

**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 AND VARIOUS INK CARTRIDGES** consisting of four (4) lots. The total Approved Budget for Contract (ABC) for this requirement is **SIX HUNDRED FOUR THOUSAND SEVEN HUNDRED SIXTEEN PESOS AND TWENTY-SIX CENTAVOS (Php604,716.26), VAT Inclusive**. The Procurement Project consists of the following lots, with the corresponding sub-ABC:

<b>LOT I</b>	<b>PAPER &amp; BY PAPER PRODUCTS</b>	<b>Php109,323.28</b>
<b>LOT II</b>	<b>LIQUID PRODUCTS, PENS/PENCILS, ERASERS/RUBBER PRODUCTS, PLASTIC PRODUCTS and METAL PRODUCTS</b>	<b>Php182,738.75</b>
<b>LOT III</b>	<b>TOOLS/DEVICES/OFFICE MACHINE, BATTERIES, COMPUTER RELATED ACCESSORIES AND VARIOUS ADHESIVE MATERIALS/TAPES</b>	<b>Php167,753.65</b>
<b>LOT IV</b>	<b>VARIOUS INK CARTRIDGES</b>	<b>Php144,900.58</b>

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 October 18, 2023 to on or before 3:00 p.m. of October 24, 2023.

Submission of proposals will be on or before 3:00 p.m. of October 24, 2023, 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**

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Sir:

We wish to inform you that the procurement of the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND VARIOUS INK CATRIDGES**, 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 **SIX HUNRED FOUR THOUSAND SEVEN HUNDRED SIXTEEN PESOS AND TWENTY-SIX CENTAVOS (Php604,716.26)**, VAT Inclusive. The Procurement Project consists of the following lots, with the corresponding sub-ABC:

<b>LOT I</b>	<b>PAPER &amp; BY PAPER PRODUCTS</b>	<b>Php109,323.28</b>
<b>LOT II</b>	<b>LIQUID PRODUCTS, PENS/PENCILS, ERASERS/RUBBER PRODUCTS, PLASTIC PRODUCTS and METAL PRODUCTS</b>	<b>Php182,738.75</b>
<b>LOT III</b>	<b>TOOLS/DEVICES/OFFICE MACHINE, BATTERIES, COMPUTER RELATED ACCESSORIES AND VARIOUS ADHESIVE MATERIALS/TAPES</b>	<b>Php167,753.65</b>
<b>LOT IV</b>	<b>VARIOUS INK CARTRIDGES</b>	<b>Php144,900.58</b>

Please submit your proposal on or before **3:00 p.m. of October 24, 2023** 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.

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. Terms of Reference fully accomplished;
- 2. 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:**

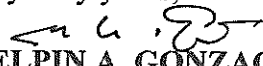
- 1. Certified Photocopy of the CY 2022 Income and Business Tax Returns with proof of payment;
- 2. Company Profile with sketch of office location; and
- 3. Certificate of Satisfactory Completion & Acceptance of previous PICC projects undertaken within the last three (3) years, if any.

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

\_\_\_\_\_  
Date

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

Dear Sir/Madam:

In response to your letter dated \_\_\_\_\_, 2023, I wish to submit our offer for the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES AND VARIOUS INK CARTRIDGES.**

Description	Amount of Bid/s in words and figures (VAT Inclusive)
<b>Lot I - PAPER &amp; BY PAPER PRODUCTS</b>	TOTAL AMOUNT OF BIDS IN WORDS
	_____
	_(P_____ ) VAT Inclusive
<b>Lot II - LIQUID PRODUCTS, PENS/PENCILS, ERASERS/ RUBBER PRODUCTS, PLASTIC PRODUCTS and METAL PRODUCTS</b>	TOTAL AMOUNT OF BIDS IN WORDS
	_____
	_(P_____ ) VAT Inclusive
<b>Lot III - TOOLS/DEVICES/OFFICE MACHINE, BATTERIES, COMPUTER RELATED ACCESSORIES AND VARIOUS ADHESIVE MATERIALS/TAPES</b>	TOTAL AMOUNT OF BIDS IN WORDS
	_____
	(P_____ ) VAT Inclusive
<b>Lot IV - VARIOUS INK CARTRIDGES</b>	TOTAL AMOUNT OF BIDS IN WORDS
	_____
	(P_____ ) VAT Inclusive

Very truly yours,

\_\_\_\_\_  
Signature of bidder over printed name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone/Fax No.



