

BIDS AND AWARDS COMMITTEE

NOTICE OF NEGOTIATED PROCUREMENT

The Philippine International Convention Center (PICC) announces that the Bids and Awards Committee (BAC) will conduct a Negotiated Procurement for the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES**. The total Approved Budget for Contract (ABC) for this requirement is **EIGHT HUNDRED EIGHT THOUSAND THREE HUNDRED FOUR HUNDRED FORTY ONE PESOS AND FORTY EIGHT CENTAVOS (P808,441.48), VAT Inclusive**, consisting of four (4) lots.

DESCRIPTION	ABC
Lot I – Paper and by Paper Products (32 Items)	₱582,543.06
Lot II – Liquid Products, Pens/Pencils and Erasers/Rubber Products, Adhesive Materials Tapes, Metal Products (49 Items)	₱66,771.10
Lot III – Tools/Devices/Office Machines, Batteries and Computer related Products (18 Items)	₱73,232.32
Lot IV – Plastic Products (17 Items)	₱85,895.00

This will be undertaken in accordance with Sec. 53.1, Two Failed Bids, of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184 otherwise known as "The Government Procurement Reform Act".

A complete set of documents may be obtained by interested bidders from December 14, 2020 to on or before 3:00 p.m. of December 21, 2020 and upon payment in cash of a non-refundable fee of the following:

DESCRIPTION	ABC
Lot I – Paper and by Paper Products	₱800.00
Lot II – Liquid Products, Pens/Pencils and Erasers/Rubber Products, Adhesive Materials Tapes, Metal Products	₱300.00
Lot III – Tools/Devices/Office Machines, Batteries and Computer related Products	₱300.00
Lot IV – Plastic Products	₱ 300.00

Submission of proposals will be on or before 3:00 p.m. of December 21, 2020, at the BAC Secretariat Office, Ground Floor, Delegation Building, PICC Complex, 1307 Pasay City. Attached are the specifications for this particular procurement.



MELPIN A. GONZAGA
Chairman

BIDS AND AWARDS COMMITTEE (BAC)
NEGOTIATED PROCUREMENT

Sir:

We wish to inform you that the procurement of the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES**, consisting of four (4) lots, will be done by way of Alternative Method of Procurement through Negotiated Procurement.

The total Approved Budget for Contract (ABC) for this project is **EIGHT HUNDRED EIGHT THOUSAND THREE HUNDRED FOUR HUNDRED FORTY ONE PESOS AND FORTY EIGHT CENTAVOS (P808,441.48), VAT Inclusive.**

DESCRIPTION	ABC
Lot I – Paper and by Paper Products (32 Items)	P582,543.06
Lot II – Liquid Products, Pens/Pencils and Erasers/Rubber Products, Adhesive Materials Tapes, Metal Products (49 Items)	P66,771.10
Lot III – Tools/Devices/Office Machines, Batteries and Computer related Products (18 Items)	P73,232.32
Lot IV – Plastic Products (17 Items)	P85,895.00

Please submit your proposal on or before **3:00 p.m. of December 21, 2020** at the BAC Secretariat, Ground floor, Delegation Building, PICC together with the following:

A. ELIGIBILITY DOCUMENTS:

1. Certified photocopy of the valid and current PhilGEPS Certificate of Registration – Platinum Membership. If any of the documents mentioned in Annex "A" is not current, the new document should be submitted.

If any of the documents mentioned in Annex "A" is not current, the new document should be submitted.

2. Statement of all on-going 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;
3. Statement of the Single Largest Completed Contract (SLCC) similar to the contract to be bid, entered into within the last three (3) years from the date of submission and opening of bids, and whose value is at least fifty percent (50%) of the ABC. Attach to such statement the following;

- a. Certified photocopy of the SLCC; and
- b. Certificate of Acceptance or Official Receipt or Sales Invoice

4. Net Financial Contracting Capacity (NFCC):

Computation of NFCC must be at least equal to the ABC to be bid, calculated as follows;

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

or a committed Line of Credit from Universal or Commercial Bank, in lieu of its NFCC Computation. The committed Line of Credit must be at least equal to ten percent (10%) of the ABC to be bid.

