



**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-22-46)**

**Government of the Republic of the Philippines**

**October 12, 2022; 9:00 AM  
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**

1. The *Visayas State University* through the *GF, STF, TF* intends to apply the sum of *Nine Hundred Twenty-Two Thousand Thirty-One Pesos (PhP 922,031.00)* being the ABC to payments under the contract for *Supply and Delivery of Office and Janitorial Supplies and Other General Merchandise Products (GOODS-22-46)*. 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        | <b>155L, PLASTIC STORAGE BOX</b>  | pieces | 3   | 1,700.00         | 5,100.00          |
|          | ☐ Storage: 155L   |        |     |                  |                   |
|          | ☐ Material: Plastic   |        |     |                  |                   |
| 2        | <b>360° Rotatable Spin Mop with Handle</b>  | unit   | 5   | 500.00           | 2,500.00          |
|          | Easy Magic Floor Spin Mop Microfiber Rotating Head  |        |     |                  |                   |
|          | 100% Brand New and High Quality Easy to install   |        |     |                  |                   |
|          | • Super-absorbent 360 Easy Magic Floor Spin Mop Microfiber Rotating Head with stainless drainer                                     |        |     |                  |                   |
| 3        | <b>4 Layer File Tray (Office Organizer)</b>   | 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   |        |     |                  |                   |
| 4        | <b>5-Tier File Rack Metal Mesh Stackable Letter Tray Scratch-Resistant Magazine Letter Paper Document Home Office Desk Supplies</b> | unit   | 2   | 400.00           | 800.00            |
|          | Specifications:   |        |     |                  |                   |
|          | Material: Iron  |        |     |                  |                   |
|          | Colour: Black   |        |     |                  |                   |

|    |  |         |     |          |           |
|----|--|---------|-----|----------|-----------|
| 5  | <b>A4 Matte Photo Paper</b>  | packs   | 10  | 70.00    | 700.00    |
|    | ☐ 20 sheets per pack; 140 gsm; double-side   |         |     |          |           |
| 6  | <b>A4 Photo Paper</b>  | packs   | 11  | 150.00   | 1,650.00  |
|    | No Backprint, No Back Print Photopaper Photopapers   |         |     |          |           |
|    | Size: A4 (8.25in x 11.75in)  |         |     |          |           |
|    | Content: 20 Sheets / pack  |         |     |          |           |
|    | Thickness: 230gsm  |         |     |          |           |
|    | Kind: Gloss  |         |     |          |           |
| 7  | <b>Absorbent Cotton, 400g</b>  | packs   | 1   | 300.00   | 300.00    |
| 8  | <b>Absorbent Cotton Roll 400g</b>  | roll    | 5   | 450.00   | 2,250.00  |
|    | Quality cotton products that guarantee superior absorbency and made from 100% pure and natural fibers absorbs more liquid and faster than synthetic fibers |         |     |          |           |
| 9  | <b>Acetate, transparent, gauge #4, approx. 50m/roll</b>  | rolls   | 2   | 1,400.00 | 2,800.00  |
| 10 | <b>Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent</b>   | pcs     | 1   | 192.00   | 192.00    |
| 11 | <b>Air Freshener, Spray, at least 280mL, Lemon/Orange Scent</b>  | tubes   | 12  | 220.00   | 2,640.00  |
| 12 | <b>Alcohol, Isopropyl, 70% solution, 500mL, pump type</b>  | btls    | 2   | 250.00   | 500.00    |
| 13 | <b>Alcohol, Ethyl</b>  | L       | 40  | 130.00   | 5,200.00  |
| 14 | <b>Alcohol, Ethyl, 70% solution, 1 gallon</b>  | gallons | 22  | 600.00   | 13,200.00 |
| 15 | <b>Alcohol, Ethyl, 70% solution, 500mL</b>   | btls    | 145 | 125.00   | 18,125.00 |
|    | ☐ Eliminates at least 99.9% of germs   |         |     |          |           |
|    | ☐ Safe on skin   |         |     |          |           |
|    | ☐ At least 70% solution Rubbing alcohol  |         |     |          |           |
|    | ☐ Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan   |         |     |          |           |
|    | ☐ Brand offer should be at least 10 years in the market  |         |     |          |           |
|    | ☐ at least 5 years expiry  |         |     |          |           |
| 16 | <b>Alcohol, Ethyl, 75% solution, 1 gallon</b>  | gallon  | 2   | 480.00   | 960.00    |
| 17 | <b>Alcohol, Isopropyl, 70% solution, 500mL</b>   | btls    | 40  | 140.00   | 5,600.00  |
| 18 | <b>Alcohol, Rubbing, 70% Isoprophyl, 1ltr.</b>   | btls    | 4   | 200.00   | 800.00    |
| 19 | <b>Bathroom Deodorizer, with holder, at least 100g, any scent</b>  | pcs     | 3   | 80.00    | 240.00    |
| 20 | <b>Battery, Alkaline, 9 volts</b>  | pcs     | 25  | 202.00   | 5,050.00  |
| 21 | <b>Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>   | pack    | 31  | 115.00   | 3,565.00  |
| 22 | <b>Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>  | pack    | 29  | 125.00   | 3,625.00  |
| 23 | <b>Battery, Rechargeable, AA (4pcs) w/ Charger</b>   | set     | 3   | 3,680.00 | 11,040.00 |
|    | ☐ Input: AC100-240V 50-60Hz  |         |     |          |           |
|    | ☐ Output: DC1.5 V AA 550mA x4 / AAA  |         |     |          |           |



|    |  |        |    |        |          |
|----|--|--------|----|--------|----------|
|    | 275mA x4   |        |    |        |          |
|    | ☑ Charging Control: checks voltage and temperature of battery automatically  |        |    |        |          |
|    | ☑ Indicator: LED x 4   |        |    |        |          |
|    | ☑ Charging: ON, Fully charged: OFF   |        |    |        |          |
|    | ☑ Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells  |        |    |        |          |
| 24 | <b>Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack</b>   | pack   | 3  | 785.00 | 2,355.00 |
| 25 | <b>Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack</b>  | pack   | 2  | 785.00 | 1,570.00 |
| 26 | <b>Battery, Rechargeable, Alkaline, Size: AA Nominal Voltage 1.5V 2pcs/pack</b>  | pack   | 3  | 350.00 | 1,050.00 |
|    | High voltage: 1.5V   |        |    |        |          |
|    | Rechargeable type: AA, alkaline rechargeable batteries. Environmental protection material  |        |    |        |          |
|    | Up to 1000 recharge cycles   |        |    |        |          |
|    | Excellent high discharge / drain performance   |        |    |        |          |
|    | Exact replacement for standard AA size batteries   |        |    |        |          |
|    | Superior performance under low temperature condition   |        |    |        |          |
|    | Longer in high drain devices.  |        |    |        |          |
|    | It is for Portable tape and TV remote controls, Clocks and radios, Electronic games, Smoke alarm, Cordless phone, electrical toy, and more |        |    |        |          |
| 27 | <b>Binder Clip, 1.5", black</b>  | pcs    | 62 | 7.50   | 465.00   |
| 28 | <b>Binder Clip, 2", black</b>  | pcs    | 50 | 8.50   | 425.00   |
| 29 | <b>Binder Clip, 2-inch, 12 pcs/box</b>   | boxes  | 32 | 100.00 | 3,200.00 |
|    | Extra Large Binder Clips 2-Inch (12pcs/box),   |        |    |        |          |
|    | Big Paper Clamps for Office Supplies, Black  |        |    |        |          |
| 30 | <b>Bleach, liquid, 99.9% antibac, 1 gallon</b>   | gallon | 10 | 150.00 | 1,500.00 |
| 31 | <b>Bleach, liquid, 99.9% antibac, 1 gallon</b>   | gallon | 10 | 450.00 | 4,500.00 |
| 32 | <b>Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL</b>   | gallon | 5  | 450.00 | 2,250.00 |
| 33 | <b>Book Ends, Metal, Big (approx. 13x15x25cm), at least 400g</b>   | pair   | 2  | 162.00 | 324.00   |
| 34 | <b>Broom</b>   | pc     | 10 | 100.00 | 1,000.00 |
|    | Multifunctional Magic Broom Clean Floor Surface Remove Dirt Hair Household Silicone Mop FREE MOUNT   |        |    |        |          |
| 35 | <b>Broom and Dustpan Set</b>   | set    | 1  | 600.00 | 600.00   |
| 36 | <b>Broom, Soft (Tambo), Large, Heavy Duty</b>  | pcs    | 13 | 250.00 | 3,250.00 |
| 37 | <b>Broom, Stick Broom, Tukog</b>   | pc     | 25 | 35.00  | 875.00   |
|    | ☑ Good Quality Broom Stick   |        |    |        |          |
|    | ☑ Approx. 370pcs per stick bundle  |        |    |        |          |
| 38 | <b>Calculator, desktop-type, 12 digits, 2-</b>   | unit   | 2  | 530.00 | 1,060.00 |

|    |   |             |    |          |          |
|----|---|-------------|----|----------|----------|
|    | <b>way power, plastic keys</b>  |             |    |          |          |
| 39 | <b>Calculator, scientific ,10+2 digits, 2 line display, at least 240 functions</b>  | unit        | 1  | 700.00   | 700.00   |
| 40 | <b>Chlorine Granules, 1kg/pack</b>  | packs       | 2  | 185.00   | 370.00   |
| 41 | <b>Cleaner, Glass, 500mL, spray type, any scent</b>   | btls        | 3  | 200.00   | 600.00   |
| 42 | <b>Cleanser, Powder, 500g, any scent</b>  | btls        | 3  | 76.00    | 228.00   |
| 43 | <b>Clear Packaging Tape</b>   | piece       | 12 | 80.00    | 960.00   |
| 44 | <b>Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box</b>  | boxes       | 17 | 20.00    | 340.00   |
| 45 | <b>Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box</b>  | boxes       | 7  | 28.00    | 196.00   |
| 46 | <b>Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box</b>  | boxes       | 3  | 46.00    | 138.00   |
| 47 | <b>Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box</b>   | boxes       | 8  | 70.00    | 560.00   |
| 48 | <b>Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box</b>   | boxes       | 12 | 13.00    | 156.00   |
| 49 | <b>Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box</b>   | boxes       | 10 | 55.00    | 550.00   |
| 50 | <b>Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box</b>   | boxes       | 10 | 76.00    | 760.00   |
| 51 | <b>Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box</b>   | boxes       | 10 | 143.00   | 1,430.00 |
| 52 | <b>Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms</b>  | box of 50's | 13 | 30.00    | 390.00   |
| 53 | <b>Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)</b>   | boxes       | 27 | 14.00    | 378.00   |
| 54 | <b>Computer/Paint Brush, 1.5"</b>   | piece       | 3  | 25.00    | 75.00    |
| 55 | <b>Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml</b>   | pack        | 3  | 150.00   | 450.00   |
| 56 | <b>Continuous Forms, Bond 20, 11 x 9-1/2, 1 Ply</b>   | boxes       | 3  | 1,372.00 | 4,116.00 |
| 57 | <b>Continuous Forms, Carbonless, 11 x 14-7/8, 2 Ply</b>   | boxes       | 4  | 1,855.00 | 7,420.00 |
| 58 | <b>Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'</b>   | pcs         | 1  | 880.00   | 880.00   |
| 59 | <b>Correction Fluid, waterbase, 15 mL</b>   | btl         | 6  | 40.00    | 240.00   |
| 60 | <b>Correction Pen, rolling ball-metal tip</b>   | pc          | 10 | 220.00   | 2,200.00 |
| 61 | <b>Correction Tape, 10 meters</b>   | pcs         | 63 | 32.00    | 2,016.00 |
| 62 | <b>Correction Tape, 8m x 5mm wide</b>   | pc          | 37 | 40.00    | 1,480.00 |
| 63 | <b>Cotton, 400g</b>   | packs       | 6  | 300.00   | 1,800.00 |
| 64 | <b>Curtain Wood Rod</b>   | pcs         | 6  | 800.00   | 4,800.00 |
|    | Curtain Wood Rod Dark Wood 1" diameter 30" -47" extension   |             |    |          |          |
| 65 | <b>Cutter, Big, durable &amp; light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)</b> | pcs         | 1  | 520.00   | 520.00   |
| 66 | <b>Cutter, Big, Plastic (Ordinary), w/ lock</b>   | pcs         | 4  | 30.00    | 120.00   |
| 67 | <b>Datafiler</b>  | pc          | 14 | 250.00   | 3,500.00 |
|    | ■ 23cm H x 14cm W x 44cm D  |             |    |          |          |

|    |   |       |     |          |           |
|----|---|-------|-----|----------|-----------|
| 68 | <b>Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm</b>                     | pcs   | 1   | 820.00   | 820.00    |
| 69 | <b>Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color</b>               | pcs   | 2   | 550.00   | 1,100.00  |
| 70 | <b>Detergent Soap, Powder, with Antibacterial, 500g</b>                                       | packs | 52  | 60.00    | 3,120.00  |
| 71 | <b>Dishwashing Liquid Soap, Refill 350ml</b>  | pack  | 38  | 120.00   | 4,560.00  |
|    | Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml                        |       |     |          |           |
| 72 | <b>Disinfectant Cleaner, multi-surface, scented</b>   | gal   | 5   | 420.00   | 2,100.00  |
| 73 | <b>Disinfectant Spray, 170g</b>   | can   | 18  | 280.00   | 5,040.00  |
| 74 | <b>Disinfectant Spray, 340g</b>   | can   | 31  | 465.00   | 14,415.00 |
| 75 | <b>Disinfectant spray, 400gms, lavender moist</b>   | tubes | 3   | 300.00   | 900.00    |
| 76 | <b>Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)</b> | pcs   | 1   | 445.00   | 445.00    |
| 77 | <b>Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity</b> | pcs   | 5   | 1,400.00 | 7,000.00  |
| 78 | <b>Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity</b>       | pcs   | 1   | 300.00   | 300.00    |
| 79 | <b>Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity</b>       | pcs   | 4   | 520.00   | 2,080.00  |
| 80 | <b>Dust pan, plastic, stand-up handle, large</b>  | pc    | 3   | 140.00   | 420.00    |
| 81 | <b>Duster, Feather</b>  | pcs   | 8   | 56.00    | 448.00    |
| 82 | <b>Empty Chlorine Container</b>   | drums | 2   | 400.00   | 800.00    |
|    | 40-liter capacity; color white  |       |     |          |           |
| 83 | <b>Envelope Brown, 6x9 for Card</b>   | pcs   | 300 | 5.00     | 1,500.00  |
| 84 | <b>Envelope, brown, ordinary, A4 size</b>   | pcs   | 100 | 10.00    | 1,000.00  |
| 85 | <b>Envelope, Document, Brown, 150 lbs, Long</b>   | pc    | 145 | 7.00     | 1,015.00  |
| 86 | <b>Envelope, Document, Brown, 150 lbs, Short</b>  | pc    | 15  | 5.00     | 75.00     |
| 87 | <b>Envelope, Expanding, Kraft board, w/ garter tie, Legal</b>                                 | pcs   | 100 | 14.00    | 1,400.00  |
| 88 | <b>Envelope, Expanding, Plastic, Long, with Handle</b>  | pcs   | 2   | 100.00   | 200.00    |
| 89 | <b>Envelope, Expanding, with garter tie, blue, long</b>                                       | pc    | 20  | 15.00    | 300.00    |
| 90 | <b>Envelope, Expanding, with garter tie, brown, long</b>                                      | pc    | 15  | 15.00    | 225.00    |
| 91 | <b>Envelope, Expanding, with garter tie, brown, short</b>                                     | pc    | 150 | 11.00    | 1,650.00  |
| 92 | <b>Envelope, Expanding, with garter tie, golden yellow, short</b>                             | pc    | 20  | 11.00    | 220.00    |
| 93 | <b>Envelope, Expanding, with garter tie, green, long</b>                                      | pc    | 12  | 15.00    | 180.00    |
| 94 | <b>Envelope, Expanding, with garter tie,</b>  | pc    | 20  | 11.00    | 220.00    |

