



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-22-30)

Government of the Republic of the Philippines

**July 4, 2022; 2:00 PM
PPO Conference Room, VSU, Visca, Baybay City, Leyte
and via Zoom**

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

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, STF, TF* intends to apply the sum of *Nine Hundred Eighty-Five Thousand Nine Hundred Seventy-One Pesos (PhP 985,971.00)* being the ABC to payments under the contract for *Supply and Delivery of Office and Janitorial Supplies and Other General Merchandise Products (GOODS-22-30)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The *Visayas State University*, through the *GF, STF, TF* 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 (Pesos)	Total ABC (Pesos)
1	4 Layer File Tray (Office Organizer)	unit	8	300.00	2,400.00
	☐ Folder Storage Box				
	☐ Date Document Storage Shelf				
	☐ Product Color: Black				
	☐ Product Description:				
	◀All Metal material				
	◀Firm				
	◀Durable				
	☐ Easy to assemble				
	☐ Not easy to shake				
	☐ Hollow out design				
	☐ Ventilated and Dry				
	☐ Not easy to accumulate dust				
2	7 in 1 set Office Supplies Organizer	unit	2	300.00	600.00
	☐ Packing: 1 x 1pc storage rack				
	☐ Color: black				
	☐ Size: 22cm x 14cm x 12.7cm				
	☐ Material: stainless steel + metal mesh				
	☐ Design: 7in1 metal grid with drawer				
	☐ Suitable for: pens, school supplies, cosmetics, remote control, etc.				
	☐ Features:1. With classification, finishing functions2. Simple and Beautiful3. Suitable for Offices, Schools, Factories, etc.4. Large Capacity5. Multi-functional6. Can Put Pens, Cards, etc.				
3	A4 Matte Photo Paper	packs	15	70.00	1,050.00
	☐ 20 sheets per pack; 140 gsm; double-				

	side;				
4	Absorbent Cotton, 400 g;	packs	3	300.00	900.00
5	Acetate, transparent, gauge #4, approx. 50m/roll	rolls	2	1,400.00	2,800.00
6	Acetate, transparent, gauge #8, approx. 50m/roll	rolls	5	2,940.00	14,700.00
7	Acetate, transparent, gauge #3, approx. 50m/roll	rolls	1	880.00	880.00
8	Acetate, transparent, gauge #6, approx. 50m/roll	rolls	1	1,525.00	1,525.00
9	Acetate, transparent, gauge #6, approx. 50m/roll	rolls	1	2,050.00	2,050.00
10	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	34	192.00	6,528.00
11	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	25	220.00	5,500.00
12	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	11	250.00	2,750.00
13	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	16	600.00	9,600.00
14	Alcohol, Ethyl, 70% solution, 500mL	btls	148	125.00	18,500.00
	■ 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				
15	Alcohol, Ethyl, 75% solution, 1 gallon	gallon	4	480.00	1,920.00
16	Alcohol, Isoprophyl, 90% solution	gallon	3	600.00	1,800.00
17	Alcohol, Isopropyl, 70% solution, 500mL	btls	62	140.00	8,680.00
18	Alcohol, Rubbing, 70% Isoprophyl, 1ltr.	btls	22	200.00	4,400.00
19	Anti-Slip Checkered Plate Rubber Matting with Backing	sq.m.	200	250.00	50,000.00
20	Apron, Plastic, for Adult	pc	5	120.00	600.00
21	Basin, Utility, Durable Plastic, Size: at least 15cm depth x 40.5cm diameter, any Color	pcs	50	205.00	10,250.00
22	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	32	60.00	1,920.00
23	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	30	125.00	3,750.00
24	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	pack	4	785.00	3,140.00
25	Binder Clip, 1.5", black	pcs	51	7.50	382.50
26	Binder Clip, 2", black	pcs	31	8.50	263.50
27	Binder Clip, 2-inch, 12 pcs/box	boxes	26	100.00	2,600.00

	- Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black				
28	Birdseye Cotton Lampin, Size: 24x27 in, (Set of 6pcs)	pack	5	150.00	750.00
29	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	24	450.00	10,800.00
30	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	1	420.00	420.00
31	Broom, Soft (Tambo), Large, Heavy Duty	pcs	25	250.00	6,250.00
32	Broom, Stick Broom, Tukog	pc	32	35.00	1,120.00
	■ Good Quality Broom Stick				
	■ Approx. 370pcs per stick bundle				
33	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	unit	10	530.00	5,300.00
34	Cartolina, US, Black, at least 160gsm	pcs	12	14.00	168.00
35	Cartolina, US, Blue, at least 160gsm	pcs	52	14.00	728.00
36	Cartolina, US, Green, at least 160gsm	pcs	2	14.00	28.00
37	Cartolina, US, Light Blue, at least 160gsm	pcs	4	14.00	56.00
38	Cartolina, US, Light Green, at least 160gsm	pcs	3	14.00	42.00
39	Cartolina, US, Neon Pink, at least 160gsm	pcs	3	14.00	42.00
40	Cartolina, US, Orange, at least 160gsm	pcs	3	14.00	42.00
41	Cartolina, US, Pink, at least 160gsm	pcs	6	14.00	84.00
42	Cartolina, US, Red, at least 160gsm	pcs	3	14.00	42.00
43	Cartolina, US, Violet, at least 160gsm	pcs	2	14.00	28.00
44	Cartolina, US, White, at least 160gsm	pcs	33	14.00	462.00
45	Cartolina, US, Yellow, at least 160gsm	pcs	3	14.00	42.00
46	Cartolina, Vellum, Gold, at least 180gsm	pcs	1	35.00	35.00
47	Cartolina, Vellum, White, at least 180gsm	pcs	28	35.00	980.00
48	Certificate Holder (A4)	pcs	90	64.00	5,760.00
49	Chlorine Granules, 1kg/pack	packs	4	85.00	340.00
50	Class Record (School Register), Long, DepEd (K-12)	pcs	63	60.00	3,780.00
51	Cleaner, Glass, 500mL, spray type, any scent	btls	27	200.00	5,400.00
52	Cleaner, Glass, 500mL, spray type, any scent	btls	6	198.00	1,188.00
53	Cleanser, Powder, 500g, any scent	btls	11	76.00	836.00
54	Clear Book (Display Book), Refillable, Legal, 20 shts, any color	pcs	1	78.00	78.00
55	Clear Book Refills, Legal (10pcs/set)	sets	2	42.00	84.00
56	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	1	222.00	222.00

57	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	60	28.00	1,680.00
58	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	81	46.00	3,726.00
59	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	64	70.00	4,480.00
60	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	2	55.00	110.00
61	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	boxes	3	76.00	228.00
62	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	boxes	2	143.00	286.00
63	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box	boxes	2	192.00	384.00
64	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	62	30.00	1,860.00
65	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	75	14.00	1,050.00
66	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;				
67	Color Paper A4	pack	3	200.00	600.00
	Color A4 paper size: 297mm x 210mm,thickness: 10mm, packing: 100 sheets/pack.The 10 colors A4 paper have yellow, lilac, pink, red, light green, dark green, light yellow, orange, dark blue, light blue.				
68	Computer/Paint Brush, 1.5"	piece	5	25.00	125.00
69	Columnar Pad, 10 columns (14 x 17)	pcs	8	84.00	672.00
70	Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml	pack	22	150.00	3,300.00
71	Continuous Forms, Bond 20, 11 x 14-7/8, 2 Ply	boxes	2	2,910.00	5,820.00
72	Continuous Forms, Bond 20, 11 x 9-1/2, 1 Ply	boxes	6	1,372.00	8,232.00
73	Continuous Forms, Bond 20, 13 x 9-1/2, 2 Ply	boxes	2	2,495.00	4,990.00
74	Continuous Forms, Carbonless, 11 x 14-7/8, 2 Ply	boxes	5	1,855.00	9,275.00
75	Continuous Forms, Carbonless, 11 x 9-1/2, 2 Ply	boxes	3	1,270.00	3,810.00
76	Continuous Forms, Carbonless, 13 x	boxes	8	1,484.00	11,872.00

	9-1/2, 2 Ply				
77	Correction Pen, rolling ball-metal tip	pc	12	220.00	2,640.00
78	Correction Tape, 10 meters	pcs	4	32.00	128.00
79	Correction Tape, 8m x 5mm wide	pc	100	40.00	4,000.00
80	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
81	Cutter, Big, Plastic (Ordinary), w/ lock	pcs	2	30.00	60.00
82	Datafiler	pc	21	250.00	5,250.00
	■ 23cm H x 14cm W x 44cm D				0.00
83	Date stamp, 10 years advance or more	pcs	2	195.00	390.00
84	Deodorizer (Paradichlorobenzene) Lemon, Refill 100g	pcs	7	50.00	350.00
85	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm	pcs	3	500.00	1,500.00
86	Detergent Soap, Powder, 500g, with antibacterial	packs	6	60.00	360.00
87	Dishwashing Liquid Soap, Refill 350ml	pack	11	120.00	1,320.00
	Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml				
88	Disinfectant Cleaner, multi-surface, scented	gal	5	420.00	2,100.00
89	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	2	300.00	600.00
90	Dust pan, plastic, stand-up handle, large	pc	3	140.00	420.00
91	Dust pan, plastic, stand-up handle, small	pc	9	75.00	675.00
92	Duster, Feather	pcs	1	45.00	45.00
93	Duster, Feather	pcs	1	56.00	56.00
94	Empty Water Bottle (5 gallon), round, blue	pc	2	190.00	380.00
95	envelope for elementary report cards	pcs	150	1.50	225.00
96	Envelope, brown, 6 x 9, for report card	pcs	120	1.50	180.00
97	Envelope, Brown, long, good quality	pcs	10	5.00	50.00
98	Envelope, brown, ordinary, A4 size	pcs	76	10.00	760.00
99	Envelope, Document, Brown, 150 lbs, Long	pc	125	7.00	875.00
100	Envelope, Document, Brown, 150 lbs, Short	pc	1565	5.00	7,825.00
101	Envelope, Expanding, Kraft board, w/ garter tie, Legal	pcs	20	14.00	280.00
102	Envelope, Expanding, plastic, A4	pc	10	26.00	260.00
103	Envelope, Expanding, Plastic, Long, with Handle	pcs	4	100.00	400.00
104	Envelope, Expanding, with garter tie,	pc	170	15.00	2,550.00

	blue, long				
105	Envelope, Expanding, with garter tie, brown, long	pc	18	15.00	270.00
106	Envelope, Expanding, with garter tie, brown, short	pc	30	11.00	330.00
107	Envelope, Expanding, with garter tie, green, long	pc	95	15.00	1,425.00
108	Envelope, Mailing, white, long, 500pcs/box	box of 50's	3	395.00	1,185.00
109	EPSON INK btl 664 black	btl	20	500.00	10,000.00
110	Eraser, Rubber, high quality	pc	1	45.00	45.00
111	Eraser, whiteboard, magnetic flannel	pc	33	60.00	1,980.00
112	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	10	330.00	3,300.00
113	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	11	150.00	1,650.00
114	Facial Tissue 3-Ply 260 Pulls, 8pcs per pack	packs	1	150.00	150.00
115	Fastener, Paper, plastic, 50 sets/box	boxes	87	38.00	3,306.00
116	First Aid Box or Medicine Cabinet	pc	1	800.00	800.00
	Wall mounted				
	Material: Plastic				
	Color: Red and white combination				
	Cabinet style with easy open hook				
	With transparent plastic door				
	High quality plastic				
	At least 36 x 29 x11 cm in dimension				
117	Floor Mop, plastic, with handle, heavy duty	pieces	14	250.00	3,500.00
118	Floor Mop with wooden handle, heavy duty	pcs	5	240.00	1,200.00
119	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	7	290.00	2,030.00
120	Folder, Brown, Long Size 8.5x13"	pcs	5	7.00	35.00
121	Folder, Expanded, Long (Light Blue)	pcs	10	20.00	200.00
122	Folder, File, Long, 14pts, White	piece	1838	10.00	18,380.00
123	Folder, File, Short, 14pts, White	piece	120	8.00	960.00
124	Folder, Morocco, Long, w/ plastic binder, Blue	pieces	10	18.00	180.00
125	Folder, Morocco, Long, w/ plastic binder, Light Blue	pieces	12	18.00	216.00
126	Folder, Ordinary, A4	pcs	419	7.00	2,933.00
127	Folder, Pressboard, Long, Brown with Plastic cover	pcs	10	20.00	200.00
128	Folder, Pressboard, US, Blue, Long	pieces	170	30.00	5,100.00
129	Folder, Pressboard, US, Blue, Short	piece	20	29.00	580.00
130	Folder, Pressboard, US, Green, Long	pcs	321	30.00	9,630.00
131	Folder, Pressboard, US, Green, Short	pcs	15	29.00	435.00
132	Folder, Pressboard, US, Yellow, Long	pieces	80	30.00	2,400.00