## TERMS OF REFERENCE

Item	Qty.	Unit	Specification	Statement of Compliance
<b>LOT 1 - PAPER &amp; BY PAPER PRODUCTS</b>				
1	6	pack	BinCard, 100pcs/pack, Size: 7 1/4" x 3 1/2"	
2	79	piece	Binder Ring, 2 Ring holes, Legal Size for 210x330m/Black	
3	10	piece	Binder Tabs, File divider, Colored Long	
4	51	book	Book, Record, 500 pages, 214mm x 278mm	
5	1	box	Carbon Film A4, Size: 210mm x 297mm, Black	
6	22	piece	Data File Box, made of chipboard with closed end	
7	29	piece	Data Folder made of chipboard, taglia lock	
8	4	box	Envelope, Brownkraft, A4, Documentary, 500pcs/box	
9	3	box	Envelope, Brownkraft, Legal, Documentary, 500pcs/box	
10	9	box	Envelope, Expandable Kraft, Legal 100pcs/ box	
11	2	box	Envelope, White, Local-10x-500 pieces/box	
12	6	box	Folder, Pressboard, Color: Green size: 369mm x 242mm (-5mm), 100pcs/ box	
13	5	pack	Folder, Tagboard with TAB, Size: A4, 100 pcs/pack	
14	19	pack	Folder, Tagboard with TAB, Size: Legal, , 100 pcs/pack	
15	7	pack	Index Card, Ruled both sides, Size: 5"x8",120 gsm, 100pcs/ pack	
16	11	bundle	Loose-Leaf Cover, Size: Legal (216mmx355mm), Material: Chipboard, machine pressed, Color: Green, 50 sets/bundle	
17	58	pad	Note Pad, Stick On, Size: 2"x3", 100 sheets per pad	
18	74	pad	Note Pad, Stick On, Size: 3"x3", 100 sheets per pad	
19	29	pad	Note Pad, Stick On, Size: 3"x4", 100 sheets per pad	
20	102	piece	Notebook, Stenographer, spiral, 40 leaves	
21	10	piece	Notebook, Tickler Size: 76mm x 127mm	
22	4	ream	Paper, Book, subs 24,Color: Blue, Size: Long (216mm x 330mm), 500 sheets/ream	
23	6	ream	Paper, Book, subs 24,Color: Green, Size: Long (216mm x 330mm), 500 sheets/ream	
24	1	ream	Paper, Book, subs 24,Color: Pink, Size: Long (216mm x 330mm), 500 sheets/ream	
25	3	ream	Paper, Book, subs 24,Color: Yellow, Size: Long (216mm x 330mm), 500 sheets/ream	
26	4	ream	Paper, Book A3, 70 gsm. size: 297mm x 420mm 500 sheets/ream	
27	4	ream	Paper, A4, Bright Color (various pastel color e.g. pink, mint green, lavender, peach) 250 pcs./ream	
28	5	pack	Paper, Elite Specialty Board, Color: P. Cream 8 1/2 x 11 , Vellum, 220 GSM,10 sheets/pack	
29	27	pack	Paper, Elit Specialty Board, Color: White, 8 1/2 x 11 , Vellum, 220 GSM,10 sheets/pack	