|     |  |             |      |          |           |
|-----|--|-------------|------|----------|-----------|
|     | <b>red, short</b>  |             |      |          |           |
| 95  | <b>Envelope, Expanding, with garter tie, violet, long</b>  | pc          | 20   | 15.00    | 300.00    |
| 96  | <b>Envelope, Mailing, white, long, 500pcs/box</b>  | box of 50's | 2    | 395.00   | 790.00    |
| 97  | <b>Eraser, Rubber, high quality</b>  | pc          | 3    | 45.00    | 135.00    |
| 98  | <b>Eraser, whiteboard, magnetic flannel</b>  | pc          | 3    | 60.00    | 180.00    |
| 99  | <b>External Hard Drive, 1 TB</b>   | unit        | 3    | 3,000.00 | 9,000.00  |
|     | Slim 1TB Portable Hard Drive (Green) with 3 YEARS  |             |      |          |           |
|     | Capacity: 1TB  |             |      |          |           |
|     | Connection interface: USB 2.0/3.0  |             |      |          |           |
|     | Storage Media: 2.5" SATA HDD Op.   |             |      |          |           |
|     | Voltage: USB DC 5V   |             |      |          |           |
|     | Size :129.5mm x 82.4mm x 20.4mm  |             |      |          |           |
|     | Weight: 216g   |             |      |          |           |
| 100 | <b>Fastener, Paper, non-rust metal, 50 sets/box</b>  | boxes       | 5    | 50.00    | 250.00    |
| 101 | <b>Fastener, Paper, plastic, 50 sets/box</b>   | boxes       | 103  | 38.00    | 3,914.00  |
| 102 | <b>File Organizer (Accordion), Expanding, w/ 13 inside pockets &amp; index tabs, Legal</b>   | pieces      | 7    | 368.00   | 2,576.00  |
| 103 | <b>First Aid Box or Medicine Cabinet</b>   | pc          | 3    | 800.00   | 2,400.00  |
|     | 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   |             |      |          |           |
| 104 | <b>Fist Aid Kit Set (Medical Bag)</b>  | set         | 1    | 800.00   | 800.00    |
|     | 1x Tube 15gm Burn Ointment1x pc. Elastic Bandage 3x 51x pc. Digital Thermometer1x pc. Rechargeable Flashlight1x pc. Whistle2x pcs. Exam or Latex Gloves4x pcs. Gauze pad 4x41x bot 10ml Ammonia Spirit1x bot 10ml Povidone Iodine1x bot 60ml 70% Isopropyl Alcohol1x pack Cotton balls 50's1x pc. Surgical Tape1x pc. Bandage Scissor1x pc. Triangular Bandage1x pc. First Aid Kit Bag |             |      |          |           |
| 105 | <b>Floor mop with bucket, microfiber spin rotating 360</b>   | pc          | 3    | 1,500.00 | 4,500.00  |
| 106 | <b>Floor Mop with wooden handle, heavy duty</b>  | pcs         | 9    | 240.00   | 2,160.00  |
| 107 | <b>Foil, Aluminum, 7m x 30cm (approx. 130g)</b>  | boxes       | 10   | 150.00   | 1,500.00  |
| 108 | <b>Folder, Brown, Long Size 8.5x13"</b>  | pcs         | 200  | 7.00     | 1,400.00  |
| 109 | <b>Folder, Expanded, Long (Light Blue)</b>   | pcs         | 5    | 20.00    | 100.00    |
| 110 | <b>Folder, Expanded, Long (Red)</b>  | piece       | 25   | 30.00    | 750.00    |
| 111 | <b>Folder, File, Long, 14pts, White</b>  | piece       | 1181 | 10.00    | 11,810.00 |
| 112 | <b>Folder, Ordinary, A4</b>  | pcs         | 105  | 7.00     | 735.00    |

|     |   |             |     |          |           |
|-----|---|-------------|-----|----------|-----------|
| 113 | <b>Folder, Pressboard, Long, Brown with Plastic cover</b>   | pcs         | 100 | 20.00    | 2,000.00  |
| 114 | <b>Folder, Pressboard, US, Blue, Long</b>   | pieces      | 5   | 30.00    | 150.00    |
| 115 | <b>Folder, Pressboard, US, Blue, Short</b>  | piece       | 10  | 29.00    | 290.00    |
| 116 | <b>Folder, Pressboard, US, Green, Long</b>  | pcs         | 307 | 30.00    | 9,210.00  |
| 117 | <b>Folder, Pressboard, US, Green, Short</b>   | pcs         | 10  | 29.00    | 290.00    |
| 118 | <b>Folder, Pressboard, US, Yellow, Long</b>   | pieces      | 5   | 30.00    | 150.00    |
| 119 | <b>Folder, Pressboard, US, Yellow, Short</b>  | piece       | 10  | 29.00    | 290.00    |
| 120 | <b>Folder, Sliding, Plastic, w/ binder, Long, transparent</b>   | pcs         | 100 | 10.00    | 1,000.00  |
| 121 | <b>Folding umbrella</b>   | pcs         | 2   | 300.00   | 600.00    |
|     | To be used during survey  |             |     |          |           |
|     | ☑ Normal Umbrella   |             |     |          |           |
| 122 | <b>Gang Chair, 5-Seater</b>   | piece       | 1   | 9,000.00 | 9,000.00  |
|     | Materials: Arm and Leg Frames are steel with chrome plated finished, Beam Quality Steel,150kg Weight Rating seat,Perforated Seat and Back,Dimension: W287cm, D63.5xH81.28cm,Color: Black and Silver |             |     |          |           |
| 123 | <b>Gel Ink Sign Pen 0.5, black</b>  | pcs         | 52  | 25.00    | 1,300.00  |
| 124 | <b>Gel Ink Sign Pen 0.5, blue</b>   | pcs         | 292 | 25.00    | 7,300.00  |
| 125 | <b>Gel Ink Sign Pen 0.5, red</b>  | pcs         | 92  | 25.00    | 2,300.00  |
| 126 | <b>Glue Pen, Clear, 50mL</b>  | tubes       | 1   | 25.00    | 25.00     |
| 127 | <b>Glue, Multi-Purpose, White, at least 130g (118mL)</b>  | btls        | 29  | 78.00    | 2,262.00  |
| 128 | <b>Hand Sanitizer, Gel, Antibacterial, push-type, 250mL</b>   | btls        | 26  | 120.00   | 3,120.00  |
| 129 | <b>Hand Towel, cloth, cotton, 12 pcs/pack</b>   | piece       | 2   | 258.00   | 516.00    |
| 130 | <b>Index Tab, PVC self adhesive 6" x 1", 25pcs/box</b>  | set         | 37  | 78.00    | 2,886.00  |
| 131 | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Black</b>  | tube        | 8   | 1,500.00 | 12,000.00 |
| 132 | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Cyan</b>   | tube        | 8   | 1,500.00 | 12,000.00 |
| 133 | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Magenta</b>  | tube        | 8   | 1,500.00 | 12,000.00 |
| 134 | <b>Ink, for stamp pad, violet, 30mL, w/ applicator</b>  | btls        | 8   | 35.00    | 280.00    |
| 135 | <b>Ink, Refill, for Permanent Marker, Black, 30mL</b>   | btls        | 12  | 115.00   | 1,380.00  |
| 136 | <b>Ink, Refill, for Whiteboard Marker, Black, 30mL</b>  | btls        | 10  | 165.00   | 1,650.00  |
| 137 | <b>Ink, Refill, for Whiteboard Marker, Blue, 30mL</b>   | btls        | 12  | 165.00   | 1,980.00  |
| 138 | <b>Ink. EPSON T9481 XL for WF-C878R Printer, Yellow</b>   | tube        | 8   | 1,500.00 | 12,000.00 |
| 139 | <b>KN95 face mask</b>   | piece       | 6   | 100.00   | 600.00    |
| 140 | <b>Laminating Film, A4, 100 shts/box, 250 microns</b>   | box of 50's | 1   | 1,430.00 | 1,430.00  |
| 141 | <b>Liquid Hand Soap</b>   | gallon      | 21  | 500.00   | 10,500.00 |
| 142 | <b>Magazine Box / Data File Box / Datafiler, horizontal, made of</b>  | pcs         | 31  | 195.00   | 6,045.00  |

|     |   |              |     |          |           |
|-----|---|--------------|-----|----------|-----------|
|     | chipboards, closed ends, Legal (Double)   |              |     |          |           |
| 143 | Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single) | pcs          | 98  | 100.00   | 9,800.00  |
| 144 | Marking Tape, 1-1/2" Thick, 12mmx25yds  | pcs          | 10  | 70.00    | 700.00    |
| 145 | Meter Stick, wood, 100 cm, yellow background w/ black markings  | pieces       | 1   | 150.00   | 150.00    |
| 146 | Mop Handle, Plastic   | pieces       | 3   | 145.00   | 435.00    |
| 147 | Mop Handle, steel   | pieces       | 10  | 150.00   | 1,500.00  |
| 148 | Mop Rug, Heavy Duty, 100% cotton  | pieces       | 27  | 90.00    | 2,430.00  |
| 149 | Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white   | ream         | 2   | 450.00   | 900.00    |
| 150 | Mouse Pad, Rubber   | pad          | 4   | 250.00   | 1,000.00  |
|     | ■ Size: Small (200x250mm)   |              |     |          |           |
|     | ■ Color: Black/ Dark Blue   |              |     |          |           |
| 151 | Multi-Insect Killer Spray, 600mL  | tubes        | 5   | 600.00   | 3,000.00  |
| 152 | Multi-Purpose Cleaner, Liquid, 1000mL, any scent  | btls         | 3   | 205.00   | 615.00    |
| 153 | Multi-purpose Plastic Tray, Big/Large   | pieces       | 50  | 120.00   | 6,000.00  |
| 154 | Multi-purpose Plastic Utility Tray  | pcs          | 2   | 50.00    | 100.00    |
| 155 | Muriatic Acid concentrated scented  | gal          | 7   | 350.00   | 2,450.00  |
| 156 | My-Gel Gel Ink Pen refill 0.5mm, Blue   | piece        | 10  | 25.00    | 250.00    |
| 157 | Net bags, fish net, 13" x 13"   | pc           | 100 | 20.00    | 2,000.00  |
| 158 | Notarial seal with adhesive #24-21/8" (40pcs/pack)  | packs        | 50  | 30.00    | 1,500.00  |
| 159 | Notebook, spiral, 80 leaves   | pieces       | 1   | 26.00    | 26.00     |
| 160 | Numbering machine, 12 digits w/ letter  | piece        | 1   | 1,000.00 | 1,000.00  |
| 161 | Nylon, #300, for grass cutter   | kl           | 12  | 450.00   | 5,400.00  |
| 162 | Pail, Plastic, 10 li cap.   | pieces       | 7   | 200.00   | 1,400.00  |
| 163 | Pail, Utility, Plastic 100 liter cap/drum/water container   | pieces       | 2   | 1,000.00 | 2,000.00  |
| 164 | Pail, Utility, Plastic, at least 16 liter cap,  | pieces       | 10  | 250.00   | 2,500.00  |
| 165 | Paper Clips Small Vinyl (33MM)  | Box of 100's | 2   | 35.00    | 70.00     |
| 166 | Paper Clips Small Vinyl (50mm)  | Box of 100's | 2   | 40.00    | 80.00     |
| 167 | PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box  | box of 50's  | 20  | 25.00    | 500.00    |
| 168 | Paper Cutter Knife, 6" steel blade, plastic handle, good quality                                      | pcs          | 2   | 150.00   | 300.00    |
| 169 | Paper, Bond, A3, S-24, 80 gsm   | reams        | 1   | 580.00   | 580.00    |
|     | bright white, high premium quality  |              |     |          |           |
| 170 | Paper, Bond, A4, S-20, 70 gsm   | reams        | 165 | 253.00   | 41,745.00 |
|     | bright white, high premium quality  |              |     |          |           |
| 171 | Paper, Bond, A4, S-24, 80 gsm   | reams        | 300 | 289.00   | 86,700.00 |
|     | bright white, high premium quality  |              |     |          |           |
| 172 | Paper, Bond, Long, S-20, 70 gsm   | reams        | 31  | 286.00   | 8,866.00  |
|     | bright white, high premium quality  |              |     |          |           |
| 173 | Paper, Bond, Long, S-24, 80 gsm   | reams        | 49  | 328.00   | 16,072.00 |

|     |  |             |     |          |           |
|-----|--|-------------|-----|----------|-----------|
|     | bright white, high premium quality                       |             |     |          |           |
| 174 | <b>Paper, Bond, Short, S-20, 70 gsm</b>                  | reams       | 5   | 245.00   | 1,225.00  |
|     | bright white, high premium quality                       |             |     |          |           |
| 175 | <b>Paper, Bond, Short, S-24, 80 gsm</b>                  | reams       | 20  | 277.00   | 5,540.00  |
|     | bright white, high premium quality                       |             |     |          |           |
| 176 | <b>Paper, Book, A4 size, 80 gsm</b>                      | reams       | 105 | 285.00   | 29,925.00 |
|     | bright white, high premium quality                       |             |     |          |           |
| 177 | <b>Paper, Laid 8 x 13 90gsm Ivory</b>                    | boxes       | 1   | 1,415.00 | 1,415.00  |
| 178 | <b>Paper, Manila</b>                                     | pcs         | 50  | 6.00     | 300.00    |
| 179 | <b>Paper, Mimeo, GW, Long, S-18</b>                      | reams       | 20  | 190.00   | 3,800.00  |
| 180 | <b>Paper, Mimeo, WW, A4, S-20</b>                        | ream        | 35  | 220.00   | 7,700.00  |
| 181 | <b>Paper, Mimeo, WW, Long, S-20</b>                      | reams       | 5   | 228.00   | 1,140.00  |
| 182 | <b>Paper, Mimeo, WW, Short, S-20</b>                     | reams       | 5   | 192.00   | 960.00    |
| 183 | <b>Paper, Parchment, A4, cream, 100 sheets/pack</b>      | pack        | 30  | 500.00   | 15,000.00 |
| 184 | <b>Paper, Photo, high gloss, A4, 230G, 20 shts/pack</b>  | pack        | 41  | 250.00   | 10,250.00 |
| 185 | <b>Paper, Photo, matte finish, 146GSM, 10 shts/pack</b>  | pack        | 16  | 75.00    | 1,200.00  |
| 186 | <b>Paper, Specialty 200gsm 8-1/2x11, 10s, Cream</b>      | packs       | 12  | 38.00    | 456.00    |
| 187 | <b>Paper, Towel, Interfolded , 1 ply, 175 pulls</b>      | pack        | 10  | 75.00    | 750.00    |
| 188 | <b>Parchment Paper, Long</b>                             | reams       | 20  | 250.00   | 5,000.00  |
| 189 | <b>Pen, Permanent Marker, black, broad tip</b>           | pieces      | 40  | 60.00    | 2,400.00  |
| 190 | <b>Pen, Permanent Marker, black, fine tip</b>            | pieces      | 15  | 60.00    | 900.00    |
| 191 | <b>Pen, Permanent Marker, blue, broad tip</b>            | pieces      | 20  | 60.00    | 1,200.00  |
| 192 | <b>Pen, Permanent Marker, blue, fine tip</b>             | pieces      | 13  | 60.00    | 780.00    |
| 193 | <b>Pen, Ball, black</b>                                  | pieces      | 6   | 10.00    | 60.00     |
| 194 | <b>Pen, Ball, blue</b>                                   | pieces      | 336 | 10.00    | 3,360.00  |
| 195 | <b>Pen, Ball, red</b>                                    | pieces      | 6   | 10.00    | 60.00     |
| 196 | <b>Pen, Highlighter, orange</b>                          | pieces      | 4   | 46.00    | 184.00    |
| 197 | <b>Pen, Highlighter, violet</b>                          | pieces      | 4   | 47.00    | 188.00    |
| 198 | <b>Pen, Highlighter, yellow</b>                          | pieces      | 6   | 45.00    | 270.00    |
| 199 | <b>Pen, Permanent Marker, JUMBO black</b>                | pieces      | 5   | 120.00   | 600.00    |
| 200 | <b>Pen, Sign, .5mm, Gel-type, Black</b>                  | piece       | 40  | 35.00    | 1,400.00  |
| 201 | <b>Pen, Sign, .5mm, Gel-type, Blue</b>                   | piece       | 558 | 35.00    | 19,530.00 |
| 202 | <b>Pen, Sign, .5mm, Gel-type, Red</b>                    | piece       | 16  | 35.00    | 560.00    |
| 203 | <b>Pen, Whiteboard Marker, red</b>                       | pieces      | 2   | 50.00    | 100.00    |
| 204 | <b>Pen, Whiteboard Marker, black</b>                     | pieces      | 34  | 50.00    | 1,700.00  |
| 205 | <b>Pen, Whiteboard Marker, blue,</b>                     | pieces      | 28  | 50.00    | 1,400.00  |
| 206 | <b>Pencil, #2, Medium, Yellow, 12pcs/box</b>             | Box of 12's | 1   | 120.00   | 120.00    |
|     | ■ Attr: Pencil Medium #2 with black lead                 |             |     |          |           |
|     | ■ Color: Yellow  |             |     |          |           |
|     | ■ Packaging Size: 12 pencils per box                     |             |     |          |           |
| 207 | <b>Pencil, Lead, #2, w/ eraser</b>                       | pieces      | 286 | 10.00    | 2,860.00  |
| 208 | <b>Photo Album Magnetic approx 15 x 12"</b>              | pieces      | 1   | 550.00   | 550.00    |
| 209 | <b>Pin, Push, hammerhead type, asstd colors 50s/pack</b> | boxes       | 34  | 35.00    | 1,190.00  |
| 210 | <b>Plastic bag (sando bag) 100pcs/pack</b>               | pack        | 3   | 95.00    | 285.00    |