133	Folder, Sliding, Plastic, w/ Binder, A4, Transparent	piece	66	10.00	660.00
134	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	75	10.00	750.00
135	Folder, Sliding, Plastic, w/ binder, Short, transparent	pcs	15	9.00	135.00
136	Gel Ink Sign Pen 0.5, black	pcs	10	25.00	250.00
137	Gel Ink Sign Pen 0.5, blue	pcs	74	25.00	1,850.00
138	Gel Ink Sign Pen 0.5, red	pcs	10	25.00	250.00
139	Glue Stick, All-purpose, at least 21g	pcs	3	55.00	165.00
140	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	19	78.00	1,482.00
141	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	4	495.00	1,980.00
142	Glue, White, All-purpose, 1 gallon	gallons	2	510.00	1,020.00
143	Gum label, sticker type	pc	1	200.00	200.00
	Sticker size: 50x25mm				
	color: white				
144	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	23	120.00	2,760.00
145	Hand Sprayer, plastic, 150 ml cap.	pieces	6	100.00	600.00
146	Hand Sprayer, plastic, 300 ml cap.	pieces	12	150.00	1,800.00
147	Hand Towel, cloth, cotton, 12 pcs/pack	piece	11	258.00	2,838.00
148	Hand Towel, cloth, cotton	piece	50	35.00	1,750.00
149	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	60	78.00	4,680.00
150	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	5	70.00	350.00
151	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	15	65.00	975.00
152	Ink, EPSON T9481 XL for WF-C878R Printer, Black	tube	2	1,500.00	3,000.00
153	Ink, EPSON T9481 XL for WF-C878R Printer, Cyan	tube	2	1,500.00	3,000.00
154	Ink, EPSON T9481 XL for WF-C878R Printer, Magenta	tube	2	1,500.00	3,000.00
155	Ink, EPSON T9481 XL for WF-C878R Printer, Color Yellow	tube	1	1,500.00	1,500.00
156	Ink, Refill, for Permanent Marker, Black, 30mL	btls	12	115.00	1,380.00
157	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	3	115.00	345.00
158	Ink, Refill, for Permanent Marker, Green, 30mL	btls	5	115.00	575.00
159	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	62	165.00	10,230.00
160	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	7	165.00	1,155.00
161	Ink, Refill, for Whiteboard Marker, Red, 30mL	btls	7	165.00	1,155.00

162	Ink. EPSON T9481 XL for WF-C878R Printer, Yellow	tube	1	1,500.00	1,500.00
163	J Handle Umbrella Black 23 inches	pcs	14	250.00	3,500.00
164	Laminating Film, A4, 100 shts/box, 250 microns	box of 50's	3	1,430.00	4,290.00
165	Laminating Film, Short, 100 shts/box, 250 microns	box of 50's	1	1,640.00	1,640.00
166	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	15	140.00	2,100.00
167	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)	pcs	5	140.00	700.00
168	Liquid Hand Soap	gallon	22	500.00	11,000.00
169	Liquid Hand Soap	gallon	2	350.00	700.00
170	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	104	195.00	20,280.00
171	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	99	100.00	9,900.00
172	MAGAZINE BOX SINGLE LONG	box of 50's	50	250.00	12,500.00
	Specification				
	Single				
	Long				
	Hardbound				
	Color: Blue				
173	Masking Tape, 1"	rolls	30	60.00	1,800.00
174	Match, 10 pcs set	pack	1	65.00	65.00
175	Memo Notebooks, 80 leaves	pieces	5	29.00	145.00
176	Mop Rug, Heavy Duty, 100% cotton	pieces	6	90.00	540.00
177	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, beige	ream	1	450.00	450.00
178	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, light blue	ream	2	450.00	900.00
179	Mouse Pad, Rubber	pad	4	250.00	1,000.00
	■ Size: Small (200x250mm)				
	■ Color: Black/ Dark Blue				
180	Multi-Insect Killer Spray, 250mL	tubes	2	200.00	400.00
181	Multi-Insect Killer Spray, 600mL	tubes	2	600.00	1,200.00
182	Multi-Purpose Glue, 1000g	btL	1	450.00	450.00
183	Multi-Purpose Glue, 130 g	btL	25	60.00	1,500.00
184	Muriatic Acid concentrated scented	gal	12	350.00	4,200.00
185	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	20	25.00	500.00
186	Net bags, fish net, 13" x 13"	pc	111	19.00	2,109.00
187	Note Pad, 3" x 3", post-it, assorted colors	pads	15	35.00	525.00

188	Note Pad, 4" x 5" , post-it, assorted colors	pads	13	40.00	520.00
189	Notebook, spiral, 80 leaves	pieces	15	26.00	390.00
190	Nylon, #300, for grass cutter	kl	15	450.00	6,750.00
191	Oil, for typewriter, all purpose, 130 ml	btls	1	180.00	180.00
192	Paper Board, 180gsm White LONG, 50sheets per packs	pack	6	250.00	1,500.00
193	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box	box of 50's	30	25.00	750.00
194	Paper Cutter HD, size 15x12", brown	pieces	1	900.00	900.00
195	Paper, Bond, Long, S-20, 70 gsm	reams	174	286.00	49,764.00
	bright white, high premium quality				
196	Paper, Bond, Long, S-24, 80 gsm	reams	184	328.00	60,352.00
	bright white, high premium quality				
197	Paper, Bond, Short, S-20, 70 gsm	reams	20	245.00	4,900.00
	bright white, high premium quality				
198	Paper, Bond, Short, S-24, 80 gsm	reams	75	277.00	20,775.00
	bright white, high premium quality				
199	Paper Construction Green 8.5 x 13"	pcs	50	50.00	2,500.00
200	Paper Construction Pink 8.5 x 13"	pcs	50	50.00	2,500.00
201	Paper Construction, Gold 8.5 x 13"	pcs	50	50.00	2,500.00
	20 Sheets;				
202	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	unit	2	2,550.00	5,100.00
203	Paper Cutter, wood, A4 size	piece	2	625.00	1,250.00
204	Paper Roll, A0 size	rolls	2	1,500.00	3,000.00
	Large Format 3-Inch 880*150 M A0 Engineering Copy Paper Large Roll 90 gsm;				
205	Paper, Bond, A3, S-24, 80 gsm	reams	6	580.00	3,480.00
	bright white, high premium quality;				
206	Paper, Double sided matte, 80 gsm, A4	pack	50	150.00	7,500.00
	Paper quality: Double-sided matte				
	80 gsm				
	Size: A4 (210 mm x 297mm)				
	Suitable for all inkjet printers				
	Brilliant image quality				
	20 sheets per pack				
207	Paper, Felt, 27" x 21", Black	pieces	5	45.00	225.00
208	Paper, Fluorescent green 18 x 24	pieces	1	30.00	30.00
209	Paper, Fluorescent white 18 x 24	pieces	1	30.00	30.00
210	Paper, Laid 8 x 11 90gsm Diamond White	boxes	1	850.00	850.00
211	Paper, Laid 8 x 13 90gsm Ivory	boxes	1	1,415.00	1,415.00
212	Paper, Manila	pcs	50	6.00	300.00
213	Paper, Mimeo, GW, Long, S-18	reams	45	190.00	8,550.00
214	Paper, Mimeo, WW, A4, S-20	ream	10	220.00	2,200.00
215	Paper, Mimeo, WW, Long, S-18	reams	20	218.00	4,360.00

216	Paper, Mimeo, WW, Long, S-20	reams	10	228.00	2,280.00
217	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	28	250.00	7,000.00
218	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	10	75.00	750.00
219	Paper, Specialty 200gsm 8-1/2x11, 10s, Nashville	packs	2	38.00	76.00
220	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	50	38.00	1,900.00
221	Paper, Towel, Interfolded , 1 ply, 175 pulls	pack	6	75.00	450.00
222	Pen, Permanent Marker, black, broad tip	pieces	55	60.00	3,300.00
223	Pen, Permanent Marker, black, fine tip	pieces	58	60.00	3,480.00
224	Pen, Permanent Marker, blue, broad tip	pieces	10	60.00	600.00
225	Pen, Permanent Marker, blue, fine tip	pieces	65	60.00	3,900.00
226	Pen, Permanent Marker, red, fine tip	pieces	2	60.00	120.00
227	Pen, Ball-tip, black	pieces	87	10.00	870.00
228	Pen, Ball-tip, blue	pieces	534	10.00	5,340.00
229	Pen, Ball-tip, red	pieces	55	10.00	550.00
230	Pen, Highlighter, orange	pieces	9	46.00	414.00
231	Pen, Highlighter, violet	pieces	3	47.00	141.00
232	Pen, Highlighter, yellow	pieces	11	45.00	495.00
233	Pen, Highlighting, asstd color	pcs	17	25.00	425.00
234	Pen, Sign, .5mm, Gel-type, Black	piece	70	35.00	2,450.00
235	Pen, Sign, .5mm, Gel-type, Blue	piece	307	35.00	10,745.00
236	Pen, Sign, .5mm, Gel-type, Red	piece	50	35.00	1,750.00
237	Pen, Whiteboard Marker, red	pieces	39	50.00	1,950.00
238	Pen, Whiteboard Marker, black	pieces	181	50.00	9,050.00
239	Pen, Whiteboard Marker, blue	pieces	48	50.00	2,400.00
240	Pen, Wyteboard Marker Fine Tip (Green)	pieces	24	65.00	1,560.00
241	PENCIL #2 MEDIUM YELLOW 12/BOX	Box of 12's	6	120.00	720.00
	■ Attr: Pencil Medium #2 with black lead				
	■ Color: Yellow				
	■ Packaging Size: 12 pencils per box				
242	Pencil, Lead, #2, w/ eraser	pieces	126	10.00	1,260.00
243	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	6	35.00	210.00
244	Plastic bag (sando bag) 100pcs/pack large	pack	12	95.00	1,140.00
245	Plastic bag (sando bag), jumbo size, 100 pcs/back	pack	6	135.00	810.00
246	Plastic bag (sando bag)100 pc./pack medium	pack	5	65.00	325.00
247	Plastic Pail, 5L capacity	pc	10	28.00	280.00
248	Post it	pieces	165	20.00	3,300.00
249	Puncher, 2 holes, heavy duty	pieces	6	155.00	930.00

