-Quiet & Energy-Saving: Thanks to the sleep mode, 28 dB low noise level voiceless air cleaning won't disturb you while reading, working, or sleeping. Running in sleep mode (19W) and low fan speed (36W) makes energy-saving and affordable for all-day use.				
11	<b>Alcohol, Isopropyl, 70% solution, 500mL, pump type</b>	btls	25	250.00	6,250.00
12	<b>Alcohol, Ethyl, 70% solution, 1 gallon</b>	gallons	49	600.00	29,400.00
13	<b>Alcohol, Ethyl, 70% solution, 500mL</b>	btls	609	125.00	76,125.00
	■Eliminates at least 99.9% of germs				
	■Safe on skin				
	■At least 70% solution Rubbing alcohol				
	■Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan				
	■Brand offer should be at least 10 years in the market				
	■at least 5 years expiry				
14	<b>Alcohol, Ethyl, 75% solution, 1 gallon</b>	gallon	15	480.00	7,200.00
	■75% alcohol solution				
15	<b>Alcohol, Isoprophyl, 90% solution</b>	gallon	15	600.00	9,000.00
	■Alcohol 90% solution				
16	<b>Alcohol, Isopropyl, 70% solution, 500mL</b>	btls	187	140.00	26,180.00
17	<b>Alcohol, Rubbing, 70% Isoprophyl, 1ltr.</b>	btls	1	200.00	200.00
18	<b>Apron, Plastic, for Adult</b>	pc	1	120.00	120.00



19	<b>Basin, Utility, Durable Plastic, Size: at least 15cm depth x 45cm diameter, any Color</b>	pcs	2	230.00	460.00
20	<b>Bathroom Deodorizer, with holder, at least 100g, any scent</b>	pcs	176	60.00	10,560.00
21	<b>Battery, Alkaline, 9 volts</b>	pcs	11	202.00	2,222.00
22	<b>Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>	pack	146	115.00	16,790.00
23	<b>Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>	pack	78	125.00	9,750.00
24	<b>Battery, Rechargeable, AA (4pcs) w/ Charger</b>	set	6	2,500.00	15,000.00
	■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				
25	<b>Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack</b>	pack	7	785.00	5,495.00
26	<b>Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack</b>	pack	7	785.00	5,495.00
27	<b>Binder Clip, 1.5", black</b>	pcs	45	7.50	337.50
28	<b>Binder Clip, 2", black</b>	pcs	25	8.50	212.50
29	<b>Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL</b>	gallon	46	250.00	11,500.00
30	<b>Board, Illustration, 30" x 40" (2 Ply)</b>	pcs	4	56.00	224.00
31	<b>Book Cloth, Green, approx. 50m/roll</b>	rolls	1	20,000.00	20,000.00
32	<b>Book Ends, Metal, Big (approx. 13x15x25cm), at least 400g</b>	pair	4	162.00	648.00
33	<b>Book Ends, Metal, Medium (approx. 13x15x20cm), at least 350g</b>	pair	3	105.00	315.00
34	<b>Broom, Plastic, with long steel handle (approx. 140cm), for ceiling</b>	pcs	13	420.00	5,460.00
35	<b>Broom, Soft (Tambo), Large, Heavy Duty</b>	pcs	88	250.00	22,000.00
36	<b>Broom, Stick Broom, Tukog</b>	pc	29	35.00	1,015.00
	■Good Quality Broom Stick				
	■Approx. 370pcs per stick bundle				
37	<b>broomstick</b>	pcs	5	50.00	250.00
	■good quality				
38	<b>Bucket, Plastic</b>	pc	2	100.00	200.00
	■2-gallon capacity bucket with cover				
39	<b>Calculator, desktop-type, 12 digits, 2-way power, plastic keys</b>	unit	5	530.00	2,650.00
40	<b>Calculator, scientific ,10+2 digits, 2 line display, at least 240 functions</b>	unit	3	700.00	2,100.00

41	<b>Car Freshener, Gel, at least 70g, Lemon/Orange scent</b>	cans	9	180.00	1,620.00
42	<b>Carbon Paper, ordinary, Letter, 100 pcs/box</b>	boxes	1	135.00	135.00
43	<b>Cartolina, US, Black, at least 160gsm</b>	pcs	10	14.00	140.00
44	<b>Cartolina, US, Blue, at least 160gsm</b>	pcs	33	14.00	462.00
45	<b>Cartolina, US, Green, at least 160gsm</b>	pcs	28	14.00	392.00
46	<b>Cartolina, US, Light Blue, at least 160gsm</b>	pcs	10	14.00	140.00
47	<b>Cartolina, US, Light Green, at least 160gsm</b>	pcs	10	14.00	140.00
48	<b>Cartolina, US, Neon Blue, at least 160gsm</b>	pcs	10	14.00	140.00
49	<b>Cartolina, US, Neon Gold, at least 160gsm</b>	pcs	10	14.00	140.00
50	<b>Cartolina, US, Neon Green, at least 160gsm</b>	pcs	10	14.00	140.00
51	<b>Cartolina, US, Neon Orange, at least 160gsm</b>	pcs	10	14.00	140.00
52	<b>Cartolina, US, Neon Pink, at least 160gsm</b>	pcs	10	14.00	140.00
53	<b>Cartolina, US, Red, at least 160gsm</b>	pcs	18	14.00	252.00
54	<b>Cartolina, US, White, at least 160gsm</b>	pcs	50	14.00	700.00
55	<b>Cartolina, US, Yellow, at least 160gsm</b>	pcs	18	14.00	252.00
56	<b>Cartolina, Vellum, Gold, at least 180gsm</b>	pcs	5	35.00	175.00
57	<b>Cartolina, Vellum, Green, at least 180gsm</b>	pcs	5	35.00	175.00
58	<b>Cartolina, Vellum, White, at least 180gsm</b>	pcs	525	35.00	18,375.00
59	<b>Chlorine Granules, 1kg/pack</b>	packs	38	85.00	3,230.00
60	<b>Class Record, (for College use)</b>	pcs	50	40.00	2,000.00
61	<b>Cleaner, Glass, 500mL, spray type, any scent</b>	btls	79	200.00	15,800.00
62	<b>Cleanser, Powder, 500g, any scent</b>	btls	16	76.00	1,216.00
63	<b>Clear Book (Display Book), Refillable, A4, 20 shts, any color</b>	pcs	12	67.00	804.00
64	<b>Clear Book (Display Book), Refillable, Legal, 20 shts, any color</b>	pcs	12	78.00	936.00
65	<b>Clear Book Refills, Legal (10pcs/set)</b>	sets	7	42.00	294.00
66	<b>Clip Board, Plastic, with PVC Cover, A4, any color</b>	pcs	5	198.00	990.00
67	<b>Clip Board, Plastic, with PVC Cover, Long, any color</b>	pcs	7	222.00	1,554.00
68	<b>Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box</b>	boxes	130	20.00	2,600.00
69	<b>Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box</b>	boxes	92	28.00	2,576.00
70	<b>Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box</b>	boxes	71	46.00	3,266.00
71	<b>Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box</b>	boxes	97	70.00	6,790.00

72	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	46	13.00	598.00
73	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	15	55.00	825.00
74	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	boxes	10	76.00	760.00
75	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	boxes	6	143.00	858.00
76	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box	boxes	2	192.00	384.00
77	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	180	30.00	5,400.00
78	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	192	14.00	2,688.00
79	Coffee Maker	pc	1	1,200.00	1,200.00
	■8-10 Cups Black				
	■Auto-drip Coffee Maker				
	■8-10 Cups Capacity				
	■Thermo-glass Carafe				
	■Reusable/Washable Filter				
	■Water Level Indicator				
	■Keepwarm Heating Plate				
	■Pilot Light Indicator				
	■680 Watts				
80	Columnar Pad, 8 columns (11 x 14)	pcs	24	56.00	1,344.00
81	Computer/Paint Brush, 1.5"	piece	11	10.00	110.00
82	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'	pcs	3	880.00	2,640.00
83	Cork Board, Wall Mount, w/ aluminum frame, 3' x 4'	pcs	1	1,640.00	1,640.00
84	Cork Board, Wall Mount, w/ aluminum frame, 3' x 6'	pcs	2	2,300.00	4,600.00
85	Cork Board, Wall Mount, w/ aluminum frame, 4' x 6'	pcs	1	2,860.00	2,860.00
86	Cork Board, Wall Mount, w/ aluminum frame, 4' x 8'	pcs	1	3,670.00	3,670.00
87	Correction Pen, rolling ball-metal tip	pc	9	220.00	1,980.00
88	Correction Tape, 10 meters	pcs	8	32.00	256.00
89	Correction Tape, 8m x 5mm wide	pc	119	40.00	4,760.00
90	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	pcs	1	520.00	520.00
91	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	6	30.00	180.00
92	Cutting Mat, self-healing rubber, green, A3	pc	2	700.00	1,400.00
93	Datafiler	pc	5	250.00	1,250.00
	■23cm H x 14cm W x 44cm D				
94	Date stamp, 10 years advance or more	pcs	2	195.00	390.00

95	<b>Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"</b>	pc	3	900.00	2,700.00
96	<b>Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm</b>	pcs	1	500.00	500.00
97	<b>Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm</b>	pcs	2	820.00	1,640.00
98	<b>Desk Tray, Plastic, Double, Dimension: approx. 6 x 26 x 35cm, any color</b>	pcs	4	310.00	1,240.00
99	<b>Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color</b>	pcs	1	550.00	550.00
100	<b>Detergent Soap, Powder, 500g</b>	packs	15	60.00	900.00
	■ <i>Detergent Soap Powder with Antibacterial, 500g</i>				
101	<b>Dishwashing Liquid Soap, Refill 350ml</b>	pack	47	120.00	5,640.00
	■ <i>Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml</i>				
102	<b>Disinfectant Cleaner, multi-surface, scented</b>	gal	18	420.00	7,560.00
103	<b>Disinfectant Spray, 170g</b>	can	86	280.00	24,080.00
104	<b>Disinfectant Spray, 340g</b>	can	75	465.00	34,875.00
105	<b>Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)</b>	pcs	7	252.00	1,764.00
106	<b>Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)</b>	pcs	6	445.00	2,670.00
107	<b>Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity</b>	pcs	8	960.00	7,680.00
108	<b>Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity</b>	pcs	21	240.00	5,040.00
109	<b>Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity</b>	pcs	7	300.00	2,100.00
110	<b>Dust pan, plastic, stand-up handle, large</b>	pc	23	140.00	3,220.00
111	<b>Dust pan, plastic, stand-up handle, small</b>	pc	13	75.00	975.00
112	<b>Duster, Feather</b>	pcs	39	56.00	2,184.00
113	<b>Duster, Microfiber (Cotton)</b>	pcs	6	102.00	612.00
114	<b>Envelope, Brown, long, good quality</b>	pcs	210	5.00	1,050.00
115	<b>Envelope, brown, ordinary, A4 size</b>	pcs	320	10.00	3,200.00
116	<b>Envelope, Document, Brown, 150 lbs, Long</b>	pc	702	7.00	4,914.00
117	<b>Envelope, Document, Brown, 150 lbs, Short</b>	pc	284	5.00	1,420.00
118	<b>Envelope, Expanding, Kraft board, w/ garter tie, Legal</b>	pcs	50	14.00	700.00
119	<b>Envelope, Expanding, plastic, A4</b>	pc	20	59.00	1,180.00
120	<b>Envelope, Expanding, Plastic, Accordion file, w/ 12 pockets, w/ handle (Long)</b>	pcs	1	396.00	396.00

121	Envelope, Expanding, Plastic, Long	pc	39	54.00	2,106.00
122	Envelope, Expanding, with garter tie, blue, long	pc	354	15.00	5,310.00
123	Envelope, Expanding, with garter tie, blue, short	pc	25	11.00	275.00
124	Envelope, Expanding, with garter tie, brown, long	pc	227	15.00	3,405.00
125	Envelope, Expanding, with garter tie, brown, short	pc	42	11.00	462.00
126	Envelope, Expanding, with garter tie, green, long	pc	130	15.00	1,950.00
127	Envelope, Letter, window (window location-bottom left), white, 70gsm, long, 500pcs/box	box	1	850.00	850.00
128	Envelope, Mailing, white, long, 500pcs/box	box	10	395.00	3,950.00
129	Eraser, Blackboard, wood design, Big (3x13x5cm)	pcs	1	56.00	56.00
130	Eraser, Rubber, high quality	pc	12	45.00	540.00
131	Eraser, whiteboard, magnetic flannel	pc	3	60.00	180.00
132	Exhaust Fan (Industrial wall exhaust fan, 12")	unit	2	1,600.00	3,200.00
133	Fabric Conditioner, 1L, any scent	btls	7	415.00	2,905.00
134	Fabric Conditioner, 4L, any scent	gallon	10	1,210.00	12,100.00
135	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	5	330.00	1,650.00
136	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	35	150.00	5,250.00
137	Fastener, Paper, non-rust metal, 50 sets/box	boxes	27	50.00	1,350.00
138	Fastener, Paper, plastic, 50 sets/box	boxes	196	38.00	7,448.00
139	Fiber Doormat	pc	16	150.00	2,400.00
	at least 15 X 23 inches				
140	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	8	368.00	2,944.00
141	Fist Aid Kit Set (Medical Bag)	set	1	800.00	800.00
	1x Tube 15gm Burn Ointment				
	1x pc. Elastic Bandage 3x 5				
	1x pc. Digital Thermometer				
	1x pc. Rechargeable Flashlight				
	1x pc. Whistle				
	2x pcs. Exam or Latex Gloves				
	4x pcs. Gauze pad 4x4				
	1x bot 10ml Ammonia Spirit				
	1x bot 10ml Povidone Iodine				
	1x bot 60ml 70% Isopropyl Alcohol				
	1x pack Cotton balls 50's				
	1x pc. Surgical Tape				

	<i>1x pc. Bandage Scissor</i>				
	<i>1x pc. Triangular Bandage</i>				
	<i>1x pc. First Aid Kit Bag</i>				
142	<b>Floor Mop</b>	pieces	7	250.00	1,750.00
	■ <i>plastic, with handle, heavy duty</i>				
143	<b>Floor mop with bucket, microfiber spin rotating 360</b>	pc	2	1,500.00	3,000.00
144	<b>Floor Mop with wooden handle, heavy duty</b>	pcs	7	240.00	1,680.00
145	<b>Foil, Aluminum, 16m x 30cm (approx. 260g)</b>	boxes	7	290.00	2,030.00
146	<b>Foil, Aluminum, 7m x 30cm (approx. 130g)</b>	boxes	12	150.00	1,800.00
147	<b>Folder, Expanded, Long (Light Blue)</b>	pcs	90	20.00	1,800.00
148	<b>Folder, Expanded, Long (Red)</b>	piece	35	30.00	1,050.00
149	<b>Folder, File, Long, 14pts, White</b>	piece	3038	10.00	30,380.00
150	<b>Folder, File, Short, 14pts, White</b>	piece	209	8.00	1,672.00
151	<b>Folder, Morocco, Long, w/ plastic binder, Blue</b>	pieces	50	18.00	900.00
152	<b>Folder, Morocco, Long, w/ plastic binder, White</b>	pieces	50	18.00	900.00
153	<b>Folder, Morocco, Short, w/ plastic binder, Blue</b>	pieces	12	15.00	180.00
154	<b>Folder, Morocco, Short, w/ plastic binder, Green</b>	pieces	10	15.00	150.00
155	<b>Folder, Morocco, Short, w/ plastic binder, White</b>	pieces	50	15.00	750.00
156	<b>Folder, Ordinary, A4</b>	pcs	795	7.00	5,565.00
157	<b>Folder, Pressboard, A4, US Green, Double Fold</b>	pcs	124	40.00	4,960.00
158	<b>Folder, Pressboard, US, Blue, Long</b>	pieces	280	30.00	8,400.00
159	<b>Folder, Pressboard, US, Green, Long</b>	pcs	1205	30.00	36,150.00
160	<b>Folder, Pressboard, US, Green, Short</b>	pcs	40	29.00	1,160.00
161	<b>Folder, Pressboard, US, Long, Pink/Maroon</b>	piece	50	30.00	1,500.00
162	<b>Folder, Pressboard, US, Yellow, Long</b>	pieces	40	30.00	1,200.00
163	<b>Folder, Sliding, Plastic, w/ Binder, A4, Transparent</b>	piece	100	10.00	1,000.00
164	<b>Folder, Sliding, Plastic, w/ binder, Long, transparent</b>	pcs	171	10.00	1,710.00
165	<b>Folder, Sliding, Plastic, w/ binder, Short, transparent</b>	pcs	27	9.00	243.00
166	<b>Gel Ink Sign Pen 0.5, blue</b>	pcs	150	25.00	3,750.00
167	<b>Gel Ink Sign Pen 0.5, red</b>	pcs	24	25.00	600.00
168	<b>Glue Gun, Small (approx. 4x12x 18cm)</b>	pcs	1	185.00	185.00
169	<b>Glue Pen, Clear, 50mL</b>	tubes	3	25.00	75.00
170	<b>Glue Stick, Big, for Glue Gun</b>	pieces	56	10.00	560.00
171	<b>Glue, Multi-Purpose, White, at least 130g (118mL)</b>	btls	38	78.00	2,964.00