|     |  |        |     |        |           |
|-----|--|--------|-----|--------|-----------|
|     | <b>large</b>   |        |     |        |           |
| 211 | <b>Plastic Twine, 1kl/roll</b>   | rolls  | 6   | 110.00 | 660.00    |
| 212 | <b>Polyethylene Bag, autoclavable, 10" x 16" x .002</b>  | kgs    | 15  | 200.00 | 3,000.00  |
| 213 | <b>Polyethylene bags 12 x 18, autoclavable</b>   | packs  | 12  | 230.00 | 2,760.00  |
| 214 | <b>Post it</b>   | pieces | 40  | 20.00  | 800.00    |
| 215 | <b>Puncher, 2 holes, heavy duty</b>  | pieces | 3   | 155.00 | 465.00    |
| 216 | <b>Puncher, Heavy Duty</b>   | pieces | 2   | 450.00 | 900.00    |
| 217 | <b>Rag, (for cleaning &amp; wiping)</b>  | pieces | 20  | 5.00   | 100.00    |
| 218 | <b>Rags, large, good quality, size 24"x15", water absorbent</b>                                      | pcs    | 8   | 40.00  | 320.00    |
| 219 | <b>Ready-Made Curtain (RMC), Cream color</b>   | pc     | 32  | 450.00 | 14,400.00 |
|     | ☐ 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   |        |     |        |           |
| 220 | <b>Record Book, 200 Pages</b>  | piece  | 8   | 90.00  | 720.00    |
| 221 | <b>Record Book, Big, 300 pages</b>   | pcs    | 25  | 80.00  | 2,000.00  |
| 222 | <b>Record Book, Big, 300 pages</b>   | pcs    | 14  | 110.00 | 1,540.00  |
| 223 | <b>Record Book, Big, 500 pages</b>   | pcs    | 29  | 115.00 | 3,335.00  |
| 224 | <b>Ribbon, Satin Cloth, Yellow/Gold, 2"</b>  | rolls  | 6   | 300.00 | 1,800.00  |
| 225 | <b>Ring Binder, plastic, 10mm, 3/8" black</b>  | pieces | 5   | 10.00  | 50.00     |
| 226 | <b>Ring Binder, plastic, 14mm, 9/16" black</b>   | pieces | 5   | 15.00  | 75.00     |
| 227 | <b>Ring Binder, plastic, 22mm, 7/8" black</b>  | pieces | 5   | 27.00  | 135.00    |
| 228 | <b>Ring Binder, plastic, 38mm, 1-1/2" black</b>  | pieces | 30  | 46.00  | 1,380.00  |
| 229 | <b>Ring Binder, plastic, 51mm 2" black</b>   | pieces | 30  | 55.00  | 1,650.00  |
| 230 | <b>Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)</b>  | rolls  | 30  | 88.00  | 2,640.00  |
|     | ☐ 2 Ply  |        |     |        |           |
|     | ☐ at least 70 pulls or 140 Sheets  |        |     |        |           |
|     | ☐ Sheet size: at least 275mm x 230mm   |        |     |        |           |
|     | ☐ No artificial whiteners elemental chlorine   |        |     |        |           |
| 231 | <b>Rubberband, #18, 350 gms/box</b>  | boxes  | 28  | 270.00 | 7,560.00  |
| 232 | <b>Ruler, Plastic, 12"</b>   | pieces | 2   | 15.00  | 30.00     |
| 233 | <b>Ruler, Plastic, 24"</b>   | pieces | 3   | 35.00  | 105.00    |
| 234 | <b>Scissors, 6" heavy duty, good quality</b>   | piece  | 5   | 68.00  | 340.00    |
| 235 | <b>Scissors, 8" heavy duty, good quality</b>   | pieces | 10  | 75.00  | 750.00    |
| 236 | <b>Scrub Sponge, Heavy Duty</b>  | pcs    | 30  | 60.00  | 1,800.00  |
|     | ☐ Size: at least 100mm x 75mm x 30mm   |        |     |        |           |
| 237 | <b>Sharpener, Pencil Heavy Duty good qlty</b>  | pieces | 2   | 350.00 | 700.00    |
|     | Table Type   |        |     |        |           |
| 238 | <b>Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink</b>                                 | pieces | 136 | 90.00  | 12,240.00 |
| 239 | <b>Sign pen, Fine Tech, 0.3mm. blue</b>  | pieces | 111 | 30.00  | 3,330.00  |



|     |   |        |     |          |           |
|-----|---|--------|-----|----------|-----------|
| 240 | <b>Soap, Detergent, Liquid, 1 gal, any scent</b>  | gal    | 22  | 350.00   | 7,700.00  |
| 241 | <b>Soap, Detergent, Powder, 1 kilo/pack, any scent</b>  | kl     | 50  | 105.00   | 5,250.00  |
| 242 | <b>Soap, Dishwashing, Liquid, 250mL</b>   | btls   | 83  | 150.00   | 12,450.00 |
| 243 | <b>Soap, Hand, 60g per pack</b>   | Sachet | 30  | 25.00    | 750.00    |
| 244 | <b>Soap, hand, liquid, 250 ml, pump type</b>  | btls   | 34  | 135.00   | 4,590.00  |
| 245 | <b>Soap, Toilet , guest size</b>  | pieces | 50  | 15.00    | 750.00    |
| 246 | <b>Soft Broom (Tambo) 200g minimum, heavy duty</b>  | pcs    | 7   | 220.00   | 1,540.00  |
| 247 | <b>Specialty Board, 250gsm, Light Green, Vellum</b>   | packs  | 100 | 75.00    | 7,500.00  |
| 248 | <b>Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)</b>  | pack   | 10  | 85.00    | 850.00    |
| 249 | <b>Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)</b>   | pack   | 4   | 65.00    | 260.00    |
| 250 | <b>Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)</b>   | pack   | 10  | 65.00    | 650.00    |
| 251 | <b>Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack</b>  | pack   | 10  | 85.00    | 850.00    |
| 252 | <b>Spin Mop, w/ stainless steel wringer bucket, w/ durable &amp; ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole</b> | pcs    | 2   | 1,500.00 | 3,000.00  |
| 253 | <b>Stamping Pad size 4</b>  | pieces | 4   | 134.00   | 536.00    |
| 254 | <b>Staple wire remover</b>  | pieces | 3   | 40.00    | 120.00    |
| 255 | <b>Staple wire remover, Plier type, Metal</b>   | piece  | 1   | 100.00   | 100.00    |
| 256 | <b>Staple Wire No. 35-5M Leg Length 6mm (1/4")</b>  | boxes  | 3   | 80.00    | 240.00    |
| 257 | <b>Staple Wire, #35</b>   | boxes  | 78  | 30.00    | 2,340.00  |
| 258 | <b>Stapler Flat clinch Standard Half strip</b>  | 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)  |        |     |          |           |
|     | Insertion depth: 47mm   |        |     |          |           |
|     | 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  |        |     |          |           |
| 259 | <b>Stapler, HD No.35</b>  | pc     | 5   | 350.00   | 1,750.00  |
| 260 | <b>Stick Broom (tingting) 6" from the top, approx 370 pcs</b>   | piece  | 3   | 40.00    | 120.00    |
| 261 | <b>Sticker Paper, high gloss A4 size, 50 sheets/pack</b>  | pack   | 6   | 155.00   | 930.00    |

|     |  |        |     |        |           |
|-----|--|--------|-----|--------|-----------|
| 262 | <b>Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack</b> | pack   | 49  | 40.00  | 1,960.00  |
|     | ☐ 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                               |        |     |        |           |
| 263 | <b>STICKY NOTE 3 X 3 ASSORTED COLORS</b>   | pad    | 10  | 79.00  | 790.00    |
| 264 | <b>Sticky Note, 2 x 3, Yellow</b>  | pads   | 18  | 79.00  | 1,422.00  |
| 265 | <b>Sticky Note, 3 x 3, Yellow</b>  | pads   | 9   | 84.00  | 756.00    |
| 266 | <b>Sticky Note, 3 x 5, Yellow</b>  | pads   | 2   | 150.00 | 300.00    |
| 267 | <b>Sticky Note, 3x5 Colored</b>  | pads   | 113 | 50.00  | 5,650.00  |
| 268 | <b>STICKY NOTES 2 X 3 ASSORTED COLORS</b>  | pad    | 10  | 79.00  | 790.00    |
| 269 | <b>STICKY NOTES 3 X 4 ASSORTED COLORS</b>  | pad    | 10  | 79.00  | 790.00    |
| 270 | <b>Storage box, Plastic, 187L</b>  | pc     | 4   | 900.00 | 3,600.00  |
|     | ☐ Plastic, storage box, max 187L capacity  |        |     |        |           |
| 271 | <b>String Doormat/Rug/Basahan</b>  | pieces | 10  | 100.00 | 1,000.00  |
|     | ☐ Product Description  |        |     |        |           |
|     | ☐ Size (LxW): 21 x 15 inch   |        |     |        |           |
|     | ☐ Rugs in assorted printed colors and designs  |        |     |        |           |
|     | ☐ Handy made with high quality   |        |     |        |           |
|     | ☐ Cotton   |        |     |        |           |
| 272 | <b>Tape Dispenser, 1" tape, big core, any color</b>                                    | pcs    | 2   | 115.00 | 230.00    |
| 273 | <b>Tape, Double Sided, 1" x 10m</b>  | rolls  | 32  | 35.00  | 1,120.00  |
| 274 | <b>Tape, Double Sided, 2" x 10m</b>  | rolls  | 15  | 70.00  | 1,050.00  |
| 275 | <b>Tape, Double Sided, 3/4" x 10m</b>  | rolls  | 5   | 26.00  | 130.00    |
| 276 | <b>Tape, Duct, 2" x 25m, Black/Grey</b>  | rolls  | 6   | 180.00 | 1,080.00  |
| 277 | <b>Tape, Foam, Double Sided, 1" x 5m</b>   | rolls  | 1   | 100.00 | 100.00    |
| 278 | <b>Tape, Foam, Double Sided, 1/2" x 5m</b>   | rolls  | 1   | 52.00  | 52.00     |
| 279 | <b>Tape, Masking, 1" x 25 yards</b>  | rolls  | 85  | 48.00  | 4,080.00  |
| 280 | <b>Tape, Masking, 1/2" x 25 yards</b>  | rolls  | 35  | 25.00  | 875.00    |
| 281 | <b>Tape, Masking, 2" x 25 yards</b>  | rolls  | 25  | 95.00  | 2,375.00  |
| 282 | <b>Tape, Masking, 3" x 25 yards</b>  | rolls  | 15  | 143.00 | 2,145.00  |
| 283 | <b>Tape, Packaging, 2" x 100 yards, Clear</b>  | rolls  | 10  | 55.00  | 550.00    |
| 284 | <b>Tape, Packaging, 2" x 100 yards, Tan</b>  | rolls  | 5   | 55.00  | 275.00    |
| 285 | <b>Tape, Packaging, 2" x 100 yards, Tan</b>  | rolls  | 10  | 75.00  | 750.00    |
| 286 | <b>Tape, Transparent, 12mm x 50m</b>   | rolls  | 13  | 68.00  | 884.00    |
| 287 | <b>Tape, Transparent, 24mm x 50m</b>   | rolls  | 5   | 120.00 | 600.00    |
| 288 | <b>Thumb Tacks, Small Box</b>  | boxes  | 4   | 12.00  | 48.00     |
| 289 | <b>Tissue, Bathroom, 2 Ply, 12rolls/pack</b>   | pack   | 192 | 204.00 | 39,168.00 |
| 290 | <b>Toilet Bowl Cleaner, at least 1 gallon</b>  | gal    | 16  | 395.00 | 6,320.00  |
| 291 | <b>Toilet Bowl Cleaner, at least 1 liter</b>   | btl    | 4   | 250.00 | 1,000.00  |
| 292 | <b>Toilet Bowl Cleaner, at least 500ml</b>   | btl    | 7   | 180.00 | 1,260.00  |

|     |   |        |    |          |           |
|-----|---|--------|----|----------|-----------|
| 293 | <b>Toilet Brush with Holder</b>   | set    | 5  | 180.00   | 900.00    |
| 294 | <b>Transparent Tape (1")</b>  | rolls  | 20 | 25.00    | 500.00    |
| 295 | <b>Transparent Ziplock Bags (14 x 20cm)</b>   | bags   | 5  | 150.00   | 750.00    |
| 296 | <b>Trapal/Lona, heavy duty, 20 meters</b>   | rolls  | 1  | 4,000.00 | 4,000.00  |
| 297 | <b>Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black</b>  | pack   | 37 | 56.00    | 2,072.00  |
| 298 | <b>Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black</b>   | pack   | 17 | 40.00    | 680.00    |
| 299 | <b>Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black</b>  | pack   | 12 | 25.00    | 300.00    |
| 300 | <b>Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black</b>  | pack   | 1  | 85.00    | 85.00     |
| 301 | <b>Tusell, cloth, Yellow/Gold, 2"</b>   | rolls  | 5  | 300.00   | 1,500.00  |
| 302 | <b>Universal socket adapter</b>   | pc     | 5  | 34.00    | 170.00    |
| 303 | <b>Utility Gloves, Rubber, Large, Non-Sterile</b>   | pair   | 10 | 140.00   | 1,400.00  |
| 304 | <b>Wall Clock</b>   | pc     | 1  | 800.00   | 800.00    |
|     | ☑ Diameter: 215 mm  |        |    |          |           |
|     | ☑ Weight: 250 g   |        |    |          |           |
|     | ☑ Depth: 40 mm  |        |    |          |           |
|     | ☑ Display: Analog   |        |    |          |           |
|     | ☑ Battery Type: AA  |        |    |          |           |
|     | ☑ Case Material: Plastic  |        |    |          |           |
|     | ☑ Shatterproof  |        |    |          |           |
| 305 | <b>Water Container / Water Drum / Utility Pail, durable plastic, at least 168L capacity</b>   | pcs    | 1  | 1,800.00 | 1,800.00  |
| 306 | <b>Water Dipper (Tabo)</b>  | pc     | 3  | 45.00    | 135.00    |
| 307 | <b>White Folders, 0.14mm long 100pcs/pack</b>   | packs  | 1  | 430.00   | 430.00    |
| 308 | <b>Wireless Microphone</b>  | set    | 2  | 5,500.00 | 11,000.00 |
|     | Carrier Frequency: UHF 613 - 870MHz<br>Frequency Steadying: -0.002-<br>Modulating Mode: FM<br>Audio Dynamic Range: Over 70 dB<br>Audio Frequency Responses: 100Hz - 15KHz<br>Audio Output Level: 0 - 280mV<br>S/N Ratio: Over 70dB<br>T.H.D: -0.5-<br>Sensitivity: 3uV For 30dB S/N |        |    |          |           |
|     | <b>Rebidding (from GOODS-22-26)</b>   |        |    |          |           |
| 309 | <b>Bleach, liquid, 99.9% antibac, 1 gallon</b>  | gallon | 3  | 450.00   | 1,350.00  |
|     | <b>Rebidding (from GOODS-22-30)</b>   |        |    |          |           |
| 310 | <b>Coffee Maker</b>   | 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;  |      |   |               |                   |
| 311 | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Black</b>        | tube | 2 | 1,500.00      | 3,000.00          |
| 312 | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Cyan</b>         | tube | 2 | 1,500.00      | 3,000.00          |
| 313 | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Magenta</b>      | tube | 2 | 1,500.00      | 3,000.00          |
| 314 | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Color Yellow</b> | tube | 1 | 1,500.00      | 1,500.00          |
|     |   |      |   | <b>TOTAL:</b> | <b>922,031.00</b> |

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

2. The *Visayas State University* now invites bids for the above Procurement Project. Delivery of the Goods is required by *forty-five (45) calendar days upon receipt of Notice to Proceed (NTP)*. Bidders should have completed, within *two (2) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from *Visayas State University* and inspect the Bidding Documents at the address given below during *Mondays - Fridays (8:00 AM-5:00 PM)*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *21 September – 12 October 2022 until 8:30 AM* from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of 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 *September 29, 2022; 9:00 AM* 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 *12 October 2022 until 8:30 AM*. 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 *12 October 2022; 9:00 AM* 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](mailto:jessamine.ecleo@vsu.edu.ph)*

***or***

***Mr. Toni Marc L. Dargantes (BAC Secretariat)***  
*Office of the VP for Planning, Resource Generation & Auxiliary Services*  
*VSU-Main, Visca, Baybay City, Leyte*  
*Mobile: 0977 7186594*  
*Email: [tmdargantes@vsu.edu.ph](mailto:tmdargantes@vsu.edu.ph)*

13. You may visit the following websites:

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

*September 20, 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-22-46*.