250	Puncher, Heavy Duty	pieces	6	450.00	2,700.00
251	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	2	750.00	1,500.00
252	Rag, (for cleaning & wiping)	pieces	6	5.00	30.00
253	Rags, large, good quality, size 24"x15", water absorbent	pcs	10	40.00	400.00
254	Raincoat, Jack and Pants	set	1	500.00	500.00
	HIGH QUALITY RAINCOAT, KAPOTE TERNO JACKET AND PANTS, REFLECTORIZED FRONT AND BACK VULCANIZE STITCH WITH BAG (MAKAPAL PVC MADE), Size: Large				
255	Ready-Made Curtain (RMC), Cream color	pc	17	450.00	7,650.00
	■ 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				
256	Record Book, 200 Pages	piece	28	90.00	2,520.00
257	Record Book, Big, 300 pages	pcs	51	80.00	4,080.00
258	Record Book, Big, 500 pages	pcs	46	115.00	5,290.00
259	Ribbon, Typewriter, black	rolls	2	45.00	90.00
260	Ring Binder, plastic, 10mm, 3/8" black	pieces	15	10.00	150.00
261	Ring Binder, plastic, 14mm, 9/16" black	pieces	15	15.00	225.00
262	Ring Binder, plastic, 20mm, 3/4" black	pieces	10	22.00	220.00
263	Ring Binder, plastic, 22mm, 7/8" black	pieces	10	27.00	270.00
264	Ring Binder, plastic, 38mm, 1-1/2" black	pieces	13	46.00	598.00
265	Ring Binder, plastic, 6mm, 1/4" black	pieces	10	8.00	80.00
266	Ring Binder, plastic, 8mm, 5/16" black	pieces	15	8.00	120.00
267	Ring Binder, plastic, 12mm, 1/2" black	pieces	10	12.00	120.00
268	Ring Binder, plastic, 14mm, 5/8" black	pieces	10	18.00	180.00
269	Rollerball sign Pen (blue)	box of 50's	1	800.00	800.00
	■ 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				
270	Rolled Paper Towel, 2 plys good qlyt (Jumbo Towel)	rolls	18	88.00	1,584.00
	■ 2 Ply				
	■ at least 70 pulls or 140 Sheets				
	■ Sheet size: at least 275mm x 230mm				
	■ No artificial whiteners & elemental chlorine				
271	Rolling rash bin with handle & side step pedal to open, 240L	unit	3	4,468.00	13,404.00
272	Rubber Mat	meter	4	175.00	700.00
	■ Material: PVC				
	■ Size (W x L): 30 x 150 cm or 11.81 x 59.05 inches				
	■ One (1) roll non-slip mat				
273	Rubberband, #18, 350 gms/box	boxes	8	270.00	2,160.00
274	Ruler, Plastic, 24"	pieces	8	35.00	280.00
275	Scissors, 6" heavy duty, good quality	piece	6	68.00	408.00
276	Scissors, 8" heavy duty, good quality	pieces	14	75.00	1,050.00
277	School Register, big, Secondary	pieces	50	65.00	3,250.00
278	Scouring Pad, big economy size, good quality	pieces	11	50.00	550.00
279	Scrub Sponge, Heavy Duty	pcs	10	60.00	600.00
	■ Size: at least 100mm x 75mm x 30mm				
280	Sealing film, 4" x 125 "	rolls	1	2,000.00	2,000.00
281	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink, good quality	pieces	13	90.00	1,170.00
					
282	Sign pen, Fine Tech, 0.3mm. blue	pieces	10	30.00	300.00
283	Soap, Detergent, Bar, at least 350g, any scent	bar	30	38.00	1,140.00
284	Soap, Detergent, Liquid, 1 gal, any scent	gal	5	350.00	1,750.00
285	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	36	105.00	3,780.00
286	Soap, Dishwashing, Liquid, 250mL	btls	43	150.00	6,450.00
287	Soap, Hand, 60g per pack	Sachet	15	25.00	375.00
288	Soap, hand, liquid, 250 ml, pump type	btls	27	135.00	3,645.00
289	Soap, Toilet, guest size	pieces	8	15.00	120.00
290	Soap, Toilet, regular size	pieces	11	35.00	385.00
	at least 60 grams				
	eliminates at least 99% of bacteria				
291	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	24	220.00	5,280.00

292	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	pack	15	85.00	1,275.00
293	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)	pack	60	65.00	3,900.00
294	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)	pack	5	65.00	325.00
295	Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack	pack	50	85.00	4,250.00
296	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	5	1,500.00	7,500.00
297	Staple wire remover	pieces	4	40.00	160.00
298	Staple wire remover, Plier type, Metal	piece	3	100.00	300.00
299	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	5	80.00	400.00
300	Staple Wire, #35	boxes	52	30.00	1,560.00
301	Stapler, HD No.35	pc	10	350.00	3,500.00
302	Stapler Flat clinch Standard Half strip	piece	1	700.00	700.00
	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.				
303	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	1	1,500.00	1,500.00
	210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth;				
304	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	22	40.00	880.00
305	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	75	40.00	3,000.00
	☑ 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				
306	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	5	155.00	775.00
307	Sticky Note, 2 x 3, Yellow	pads	54	79.00	4,266.00
308	Sticky Note, 3 x 3, Yellow	pads	29	84.00	2,436.00
309	Sticky Note, 3 x 4, Yellow	pads	16	140.00	2,240.00
310	Sticky Note, 3 x 5 Colored	pads	16	50.00	800.00
311	Sticky Note, 3 x 5, Yellow	pads	5	150.00	750.00
312	String Doormat/Rug/Basahan	pieces	57	100.00	5,700.00
	■ Product Description				
	■ Size (LxW): 21 x 15 inch				
	■ Rugs in assorted printed colors and designs				
	■ Handy made with high quality				
	■ Cotton				
313	Table Fork, Stainless steel, 1 doz	dozen	1	205.00	205.00
314	Table Spoon, Stainless steel	dozen	1	205.00	205.00
315	Tape Dispenser, 1" tape, big core, any color	pcs	6	115.00	690.00
316	Tape, Double Sided, 1" x 10m	rolls	26	35.00	910.00
317	Tape, Double Sided, 2" x 10m	rolls	14	70.00	980.00
318	Tape, Double Sided, 3/4" x 10m	rolls	20	26.00	520.00
319	Tape, Duct, 2" x 25m, Black/Grey	rolls	4	180.00	720.00
320	Tape, Magic, 24mm x 50m	rolls	2	357.00	714.00
321	Tape, Masking, 1" x 25 yards	rolls	33	48.00	1,584.00
322	Tape, Masking, 1/2" x 25 yards	rolls	51	25.00	1,275.00
323	Tape, Masking, 2" x 25 yards	rolls	8	95.00	760.00
324	Tape, Masking, 3" x 25 yards	rolls	4	143.00	572.00
325	Tape, Masking, 3/4" x 25 yards	rolls	5	36.00	180.00
326	Tape, Packaging, 2" x 100 yards, Clear	rolls	4	55.00	220.00
327	Tape, Transparent, 12mm x 50m	rolls	17	68.00	1,156.00
328	Tape, Transparent, 24mm x 50m	rolls	42	120.00	5,040.00
329	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	152	204.00	31,008.00
330	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	13	125.00	1,625.00
331	Toilet Bowl Cleaner, at least 1 gallon	gal	2	370.00	740.00
332	Toilet Bowl Cleaner, at least 1 gallon	gal	6	395.00	2,370.00
333	Toilet Bowl Cleaner, at least 1 liter	btl	3	250.00	750.00
334	Toilet Bowl Cleaner, at least 500ml	btl	4	180.00	720.00
335	Toilet Brush with Holder	set	20	180.00	3,600.00
336	Toilet Sprinkler	pcs	10	350.00	3,500.00
337	Transparent Tape (1")	rolls	40	25.00	1,000.00

338	Transparent Tape (2")	rolls	3	40.00	120.00
339	Transparent Ziplock Bags (14 x 20cm)	bags	2	150.00	300.00
340	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	10	40.00	400.00
341	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	5	85.00	425.00
342	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	5	56.00	280.00
343	Wall Clock	pc	3	800.00	2,400.00
	■ Diameter: 215 mm				
	■ Weight: 250 g				
	■ Depth: 40 mm				
	■ Display: Analog				
	■ Battery Type: AA				
	■ Case Material: Plastic				
	■ Shatterproof				
344	Water Dipper (Tabo)	pc	10	45.00	450.00
345	Wax Paper, at least 23m x 30cm	rolls	3	240.00	720.00
346	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	pcs	3	1,680.00	5,040.00
347	Wax, Floor, paste type, colorless, 450g/can	cans	3	170.00	510.00
348	Wireless Microphone	set	1	5,500.00	5,500.00
	Carrier Frequency: UHF 613 - 870MHz				
	Frequency Steadying: -0.002-				
	Modulating Mode: FM				
	Audio Dynamic Range: Over 70 dB				
	Audio Frequency Responses: 100Hz - 15KHz				
	Audio Output Level: 0 - 280mV				
	S/N Ratio: Over 70dB				
	T.H.D: -0.5-				
	Sensitivity: 3uVFor30dBS/N				
	Rebidding (from GOODS-22-19)				
349	4 Layer File Tray (Office Organizer)	unit	1	300.00	300.00
	■ Folder Storage Box				
	■ Date Document Storage Shelf				
	■ Product Color: Black				
	■ Product Description:				
	◀ All Metal material				
	◀ Firm				
	◀ Durable				
	■ Easy to assemble				
	■ Not easy to shake				
	■ Hollow out design				
	■ Ventilated and Dry				
	■ Not easy to accumulate dust				

350	7 in 1 set Office Supplies Organizer	unit	1	300.00	300.00
	■Packing: 1 X 1pc storage rack				
	■Color: black				
	■Size: 22cm x 14cm x 12.7cm				
	■Material: stainless steel + metal mesh				
	■Design: 7in1 metal grid with drawer				
	■Suitable for: pens, school supplies, cosmetics, remote control, etc.				
	■Features:				
	1. With classification, finishing functions				
	2. Simple and Beautiful				
	3. Suitable for Offices, Schools, Factories, etc.				
	4. Large Capacity				
	5. Multi-functional				
	6. Can Put Pens, Cards, etc.				
351	AAA battery charger Compact Charger	pc	1	200.00	200.00
	■Pre-Charged Batteries ready to use				
	■Charges AA or AAA batteries				
	■Alkaline battery detection and auto shut off safety controls				
	■Compact design				
	■Fold away outlet plugs				
352	Acetate, transparent, guage #6, approx. 50m/roll	rolls	1	1,525.00	1,525.00
353	Polyethylene Bag, autoclavable, 10" x 16" x .002	kgs	10	200.00	2,000.00
354	Polyethylene Bag, autoclavable, 3" x 10" x .002	kgs	10	200.00	2,000.00
355	Polyethylene Bag, autoclavable, 8" x 12" x .002	kgs	10	200.00	2,000.00
356	Slide Box (50 divisions)	box	4	300.00	1,200.00
357	Wax Paper, at least 23m x 30cm	rolls	5	240.00	1,200.00
358	Wood Blocks, small (1.25") size	pc	70	25.00	1,750.00
				TOTAL:	985,971.00

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 *13 June – 04 July 2022 until 1:30 PM* from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of One Thousand Pesos (PhP 1,000.00). 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 *June 20, 2022; 2:00 PM* at the *PPO Conference Room, Lower Campus, VSU, Visca, Baybay City, Leyte* and/or through video conferencing or webcasting *via Zoom*, which shall be open to prospective bidders.

Bidders are advised to contact the BAC Secretariat before the scheduled Pre-Bid Conference for the Zoom Meeting ID and Passcode.

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 *04 July 2022 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 *04 July 2022; 2:00 PM* at the *PPO Conference Room, Lower Campus, VSU, Visca, Baybay City, Leyte* and/or *via Zoom*. 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 Zoom Meeting ID and Passcode.