172	<b>Glue, White, All-purpose, 1 gallon</b>	gallons	3	510.00	1,530.00
173	<b>Hand Sanitizer, Gel, Antibacterial, push-type, 250mL</b>	btls	34	120.00	4,080.00
174	<b>Hand Sprayer, plastic, 150 ml cap.</b>	pieces	6	100.00	600.00
175	<b>Hand Sprayer, plastic, 300 ml cap.</b>	pieces	2	150.00	300.00
176	<b>Hand Towel, cloth, cotton</b>	piece	6	15.00	90.00
177	<b>Hand Towel, cloth, cotton, 12 pcs/pack</b>	piece	19	258.00	4,902.00
178	<b>Hand Towel, Interfolded, 2 ply, 150 pulls</b>	packs	12	125.00	1,500.00
179	<b>High Quality Electric Stainless Steel Grinding Coffee Bean Milling Machine Electric Grinder</b>	pc	1	298.00	298.00
	<i>Manual Coffee Grinder</i>				
	<i>Stainless Steel Electric Coffee Grinder Multifunctional Home Coffee Machine</i>				
	<i>Coffee Bean Nut Grinder Blenders</i>				
	<i>Food grade stainless steel cutter head for fast and even grinding. Very suitable for controlling the roughness to fineness of coffee beans in a few seconds. Many Chinese herbal</i>				
	<i>Multi-function grinder is suitable for grains, beans, seasonings. DIY your favorite coffee or other food. The best life assistant.</i>				
180	<b>HP, Laserjet Toner Cartridge, CF401A, Cyan</b>	pc	1	5,000.00	5,000.00
181	<b>Index Tab, PVC self adhesive 6" x 1", 25pcs/box</b>	set	24	78.00	1,872.00
182	<b>Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear</b>	box	6	850.00	5,100.00
	■Transparent Extension: 1/2"				
	■Color: Clear (no color)				
	■1 box contains 25 packs.				
	■1 pack contains 2 pcs.				
183	<b>Index Tab, transparent, self-adhesive, transparent, 5sets/box</b>	boxes	50	65.00	3,250.00
184	<b>Ink, for stamp pad, violet, 30mL, w/ applicator</b>	btls	15	35.00	525.00
185	<b>Ink, Refill, for Permanent Marker, Black, 30mL</b>	btls	15	115.00	1,725.00
186	<b>Ink, Refill, for Permanent Marker, Blue, 30mL</b>	btls	12	115.00	1,380.00
187	<b>Ink, Refill, for Permanent Marker, Red, 30mL</b>	btls	3	115.00	345.00
188	<b>Ink, Refill, for Whiteboard Marker, Black, 30mL</b>	btls	12	165.00	1,980.00
189	<b>Ink, Refill, for Whiteboard Marker, Blue, 30mL</b>	btls	14	165.00	2,310.00
190	<b>Kitchen paper towel</b>	pack	4	45.00	180.00
191	<b>Laminating Film</b>	roll	2	780.00	1,560.00
	■Thickness: 125 microns				

	■size: 9 inches x 100 meters				
	■Compatible with various laminating machine				
192	<b>Laminating Film, 9 inch x 50 m, 250 microns</b>	rolls	2	1,050.00	2,100.00
	■Thickness: 250 microns				
	■Width: 9 inches (23cm approx.)				
	■Length: 5,000cm (50 meters)				
	■Strong, versatile and lightweight and ideal for use with all types of print				
	■Low melt adhesive coating inside.				
	■Good resistance to scuff, scratch and tear				
	■Gloss finish				
193	<b>Laminating Film, A4, 100 shts/box, 250 microns</b>	box	9	1,430.00	12,870.00
194	<b>Lever Arch File Folder, Horizontal, with Ring Binder &amp; Metal Finger Pull, Size: 3", Long (Black)</b>	pcs	110	140.00	15,400.00
195	<b>Lever Arch File Folder, Vertical, with Ring Binder &amp; Metal Finger Pull, Size: 3", A4 (Black)</b>	pcs	18	140.00	2,520.00
196	<b>Lever Arch File Folder, Vertical, with Ring Binder &amp; Metal Finger Pull, Size: 3", Long (Black)</b>	pcs	24	140.00	3,360.00
197	<b>Liquid Hand Soap</b>	gallon	9	350.00	3,150.00
198	<b>Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)</b>	pcs	146	195.00	28,470.00
199	<b>Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)</b>	pcs	144	100.00	14,400.00
200	<b>Masking Tape, 1"</b>	rolls	15	60.00	900.00
201	<b>Memo Notebooks, 60 leaves</b>	pieces	1	22.00	22.00
202	<b>Memo Notebooks, 80 leaves</b>	pieces	8	29.00	232.00
203	<b>Mop Handle, Plastic</b>	pieces	3	145.00	435.00
204	<b>Mop Handle, steel</b>	pieces	5	150.00	750.00
205	<b>Mop Rug, Heavy Duty, 100% cotton</b>	pieces	24	90.00	2,160.00
206	<b>Mouse Pad, Rubber</b>	pad	4	250.00	1,000.00
	■Size: Small (200x250mm)				
	■Color: Black/ Dark Blue				
207	<b>Multi- Insect killer spray, 300ml</b>	pc	4	219.00	876.00
208	<b>Multi-Insect Killer Spray, 250mL</b>	tubes	9	200.00	1,800.00
209	<b>Multi-Insect Killer Spray, 600mL</b>	tubes	4	600.00	2,400.00
210	<b>Multi-Purpose Glue, 130 g</b>	btl	26	60.00	1,560.00
211	<b>Multi-Purpose Cleaner, Liquid, 1000mL, any scent</b>	btls	17	205.00	3,485.00
212	<b>Muriatic Acid concentrated scented</b>	gal	30	350.00	10,500.00



213	<b>My-Gel Gel Ink Pen refill 0.5mm, Blue</b>	piece	172	25.00	4,300.00
214	<b>Net bags, fish net, 13" x 13"</b>	pc	100	19.00	1,900.00
215	<b>Note Pad, 3" x 3", post-it, assorted colors</b>	pads	17	35.00	595.00
216	<b>Note Pad, 4" x 5", post-it, assorted colors</b>	pads	5	40.00	200.00
217	<b>Notebook(Dot, lines, Blank, Grid) 4 design</b>	pcs	10	110.00	1,100.00
	■size:133*194mm				
	■80 sheets				
218	<b>Notebook, ordinary 60 leaves, 60 gsm</b>	pieces	12	13.00	156.00
219	<b>Notebook, ordinary 80 leaves, 60 gsm</b>	pieces	5	25.00	125.00
220	<b>Notebook, Spiral 60 leaves</b>	pcs	36	23.00	828.00
221	<b>Nylon, #300, for grass cutter</b>	kl	23	450.00	10,350.00
222	<b>Oil, for typewriter, all purpose, 130 ml</b>	btls	9	180.00	1,620.00
223	<b>Pail, Plastic, 5 gallons cap. Measurement at least L35.3xW32.3xH33cm</b>	pieces	5	290.00	1,450.00
224	<b>Paper Bag, Plain Brown, Large #10, at least 50 pcs. per pack</b>	pack	8	150.00	1,200.00
225	<b>Paper Binding Cover Morocco Board (White, Yellow, Blue, Green)</b>	sheets	17	358.00	6,086.00
	■230 gsm Book Cover				
	■100 sheets				
	■thickness- 230 gsm				
	■Filling type- Report Cover				
226	<b>Paper Cutter, Sliding, for A3, with metal base, replaceable blades</b>	unit	1	2,550.00	2,550.00
227	<b>Paper Cutter, wood, A4 size</b>	piece	2	625.00	1,250.00
228	<b>Paper, Bond, A3, S-20, 70 gsm</b>	reams	100	466.00	46,600.00
229	<b>Paper, Bond, A3, S-24, 80 gsm</b>	reams	3	580.00	1,740.00
230	<b>Paper, Bond, A4, S-20, 70 gsm</b>	reams	1130	253.00	285,890.00
231	<b>Paper, Bond, A4, S-24, 80 gsm</b>	reams	1557	289.00	449,973.00
232	<b>Paper, Bond, Long, S-20, 70 gsm</b>	reams	219	286.00	62,634.00
233	<b>Paper, Bond, Long, S-24, 80 gsm</b>	reams	342	328.00	112,176.00
234	<b>Paper, Bond, Short, S-20, 70 gsm</b>	reams	90	245.00	22,050.00
235	<b>Paper, Bond, Short, S-24, 80 gsm</b>	reams	83	277.00	22,991.00
236	<b>Paper, Fluorescent orange 18 x 24</b>	pieces	10	30.00	300.00
237	<b>Paper, Fluorescent pink 18 x 24</b>	pieces	12	30.00	360.00
238	<b>Paper, Fluorescent yellow 18 x 24</b>	pieces	12	30.00	360.00
239	<b>Paper, Haspi, maroon, 20" x 26"</b>	pieces	5	80.00	400.00
240	<b>Paper, Manila</b>	pcs	20	6.00	120.00
241	<b>Paper, Mimeo, GW, A4, S-18</b>	reams	50	150.00	7,500.00
242	<b>Paper, Mimeo, WW, A4, S-18</b>	reams	50	210.00	10,500.00
243	<b>Paper, Mimeo, WW, A4, S-20</b>	ream	21	220.00	4,620.00
244	<b>Paper, Mimeo, WW, Long, S-20</b>	reams	10	228.00	2,280.00

245	<b>Paper, Mimeo, WW, Short, S-20</b>	reams	5	192.00	960.00
246	<b>Paper, Pad, Yellow, 8-1/2x13, 90 leaves/pad</b>	pads	3	70.00	210.00
247	<b>Paper, Photo, high gloss, A3, 230G, 20 shts/pack</b>	pack	5	455.00	2,275.00
248	<b>Paper, Photo, high gloss, A4, 230G, 20 shts/pack</b>	pack	71	250.00	17,750.00
249	<b>Paper, Photo, matte finish, 146GSM, 10 shts/pack</b>	pack	18	75.00	1,350.00
250	<b>Paper, Photo, Waterproof Glossy Inkjet , A4, 230 GSM No Backprint, 20 shts/pack</b>	pack	212	60.00	12,720.00
	■No Backprint				
	■Size: A4 230GSM (210x297mm)				
	■Paper Texture: Waterproof Glossy				
	■For all type of inkjets printer				
	■For printing all kinds of colorful documents				
	■Support 720 / 1440 / 2880 and 5760 dpi printing mode				
	■20 sheets per pack				
251	<b>Paper, Specialty 200gsm 8-1/2x11, 10s, Cream</b>	packs	91	38.00	3,458.00
252	<b>Paper, Specialty 200gsm 8-1/2x11, 10s, White</b>	packs	16	38.00	608.00
253	<b>Paper, Specialty 200gsm 8-1/2x11,10s, Light Green</b>	packs	105	38.00	3,990.00
254	<b>Paper, Towel, Interfolded , 1 ply, 175 pulls</b>	pack	14	75.00	1,050.00
255	<b>Pen, Permanent Marker, black, broad tip</b>	pieces	69	60.00	4,140.00
256	<b>Pen, Permanent Marker, black, fine tip</b>	pieces	78	60.00	4,680.00
257	<b>Pen, Permanent Marker, blue, broad tip</b>	pieces	40	60.00	2,400.00
258	<b>Pen, Permanent Marker, blue, fine tip</b>	pieces	52	60.00	3,120.00
259	<b>Pen, Permanent Marker, green, broad tip</b>	pieces	8	60.00	480.00
260	<b>Pen, Permanent Marker, red, broad tip</b>	pieces	10	60.00	600.00
261	<b>Pen, Permanent Marker, red, fine tip</b>	pieces	16	60.00	960.00
262	<b>Pen, Ball, black</b>	pieces	46	10.00	460.00
263	<b>Pen, Ball, blue</b>	pieces	1170	10.00	11,700.00
264	<b>Pen, Ball, red</b>	pieces	77	10.00	770.00
265	<b>Pen, Highlighter, orange</b>	pieces	17	46.00	782.00
266	<b>Pen, Highlighter, violet</b>	pieces	9	47.00	423.00
267	<b>Pen, Highlighter, yellow</b>	pieces	65	45.00	2,925.00
268	<b>Pen, Highlighting, asstd color</b>	pcs	34	25.00	850.00
	■Highlighter, asstd color				
269	<b>Pen, Permanent Marker, JUMBO black</b>	pieces	13	120.00	1,560.00
270	<b>Pen, Permanent Marker, JUMBO red</b>	pieces	3	120.00	360.00
271	<b>Pen, Sign, .5mm, Gel-type, Black</b>	piece	94	35.00	3,290.00