B. TECHNICAL COMPONENT:

1. Notarized Omnibus Sworn Statement with attached;
 - a. For Corporations, the duly notarized Secretary's Certificate; or
 - b. For Sole Proprietorship, the notarized Special Power of Attorney.

C. OTHER DOCUMENTARY REQUIREMENTS:

1. Certified Photocopy of the CY 2018 Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);
2. Technical Specification with compliance and Schedule of Requirements, signed on each and every page by the bidder's authorized representative;
3. Company Profile with sketch of office location; and
4. Certificate of Satisfactory Completion & Acceptance of previous PICC undertaken within the last three (3) years, if any.

Negotiation shall be made with the bidder who made the lowest offer; should the negotiation fail then the same shall be made with the second lowest offer.

Attached is the Terms of Reference and other requirements for the implementation of the abovementioned requirements.

PICC reserves the right to reject any offer or all quotations found to be disadvantageous to the government.

Very truly yours,


MELPIN A. GONZAGA
Chairman

Technical Specifications

Item No.	Qty.	Unit	Article /Description	COMPLIANCE
			LOT I - Paper & by Paper Products	
1	1	pack	BinCard, 100pcs/pack, Size: 7 1/4" x 3 1/2"	
2	98	piece	Binder Ring, 2 Ring holes, Legal Size for 210x330m/Black	
3	8	piece	Corrugated Box (size 24" x 14 1/2" x 10")	
4	1	box	Envelope, White, Local-10xx-500 pieces/box	
5	12	pack	Index Card, Ruled both sides, Size: 5"x8",120 gsm, 100pcs/ pack	
6	5	cart	Label Tape, compatible with Brother P Touch Makers, Standard Laminated Adhesive Cassette TZe221 TZe221 Black Print on white 9mm x 8m	
7	2	pack	Paper Photo, Standard,A4 , 20 sheets/pack	
8	202	ream	Paper, Book A3, 70 gsm, size: 297mm x 420mm,500 sheets/ream	
9	1	ream	Paper, Book,subs 24,Color: Blue,Size:Long (216mm x 330mm), 500 sheets/ream	
10	10	ream	Paper, Book,subs 24,Color: Green,Size:Long (216mm x 330mm), 500 sheets/ream	
11	11	ream	Paper, Book,subs 24,Color: Pink,Size:Long (216mm x 330mm), 500 sheets/ream	
12	1	ream	Paper, Book,subs 24,Color: Yellow,Size:Long (216mm x 330mm), 500 sheets/ream	
13	23	pack	Paper, Elit Specialty Board, Color: P. Cream 8 1/2 x 11 , Vellum, 220 GSM,10 sheets/pack	
14	50	sheet	Paper, Elit, Specialty board, 8 1/2" x 11", 220 gsm as per sample	
15	100	piece	Paper, Manila, 36"x48"	
16	100	ream	Paper, Multicopy, 80gsm, size: 8.5" x 11" (Short),500 sheets/ream	
17	60	pack	Paper, Photo Glossy , finish , A4 size,210mm x 297mm, 200 gsm 20 sheets/pack	
18	149	pack	Paper, Sticker, Inkjet Friendly,A4 size,matt, (10sheets/pack)	
19	250	pack	Paper, Oslo 10 sheets/pack	
20	24	piece	Tickler, Notebook Size: 76mm x 127mm	
21	32	book	Book, Record, 500 pages, 214mm x 278mm	
22	7	box	Carbon Film-Legal, Size: 216mm x 330mm, Black	
23	38	piece	Data File Box, made of chipboard with closed end	
24	4	box	Envelope, Brownkraft, Legal, Documentary, 500pcs/box	
25	9	box	Folder, Pressboard, Color: Green size: 369mm x 242mm (-5mm), 100pcs/ box	
26	11	pack	Folder, Tagboard with TAB, Size: Legal, , 100 pcs/pack	