11. The *Visayas State University* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

Ms. Jessamine C. 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

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

13. You may visit the following websites:

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

June 10, 2022



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-22-30*.

The Procurement Project (referred to herein as “Project”) is composed of *358 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 *Nine Hundred Eighty-Five Thousand Nine Hundred Seventy-One Pesos (PhP 985,971.00)*.

2.2. The source of funding is: NGA, the General Appropriations Act, Special Trust Fund, and Trust Fund.

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 *November 3, 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 may be. 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	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. <i>Office Supplies, Janitorial Supplies, General Merchandise Products, or a combination of the foregoing</i> b. completed within two (2) years prior to the deadline for the submission and receipt of bids.
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	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than <i>Nineteen Thousand Seven Hundred Nineteen and 42/100 Pesos (PhP 19,719.42) 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 b. The amount of not less than <i>Forty-Nine Thousand Two Hundred Ninety-Eight and 55/100 Pesos (PhP 49,298.55) or five percent (5%) of ABC</i> if bid security is in Surety Bond.
15	<p>Bidders are requested to submit three (3) copies of its bid – 1 Original, Copy 1, and Copy 2.</p> <p>For filing purposes, the bidders are urged to use Light Green envelopes for its Technical and Financial Component envelopes, including the Mother (outer) Envelope.</p>
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>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery 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="text-align: center;"><i>Ms. Alicia M. Flores</i> <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>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

	<p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ul style="list-style-type: none"> 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 b. in the event of termination of production of the spare parts: <ul style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the 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>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p>

	Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>

	Intellectual Property Rights – 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	unit	8	4 Layer File Tray (Office Organizer)	All Items Should Be Delivered Within 45 Calendar Days From Receipt Of Notice To Proceed And Purchase Order
			☐ Folder Storage Box	
			☐ Date Document Storage Shelf	
			☐ Product Color: Black	
			☐ Product Description:	
			◀All Metal material	
			◀Firm	
			◀Durable	
			☐ Easy to assemble	
			☐ Not easy to shake	
			☐ Hollow out design	
			☐ Ventilated and Dry	
			☐ Not easy to accumulate dust	
2	unit	2	7 in 1 set Office Supplies Organizer	
			☐ Packing: 1 x 1pc storage rack	
			☐ Color: black	
			☐ Size: 22cm x 14cm x 12.7cm	
			☐ Material: stainless steel + metal mesh	
			☐ Design: 7in1 metal grid with drawer	
			☐ Suitable for: pens, school supplies, cosmetics, remote control, etc.	
			☐ Features:1. With classification, finishing functions2. Simple and Beautiful3. Suitable for Offices, Schools, Factories, etc.4. Large Capacity5. Multi-functional6. Can Put Pens, Cards, etc.	
3	packs	15	A4 Matte Photo Paper	
			☐ 20 sheets per pack; 140 gsm; double-side;	
4	packs	3	Absorbent Cotton, 400 g;	
5	rolls	2	Acetate, transparent, gauge #4, approx. 50m/roll	
6	rolls	5	Acetate, transparent, gauge #8, approx. 50m/roll	
7	rolls	1	Acetate, transparent, gauge #3, approx. 50m/roll	
8	rolls	1	Acetate, transparent, gauge #6, approx. 50m/roll	
9	rolls	1	Acetate, transparent, gauge #6, approx. 50m/roll	

10	pcs	34	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent
11	tubes	25	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent
12	btls	11	Alcohol, Isopropyl, 70% solution, 500mL, pump type
13	gallons	16	Alcohol, Ethyl, 70% solution, 1 gallon
14	btls	148	Alcohol, Ethyl, 70% solution, 500mL
			☐ 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
15	gallon	4	Alcohol, Ethyl, 75% solution, 1 gallon
16	gallon	3	Alcohol, Isoprophyl, 90% solution
17	btls	62	Alcohol, Isopropyl, 70% solution, 500mL
18	btls	22	Alcohol, Rubbing, 70% Isoprophyl, 1ltr.
19	sq.m.	200	Anti-Slip Checkered Plate Rubber Matting with Backing
20	pc	5	Apron, Plastic, for Adult
21	pcs	50	Basin, Utility, Durable Plastic, Size: at least 15cm depth x 40.5cm diameter, any Color
22	pcs	32	Bathroom Deodorizer, with holder, at least 100g, any scent
23	pack	30	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack
24	pack	4	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack
25	pcs	51	Binder Clip, 1.5", black
26	pcs	31	Binder Clip, 2", black
27	boxes	26	Binder Clip, 2-inch, 12 pcs/box
			- Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black
28	pack	5	Birdseye Cotton Lampin, Size: 24x27 in, (Set of 6pcs)
29	gallon	24	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL
30	pcs	1	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling

31	pcs	25	Broom, Soft (Tambo), Large, Heavy Duty
32	pc	32	Broom, Stick Broom, Tukog
			■ Good Quality Broom Stick
			■ Approx. 370pcs per stick bundle
33	unit	10	Calculator, desktop-type, 12 digits, 2-way power, plastic keys
34	pcs	12	Cartolina, US, Black, at least 160gsm
35	pcs	52	Cartolina, US, Blue, at least 160gsm
36	pcs	2	Cartolina, US, Green, at least 160gsm
37	pcs	4	Cartolina, US, Light Blue, at least 160gsm
38	pcs	3	Cartolina, US, Light Green, at least 160gsm
39	pcs	3	Cartolina, US, Neon Pink, at least 160gsm
40	pcs	3	Cartolina, US, Orange, at least 160gsm
41	pcs	6	Cartolina, US, Pink, at least 160gsm
42	pcs	3	Cartolina, US, Red, at least 160gsm
43	pcs	2	Cartolina, US, Violet, at least 160gsm
44	pcs	33	Cartolina, US, White, at least 160gsm
45	pcs	3	Cartolina, US, Yellow, at least 160gsm
46	pcs	1	Cartolina, Vellum, Gold, at least 180gsm
47	pcs	28	Cartolina, Vellum, White, at least 180gsm
48	pcs	90	Certificate Holder (A4)
49	packs	4	Chlorine Granules, 1kg/pack
50	pcs	63	Class Record (School Register), Long, DepEd (K-12)
51	btls	27	Cleaner, Glass, 500mL, spray type, any scent
52	btls	6	Cleaner, Glass, 500mL, spray type, any scent
53	btls	11	Cleanser, Powder, 500g, any scent
54	pcs	1	Clear Book (Display Book), Refillable, Legal, 20 shts, any color
55	sets	2	Clear Book Refills, Legal (10pcs/set)
56	pcs	1	Clip Board, Plastic, with PVC Cover, Long, any color
57	boxes	60	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box
58	boxes	81	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box
59	boxes	64	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box

60	boxes	2	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box
61	boxes	3	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box
62	boxes	2	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box
63	boxes	2	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box
64	box of 50's	62	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms
65	boxes	75	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)
66	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;
67	pack	3	Color Paper A4
			Color A4 paper size: 297mm x 210mm, thickness: 10mm, packing: 100 sheets/pack. The 10 colors A4 paper have yellow, lilac, pink, red, light green, dark green, light yellow, orange, dark blue, light blue.
68	piece	5	Computer/Paint Brush, 1.5"
69	pcs	8	Columnar Pad, 10 columns (14 x 17)
70	pack	22	Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml
71	boxes	2	Continuous Forms, Bond 20, 11 x 14-7/8, 2 Ply
72	boxes	6	Continuous Forms, Bond 20, 11 x 9-1/2, 1 Ply
73	boxes	2	Continuous Forms, Bond 20, 13 x 9-1/2, 2 Ply
74	boxes	5	Continuous Forms, Carbonless, 11 x 14-7/8, 2 Ply
75	boxes	3	Continuous Forms, Carbonless, 11 x 9-1/2, 2 Ply
76	boxes	8	Continuous Forms, Carbonless, 13 x 9-1/2, 2 Ply
77	pc	12	Correction Pen, rolling ball-metal tip
78	pcs	4	Correction Tape, 10 meters
79	pc	100	Correction Tape, 8m x 5mm wide

80	pcs	1	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)
81	pcs	2	Cutter, Big, Plastic (Ordinary), w/ lock
82	pc	21	Datafiler
			■ 23cm H x 14cm W x 44cm D
83	pcs	2	Date stamp, 10 years advance or more
84	pcs	7	Deodorizer (Paradichlorobenzene) Lemon, Refill 100g
85	pcs	3	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm
86	packs	6	Detergent Soap, Powder, 500g, with antibacterial
87	pack	11	Dishwashing Liquid Soap, Refill 350ml
			Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml
88	gal	5	Disinfectant Cleaner, multi-surface, scented
89	pcs	2	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity
90	pc	3	Dust pan, plastic, stand-up handle, large
91	pc	9	Dust pan, plastic, stand-up handle, small
92	pcs	1	Duster, Feather
93	pcs	1	Duster, Feather
94	pc	2	Empty Water Bottle (5 gallon), round, blue
95	pcs	150	envelope for elementary report cards
96	pcs	120	Envelope, brown, 6 x 9, for report card
97	pcs	10	Envelope, Brown, long, good quality
98	pcs	76	Envelope, brown, ordinary, A4 size
99	pc	125	Envelope, Document, Brown, 150 lbs, Long
100	pc	1565	Envelope, Document, Brown, 150 lbs, Short
101	pcs	20	Envelope, Expanding, Kraft board, w/ garter tie, Legal
102	pc	10	Envelope, Expanding, plastic, A4
103	pcs	4	Envelope, Expanding, Plastic, Long, with Handle
104	pc	170	Envelope, Expanding, with garter tie, blue, long
105	pc	18	Envelope, Expanding, with garter tie, brown, long

106	pc	30	Envelope, Expanding, with garter tie, brown, short
107	pc	95	Envelope, Expanding, with garter tie, green, long
108	box of 50's	3	Envelope, Mailing, white, long, 500pcs/box
109	btl	20	EPSON INK btl 664 black
110	pc	1	Eraser, Rubber, high quality
111	pc	33	Eraser, whiteboard, magnetic flannel
112	pack	10	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent
113	boxes	11	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box
114	packs	1	Facial Tissue 3-Ply 260 Pulls, 8pcs per pack
115	boxes	87	Fastener, Paper, plastic, 50 sets/box
116	pc	1	First Aid Box or Medicine Cabinet
			Wall mounted
			Material: Plastic
			Color: Red and white combination
			Cabinet style with easy open hook
			With transparent plastic door
			High quality plastic
			At least 36 x 29 x11 cm in dimension
117	pieces	14	Floor Mop, plastic, with handle, heavy duty
118	pcs	5	Floor Mop with wooden handle, heavy duty
119	boxes	7	Foil, Aluminum, 16m x 30cm (approx. 260g)
120	pcs	5	Folder, Brown, Long Size 8.5x13"
121	pcs	10	Folder, Expanded, Long (Light Blue)
122	piece	1838	Folder, File, Long, 14pts, White
123	piece	120	Folder, File, Short, 14pts, White
124	pieces	10	Folder, Morocco, Long, w/ plastic binder, Blue
125	pieces	12	Folder, Morocco, Long, w/ plastic binder, Light Blue
126	pcs	419	Folder, Ordinary, A4
127	pcs	10	Folder, Pressboard, Long, Brown with Plastic cover
128	pieces	170	Folder, Pressboard, US, Blue, Long
129	piece	20	Folder, Pressboard, US, Blue, Short
130	pcs	321	Folder, Pressboard, US, Green, Long
131	pcs	15	Folder, Pressboard, US, Green, Short
132	pieces	80	Folder, Pressboard, US, Yellow, Long