The Procurement Project (referred to herein as “Project”) is composed of *314 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 Twenty-Two Thousand Thirty-One Pesos (PhP 922,031.00)*.

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 *February 10, 2023*. 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"> <li>a. <i>Office Supplies, Janitorial Supplies, General Merchandise Products, or a combination of the foregoing</i></li> <li>b. completed within two (2) years prior to the deadline for the submission and receipt of bids.</li> </ul>   |
| 7.1        | Subcontracting is not allowed.   |
| 12         | The price of the Goods shall be quoted DDP <i>VSU Main, Visca, Baybay City, Leyte</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.   |
| 14.1       | <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"> <li>a. The amount of not less than <i>Eighteen Thousand Four Hundred Forty and 62/100 Pesos (PhP 18,440.62) or two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <i>Forty-Six Thousand One Hundred One and 55/100 Pesos (PhP 46,101.55) or five percent (5%) of ABC</i> if bid security is in Surety Bond.</li> </ul> |
| 15         | <p>Bidders are requested to submit two (2) more copies of its bid (Copy 1 and Copy 2) in addition to the required original hardcopy.</p> <p>For filing purposes, the bidders are urged to use <b>Light Green</b> envelopes for its Technical and Financial Component envelopes, including the Mother (outer) Envelope.</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><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery term applicable to this Contract is delivered <i>VSU Main Campus, Visca, Baybay City, Leyte</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p style="text-align: center;"><b><i>Mr. Servando Latras, Jr. or Mr. John Adaza III</i></b><br/> <i>Bodega-Incharge, Supply and Property Office</i><br/> <i>VSU-Main, Visca, Baybay City, Leyte</i><br/> <i>Contact #: 053 565 0600 local 1082</i></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ol> |
|            | <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p>   |

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- 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:
  - 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.

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.

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.

Spare parts or components shall be supplied as promptly as possible, but in any case, within 1 month of placing the order.

**Packaging –**

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.

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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity

Name of the Supplier

Contract Description

Final Destination

|     |   |
|-----|---|
|     | <p>Gross weight<br/> Any special lifting instructions<br/> Any special handling instructions<br/> Any relevant HAZCHEM classifications</p>  |
|     | <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b><br/> 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.<br/> Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>  |
|     | <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b><br/> The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p> |
| 2.2 | <p>Payment of staggered deliveries shall be allowed. Payment shall be on “as per cost of the items delivered” subject to inspection and acceptance.</p>   |
| 4   | <p>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.</p>  |

## *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        | pieces | 3   | <b>155L, PLASTIC STORAGE BOX</b>  | All Items Should Be Delivered to VSU Main Campus, Visca, Baybay City, Leyte within <b>45 Calendar Days</b> From Receipt Of Notice To Proceed And Purchase Order |
|          |        |     | ☐ Storage: 155L   |   |
|          |        |     | ☐ Material: Plastic   |   |
| 2        | unit   | 5   | <b>360° Rotatable Spin Mop with Handle</b>  |   |
|          |        |     | Easy Magic Floor Spin Mop Microfiber Rotating Head  |   |
|          |        |     | 100% Brand New and High Quality Easy to install   |   |
|          |        |     | • Super-absorbent 360 Easy Magic Floor Spin Mop Microfiber Rotating Head with stainless drainer                                     |   |
| 3        | unit   | 1   | <b>4 Layer File Tray (Office Organizer)</b>   |   |
|          |        |     | ☐ 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   |   |
| 4        | unit   | 2   | <b>5-Tier File Rack Metal Mesh Stackable Letter Tray Scratch-Resistant Magazine Letter Paper Document Home Office Desk Supplies</b> |   |
|          |        |     | Specifications:   |   |
|          |        |     | Material: Iron  |   |
|          |        |     | Colour: Black   |   |
| 5        | packs  | 10  | <b>A4 Matte Photo Paper</b>   |   |
|          |        |     | ☐ 20 sheets per pack; 140 gsm; double-side  |   |
| 6        | packs  | 11  | <b>A4 Photo Paper</b>   |   |
|          |        |     | No Backprint, No Back Print Photopaper Photopapers  |   |
|          |        |     | Size: A4 (8.25in x 11.75in)   |   |
|          |        |     | Content: 20 Sheets / pack   |   |
|          |        |     | Thickness: 230gsm   |   |
|          |        |     | Kind: Gloss   |   |
| 7        | packs  | 1   | <b>Absorbent Cotton, 400g</b>   |   |
| 8        | roll   | 5   | <b>Absorbent Cotton Roll 400g</b>   |   |
|          |        |     | Quality cotton products that guarantee superior absorbency and made from  |   |

|    |         |     |   |
|----|---------|-----|---|
|    |         |     | 100% pure and natural fibers absorbs more liquid and faster than synthetic fibers |
| 9  | rolls   | 2   | <b>Acetate, transparent, gauge #4, approx. 50m/roll</b>                           |
| 10 | pcs     | 1   | <b>Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent</b>              |
| 11 | tubes   | 12  | <b>Air Freshener, Spray, at least 280mL, Lemon/Orange Scent</b>                   |
| 12 | btls    | 2   | <b>Alcohol, Isopropyl, 70% solution, 500mL, pump type</b>                         |
| 13 | L       | 40  | <b>Alcohol, Ethyl</b>   |
| 14 | gallons | 22  | <b>Alcohol, Ethyl, 70% solution, 1 gallon</b>                                     |
| 15 | btls    | 145 | <b>Alcohol, Ethyl, 70% solution, 500mL</b>  |
|    |         |     | ☑ Eliminates at least 99.9% of germs  |
|    |         |     | ☑ Safe on skin  |
|    |         |     | ☑ At least 70% solution Rubbing alcohol   |
|    |         |     | ☑ Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan    |
|    |         |     | ☑ Brand offer should be at least 10 years in the market                           |
|    |         |     | ☑ at least 5 years expiry   |
| 16 | gallon  | 2   | <b>Alcohol, Ethyl, 75% solution, 1 gallon</b>                                     |
| 17 | btls    | 40  | <b>Alcohol, Isopropyl, 70% solution, 500mL</b>                                    |
| 18 | btls    | 4   | <b>Alcohol, Rubbing, 70% Isoprophyl, 1ltr.</b>                                    |
| 19 | pcs     | 3   | <b>Bathroom Deodorizer, with holder, at least 100g, any scent</b>                 |
| 20 | pcs     | 25  | <b>Battery, Alkaline, 9 volts</b>   |
| 21 | pack    | 31  | <b>Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>        |
| 22 | pack    | 29  | <b>Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>       |
| 23 | set     | 3   | <b>Battery, Rechargeable, AA (4pcs) w/ Charger</b>                                |
|    |         |     | ☑ Input: AC100-240V 50-60Hz   |
|    |         |     | ☑ Output: DC1.5 V AA 550mA x4 / AAA 275mA x4                                      |
|    |         |     | ☑ Charging Control: checks voltage and temperature of battery automatically       |
|    |         |     | ☑ Indicator: LED x 4  |
|    |         |     | ☑ Charging: ON, Fully charged: OFF  |
|    |         |     | ☑ Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells                       |
| 24 | pack    | 3   | <b>Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack</b>          |
| 25 | pack    | 2   | <b>Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack</b>         |
| 26 | pack    | 3   | <b>Battery, Rechargeable, Alkaline, Size: AA Nominal Voltage 1.5V 2pcs/pack</b>   |
|    |         |     | High voltage: 1.5V  |



|    |        |    |  |
|----|--------|----|--|
|    |        |    | Rechargeable type: AA, alkaline rechargeable batteries. Environmental protection material  |
|    |        |    | Up to 1000 recharge cycles   |
|    |        |    | Excellent high discharge / drain performance   |
|    |        |    | Exact replacement for standard AA size batteries   |
|    |        |    | Superior performance under low temperature condition   |
|    |        |    | Longer in high drain devices.  |
|    |        |    | It is for Portable tape and TV remote controls, Clocks and radios, Electronic games, Smoke alarm, Cordless phone, electrical toy, and more |
| 27 | pcs    | 62 | <b>Binder Clip, 1.5", black</b>  |
| 28 | pcs    | 50 | <b>Binder Clip, 2", black</b>  |
| 29 | boxes  | 32 | <b>Binder Clip, 2-inch, 12 pcs/box</b>   |
|    |        |    | Extra Large Binder Clips 2-Inch (12pcs/box),   |
|    |        |    | Big Paper Clamps for Office Supplies, Black  |
| 30 | gallon | 10 | <b>Bleach, liquid, 99.9% antibac, 1 gallon</b>   |
| 31 | gallon | 10 | <b>Bleach, liquid, 99.9% antibac, 1 gallon</b>   |
| 32 | gallon | 5  | <b>Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL</b>   |
| 33 | pair   | 2  | <b>Book Ends, Metal, Big (approx. 13x15x25cm), at least 400g</b>   |
| 34 | pc     | 10 | <b>Broom</b>   |
|    |        |    | Multifunctional Magic Broom Clean Floor Surface Remove Dirt Hair Household Silicone Mop FREE MOUNT   |
| 35 | set    | 1  | <b>Broom and Dustpan Set</b>   |
| 36 | pcs    | 13 | <b>Broom, Soft (Tambo), Large, Heavy Duty</b>  |
| 37 | pc     | 25 | <b>Broom, Stick Broom, Tukog</b>   |
|    |        |    | ☑ Good Quality Broom Stick   |
|    |        |    | ☑ Approx. 370pcs per stick bundle  |
| 38 | unit   | 2  | <b>Calculator, desktop-type, 12 digits, 2-way power, plastic keys</b>  |
| 39 | unit   | 1  | <b>Calculator, scientific ,10+2 digits, 2 line display, at least 240 functions</b>   |
| 40 | packs  | 2  | <b>Chlorine Granules, 1kg/pack</b>   |
| 41 | btls   | 3  | <b>Cleaner, Glass, 500mL, spray type, any scent</b>  |
| 42 | btls   | 3  | <b>Cleanser, Powder, 500g, any scent</b>   |
| 43 | piece  | 12 | <b>Clear Packaging Tape</b>  |
| 44 | boxes  | 17 | <b>Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box</b>   |
| 45 | boxes  | 7  | <b>Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box</b>   |
| 46 | boxes  | 3  | <b>Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box</b>   |

|    |             |    |   |
|----|-------------|----|---|
| 47 | boxes       | 8  | <b>Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box</b>   |
| 48 | boxes       | 12 | <b>Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box</b>   |
| 49 | boxes       | 10 | <b>Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box</b>   |
| 50 | boxes       | 10 | <b>Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box</b>   |
| 51 | boxes       | 10 | <b>Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box</b>   |
| 52 | box of 50's | 13 | <b>Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms</b>  |
| 53 | boxes       | 27 | <b>Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)</b>   |
| 54 | piece       | 3  | <b>Computer/Paint Brush, 1.5"</b>   |
| 55 | pack        | 3  | <b>Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml</b>   |
| 56 | boxes       | 3  | <b>Continuous Forms, Bond 20, 11 x 9-1/2, 1 Ply</b>   |
| 57 | boxes       | 4  | <b>Continuous Forms, Carbonless, 11 x 14-7/8, 2 Ply</b>   |
| 58 | pcs         | 1  | <b>Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'</b>   |
| 59 | btl         | 6  | <b>Correction Fluid, waterbase, 15 mL</b>   |
| 60 | pc          | 10 | <b>Correction Pen, rolling ball-metal tip</b>   |
| 61 | pcs         | 63 | <b>Correction Tape, 10 meters</b>   |
| 62 | pc          | 37 | <b>Correction Tape, 8m x 5mm wide</b>   |
| 63 | packs       | 6  | <b>Cotton, 400g</b>   |
| 64 | pcs         | 6  | <b>Curtain Wood Rod</b>   |
|    |             |    | Curtain Wood Rod Dark Wood 1" diameter 30" -47" extension   |
| 65 | pcs         | 1  | <b>Cutter, Big, durable &amp; light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)</b> |
| 66 | pcs         | 4  | <b>Cutter, Big, Plastic (Ordinary), w/ lock</b>   |
| 67 | pc          | 14 | <b>Datafiler</b>  |
|    |             |    | ■ 23cm H x 14cm W x 44cm D  |
| 68 | pcs         | 1  | <b>Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm</b>   |
| 69 | pcs         | 2  | <b>Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color</b>   |
| 70 | packs       | 52 | <b>Detergent Soap, Powder, with Antibacterial, 500g</b>   |
| 71 | pack        | 38 | <b>Dishwashing Liquid Soap, Refill 350ml</b>  |
|    |             |    | Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml  |
| 72 | gal         | 5  | <b>Disinfectant Cleaner, multi-surface, scented</b>   |
| 73 | can         | 18 | <b>Disinfectant Spray, 170g</b>   |
| 74 | can         | 31 | <b>Disinfectant Spray, 340g</b>   |
| 75 | tubes       | 3  | <b>Disinfectant spray, 400gms, lavender</b>   |

|    |             |     |   |  |
|----|-------------|-----|---|--|
|    |             |     | <b>moist</b>  |  |
| 76 | pcs         | 1   | <b>Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)</b> |  |
| 77 | pcs         | 5   | <b>Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity</b> |  |
| 78 | pcs         | 1   | <b>Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity</b>       |  |
| 79 | pcs         | 4   | <b>Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity</b>       |  |
| 80 | pc          | 3   | <b>Dust pan, plastic, stand-up handle, large</b>  |  |
| 81 | pcs         | 8   | <b>Duster, Feather</b>  |  |
| 82 | drums       | 2   | <b>Empty Chlorine Container</b>   |  |
|    |             |     | 40-liter capacity; color white  |  |
| 83 | pcs         | 300 | <b>Envelope Brown, 6x9 for Card</b>   |  |
| 84 | pcs         | 100 | <b>Envelope, brown, ordinary, A4 size</b>   |  |
| 85 | pc          | 145 | <b>Envelope, Document, Brown, 150 lbs, Long</b>   |  |
| 86 | pc          | 15  | <b>Envelope, Document, Brown, 150 lbs, Short</b>  |  |
| 87 | pcs         | 100 | <b>Envelope, Expanding, Kraft board, w/ garter tie, Legal</b>                                 |  |
| 88 | pcs         | 2   | <b>Envelope, Expanding, Plastic, Long, with Handle</b>  |  |
| 89 | pc          | 20  | <b>Envelope, Expanding, with garter tie, blue, long</b>                                       |  |
| 90 | pc          | 15  | <b>Envelope, Expanding, with garter tie, brown, long</b>                                      |  |
| 91 | pc          | 150 | <b>Envelope, Expanding, with garter tie, brown, short</b>                                     |  |
| 92 | pc          | 20  | <b>Envelope, Expanding, with garter tie, golden yellow, short</b>                             |  |
| 93 | pc          | 12  | <b>Envelope, Expanding, with garter tie, green, long</b>                                      |  |
| 94 | pc          | 20  | <b>Envelope, Expanding, with garter tie, red, short</b>                                       |  |
| 95 | pc          | 20  | <b>Envelope, Expanding, with garter tie, violet, long</b>                                     |  |
| 96 | box of 50's | 2   | <b>Envelope, Mailing, white, long, 500pcs/box</b>   |  |
| 97 | pc          | 3   | <b>Eraser, Rubber, high quality</b>   |  |
| 98 | pc          | 3   | <b>Eraser, whiteboard, magnetic flannel</b>   |  |
| 99 | unit        | 3   | <b>External Hard Drive, 1 TB</b>  |  |
|    |             |     | Slim 1TB Portable Hard Drive (Green) with 3 YEARS   |  |
|    |             |     | Capacity: 1TB   |  |
|    |             |     | Connection interface: USB 2.0/3.0   |  |
|    |             |     | Storage Media: 2.5" SATA HDD Op.  |  |
|    |             |     | Voltage: USB DC 5V  |  |