Item No.	Qty.	Unit	Article /Description	COMPLIANCE
27	5	bundle	Loose Leaf Cover, Size: Legal (216mmx355mm), Material: Chipboard, machine pressed, Color: Green, 50 sets/bundle	
28	26	pad	Note Pad, Stick On, Size: 2"x3", 100 sheets per pad	
29	23	pad	Note Pad, Stick On, Size: 3"x3", 100 sheets per pad	
30	53	pad	Note Pad, Stick On, Size: 3"x4", 100 sheets per pad	
31	800	ream	Paper, Multicopy, 80gsm, size: 210mm x 297mm (A4), 500 sheets/ream	
32	833	ream	Paper, Multicopy, 80gsm, size: 216mm x 330mm (Legal),500 sheets/ream	
			Lot II - Liquid Products, Pens/Pencils and Erasers/Rubber Products, Adhesive Materials/Tapes, Metal Products	
1	3	tube	Lead, mechanical , point 0.5mm, 12 pcs/tube	
2	8	piece	Calligraphy pen, disposable, acid free water based pigment ink is water resistant and fade proof, Tip Size: (1.0)	
3	2	piece	Calligraphy pen, disposable, acid free water based pigment ink is water resistant and fade proof, Tip Size: (2.0)	
4	2	piece	Calligraphy pen, disposable, acid free water based pigment ink is water resistant and fade proof, Tip Size: (3.0)	
5	199	piece	Pen, Ball, Black, Fine ball point 0.7mm	
6	157	piece	Pen, Ball, Blue, Fine ball point 0.7mm	
7	24	piece	Pen, Ball, Red, Fine ball point 0.7mm	
8	4	piece	Pencil, Mechanical, 0.5mm Lead, Push type	
9	9	box	Rubber Band, 70mm min lay flat length (#18)	
10	103	bottle	Alcohol, Ethyl, 68% - 70 % soln. scented, 500 ml	
11	13	piece	Eraser, Rubber rectangular, for pencil draft/ writing	
12	4	jar	Glue, all purpose, 200 grams min.	
13	61	piece	Marker, Permanent, bullet type, Black	
14	59	piece	Marker, Permanent, bullet type, Blue	
15	31	piece	Marker, Permanent, bullet type, Red	
16	40	piece	Marker, Whiteboard, bullet type, Black	
17	35	piece	Marker, Whiteboard, bullet type, Blue	
18	22	set	Pen, Marker Flourescent - 3 colors/set	
19	19	box	Pencil,lead with eraser, No.2, 12 pcs/box , wood cased	
20	92	piece	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	
21	89	piece	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	
22	6	piece	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip	
23	20	pack	Blu Tack 45g, 4pcs/pack	
24	8	piece	Glue Stick, All Purpose, 22 grams	

Item No.	Qty.	Unit	Article /Description	COMPLIANCE
25	3	box	Label Stickers 24mmx90mm, 10 pcs/fold, 1,000 pcs/box	
26	36	roll	Tape , Double sided w/o foam,width: 1", Usable length: 10 meters	
27	4	roll	Tape , Packaging, 3" x 50 yds- TAN	
28	20	roll	Tape, Double sided, Foam Type, width: 24mm, Usable length: 10 meters	
29	10	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Black	
30	30	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Gray	
31	50	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Red	
32	147	piece	Correction Tape, 1 piece in individual plastic	
33	26	roll	Tape , Packaging,width: 48mm, Usable length: 50 meters	
34	6	roll	Tape, Masking, width: 24mm (±1mm), Usable length: 50 meters	
35	43	roll	Tape, Transparent, width: 24mm (±1mm), Usable length: 50 meters	
36	2	roll	Tape, Transparent, width: 48mm (±1mm), Usable length: 50 meters	
37	4	pack	Clip, Bulldog, 2" Metal, 4pcs/pack	
38	4	pack	Clip, Bulldog, 3" Metal, 4pcs/pack	
39	2	piece	Ruler, Stainless steel metal 24 inches	
40	3	piece	Ruler,Stainless steel metal 12 inches	
41	6	box	Staple Wire, Arrow T25 7/16" (11mm)	
42	44	box	Clip, Backfold, 19mm 12pcs/box, all metal	
43	40	box	Clip, Backfold, 25mm 12pcs/box, all metal	
44	47	box	Clip, Backfold, 32mm, 12 pcs/box, all metal	
45	21	box	Clip, Backfold, 50mm, 12 pcs/box, all metal	
46	35	box	Clip, Paper,vinyl coated, 33mm, 100pcs/box or 50-52 grams (min.)	
47	16	box	Clip, Paper,vinyl coated, 50mm, 100pcs/box or 50-52 grams (min.)	
48	4	piece	Cutter Knife with handle	
49	4	box	Staple wire , Heavy Duty, 23/6-23/24-23/13 (For No. 9995 Stapler)	
			LOT III - Tools/Devices/Office Machines, Batteries and Computer related Products	
1	2	piece	Clipboard, Long with cover wire clip, PVC type, vertical with pen holder	
2	1	piece	Cutting Mat 18x12" A3 Self Healing Cutting Mat Double Sided Durable PVC Printed Colorful	