133	piece	66	Folder, Sliding, Plastic, w/ Binder, A4, Transparent
134	pcs	75	Folder, Sliding, Plastic, w/ binder, Long, transparent
135	pcs	15	Folder, Sliding, Plastic, w/ binder, Short, transparent
136	pcs	10	Gel Ink Sign Pen 0.5, black
137	pcs	74	Gel Ink Sign Pen 0.5, blue
138	pcs	10	Gel Ink Sign Pen 0.5, red
139	pcs	3	Glue Stick, All-purpose, at least 21g
140	btls	19	Glue, Multi-Purpose, White, at least 130g (118mL)
141	btls	4	Glue, Multi-Purpose, White, at least 454g (473mL)
142	gallons	2	Glue, White, All-purpose, 1 gallon
143	pc	1	Gum label, sticker type
			Sticker size: 50x25mm
			color: white
144	btls	23	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL
145	pieces	6	Hand Sprayer, plastic, 150 ml cap.
146	pieces	12	Hand Sprayer, plastic, 300 ml cap.
147	piece	11	Hand Towel, cloth, cotton, 12 pcs/pack
148	piece	50	Hand Towel, cloth, cotton
149	set	60	Index Tab, PVC self adhesive 6" x 1", 25pcs/box
150	set	5	Index Tab, PVC self adhesive 6" x 1", 25pcs/box
151	boxes	15	Index Tab, transparent, self-adhesive, transparent, 5sets/box
152	tube	2	Ink, EPSON T9481 XL for WF-C878R Printer, Black
153	tube	2	Ink, EPSON T9481 XL for WF-C878R Printer, Cyan
154	tube	2	Ink, EPSON T9481 XL for WF-C878R Printer, Magenta
155	tube	1	Ink, EPSON T9481 XL for WF-C878R Printer, Color Yellow
156	btls	12	Ink, Refill, for Permanent Marker, Black, 30mL
157	btls	3	Ink, Refill, for Permanent Marker, Blue, 30mL
158	btls	5	Ink, Refill, for Permanent Marker, Green, 30mL
159	btls	62	Ink, Refill, for Whiteboard Marker, Black, 30mL
160	btls	7	Ink, Refill, for Whiteboard Marker, Blue, 30mL


161	btls	7	Ink, Refill, for Whiteboard Marker, Red, 30mL
162	tube	1	Ink. EPSON T9481 XL for WF-C878R Printer, Yellow
163	pcs	14	J Handle Umbrella Black 23 inches
164	box of 50's	3	Laminating Film, A4, 100 shts/box, 250 microns
165	box of 50's	1	Laminating Film, Short, 100 shts/box, 250 microns
166	pcs	15	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)
167	pcs	5	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)
168	gallon	22	Liquid Hand Soap
169	gallon	2	Liquid Hand Soap
170	pcs	104	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)
171	pcs	99	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)
172	box of 50's	50	MAGAZINE BOX SINGLE LONG
			Specification
			Single
			Long
			Hardbound
			Color: Blue
173	rolls	30	Masking Tape, 1"
174	pack	1	Match, 10 pcs set
175	pieces	5	Memo Notebooks, 80 leaves
176	pieces	6	Mop Rug, Heavy Duty, 100% cotton
177	ream	1	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, beige
178	ream	2	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, light blue
179	pad	4	Mouse Pad, Rubber
			☐ Size: Small (200x250mm)
			☐ Color: Black/ Dark Blue
180	tubes	2	Multi-Insect Killer Spray, 250mL

181	tube s	2	Multi-Insect Killer Spray, 600mL
182	btl	1	Multi-Purpose Glue, 1000g
183	btl	25	Multi-Purpose Glue, 130 g
184	gal	12	Muriatic Acid concentrated scented
185	piece	20	My-Gel Gel Ink Pen refill 0.5mm, Blue
186	pc	111	Net bags, fish net, 13" x 13"
187	pads	15	Note Pad, 3" x 3", post-it, assorted colors
188	pads	13	Note Pad, 4" x 5", post-it, assorted colors
189	piece s	15	Notebook, spiral, 80 leaves
190	kl	15	Nylon, #300, for grass cutter
191	btls	1	Oil, for typewriter, all purpose, 130 ml
192	pack	6	Paper Board, 180gsm White LONG, 50sheets per packs
193	box of 50's	30	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box
194	piece s	1	Paper Cutter HD, size 15x12", brown
195	ream s	174	Paper, Bond, Long, S-20, 70 gsm
			bright white, high premium quality
196	ream s	184	Paper, Bond, Long, S-24, 80 gsm
			bright white, high premium quality
197	ream s	20	Paper, Bond, Short, S-20, 70 gsm
			bright white, high premium quality
198	ream s	75	Paper, Bond, Short, S-24, 80 gsm
			bright white, high premium quality
199	pcs	50	Paper Construction Green 8.5 x 13"
200	pcs	50	Paper Construction Pink 8.5 x 13"
201	pcs	50	Paper Construction, Gold 8.5 x 13"
			20 Sheets;
202	unit	2	Paper Cutter, Sliding, for A3, with metal base, replaceable blades
203	piece	2	Paper Cutter, wood, A4 size
204	rolls	2	Paper Roll, A0 size
			Large Format 3-Inch 880*150 M A0 Engineering Copy Paper Large Roll 90 gsm;
205	ream s	6	Paper, Bond, A3, S-24, 80 gsm
			bright white, high premium quality;
206	pack	50	Paper, Double sided matte, 80 gsm, A4

			Paper quality: Double-sided matte	
			80 gsm	
			Size: A4 (210 mm x 297mm)	
			Suitable for all inkjet printers	
			Brilliant image quality	
			20 sheets per pack	
207	piece s	5	Paper, Felt, 27" x 21", Black	
208	piece s	1	Paper, Fluorescent green 18 x 24	
209	piece s	1	Paper, Fluorescent white 18 x 24	
210	boxe s	1	Paper, Laid 8 x 11 90gsm Diamond White	
211	boxe s	1	Paper, Laid 8 x 13 90gsm Ivory	
212	pcs	50	Paper, Manila	
213	ream s	45	Paper, Mimeo, GW, Long, S-18	
214	ream	10	Paper, Mimeo, WW, A4, S-20	
215	ream s	20	Paper, Mimeo, WW, Long, S-18	
216	ream s	10	Paper, Mimeo, WW, Long, S-20	
217	pack	28	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	
218	pack	10	Paper, Photo, matte finish, 146GSM, 10 shts/pack	
219	pack s	2	Paper, Specialty 200gsm 8-1/2x11, 10s, Nashville	
220	pack s	50	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	
221	pack	6	Paper, Towel, Interfolded , 1 ply, 175 pulls	
222	piece s	55	Pen, Permanent Marker, black, broad tip	
223	piece s	58	Pen, Permanent Marker, black, fine tip	
224	piece s	10	Pen, Permanent Marker, blue, broad tip	
225	piece s	65	Pen, Permanent Marker, blue, fine tip	
226	piece s	2	Pen, Permanent Marker, red, fine tip	
227	piece s	87	Pen, Ball-tip, black	
228	piece s	534	Pen, Ball-tip, blue	
229	piece s	55	Pen, Ball-tip, red	
230	piece s	9	Pen, Highlighter, orange	
231	piece	3	Pen, Highlighter, violet	

	s		
232	pieces	11	Pen, Highlighter, yellow
233	pcs	17	Pen, Highlighting, asstd color
234	piece	70	Pen, Sign, .5mm, Gel-type, Black
235	piece	307	Pen, Sign, .5mm, Gel-type, Blue
236	piece	50	Pen, Sign, .5mm, Gel-type, Red
237	pieces	39	Pen, Whiteboard Marker, red
238	pieces	181	Pen, Whiteboard Marker, black
239	pieces	48	Pen, Whiteboard Marker, blue
240	pieces	24	Pen, Wyeboard Marker Fine Tip (Green)
241	Box of 12's	6	PENCIL #2 MEDIUM YELLOW 12/BOX
			☐ Attr: Pencil Medium #2 with black lead
			☐ Color: Yellow
			☐ Packaging Size: 12 pencils per box
242	pieces	126	Pencil, Lead, #2, w/ eraser
243	boxes	6	Pin, Push, hammerhead type, asstd colors 50s/pack
244	pack	12	Plastic bag (sando bag) 100pcs/pack large
245	pack	6	Plastic bag (sando bag), jumbo size, 100 pcs/back
246	pack	5	Plastic bag (sando bag)100 pc./pack medium
247	pc	10	Plastic Pail, 5L capacity
248	pieces	165	Post it
249	pieces	6	Puncher, 2 holes, heavy duty
250	pieces	6	Puncher, Heavy Duty
251	packs	2	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm
252	pieces	6	Rag, (for cleaning & wiping)
253	pcs	10	Rags, large, good quality, size 24"x15", water absorbent
254	set	1	Raincoat, Jack and Pants
			HIGH QUALITY RAINCOAT, KAPOTE TERNO JACKET AND PANTS, REFLECTORIZED FRONT AND BACK VULCANIZE STITCH WITH BAG (MAKAPAL PVC MADE), Size: Large
255	pc	17	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	
256	piece	28	Record Book, 200 Pages	
257	pcs	51	Record Book, Big, 300 pages	
258	pcs	46	Record Book, Big, 500 pages	
259	rolls	2	Ribbon, Typewriter, black	
260	piece s	15	Ring Binder, plastic, 10mm, 3/8" black	
261	piece s	15	Ring Binder, plastic, 14mm, 9/16" black	
262	piece s	10	Ring Binder, plastic, 20mm, 3/4" black	
263	piece s	10	Ring Binder, plastic, 22mm, 7/8" black	
264	piece s	13	Ring Binder, plastic, 38mm , 1-1/2" black	
265	piece s	10	Ring Binder, plastic, 6mm, 1/4" black	
266	piece s	15	Ring Binder, plastic, 8mm, 5/16" black	
267	piece s	10	Ring Binder, plastic, 12mm, 1/2" black	
268	piece s	10	Ring Binder, plastic, 14mm, 5/8" black	
269	box of 50's	1	Rollerball sign Pen (blue)	
			■ 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	
270	rolls	18	Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)	
			■ 2 Ply	
			■ at least 70 pulls or 140 Sheets	
			■ Sheet size: at least 275mm x 230mm	
			■ No artificial whiteners & elemental chlorine	
271	unit	3	Rolling rash bin with handle & side step pedal to open, 240L	

272	meter	4	Rubber Mat
			■ Material: PVC
			■ Size (W x L): 30 x 150 cm or 11.81 x 59.05 inches
			■ One (1) roll non-slip mat
273	boxes	8	Rubberband, #18, 350 gms/box
274	pieces	8	Ruler, Plastic, 24"
275	piece	6	Scissors, 6" heavy duty, good quality
276	pieces	14	Scissors, 8" heavy duty, good quality
277	pieces	50	School Register, big, Secondary
278	pieces	11	Scouring Pad, big economy size, good quality
279	pcs	10	Scrub Sponge, Heavy Duty
			■ Size: at least 100mm x 75mm x 30mm
280	rolls	1	Sealing film, 4" x 125 "
281	pieces	13	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink, good quality
			
282	pieces	10	Sign pen, Fine Tech, 0.3mm. blue
283	bar	30	Soap, Detergent, Bar, at least 350g, any scent
284	gal	5	Soap, Detergent, Liquid, 1 gal, any scent
285	kl	36	Soap, Detergent, Powder, 1 kilo/pack, any scent
286	btls	43	Soap, Dishwashing, Liquid, 250mL
287	Sachet	15	Soap, Hand, 60g per pack
288	btls	27	Soap, hand, liquid, 250 ml, pump type
289	pieces	8	Soap, Toilet, guest size
290	pieces	11	Soap, Toilet, regular size
			at least 60 grams
			eliminates at least 99% of bacteria
291	pcs	24	Soft Broom (Tambo) 200g minimum, heavy duty
292	pack	15	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)