272	<b>Pen, Sign, .5mm, Gel-type, Blue</b>	piece	610	35.00	21,350.00
273	<b>Pen, Sign, .5mm, Gel-type, Red</b>	piece	155	35.00	5,425.00
274	<b>Pen, Whiteboard Marker, red</b>	pieces	37	50.00	1,850.00
275	<b>Pen, Whiteboard Marker, black</b>	pieces	101	50.00	5,050.00
276	<b>Pen, Whiteboard Marker, blue</b>	pieces	103	50.00	5,150.00
277	<b>PENCIL #2 MEDIUM YELLOW 12/BOX</b>	Box of 12's	2	120.00	240.00
	■Attr: Pencil Medium #2 with black lead				
	■Color: Yellow				
	■Packaging Size: 12 pencils per box				
278	<b>Pencil, Lead, #2, w/ eraser</b>	pieces	224	10.00	2,240.00
279	<b>Pin, Map, round head, asstd. Color</b>	boxes	13	35.00	455.00
280	<b>Pin, Push, hammerhead type, asstd colors 50s/pack</b>	boxes	46	35.00	1,610.00
281	<b>Plastic bag (sando bag) 100pcs/pack large</b>	pack	7	95.00	665.00
282	<b>Plastic bag (sando bag), jumbo size, 100 pcs/back</b>	pack	15	135.00	2,025.00
283	<b>Plastic bag (sando bag)100 pc./pack medium</b>	pack	5	65.00	325.00
284	<b>Plastic bucket/utility can with cover</b>	pcs	2	1,400.00	2,800.00
	■Capacity: 100L				
	■Size: 66 x 61 cm				
	■Color: Black or Green				
285	<b>Plastic Pail, 10L capacity</b>	pc	2	35.00	70.00
286	<b>Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film Packing Rope for Cardboard Boxes</b>	pc	5	180.00	900.00
287	<b>Plastic Twine, 1kl/roll</b>	rolls	23	110.00	2,530.00
288	<b>Puncher, 2 holes, heavy duty</b>	pieces	5	155.00	775.00
289	<b>Puncher, Heavy Duty</b>	pieces	5	450.00	2,250.00
290	<b>Puncher, plier-type</b>	pc	1	380.00	380.00
	■Single hole, puncher for making tree tags				
291	<b>PVC Plastic Cover 100pcs per Pack A4 size 0.2mm</b>	packs	7	750.00	5,250.00
292	<b>Rag, (for cleaning &amp; wiping)</b>	pieces	66	5.00	330.00
293	<b>Rags, large, good quality, size 24"x15", water absorbent</b>	pcs	101	40.00	4,040.00
294	<b>Ready-Made Curtain (RMC), Cream color</b>	pc	45	450.00	20,250.00
	■Dimension: 60"x84"				
	■Color: Cream/Beige				
	■Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through				
	■Design: Plain, most importantly -- NO Flowers and Lace				
295	<b>Record Book, Big, 300 pages</b>	pcs	80	80.00	6,400.00

296	<b>Record Book, Big, 500 pages</b>	pcs	56	115.00	6,440.00
297	<b>Ring Binder, plastic, 10mm, 3/8" black</b>	pieces	42	10.00	420.00
298	<b>Ring Binder, plastic, 14mm, 9/16" black</b>	pieces	31	15.00	465.00
299	<b>Ring Binder, plastic, 20mm, 3/4" black</b>	pieces	40	22.00	880.00
300	<b>Ring Binder, plastic, 22mm, 7/8" black</b>	pieces	34	27.00	918.00
301	<b>Ring Binder, plastic, 25mm ,1" black</b>	pieces	44	30.00	1,320.00
302	<b>Ring Binder, plastic, 38mm , 1-1/2" black</b>	pieces	23	46.00	1,058.00
303	<b>Ring Binder, plastic, 51mm 2" black</b>	pieces	40	55.00	2,200.00
304	<b>Ring Binder, plastic, 6mm, 1/4" black</b>	pieces	18	8.00	144.00
305	<b>Ring Binder, plastic, 8mm, 5/16" black</b>	pieces	24	8.00	192.00
306	<b>Ring Binder, plastic,12mm, 1/2" black</b>	pieces	85	12.00	1,020.00
307	<b>Ring Binder, plastic,14mm, 5/8" black</b>	pieces	44	18.00	792.00
308	<b>Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)</b>	rolls	21	88.00	1,848.00
	■2 Ply				
	■at least 70 pulls or 140 Sheets				
	■Sheet size: at least 275mm x 230mm				
	■No artificial whiteners & elemental chlorine				
309	<b>Rollerball sign Pen (blue)</b>	box	3	800.00	2,400.00
	■Precision wear-free needlepoint tips.				
	■Soft ergonomic grips provide excellent writing comfort.				
	■Window barrels make it convenient to monitor ink levels.				
	■Tip is made of cemented carbide alloy ball and stainless steel pipe.				
	■size: 1.0 mm				
	■color: blue				
310	<b>Rubber Mat</b>	meter	17	175.00	2,975.00
	■Material: PVC				
	■Size (W x L): 30 x 150 cm or 11.81 x 59.05 inches				
	■One (1) roll non-slip mat				
311	<b>Rubberband, #18, 350 gms/box</b>	boxes	11	270.00	2,970.00
312	<b>Ruler, Plastic, 12"</b>	pieces	8	15.00	120.00
313	<b>Ruler, Plastic, 24"</b>	pieces	4	35.00	140.00
314	<b>Scissors, 6" heavy duty, good quality</b>	piece	19	68.00	1,292.00
315	<b>Scissors, 8" heavy duty, good quality</b>	pieces	22	75.00	1,650.00
316	<b>Scouring Pad, big economy size, good quality</b>	pieces	22	50.00	1,100.00
317	<b>Scrub Sponge, Heavy Duty</b>	pcs	13	60.00	780.00
	■Size: at least 100mm x 75mm x 30mm				
318	<b>Sharpener, Pencil Heavy Duty good qlty</b>	pieces	5	350.00	1,750.00

	■ <i>Table Type</i>				
319	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	49	90.00	4,410.00
320	Sign pen, Fine Tech, 0.3mm. blue	pieces	85	30.00	2,550.00
321	Soap, Detergent, Bar, at least 350g, any scent	bar	12	38.00	456.00
322	Soap, Detergent, Liquid, 1 gal, any scent	gal	31	350.00	10,850.00
323	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	183	105.00	19,215.00
324	Soap, Dishwashing Liquid Refill, 375ml	packs	16	150.00	2,400.00
	■ <i>Antibacterial Concentrate Dishwashing Liquid</i>				
325	Soap, Dishwashing, Liquid, 250mL	btls	216	150.00	32,400.00
326	Soap, hand, liquid, 250 ml	btls	70	135.00	9,450.00
	■ <i>pump type</i>				
327	Soap, Toilet , guest size	pieces	33	15.00	495.00
328	Soap, Toilet, regular size	pieces	94	35.00	3,290.00
	■ <i>at least 60 grams eliminates at least 99% of bacteria</i>				
329	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	46	200.00	9,200.00
330	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	56	85.00	4,760.00
331	Specialty board, short 8-1/2 x 11, 120 gsm, blue (10pcs/pack)	packs	12	65.00	780.00
332	Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)	pack	5	65.00	325.00
333	Specialty paper Dynamics 8-1/2x13 220gsm Pearl	packs	5	85.00	425.00
334	Specialty Paper Dynamics 8-1/2x13 220gsm Skytone	packs	3	85.00	255.00
335	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	17	65.00	1,105.00
336	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light blue (10pcs/pack)	pack	10	65.00	650.00
337	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)	pack	17	65.00	1,105.00
338	Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack	pack	13	85.00	1,105.00
339	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	8	1,500.00	12,000.00
340	Stamping foil, Gold	roll	12	900.00	10,800.00
341	Stamping Pad size 2	pieces	2	155.00	310.00
342	Stamping Pad size 4	pieces	2	134.00	268.00
343	Staple wire remover	pieces	13	40.00	520.00
344	Staple wire remover, Plier type, Metal	piece	3	100.00	300.00

345	<b>Staple Wire No. 35-5M Leg Length 6mm (1/4")</b>	boxes	20	80.00	1,600.00
346	<b>Staple Wire, #10</b>	boxes	15	11.00	165.00
347	<b>Staple Wire, #35</b>	boxes	241	30.00	7,230.00
348	<b>Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box</b>	box	8	185.00	1,480.00
349	<b>Staple wire, 1215FA-H, 90-140 sheets, 1000 staples per box</b>	box	7	205.00	1,435.00
350	<b>Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box</b>	box	8	220.00	1,760.00
351	<b>Stapler Flat clinch Standard Half strip</b>	piece	4	700.00	2,800.00
	<i>SPECIFICATIONS</i>				
	- Product name: HD-50F				
	- Staples:24/6(No.3), 26/6(No.35)				
	- Stapling capacity:30 sheets(64gsm) / 24 sheets(80gsm)				
	- Loading capacity:50 staples(24/6), 100 staples(26/6)				
	- Dimensions: W40 x D135 x H60(mm)				
	- Weight(Net): 270g				
	- Insertion depth: 47mm				
	- Carton Quantity: 1/5/50				
	- Product Color: Black or Dark Blue				
	- Built-in staple remover.				
	<i>FEATURES</i>				
	<i>Flat Clinch</i>				
	<i>Enable to bend the staple ends flat without deforming the clinched staple. Papers stack neatly and evenly.</i>				
	<i>Ergonomic design</i>				
	<i>Comfortable rubber surface is a perfect fit for any gripping style.</i>				
352	<b>Stapler, HD No.35</b>	pc	41	350.00	14,350.00
353	<b>Stapler, HD-# 10</b>	pieces	2	100.00	200.00
354	<b>Steno Pads (Various colors)</b>	pcs	13	170.00	2,210.00
	■*80 GSM * 8" X 6"				
	■*200 PAGES- FRONT & BACK (100 SHEETS)				
	■*Ideal for jotting down quick notes and stenography on the spot.				
	■*Provides quality material for collegiate, legal, journalistic, and business environments, when transcribing lectures and meetings.				
	■*The size is optimal for writing either handheld or on a desk with maximized space efficiency				
355	<b>Stick Broom (tingting) 6" fr the top, approx 370 pcs</b>	piece	37	40.00	1,480.00

356	<b>Sticker Paper, high gloss A4 size, 50 sheets/pack</b>	pack	8	155.00	1,240.00
357	<b>Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack</b>	pack	53	40.00	2,120.00
	☐Sticky Flags Suitable For/As:				
	☐Indexing Tab				
	☐Highlighting				
	☐Marking				
	☐Repositionable				
	☐One end straight-cut, One end arrow-shaped				
	☐Can be used to show/indicate where to attach signature				
358	<b>Sticky Note, 2 x 3, Yellow</b>	pads	79	79.00	6,241.00
359	<b>Sticky Note, 3 x 3, Yellow</b>	pads	34	84.00	2,856.00
360	<b>Sticky Note, 3 x 4, Yellow</b>	pads	19	140.00	2,660.00
361	<b>Sticky Note, 3 x 5, Yellow</b>	pads	25	150.00	3,750.00
362	<b>String Doormat/Rug/Basahan</b>	pieces	60	100.00	6,000.00
	☐Product Description				
	☐Size (LxW): 21 x 15 inch				
	☐Rugs in assorted printed colors and designs				
	☐Handy made with high quality				
	☐Cotton				
363	<b>Table Fork, Stainless steel, 1 doz</b>	dozen	2	205.00	410.00
364	<b>Table Spoon, Stainless steel</b>	dozen	2	205.00	410.00
365	<b>Tape Dispenser, 1" tape, big core, any color</b>	pcs	4	115.00	460.00
366	<b>Tape, Double Sided, 1" x 10m</b>	rolls	178	35.00	6,230.00
367	<b>Tape, Double Sided, 2" x 10m</b>	rolls	38	70.00	2,660.00
368	<b>Tape, Double Sided, 3/4" x 10m</b>	rolls	27	26.00	702.00
369	<b>Tape, Duct, 2" x 25m, Black/Grey</b>	rolls	65	180.00	11,700.00
370	<b>Tape, Magic, 12mm x 50m</b>	rolls	8	196.00	1,568.00
371	<b>Tape, Masking, 1" x 25 yards</b>	rolls	190	48.00	9,120.00
372	<b>Tape, Masking, 1/2" x 25 yards</b>	rolls	65	25.00	1,625.00
373	<b>Tape, Masking, 2" x 25 yards</b>	rolls	31	95.00	2,945.00
374	<b>Tape, Masking, 3" x 25 yards</b>	rolls	6	143.00	858.00
375	<b>Tape, Masking, 3/4" x 25 yards</b>	rolls	37	36.00	1,332.00
376	<b>Tape, Packaging, 2" x 100 yards, Clear</b>	rolls	35	55.00	1,925.00
377	<b>Tape, Packaging, 2" x 100 yards, Tan</b>	rolls	31	55.00	1,705.00
378	<b>Tape, Transparent, 12mm x 50m</b>	rolls	71	68.00	4,828.00
379	<b>Tape, Transparent, 24mm x 50m</b>	rolls	49	120.00	5,880.00
380	<b>Thumb Tacks, Small Box</b>	boxes	30	12.00	360.00
381	<b>Tissue, Bathroom, 2 Ply, 12rolls/pack</b>	pack	292	204.00	59,568.00

382	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	24	125.00	3,000.00
383	Toilet Bowl Cleaner, at least 1 gallon	gal	11	395.00	4,345.00
384	Toilet Bowl Cleaner, at least 1 liter	btl	13	250.00	3,250.00
385	Toilet Bowl Cleaner, at least 500ml	btl	7	180.00	1,260.00
386	Toilet Brush with Holder	set	21	180.00	3,780.00
387	Transparency Film, A4, 100pcs/pack	pack	11	372.00	4,092.00
388	Transparent Tape (1")	rolls	39	25.00	975.00
389	Transparent Tape (2")	rolls	8	40.00	320.00
390	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	21	56.00	1,176.00
391	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	15	25.00	375.00
392	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	17	85.00	1,445.00
393	Trash bins (with color coded cover) 55L (blue)	piece	1	1,400.00	1,400.00
394	Trash bins (with color coded cover) 55L (green)	piece	1	1,400.00	1,400.00
395	Trash bins (with color coded cover) 55L (yellow)	piece	1	1,400.00	1,400.00
396	Wall Clock	pc	1	800.00	800.00
	■Diameter: 215 mm				
	■Weight: 250 g				
	■Depth: 40 mm				
	■Display: Analog				
	■Battery Type: AA				
	■Case Material: Plastic				
	■Shatterproof				
397	Water Dipper (Tabo)	pc	5	45.00	225.00
398	Wet and dry vacuum cleaner	pc	1	5,000.00	5,000.00
399	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	2	880.00	1,760.00
400	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	pcs	1	1,680.00	1,680.00
401	Whiteboard, Wall Mount, 4' x 8', w/ aluminum frame	pcs	1	4,962.00	4,962.00
402	Pie Box	packs	10	250.00	2,500.00
	■Pre-Formed Pie Box				
	■Packing: 20 pcs/pack				
	■Size: 10" x 10" x 1½"				
	■Color: White				
403	Wax Paper, at least 23m x 30cm	rolls	2	240.00	480.00
				<b>TOTAL:</b>	<b>2,523,276.00</b>



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

2. The *Visayas State University* now invites bids for the above Procurement Project. Delivery of the Goods is required by *forty-five (45) 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 November – 09 December 2021 until 8:30 AM* 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* will hold a Pre-Bid Conference on *November 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 *09 December 2021 until 1:30 PM*. Late bids shall not be accepted.
8. For bidders who opt to submit their bids electronically, a hardcopy (original, copy 1, and copy 2) of the bid must be sent to the BAC through preferred couriers. A proof (e.g. courier receipt/waybill, etc.) that a hardcopy of the bid is on transit must be presented upon submission of the electronic bid.

9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on *09 December 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.

11. This procurement project is part of the early procurement activities (EPA) of VSU for 2022 projects. Procurement activities from advertisement until recommendation of award to the HoPE shall be conducted in 2021 but issuance of award to the winning bidder(s) shall be done the following year upon the release of 2022 General Appropriations Act from DBM.
12. 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.
13. For further information, please refer to:

***Ms. Jessamine C. Ecleo (BAC Secretariat)***  
*Office of the Head for Procurement,*  
*VSU-Main, Visca, Baybay City, Leyte*  
*Mobile: 053 565 0600 local 1093 or 0998 555 0106*  
*Email: [jessamine.ecleo@vsu.edu.ph](mailto:jessamine.ecleo@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: 0977 7186594*  
*Email: [tmdargantes@vsu.edu.ph](mailto:tmdargantes@vsu.edu.ph)*

14. You may visit the following websites:

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

*November 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 and Janitorial Supplies and Other General Merchandise Products*, with identification number *GOODS-22-03*.