Item No.	Qty.	Unit	Article /Description	COMPLIANCE
3	50	piece	DVD Rewritable, capacity: 4.5 GB (min), Recording Time: 120 minutes (min)	
4	1	bag	Expandable Luggage, Medium Size, 24" x 15.5" x 11.5", high density polyester fabric, 4 wheel drive (360 degree rotation), expandable by up to 2" for added carrying capacity	
5	10	piece	Scissor, metal, 8", multi-purpose	
6	1	piece	Whiteboard, 4 ft x 5ft Magnetic whiteboard w/ Aluminum Frame and Stand	
7	88	pack	Battery, size "AA", dry cell, 1.5 volts, 2 pieces per blister pack	
8	197	pack	Battery, size "AAA", dry cell, 1.5 volts, 2 pieces per blister pack	
9	7	unit	Calculator, Compact , electronic, Capacity: 12 digits, 1 unit in individual box	
10	3	piece	Dating & Stamping Machine	
11	1	unit	Digital Voice Recorder	
12	53	unit	Flash Drive (16 GB)	
13	2	piece	Pencil Sharpener, 1 piece in individual plastic	
14	1	piece	Puncher, Paper, heavy duty, with two hole guide	
15	14	piece	Staple Remover, Plier Type	
16	9	piece	Stapler, Standard Type, load cap: 200 staples min.	
17	4	piece	Tape Dispenser, Table Top	
18	1	unit	<p>Paper Shredder: Cutting: Strip cut, shred size: Strip 2mm. Operation: Automatic with infrared sensor. Throat: 220mm, Feed Capacity: 4-6 sheets, A4 size 70grams per square meter (GSM). Overall Dimension: (LxWxH) in inches: 14x11.2x16 Weight: 9kgs approx. Motor Power: 75 watts. Power Supply: 220 V AC Safety Measures: Thermal cut off for Motor Overload protection with LED indication.</p>	
			LOT 4 - Plastic Products	
1	20	piece	Acrylic counter holder size: 12" x 3" clear	
2	2	piece	Document Tray, Legal Size, 2 layers, plastic, color: gray	
3	77	box	Fastener, paper, vinyl, plastic, FP-50, 70mm	
4	44	piece	Folder, Plastic, Long w/ slider	
5	2000	piece	ID Clip, 76II Metal	
6	2000	piece	ID Jacket, LI5 65.25 x 112mm	
7	2	box	Index Box, PVC/ Linotex, Assorted 5"x8"	
8	2	roll	Laminator Film, 12" in width, 50 meters / roll thickness: 250 microns, gloss finish	

Item No.	Qty.	Unit	Article /Description	COMPLIANCE
9	8	roll	Laminator Film, 9" in width, 100 meters / roll	
10	4	box	Laminator Film, for A4 , 125 microns, 100 sheets	
11	2	box	Push pin, hammer head type, 100pieces/box	
12	4	bundle	Ring Binder, 6mm x 1.12mm, plastic, 10 pcs/ bundle	
13	5	bundle	Ring Binder, 8mm x 1.12mm, plastic, 10 pcs/ bundle	
14	5	piece	Wrapper, Plastic Cellophane, Blue	
15	5	piece	Wrapper, Plastic Cellophane, Red	
16	29	piece	ClearBook, Legal size	
17	13	piece	ClearBook, A4 size	
Statement of Compliance				
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.				

Performance Bond

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.	Five percent (5%)
Bank draft/guarantee issued by a Universal or Commercial Bank	Five percent (5%)
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

PAYMENT

Full payment shall be made after complete delivery and acceptance of the items and submission of the Sales Invoice. Five percent (5%) of the payment shall be retained to cover the warranty obligations.