30	10	piece	Paper, Manila, 36"x48"
31	50	ream	Paper, Multi-copy, 80gsm, size: 8.5" x 11" (Short),500 sheets/ream
32	60	pack	Paper, Photo Glossy , finish , A4 size,210mm x 297mm, 200 gsm. 20 sheets/pack
33	30	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Light Green)
34	10	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Light Peach)
35	10	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Mango Yellow)
36	10	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Brown Coffee)
37	124	pack	Paper, Sticker, Inkjet Friendly,A4 size, matt, (10sheets/pack)
<b>LOT 2 - LIQUID PRODUCTS, PENS/PENCILS, ERASERS/RUBBER PRODUCTS, PLASTIC PRODUCTS and METAL PRODUCTS</b>			
1	163	bottle	Alcohol, Ethyl, 68% - 70 % soln. scented, 500 ml
2	50	piece	Acrylic Counter Name Holder 12" x 3", Clear
3	6	bottle	Correction Fluid, 15 ml water base, white opaque
4	36	piece	Envelope, expanding plastic
5	43	piece	Eraser, Rubber rectangular, for pencil draft/ writing
6	7	jar	Glue, all purpose, 200 grams min.
7	3	bottle	Ink, Stamp Pad, 50ml, Purple, with applicator
8	66	piece	Marker, Permanent, bullet type, Black
9	78	piece	Marker, Whiteboard, bullet type, Black
10	78	piece	Marker, Whiteboard, bullet type, Blue
11	51	piece	Marker, Whiteboard, bullet type, Red
12	302	piece	Pen, Ball, Black, Fine ball point 0.7mm
13	303	piece	Pen, Ball, Blue, Fine ball point 0.7mm
14	87	piece	Pen, Ball, Red, Fine ball point 0.7mm
15	5	piece	Pen, Ball, Green, Fine ball point 0.7mm
16	4	piece	Pen, Calligraphy, Disposable, acid free water based pigment, ink is water resistant and ink proof, 2.0
17	47	set	Pen, Marker Fluorescent - 3 colors/set
18	2	set	Pen, Furniture Repair marker, 12 pieces per set
19	13	piece	Pencil, Mechanical, 0.5mm Lead, Push type
20	7	box	Pencil, lead with eraser, No.1, 12 pcs/box , wood cased
21	7	box	Pencil, lead with eraser, No.2, 12 pcs/box , wood cased
22	176	piece	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip
23	147	piece	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip
24	28	piece	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip
25	17	piece	ClearBook, Legal size, <b>20 pockets, Black and Blue</b>
26	4	piece	ClearBook, A4 size, <b>20 pockets, Black and Blue</b>
27	100	piece	Clear Punched Pocket Filing, A4, 10s/pack
28	9	piece	Document Tray, Legal Size, 2 layers, plastic, color: gray
29	2516	yard	Elastic Garter, 1", P15.00 x 2516yards, color: <b>Black</b>
30	28	box	Fastener, paper, vinyl, plastic, FP-50, 70mm

31	20	pack	Folder, clear plastic, L type, Legal size 50pcs/pack
32	24	piece	Folder, Plastic, long with slider
33	28	pack	Index Tab, clear, 5 sets per box
34	3	box	Index Box, PVC/ Linotex, Assorted 5"x8"
35	25	box	Laminating Sheets, ready made: for ID 95mm x 115mm 125 microns, clear sheets 100pcs/box
36	5	roll	Laminator Film, 9" in width, 100 meters / roll 125 micro
37	20	box	Laminator Film, A4, 125 thickness, 100 sheets; 125 microns thick per side
38	1	box	Laminator Film, for A3 ,100 sheets, 250 microns
39	4	tube	Lead, mechanical, 0.5mm, 12 pcs./tube
40	2	tube	Lead, mechanical, 0.7mm, 12 pcs./tube
41	4	box	Push pin, hammer head type, 100pieces/box
42	3	bundle	Ring Binder, 6mm x 1.12mm, plastic, 10 pcs/ bundle
43	3	bundle	Ring Binder, 8mm x 1.12mm, plastic, 10 pcs/ bundle
44	3	bundle	Ring Binder, 10mm x 1.12mm, plastic, 10 pcs/ bundle
45	3	bundle	Ring Binder, 12mm x 1.12mm, plastic, 10 pcs/ bundle
46	6	piece	Ruler, Plastic, 450MM, 1 piece in individual plastic
47	10	roll	Cling Wrap/Food Wrap (stretch film) 18" x 500 M
48	173	box	Clip, Backfold, 19mm 12pcs/box, all metal
49	91	box	Clip, Backfold, 25mm 12pcs/box, all metal
50	112	box	Clip, Backfold, 32mm, 12 pcs/box, all metal
51	94	box	Clip, Backfold, 50mm, 12 pcs/box, all metal
52	24	box	Clip, Bulldog, 1.5" Metal, 4pcs/pack
53	24	pack	Clip, Bulldog, 2" Metal, 4pcs/pack
54	24	pack	Clip, Bulldog, 3" Metal, 4pcs/pack
55	161	box	Clip, Paper, vinyl coated, 33mm, 100pcs/box or 50-52 grams (min.)
56	87	box	Clip, Paper, vinyl coated, 50mm, 100pcs/box or 50-52 grams (min.)
57	6	piece	Ruler, Stainless steel metal 24 inches
58	4	box	Staple wire , Heavy Duty, 23/13 (For No. 9995 Stapler)
59	43	box	Staple wire standard, #35, 5000 pcs/box
<b>LOT 3 - TOOLS/DEVICES/OFFICE MACHINE, BATTERIES,COMPUTER RELATED ACCESSORIES AND VARIOUS ADHESIVE MATERIALS/TAPES</b>			
1	591	pack	Battery, size "AA",dry cell, 1.5 volts, 2 pieces per blister pack
2	173	pack	Battery, size "AAA",dry cell, 1.5 volts, 2 pieces per blister pack
3	30	pack	Battery, Energizer 2032, 3V Lithium 2 pcs/pack
4	10	piece	Battery, CR2450, Lithium Battery, 3V
5	20	pack	Blu Tack, 45g (4 pcs./pack)
6	16	unit	Calculator, Compact , electronic, Capacity: 12 digits, 1 unit in individual box
7	24	piece	Clipboard, Long with cover wire clip, PVC type, vertical with pen holder