The Procurement Project (referred to herein as “Project”) is composed of *403 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 2022 in the amount of *Two Million Five Hundred Twenty-Three Thousand Two Hundred Seventy-Six Pesos (PhP 2,523,276.00)*.

2.2. The source of funding is: NGA, the General Appropriations Act 2022.

## **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:

Bidder 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 *April 08, 2022*. 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, Janitorial Supplies, General Merchandise Products, or a combination of the foregoing</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 DDP <i>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>Fifty Thousand Four Hundred Sixty-Five and 52/100 Pesos (PhP 50,465.52) or two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <i>One Hundred Twenty-Six Thousand One Hundred Sixty-Three and 80/100 Pesos (PhP 126,163.80) or five percent (5%) of ABC</i> if bid security is in Surety Bond.</li> </ul>
15	Bidders are requested to submit three (3) copies of its bid – 1 Original, Copy 1, and Copy 2.  For filing purposes, the bidders are urged to use <b>Light Green</b> envelopes for its Technical and Financial Component envelopes, including the Mother (outer) Envelope.
19.3	<i>See Section I. Invitation to Bid (Item 1) for the list of items and their corresponding total Approved Budget for the Contract (ABC).</i>
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 term applicable to this Contract is 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="padding-left: 40px;"><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>  <i>Email address: alicia.flores@vsu.edu.ph</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 are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of 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>

	Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><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>

	<b>Intellectual Property Rights –</b>  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.
2.2	Payment of staggered deliveries shall be allowed. Payment shall be on “as per cost of the items delivered” subject to inspection and acceptance.
4	The inspections and tests that will be conducted will be specified by the appropriate technical team of VSU 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 No.	Unit	Qty	Description	Delivered, Weeks/Months
1	rolls	25	<b>3D Embossing Label Maker Tape</b>	All Items Should Be Delivered Within <b>45 Calendar Days</b> From Receipt Of Notice To Proceed And Purchase Order
			■9 mm x 3 m	
2	reams	14	<b>A3 Copy Paper</b>	
			■70 gsm substance 20 500 sheets/ream	
3	packs	48	<b>A4 Matte Photo Paper</b>	
			■20 sheets per pack; 140 gsm; double-side;	
4	packs	8	<b>Absorbent Cotton</b>	
			■Absorbent Cotton, 400 g;	
5	rolls	3	<b>Acetate, transparent, guage #3, approx. 50m/roll</b>	
6	rolls	3	<b>Acetate, transparent, guage #6, approx. 50m/roll</b>	
7	rolls	3	<b>Acetate, transparent, guage #8, approx. 50m/roll</b>	
8	pcs	36	<b>Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent</b>	
9	tubes	93	<b>Air Freshener, Spray, at least 280mL, Lemon/Orange Scent</b>	
10	pcs	1	<b>Air Purifier Large Room, 600 Sq Ft, 2021 Upgraded, True HEPA Filter, Active Charcoal, Ultraviolet Li</b>	
			■color: White	
			■item dimension: 14x7x18 inches	
			■Power source: AC	
			■Control method: remote	
			■About the item:	
			◀High-Efficiency Air Purifier: air purifier covers an area of up to 1420 ft²/ 132 m² in 1 hour, CADR 330m³/h. 600 ft² fast purification in 25 minutes. Perfect for large / medium rooms and offices.	
			◀Allergies Eliminator & Ideal for Babies: Pre-filter, True HEPA filter, activated carbon filter trap 99.97% airborne pollutants such as allergens, dust, pet hair, dander, pollens, smoke, odors, fumes, VOCs, ozone, formaldehyde. Protect your family, children from air pollution, create a healthy workplace environment.	

			◀UV & Ionizer: UV light removes the hidden germs and viruses in the air such as influenza, staph. Ionic generator emits negative ions, providing you with clean and healthy air.
			◀Versatile Air Freshener for Home: This air purifier has a built-in air sensor, which monitors air quality detecting contaminants in the air, and changes the indicator light. 1/2/4/8h timer, filter lifetime counter, sleep mode, 4 fan speed levels.
			◀Ultra-Quiet & Energy-Saving: Thanks to the sleep mode, 28 dB low noise level voiceless air cleaning won't disturb you while reading, working, or sleeping. Running in sleep mode (19W) and low fan speed (36W) makes energy-saving and affordable for all-day use.
11	btls	25	<b>Alcohol, Isopropyl, 70% solution, 500mL, pump type</b>
12	gallons	49	<b>Alcohol, Ethyl, 70% solution, 1 gallon</b>
13	btls	609	<b>Alcohol, Ethyl, 70% solution, 500mL</b>
			☑Eliminates at least 99.9% of germs
			☑Safe on skin
			☑At least 70% solution Rubbing alcohol
			☑Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan
			☑Brand offer should be at least 10 years in the market
			☑at least 5 years expiry
14	gallon	15	<b>Alcohol, Ethyl, 75% solution, 1 gallon</b>
			☑75% alcohol solution
15	gallon	15	<b>Alcohol, Isoprophyl, 90% solution</b>
			☑Alcohol 90% solution
16	btls	187	<b>Alcohol, Isopropyl, 70% solution, 500mL</b>
17	btls	1	<b>Alcohol, Rubbing, 70% Isoprophyl, 1ltr.</b>
18	pc	1	<b>Apron, Plastic, for Adult</b>
19	pcs	2	<b>Basin, Utility, Durable Plastic, Size: at least 15cm depth x 45cm diameter, any Color</b>
20	pcs	176	<b>Bathroom Deodorizer, with holder, at least 100g, any scent</b>
21	pcs	11	<b>Battery, Alkaline, 9 volts</b>
22	pack	146	<b>Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>
23	pack	78	<b>Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>
24	set	6	<b>Battery, Rechargeable, AA (4pcs) w/ Charger</b>
			☑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
25	pack	7	<b>Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack</b>
26	pack	7	<b>Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack</b>
27	pcs	45	<b>Binder Clip, 1.5", black</b>
28	pcs	25	<b>Binder Clip, 2", black</b>
29	gallon	46	<b>Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL</b>
30	pcs	4	<b>Board, Illustration, 30" x 40" (2 Ply)</b>
31	rolls	1	<b>Book Cloth, Green, approx. 50m/roll</b>
32	pair	4	<b>Book Ends, Metal, Big (approx. 13x15x25cm), at least 400g</b>
33	pair	3	<b>Book Ends, Metal, Medium (approx. 13x15x20cm), at least 350g</b>
34	pcs	13	<b>Broom, Plastic, with long steel handle (approx. 140cm), for ceiling</b>
35	pcs	88	<b>Broom, Soft (Tambo), Large, Heavy Duty</b>
36	pc	29	<b>Broom, Stick Broom, Tukog</b>
			☐Good Quality Broom Stick
			☐Approx. 370pcs per stick bundle
37	pcs	5	<b>broomstick</b>
			☐good quality
38	pc	2	<b>Bucket, Plastic</b>
			☐2-gallon capacity bucket with cover
39	unit	5	<b>Calculator, desktop-type, 12 digits, 2-way power, plastic keys</b>
40	unit	3	<b>Calculator, scientific ,10+2 digits, 2 line display, at least 240 functions</b>
41	cans	9	<b>Car Freshener, Gel, at least 70g, Lemon/Orange scent</b>
42	boxes	1	<b>Carbon Paper, ordinary, Letter, 100 pcs/box</b>
43	pcs	10	<b>Cartolina, US, Black, at least 160gsm</b>
44	pcs	33	<b>Cartolina, US, Blue, at least 160gsm</b>
45	pcs	28	<b>Cartolina, US, Green, at least 160gsm</b>
46	pcs	10	<b>Cartolina, US, Light Blue, at least 160gsm</b>
47	pcs	10	<b>Cartolina, US, Light Green, at least 160gsm</b>
48	pcs	10	<b>Cartolina, US, Neon Blue, at least 160gsm</b>

49	pcs	10	Cartolina, US, Neon Gold, at least 160gsm
50	pcs	10	Cartolina, US, Neon Green, at least 160gsm
51	pcs	10	Cartolina, US, Neon Orange, at least 160gsm
52	pcs	10	Cartolina, US, Neon Pink, at least 160gsm
53	pcs	18	Cartolina, US, Red, at least 160gsm
54	pcs	50	Cartolina, US, White, at least 160gsm
55	pcs	18	Cartolina, US, Yellow, at least 160gsm
56	pcs	5	Cartolina, Vellum, Gold, at least 180gsm
57	pcs	5	Cartolina, Vellum, Green, at least 180gsm
58	pcs	525	Cartolina, Vellum, White, at least 180gsm
59	packs	38	Chlorine Granules, 1kg/pack
60	pcs	50	Class Record, (for College use)
61	btls	79	Cleaner, Glass, 500mL, spray type, any scent
62	btls	16	Cleanser, Powder, 500g, any scent
63	pcs	12	Clear Book (Display Book), Refillable, A4, 20 shts, any color
64	pcs	12	Clear Book (Display Book), Refillable, Legal, 20 shts, any color
65	sets	7	Clear Book Refills, Legal (10pcs/set)
66	pcs	5	Clip Board, Plastic, with PVC Cover, A4, any color
67	pcs	7	Clip Board, Plastic, with PVC Cover, Long, any color
68	boxes	130	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box
69	boxes	92	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box
70	boxes	71	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box
71	boxes	97	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box
72	boxes	46	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box
73	boxes	15	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box
74	boxes	10	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box
75	boxes	6	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box
76	boxes	2	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box
77	box	180	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms
78	boxes	192	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)

79	pc	1	<b>Coffee Maker</b>
			☐8-10 Cups Black
			☐Auto-drip Coffee Maker
			☐8-10 Cups Capacity
			☐Thermo-glass Carafe
			☐Reusable/Washable Filter
			☐Water Level Indicator
			☐Keepwarm Heating Plate
			☐Pilot Light Indicator
			☐680 Watts
80	pcs	24	<b>Columnar Pad, 8 columns (11 x 14)</b>
81	piece	11	<b>Computer/Paint Brush, 1.5"</b>
82	pcs	3	<b>Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'</b>
83	pcs	1	<b>Cork Board, Wall Mount, w/ aluminum frame, 3' x 4'</b>
84	pcs	2	<b>Cork Board, Wall Mount, w/ aluminum frame, 3' x 6'</b>
85	pcs	1	<b>Cork Board, Wall Mount, w/ aluminum frame, 4' x 6'</b>
86	pcs	1	<b>Cork Board, Wall Mount, w/ aluminum frame, 4' x 8'</b>
87	pc	9	<b>Correction Pen, rolling ball-metal tip</b>
88	pcs	8	<b>Correction Tape, 10 meters</b>
89	pc	119	<b>Correction Tape, 8m x 5mm wide</b>
90	pcs	1	<b>Cutter, Big, durable &amp; light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)</b>
91	pcs	6	<b>Cutter, Big, Plastic (Ordinary), w/ lock</b>
92	pc	2	<b>Cutting Mat, self-healing rubber, green, A3</b>
93	pc	5	<b>Datafiler</b>
			☐23cm H x 14cm W x 44cm D
94	pcs	2	<b>Date stamp, 10 years advance or more</b>
95	pc	3	<b>Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"</b>
96	pcs	1	<b>Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm</b>
97	pcs	2	<b>Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm</b>
98	pcs	4	<b>Desk Tray, Plastic, Double, Dimension: approx. 6 x 26 x 35cm, any color</b>
99	pcs	1	<b>Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color</b>
100	packs	15	<b>Detergent Soap, Powder, 500g</b>
			☐Detergent Soap Powder with Antibacterial, 500g



101	pack	47	Dishwashing Liquid Soap, Refill 350ml
			■Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml
102	gal	18	Disinfectant Cleaner, multi-surface, scented
103	can	86	Disinfectant Spray, 170g
104	can	75	Disinfectant Spray, 340g
105	pcs	7	Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)
106	pcs	6	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)
107	pcs	8	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity
108	pcs	21	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity
109	pcs	7	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity
110	pc	23	Dust pan, plastic, stand-up handle, large
111	pc	13	Dust pan, plastic, stand-up handle, small
112	pcs	39	Duster, Feather
113	pcs	6	Duster, Microfiber (Cotton)
114	pcs	210	Envelope, Brown, long, good quality
115	pcs	320	Envelope, brown, ordinary, A4 size
116	pc	702	Envelope, Document, Brown, 150 lbs, Long
117	pc	284	Envelope, Document, Brown, 150 lbs, Short
118	pcs	50	Envelope, Expanding, Kraft board, w/ garter tie, Legal
119	pc	20	Envelope, Expanding, plastic, A4
120	pcs	1	Envelope, Expanding, Plastic, Accordion file, w/ 12 pockets, w/ handle (Long)
121	pc	39	Envelope, Expanding, Plastic, Long
122	pc	354	Envelope, Expanding, with garter tie, blue, long
123	pc	25	Envelope, Expanding, with garter tie, blue, short
124	pc	227	Envelope, Expanding, with garter tie, brown, long
125	pc	42	Envelope, Expanding, with garter tie, brown, short
126	pc	130	Envelope, Expanding, with garter tie, green, long
127	box	1	Envelope, Letter, window (window location-bottom left), white, 70gsm, long, 500pcs/box

128	box	10	Envelope, Mailing, white, long, 500pcs/box
129	pcs	1	Eraser, Blackboard, wood design, Big (3x13x5cm)
130	pc	12	Eraser, Rubber, high quality
131	pc	3	Eraser, whiteboard, magnetic flannel
132	unit	2	Exhaust Fan (Industrial wall exhaust fan, 12")
133	btls	7	Fabric Conditioner, 1L, any scent
134	gallon	10	Fabric Conditioner, 4L, any scent
135	pack	5	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent
136	boxes	35	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box
137	boxes	27	Fastener, Paper, non-rust metal, 50 sets/box
138	boxes	196	Fastener, Paper, plastic, 50 sets/box
139	pc	16	Fiber Doormat
			■at least 15 X 23 inches
140	pieces	8	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal
141	set	1	Fist Aid Kit Set (Medical Bag)
			1x Tube 15gm Burn Ointment
			1x pc. Elastic Bandage 3x 5
			1x pc. Digital Thermometer
			1x pc. Rechargeable Flashlight
			1x pc. Whistle
			2x pcs. Exam or Latex Gloves
			4x pcs. Gauze pad 4x4
			1x bot 10ml Ammonia Spirit
			1x bot 10ml Povidone Iodine
			1x bot 60ml 70% Isopropyl Alcohol
			1x pack Cotton balls 50's
			1x pc. Surgical Tape
			1x pc. Bandage Scissor
			1x pc. Triangular Bandage
			1x pc. First Aid Kit Bag
142	pieces	7	Floor Mop
			■plastic, with handle, heavy duty
143	pc	2	Floor mop with bucket, microfiber spin rotating 360
144	pcs	7	Floor Mop with wooden handle, heavy duty
145	boxes	7	Foil, Aluminum, 16m x 30cm (approx. 260g)
146	boxes	12	Foil, Aluminum, 7m x 30cm (approx. 130g)