SCHEDULE OF REQUIREMENTS

Description	Delivery
<p>Supply and Delivery of Various Office Supplies:</p> <p>LOT I – PAPER AND BY PAPER PRODUCTS LOT II – LIQUID PRODUCTS, PENS/PENCILS AND ERASERS/RUBBER PRODUCTS, ADHESIVE MATERIALS TAPES, METAL PRODUCTS. LOT III – TOOLS/DEVICES/OFFICE MACHINES, BATTERIES AND COMPUTER RELATED PRODUCTS LOT IV – PLASTIC PRODUCTS</p>	<p>Delivery shall be within thirty (30) calendar days after receipt of Notice to Proceed</p>

I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

 Name of Company / Bidder

 Signature over printed Name of Authorized Representative

 Position

 Date

Date

The Chairman
Bids and Awards Committee (BAC)
Philippine International Convention Center (PICC)

Dear Sir/Madam:

In response to your letter dated _____, 2020, I wish to submit our offer for the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES**, consisting of four (4) lots.

Description	Amount of Bid/s in words and figures (VAT Inclusive)
Lot I – Paper & by Paper Products	TOTAL AMOUNT OF BIDS IN WORDS

	(P_____) VAT Inclusive
Lot II – Liquid Products, Pens/Pencils and Erasers/Rubber Products, Adhesive Materials/Tapes, Metal Products	TOTAL AMOUNT OF BIDS IN WORDS

	(P_____) VAT Inclusive
Lot III – Tools/Devices/Office Machines, Batteries and Computer related Products	TOTAL AMOUNT OF BIDS IN WORDS

	(P_____) VAT Inclusive
Lot IV – Plastic Products	TOTAL AMOUNT OF BIDS IN WORDS

	(P_____) VAT Inclusive

Note: Attach detailed breakdown indicating unit price and amount per item.

Very truly yours,

Signature of bidder over printed name

Address

Telephone/Fax No.

Detailed breakdown indicating unit price and amount per item.

Item No.	Qty.	Unit	Article /Description	Unit Price	Total Amount
			LOT I - Paper & by Paper Products		
1	1	pack	BinCard, 100pcs/pack, Size: 7 1/4" x 3 1/2"		
2	98	piece	Binder Ring, 2 Ring holes, Legal Size for 210x330m/Black		
3	8	piece	Corrugated Box (size 24" x 14 1/2" x 10")		
4	1	box	Envelope, White, Local-10xx-500 pieces/box		
5	12	pack	Index Card, Ruled both sides, Size: 5"x8",120 gsm, 100pcs/ pack		
6	5	cart	Label Tape, compatible with Brother P Touch Makers, Standard Laminated Adhesive Cassette TZe221 TZ221 Black Print on white 9mm x 8m		
7	2	pack	Paper Photo, Standard,A4 , 20 sheets/pack		
8	202	ream	Paper, Book A3, 70 gsm, size: 297mm x 420mm,500 sheets/ream		
9	1	ream	Paper, Book,subs 24,Color: Blue,Size:Long (216mm x 330mm), 500 sheets/ream		
10	10	ream	Paper, Book,subs 24,Color: Green,Size:Long (216mm x 330mm), 500 sheets/ream		
11	11	ream	Paper, Book,subs 24,Color: Pink,Size:Long (216mm x 330mm), 500 sheets/ream		
12	1	ream	Paper, Book,subs 24,Color: Yellow,Size:Long (216mm x 330mm), 500 sheets/ream		
13	23	pack	Paper, Elit Specialty Board, Color: P. Cream 8 1/2 x 11 , Vellum, 220 GSM,10 sheets/pack		
14	50	sheet	Paper, Elit, Specialty board, 8 1/2" x 11", 220 gsm as per sample		
15	100	piece	Paper, Manila, 36"x48"		
16	100	ream	Paper, Multicopy, 80gsm, size: 8.5" x 11" (Short),500 sheets/ream		
17	60	pack	Paper, Photo Glossy , finish , A4 size,210mm x 297mm, 200 gsm 20 sheets/pack		
18	149	pack	Paper, Sticker, Inkjet Friendly,A4 size,matt, (10sheets/pack)		
19	250	pack	Paper, Oslo 10 sheets/pack		
20	24	piece	Tickler, Notebook Size: 76mm x 127mm		
21	32	book	Book, Record, 500 pages, 214mm x 278mm		