8	5	piece	Dating & Stamping Machine
9	6	piece	Stamp, Self-Inking "Certified True Copy"
10	1	piece	Stamp, Self-Inking "Cancelled"
11	1	piece	Stamp, Self-Inking "Payee's Account Only"
12	1	piece	Stamp, Self-Inking, 4 lines: 1st line - Philippine International Convention Center, 2nd line - Office of the General Manager, 3rd line - Received with date, 4th line - By _____ 32mm x 52mm, as sample Trodat
13	1	piece	Stamp, Self-Inking, 4 lines: 1st line - Philippine International Convention Center, 2nd line - Facilities and Property Division, 3rd line - Received with date, 4th line - By _____ 32mm x 52mm, as sample Trodat
14	56	unit	Flash Drive (16 GB)
15	2	piece	Gun Tucker, Apexon AT-765 Heavy Duty Staple Gun
16	1	unit	Hard Drive, external, 2TB
17	3	piece	Ink Pad for Trodat Dater Code:5460
18	5	piece	Ink Pad for Trodat 4911, Black
19	8	piece	Puncher, Paper, heavy duty, with two hole guide
20	18	piece	Scissor, metal, 8", multi-purpose
21	6	piece	Scissor, metal, 9.5", multi-purpose
22	15	piece	Scissors, symmetrical blade length: 65 mm, 1 piece
23	17	piece	Staple Remover, Plier Type
24	31	piece	Stapler, Standard Type, load cap: 200 staples min.
25	2	pad	Stamp Pad, Felt, bed dimension: 60mm x 100mm
26	4	box	Storage Box, Multi-Purpose, with cover and handle, stackable, four wheel based, clip on lock, High Impact Series, Size (cm) L66.5 / W45.0 / H26.5, transparent clear, 58 liters
27	11	piece	Tape Dispenser, Table Top, <b>Hold rolls up to 24mm wide on 75mm core</b>
28	202	piece	Correction Tape, 1 piece in individual plastic
29	18	piece	Glue Stick, All Purpose, 22 grams
30	3	box	Label Stickers 24mmx90mm, 10 pcs/fold, 1,000 pcs/box
31	1	pack	Label Colors Round Code, Circular Sticky Dots, 10 mm 50 pcs/pack
32	4	piece	Label, Tape compatible with Brother P touch Makers, Standard Laminated Adhesive Cassette TZe221 TZ221 Black Print on White 9mm x 8m
33	1	unit	Paper Trimmer, Cutting Machine, paper capacity: 20 - 25 sheets of multi-purpose, base size: approximately: 400 x 300mm, paper length ruler size: 33cm (min), paper width ruler scale: 30cm (min), ruler scale: centimeter, base paper size marking: B7, B6, A5, B5, A4, B4
34	3	roll	Reflectorized Traffic Sticker, Warning Conspicuity Tape self-adhesive 3"
35	35	roll	Tape , Double sided w/o foam, width: 1/2", Usable length: 10 meters
36	20	roll	Tape , Double sided w/o foam, width: 1", Usable length: 10 meters
37	8	roll	Tape , Packaging, 3" x 50 yds.- TAN
38	20	roll	Tape , Packaging, width: 48mm, Usable length: 50 meters
39	1	roll	Tape, Packaging 2" width: 48mm, Usable length: 25 meters, black
40	1	roll	Tape , Packaging 2" width: 48mm, Usable length: 25 meters, gray



41	19	roll	Tape, Double sided, Foam Type, width: 24mm, Usable length: 10 meters
42	60	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Gray
43	71	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Red
44	1	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Yellow
45	1	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Blue
46	48	roll	Tape, Masking, width: 24mm (±1mm), Usable length: 50 meters
47	13	roll	Tape, Masking, width: 48mm (±1mm), Usable length: 50 meters
48	42	roll	Tape, Transparent, width: 0.5"
49	101	roll	Tape, Transparent, width: 24mm (±1mm), Usable length: 50 meters
50	12	roll	Tape, Transparent, width: 48mm (±1mm), Usable length: 50 meters
51	5	roll	Tape, Warning Caution, Adhesive Barricade Tape with Bold Black Letter
52	10	roll	Velcro, magic tape, 50mm, 5 meters (Gray)
53	2	unit	Voice Recorder, digital, 4GB memory