147	pcs	90	<b>Folder, Expanded, Long (Light Blue)</b>
148	piece	35	<b>Folder, Expanded, Long (Red)</b>
149	piece	3038	<b>Folder, File, Long, 14pts, White</b>
150	piece	209	<b>Folder, File, Short, 14pts, White</b>
151	pieces	50	<b>Folder, Morocco, Long, w/ plastic binder, Blue</b>
152	pieces	50	<b>Folder, Morocco, Long, w/ plastic binder, White</b>
153	pieces	12	<b>Folder, Morocco, Short, w/ plastic binder, Blue</b>
154	pieces	10	<b>Folder, Morocco, Short, w/ plastic binder, Green</b>
155	pieces	50	<b>Folder, Morocco, Short, w/ plastic binder, White</b>
156	pcs	795	<b>Folder, Ordinary, A4</b>
157	pcs	124	<b>Folder, Pressboard, A4, US Green, Double Fold</b>
158	pieces	280	<b>Folder, Pressboard, US, Blue, Long</b>
159	pcs	1205	<b>Folder, Pressboard, US, Green, Long</b>
160	pcs	40	<b>Folder, Pressboard, US, Green, Short</b>
161	piece	50	<b>Folder, Pressboard, US, Long, Pink/Maroon</b>
162	pieces	40	<b>Folder, Pressboard, US, Yellow, Long</b>
163	piece	100	<b>Folder, Sliding, Plastic, w/ Binder, A4, Transparent</b>
164	pcs	171	<b>Folder, Sliding, Plastic, w/ binder, Long, transparent</b>
165	pcs	27	<b>Folder, Sliding, Plastic, w/ binder, Short, transparent</b>
166	pcs	150	<b>Gel Ink Sign Pen 0.5, blue</b>
167	pcs	24	<b>Gel Ink Sign Pen 0.5, red</b>
168	pcs	1	<b>Glue Gun, Small (approx. 4x12x 18cm)</b>
169	tubes	3	<b>Glue Pen, Clear, 50mL</b>
170	pieces	56	<b>Glue Stick, Big, for Glue Gun</b>
171	btls	38	<b>Glue, Multi-Purpose, White, at least 130g (118mL)</b>
172	gallons	3	<b>Glue, White, All-purpose, 1 gallon</b>
173	btls	34	<b>Hand Sanitizer, Gel, Antibacterial, push-type, 250mL</b>
174	pieces	6	<b>Hand Sprayer, plastic, 150 ml cap.</b>
175	pieces	2	<b>Hand Sprayer, plastic, 300 ml cap.</b>
176	piece	6	<b>Hand Towel, cloth, cotton</b>
177	piece	19	<b>Hand Towel, cloth, cotton, 12 pcs/pack</b>
178	packs	12	<b>Hand Towel, Interfolded, 2 ply, 150 pulls</b>
179	pc	1	<b>High Quality Electric Stainless Steel Grinding Coffee Bean Milling Machine Electric Grinder</b>
			<i>Manual Coffee Grinder</i>

			<i>Stainless Steel Electric Coffee Grinder Multifunctional Home Coffee Machine</i>
			<i>Coffee Bean Nut Grinder Blenders</i>
			<i>Food grade stainless steel cutter head for fast and even grinding. Very suitable for controlling the roughness to fineness of coffee beans in a few seconds. Many Chinese herbal</i>
			<i>Multi-function grinder is suitable for grains, beans, seasonings. DIY your favorite coffee or other food. The best life assistant.</i>
180	pc	1	<b>HP, Laserjet Toner Cartridge, CF401A, Cyan</b>
181	set	24	<b>Index Tab, PVC self adhesive 6" x 1", 25pcs/box</b>
182	box	6	<b>Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear</b>
			☐Transparent Extension: 1/2"
			☐Color: Clear (no color)
			☐1 box contains 25 packs.
			☐1 pack contains 2 pcs.
183	boxes	50	<b>Index Tab, transparent, self-adhesive, transparent, 5sets/box</b>
184	btls	15	<b>Ink, for stamp pad, violet, 30mL, w/ applicator</b>
185	btls	15	<b>Ink, Refill, for Permanent Marker, Black, 30mL</b>
186	btls	12	<b>Ink, Refill, for Permanent Marker, Blue, 30mL</b>
187	btls	3	<b>Ink, Refill, for Permanent Marker, Red, 30mL</b>
188	btls	12	<b>Ink, Refill, for Whiteboard Marker, Black, 30mL</b>
189	btls	14	<b>Ink, Refill, for Whiteboard Marker, Blue, 30mL</b>
190	pack	4	<b>Kitchen paper towel</b>
191	roll	2	<b>Laminating Film</b>
			☐Thickness: 125 microns
			☐size: 9 inches x 100 meters
			☐Compatible with various laminating machine
192	rolls	2	<b>Laminating Film, 9 inch x 50 m, 250 microns</b>
			☐Thickness: 250 microns
			☐Width: 9 inches (23cm approx.)
			☐Length: 5,000cm (50 meters)
			☐Strong, versatile and lightweight and ideal for use with all types of print
			☐Low melt adhesive coating inside.
			☐Good resistance to scuff, scratch and tear
			☐Gloss finish

193	box	9	Laminating Film, A4, 100 shts/box, 250 microns
194	pcs	110	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)
195	pcs	18	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)
196	pcs	24	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)
197	gallon	9	Liquid Hand Soap
198	pcs	146	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)
199	pcs	144	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)
200	rolls	15	Masking Tape, 1"
201	pieces	1	Memo Notebooks, 60 leaves
202	pieces	8	Memo Notebooks, 80 leaves
203	pieces	3	Mop Handle, Plastic
204	pieces	5	Mop Handle, steel
205	pieces	24	Mop Rug, Heavy Duty, 100% cotton
206	pad	4	Mouse Pad, Rubber
			■Size: Small (200x250mm)
			■Color: Black/ Dark Blue
207	pc	4	Multi- Insect killer spray, 300ml
208	tubes	9	Multi-Insect Killer Spray, 250mL
209	tubes	4	Multi-Insect Killer Spray, 600mL
210	btl	26	Multi-Purpose Glue, 130 g
211	btls	17	Multi-Purpose Cleaner, Liquid, 1000mL, any scent
212	gal	30	Muriatic Acid concentrated scented
213	piece	172	My-Gel Gel Ink Pen refill 0.5mm, Blue
214	pc	100	Net bags, fish net, 13" x 13"
215	pads	17	Note Pad, 3" x 3", post-it, assorted colors
216	pads	5	Note Pad, 4" x 5", post-it, assorted colors
217	pcs	10	Notebook(Dot, lines, Blank, Grid) 4 design
			■size:133*194mm
			■80 sheets
218	pieces	12	Notebook, ordinary 60 leaves, 60 gsm
219	pieces	5	Notebook, ordinary 80 leaves, 60 gsm
220	pcs	36	Notebook, Spiral 60 leaves

221	kl	23	<b>Nylon, #300, for grass cutter</b>
222	btls	9	<b>Oil, for typewriter, all purpose, 130 ml</b>
223	pieces	5	<b>Pail, Plastic, 5 gallons cap. Measurement at least L35.3xW32.3xH33cm</b>
224	pack	8	<b>Paper Bag, Plain Brown, Large #10, at least 50 pcs. per pack</b>
225	sheets	17	<b>Paper Binding Cover Morocco Board (White, Yellow, Blue, Green)</b>
			■230 gsm Book Cover
			■100 sheets
			■thickness- 230 gsm
			■Filling type- Report Cover
226	unit	1	<b>Paper Cutter, Sliding, for A3, with metal base, replaceable blades</b>
227	piece	2	<b>Paper Cutter, wood, A4 size</b>
228	reams	100	<b>Paper, Bond, A3, S-20, 70 gsm</b>
229	reams	3	<b>Paper, Bond, A3, S-24, 80 gsm</b>
230	reams	1130	<b>Paper, Bond, A4, S-20, 70 gsm</b>
231	reams	1557	<b>Paper, Bond, A4, S-24, 80 gsm</b>
232	reams	219	<b>Paper, Bond, Long, S-20, 70 gsm</b>
233	reams	342	<b>Paper, Bond, Long, S-24, 80 gsm</b>
234	reams	90	<b>Paper, Bond, Short, S-20, 70 gsm</b>
235	reams	83	<b>Paper, Bond, Short, S-24, 80 gsm</b>
236	pieces	10	<b>Paper, Fluorescent orange 18 x 24</b>
237	pieces	12	<b>Paper, Fluorescent pink 18 x 24</b>
238	pieces	12	<b>Paper, Fluorescent yellow 18 x 24</b>
239	pieces	5	<b>Paper, Haspi, maroon, 20" x 26"</b>
240	pcs	20	<b>Paper, Manila</b>
241	reams	50	<b>Paper, Mimeo, GW, A4, S-18</b>
242	reams	50	<b>Paper, Mimeo, WW, A4, S-18</b>
243	ream	21	<b>Paper, Mimeo, WW, A4, S-20</b>
244	reams	10	<b>Paper, Mimeo, WW, Long, S-20</b>
245	reams	5	<b>Paper, Mimeo, WW, Short, S-20</b>
246	pads	3	<b>Paper, Pad, Yellow, 8-1/2x13, 90 leaves/pad</b>
247	pack	5	<b>Paper, Photo, high gloss, A3, 230G, 20 shts/pack</b>
248	pack	71	<b>Paper, Photo, high gloss, A4, 230G, 20 shts/pack</b>
249	pack	18	<b>Paper, Photo, matte finish, 146GSM, 10 shts/pack</b>
250	pack	212	<b>Paper, Photo, Waterproof Glossy Inkjet , A4, 230 GSM No Backprint, 20 shts/pack</b>
			■No Backprint
			■Size: A4 230GSM (210x297mm)
			■Paper Texture: Waterproof Glossy

			☐For all type of inkjets printer
			☐For printing all kinds of colorful documents
			☐Support 720 / 1440 / 2880 and 5760 dpi printing mode
			☐20 sheets per pack
251	packs	91	<b>Paper, Specialty 200gsm 8-1/2x11, 10s, Cream</b>
252	packs	16	<b>Paper, Specialty 200gsm 8-1/2x11, 10s, White</b>
253	packs	105	<b>Paper, Specialty 200gsm 8-1/2x11,10s, Light Green</b>
254	pack	14	<b>Paper, Towel, Interfolded , 1 ply, 175 pulls</b>
255	pieces	69	<b>Pen, Permanent Marker, black, broad tip</b>
256	pieces	78	<b>Pen, Permanent Marker, black, fine tip</b>
257	pieces	40	<b>Pen, Permanent Marker, blue, broad tip</b>
258	pieces	52	<b>Pen, Permanent Marker, blue, fine tip</b>
259	pieces	8	<b>Pen, Permanent Marker, green, broad tip</b>
260	pieces	10	<b>Pen, Permanent Marker, red, broad tip</b>
261	pieces	16	<b>Pen, Permanent Marker, red, fine tip</b>
262	pieces	46	<b>Pen, Ball, black</b>
263	pieces	1170	<b>Pen, Ball, blue</b>
264	pieces	77	<b>Pen, Ball, red</b>
265	pieces	17	<b>Pen, Highlighter, orange</b>
266	pieces	9	<b>Pen, Highlighter, violet</b>
267	pieces	65	<b>Pen, Highlighter, yellow</b>
268	pcs	34	<b>Pen, Highlighting, asstd color</b>
			☐Highlighter, asstd color
269	pieces	13	<b>Pen, Permanent Marker, JUMBO black</b>
270	pieces	3	<b>Pen, Permanent Marker, JUMBO red</b>
271	piece	94	<b>Pen, Sign, .5mm, Gel-type, Black</b>
272	piece	610	<b>Pen, Sign, .5mm, Gel-type, Blue</b>
273	piece	155	<b>Pen, Sign, .5mm, Gel-type, Red</b>
274	pieces	37	<b>Pen, Whiteboard Marker, red</b>
275	pieces	101	<b>Pen, Whiteboard Marker, black</b>
276	pieces	103	<b>Pen, Whiteboard Marker, blue</b>
277	Box of 12's	2	<b>PENCIL #2 MEDIUM YELLOW 12/BOX</b>
			☐Attr: Pencil Medium #2 with black lead
			☐Color: Yellow
			☐Packaging Size: 12 pencils per box
278	pieces	224	<b>Pencil, Lead, #2, w/ eraser</b>
279	boxes	13	<b>Pin, Map, round head, asstd. Color</b>

280	boxes	46	<b>Pin, Push, hammerhead type, asstd colors 50s/pack</b>
281	pack	7	<b>Plastic bag (sando bag) 100pcs/pack large</b>
282	pack	15	<b>Plastic bag (sando bag), jumbo size, 100 pcs/back</b>
283	pack	5	<b>Plastic bag (sando bag)100 pc./pack medium</b>
284	pcs	2	<b>Plastic bucket/utility can with cover</b>
			☐Capacity: 100L
			☐Size: 66 x 61 cm
			☐Color: Black or Green
285	pc	2	<b>Plastic Pail, 10L capacity</b>
286	pc	5	<b>Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film Packing Rope for Cardboard Boxes</b>
287	rolls	23	<b>Plastic Twine, 1kl/roll</b>
288	pieces	5	<b>Puncher, 2 holes, heavy duty</b>
289	pieces	5	<b>Puncher, Heavy Duty</b>
290	pc	1	<b>Puncher, plier-type</b>
			☐Single hole, puncher for making tree tags
291	packs	7	<b>PVC Plastic Cover 100pcs per Pack A4 size 0.2mm</b>
292	pieces	66	<b>Rag, (for cleaning &amp; wiping)</b>
293	pcs	101	<b>Rags, large, good quality, size 24"x15", water absorbent</b>
294	pc	45	<b>Ready-Made Curtain (RMC), Cream color</b>
			☐Dimension: 60"x84"
			☐Color: Cream/Beige
			☐Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through
			☐Design: Plain, most importantly -- NO Flowers and Lace
295	pcs	80	<b>Record Book, Big, 300 pages</b>
296	pcs	56	<b>Record Book, Big, 500 pages</b>
297	pieces	42	<b>Ring Binder, plastic, 10mm, 3/8" black</b>
298	pieces	31	<b>Ring Binder, plastic, 14mm, 9/16" black</b>
299	pieces	40	<b>Ring Binder, plastic, 20mm, 3/4" black</b>
300	pieces	34	<b>Ring Binder, plastic, 22mm, 7/8" black</b>
301	pieces	44	<b>Ring Binder, plastic, 25mm ,1" black</b>
302	pieces	23	<b>Ring Binder, plastic, 38mm , 1-1/2" black</b>
303	pieces	40	<b>Ring Binder, plastic, 51mm 2" black</b>
304	pieces	18	<b>Ring Binder, plastic, 6mm, 1/4" black</b>
305	pieces	24	<b>Ring Binder, plastic, 8mm, 5/16" black</b>



306	pieces	85	<b>Ring Binder, plastic, 12mm, 1/2" black</b>
307	pieces	44	<b>Ring Binder, plastic, 14mm, 5/8" black</b>
308	rolls	21	<b>Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)</b>
			■ 2 Ply
			■ at least 70 pulls or 140 Sheets
			■ Sheet size: at least 275mm x 230mm
			■ No artificial whiteners & elemental chlorine
309	box	3	<b>Rollerball sign Pen (blue)</b>
			■ Precision wear-free needlepoint tips.
			■ Soft ergonomic grips provide excellent writing comfort.
			■ Window barrels make it convenient to monitor ink levels.
			■ Tip is made of cemented carbide alloy ball and stainless steel pipe.
			■ size: 1.0 mm
			■ color: blue
310	meter	17	<b>Rubber Mat</b>
			■ Material: PVC
			■ Size (W x L): 30 x 150 cm or 11.81 x 59.05 inches
			■ One (1) roll non-slip mat
311	boxes	11	<b>Rubberband, #18, 350 gms/box</b>
312	pieces	8	<b>Ruler, Plastic, 12"</b>
313	pieces	4	<b>Ruler, Plastic, 24"</b>
314	piece	19	<b>Scissors, 6" heavy duty, good quality</b>
315	pieces	22	<b>Scissors, 8" heavy duty, good quality</b>
316	pieces	22	<b>Scouring Pad, big economy size, good quality</b>
317	pcs	13	<b>Scrub Sponge, Heavy Duty</b>
			■ Size: at least 100mm x 75mm x 30mm
318	pieces	5	<b>Sharpener, Pencil Heavy Duty good qlty</b>
			■ Table Type
319	pieces	49	<b>Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink</b>
320	pieces	85	<b>Sign pen, Fine Tech, 0.3mm. blue</b>
321	bar	12	<b>Soap, Detergent, Bar, at least 350g, any scent</b>
322	gal	31	<b>Soap, Detergent, Liquid, 1 gal, any scent</b>
323	kl	183	<b>Soap, Detergent, Powder, 1 kilo/pack, any scent</b>
324	packs	16	<b>Soap, Dishwashing Liquid Refill, 375ml</b>
			■ Antibacterial Concentrate Dishwashing Liquid