Item No.	Qty.	Unit	Article /Description	Unit Price	Total Amount
22	7	box	Carbon Film-Legal, Size: 216mm x 330mm, Black		
23	38	piece	Data File Box, made of chipboard with closed end		
24	4	box	Envelope, Brownkraft, Legal, Documentary, 500pcs/box		
25	9	box	Folder, Pressboard, Color: Green size: 369mm x 242mm (-5mm), 100pcs/ box		
26	11	pack	Folder, Tagboard with TAB, Size: Legal, , 100 pcs/pack		
27	5	bundle	Loose Leaf Cover, Size: Legal (216mmx355mm), Material: Chipboard, machine pressed, Color: Green, 50 sets/bundle		
28	26	pad	Note Pad, Stick On, Size: 2"x3", 100 sheets per pad		
29	23	pad	Note Pad, Stick On, Size: 3"x3", 100 sheets per pad		
30	53	pad	Note Pad, Stick On, Size: 3"x4", 100 sheets per pad		
31	800	ream	Paper, Multicopy, 80gsm, size: 210mm x 297mm (A4), 500 sheets/ream		
32	833	ream	Paper, Multicopy, 80gsm, size: 216mm x 330mm (Legal),500 sheets/ream		
			Lot II - Liquid Products, Pens/Pencils and Erasers/Rubber Products, Adhesive Materials/Tapes, Metal Products		
1	3	tube	Lead, mechanical , point 0.5mm, 12 pcs/tube		
2	8	piece	Calligraphy pen, disposable, acid free water based pigment ink is water resistant and fade proof, Tip Size: (1.0)		
3	2	piece	Calligraphy pen, disposable, acid free water based pigment ink is water resistant and fade proof, Tip Size: (2.0)		
4	2	piece	Calligraphy pen, disposable, acid free water based pigment ink is water resistant and fade proof, Tip Size: (3.0)		
5	199	piece	Pen, Ball, Black, Fine ball point 0.7mm		
6	157	piece	Pen, Ball, Blue, Fine ball point 0.7mm		
7	24	piece	Pen, Ball, Red, Fine ball point 0.7mm		
8	4	piece	Pencil, Mechanical, 0.5mm Lead, Push type		
9	9	box	Rubber Band, 70mm min lay flat length (#18)		
10	103	bottle	Alcohol, Ethyl, 68% - 70 % soln. scented, 500 ml		
11	13	piece	Eraser, Rubber rectangular, for pencil draft/ writing		
12	4	jar	Glue, all purpose, 200 grams min.		

Item No.	Qty.	Unit	Article /Description	Unit Price	Total Amount
13	61	piece	Marker, Permanent, bullet type, Black		
14	59	piece	Marker, Permanent, bullet type, Blue		
15	31	piece	Marker, Permanent, bullet type, Red		
16	40	piece	Marker, Whiteboard, bullet type, Black		
17	35	piece	Marker, Whiteboard, bullet type, Blue		
18	22	set	Pen, Marker Fluorescent - 3 colors/set		
19	19	box	Pencil,lead with eraser, No.2, 12 pcs/box , wood cased		
20	92	piece	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip		
21	89	piece	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip		
22	6	piece	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip		
23	20	pack	Blu Tack 45g, 4pcs/pack		
24	8	piece	Glue Stick, All Purpose, 22 grams		
25	3	box	Label Stickers 24mmx90mm, 10 pcs/fold, 1,000 pcs/box		
26	36	roll	Tape , Double sided w/o foam,width: 1", Usable length: 10 meters		
27	4	roll	Tape , Packaging, 3" x 50 yds- TAN		
28	20	roll	Tape, Double sided, Foam Type, width: 24mm, Usable length: 10 meters		
29	10	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Black		
30	30	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Gray		
31	50	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Red		
32	147	piece	Correction Tape, 1 piece in individual plastic		
33	26	roll	Tape , Packaging,width: 48mm, Usable length: 50 meters		
34	6	roll	Tape, Masking, width: 24mm (±1mm), Usable length: 50 meters		
35	43	roll	Tape, Transparent, width: 24mm (±1mm), Usable length: 50 meters		
36	2	roll	Tape, Transparent, width: 48mm (±1mm), Usable length: 50 meters		
37	4	pack	Clip, Bulldog, 2" Metal, 4pcs/pack		
38	4	pack	Clip, Bulldog, 3" Metal, 4pcs/pack		
39	2	piece	Ruler, Stainless steel metal 24 inches		
40	3	piece	Ruler,Stainless steel metal 12 inches		
41	6	box	Staple Wire, Arrow T25 7/16" (11mm)		
42	44	box	Clip, Backfold, 19mm 12pcs/box, all metal		
43	40	box	Clip, Backfold, 25mm 12pcs/box, all metal		