**Lot IV – VARIOUS INK CARTRIDGES**

1	3	cart	Ink, Brother, DCP J-105, Yellow, LC535XL-Y
2	3	cart	Ink, Brother, DCP J-105, Cyan, LC535XL-C
3	3	cart	Ink, Brother, DCP J-105, Magenta, LC535XL-M
4	39	cart	Ink Cart, Black,CZ107AA, (HP678)
5	27	cart	Ink Cart, Colored, CZ108AA, (HP678)
6	17	cart	Ink, Brother, Cartridge Black, BT6000
7	49	cart	Ink, Brother, Cartridge Magenta, BT5000
8	49	cart	Ink, Brother, Cartridge Cyan, BT5000
9	30	cart	Ink, Brother, Cartridge Yellow, BT5000
10	32	cart	Ink, Brother, Cartridge Black, BTD60
11	2	cart	Ink, Cart HP F4480, Black, CC640WA (HP60)
12	2	cart	Ink, Cart HP F4480, Tricolor, CC643WA (HP60)
13	2	cart	Ink, Cart HP K209a, Black, CD887AA (HP703)
14	2	roll	Ink, Cart HP K209a, Tricolor, CD888AA (HP703)
15	12	cart	Ink, Brother, Cartridge Black, LC3617 BK
16	8	cart	Ink, Brother, Cartridge Magenta, LC3617 M
17	8	cart	Ink, Brother, Cartridge Cyan, LC3617 C
18	8	cart	Ink, Brother, Cartridge Yellow, LC3617 Y

**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.*

**D. 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%)

**E. PAYMENT**

Full payment shall be made within three (3) weeks 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.

**F. WARRANTY PERIOD**

Three (3) months warranty after acceptance by the PICC authorized representative of the delivered Goods. The obligation for the warranty shall be covered by either retention money in an amount equivalent to five percent (5%) of the total contract price, or a special bank guarantee & equivalent to five percent (5%) of the total contract price. (Note: GPPB RES NO. 30-2017. The said amount shall be released after the lapse of the warranty period or after consumption thereof, provided, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

**G. SCHEDULE OF REQUIREMENTS**

Item Number	Description	Delivered, Weeks/Months
LOT I	PAPER & BY PAPER PRODUCTS	Full delivery within thirty (30) calendar days from receipt of Notice to Proceed
LOT II	LIQUID PRODUCTS, PENS/PENCILS, ERASERS/RUBBER PRODUCTS, PLASTIC PRODUCTS and METAL PRODUCTS	Full delivery within thirty (30) calendar days from receipt of Notice to Proceed
LOT III	TOOLS/DEVICES/OFFICE MACHINE, BATTERIES, COMPUTER RELATED ACCESSORIES AND VARIOUS ADHESIVE MATERIALS/TAPES	Full delivery within thirty (30) calendar days from receipt of Notice to Proceed
LOT IV	VARIOUS INK CARTRIDGES	Full delivery within <i>ninety (90)</i> calendar days from receipt of Notice to Proceed