293	pack	60	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)
294	pack	5	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)
295	pack	50	Specialty, board, long 8-1/2 x 13, 220gsm, white, vellum, 10pcs/pack
296	pcs	5	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole
297	pieces	4	Staple wire remover
298	piece	3	Staple wire remover, Plier type, Metal
299	boxes	5	Staple Wire No. 35-5M Leg Length 6mm (1/4")
300	boxes	52	Staple Wire, #35
301	pc	10	Stapler, HD No.35
302	piece	1	Stapler Flat clinch Standard Half strip
			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.
303	pcs	1	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black
			210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth;
304	piece	22	Stick Broom (tingting) 6" from the top, approx 370 pcs
305	pack	75	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack
			☐ 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
306	pack	5	Sticker Paper, high gloss A4 size, 50 sheets/pack
307	pads	54	Sticky Note, 2 x 3, Yellow
308	pads	29	Sticky Note, 3 x 3, Yellow
309	pads	16	Sticky Note, 3 x 4, Yellow
310	pads	16	Sticky Note, 3 x 5 Colored
311	pads	5	Sticky Note, 3 x 5, Yellow
312	pieces	57	String Doormat/Rug/Basahan
			☐ Product Description
			☐ Size (LxW): 21 x 15 inch
			☐ Rugs in assorted printed colors and designs
			☐ Handy made with high quality
			☐ Cotton
313	dozen	1	Table Fork, Stainless steel, 1 doz
314	dozen	1	Table Spoon, Stainless steel
315	pcs	6	Tape Dispenser, 1" tape, big core, any color
316	rolls	26	Tape, Double Sided, 1" x 10m
317	rolls	14	Tape, Double Sided, 2" x 10m
318	rolls	20	Tape, Double Sided, 3/4" x 10m
319	rolls	4	Tape, Duct, 2" x 25m, Black/Grey
320	rolls	2	Tape, Magic, 24mm x 50m
321	rolls	33	Tape, Masking, 1" x 25 yards
322	rolls	51	Tape, Masking, 1/2" x 25 yards
323	rolls	8	Tape, Masking, 2" x 25 yards
324	rolls	4	Tape, Masking, 3" x 25 yards
325	rolls	5	Tape, Masking, 3/4" x 25 yards
326	rolls	4	Tape, Packaging, 2" x 100 yards, Clear
327	rolls	17	Tape, Transparent, 12mm x 50m
328	rolls	42	Tape, Transparent, 24mm x 50m
329	pack	152	Tissue, Bathroom, 2 Ply, 12rolls/pack
330	btls	13	Toilet Bowl and Urinal Cleaner, at least 500mL
331	gal	2	Toilet Bowl Cleaner, at least 1 gallon
332	gal	6	Toilet Bowl Cleaner, at least 1 gallon
333	btl	3	Toilet Bowl Cleaner, at least 1 liter
334	btl	4	Toilet Bowl Cleaner, at least 500ml
335	set	20	Toilet Brush with Holder

336	pcs	10	Toilet Sprinkler
337	rolls	40	Transparent Tape (1")
338	rolls	3	Transparent Tape (2")
339	bags	2	Transparent Ziplock Bags (14 x 20cm)
340	pack	10	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black
341	pack	5	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black
342	pack	5	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black
343	pc	3	Wall Clock
			☐ Diameter: 215 mm
			☐ Weight: 250 g
			☐ Depth: 40 mm
			☐ Display: Analog
			☐ Battery Type: AA
			☐ Case Material: Plastic
			☐ Shatterproof
344	pc	10	Water Dipper (Tabo)
345	rolls	3	Wax Paper, at least 23m x 30cm
346	pcs	3	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame
347	cans	3	Wax, Floor, paste type, colorless, 450g/can
348	set	1	Wireless Microphone
			Carrier Frequency: UHF 613 - 870MHz
			Frequency Steadying: -0.002-
			Modulating Mode: FM
			Audio Dynamic Range: Over 70 dB
			Audio Frequency Responses: 100Hz - 15KHz
			Audio Output Level: 0 - 280mV
			S/N Ratio: Over 70dB
			T.H.D: -0.5-
			Sensitivity: 3uVFor30dBS/N
			Rebidding (from GOODS-22-19)
349	unit	1	4 Layer File Tray (Office Organizer)
			☐Folder Storage Box
			☐Date Document Storage Shelf
			☐Product Color: Black
			☐Product Description:
			◀All Metal material
			◀Firm
			◀Durable
			☐Easy to assemble
			☐Not easy to shake

			☐Hollow out design
			☐Ventilated and Dry
			☐Not easy to accumulate dust
350	unit	1	7 in 1 set Office Supplies Organizer
			☐Packing: 1 X 1pc storage rack
			☐Color: black
			☐Size: 22cm x 14cm x 12.7cm
			☐Material: stainless steel + metal mesh
			☐Design: 7in1 metal grid with drawer
			☐Suitable for: pens, school supplies, cosmetics, remote control, etc.
			☐Features:
			1. With classification, finishing functions
			2. Simple and Beautiful
			3. Suitable for Offices, Schools, Factories, etc.
			4. Large Capacity
			5. Multi-functional
			6. Can Put Pens, Cards, etc.
351	pc	1	AAA battery charger Compact Charger
			☐Pre-Charged Batteries ready to use
			☐Charges AA or AAA batteries
			☐Alkaline battery detection and auto shut off safety controls
			☐Compact design
			☐Fold away outlet plugs
352	rolls	1	Acetate, transparent, guage #6, approx. 50m/roll
353	kgs	10	Polyethylene Bag, autoclavable, 10" x 16" x .002
354	kgs	10	Polyethylene Bag, autoclavable, 3" x 10" x .002
355	kgs	10	Polyethylene Bag, autoclavable, 8" x 12" x .002
356	box	4	Slide Box (50 divisions)
357	rolls	5	Wax Paper, at least 23m x 30cm
358	pc	70	Wood Blocks, small (1.25") size

Section VII. Technical Specifications

Technical Specifications

Item No.	Unit	Qty	Description	Statement of Compliance
1	unit	8	4 Layer File Tray (Office Organizer)	<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>
			☐ Folder Storage Box	
			☐ Date Document Storage Shelf	
			☐ Product Color: Black	
			☐ Product Description:	
			◀All Metal material	
			◀Firm	
			◀Durable	
			☐ Easy to assemble	
			☐ Not easy to shake	
			☐ Hollow out design	
			☐ Ventilated and Dry	
			☐ Not easy to accumulate dust	
2	unit	2	7 in 1 set Office Supplies Organizer	
			☐ Packing: 1 x 1pc storage rack	
			☐ Color: black	
			☐ Size: 22cm x 14cm x 12.7cm	
			☐ Material: stainless steel + metal mesh	
			☐ Design: 7in1 metal grid with drawer	
			☐ Suitable for: pens, school supplies, cosmetics, remote control, etc.	
			☐ Features:1. With classification, finishing functions2. Simple and Beautiful3. Suitable for Offices, Schools, Factories, etc.4. Large Capacity5. Multi-functional6. Can Put Pens, Cards, etc.	
3	packs	15	A4 Matte Photo Paper	
			☐ 20 sheets per pack; 140 gsm; double-side;	
4	packs	3	Absorbent Cotton, 400 g;	
5	rolls	2	Acetate, transparent, gauge #4, approx. 50m/roll	
6	rolls	5	Acetate, transparent, gauge #8, approx. 50m/roll	
7	rolls	1	Acetate, transparent, gauge #3, approx. 50m/roll	
8	rolls	1	Acetate, transparent, gauge #6, approx. 50m/roll	
9	rolls	1	Acetate, transparent, gauge #6, approx. 50m/roll	
10	pcs	34	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	

11	tubes	25	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent
12	btls	11	Alcohol, Isopropyl, 70% solution, 500mL, pump type
13	gallons	16	Alcohol, Ethyl, 70% solution, 1 gallon
14	btls	148	Alcohol, Ethyl, 70% solution, 500mL
			☐ 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
15	gallon	4	Alcohol, Ethyl, 75% solution, 1 gallon
16	gallon	3	Alcohol, Isoprophyl, 90% solution
17	btls	62	Alcohol, Isopropyl, 70% solution, 500mL
18	btls	22	Alcohol, Rubbing, 70% Isoprophyl, 1ltr.
19	sq.m.	200	Anti-Slip Checkered Plate Rubber Matting with Backing
20	pc	5	Apron, Plastic, for Adult
21	pcs	50	Basin, Utility, Durable Plastic, Size: at least 15cm depth x 40.5cm diameter, any Color
22	pcs	32	Bathroom Deodorizer, with holder, at least 100g, any scent
23	pack	30	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack
24	pack	4	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack
25	pcs	51	Binder Clip, 1.5", black
26	pcs	31	Binder Clip, 2", black
27	boxes	26	Binder Clip, 2-inch, 12 pcs/box
			- Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black
28	pack	5	Birdseye Cotton Lampin, Size: 24x27 in, (Set of 6pcs)
29	gallon	24	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL
30	pcs	1	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling
31	pcs	25	Broom, Soft (Tambo), Large, Heavy Duty

32	pc	32	Broom, Stick Broom, Tukog
			■ Good Quality Broom Stick
			■ Approx. 370pcs per stick bundle
33	unit	10	Calculator, desktop-type, 12 digits, 2-way power, plastic keys
34	pcs	12	Cartolina, US, Black, at least 160gsm
35	pcs	52	Cartolina, US, Blue, at least 160gsm
36	pcs	2	Cartolina, US, Green, at least 160gsm
37	pcs	4	Cartolina, US, Light Blue, at least 160gsm
38	pcs	3	Cartolina, US, Light Green, at least 160gsm
39	pcs	3	Cartolina, US, Neon Pink, at least 160gsm
40	pcs	3	Cartolina, US, Orange, at least 160gsm
41	pcs	6	Cartolina, US, Pink, at least 160gsm
42	pcs	3	Cartolina, US, Red, at least 160gsm
43	pcs	2	Cartolina, US, Violet, at least 160gsm
44	pcs	33	Cartolina, US, White, at least 160gsm
45	pcs	3	Cartolina, US, Yellow, at least 160gsm
46	pcs	1	Cartolina, Vellum, Gold, at least 180gsm
47	pcs	28	Cartolina, Vellum, White, at least 180gsm
48	pcs	90	Certificate Holder (A4)
49	packs	4	Chlorine Granules, 1kg/pack
50	pcs	63	Class Record (School Register), Long, DepEd (K-12)
51	btls	27	Cleaner, Glass, 500mL, spray type, any scent
52	btls	6	Cleaner, Glass, 500mL, spray type, any scent
53	btls	11	Cleanser, Powder, 500g, any scent
54	pcs	1	Clear Book (Display Book), Refillable, Legal, 20 shts, any color
55	sets	2	Clear Book Refills, Legal (10pcs/set)
56	pcs	1	Clip Board, Plastic, with PVC Cover, Long, any color
57	boxes	60	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box
58	boxes	81	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box
59	boxes	64	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box
60	boxes	2	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box