|     |        |      |   |
|-----|--------|------|---|
|     |        |      | Size :129.5mm x 82.4mm x 20.4mm   |
|     |        |      | Weight: 216g  |
| 100 | boxes  | 5    | <b>Fastener, Paper, non-rust metal, 50 sets/box</b>   |
| 101 | boxes  | 103  | <b>Fastener, Paper, plastic, 50 sets/box</b>  |
| 102 | pieces | 7    | <b>File Organizer (Accordion), Expanding, w/ 13 inside pockets &amp; index tabs, Legal</b>  |
| 103 | pc     | 3    | <b>First Aid Box or Medicine Cabinet</b>  |
|     |        |      | 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  |
| 104 | set    | 1    | <b>Fist Aid Kit Set (Medical Bag)</b>   |
|     |        |      | 1x Tube 15gm Burn Ointment1x pc.<br>Elastic Bandage 3x 51x pc. Digital Thermometer1x pc. Rechargeable Flashlight1x pc. Whistle2x pcs. Exam or Latex Gloves4x pcs. Gauze pad 4x41x bot 10ml Ammonia Spirit1x bot 10ml Povidone Iodine1x bot 60ml 70% Isopropyl Alcohol1x pack Cotton balls 50's1x pc. Surgical Tape1x pc. Bandage Scissor1x pc. Triangular Bandage1x pc. First Aid Kit Bag |
| 105 | pc     | 3    | <b>Floor mop with bucket, microfiber spin rotating 360</b>  |
| 106 | pcs    | 9    | <b>Floor Mop with wooden handle, heavy duty</b>   |
| 107 | boxes  | 10   | <b>Foil, Aluminum, 7m x 30cm (approx. 130g)</b>   |
| 108 | pcs    | 200  | <b>Folder, Brown, Long Size 8.5x13"</b>   |
| 109 | pcs    | 5    | <b>Folder, Expanded, Long (Light Blue)</b>  |
| 110 | piece  | 25   | <b>Folder, Expanded, Long (Red)</b>   |
| 111 | piece  | 1181 | <b>Folder, File, Long, 14pts, White</b>   |
| 112 | pcs    | 105  | <b>Folder, Ordinary, A4</b>   |
| 113 | pcs    | 100  | <b>Folder, Pressboard, Long, Brown with Plastic cover</b>   |
| 114 | pieces | 5    | <b>Folder, Pressboard, US, Blue, Long</b>   |
| 115 | piece  | 10   | <b>Folder, Pressboard, US, Blue, Short</b>  |
| 116 | pcs    | 307  | <b>Folder, Pressboard, US, Green, Long</b>  |
| 117 | pcs    | 10   | <b>Folder, Pressboard, US, Green, Short</b>   |
| 118 | pieces | 5    | <b>Folder, Pressboard, US, Yellow, Long</b>   |
| 119 | piece  | 10   | <b>Folder, Pressboard, US, Yellow, Short</b>  |
| 120 | pcs    | 100  | <b>Folder, Sliding, Plastic, w/ binder, Long, transparent</b>   |
| 121 | pcs    | 2    | <b>Folding umbrella</b>   |
|     |        |      | To be used during survey  |
|     |        |      | <input checked="" type="checkbox"/> Normal Umbrella   |
| 122 | piece  | 1    | <b>Gang Chair, 5-Seater</b>   |

|     |             |     |   |
|-----|-------------|-----|---|
|     |             |     | Materials: Arm and Leg Frames are steel with chrome plated finished, Beam Quality Steel,150kg Weight Rating seat,Perforated Seat and Back,Dimension: W287cm, D63.5xH81.28cm,Color: Black and Silver |
| 123 | pcs         | 52  | <b>Gel Ink Sign Pen 0.5, black</b>  |
| 124 | pcs         | 292 | <b>Gel Ink Sign Pen 0.5, blue</b>   |
| 125 | pcs         | 92  | <b>Gel Ink Sign Pen 0.5, red</b>  |
| 126 | tubes       | 1   | <b>Glue Pen, Clear, 50mL</b>  |
| 127 | btls        | 29  | <b>Glue, Multi-Purpose, White, at least 130g (118mL)</b>  |
| 128 | btls        | 26  | <b>Hand Sanitizer, Gel, Antibacterial, push-type, 250mL</b>   |
| 129 | piece       | 2   | <b>Hand Towel, cloth, cotton, 12 pcs/pack</b>   |
| 130 | set         | 37  | <b>Index Tab, PVC self adhesive 6" x 1", 25pcs/box</b>  |
| 131 | tube        | 8   | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Black</b>  |
| 132 | tube        | 8   | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Cyan</b>   |
| 133 | tube        | 8   | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Magenta</b>  |
| 134 | btls        | 8   | <b>Ink, for stamp pad, violet, 30mL, w/ applicator</b>  |
| 135 | btls        | 12  | <b>Ink, Refill, for Permanent Marker, Black, 30mL</b>   |
| 136 | btls        | 10  | <b>Ink, Refill, for Whiteboard Marker, Black, 30mL</b>  |
| 137 | btls        | 12  | <b>Ink, Refill, for Whiteboard Marker, Blue, 30mL</b>   |
| 138 | tube        | 8   | <b>Ink. EPSON T9481 XL for WF-C878R Printer, Yellow</b>   |
| 139 | piece       | 6   | <b>KN95 face mask</b>   |
| 140 | box of 50's | 1   | <b>Laminating Film, A4, 100 shts/box, 250 microns</b>   |
| 141 | gallon      | 21  | <b>Liquid Hand Soap</b>   |
| 142 | pcs         | 31  | <b>Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)</b>  |
| 143 | pcs         | 98  | <b>Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)</b>  |
| 144 | pcs         | 10  | <b>Marking Tape, 1-1/2" Thick, 12mmx25yds</b>   |
| 145 | pieces      | 1   | <b>Meter Stick, wood, 100 cm, yellow background w/ black markings</b>   |
| 146 | pieces      | 3   | <b>Mop Handle, Plastic</b>  |
| 147 | pieces      | 10  | <b>Mop Handle, steel</b>  |
| 148 | pieces      | 27  | <b>Mop Rug, Heavy Duty, 100% cotton</b>   |
| 149 | ream        | 2   | <b>Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white</b>  |

|     |              |     |   |
|-----|--------------|-----|---|
| 150 | pad          | 4   | <b>Mouse Pad, Rubber</b>  |
|     |              |     | ■ Size: Small (200x250mm)   |
|     |              |     | ■ Color: Black/ Dark Blue   |
| 151 | tubes        | 5   | <b>Multi-Insect Killer Spray, 600mL</b>                                       |
| 152 | btls         | 3   | <b>Multi-Purpose Cleaner, Liquid, 1000mL, any scent</b>                       |
| 153 | pieces       | 50  | <b>Multi-purpose Plastic Tray, Big/Large</b>                                  |
| 154 | pcs          | 2   | <b>Multi-purpose Plastic Utility Tray</b>                                     |
| 155 | gal          | 7   | <b>Muriatic Acid concentrated scented</b>                                     |
| 156 | piece        | 10  | <b>My-Gel Gel Ink Pen refill 0.5mm, Blue</b>                                  |
| 157 | pc           | 100 | <b>Net bags, fish net, 13" x 13"</b>  |
| 158 | packs        | 50  | <b>Notarial seal with adhesive #24-21/8" (40pcs/pack)</b>                     |
| 159 | pieces       | 1   | <b>Notebook, spiral, 80 leaves</b>  |
| 160 | piece        | 1   | <b>Numbering machine, 12 digits w/ letter</b>                                 |
| 161 | kl           | 12  | <b>Nylon, #300, for grass cutter</b>  |
| 162 | pieces       | 7   | <b>Pail, Plastic, 10 li cap.</b>  |
| 163 | pieces       | 2   | <b>Pail, Utility, Plastic 100 liter cap/drum/water container</b>              |
| 164 | pieces       | 10  | <b>Pail, Utility, Plastic, at least 16 liter cap,</b>                         |
| 165 | Box of 100's | 2   | <b>Paper Clips Small Vinyl (33MM)</b>   |
| 166 | Box of 100's | 2   | <b>Paper Clips Small Vinyl (50mm)</b>   |
| 167 | box of 50's  | 20  | <b>PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box</b>                 |
| 168 | pcs          | 2   | <b>Paper Cutter Knife, 6" steel blade, plastic handle, good quality</b>       |
| 169 | reams        | 1   | <b>Paper, Bond, A3, S-24, 80 gsm</b><br>bright white, high premium quality    |
| 170 | reams        | 165 | <b>Paper, Bond, A4, S-20, 70 gsm</b><br>bright white, high premium quality    |
| 171 | reams        | 300 | <b>Paper, Bond, A4, S-24, 80 gsm</b><br>bright white, high premium quality    |
| 172 | reams        | 31  | <b>Paper, Bond, Long, S-20, 70 gsm</b><br>bright white, high premium quality  |
| 173 | reams        | 49  | <b>Paper, Bond, Long, S-24, 80 gsm</b><br>bright white, high premium quality  |
| 174 | reams        | 5   | <b>Paper, Bond, Short, S-20, 70 gsm</b><br>bright white, high premium quality |
| 175 | reams        | 20  | <b>Paper, Bond, Short, S-24, 80 gsm</b><br>bright white, high premium quality |
| 176 | reams        | 105 | <b>Paper, Book, A4 size, 80 gsm</b><br>bright white, high premium quality     |
| 177 | boxes        | 1   | <b>Paper, Laid 8 x 13 90gsm Ivory</b>   |
| 178 | pcs          | 50  | <b>Paper, Manila</b>  |
| 179 | reams        | 20  | <b>Paper, Mimeo, GW, Long, S-18</b>   |
| 180 | ream         | 35  | <b>Paper, Mimeo, WW, A4, S-20</b>   |
| 181 | reams        | 5   | <b>Paper, Mimeo, WW, Long, S-20</b>   |
| 182 | reams        | 5   | <b>Paper, Mimeo, WW, Short, S-20</b>  |
| 183 | pack         | 30  | <b>Paper, Parchment, A4, cream, 100 sheets/pack</b>                           |

|     |             |     |  |
|-----|-------------|-----|--|
| 184 | pack        | 41  | Paper, Photo, high gloss, A4, 230G, 20 shts/pack   |
| 185 | pack        | 16  | Paper, Photo, matte finish, 146GSM, 10 shts/pack   |
| 186 | packs       | 12  | Paper, Specialty 200gsm 8-1/2x11, 10s, Cream   |
| 187 | pack        | 10  | Paper, Towel, Interfolded , 1 ply, 175 pulls   |
| 188 | reams       | 20  | Parchment Paper, Long  |
| 189 | pieces      | 40  | Pen, Permanent Marker, black, broad tip  |
| 190 | pieces      | 15  | Pen, Permanent Marker, black, fine tip   |
| 191 | pieces      | 20  | Pen, Permanent Marker, blue, broad tip   |
| 192 | pieces      | 13  | Pen, Permanent Marker, blue, fine tip  |
| 193 | pieces      | 6   | Pen, Ball, black   |
| 194 | pieces      | 336 | Pen, Ball, blue  |
| 195 | pieces      | 6   | Pen, Ball, red   |
| 196 | pieces      | 4   | Pen, Highlighter, orange   |
| 197 | pieces      | 4   | Pen, Highlighter, violet   |
| 198 | pieces      | 6   | Pen, Highlighter, yellow   |
| 199 | pieces      | 5   | Pen, Permanent Marker, JUMBO black   |
| 200 | piece       | 40  | Pen, Sign, .5mm, Gel-type, Black   |
| 201 | piece       | 558 | Pen, Sign, .5mm, Gel-type, Blue  |
| 202 | piece       | 16  | Pen, Sign, .5mm, Gel-type, Red   |
| 203 | pieces      | 2   | Pen, Whiteboard Marker, red  |
| 204 | pieces      | 34  | Pen, Whiteboard Marker, black  |
| 205 | pieces      | 28  | Pen, Whiteboard Marker, blue,  |
| 206 | Box of 12's | 1   | <b>Pencil, #2, Medium, Yellow, 12pcs/box</b><br><input type="checkbox"/> Attr: Pencil Medium #2 with black lead<br><input type="checkbox"/> Color: Yellow<br><input type="checkbox"/> Packaging Size: 12 pencils per box |
| 207 | pieces      | 286 | Pencil, Lead, #2, w/ eraser  |
| 208 | pieces      | 1   | Photo Album Magnetic approx 15 x 12"   |
| 209 | boxes       | 34  | Pin, Push, hammerhead type, asstd colors 50s/pack  |
| 210 | pack        | 3   | Plastic bag (sando bag) 100pcs/pack large  |
| 211 | rolls       | 6   | Plastic Twine, 1kl/roll  |
| 212 | kgs         | 15  | Polyethylene Bag, autoclavable, 10" x 16" x .002   |
| 213 | packs       | 12  | Polyethylene bags 12 x 18, autoclavable  |
| 214 | pieces      | 40  | Post it  |
| 215 | pieces      | 3   | Puncher, 2 holes, heavy duty   |
| 216 | pieces      | 2   | Puncher, Heavy Duty  |
| 217 | pieces      | 20  | Rag, (for cleaning & wiping)   |
| 218 | pcs         | 8   | Rags, large, good quality, size 24"x15", water absorbent   |
| 219 | pc          | 32  | Ready-Made Curtain (RMC), Cream color  |
|     |             |     | <input type="checkbox"/> 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   |
| 220 | piece  | 8   | <b>Record Book, 200 Pages</b>  |
| 221 | pcs    | 25  | <b>Record Book, Big, 300 pages</b>   |
| 222 | pcs    | 14  | <b>Record Book, Big, 300 pages</b>   |
| 223 | pcs    | 29  | <b>Record Book, Big, 500 pages</b>   |
| 224 | rolls  | 6   | <b>Ribbon, Satin Cloth, Yellow/Gold, 2"</b>  |
| 225 | pieces | 5   | <b>Ring Binder, plastic, 10mm, 3/8" black</b>  |
| 226 | pieces | 5   | <b>Ring Binder, plastic, 14mm, 9/16" black</b>   |
| 227 | pieces | 5   | <b>Ring Binder, plastic, 22mm, 7/8" black</b>  |
| 228 | pieces | 30  | <b>Ring Binder, plastic, 38mm , 1-1/2" black</b>   |
| 229 | pieces | 30  | <b>Ring Binder, plastic, 51mm 2" black</b>   |
| 230 | rolls  | 30  | <b>Rolled Paper Towel, 2 plys good qty (Jumbo Towel)</b>   |
|     |        |     | ☐ 2 Ply  |
|     |        |     | ☐ at least 70 pulls or 140 Sheets  |
|     |        |     | ☐ Sheet size: at least 275mm x 230mm   |
|     |        |     | ☐ No artificial whiteners elemental chlorine   |
| 231 | boxes  | 28  | <b>Rubberband, #18, 350 gms/box</b>  |
| 232 | pieces | 2   | <b>Ruler, Plastic, 12"</b>   |
| 233 | pieces | 3   | <b>Ruler, Plastic, 24"</b>   |
| 234 | piece  | 5   | <b>Scissors, 6" heavy duty, good quality</b>   |
| 235 | pieces | 10  | <b>Scissors, 8" heavy duty, good quality</b>   |
| 236 | pcs    | 30  | <b>Scrub Sponge, Heavy Duty</b>  |
|     |        |     | ☐Size: at least 100mm x 75mm x 30mm  |
| 237 | pieces | 2   | <b>Sharpener, Pencil Heavy Duty good qty</b>   |
|     |        |     | Table Type   |
| 238 | pieces | 136 | <b>Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink</b>                                 |
| 239 | pieces | 111 | <b>Sign pen, Fine Tech, 0.3mm. blue</b>  |
| 240 | gal    | 22  | <b>Soap, Detergent, Liquid, 1 gal, any scent</b>   |
| 241 | kl     | 50  | <b>Soap, Detergent, Powder, 1 kilo/pack, any scent</b>   |
| 242 | btls   | 83  | <b>Soap, Dishwashing, Liquid, 250mL</b>  |
| 243 | Sachet | 30  | <b>Soap, Hand, 60g per pack</b>  |
| 244 | btls   | 34  | <b>Soap, hand, liquid, 250 ml, pump type</b>   |
| 245 | pieces | 50  | <b>Soap, Toilet , guest size</b>   |
| 246 | pcs    | 7   | <b>Soft Broom (Tambo) 200g minimum, heavy duty</b>   |
| 247 | packs  | 100 | <b>Specialty Board, 250gsm, Light Green, Vellum</b>  |
| 248 | pack   | 10  | <b>Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)</b>                                 |
| 249 | pack   | 4   | <b>Specialty Board, short 8-1/2 x 11, 220</b>  |