325	btls	216	Soap, Dishwashing, Liquid, 250mL
326	btls	70	Soap, hand, liquid, 250 ml
			■ <i>pump type</i>
327	pieces	33	Soap, Toilet , guest size
328	pieces	94	Soap, Toilet, regular size
			■ <i>at least 60 grams eliminates at least 99% of bacteria</i>
329	pcs	46	Soft Broom (Tambo) 200g minimum, heavy duty
330	pack	56	Specialty Board, long 8-1/2 x 13, 220gsm, Cream (10pcs/pack)
331	packs	12	Specialty board, short 8-1/2 x 11, 120gsm, blue (10pcs/pack)
332	pack	5	Specialty Board, short 8-1/2 x 11, 220gsm, Cream (10pcs/pack)
333	packs	5	Specialty paper Dynamics 8-1/2x13 220gsm Pearl
334	packs	3	Specialty Paper Dynamics 8-1/2x13 220gsm Skytone
335	pack	17	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)
336	pack	10	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light blue (10pcs/pack)
337	pack	17	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)
338	pack	13	Specialty, board, long 8-1/2 x 13, 220gsm, white, vellum, 10pcs/pack
339	pcs	8	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole
340	roll	12	Stamping foil, Gold
341	pieces	2	Stamping Pad size 2
342	pieces	2	Stamping Pad size 4
343	pieces	13	Staple wire remover
344	piece	3	Staple wire remover, Plier type, Metal
345	boxes	20	Staple Wire No. 35-5M Leg Length 6mm (1/4")
346	boxes	15	Staple Wire, #10
347	boxes	241	Staple Wire, #35
348	box	8	Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box
349	box	7	Staple wire, 1215FA-H, 90-140 sheets, 1000 staples per box
350	box	8	Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box
351	piece	4	Stapler Flat clinch Standard Half strip
			<i>SPECIFICATIONS</i>
			- Product name: HD-50F

			- Staples:24/6(No.3), 26/6(No.35)
			- Stapling capacity:30 sheets(64gsm) / 24 sheets(80gsm)
			- Loading capacity:50 staples(24/6), 100 staples(26/6)
			- Dimensions: W40 x D135 x H60(mm)
			- Weight(Net): 270g
			- Insertion depth: 47mm
			- Carton Quantity:1/5/50
			- Product Color: Black or Dark Blue
			- Built-in staple remover.
			FEATURES
			Flat Clinch
			Enable to bend the staple ends flat without deforming the clinched staple. Papers stack neatly and evenly.
			Ergonomic design
			Comfortable rubber surface is a perfect fit for any gripping style.
352	pc	41	<b>Stapler, HD No.35</b>
353	pieces	2	<b>Stapler, HD-# 10</b>
354	pcs	13	<b>Steno Pads (Various colors)</b>
			■*80 GSM * 8" X 6"
			■*200 PAGES- FRONT & BACK (100 SHEETS)
			■*Ideal for jotting down quick notes and stenography on the spot.
			■*Provides quality material for collegiate, legal, journalistic, and business environments, when transcribing lectures and meetings.
			■*The size is optimal for writing either handheld or on a desk with maximized space efficiency
355	piece	37	<b>Stick Broom (tingting) 6" fr the top, approx 370 pcs</b>
356	pack	8	<b>Sticker Paper, high gloss A4 size, 50 sheets/pack</b>
357	pack	53	<b>Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack</b>
			■Sticky Flags Suitable For/As:
			■Indexing Tab
			■Highlighting
			■Marking
			■Repositionable
			■One end straight-cut, One end arrow-shaped

			☐Can be used to show/indicate where to attach signature
358	pads	79	<b>Sticky Note, 2 x 3, Yellow</b>
359	pads	34	<b>Sticky Note, 3 x 3, Yellow</b>
360	pads	19	<b>Sticky Note, 3 x 4, Yellow</b>
361	pads	25	<b>Sticky Note, 3 x 5, Yellow</b>
362	pieces	60	<b>String Doormat/Rug/Basahan</b>
			☐Product Description
			☐Size (LxW): 21 x 15 inch
			☐Rugs in assorted printed colors and designs
			☐Handy made with high quality
			☐Cotton
363	dozen	2	<b>Table Fork, Stainless steel, 1 doz</b>
364	dozen	2	<b>Table Spoon, Stainless steel</b>
365	pcs	4	<b>Tape Dispenser, 1" tape, big core, any color</b>
366	rolls	178	<b>Tape, Double Sided, 1" x 10m</b>
367	rolls	38	<b>Tape, Double Sided, 2" x 10m</b>
368	rolls	27	<b>Tape, Double Sided, 3/4" x 10m</b>
369	rolls	65	<b>Tape, Duct, 2" x 25m, Black/Grey</b>
370	rolls	8	<b>Tape, Magic, 12mm x 50m</b>
371	rolls	190	<b>Tape, Masking, 1" x 25 yards</b>
372	rolls	65	<b>Tape, Masking, 1/2" x 25 yards</b>
373	rolls	31	<b>Tape, Masking, 2" x 25 yards</b>
374	rolls	6	<b>Tape, Masking, 3" x 25 yards</b>
375	rolls	37	<b>Tape, Masking, 3/4" x 25 yards</b>
376	rolls	35	<b>Tape, Packaging, 2" x 100 yards, Clear</b>
377	rolls	31	<b>Tape, Packaging, 2" x 100 yards, Tan</b>
378	rolls	71	<b>Tape, Transparent, 12mm x 50m</b>
379	rolls	49	<b>Tape, Transparent, 24mm x 50m</b>
380	boxes	30	<b>Thumb Tacks, Small Box</b>
381	pack	292	<b>Tissue, Bathroom, 2 Ply, 12rolls/pack</b>
382	btls	24	<b>Toilet Bowl and Urinal Cleaner, at least 500mL</b>
383	gal	11	<b>Toilet Bowl Cleaner, at least 1 gallon</b>
384	btl	13	<b>Toilet Bowl Cleaner, at least 1 liter</b>
385	btl	7	<b>Toilet Bowl Cleaner, at least 500ml</b>
386	set	21	<b>Toilet Brush with Holder</b>
387	pack	11	<b>Transparency Film, A4, 100pcs/pack</b>
388	rolls	39	<b>Transparent Tape (1")</b>
389	rolls	8	<b>Transparent Tape (2")</b>
390	pack	21	<b>Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black</b>

391	pack	15	<b>Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black</b>
392	pack	17	<b>Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black</b>
393	piece	1	<b>Trash bins (with color coded cover) 55L (blue)</b>
394	piece	1	<b>Trash bins (with color coded cover) 55L (green)</b>
395	piece	1	<b>Trash bins (with color coded cover) 55L (yellow)</b>
396	pc	1	<b>Wall Clock</b>
			☐Diameter: 215 mm
			☐Weight: 250 g
			☐Depth: 40 mm
			☐Display: Analog
			☐Battery Type: AA
			☐Case Material: Plastic
			☐Shatterproof
397	pc	5	<b>Water Dipper (Tabo)</b>
398	pc	1	<b>Wet and dry vacuum cleaner</b>
399	pcs	2	<b>Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame</b>
400	pcs	1	<b>Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame</b>
401	pcs	1	<b>Whiteboard, Wall Mount, 4' x 8', w/ aluminum frame</b>
402	packs	10	<b>Pie Box</b>
			☐Pre-Formed Pie Box
			☐Packing: 20 pcs/pack
			☐Size: 10" x 10" x 1½"
			☐Color: White
403	rolls	2	<b>Wax Paper, at least 23m x 30cm</b>

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

# Technical Specifications

Item No.	Unit	Qty	Description	Statement of Compliance
1	rolls	25	<b>3D Embossing Label Maker Tape</b>	<p><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></p>
			■9 mm x 3 m	
2	reams	14	<b>A3 Copy Paper</b>	
			■70 gsm substance 20 500 sheets/ream	
3	packs	48	<b>A4 Matte Photo Paper</b>	
			■20 sheets per pack; 140 gsm; double-side;	
4	packs	8	<b>Absorbent Cotton</b>	
			■Absorbent Cotton, 400 g;	
5	rolls	3	<b>Acetate, transparent, guage #3, approx. 50m/roll</b>	
6	rolls	3	<b>Acetate, transparent, guage #6, approx. 50m/roll</b>	
7	rolls	3	<b>Acetate, transparent, guage #8, approx. 50m/roll</b>	
8	pcs	36	<b>Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent</b>	
9	tubes	93	<b>Air Freshener, Spray, at least 280mL, Lemon/Orange Scent</b>	
10	pcs	1	<b>Air Purifier Large Room, 600 Sq Ft, 2021 Upgraded, True HEPA Filter, Active Charcoal, Ultraviolet Li</b>	
			■color: White	
			■item dimension: 14x7x18 inches	
			■Power source: AC	
			■Control method: remote	
			■About the item:	
			◀High-Efficiency Air Purifier: air purifier covers an area of up to 1420 ft²/ 132 m² in 1 hour, CADR 330m³/h. 600 ft² fast purification in 25 minutes. Perfect for large / medium rooms and offices.	
			◀Allergies Eliminator & Ideal for Babies: Pre-filter, True HEPA filter, activated carbon filter trap 99.97% airborne pollutants such as allergens, dust, pet hair, dander, pollens, smoke, odors, fumes, VOCs, ozone, formaldehyde. Protect your family, children from air pollution, create a healthy workplace environment.	
			◀UV & Ionizer: UV light removes the hidden germs and viruses in the air such as influenza, staph. Ionic generator emits negative ions, providing you with clean and healthy air.	

			<p>◀Versatile Air Freshener for Home: This air purifier has a built-in air sensor, which monitors air quality detecting contaminants in the air, and changes the indicator light. 1/2/4/8h timer, filter lifetime counter, sleep mode, 4 fan speed levels.</p>
			<p>◀Ultra-Quiet &amp; Energy-Saving: Thanks to the sleep mode, 28 dB low noise level voiceless air cleaning won't disturb you while reading, working, or sleeping. Running in sleep mode (19W) and low fan speed (36W) makes energy-saving and affordable for all-day use.</p>
11	btls	25	<b>Alcohol, Isopropyl, 70% solution, 500mL, pump type</b>
12	gallons	49	<b>Alcohol, Ethyl, 70% solution, 1 gallon</b>
13	btls	609	<b>Alcohol, Ethyl, 70% solution, 500mL</b>
			☐Eliminates at least 99.9% of germs
			☐Safe on skin
			☐At least 70% solution Rubbing alcohol
			☐Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan
			☐Brand offer should be at least 10 years in the market
			☐at least 5 years expiry
14	gallon	15	<b>Alcohol, Ethyl, 75% solution, 1 gallon</b>
			☐75% alcohol solution
15	gallon	15	<b>Alcohol, Isoprophyl, 90% solution</b>
			☐Alcohol 90% solution
16	btls	187	<b>Alcohol, Isopropyl, 70% solution, 500mL</b>
17	btls	1	<b>Alcohol, Rubbing, 70% Isoprophyl, 1ltr.</b>
18	pc	1	<b>Apron, Plastic, for Adult</b>
19	pcs	2	<b>Basin, Utility, Durable Plastic, Size: at least 15cm depth x 45cm diameter, any Color</b>
20	pcs	176	<b>Bathroom Deodorizer, with holder, at least 100g, any scent</b>
21	pcs	11	<b>Battery, Alkaline, 9 volts</b>
22	pack	146	<b>Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>
23	pack	78	<b>Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>
24	set	6	<b>Battery, Rechargeable, AA (4pcs) w/ Charger</b>
			☐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
25	pack	7	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack
26	pack	7	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack
27	pcs	45	Binder Clip, 1.5", black
28	pcs	25	Binder Clip, 2", black
29	gallon	46	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL
30	pcs	4	Board, Illustration, 30" x 40" (2 Ply)
31	rolls	1	Book Cloth, Green, approx. 50m/roll
32	pair	4	Book Ends, Metal, Big (approx. 13x15x25cm), at least 400g
33	pair	3	Book Ends, Metal, Medium (approx. 13x15x20cm), at least 350g
34	pcs	13	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling
35	pcs	88	Broom, Soft (Tambo), Large, Heavy Duty
36	pc	29	Broom, Stick Broom, Tukog
			☐Good Quality Broom Stick
			☐Approx. 370pcs per stick bundle
37	pcs	5	broomstick
			☐good quality
38	pc	2	Bucket, Plastic
			☐2-gallon capacity bucket with cover
39	unit	5	Calculator, desktop-type, 12 digits, 2-way power, plastic keys
40	unit	3	Calculator, scientific, 10+2 digits, 2 line display, at least 240 functions
41	cans	9	Car Freshener, Gel, at least 70g, Lemon/Orange scent
42	boxes	1	Carbon Paper, ordinary, Letter, 100 pcs/box
43	pcs	10	Cartolina, US, Black, at least 160gsm
44	pcs	33	Cartolina, US, Blue, at least 160gsm
45	pcs	28	Cartolina, US, Green, at least 160gsm
46	pcs	10	Cartolina, US, Light Blue, at least 160gsm
47	pcs	10	Cartolina, US, Light Green, at least 160gsm
48	pcs	10	Cartolina, US, Neon Blue, at least 160gsm
49	pcs	10	Cartolina, US, Neon Gold, at least 160gsm
50	pcs	10	Cartolina, US, Neon Green, at least 160gsm
51	pcs	10	Cartolina, US, Neon Orange, at least 160gsm

52	pcs	10	Cartolina, US, Neon Pink, at least 160gsm
53	pcs	18	Cartolina, US, Red, at least 160gsm
54	pcs	50	Cartolina, US, White, at least 160gsm
55	pcs	18	Cartolina, US, Yellow, at least 160gsm
56	pcs	5	Cartolina, Vellum, Gold, at least 180gsm
57	pcs	5	Cartolina, Vellum, Green, at least 180gsm
58	pcs	525	Cartolina, Vellum, White, at least 180gsm
59	packs	38	Chlorine Granules, 1kg/pack
60	pcs	50	Class Record, (for College use)
61	btls	79	Cleaner, Glass, 500mL, spray type, any scent
62	btls	16	Cleanser, Powder, 500g, any scent
63	pcs	12	Clear Book (Display Book), Refillable, A4, 20 shts, any color
64	pcs	12	Clear Book (Display Book), Refillable, Legal, 20 shts, any color
65	sets	7	Clear Book Refills, Legal (10pcs/set)
66	pcs	5	Clip Board, Plastic, with PVC Cover, A4, any color
67	pcs	7	Clip Board, Plastic, with PVC Cover, Long, any color
68	boxes	130	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box
69	boxes	92	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box
70	boxes	71	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box
71	boxes	97	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box
72	boxes	46	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box
73	boxes	15	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box
74	boxes	10	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box
75	boxes	6	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box
76	boxes	2	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box
77	box	180	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms
78	boxes	192	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)
79	pc	1	Coffee Maker
			☐8-10 Cups Black
			☐Auto-drip Coffee Maker
			☐8-10 Cups Capacity