61	boxes	3	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box
62	boxes	2	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box
63	boxes	2	Clip, Metal Bulldog, 3" (approx. 76.2mm), 12 pcs/box
64	box of 50's	62	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms
65	boxes	75	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)
66	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;
67	pack	3	Color Paper A4
			Color A4 paper size: 297mm x 210mm, thickness: 10mm, packing: 100 sheets/pack. The 10 colors A4 paper have yellow, lilac, pink, red, light green, dark green, light yellow, orange, dark blue, light blue.
68	piece	5	Computer/Paint Brush, 1.5"
69	pcs	8	Columnar Pad, 10 columns (14 x 17)
70	pack	22	Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml
71	boxes	2	Continuous Forms, Bond 20, 11 x 14-7/8, 2 Ply
72	boxes	6	Continuous Forms, Bond 20, 11 x 9-1/2, 1 Ply
73	boxes	2	Continuous Forms, Bond 20, 13 x 9-1/2, 2 Ply
74	boxes	5	Continuous Forms, Carbonless, 11 x 14-7/8, 2 Ply
75	boxes	3	Continuous Forms, Carbonless, 11 x 9-1/2, 2 Ply
76	boxes	8	Continuous Forms, Carbonless, 13 x 9-1/2, 2 Ply
77	pc	12	Correction Pen, rolling ball-metal tip
78	pcs	4	Correction Tape, 10 meters
79	pc	100	Correction Tape, 8m x 5mm wide
80	pcs	1	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm

			(Heavy Duty)	
81	pcs	2	Cutter, Big, Plastic (Ordinary), w/ lock	
82	pc	21	Datafiler	
			■ 23cm H x 14cm W x 44cm D	
83	pcs	2	Date stamp, 10 years advance or more	
84	pcs	7	Deodorizer (Paradichlorobenzene) Lemon, Refill 100g	
85	pcs	3	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm	
86	packs	6	Detergent Soap, Powder, 500g, with antibacterial	
87	pack	11	Dishwashing Liquid Soap, Refill 350ml	
			Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml	
88	gal	5	Disinfectant Cleaner, multi-surface, scented	
89	pcs	2	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	
90	pc	3	Dust pan, plastic, stand-up handle, large	
91	pc	9	Dust pan, plastic, stand-up handle, small	
92	pcs	1	Duster, Feather	
93	pcs	1	Duster, Feather	
94	pc	2	Empty Water Bottle (5 gallon), round, blue	
95	pcs	150	envelope for elementary report cards	
96	pcs	120	Envelope, brown, 6 x 9, for report card	
97	pcs	10	Envelope, Brown, long, good quality	
98	pcs	76	Envelope, brown, ordinary, A4 size	
99	pc	125	Envelope, Document, Brown, 150 lbs, Long	
100	pc	1565	Envelope, Document, Brown, 150 lbs, Short	
101	pcs	20	Envelope, Expanding, Kraft board, w/ garter tie, Legal	
102	pc	10	Envelope, Expanding, plastic, A4	
103	pcs	4	Envelope, Expanding, Plastic, Long, with Handle	
104	pc	170	Envelope, Expanding, with garter tie, blue, long	
105	pc	18	Envelope, Expanding, with garter tie, brown, long	
106	pc	30	Envelope, Expanding, with garter tie, brown, short	

107	pc	95	Envelope, Expanding, with garter tie, green, long
108	box of 50's	3	Envelope, Mailing, white, long, 500pcs/box
109	btl	20	EPSON INK btl 664 black
110	pc	1	Eraser, Rubber, high quality
111	pc	33	Eraser, whiteboard, magnetic flannel
112	pack	10	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent
113	boxes	11	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box
114	packs	1	Facial Tissue 3-Ply 260 Pulls, 8pcs per pack
115	boxes	87	Fastener, Paper, plastic, 50 sets/box
116	pc	1	First Aid Box or Medicine Cabinet
			Wall mounted
			Material: Plastic
			Color: Red and white combination
			Cabinet style with easy open hook
			With transparent plastic door
			High quality plastic
			At least 36 x 29 x11 cm in dimension
117	pieces	14	Floor Mop, plastic, with handle, heavy duty
118	pcs	5	Floor Mop with wooden handle, heavy duty
119	boxes	7	Foil, Aluminum, 16m x 30cm (approx. 260g)
120	pcs	5	Folder, Brown, Long Size 8.5x13"
121	pcs	10	Folder, Expanded, Long (Light Blue)
122	piece	1838	Folder, File, Long, 14pts, White
123	piece	120	Folder, File, Short, 14pts, White
124	pieces	10	Folder, Morocco, Long, w/ plastic binder, Blue
125	pieces	12	Folder, Morocco, Long, w/ plastic binder, Light Blue
126	pcs	419	Folder, Ordinary, A4
127	pcs	10	Folder, Pressboard, Long, Brown with Plastic cover
128	pieces	170	Folder, Pressboard, US, Blue, Long
129	piece	20	Folder, Pressboard, US, Blue, Short
130	pcs	321	Folder, Pressboard, US, Green, Long
131	pcs	15	Folder, Pressboard, US, Green, Short
132	pieces	80	Folder, Pressboard, US, Yellow, Long
133	piece	66	Folder, Sliding, Plastic, w/ Binder, A4, Transparent
134	pcs	75	Folder, Sliding, Plastic, w/ binder,

			Long, transparent	
135	pcs	15	Folder, Sliding, Plastic, w/ binder, Short, transparent	
136	pcs	10	Gel Ink Sign Pen 0.5, black	
137	pcs	74	Gel Ink Sign Pen 0.5, blue	
138	pcs	10	Gel Ink Sign Pen 0.5, red	
139	pcs	3	Glue Stick, All-purpose, at least 21g	
140	btls	19	Glue, Multi-Purpose, White, at least 130g (118mL)	
141	btls	4	Glue, Multi-Purpose, White, at least 454g (473mL)	
142	gallons	2	Glue, White, All-purpose, 1 gallon	
143	pc	1	Gum label, sticker type	
			Sticker size: 50x25mm	
			color: white	
144	btls	23	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	
145	pieces	6	Hand Sprayer, plastic, 150 ml cap.	
146	pieces	12	Hand Sprayer, plastic, 300 ml cap.	
147	piece	11	Hand Towel, cloth, cotton, 12 pcs/pack	
148	piece	50	Hand Towel, cloth, cotton	
149	set	60	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	
150	set	5	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	
151	boxes	15	Index Tab, transparent, self-adhesive, transparent, 5sets/box	
152	tube	2	Ink, EPSON T9481 XL for WF-C878R Printer, Black	
153	tube	2	Ink, EPSON T9481 XL for WF-C878R Printer, Cyan	
154	tube	2	Ink, EPSON T9481 XL for WF-C878R Printer, Magenta	
155	tube	1	Ink, EPSON T9481 XL for WF-C878R Printer, Color Yellow	
156	btls	12	Ink, Refill, for Permanent Marker, Black, 30mL	
157	btls	3	Ink, Refill, for Permanent Marker, Blue, 30mL	
158	btls	5	Ink, Refill, for Permanent Marker, Green, 30mL	
159	btls	62	Ink, Refill, for Whiteboard Marker, Black, 30mL	
160	btls	7	Ink, Refill, for Whiteboard Marker, Blue, 30mL	
161	btls	7	Ink, Refill, for Whiteboard Marker, Red, 30mL	


162	tube	1	Ink. EPSON T9481 XL for WF-C878R Printer, Yellow
163	pcs	14	J Handle Umbrella Black 23 inches
164	box of 50's	3	Laminating Film, A4, 100 shts/box, 250 microns
165	box of 50's	1	Laminating Film, Short, 100 shts/box, 250 microns
166	pcs	15	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)
167	pcs	5	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)
168	gallo n	22	Liquid Hand Soap
169	gallo n	2	Liquid Hand Soap
170	pcs	104	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)
171	pcs	99	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)
172	box of 50's	50	MAGAZINE BOX SINGLE LONG
			Specification
			Single
			Long
			Hardbound
			Color: Blue
173	rolls	30	Masking Tape, 1"
174	pack	1	Match, 10 pcs set
175	pieces	5	Memo Notebooks, 80 leaves
176	pieces	6	Mop Rug, Heavy Duty, 100% cotton
177	ream	1	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, beige
178	ream	2	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, light blue
179	pad	4	Mouse Pad, Rubber
			■ Size: Small (200x250mm)
			■ Color: Black/ Dark Blue
180	tubes	2	Multi-Insect Killer Spray, 250mL
181	tubes	2	Multi-Insect Killer Spray, 600mL

182	btl	1	Multi-Purpose Glue, 1000g
183	btl	25	Multi-Purpose Glue, 130 g
184	gal	12	Muriatic Acid concentrated scented
185	piece	20	My-Gel Gel Ink Pen refill 0.5mm, Blue
186	pc	111	Net bags, fish net, 13" x 13"
187	pads	15	Note Pad, 3" x 3", post-it, assorted colors
188	pads	13	Note Pad, 4" x 5", post-it, assorted colors
189	piece s	15	Notebook, spiral, 80 leaves
190	kl	15	Nylon, #300, for grass cutter
191	btls	1	Oil, for typewriter, all purpose, 130 ml
192	pack	6	Paper Board, 180gsm White LONG, 50sheets per packs
193	box of 50's	30	PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box
194	piece s	1	Paper Cutter HD, size 15x12", brown
195	ream s	174	Paper, Bond, Long, S-20, 70 gsm
			bright white, high premium quality
196	ream s	184	Paper, Bond, Long, S-24, 80 gsm
			bright white, high premium quality
197	ream s	20	Paper, Bond, Short, S-20, 70 gsm
			bright white, high premium quality
198	ream s	75	Paper, Bond, Short, S-24, 80 gsm
			bright white, high premium quality
199	pcs	50	Paper Construction Green 8.5 x 13"
200	pcs	50	Paper Construction Pink 8.5 x 13"
201	pcs	50	Paper Construction, Gold 8.5 x 13"
			20 Sheets;
202	unit	2	Paper Cutter, Sliding, for A3, with metal base, replaceable blades
203	piece	2	Paper Cutter, wood, A4 size
204	rolls	2	Paper Roll, A0 size
			Large Format 3-Inch 880*150 M A0 Engineering Copy Paper Large Roll 90 gsm;
205	ream s	6	Paper, Bond, A3, S-24, 80 gsm
			bright white, high premium quality;
206	pack	50	Paper, Double sided matte, 80 gsm, A4
			Paper quality: Double-sided matte
			80 gsm