|     |        |    |  |
|-----|--------|----|--|
|     |        |    | <b>gsm, Cream (10pcs/pack)</b>   |
| 250 | pack   | 10 | <b>Specialty Paper, long, 8-1/2 x 13, 220gsm, color: cream (10pcs/pack)</b>  |
| 251 | pack   | 10 | <b>Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack</b>   |
| 252 | pcs    | 2  | <b>Spin Mop</b> , w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole |
| 253 | pieces | 4  | <b>Stamping Pad size 4</b>   |
| 254 | pieces | 3  | <b>Staple wire remover</b>   |
| 255 | piece  | 1  | <b>Staple wire remover, Plier type, Metal</b>  |
| 256 | boxes  | 3  | <b>Staple Wire No. 35-5M Leg Length 6mm (1/4")</b>   |
| 257 | boxes  | 78 | <b>Staple Wire, #35</b>  |
| 258 | piece  | 1  | <b>Stapler Flat clinch Standard Half strip</b>   |
|     |        |    | 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)   |
|     |        |    | Insertion depth: 47mm  |
|     |        |    | 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   |
| 259 | pc     | 5  | <b>Stapler, HD No.35</b>   |
| 260 | piece  | 3  | <b>Stick Broom (tingting) 6" from the top, approx 370 pcs</b>  |
| 261 | pack   | 6  | <b>Sticker Paper, high gloss A4 size, 50 sheets/pack</b>   |
| 262 | pack   | 49 | <b>Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack</b>   |
|     |        |    | ☐ Sticky Flags Suitable For/As:  |
|     |        |    | ☐ Indexing Tab   |
|     |        |    | ☐ Highlighting   |
|     |        |    | ☐ Marking  |
|     |        |    | ☐ Repositionable   |
|     |        |    | ☐ One end straight-cut, One end arrow-shaped   |
|     |        |    | ☐ Can be used to show/indicate where to attach signature   |
| 263 | pad    | 10 | <b>STICKY NOTE 3 X 3 ASSORTED COLORS</b>   |
| 264 | pads   | 18 | <b>Sticky Note, 2 x 3, Yellow</b>  |

|     |        |     |  |
|-----|--------|-----|--|
| 265 | pads   | 9   | <b>Sticky Note, 3 x 3, Yellow</b>  |
| 266 | pads   | 2   | <b>Sticky Note, 3 x 5, Yellow</b>  |
| 267 | pads   | 113 | <b>Sticky Note, 3x5 Colored</b>  |
| 268 | pad    | 10  | <b>STICKY NOTES 2 X 3 ASSORTED COLORS</b>  |
| 269 | pad    | 10  | <b>STICKY NOTES 3 X 4 ASSORTED COLORS</b>  |
| 270 | pc     | 4   | <b>Storage box, Plastic, 187L</b>  |
|     |        |     | ☐ Plastic, storage box, max 187L capacity  |
| 271 | pieces | 10  | <b>String Doormat/Rug/Basahan</b>  |
|     |        |     | ☐ Product Description  |
|     |        |     | ☐ Size (LxW): 21 x 15 inch   |
|     |        |     | ☐ Rugs in assorted printed colors and designs                                    |
|     |        |     | ☐ Handy made with high quality   |
|     |        |     | ☐ Cotton   |
| 272 | pcs    | 2   | <b>Tape Dispenser, 1" tape, big core, any color</b>                              |
| 273 | rolls  | 32  | <b>Tape, Double Sided, 1" x 10m</b>  |
| 274 | rolls  | 15  | <b>Tape, Double Sided, 2" x 10m</b>  |
| 275 | rolls  | 5   | <b>Tape, Double Sided, 3/4" x 10m</b>  |
| 276 | rolls  | 6   | <b>Tape, Duct, 2" x 25m, Black/Grey</b>  |
| 277 | rolls  | 1   | <b>Tape, Foam, Double Sided, 1" x 5m</b>   |
| 278 | rolls  | 1   | <b>Tape, Foam, Double Sided, 1/2" x 5m</b>                                       |
| 279 | rolls  | 85  | <b>Tape, Masking, 1" x 25 yards</b>  |
| 280 | rolls  | 35  | <b>Tape, Masking, 1/2" x 25 yards</b>  |
| 281 | rolls  | 25  | <b>Tape, Masking, 2" x 25 yards</b>  |
| 282 | rolls  | 15  | <b>Tape, Masking, 3" x 25 yards</b>  |
| 283 | rolls  | 10  | <b>Tape, Packaging, 2" x 100 yards, Clear</b>                                    |
| 284 | rolls  | 5   | <b>Tape, Packaging, 2" x 100 yards, Tan</b>                                      |
| 285 | rolls  | 10  | <b>Tape, Packaging, 2" x 100 yards, Tan</b>                                      |
| 286 | rolls  | 13  | <b>Tape, Transparent, 12mm x 50m</b>   |
| 287 | rolls  | 5   | <b>Tape, Transparent, 24mm x 50m</b>   |
| 288 | boxes  | 4   | <b>Thumb Tacks, Small Box</b>  |
| 289 | pack   | 192 | <b>Tissue, Bathroom, 2 Ply, 12rolls/pack</b>                                     |
| 290 | gal    | 16  | <b>Toilet Bowl Cleaner, at least 1 gallon</b>                                    |
| 291 | btl    | 4   | <b>Toilet Bowl Cleaner, at least 1 liter</b>                                     |
| 292 | btl    | 7   | <b>Toilet Bowl Cleaner, at least 500ml</b>                                       |
| 293 | set    | 5   | <b>Toilet Brush with Holder</b>  |
| 294 | rolls  | 20  | <b>Transparent Tape (1")</b>   |
| 295 | bags   | 5   | <b>Transparent Ziplock Bags (14 x 20cm)</b>                                      |
| 296 | rolls  | 1   | <b>Trapal/Lona, heavy duty, 20 meters</b>  |
| 297 | pack   | 37  | <b>Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black</b>       |
| 298 | pack   | 17  | <b>Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black</b>      |
| 299 | pack   | 12  | <b>Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black</b>       |
| 300 | pack   | 1   | <b>Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black</b> |
| 301 | rolls  | 5   | <b>Tusell, cloth, Yellow/Gold, 2"</b>  |
| 302 | pc     | 5   | <b>Universal socket adapter</b>  |

|     |        |    |   |
|-----|--------|----|---|
| 303 | pair   | 10 | <b>Utility Gloves, Rubber, Large, Non-Sterile</b>   |
| 304 | pc     | 1  | <b>Wall Clock</b>   |
|     |        |    | ☐ Diameter: 215 mm  |
|     |        |    | ☐ Weight: 250 g   |
|     |        |    | ☐ Depth: 40 mm  |
|     |        |    | ☐ Display: Analog   |
|     |        |    | ☐ Battery Type: AA  |
|     |        |    | ☐ Case Material: Plastic  |
|     |        |    | ☐ Shatterproof  |
| 305 | pcs    | 1  | <b>Water Container / Water Drum / Utility Pail, durable plastic, at least 168L capacity</b>   |
| 306 | pc     | 3  | <b>Water Dipper (Tabo)</b>  |
| 307 | packs  | 1  | <b>White Folders, 0.14mm long 100pcs/pack</b>   |
| 308 | set    | 2  | <b>Wireless Microphone</b>  |
|     |        |    | Carrier Frequency: UHF 613 - 870MHz<br>Frequency Steadying: -0.002-<br>Modulating Mode: FM<br>Audio Dynamic Range: Over 70 dB<br>Audio Frequency Responses: 100Hz - 15KHz<br>Audio Output Level: 0 - 280mV<br>S/N Ratio: Over 70bd<br>BT.H.D: -0.5-<br>Sensitivity: 3uV<br>For30dBS/N |
|     |        |    | <b><i>Rebidding (from GOODS-22-26)</i></b>  |
| 309 | gallon | 3  | <b>Bleach, liquid, 99.9% antibac, 1 gallon</b>  |
|     |        |    | <b><i>Rebidding (from GOODS-22-30)</i></b>  |
| 310 | pc     | 1  | <b>Coffee Maker</b>   |
|     |        |    | ☐ 8-10 Cups Black   |
|     |        |    | ☐ Auto-drip Coffee Maker  |
|     |        |    | ☐ 8-10 Cups Capacity  |
|     |        |    | ☐ Thermo-glass Carafe   |
|     |        |    | ☐ Reusable/Washable Filter  |
|     |        |    | ☐ Water Level Indicator   |
|     |        |    | ☐ Keepwarm Heating Plate  |
|     |        |    | ☐ Pilot Light Indicator   |
|     |        |    | ☐ 680 Watts;  |
| 311 | tube   | 2  | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Black</b>  |
| 312 | tube   | 2  | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Cyan</b>   |
| 313 | tube   | 2  | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Magenta</b>  |
| 314 | tube   | 1  | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Color Yellow</b>   |

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

# Technical Specifications

| Item No. | Unit   | Qty | Description  | Statement of Compliance   |
|----------|--------|-----|--|---|
| 1        | pieces | 3   | <b>155L, PLASTIC STORAGE BOX</b>   | <p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p> |
|          |        |     | ☐ Storage: 155L  |   |
|          |        |     | ☐ Material: Plastic  |   |
| 2        | unit   | 5   | <b>360° Rotatable Spin Mop with Handle</b>   |   |
|          |        |     | Easy Magic Floor Spin Mop Microfiber Rotating Head   |   |
|          |        |     | 100% Brand New and High QualityEasy to install   |   |
|          |        |     | • Super-absorbent360 Easy Magic Floor Spin Mop Microfiber Rotating Head with stainless drainer   |   |
| 3        | unit   | 1   | <b>4 Layer File Tray (Office Organizer)</b>  |   |
|          |        |     | ☐ 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  |   |
| 4        | unit   | 2   | <b>5-Tier File Rack Metal Mesh Stackable Letter Tray Scratch-Resistant Magazine Letter Paper Document Home Office Desk Supplies</b>                        |   |
|          |        |     | Specifications:  |   |
|          |        |     | Material: Iron   |   |
|          |        |     | Colour: Black  |   |
| 5        | packs  | 10  | <b>A4 Matte Photo Paper</b>  |   |
|          |        |     | ☐ 20 sheets per pack; 140 gsm; double-side   |   |
| 6        | packs  | 11  | <b>A4 Photo Paper</b>  |   |
|          |        |     | No Backprint, No Back Print Photopaper Photopapers   |   |
|          |        |     | Size: A4 (8.25in x 11.75in)  |   |
|          |        |     | Content: 20 Sheets / pack  |   |
|          |        |     | Thickness: 230gsm  |   |
|          |        |     | Kind: Gloss  |   |
| 7        | packs  | 1   | <b>Absorbent Cotton, 400g</b>  |   |
| 8        | roll   | 5   | <b>Absorbent Cotton Roll 400g</b>  |   |
|          |        |     | Quality cotton products that guarantee superior absorbency and made from 100% pure and natural fibers absorbs more liquid and faster than synthetic fibers |   |

|    |         |     |   |
|----|---------|-----|---|
| 9  | rolls   | 2   | <b>Acetate, transparent, gauge #4, approx. 50m/roll</b>                                   |
| 10 | pcs     | 1   | <b>Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent</b>                      |
| 11 | tubes   | 12  | <b>Air Freshener, Spray, at least 280mL, Lemon/Orange Scent</b>                           |
| 12 | btls    | 2   | <b>Alchol, Isopropyl, 70% solution, 500mL, pump type</b>                                  |
| 13 | L       | 40  | <b>Alcohol, Ethyl</b>   |
| 14 | gallons | 22  | <b>Alcohol, Ethyl, 70% solution, 1 gallon</b>   |
| 15 | btls    | 145 | <b>Alcohol, Ethyl, 70% solution, 500mL</b>  |
|    |         |     | ☐ Eliminates at least 99.9% of germs  |
|    |         |     | ☐ Safe on skin  |
|    |         |     | ☐ At least 70% solution Rubbing alcohol   |
|    |         |     | ☐ Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan            |
|    |         |     | ☐ Brand offer should be at least 10 years in the market                                   |
|    |         |     | ☐ at least 5 years expiry   |
| 16 | gallon  | 2   | <b>Alcohol, Ethyl, 75% solution, 1 gallon</b>   |
| 17 | btls    | 40  | <b>Alcohol, Isopropyl, 70% solution, 500mL</b>  |
| 18 | btls    | 4   | <b>Alcohol, Rubbing, 70% Isoprophyl, 1ltr.</b>  |
| 19 | pcs     | 3   | <b>Bathroom Deodorizer, with holder, at least 100g, any scent</b>                         |
| 20 | pcs     | 25  | <b>Battery, Alkaline, 9 volts</b>   |
| 21 | pack    | 31  | <b>Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>                |
| 22 | pack    | 29  | <b>Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack</b>               |
| 23 | set     | 3   | <b>Battery, Rechargeable, AA (4pcs) w/ Charger</b>  |
|    |         |     | ☐ Input: AC100-240V 50-60Hz   |
|    |         |     | ☐ Output: DC1.5 V AA 550mA x4 / AAA 275mA x4  |
|    |         |     | ☐ Charging Control: checks voltage and temperature of battery automatically               |
|    |         |     | ☐ Indicator: LED x 4  |
|    |         |     | ☐ Charging: ON, Fully charged: OFF  |
|    |         |     | ☐ Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells                               |
| 24 | pack    | 3   | <b>Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack</b>                  |
| 25 | pack    | 2   | <b>Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack</b>                 |
| 26 | pack    | 3   | <b>Battery,Rechargeable,Alkaline,Size:AA Nominal Voltage 1.5V 2pcs/pack</b>               |
|    |         |     | High voltage: 1.5V  |
|    |         |     | Rechargeable type: AA, alkaline rechargeable batteries. Environmental protection material |

|    |        |    |  |
|----|--------|----|--|
|    |        |    | Up to 1000 recharge cycles   |
|    |        |    | Excellent high discharge / drain performance   |
|    |        |    | Exact replacement for standard AA size batteries   |
|    |        |    | Superior performance under low temperature condition   |
|    |        |    | Longer in high drain devices.  |
|    |        |    | It is for Portable tape and TV remote controls, Clocks and radios, Electronic games, Smoke alarm, Cordless phone, electrical toy, and more |
| 27 | pcs    | 62 | <b>Binder Clip, 1.5", black</b>  |
| 28 | pcs    | 50 | <b>Binder Clip, 2", black</b>  |
| 29 | boxes  | 32 | <b>Binder Clip, 2-inch, 12 pcs/box</b>   |
|    |        |    | Extra Large Binder Clips 2-Inch (12pcs/box),   |
|    |        |    | Big Paper Clamps for Office Supplies, Black  |
| 30 | gallon | 10 | <b>Bleach, liquid, 99.9% antibac, 1 gallon</b>   |
| 31 | gallon | 10 | <b>Bleach, liquid, 99.9% antibac, 1 gallon</b>   |
| 32 | gallon | 5  | <b>Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL</b>   |
| 33 | pair   | 2  | <b>Book Ends, Metal, Big (approx. 13x15x25cm), at least 400g</b>   |
| 34 | pc     | 10 | <b>Broom</b>   |
|    |        |    | Multifunctional Magic Broom Clean Floor Surface Remove Dirt Hair Household Silicone Mop FREE MOUNT   |
| 35 | set    | 1  | <b>Broom and Dustpan Set</b>   |
| 36 | pcs    | 13 | <b>Broom, Soft (Tambo), Large, Heavy Duty</b>  |
| 37 | pc     | 25 | <b>Broom, Stick Broom, Tukog</b>   |
|    |        |    | ☑ Good Quality Broom Stick   |
|    |        |    | ☑ Approx. 370pcs per stick bundle  |
| 38 | unit   | 2  | <b>Calculator, desktop-type, 12 digits, 2-way power, plastic keys</b>  |
| 39 | unit   | 1  | <b>Calculator, scientific ,10+2 digits, 2 line display, at least 240 functions</b>   |
| 40 | packs  | 2  | <b>Chlorine Granules, 1kg/pack</b>   |
| 41 | btls   | 3  | <b>Cleaner, Glass, 500mL, spray type, any scent</b>  |
| 42 | btls   | 3  | <b>Cleanser, Powder, 500g, any scent</b>   |
| 43 | piece  | 12 | <b>Clear Packaging Tape</b>  |
| 44 | boxes  | 17 | <b>Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box</b>   |
| 45 | boxes  | 7  | <b>Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box</b>   |
| 46 | boxes  | 3  | <b>Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box</b>   |
| 47 | boxes  | 8  | <b>Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box</b>   |
| 48 | boxes  | 12 | <b>Clip, Double Binder, 3/4" (approx.</b>  |