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

### COST BREAKDOWN

Item No.	Qty.	Unit	Article /Description	Unit Price	Total Amount	Offer brand
<b>Lot I – PAPER &amp; BY PAPER PRODUCTS</b>						
1	6	pack	BinCard, 100pcs/pack, Size: 7 1/4" x 3 1/2"			
2	79	piece	Binder Ring, 2 Ring holes, Legal Size for 210x330m/Black			
3	10	piece	Binder Tabs, File divider, Colored Long			
4	51	book	Book, Record, 500 pages, 214mm x 278mm			
5	1	box	Carbon Film A4, Size: 210mm x 297mm, Black			
6	22	piece	Data File Box, made of chipboard with closed end			
7	29	piece	Data Folder made of chipboard, taglia lock			
8	4	box	Envelope, Brownkraft, A4, Documentary, 500pcs/box			
9	3	box	Envelope, Brownkraft, Legal, Documentary, 500pcs/box			
10	9	box	Envelope, Expandable Kraft, Legal 100pcs/ box			
11	2	box	Envelope, White, Local-10xx-500 pieces/box			
12	6	box	Folder, Pressboard, Color: Green size: 369mm x 242mm (-5mm), 100pcs/ box			
13	5	pack	Folder, Tagboard with TAB, Size: A4, 100 pcs/pack			
14	19	pack	Folder, Tagboard with TAB, Size: Legal, , 100 pcs/pack			
15	7	pack	Index Card, Ruled both sides, Size: 5"x8",120 gsm, 100pcs/ pack			
16	11	bundle	Loose-Leaf Cover, Size: Legal (216mmx355mm), Material: Chipboard, machine pressed, Color: Green, 50 sets/bundle			
17	58	pad	Note Pad, Stick On, Size: 2"x3", 100 sheets per pad			
18	74	pad	Note Pad, Stick On, Size: 3"x3", 100 sheets per pad			
19	29	pad	Note Pad, Stick On, Size: 3"x4", 100 sheets per pad			
20	102	piece	Notebook, Stenographer, spiral, 40 leaves			
21	10	piece	Notebook, Tickler Size: 76mm x 127mm			
22	4	ream	Paper, Book, subs 24,Color: Blue, Size: Long (216mm x 330mm), 500 sheets/ream			
23	6	ream	Paper, Book, subs 24,Color: Green, Size: Long (216mm x 330mm), 500 sheets/ream			
24	1	ream	Paper, Book, subs 24,Color: Pink, Size: Long (216mm x 330mm), 500 sheets/ream			

25	3	ream	Paper, Book, subs 24, Color: Yellow, Size: Long (216mm x 330mm), 500 sheets/ream,			
26	4	ream	Paper, Book A3, 70 gsm. size: 297mm x 420mm 500 sheets/ream			
27	4	ream	Paper, A4, Bright Color (various pastel color e.g. pink, mint green, lavender, peach) 250 pcs./ream			
28	5	pack	Paper, Elite Specialty Board, Color: P. Cream 8 1/2 x 11 , Vellum, 220 GSM,10 sheets/pack			
29	27	pack	Paper, Elit Specialty Board, Color: White, 8 1/2 x 11 , Vellum, 220 GSM,10 sheets/pack			
30	10	piece	Paper, Manila, 36"x48"			
31	50	ream	Paper, Multi-copy, 80gsm, size: 8.5" x 11" (Short),500 sheets/ream			
32	60	pack	Paper, Photo Glossy , finish , A4 size,210mm x 297mm, 200 gsm. 20 sheets/pack			
33	30	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Light Green)			
34	10	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Light Peach)			
35	10	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Mango Yellow)			
36	10	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Brown Coffee)			
37	124	pack	Paper, Sticker, Inkjet Friendly, A4 size, matt, (10sheets/pack)			
<b>Sub – total</b>						
<b>LOT 2 - LIQUID PRODUCTS, PENS/PENCILS, ERASERS/RUBBER PRODUCTS, PLASTIC PRODUCTS and METAL PRODUCTS</b>						
1	163	bottle	Alcohol, Ethyl, 68% - 70 % soln. scented, 500 ml			
2	50	piece	Acrylic Counter Name Holder 12" x 3", Clear			
3	6	bottle	Correction Fluid, 15 ml water base, white opaque			
4	36	piece	Envelope, expanding plastic			
5	43	piece	Eraser, Rubber rectangular, for pencil draft/ writing			
6	7	jar	Glue, all purpose, 200 grams min.			
7	3	bottle	Ink, Stamp Pad, 50ml, Purple, with applicator			
8	66	piece	Marker, Permanent, bullet type, Black			
9	78	piece	Marker, Whiteboard, bullet type, Black			
10	78	piece	Marker, Whiteboard, bullet type, Blue			
11	51	piece	Marker, Whiteboard, bullet type, Red			
12	302	piece	Pen, Ball, Black, Fine ball point 0.7mm			
13	303	piece	Pen, Ball, Blue, Fine ball point 0.7mm			
14	87	piece	Pen, Ball, Red, Fine ball point 0.7mm			
15	5	piece	Pen, Ball, Green, Fine ball point 0.7mm			
16	4	piece	Pen, Calligraphy, Disposable, acid free water			