			Size: A4 (210 mm x 297mm)	
			Suitable for all inkjet printers	
			Brilliant image quality	
			20 sheets per pack	
207	pieces	5	Paper, Felt, 27" x 21", Black	
208	pieces	1	Paper, Fluorescent green 18 x 24	
209	pieces	1	Paper, Fluorescent white 18 x 24	
210	boxes	1	Paper, Laid 8 x 11 90gsm Diamond White	
211	boxes	1	Paper, Laid 8 x 13 90gsm Ivory	
212	pcs	50	Paper, Manila	
213	reams	45	Paper, Mimeo, GW, Long, S-18	
214	ream	10	Paper, Mimeo, WW, A4, S-20	
215	reams	20	Paper, Mimeo, WW, Long, S-18	
216	reams	10	Paper, Mimeo, WW, Long, S-20	
217	pack	28	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	
218	pack	10	Paper, Photo, matte finish, 146GSM, 10 shts/pack	
219	packs	2	Paper, Specialty 200gsm 8-1/2x11, 10s, Nashville	
220	packs	50	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	
221	pack	6	Paper, Towel, Interfolded , 1 ply, 175 pulls	
222	pieces	55	Pen, Permanent Marker, black, broad tip	
223	pieces	58	Pen, Permanent Marker, black, fine tip	
224	pieces	10	Pen, Permanent Marker, blue, broad tip	
225	pieces	65	Pen, Permanent Marker, blue, fine tip	
226	pieces	2	Pen, Permanent Marker, red, fine tip	
227	pieces	87	Pen, Ball-tip, black	
228	pieces	534	Pen, Ball-tip, blue	
229	pieces	55	Pen, Ball-tip, red	
230	pieces	9	Pen, Highlighter, orange	
231	pieces	3	Pen, Highlighter, violet	
232	piece	11	Pen, Highlighter, yellow	

	s		
233	pcs	17	Pen, Highlighting, asstd color
234	piece	70	Pen, Sign, .5mm, Gel-type, Black
235	piece	307	Pen, Sign, .5mm, Gel-type, Blue
236	piece	50	Pen, Sign, .5mm, Gel-type, Red
237	pieces	39	Pen, Whiteboard Marker, red
238	pieces	181	Pen, Whiteboard Marker, black
239	pieces	48	Pen, Whiteboard Marker, blue
240	pieces	24	Pen, Wyteboard Marker Fine Tip (Green)
241	Box of 12's	6	PENCIL #2 MEDIUM YELLOW 12/BOX
			☐ Attr: Pencil Medium #2 with black lead
			☐ Color: Yellow
			☐ Packaging Size: 12 pencils per box
242	pieces	126	Pencil, Lead, #2, w/ eraser
243	boxes	6	Pin, Push, hammerhead type, asstd colors 50s/pack
244	pack	12	Plastic bag (sando bag) 100pcs/pack large
245	pack	6	Plastic bag (sando bag), jumbo size, 100 pcs/back
246	pack	5	Plastic bag (sando bag)100 pc./pack medium
247	pc	10	Plastic Pail, 5L capacity
248	pieces	165	Post it
249	pieces	6	Puncher, 2 holes, heavy duty
250	pieces	6	Puncher, Heavy Duty
251	packs	2	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm
252	pieces	6	Rag, (for cleaning & wiping)
253	pcs	10	Rags, large, good quality, size 24"x15", water absorbent
254	set	1	Raincoat, Jack and Pants
			HIGH QUALITY RAINCOAT, KAPOTE TERNO JACKET AND PANTS, REFLECTORIZED FRONT AND BACK VULCANIZE STITCH WITH BAG (MAKAPAL PVC MADE), Size: Large
255	pc	17	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
256	piece	28	Record Book, 200 Pages
257	pcs	51	Record Book, Big, 300 pages
258	pcs	46	Record Book, Big, 500 pages
259	rolls	2	Ribbon, Typewriter, black
260	pieces	15	Ring Binder, plastic, 10mm, 3/8" black
261	pieces	15	Ring Binder, plastic, 14mm, 9/16" black
262	pieces	10	Ring Binder, plastic, 20mm, 3/4" black
263	pieces	10	Ring Binder, plastic, 22mm, 7/8" black
264	pieces	13	Ring Binder, plastic, 38mm , 1-1/2" black
265	pieces	10	Ring Binder, plastic, 6mm, 1/4" black
266	pieces	15	Ring Binder, plastic, 8mm, 5/16" black
267	pieces	10	Ring Binder, plastic, 12mm, 1/2" black
268	pieces	10	Ring Binder, plastic, 14mm, 5/8" black
269	box of 50's	1	Rollerball sign Pen (blue)
			■ 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
270	rolls	18	Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)
			■ 2 Ply
			■ at least 70 pulls or 140 Sheets
			■ Sheet size: at least 275mm x 230mm
			■ No artificial whiteners & elemental chlorine
271	unit	3	Rolling rash bin with handle & side step pedal to open, 240L
272	meter	4	Rubber Mat

			■ Material: PVC
			■ Size (W x L): 30 x 150 cm or 11.81 x 59.05 inches
			■ One (1) roll non-slip mat
273	boxes	8	Rubberband, #18, 350 gms/box
274	pieces	8	Ruler, Plastic, 24"
275	piece	6	Scissors, 6" heavy duty, good quality
276	pieces	14	Scissors, 8" heavy duty, good quality
277	pieces	50	School Register, big, Secondary
278	pieces	11	Scouring Pad, big economy size, good quality
279	pcs	10	Scrub Sponge, Heavy Duty
			■ Size: at least 100mm x 75mm x 30mm
280	rolls	1	Sealing film, 4" x 125 "
281	pieces	13	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink, good quality
			
282	pieces	10	Sign pen, Fine Tech, 0.3mm. blue
283	bar	30	Soap, Detergent, Bar, at least 350g, any scent
284	gal	5	Soap, Detergent, Liquid, 1 gal, any scent
285	kl	36	Soap, Detergent, Powder, 1 kilo/pack, any scent
286	btls	43	Soap, Dishwashing, Liquid, 250mL
287	Sachet	15	Soap, Hand, 60g per pack
288	btls	27	Soap, hand, liquid, 250 ml, pump type
289	pieces	8	Soap, Toilet, guest size
290	pieces	11	Soap, Toilet, regular size
			at least 60 grams
			eliminates at least 99% of bacteria
291	pcs	24	Soft Broom (Tambo) 200g minimum, heavy duty
292	pack	15	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)
293	pack	60	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)

294	pack	5	Specialty Paper, long, 8-1/2 x 13, 220gsm, color: light green (10pcs/pack)
295	pack	50	Specialty, board, long 8-1/2 x 13, 220gsm, white, vellum, 10pcs/pack
296	pcs	5	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole
297	pieces	4	Staple wire remover
298	piece	3	Staple wire remover, Plier type, Metal
299	boxes	5	Staple Wire No. 35-5M Leg Length 6mm (1/4")
300	boxes	52	Staple Wire, #35
301	pc	10	Stapler, HD No.35
302	piece	1	Stapler Flat clinch Standard Half strip
			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.
303	pcs	1	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black
			210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth;
304	piece	22	Stick Broom (tingting) 6" from the top, approx 370 pcs
305	pack	75	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack
			☐ 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
306	pack	5	Sticker Paper, high gloss A4 size, 50 sheets/pack
307	pads	54	Sticky Note, 2 x 3, Yellow
308	pads	29	Sticky Note, 3 x 3, Yellow
309	pads	16	Sticky Note, 3 x 4, Yellow
310	pads	16	Sticky Note, 3 x 5 Colored
311	pads	5	Sticky Note, 3 x 5, Yellow
312	pieces	57	String Doormat/Rug/Basahan
			■ Product Description
			■ Size (LxW): 21 x 15 inch
			■ Rugs in assorted printed colors and designs
			■ Handy made with high quality
			■ Cotton
313	dozen	1	Table Fork, Stainless steel, 1 doz
314	dozen	1	Table Spoon, Stainless steel
315	pcs	6	Tape Dispenser, 1" tape, big core, any color
316	rolls	26	Tape, Double Sided, 1" x 10m
317	rolls	14	Tape, Double Sided, 2" x 10m
318	rolls	20	Tape, Double Sided, 3/4" x 10m
319	rolls	4	Tape, Duct, 2" x 25m, Black/Grey
320	rolls	2	Tape, Magic, 24mm x 50m
321	rolls	33	Tape, Masking, 1" x 25 yards
322	rolls	51	Tape, Masking, 1/2" x 25 yards
323	rolls	8	Tape, Masking, 2" x 25 yards
324	rolls	4	Tape, Masking, 3" x 25 yards
325	rolls	5	Tape, Masking, 3/4" x 25 yards
326	rolls	4	Tape, Packaging, 2" x 100 yards, Clear
327	rolls	17	Tape, Transparent, 12mm x 50m
328	rolls	42	Tape, Transparent, 24mm x 50m
329	pack	152	Tissue, Bathroom, 2 Ply, 12rolls/pack
330	btls	13	Toilet Bowl and Urinal Cleaner, at least 500mL
331	gal	2	Toilet Bowl Cleaner, at least 1 gallon
332	gal	6	Toilet Bowl Cleaner, at least 1 gallon
333	btl	3	Toilet Bowl Cleaner, at least 1 liter
334	btl	4	Toilet Bowl Cleaner, at least 500ml
335	set	20	Toilet Brush with Holder
336	pcs	10	Toilet Sprinkler
337	rolls	40	Transparent Tape (1")

338	rolls	3	Transparent Tape (2")
339	bags	2	Transparent Ziplock Bags (14 x 20cm)
340	pack	10	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black
341	pack	5	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black
342	pack	5	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black
343	pc	3	Wall Clock
			☐ Diameter: 215 mm
			☐ Weight: 250 g
			☐ Depth: 40 mm
			☐ Display: Analog
			☐ Battery Type: AA
			☐ Case Material: Plastic
			☐ Shatterproof
344	pc	10	Water Dipper (Tabo)
345	rolls	3	Wax Paper, at least 23m x 30cm
346	pcs	3	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame
347	cans	3	Wax, Floor, paste type, colorless, 450g/can
348	set	1	Wireless Microphone
			Carrier Frequency: UHF 613 - 870MHz
			Frequency Steadying: -0.002-
			Modulating Mode: FM
			Audio Dynamic Range: Over 70 dB
			Audio Frequency Responses: 100Hz - 15KHz
			Audio Output Level: 0 - 280mV
			S/N Ratio: Over 70dB
			T.H.D: -0.5-
			Sensitivity: 3uVFor30dBS/N
			Rebidding (from GOODS-22-19)
349	unit	1	4 Layer File Tray (Office Organizer)
			☐ Folder Storage Box
			☐ Date Document Storage Shelf
			☐ Product Color: Black
			☐ Product Description:
			◀ All Metal material
			◀ Firm
			◀ Durable
			☐ Easy to assemble
			☐ Not easy to shake
			☐ Hollow out design
			☐ Ventilated and Dry

			☐Not easy to accumulate dust	
350	unit	1	7 in 1 set Office Supplies Organizer	
			☐Packing: 1 X 1pc storage rack	
			☐Color: black	
			☐Size: 22cm x 14cm x 12.7cm	
			☐Material: stainless steel + metal mesh	
			☐Design: 7in1 metal grid with drawer	
			☐Suitable for: pens, school supplies, cosmetics, remote control, etc.	
			☐Features:	
			1. With classification, finishing functions	
			2. Simple and Beautiful	
			3. Suitable for Offices, Schools, Factories, etc.	
			4. Large Capacity	
			5. Multi-functional	
			6. Can Put Pens, Cards, etc.	
351	pc	1	AAA battery charger Compact Charger	
			☐Pre-Charged Batteries ready to use	
			☐Charges AA or AAA batteries	
			☐Alkaline battery detection and auto shut off safety controls	
			☐Compact design	
			☐Fold away outlet plugs	
352	rolls	1	Acetate, transparent, guage #6, approx. 50m/roll	
353	kgs	10	Polyethylene Bag, autoclavable, 10" x 16" x .002	
354	kgs	10	Polyethylene Bag, autoclavable, 3" x 10" x .002	
355	kgs	10	Polyethylene Bag, autoclavable, 8" x 12" x .002	
356	box	4	Slide Box (50 divisions)	
357	rolls	5	Wax Paper, at least 23m x 30cm	
358	pc	70	Wood Blocks, small (1.25") size	

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 Two Hundred Forty-Six Thousand Four Hundred Ninety-Two and 75/100 Pesos (PhP 246,492.75)*;
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 Two Hundred Forty-Six Thousand Four Hundred Ninety-Two and 75/100 Pesos (PhP 246,492.75)* and the largest of these similar contracts must be equivalent to at least half of the said aggregate amount or *at least One Hundred Twenty-Three Thousand Two Hundred Forty-Six and 38/100 Pesos (PhP 123,246.38)*; **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 985,971.00**);
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 98,597.10**).

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:

Document	Filename (in PDF form)
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 before the deadline (July 4, 2022; 1:30 PM).



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