|    |             |    |   |
|----|-------------|----|---|
|    |             |    | <b>19mm) , Black, 12 pcs/box</b>  |
| 49 | boxes       | 10 | <b>Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box</b>   |
| 50 | boxes       | 10 | <b>Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box</b>   |
| 51 | boxes       | 10 | <b>Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box</b>   |
| 52 | box of 50's | 13 | <b>Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms</b>  |
| 53 | boxes       | 27 | <b>Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)</b>   |
| 54 | piece       | 3  | <b>Computer/Paint Brush, 1.5"</b>   |
| 55 | pack        | 3  | <b>Concentrate Antibac Dishwashing Liquid with Power Of Safeguard refill, 375ml</b>   |
| 56 | boxes       | 3  | <b>Continuous Forms, Bond 20, 11 x 9-1/2, 1 Ply</b>   |
| 57 | boxes       | 4  | <b>Continuous Forms, Carbonless, 11 x 14-7/8, 2 Ply</b>   |
| 58 | pcs         | 1  | <b>Cork Board, Wall Mount, w/ aluminum frame, 2' x 3'</b>   |
| 59 | btl         | 6  | <b>Correction Fluid, waterbase, 15 mL</b>   |
| 60 | pc          | 10 | <b>Correction Pen, rolling ball-metal tip</b>   |
| 61 | pcs         | 63 | <b>Correction Tape, 10 meters</b>   |
| 62 | pc          | 37 | <b>Correction Tape, 8m x 5mm wide</b>   |
| 63 | packs       | 6  | <b>Cotton, 400g</b>   |
| 64 | pcs         | 6  | <b>Curtain Wood Rod</b>   |
|    |             |    | Curtain Wood Rod Dark Wood 1" diameter 30" -47" extension   |
| 65 | pcs         | 1  | <b>Cutter, Big, durable &amp; light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)</b> |
| 66 | pcs         | 4  | <b>Cutter, Big, Plastic (Ordinary), w/ lock</b>   |
| 67 | pc          | 14 | <b>Datafiler</b>  |
|    |             |    | ■ 23cm H x 14cm W x 44cm D  |
| 68 | pcs         | 1  | <b>Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm</b>   |
| 69 | pcs         | 2  | <b>Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color</b>   |
| 70 | packs       | 52 | <b>Detergent Soap, Powder, with Antibacterial, 500g</b>   |
| 71 | pack        | 38 | <b>Dishwashing Liquid Soap, Refill 350ml</b>  |
|    |             |    | Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml  |
| 72 | gal         | 5  | <b>Disinfectant Cleaner, multi-surface, scented</b>   |
| 73 | can         | 18 | <b>Disinfectant Spray, 170g</b>   |
| 74 | can         | 31 | <b>Disinfectant Spray, 340g</b>   |
| 75 | tubes       | 3  | <b>Disinfectant spray, 400gms, lavender moist</b>   |
| 76 | pcs         | 1  | <b>Document Storage Box / Document Filing Case, plastic, transparent, Legal</b>   |



|     |             |     |   |
|-----|-------------|-----|---|
|     |             |     | <b>(36x27x4.5cm)</b>  |
| 77  | pcs         | 5   | <b>Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity</b> |
| 78  | pcs         | 1   | <b>Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity</b>       |
| 79  | pcs         | 4   | <b>Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity</b>       |
| 80  | pc          | 3   | <b>Dust pan, plastic, stand-up handle, large</b>  |
| 81  | pcs         | 8   | <b>Duster, Feather</b>  |
| 82  | drums       | 2   | <b>Empty Chlorine Container</b>   |
|     |             |     | 40-liter capacity; color white  |
| 83  | pcs         | 300 | <b>Envelope Brown, 6x9 for Card</b>   |
| 84  | pcs         | 100 | <b>Envelope, brown, ordinary, A4 size</b>   |
| 85  | pc          | 145 | <b>Envelope, Document, Brown, 150 lbs, Long</b>   |
| 86  | pc          | 15  | <b>Envelope, Document, Brown, 150 lbs, Short</b>  |
| 87  | pcs         | 100 | <b>Envelope, Expanding, Kraft board, w/ garter tie, Legal</b>                                 |
| 88  | pcs         | 2   | <b>Envelope, Expanding, Plastic, Long, with Handle</b>  |
| 89  | pc          | 20  | <b>Envelope, Expanding, with garter tie, blue, long</b>                                       |
| 90  | pc          | 15  | <b>Envelope, Expanding, with garter tie, brown, long</b>                                      |
| 91  | pc          | 150 | <b>Envelope, Expanding, with garter tie, brown, short</b>                                     |
| 92  | pc          | 20  | <b>Envelope, Expanding, with garter tie, golden yellow, short</b>                             |
| 93  | pc          | 12  | <b>Envelope, Expanding, with garter tie, green, long</b>                                      |
| 94  | pc          | 20  | <b>Envelope, Expanding, with garter tie, red, short</b>                                       |
| 95  | pc          | 20  | <b>Envelope, Expanding, with garter tie, violet, long</b>                                     |
| 96  | box of 50's | 2   | <b>Envelope, Mailing, white, long, 500pcs/box</b>   |
| 97  | pc          | 3   | <b>Eraser, Rubber, high quality</b>   |
| 98  | pc          | 3   | <b>Eraser, whiteboard, magnetic flannel</b>   |
| 99  | unit        | 3   | <b>External Hard Drive, 1 TB</b>  |
|     |             |     | Slim 1TB Portable Hard Drive (Green) with 3 YEARS   |
|     |             |     | Capacity: 1TB   |
|     |             |     | Connection interface: USB 2.0/3.0   |
|     |             |     | Storage Media: 2.5" SATA HDD Op.  |
|     |             |     | Voltage: USB DC 5V  |
|     |             |     | Size :129.5mm x 82.4mm x 20.4mm   |
|     |             |     | Weight: 216g  |
| 100 | boxes       | 5   | <b>Fastener, Paper, non-rust metal, 50</b>  |

|     |        |      |   |
|-----|--------|------|---|
|     |        |      | <b>sets/box</b>   |
| 101 | boxes  | 103  | <b>Fastener, Paper, plastic, 50 sets/box</b>  |
| 102 | pieces | 7    | <b>File Organizer (Accordion), Expanding, w/ 13 inside pockets &amp; index tabs, Legal</b>  |
| 103 | pc     | 3    | <b>First Aid Box or Medicine Cabinet</b>  |
|     |        |      | 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  |
| 104 | set    | 1    | <b>Fist Aid Kit Set (Medical Bag)</b>   |
|     |        |      | 1x Tube 15gm Burn Ointment1x pc.<br>Elastic Bandage 3x 51x pc. Digital Thermometer1x pc. Rechargeable Flashlight1x pc. Whistle2x pcs. Exam or Latex Gloves4x pcs. Gauze pad 4x41x bot 10ml Ammonia Spirit1x bot 10ml Povidone Iodine1x bot 60ml 70% Isopropyl Alcohol1x pack Cotton balls 50's1x pc. Surgical Tape1x pc. Bandage Scissor1x pc. Triangular Bandage1x pc. First Aid Kit Bag |
| 105 | pc     | 3    | <b>Floor mop with bucket, microfiber spin rotating 360</b>  |
| 106 | pcs    | 9    | <b>Floor Mop with wooden handle, heavy duty</b>   |
| 107 | boxes  | 10   | <b>Foil, Aluminum, 7m x 30cm (approx. 130g)</b>   |
| 108 | pcs    | 200  | <b>Folder, Brown, Long Size 8.5x13"</b>   |
| 109 | pcs    | 5    | <b>Folder, Expanded, Long (Light Blue)</b>  |
| 110 | piece  | 25   | <b>Folder, Expanded, Long (Red)</b>   |
| 111 | piece  | 1181 | <b>Folder, File, Long, 14pts, White</b>   |
| 112 | pcs    | 105  | <b>Folder, Ordinary, A4</b>   |
| 113 | pcs    | 100  | <b>Folder, Pressboard, Long, Brown with Plastic cover</b>   |
| 114 | pieces | 5    | <b>Folder, Pressboard, US, Blue, Long</b>   |
| 115 | piece  | 10   | <b>Folder, Pressboard, US, Blue, Short</b>  |
| 116 | pcs    | 307  | <b>Folder, Pressboard, US, Green, Long</b>  |
| 117 | pcs    | 10   | <b>Folder, Pressboard, US, Green, Short</b>   |
| 118 | pieces | 5    | <b>Folder, Pressboard, US, Yellow, Long</b>   |
| 119 | piece  | 10   | <b>Folder, Pressboard, US, Yellow, Short</b>  |
| 120 | pcs    | 100  | <b>Folder, Sliding, Plastic, w/ binder, Long, transparent</b>   |
| 121 | pcs    | 2    | <b>Folding umbrella</b>   |
|     |        |      | To be used during survey  |
|     |        |      | ☑ Normal Umbrella   |
| 122 | piece  | 1    | <b>Gang Chair, 5-Seater</b>   |
|     |        |      | Materials: Arm and Leg Frames are steel with chrome plated finished, Beam Quality Steel, 150kg Weight Rating  |

|     |             |     |  |
|-----|-------------|-----|--|
|     |             |     | seat, Perforated Seat and Back, Dimension: W287cm, D63.5xH81.28cm, Color: Black and Silver                   |
| 123 | pcs         | 52  | <b>Gel Ink Sign Pen 0.5, black</b>   |
| 124 | pcs         | 292 | <b>Gel Ink Sign Pen 0.5, blue</b>  |
| 125 | pcs         | 92  | <b>Gel Ink Sign Pen 0.5, red</b>   |
| 126 | tubes       | 1   | <b>Glue Pen, Clear, 50mL</b>   |
| 127 | btls        | 29  | <b>Glue, Multi-Purpose, White, at least 130g (118mL)</b>   |
| 128 | btls        | 26  | <b>Hand Sanitizer, Gel, Antibacterial, push-type, 250mL</b>  |
| 129 | piece       | 2   | <b>Hand Towel, cloth, cotton, 12 pcs/pack</b>  |
| 130 | set         | 37  | <b>Index Tab, PVC self adhesive 6" x 1", 25pcs/box</b>   |
| 131 | tube        | 8   | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Black</b>   |
| 132 | tube        | 8   | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Cyan</b>  |
| 133 | tube        | 8   | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Magenta</b>   |
| 134 | btls        | 8   | <b>Ink, for stamp pad, violet, 30mL, w/ applicator</b>   |
| 135 | btls        | 12  | <b>Ink, Refill, for Permanent Marker, Black, 30mL</b>  |
| 136 | btls        | 10  | <b>Ink, Refill, for Whiteboard Marker, Black, 30mL</b>   |
| 137 | btls        | 12  | <b>Ink, Refill, for Whiteboard Marker, Blue, 30mL</b>  |
| 138 | tube        | 8   | <b>Ink. EPSON T9481 XL for WF-C878R Printer, Yellow</b>  |
| 139 | piece       | 6   | <b>KN95 face mask</b>  |
| 140 | box of 50's | 1   | <b>Laminating Film, A4, 100 shts/box, 250 microns</b>  |
| 141 | gallon      | 21  | <b>Liquid Hand Soap</b>  |
| 142 | pcs         | 31  | <b>Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)</b> |
| 143 | pcs         | 98  | <b>Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)</b> |
| 144 | pcs         | 10  | <b>Marking Tape, 1-1/2" Thick, 12mmx25yds</b>  |
| 145 | pieces      | 1   | <b>Meter Stick, wood, 100 cm, yellow background w/ black markings</b>  |
| 146 | pieces      | 3   | <b>Mop Handle, Plastic</b>   |
| 147 | pieces      | 10  | <b>Mop Handle, steel</b>   |
| 148 | pieces      | 27  | <b>Mop Rug, Heavy Duty, 100% cotton</b>  |
| 149 | ream        | 2   | <b>Morocco board, A4, 100pcs/ream, 230 gsm, for cover, white</b>   |
| 150 | pad         | 4   | <b>Mouse Pad, Rubber</b>   |
|     |             |     | <b>Size: Small (200x250mm)</b>   |

|     |              |     |   |
|-----|--------------|-----|---|
|     |              |     | ■ Color: Black/ Dark Blue   |
| 151 | tubes        | 5   | <b>Multi-Insect Killer Spray, 600mL</b>                                       |
| 152 | btls         | 3   | <b>Multi-Purpose Cleaner, Liquid, 1000mL, any scent</b>                       |
| 153 | pieces       | 50  | <b>Multi-purpose Plastic Tray, Big/Large</b>                                  |
| 154 | pcs          | 2   | <b>Multi-purpose Plastic Utility Tray</b>                                     |
| 155 | gal          | 7   | <b>Muriatic Acid concentrated scented</b>                                     |
| 156 | piece        | 10  | <b>My-Gel Gel Ink Pen refill 0.5mm, Blue</b>                                  |
| 157 | pc           | 100 | <b>Net bags, fish net, 13" x 13"</b>  |
| 158 | packs        | 50  | <b>Notarial seal with adhesive #24-21/8" (40pcs/pack)</b>                     |
| 159 | pieces       | 1   | <b>Notebook, spiral, 80 leaves</b>  |
| 160 | piece        | 1   | <b>Numbering machine, 12 digits w/ letter</b>                                 |
| 161 | kl           | 12  | <b>Nylon, #300, for grass cutter</b>  |
| 162 | pieces       | 7   | <b>Pail, Plastic, 10 li cap.</b>  |
| 163 | pieces       | 2   | <b>Pail, Utility, Plastic 100 liter cap/drum/water container</b>              |
| 164 | pieces       | 10  | <b>Pail, Utility, Plastic, at least 16 liter cap,</b>                         |
| 165 | Box of 100's | 2   | <b>Paper Clips Small Vinyl (33MM)</b>   |
| 166 | Box of 100's | 2   | <b>Paper Clips Small Vinyl (50mm)</b>   |
| 167 | box of 50's  | 20  | <b>PAPER CLIPS VINYL COATED ASSORTED 33MM, 100pcs per box</b>                 |
| 168 | pcs          | 2   | <b>Paper Cutter Knife, 6" steel blade, plastic handle, good quality</b>       |
| 169 | reams        | 1   | <b>Paper, Bond, A3, S-24, 80 gsm</b><br>bright white, high premium quality    |
| 170 | reams        | 165 | <b>Paper, Bond, A4, S-20, 70 gsm</b><br>bright white, high premium quality    |
| 171 | reams        | 300 | <b>Paper, Bond, A4, S-24, 80 gsm</b><br>bright white, high premium quality    |
| 172 | reams        | 31  | <b>Paper, Bond, Long, S-20, 70 gsm</b><br>bright white, high premium quality  |
| 173 | reams        | 49  | <b>Paper, Bond, Long, S-24, 80 gsm</b><br>bright white, high premium quality  |
| 174 | reams        | 5   | <b>Paper, Bond, Short, S-20, 70 gsm</b><br>bright white, high premium quality |
| 175 | reams        | 20  | <b>Paper, Bond, Short, S-24, 80 gsm</b><br>bright white, high premium quality |
| 176 | reams        | 105 | <b>Paper, Book, A4 size, 80 gsm</b><br>bright white, high premium quality     |
| 177 | boxes        | 1   | <b>Paper, Laid 8 x 13 90gsm Ivory</b>   |
| 178 | pcs          | 50  | <b>Paper, Manila</b>  |
| 179 | reams        | 20  | <b>Paper, Mimeo, GW, Long, S-18</b>   |
| 180 | ream         | 35  | <b>Paper, Mimeo, WW, A4, S-20</b>   |
| 181 | reams        | 5   | <b>Paper, Mimeo, WW, Long, S-20</b>   |
| 182 | reams        | 5   | <b>Paper, Mimeo, WW, Short, S-20</b>  |
| 183 | pack         | 30  | <b>Paper, Parchment, A4, cream, 100 sheets/pack</b>                           |
| 184 | pack         | 41  | <b>Paper, Photo, high gloss, A4, 230G, 20 shts/pack</b>                       |