			based pigment, ink is water resistant and ink proof, 2.0			
17	47	set	Pen, Marker Fluorescent - 3 colors/set			
18	2	set	Pen, Furniture Repair marker, 12 pieces per set			
19	13	piece	Pencil, Mechanical, 0.5mm Lead, Push type			
20	7	box	Pencil, lead with eraser, No.1, 12 pcs/box , wood cased			
21	7	box	Pencil, lead with eraser, No.2, 12 pcs/box , wood cased			
22	176	piece	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip			
23	147	piece	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip			
24	28	piece	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip			
25	17	piece	ClearBook, Legal size, <b>20 pockets , Black and Blue</b>			
26	4	piece	ClearBook, A4 size, <b>20 pockets , Black and Blue</b>			
27	100	piece	Clear Punched Pocket Filing, A4, 10s/pack			
28	9	piece	Document Tray, Legal Size, 2 layers, plastic, color: gray			
29	2516	yard	Elastic Garter, 1", P15.00 x 2516yards, color: <b>Black</b>			
30	28	box	Fastener, paper, vinyl, plastic, FP-50, 70mm			
31	20	pack	Folder, clear plastic, L type, Legal size 50pcs/pack			
32	24	piece	Folder, Plastic, long with slider			
33	28	pack	Index Tab, clear, 5 sets per box			
34	3	box	Index Box, PVC/ Linotex, Assorted 5"x8"			
35	25	box	Laminating Sheets, ready made: for ID 95mm x 115mm 125 microns, clear sheets 100pcs/box			
36	5	roll	Laminator Film, 9" in width, 100 meters / roll 125 micro			
37	20	box	Laminator Film, A4, 125 thickness, 100 sheets; 125 microns thick per side			
38	1	box	Laminator Film, for A3 ,100 sheets, 250 microns			
39	4	tube	Lead, mechanical, 0.5mm, 12 pcs./tube			
40	2	tube	Lead, mechanical, 0.7mm, 12 pcs./tube			
41	4	box	Push pin, hammer head type, 100pieces/box			
42	3	bundle	Ring Binder, 6mm x 1.12mm, plastic, 10 pcs/ bundle			
43	3	bundle	Ring Binder, 8mm x 1.12mm, plastic, 10 pcs/ bundle			
44	3	bundle	Ring Binder, 10mm x 1.12mm, plastic, 10 pcs/ bundle			

45	3	bundle	Ring Binder, 12mm x 1.12mm, plastic, 10 pcs/bundle			
46	6	piece	Ruler, Plastic, 450MM, 1 piece in individual plastic			
47	10	roll	Cling Wrap/Food Wrap (stretch film) 18" x 500 M			
48	173	box	Clip, Backfold, 19mm 12pcs/box, all metal			
49	91	box	Clip, Backfold, 25mm 12pcs/box, all metal			
50	112	box	Clip, Backfold, 32mm, 12 pcs/box, all metal			
51	94	box	Clip, Backfold, 50mm, 12 pcs/box, all metal			
52	24	box	Clip, Bulldog, 1.5" Metal, 4pcs/pack			
53	24	pack	Clip, Bulldog, 2" Metal, 4pcs/pack			
54	24	pack	Clip, Bulldog, 3" Metal, 4pcs/pack			
55	161	box	Clip, Paper, vinyl coated, 33mm, 100pcs/box or 50-52 grams (min.)			
56	87	box	Clip, Paper, vinyl coated, 50mm, 100pcs/box or 50-52 grams (min.)			
57	6	piece	Ruler, Stainless steel metal 24 inches			
58	4	box	Staple wire , Heavy Duty, 23/13 (For No. 9995 Stapler)			
59	43	box	Staple wire standard, #35, 5000 pcs/box			
<b>Sub – total</b>						
<b>LOT 3 - TOOLS/DEVICES/OFFICE MACHINE, BATTERIES, COMPUTER RELATED ACCESSORIES AND VARIOUS ADHESIVE MATERIALS/TAPES</b>						
1	591	pack	Battery, size "AA", dry cell, 1.5 volts, 2 pieces per blister pack			
2	173	pack	Battery, size "AAA", dry cell, 1.5 volts, 2 pieces per blister pack			
3	30	pack	Battery, Energizer 2032, 3V Lithium 2 pcs/pack			
4	10	piece	Battery, CR2450, Lithium Battery, 3V			
5	20	pack	Blu Tack, 45g (4 pcs./pack)			
6	16	unit	Calculator, Compact , electronic, Capacity: 12 digits, 1 unit in individual box			
7	24	piece	Clipboard, Long with cover wire clip, PVC type, vertical with pen holder			
8	5	piece	Dating & Stamping Machine			
9	6	piece	Stamp, Self-Inking "Certified True Copy"			
10	1	piece	Stamp, Self-Inking "Cancelled"			
11	1	piece	Stamp, Self-Inking "Payee's Account Only"			
12	1	piece	Stamp, Self-Inking, 4 lines: 1st line - Philippine International Convention Center, 2nd line - Office of the General Manager, 3rd line - Received with date, 4th line - By _____ 32mm x 52mm, as sample Trodat			