Item No.	Qty.	Unit	Article /Description	Unit Price	Total Amount
44	47	box	Clip, Backfold, 32mm, 12 pcs/box, all metal		
45	21	box	Clip, Backfold, 50mm, 12 pcs/box, all metal		
46	35	box	Clip, Paper, vinyl coated, 33mm, 100pcs/box or 50-52 grams (min.)		
47	16	box	Clip, Paper, vinyl coated, 50mm, 100pcs/box or 50-52 grams (min.)		
48	4	piece	Cutter Knife with handle		
49	4	box	Staple wire , Heavy Duty, 23/6-23/24-23/13 (For No. 9995 Stapler)		
			LOT III - Tools/Devices/Office Machines, Batteries and Computer related Products		
1	2	piece	Clipboard, Long with cover wire clip, PVC type, vertical with pen holder		
2	1	piece	Cutting Mat 18x12" A3 Self Healing Cutting Mat Double Sided Durable PVC Printed Colorful		
3	50	piece	DVD Rewritable, capacity: 4.5 GB (min), Recording Time: 120 minutes (min)		
4	1	bag	Expandable Luggage, Medium Size, 24" x 15.5" x 11.5", high density polyester fabric, 4 wheel drive (360 degree rotation), expandable by up to 2" for added carrying capacity		
5	10	piece	Scissor, metal, 8", multi-purpose		
6	1	piece	Whiteboard, 4 ft x 5ft Magnetic whiteboard w/ Aluminum Frame and Stand		
7	88	pack	Battery, size "AA", dry cell, 1.5 volts, 2 pieces per blister pack		
8	197	pack	Battery, size "AAA", dry cell, 1.5 volts, 2 pieces per blister pack		
9	7	unit	Calculator, Compact , electronic, Capacity: 12 digits, 1 unit in individual box		
10	3	piece	Dating & Stamping Machine		
11	1	unit	Digital Voice Recorder		
12	53	unit	Flash Drive (16 GB)		
13	2	piece	Pencil Sharpener, 1 piece in individual plastic		
14	1	piece	Puncher, Paper, heavy duty, with two hole guide		
15	14	piece	Staple Remover, Plier Type		
16	9	piece	Stapler, Standard Type, load cap: 200 staples min.		
17	4	piece	Tape Dispenser, Table Top		
18	1	unit	Paper Shredder		

Item No.	Qty.	Unit	Article /Description	Unit Price	Total Amount
			LOT IV - Plastic Products		
1	20	piece	Acrylic counter holder size: 12" x 3" clear		
2	2	piece	Document Tray, Legal Size, 2 layers, plastic, color: gray		
3	77	box	Fastener, paper, vinyl, plastic, FP-50, 70mm		
4	44	piece	Folder, Plastic, Long w/ slider		
5	2000	piece	ID Clip, 76II Metal		
6	2000	piece	ID Jacket, LI5 65.25 x 112mm		
7	2	box	Index Box, PVC/ Linotex, Assorted 5"x8"		
8	2	roll	Laminator Film, 12" in width, 50 meters / roll thickness:250 microns, gloss finish		
9	8	roll	Laminator Film, 9" in width, 100 meters / roll		
10	4	box	Laminator Film, for A4 , 125 microns, 100 sheets		
11	2	box	Push pin, hammer head type, 100pieces/box		
12	4	bundle	Ring Binder, 6mm x 1.12mm, plastic, 10 pcs/ bundle		
13	5	bundle	Ring Binder, 8mm x 1.12mm, plastic, 10 pcs/ bundle		
14	5	piece	Wrapper, Plastic Cellophane, Blue		
15	5	piece	Wrapper, Plastic Cellophane, Red		
16	29	piece	ClearBook, Legal size		
17	13	piece	ClearBook, A4 size		

Name of Company / Bidder

Signature over printed Name of Authorized Representative

Position

Date