|     |             |     |  |
|-----|-------------|-----|--|
| 185 | pack        | 16  | <b>Paper, Photo, matte finish, 146GSM, 10 shts/pack</b>  |
| 186 | packs       | 12  | <b>Paper, Specialty 200gsm 8-1/2x11, 10s, Cream</b>  |
| 187 | pack        | 10  | <b>Paper, Towel, Interfolded , 1 ply, 175 pulls</b>  |
| 188 | reams       | 20  | <b>Parchment Paper, Long</b>   |
| 189 | pieces      | 40  | <b>Pen, Permanent Marker, black, broad tip</b>   |
| 190 | pieces      | 15  | <b>Pen, Permanent Marker, black, fine tip</b>  |
| 191 | pieces      | 20  | <b>Pen, Permanent Marker, blue, broad tip</b>  |
| 192 | pieces      | 13  | <b>Pen, Permanent Marker, blue, fine tip</b>   |
| 193 | pieces      | 6   | <b>Pen, Ball, black</b>  |
| 194 | pieces      | 336 | <b>Pen, Ball, blue</b>   |
| 195 | pieces      | 6   | <b>Pen, Ball, red</b>  |
| 196 | pieces      | 4   | <b>Pen, Highlighter, orange</b>  |
| 197 | pieces      | 4   | <b>Pen, Highlighter, violet</b>  |
| 198 | pieces      | 6   | <b>Pen, Highlighter, yellow</b>  |
| 199 | pieces      | 5   | <b>Pen, Permanent Marker, JUMBO black</b>  |
| 200 | piece       | 40  | <b>Pen, Sign, .5mm, Gel-type, Black</b>  |
| 201 | piece       | 558 | <b>Pen, Sign, .5mm, Gel-type, Blue</b>   |
| 202 | piece       | 16  | <b>Pen, Sign, .5mm, Gel-type, Red</b>  |
| 203 | pieces      | 2   | <b>Pen, Whiteboard Marker, red</b>   |
| 204 | pieces      | 34  | <b>Pen, Whiteboard Marker, black</b>   |
| 205 | pieces      | 28  | <b>Pen, Whiteboard Marker, blue,</b>   |
| 206 | Box of 12's | 1   | <b>Pencil, #2, Medium, Yellow, 12pcs/box</b><br><input type="checkbox"/> Attr: Pencil Medium #2 with black lead<br><input type="checkbox"/> Color: Yellow<br><input type="checkbox"/> Packaging Size: 12 pencils per box |
| 207 | pieces      | 286 | <b>Pencil, Lead, #2, w/ eraser</b>   |
| 208 | pieces      | 1   | <b>Photo Album Magnetic approx 15 x 12"</b>  |
| 209 | boxes       | 34  | <b>Pin, Push, hammerhead type, asstd colors 50s/pack</b>   |
| 210 | pack        | 3   | <b>Plastic bag (sando bag) 100pcs/pack large</b>   |
| 211 | rolls       | 6   | <b>Plastic Twine, 1kl/roll</b>   |
| 212 | kgs         | 15  | <b>Polyethylene Bag, autoclavable, 10" x 16" x .002</b>  |
| 213 | packs       | 12  | <b>Polyethylene bags 12 x 18, autoclavable</b>   |
| 214 | pieces      | 40  | <b>Post it</b>   |
| 215 | pieces      | 3   | <b>Puncher, 2 holes, heavy duty</b>  |
| 216 | pieces      | 2   | <b>Puncher, Heavy Duty</b>   |
| 217 | pieces      | 20  | <b>Rag, (for cleaning &amp; wiping)</b>  |
| 218 | pcs         | 8   | <b>Rags, large, good quality, size 24"x15", water absorbent</b>  |
| 219 | pc          | 32  | <b>Ready-Made Curtain (RMC), Cream color</b><br><input type="checkbox"/> Dimension: 60"x84"<br><input type="checkbox"/> Color: Cream/Beige<br><input type="checkbox"/> Fabric Material: Synthetic Fabric or any          |

|     |        |     |   |
|-----|--------|-----|---|
|     |        |     | light material which allows air and light to pass through             |
|     |        |     | ☐ Design: Plain, most importantly -- NO Flowers and Lace              |
| 220 | piece  | 8   | <b>Record Book, 200 Pages</b>   |
| 221 | pcs    | 25  | <b>Record Book, Big, 300 pages</b>                                    |
| 222 | pcs    | 14  | <b>Record Book, Big, 300 pages</b>                                    |
| 223 | pcs    | 29  | <b>Record Book, Big, 500 pages</b>                                    |
| 224 | rolls  | 6   | <b>Ribbon, Satin Cloth, Yellow/Gold, 2"</b>                           |
| 225 | pieces | 5   | <b>Ring Binder, plastic, 10mm, 3/8" black</b>                         |
| 226 | pieces | 5   | <b>Ring Binder, plastic, 14mm, 9/16" black</b>                        |
| 227 | pieces | 5   | <b>Ring Binder, plastic, 22mm, 7/8" black</b>                         |
| 228 | pieces | 30  | <b>Ring Binder, plastic, 38mm , 1-1/2" black</b>                      |
| 229 | pieces | 30  | <b>Ring Binder, plastic, 51mm 2" black</b>                            |
| 230 | rolls  | 30  | <b>Rolled Paper Towel, 2 plys good qty (Jumbo Towel)</b>              |
|     |        |     | ☐ 2 Ply   |
|     |        |     | ☐ at least 70 pulls or 140 Sheets                                     |
|     |        |     | ☐ Sheet size: at least 275mm x 230mm                                  |
|     |        |     | ☐ No artificial whiteners elemental chlorine                          |
| 231 | boxes  | 28  | <b>Rubberband, #18, 350 gms/box</b>                                   |
| 232 | pieces | 2   | <b>Ruler, Plastic, 12"</b>  |
| 233 | pieces | 3   | <b>Ruler, Plastic, 24"</b>  |
| 234 | piece  | 5   | <b>Scissors, 6" heavy duty, good quality</b>                          |
| 235 | pieces | 10  | <b>Scissors, 8" heavy duty, good quality</b>                          |
| 236 | pcs    | 30  | <b>Scrub Sponge, Heavy Duty</b>                                       |
|     |        |     | ☐Size: at least 100mm x 75mm x 30mm                                   |
| 237 | pieces | 2   | <b>Sharpener, Pencil Heavy Duty good qty</b>                          |
|     |        |     | Table Type  |
| 238 | pieces | 136 | <b>Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink</b>  |
| 239 | pieces | 111 | <b>Sign pen, Fine Tech, 0.3mm. blue</b>                               |
| 240 | gal    | 22  | <b>Soap, Detergent, Liquid, 1 gal, any scent</b>                      |
| 241 | kl     | 50  | <b>Soap, Detergent, Powder, 1 kilo/pack, any scent</b>                |
| 242 | btls   | 83  | <b>Soap, Dishwashing, Liquid, 250mL</b>                               |
| 243 | Sachet | 30  | <b>Soap, Hand, 60g per pack</b>                                       |
| 244 | btls   | 34  | <b>Soap, hand, liquid, 250 ml, pump type</b>                          |
| 245 | pieces | 50  | <b>Soap, Toilet , guest size</b>                                      |
| 246 | pcs    | 7   | <b>Soft Broom (Tambo) 200g minimum, heavy duty</b>                    |
| 247 | packs  | 100 | <b>Specialty Board, 250gsm, Light Green, Vellum</b>                   |
| 248 | pack   | 10  | <b>Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)</b>  |
| 249 | pack   | 4   | <b>Specialty Board, short 8-1/2 x 11, 220 gsm, Cream (10pcs/pack)</b> |
| 250 | pack   | 10  | <b>Specialty Paper, long, 8-1/2 x 13,</b>                             |

|     |        |    |  |
|-----|--------|----|--|
|     |        |    | <b>220gsm, color: cream (10pcs/pack)</b>   |
| 251 | pack   | 10 | <b>Specialty, board, long 8-1/2 x 13, 220gsm, white, vellum, 10pcs/pack</b>  |
| 252 | pcs    | 2  | <b>Spin Mop</b> , w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole |
| 253 | pieces | 4  | <b>Stamping Pad size 4</b>   |
| 254 | pieces | 3  | <b>Staple wire remover</b>   |
| 255 | piece  | 1  | <b>Staple wire remover, Plier type, Metal</b>  |
| 256 | boxes  | 3  | <b>Staple Wire No. 35-5M Leg Length 6mm (1/4")</b>   |
| 257 | boxes  | 78 | <b>Staple Wire, #35</b>  |
| 258 | piece  | 1  | <b>Stapler Flat clinch Standard Half strip</b>   |
|     |        |    | 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)   |
|     |        |    | Insertion depth: 47mm  |
|     |        |    | 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   |
| 259 | pc     | 5  | <b>Stapler, HD No.35</b>   |
| 260 | piece  | 3  | <b>Stick Broom (tingting) 6" from the top, approx 370 pcs</b>  |
| 261 | pack   | 6  | <b>Sticker Paper, high gloss A4 size, 50 sheets/pack</b>   |
| 262 | pack   | 49 | <b>Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack</b>   |
|     |        |    | ☐ Sticky Flags Suitable For/As:  |
|     |        |    | ☐ Indexing Tab   |
|     |        |    | ☐ Highlighting   |
|     |        |    | ☐ Marking  |
|     |        |    | ☐ Repositionable   |
|     |        |    | ☐ One end straight-cut, One end arrow-shaped   |
|     |        |    | ☐ Can be used to show/indicate where to attach signature   |
| 263 | pad    | 10 | <b>STICKY NOTE 3 X 3 ASSORTED COLORS</b>   |
| 264 | pads   | 18 | <b>Sticky Note, 2 x 3, Yellow</b>  |
| 265 | pads   | 9  | <b>Sticky Note, 3 x 3, Yellow</b>  |
| 266 | pads   | 2  | <b>Sticky Note, 3 x 5, Yellow</b>  |

|     |        |     |  |
|-----|--------|-----|--|
| 267 | pads   | 113 | <b>Sticky Note, 3x5 Colored</b>  |
| 268 | pad    | 10  | <b>STICKY NOTES 2 X 3 ASSORTED COLORS</b>  |
| 269 | pad    | 10  | <b>STICKY NOTES 3 X 4 ASSORTED COLORS</b>  |
| 270 | pc     | 4   | <b>Storage box, Plastic, 187L</b>  |
|     |        |     | ☐ Plastic, storage box, max 187L capacity  |
| 271 | pieces | 10  | <b>String Doormat/Rug/Basahan</b>  |
|     |        |     | ☐ Product Description  |
|     |        |     | ☐ Size (LxW): 21 x 15 inch   |
|     |        |     | ☐ Rugs in assorted printed colors and designs                                    |
|     |        |     | ☐ Handy made with high quality   |
|     |        |     | ☐ Cotton   |
| 272 | pcs    | 2   | <b>Tape Dispenser, 1" tape, big core, any color</b>                              |
| 273 | rolls  | 32  | <b>Tape, Double Sided, 1" x 10m</b>  |
| 274 | rolls  | 15  | <b>Tape, Double Sided, 2" x 10m</b>  |
| 275 | rolls  | 5   | <b>Tape, Double Sided, 3/4" x 10m</b>  |
| 276 | rolls  | 6   | <b>Tape, Duct, 2" x 25m, Black/Grey</b>  |
| 277 | rolls  | 1   | <b>Tape, Foam, Double Sided, 1" x 5m</b>   |
| 278 | rolls  | 1   | <b>Tape, Foam, Double Sided, 1/2" x 5m</b>                                       |
| 279 | rolls  | 85  | <b>Tape, Masking, 1" x 25 yards</b>  |
| 280 | rolls  | 35  | <b>Tape, Masking, 1/2" x 25 yards</b>  |
| 281 | rolls  | 25  | <b>Tape, Masking, 2" x 25 yards</b>  |
| 282 | rolls  | 15  | <b>Tape, Masking, 3" x 25 yards</b>  |
| 283 | rolls  | 10  | <b>Tape, Packaging, 2" x 100 yards, Clear</b>                                    |
| 284 | rolls  | 5   | <b>Tape, Packaging, 2" x 100 yards, Tan</b>                                      |
| 285 | rolls  | 10  | <b>Tape, Packaging, 2" x 100 yards, Tan</b>                                      |
| 286 | rolls  | 13  | <b>Tape, Transparent, 12mm x 50m</b>   |
| 287 | rolls  | 5   | <b>Tape, Transparent, 24mm x 50m</b>   |
| 288 | boxes  | 4   | <b>Thumb Tacks, Small Box</b>  |
| 289 | pack   | 192 | <b>Tissue, Bathroom, 2 Ply, 12rolls/pack</b>                                     |
| 290 | gal    | 16  | <b>Toilet Bowl Cleaner, at least 1 gallon</b>                                    |
| 291 | btl    | 4   | <b>Toilet Bowl Cleaner, at least 1 liter</b>                                     |
| 292 | btl    | 7   | <b>Toilet Bowl Cleaner, at least 500ml</b>                                       |
| 293 | set    | 5   | <b>Toilet Brush with Holder</b>  |
| 294 | rolls  | 20  | <b>Transparent Tape (1")</b>   |
| 295 | bags   | 5   | <b>Transparent Ziplock Bags (14 x 20cm)</b>                                      |
| 296 | rolls  | 1   | <b>Trapal/Lona, heavy duty, 20 meters</b>  |
| 297 | pack   | 37  | <b>Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black</b>       |
| 298 | pack   | 17  | <b>Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black</b>      |
| 299 | pack   | 12  | <b>Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black</b>       |
| 300 | pack   | 1   | <b>Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black</b> |
| 301 | rolls  | 5   | <b>Tusell, cloth, Yellow/Gold, 2"</b>  |
| 302 | pc     | 5   | <b>Universal socket adapter</b>  |
| 303 | pair   | 10  | <b>Utility Gloves, Rubber, Large, Non-Sterile</b>                                |



|     |        |   |  |
|-----|--------|---|--|
| 304 | pc     | 1 | <b>Wall Clock</b>  |
|     |        |   | ☐ Diameter: 215 mm   |
|     |        |   | ☐ Weight: 250 g  |
|     |        |   | ☐ Depth: 40 mm   |
|     |        |   | ☐ Display: Analog  |
|     |        |   | ☐ Battery Type: AA   |
|     |        |   | ☐ Case Material: Plastic   |
|     |        |   | ☐ Shatterproof   |
| 305 | pcs    | 1 | <b>Water Container / Water Drum / Utility Pail, durable plastic, at least 168L capacity</b>  |
| 306 | pc     | 3 | <b>Water Dipper (Tabo)</b>   |
| 307 | packs  | 1 | <b>White Folders, 0.14mm long 100pcs/pack</b>  |
| 308 | set    | 2 | <b>Wireless Microphone</b>   |
|     |        |   | Carrier Frequency: UHF 613 - 870MHz<br>Frequency Steadying: -0.002-<br>Modulating Mode: FM<br>Audio Dynamic Range: Over 70 dB<br>Audio Frequency Responses: 100Hz - 15KHz<br>Audio Output Level: 0 - 280mV<br>S/N Ratio: Over 70dB<br>T.H.D: -0.5-<br>Sensitivity: 3uV<br>For 30dB S/N |
|     |        |   | <b><i>Rebidding (from GOODS-22-26)</i></b>   |
| 309 | gallon | 3 | <b>Bleach, liquid, 99.9% antibac, 1 gallon</b>   |
|     |        |   | <b><i>Rebidding (from GOODS-22-30)</i></b>   |
| 310 | pc     | 1 | <b>Coffee Maker</b>  |
|     |        |   | ☐ 8-10 Cups Black  |
|     |        |   | ☐ Auto-drip Coffee Maker   |
|     |        |   | ☐ 8-10 Cups Capacity   |
|     |        |   | ☐ Thermo-glass Carafe  |
|     |        |   | ☐ Reusable/Washable Filter   |
|     |        |   | ☐ Water Level Indicator  |
|     |        |   | ☐ Keepwarm Heating Plate   |
|     |        |   | ☐ Pilot Light Indicator  |
|     |        |   | ☐ 680 Watts;   |
| 311 | tube   | 2 | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Black</b>   |
| 312 | tube   | 2 | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Cyan</b>  |
| 313 | tube   | 2 | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Magenta</b>   |
| 314 | tube   | 1 | <b>Ink, EPSON T9481 XL for WF-C878R Printer, Color Yellow</b>  |

***Section VIII. Checklist of Technical and  
Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

#### 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 Thirty Thousand Five Hundred Seven and 75/100 Pesos (PhP 230,507.75)*;

**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 One Hundred Fifteen Thousand Two Hundred Fifty-Three and 88/100 Pesos (PhP 115,253.88)* and the largest of these similar contracts must be equivalent to at least half of the said aggregate amount or *at least Two Hundred Thirty Thousand Five Hundred Seven and 75/100 Pesos (PhP 230,507.75)*; **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 922,031.00**);

**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 92,203.10**).

**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:

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

3. Create two (2) folders that are password-protected. The first folder should contain all requirements under Technical Component checklist as presented under Section VIII. The second folder should contain all requirements under Financial Component checklist.
4. Compress the two (2) folders and name as follows: a) first folder: **Technical Documents**, b) second folder: **Financial Documents**.
5. Email the 2 compressed folders to Ms. Jessamine C. Ecleo at [jessamine.ecleo@vsu.edu.ph](mailto:jessamine.ecleo@vsu.edu.ph) before the deadline (October 12, 2022; 8:30 AM).



**VISAYAS**  
STATE UNIVERSITY