			☐Thermo-glass Carafe
			☐Reusable/Washable Filter
			☐Water Level Indicator
			☐Keepwarm Heating Plate
			☐Pilot Light Indicator
			☐680 Watts
80	pcs	24	Columnar Pad, 8 columns (11 x 14)
81	piece	11	Computer/Paint Brush, 1.5"
82	pcs	3	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'
83	pcs	1	Cork Board, Wall Mount, w/ aluminum frame, 3' x 4'
84	pcs	2	Cork Board, Wall Mount, w/ aluminum frame, 3' x 6'
85	pcs	1	Cork Board, Wall Mount, w/ aluminum frame, 4' x 6'
86	pcs	1	Cork Board, Wall Mount, w/ aluminum frame, 4' x 8'
87	pc	9	Correction Pen, rolling ball-metal tip
88	pcs	8	Correction Tape, 10 meters
89	pc	119	Correction Tape, 8m x 5mm wide
90	pcs	1	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)
91	pcs	6	Cutter, Big, Plastic (Ordinary), w/ lock
92	pc	2	Cutting Mat, self-healing rubber, green, A3
93	pc	5	Datafiler
			☐23cm H x 14cm W x 44cm D
94	pcs	2	Date stamp, 10 years advance or more
95	pc	3	Date stamp, rubber, self-inking, with dater and custom text, 1" x 1-5/8"
96	pcs	1	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm
97	pcs	2	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm
98	pcs	4	Desk Tray, Plastic, Double, Dimension: approx. 6 x 26 x 35cm, any color
99	pcs	1	Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color
100	packs	15	Detergent Soap, Powder, 500g
			☐Detergent Soap Powder with Antibacterial, 500g
101	pack	47	Dishwashing Liquid Soap, Refill 350ml
			☐Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml
102	gal	18	Disinfectant Cleaner, multi-surface, scented

103	can	86	Disinfectant Spray, 170g
104	can	75	Disinfectant Spray, 340g
105	pcs	7	Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)
106	pcs	6	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)
107	pcs	8	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity
108	pcs	21	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity
109	pcs	7	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity
110	pc	23	Dust pan, plastic, stand-up handle, large
111	pc	13	Dust pan, plastic, stand-up handle, small
112	pcs	39	Duster, Feather
113	pcs	6	Duster, Microfiber (Cotton)
114	pcs	210	Envelope, Brown, long, good quality
115	pcs	320	Envelope, brown, ordinary, A4 size
116	pc	702	Envelope, Document, Brown, 150 lbs, Long
117	pc	284	Envelope, Document, Brown, 150 lbs, Short
118	pcs	50	Envelope, Expanding, Kraft board, w/ garter tie, Legal
119	pc	20	Envelope, Expanding, plastic, A4
120	pcs	1	Envelope, Expanding, Plastic, Accordion file, w/ 12 pockets, w/ handle (Long)
121	pc	39	Envelope, Expanding, Plastic, Long
122	pc	354	Envelope, Expanding, with garter tie, blue, long
123	pc	25	Envelope, Expanding, with garter tie, blue, short
124	pc	227	Envelope, Expanding, with garter tie, brown, long
125	pc	42	Envelope, Expanding, with garter tie, brown, short
126	pc	130	Envelope, Expanding, with garter tie, green, long
127	box	1	Envelope, Letter, window (window location-bottom left), white, 70gsm, long, 500pcs/box
128	box	10	Envelope, Mailing, white, long, 500pcs/box
129	pcs	1	Eraser, Blackboard, wood design, Big (3x13x5cm)
130	pc	12	Eraser, Rubber, high quality

131	pc	3	<b>Eraser, whiteboard, magnetic flannel</b>
132	unit	2	<b>Exhaust Fan (Industrial wall exhaust fan, 12")</b>
133	btls	7	<b>Fabric Conditioner, 1L, any scent</b>
134	gallon	10	<b>Fabric Conditioner, 4L, any scent</b>
135	pack	5	<b>Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent</b>
136	boxes	35	<b>Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box</b>
137	boxes	27	<b>Fastener, Paper, non-rust metal, 50 sets/box</b>
138	boxes	196	<b>Fastener, Paper, plastic, 50 sets/box</b>
139	pc	16	<b>Fiber Doormat</b>
			■at least 15 X 23 inches
140	pieces	8	<b>File Organizer (Accordion), Expanding, w/ 13 inside pockets &amp; index tabs, Legal</b>
141	set	1	<b>Fist Aid Kit Set (Medical Bag)</b>
			1x Tube 15gm Burn Ointment
			1x pc. Elastic Bandage 3x 5
			1x pc. Digital Thermometer
			1x pc. Rechargeable Flashlight
			1x pc. Whistle
			2x pcs. Exam or Latex Gloves
			4x pcs. Gauze pad 4x4
			1x bot 10ml Ammonia Spirit
			1x bot 10ml Povidone Iodine
			1x bot 60ml 70% Isopropyl Alcohol
			1x pack Cotton balls 50's
			1x pc. Surgical Tape
			1x pc. Bandage Scissor
			1x pc. Triangular Bandage
			1x pc. First Aid Kit Bag
142	pieces	7	<b>Floor Mop</b>
			■plastic, with handle, heavy duty
143	pc	2	<b>Floor mop with bucket, microfiber spin rotating 360</b>
144	pcs	7	<b>Floor Mop with wooden handle, heavy duty</b>
145	boxes	7	<b>Foil, Aluminum, 16m x 30cm (approx. 260g)</b>
146	boxes	12	<b>Foil, Aluminum, 7m x 30cm (approx. 130g)</b>
147	pcs	90	<b>Folder, Expanded, Long (Light Blue)</b>
148	piece	35	<b>Folder, Expanded, Long (Red)</b>
149	piece	3038	<b>Folder, File, Long, 14pts, White</b>
150	piece	209	<b>Folder, File, Short, 14pts, White</b>

151	pieces	50	<b>Folder, Morocco, Long, w/ plastic binder, Blue</b>
152	pieces	50	<b>Folder, Morocco, Long, w/ plastic binder, White</b>
153	pieces	12	<b>Folder, Morocco, Short, w/ plastic binder, Blue</b>
154	pieces	10	<b>Folder, Morocco, Short, w/ plastic binder, Green</b>
155	pieces	50	<b>Folder, Morocco, Short, w/ plastic binder, White</b>
156	pcs	795	<b>Folder, Ordinary, A4</b>
157	pcs	124	<b>Folder, Pressboard, A4, US Green, Double Fold</b>
158	pieces	280	<b>Folder, Pressboard, US, Blue, Long</b>
159	pcs	1205	<b>Folder, Pressboard, US, Green, Long</b>
160	pcs	40	<b>Folder, Pressboard, US, Green, Short</b>
161	piece	50	<b>Folder, Pressboard, US, Long, Pink/Maroon</b>
162	pieces	40	<b>Folder, Pressboard, US, Yellow, Long</b>
163	piece	100	<b>Folder, Sliding, Plastic, w/ Binder, A4, Transparent</b>
164	pcs	171	<b>Folder, Sliding, Plastic, w/ binder, Long, transparent</b>
165	pcs	27	<b>Folder, Sliding, Plastic, w/ binder, Short, transparent</b>
166	pcs	150	<b>Gel Ink Sign Pen 0.5, blue</b>
167	pcs	24	<b>Gel Ink Sign Pen 0.5, red</b>
168	pcs	1	<b>Glue Gun, Small (approx. 4x12x 18cm)</b>
169	tubes	3	<b>Glue Pen, Clear, 50mL</b>
170	pieces	56	<b>Glue Stick, Big, for Glue Gun</b>
171	btls	38	<b>Glue, Multi-Purpose, White, at least 130g (118mL)</b>
172	gallons	3	<b>Glue, White, All-purpose, 1 gallon</b>
173	btls	34	<b>Hand Sanitizer, Gel, Antibacterial, push-type, 250mL</b>
174	pieces	6	<b>Hand Sprayer, plastic, 150 ml cap.</b>
175	pieces	2	<b>Hand Sprayer, plastic, 300 ml cap.</b>
176	piece	6	<b>Hand Towel, cloth, cotton</b>
177	piece	19	<b>Hand Towel, cloth, cotton, 12 pcs/pack</b>
178	packs	12	<b>Hand Towel, Interfolded, 2 ply, 150 pulls</b>
179	pc	1	<b>High Quality Electric Stainless Steel Grinding Coffee Bean Milling Machine Electric Grinder</b>
			<i>Manual Coffee Grinder</i>
			<i>Stainless Steel Electric Coffee Grinder Multifunctional Home Coffee Machine</i>
			<i>Coffee Bean Nut Grinder Blenders</i>

			<i>Food grade stainless steel cutter head for fast and even grinding. Very suitable for controlling the roughness to fineness of coffee beans in a few seconds. Many Chinese herbal</i>
			<i>Multi-function grinder is suitable for grains, beans, seasonings. DIY your favorite coffee or other food. The best life assistant.</i>
180	pc	1	<b>HP, Laserjet Toner Cartridge, CF401A, Cyan</b>
181	set	24	<b>Index Tab, PVC self adhesive 6" x 1", 25pcs/box</b>
182	box	6	<b>Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear</b>
			☐Transparent Extension: 1/2"
			☐Color: Clear (no color)
			☐1 box contains 25 packs.
			☐1 pack contains 2 pcs.
183	boxes	50	<b>Index Tab, transparent, self-adhesive, transparent, 5sets/box</b>
184	btls	15	<b>Ink, for stamp pad, violet, 30mL, w/ applicator</b>
185	btls	15	<b>Ink, Refill, for Permanent Marker, Black, 30mL</b>
186	btls	12	<b>Ink, Refill, for Permanent Marker, Blue, 30mL</b>
187	btls	3	<b>Ink, Refill, for Permanent Marker, Red, 30mL</b>
188	btls	12	<b>Ink, Refill, for Whiteboard Marker, Black, 30mL</b>
189	btls	14	<b>Ink, Refill, for Whiteboard Marker, Blue, 30mL</b>
190	pack	4	<b>Kitchen paper towel</b>
191	roll	2	<b>Laminating Film</b>
			☐Thickness: 125 microns
			☐size: 9 inches x 100 meters
			☐Compatible with various laminating machine
192	rolls	2	<b>Laminating Film, 9 inch x 50 m, 250 microns</b>
			☐Thickness: 250 microns
			☐Width: 9 inches (23cm approx.)
			☐Length: 5,000cm (50 meters)
			☐Strong, versatile and lightweight and ideal for use with all types of print
			☐Low melt adhesive coating inside.
			☐Good resistance to scuff, scratch and tear
			☐Gloss finish
193	box	9	<b>Laminating Film, A4, 100 shts/box, 250 microns</b>

194	pcs	110	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)
195	pcs	18	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)
196	pcs	24	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)
197	gallon	9	Liquid Hand Soap
198	pcs	146	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)
199	pcs	144	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)
200	rolls	15	Masking Tape, 1"
201	pieces	1	Memo Notebooks, 60 leaves
202	pieces	8	Memo Notebooks, 80 leaves
203	pieces	3	Mop Handle, Plastic
204	pieces	5	Mop Handle, steel
205	pieces	24	Mop Rug, Heavy Duty, 100% cotton
206	pad	4	Mouse Pad, Rubber
			■Size: Small (200x250mm)
			■Color: Black/ Dark Blue
207	pc	4	Multi- Insect killer spray, 300ml
208	tubes	9	Multi-Insect Killer Spray, 250mL
209	tubes	4	Multi-Insect Killer Spray, 600mL
210	btls	26	Multi-Purpose Glue, 130 g
211	btls	17	Multi-Purpose Cleaner, Liquid, 1000mL, any scent
212	gal	30	Muriatic Acid concentrated scented
213	piece	172	My-Gel Gel Ink Pen refill 0.5mm, Blue
214	pc	100	Net bags, fish net, 13" x 13"
215	pads	17	Note Pad, 3" x 3", post-it, assorted colors
216	pads	5	Note Pad, 4" x 5", post-it, assorted colors
217	pcs	10	Notebook(Dot, lines, Blank, Grid) 4 design
			■size:133*194mm
			■80 sheets
218	pieces	12	Notebook, ordinary 60 leaves, 60 gsm
219	pieces	5	Notebook, ordinary 80 leaves, 60 gsm
220	pcs	36	Notebook, Spiral 60 leaves
221	kl	23	Nylon, #300, for grass cutter
222	btls	9	Oil, for typewriter, all purpose, 130 ml



223	pieces	5	<b>Pail, Plastic, 5 gallons cap. Measurement at least L35.3xW32.3xH33cm</b>	
224	pack	8	<b>Paper Bag, Plain Brown, Large #10, at least 50 pcs. per pack</b>	
225	sheets	17	<b>Paper Binding Cover Morocco Board (White, Yellow, Blue, Green)</b>	
			■230 gsm Book Cover	
			■100 sheets	
			■thickness- 230 gsm	
			■Filling type- Report Cover	
226	unit	1	<b>Paper Cutter, Sliding, for A3, with metal base, replaceable blades</b>	
227	piece	2	<b>Paper Cutter, wood, A4 size</b>	
228	reams	100	<b>Paper, Bond, A3, S-20, 70 gsm</b>	
229	reams	3	<b>Paper, Bond, A3, S-24, 80 gsm</b>	
230	reams	1130	<b>Paper, Bond, A4, S-20, 70 gsm</b>	
231	reams	1557	<b>Paper, Bond, A4, S-24, 80 gsm</b>	
232	reams	219	<b>Paper, Bond, Long, S-20, 70 gsm</b>	
233	reams	342	<b>Paper, Bond, Long, S-24, 80 gsm</b>	
234	reams	90	<b>Paper, Bond, Short, S-20, 70 gsm</b>	
235	reams	83	<b>Paper, Bond, Short, S-24, 80 gsm</b>	
236	pieces	10	<b>Paper, Fluorescent orange 18 x 24</b>	
237	pieces	12	<b>Paper, Fluorescent pink 18 x 24</b>	
238	pieces	12	<b>Paper, Fluorescent yellow 18 x 24</b>	
239	pieces	5	<b>Paper, Haspi, maroon, 20" x 26"</b>	
240	pcs	20	<b>Paper, Manila</b>	
241	reams	50	<b>Paper, Mimeo, GW, A4, S-18</b>	
242	reams	50	<b>Paper, Mimeo, WW, A4, S-18</b>	
243	ream	21	<b>Paper, Mimeo, WW, A4, S-20</b>	
244	reams	10	<b>Paper, Mimeo, WW, Long, S-20</b>	
245	reams	5	<b>Paper, Mimeo, WW, Short, S-20</b>	
246	pads	3	<b>Paper, Pad, Yellow, 8-1/2x13, 90 leaves/pad</b>	
247	pack	5	<b>Paper, Photo, high gloss, A3, 230G, 20 shots/pack</b>	
248	pack	71	<b>Paper, Photo, high gloss, A4, 230G, 20 shots/pack</b>	
249	pack	18	<b>Paper, Photo, matte finish, 146GSM, 10 shots/pack</b>	
250	pack	212	<b>Paper, Photo, Waterproof Glossy Inkjet , A4, 230 GSM No Backprint, 20 shots/pack</b>	
			■No Backprint	
			■Size: A4 230GSM (210x297mm)	
			■Paper Texture: Waterproof Glossy	
			■For all type of inkjets printer	
			■For printing all kinds of colorful	

			<i>documents</i>	
			■Support 720 / 1440 / 2880 and 5760 dpi printing mode	
			■20 sheets per pack	
251	packs	91	<b>Paper, Specialty 200gsm 8-1/2x11, 10s, Cream</b>	
252	packs	16	<b>Paper, Specialty 200gsm 8-1/2x11, 10s, White</b>	
253	packs	105	<b>Paper, Specialty 200gsm 8-1/2x11, 10s, Light Green</b>	
254	pack	14	<b>Paper, Towel, Interfolded , 1 ply, 175 pulls</b>	
255	pieces	69	<b>Pen, Permanent Marker, black, broad tip</b>	
256	pieces	78	<b>Pen, Permanent Marker, black, fine tip</b>	
257	pieces	40	<b>Pen, Permanent Marker, blue, broad tip</b>	
258	pieces	52	<b>Pen, Permanent Marker, blue, fine tip</b>	
259	pieces	8	<b>Pen, Permanent Marker, green, broad tip</b>	
260	pieces	10	<b>Pen, Permanent Marker, red, broad tip</b>	
261	pieces	16	<b>Pen, Permanent Marker, red, fine tip</b>	
262	pieces	46	<b>Pen, Ball, black</b>	
263	pieces	1170	<b>Pen, Ball, blue</b>	
264	pieces	77	<b>Pen, Ball, red</b>	
265	pieces	17	<b>Pen, Highlighter, orange</b>	
266	pieces	9	<b>Pen, Highlighter, violet</b>	
267	pieces	65	<b>Pen, Highlighter, yellow</b>	
268	pcs	34	<b>Pen, Highlighting, asstd color</b>	
			■ <i>Highlighter, asstd color</i>	
269	pieces	13	<b>Pen, Permanent Marker, JUMBO black</b>	
270	pieces	3	<b>Pen, Permanent Marker, JUMBO red</b>	
271	piece	94	<b>Pen, Sign, .5mm, Gel-type, Black</b>	
272	piece	610	<b>Pen, Sign, .5mm, Gel-type, Blue</b>	
273	piece	155	<b>Pen, Sign, .5mm, Gel-type, Red</b>	
274	pieces	37	<b>Pen, Whiteboard Marker, red</b>	
275	pieces	101	<b>Pen, Whiteboard Marker, black</b>	
276	pieces	103	<b>Pen, Whiteboard Marker, blue</b>	
277	Box of 12's	2	<b>PENCIL #2 MEDIUM YELLOW 12/BOX</b>	
			■Attr: Pencil Medium #2 with black lead	
			■Color: Yellow	
			■Packaging Size: 12 pencils per box	
278	pieces	224	<b>Pencil, Lead, #2, w/ eraser</b>	
279	boxes	13	<b>Pin, Map, round head, asstd. Color</b>	
280	boxes	46	<b>Pin, Push, hammerhead type, asstd colors 50s/pack</b>	

281	pack	7	Plastic bag (sando bag) 100pcs/pack large
282	pack	15	Plastic bag (sando bag), jumbo size, 100 pcs/back
283	pack	5	Plastic bag (sando bag)100 pc./pack medium
284	pcs	2	Plastic bucket/utility can with cover
			☐Capacity: 100L
			☐Size: 66 x 61 cm
			☐Color: Black or Green
285	pc	2	Plastic Pail, 10L capacity
286	pc	5	Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film Packing Rope for Cardboard Boxes
287	rolls	23	Plastic Twine, 1kl/roll
288	pieces	5	Puncher, 2 holes, heavy duty
289	pieces	5	Puncher, Heavy Duty
290	pc	1	Puncher, plier-type
			☐Single hole, puncher for making tree tags
291	packs	7	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm
292	pieces	66	Rag, (for cleaning & wiping)
293	pcs	101	Rags, large, good quality, size 24"x15", water absorbent
294	pc	45	Ready-Made Curtain (RMC), Cream color
			☐Dimension: 60"x84"
			☐Color: Cream/Beige
			☐Fabric Material: Synthetic Fabric or any light material which allows air and light to pass through
			☐Design: Plain, most importantly -- NO Flowers and Lace
295	pcs	80	Record Book, Big, 300 pages
296	pcs	56	Record Book, Big, 500 pages
297	pieces	42	Ring Binder, plastic, 10mm, 3/8" black
298	pieces	31	Ring Binder, plastic, 14mm, 9/16" black
299	pieces	40	Ring Binder, plastic, 20mm, 3/4" black
300	pieces	34	Ring Binder, plastic, 22mm, 7/8" black
301	pieces	44	Ring Binder, plastic, 25mm ,1" black
302	pieces	23	Ring Binder, plastic, 38mm , 1-1/2" black
303	pieces	40	Ring Binder, plastic, 51mm 2" black
304	pieces	18	Ring Binder, plastic, 6mm, 1/4" black
305	pieces	24	Ring Binder, plastic, 8mm, 5/16" black
306	pieces	85	Ring Binder, plastic,12mm, 1/2" black
307	pieces	44	Ring Binder, plastic,14mm, 5/8" black

308	rolls	21	<b>Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)</b>
			☐2 Ply
			☐at least 70 pulls or 140 Sheets
			☐Sheet size: at least 275mm x 230mm
			☐No artificial whiteners & elemental chlorine
309	box	3	<b>Rollerball sign Pen (blue)</b>
			☐Precision wear-free needlepoint tips.
			☐Soft ergonomic grips provide excellent writing comfort.
			☐Window barrels make it convenient to monitor ink levels.
			☐Tip is made of cemented carbide alloy ball and stainless steel pipe.
			☐size: 1.0 mm
			☐color: blue
310	meter	17	<b>Rubber Mat</b>
			☐Material: PVC
			☐Size (W x L): 30 x 150 cm or 11.81 x 59.05 inches
			☐One (1) roll non-slip mat
311	boxes	11	<b>Rubberband, #18, 350 gms/box</b>
312	pieces	8	<b>Ruler, Plastic, 12"</b>
313	pieces	4	<b>Ruler, Plastic, 24"</b>
314	piece	19	<b>Scissors, 6" heavy duty, good quality</b>
315	pieces	22	<b>Scissors, 8" heavy duty, good quality</b>
316	pieces	22	<b>Scouring Pad, big economy size, good quality</b>
317	pcs	13	<b>Scrub Sponge, Heavy Duty</b>
			☐Size: at least 100mm x 75mm x 30mm
318	pieces	5	<b>Sharpener, Pencil Heavy Duty good qlty</b>
			☐Table Type
319	pieces	49	<b>Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink</b>
320	pieces	85	<b>Sign pen, Fine Tech, 0.3mm. blue</b>
321	bar	12	<b>Soap, Detergent, Bar, at least 350g, any scent</b>
322	gal	31	<b>Soap, Detergent, Liquid, 1 gal, any scent</b>
323	kl	183	<b>Soap, Detergent, Powder, 1 kilo/pack, any scent</b>
324	packs	16	<b>Soap, Dishwashing Liquid Refill, 375ml</b>
			☐Antibacterial Concentrate Dishwashing Liquid
325	btls	216	<b>Soap, Dishwashing, Liquid, 250mL</b>
326	btls	70	<b>Soap, hand, liquid, 250 ml</b>

			☐pump type
327	pieces	33	Soap, Toilet , guest size
328	pieces	94	Soap, Toilet, regular size
			☐at least 60 grams eliminates at least 99% of bacteria
329	pcs	46	Soft Broom (Tambo) 200g minimum, heavy duty
330	pack	56	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)
331	packs	12	Specialty board, short 8-1/2 x 11, 120 gsm, blue (10pcs/pack)
332	pack	5	Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)
333	packs	5	Specialty paper Dynamics 8-1/2x13 220gsm Pearl
334	packs	3	Specialty Paper Dynamics 8-1/2x13 220gsm Skytone
335	pack	17	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)
336	pack	10	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light blue (10pcs/pack)
337	pack	17	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)
338	pack	13	Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack
339	pcs	8	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole
340	roll	12	Stamping foil, Gold
341	pieces	2	Stamping Pad size 2
342	pieces	2	Stamping Pad size 4
343	pieces	13	Staple wire remover
344	piece	3	Staple wire remover, Plier type, Metal
345	boxes	20	Staple Wire No. 35-5M Leg Length 6mm (1/4")
346	boxes	15	Staple Wire, #10
347	boxes	241	Staple Wire, #35
348	box	8	Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box
349	box	7	Staple wire, 1215FA-H, 90-140 sheets, 1000 staples per box
350	box	8	Staple wire, 1217FA-H, 120-160 sheets, 1000 staples per box
351	piece	4	Stapler Flat clinch Standard Half strip
			SPECIFICATIONS
			- Product name: HD-50F
			- Staples:24/6(No.3), 26/6(No.35)

			- Stapling capacity:30 sheets(64gsm) / 24 sheets(80gsm)
			- Loading capacity:50 staples(24/6), 100 staples(26/6)
			- Dimensions: W40 x D135 x H60(mm)
			- Weight(Net): 270g
			- Insertion depth: 47mm
			- Carton Quantity:1/5/50
			- Product Color: Black or Dark Blue
			- Built-in staple remover.
			<b>FEATURES</b>
			<i>Flat Clinch</i>
			<i>Enable to bend the staple ends flat without deforming the clinched staple. Papers stack neatly and evenly.</i>
			<i>Ergonomic design</i>
			<i>Comfortable rubber surface is a perfect fit for any gripping style.</i>
352	pc	41	<b>Stapler, HD No.35</b>
353	pieces	2	<b>Stapler, HD-# 10</b>
354	pcs	13	<b>Steno Pads (Various colors)</b>
			■*80 GSM * 8" X 6"
			■*200 PAGES- FRONT & BACK (100 SHEETS)
			■*Ideal for jotting down quick notes and stenography on the spot.
			■*Provides quality material for collegiate, legal, journalistic, and business environments, when transcribing lectures and meetings.
			■*The size is optimal for writing either handheld or on a desk with maximized space efficiency
355	piece	37	<b>Stick Broom (tingting) 6" fr the top, approx 370 pcs</b>
356	pack	8	<b>Sticker Paper, high gloss A4 size, 50 sheets/pack</b>
357	pack	53	<b>Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack</b>
			■Sticky Flags Suitable For/As:
			■Indexing Tab
			■Highlighting
			■Marking
			■Repositionable
			■One end straight-cut, One end arrow-shaped
			■Can be used to show/indicate where to attach signature

358	pads	79	<b>Sticky Note, 2 x 3, Yellow</b>
359	pads	34	<b>Sticky Note, 3 x 3, Yellow</b>
360	pads	19	<b>Sticky Note, 3 x 4, Yellow</b>
361	pads	25	<b>Sticky Note, 3 x 5, Yellow</b>
362	pieces	60	<b>String Doormat/Rug/Basahan</b>
			■ <i>Product Description</i>
			■ <i>Size (LxW): 21 x 15 inch</i>
			■ <i>Rugs in assorted printed colors and designs</i>
			■ <i>Handy made with high quality</i>
			■ <i>Cotton</i>
363	dozen	2	<b>Table Fork, Stainless steel, 1 doz</b>
364	dozen	2	<b>Table Spoon, Stainless steel</b>
365	pcs	4	<b>Tape Dispenser, 1" tape, big core, any color</b>
366	rolls	178	<b>Tape, Double Sided, 1" x 10m</b>
367	rolls	38	<b>Tape, Double Sided, 2" x 10m</b>
368	rolls	27	<b>Tape, Double Sided, 3/4" x 10m</b>
369	rolls	65	<b>Tape, Duct, 2" x 25m, Black/Grey</b>
370	rolls	8	<b>Tape, Magic, 12mm x 50m</b>
371	rolls	190	<b>Tape, Masking, 1" x 25 yards</b>
372	rolls	65	<b>Tape, Masking, 1/2" x 25 yards</b>
373	rolls	31	<b>Tape, Masking, 2" x 25 yards</b>
374	rolls	6	<b>Tape, Masking, 3" x 25 yards</b>
375	rolls	37	<b>Tape, Masking, 3/4" x 25 yards</b>
376	rolls	35	<b>Tape, Packaging, 2" x 100 yards, Clear</b>
377	rolls	31	<b>Tape, Packaging, 2" x 100 yards, Tan</b>
378	rolls	71	<b>Tape, Transparent, 12mm x 50m</b>
379	rolls	49	<b>Tape, Transparent, 24mm x 50m</b>
380	boxes	30	<b>Thumb Tacks, Small Box</b>
381	pack	292	<b>Tissue, Bathroom, 2 Ply, 12rolls/pack</b>
382	btls	24	<b>Toilet Bowl and Urinal Cleaner, at least 500mL</b>
383	gal	11	<b>Toilet Bowl Cleaner, at least 1 gallon</b>
384	btl	13	<b>Toilet Bowl Cleaner, at least 1 liter</b>
385	btl	7	<b>Toilet Bowl Cleaner, at least 500ml</b>
386	set	21	<b>Toilet Brush with Holder</b>
387	pack	11	<b>Transparency Film, A4, 100pcs/pack</b>
388	rolls	39	<b>Transparent Tape (1")</b>
389	rolls	8	<b>Transparent Tape (2")</b>
390	pack	21	<b>Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black</b>
391	pack	15	<b>Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black</b>

392	pack	17	<b>Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black</b>
393	piece	1	<b>Trash bins (with color coded cover) 55L (blue)</b>
394	piece	1	<b>Trash bins (with color coded cover) 55L (green)</b>
395	piece	1	<b>Trash bins (with color coded cover) 55L (yellow)</b>
396	pc	1	<b>Wall Clock</b>
			☐Diameter: 215 mm
			☐Weight: 250 g
			☐Depth: 40 mm
			☐Display: Analog
			☐Battery Type: AA
			☐Case Material: Plastic
			☐Shatterproof
397	pc	5	<b>Water Dipper (Tabo)</b>
398	pc	1	<b>Wet and dry vacuum cleaner</b>
399	pcs	2	<b>Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame</b>
400	pcs	1	<b>Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame</b>
401	pcs	1	<b>Whiteboard, Wall Mount, 4' x 8', w/ aluminum frame</b>
402	packs	10	<b>Pie Box</b>
			☐Pre-Formed Pie Box
			☐Packing: 20 pcs/pack
			☐Size: 10" x 10" x 1½"
			☐Color: White
403	rolls	2	<b>Wax Paper, at least 23m x 30cm</b>



## ***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 Six Hundred Thirty Thousand Eight Hundred Nineteen Pesos (PhP 630,819.00)*;  
**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 Six Hundred Thirty Thousand Eight Hundred Nineteen Pesos (PhP 630,819.00)* and the largest of these similar contracts must be equivalent to at least half of the said aggregate amount or *at least Three Hundred Fifteen Thousand Four Hundred Nine and 50/100 Pesos (PhP 315,409.50)*; **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; **and**
- ☐ (j) Schedule of Requirements/production and delivery schedule; **and**
- ☐ (k) Manpower requirements; **and**
- ☐ (l) After-sales service/parts; **and**

- ☐ (m) 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

- ☐ (n) 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**
- ☐ (o) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) – at least equal to ABC (**PhP 2,523,276.00**);  
**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 252,327.60**).

**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 [jessamine.ecleo@vsu.edu.ph](mailto:jessamine.ecleo@vsu.edu.ph) before the deadline (December 9, 2021; 1:30 PM).



**VISAYAS**  
STATE UNIVERSITY