13	1	piece	Stamp, Self-Inking, 4 lines: 1st line - Philippine International Convention Center, 2nd line - Facilities and Property Division, 3rd line - Received with date, 4th line - By _____ 32mm x 52mm, as sample Trodat			
14	56	unit	Flash Drive (16 GB)			
15	2	piece	Gun Tucker, Apexon AT-765 Heavy Duty Staple Gun			
16	1	unit	Hard Drive, external, 2TB			
17	3	piece	Ink Pad for Trodat Dater Code:5460			
18	5	piece	Ink Pad for Trodat 4911, Black			
19	8	piece	Puncher, Paper, heavy duty, with two hole guide			
20	18	piece	Scissor, metal, 8", multi-purpose			
21	6	piece	Scissor, metal, 9.5", multi-purpose			
22	15	piece	Scissors, symmetrical blade length: 65 mm, 1 piece			
23	17	piece	Staple Remover, Plier Type			
24	31	piece	Stapler, Standard Type, load cap: 200 staples min.			
25	2	pad	Stamp Pad, Felt, bed dimension: 60mm x 100mm			
26	4	box	Storage Box, Multi-Purpose, with cover and handle, stackable, four wheel based, clip on lock, High Impact Series, Size (cm) L66.5 / W45.0 / H26.5, transparent clear, 58 liters			
27	11	piece	Tape Dispenser, Table Top, <b>Hold Rolls up to 24mm wide on 75mm core</b>			
28	202	piece	Correction Tape, 1 piece in individual plastic			
29	18	piece	Glue Stick, All Purpose, 22 grams			
30	3	box	Label Stickers 24mmx90mm, 10 pcs/fold, 1,000 pcs/box			
31	1	pack	Label Colors Round Code, Circular Sticky Dots, 10 mm 50 pcs/pack			
32	4	piece	Label, Tape compatible with Brother P touch Makers, Standard Laminated Adhesive Cassette TZe221 TZ221 Black Print on White 9mm x 8m			
33	1	unit	Paper Trimmer, Cutting Machine, paper capacity: 20 - 25 sheets of multi-purpose, base size: approximately: 400 x 300mm, paper length ruler size: 33cm (min), paper width ruler scale: 30cm (min), ruler scale: centimeter, base paper size marking: B7, B6, A5, B5, A4, B4			
34	3	roll	Reflectorized Traffic Sticker, Warning Conspicuity Tape self- adhesive 3"			
35	35	roll	Tape , Double sided w/o foam, width: 1/2", Usable length: 10 meters			

36	20	roll	Tape , Double sided w/o foam, width: 1" , Usable length: 10 meters			
37	8	roll	Tape , Packaging, 3" x 50 yds.- TAN			
38	20	roll	Tape , Packaging, width: 48mm, Usable length: 50 meters			
39	1	roll	Tape, Packaging 2" width: 48mm, Usable length: 25 meters, black			
40	1	roll	Tape , Packaging 2" width: 48mm, Usable length: 25 meters, gray			
41	19	roll	Tape, Double sided, Foam Type, width: 24mm, Usable length: 10 meters			
42	60	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Gray			
43	71	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Red			
44	1	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Yellow			
45	1	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Blue			
46	48	roll	Tape, Masking, width: 24mm (±1mm), Usable length: 50 meters			
47	13	roll	Tape, Masking, width: 48mm (±1mm), Usable length: 50 meters			
48	42	roll	Tape, Transparent, width: 0.5"			
49	101	roll	Tape, Transparent, width: 24mm (±1mm), Usable length: 50 meters			
50	12	roll	Tape, Transparent, width: 48mm (±1mm), Usable length: 50 meters			
51	5	roll	Tape, Warning Caution, Adhesive Barricade Tape with Bold Black Letter			
52	10	roll	Velcro, magic tape, 50mm, 5 meters (Gray)			
53	2	unit	Voice Recorder, digital, 4GB memory			
<b>Sub – total</b>						
<b>Lot IV – VARIOUS INK CARTRDGES</b>						
1	3	cart	Ink, Brother, DCP J-105, Yellow, LC535XL-Y			
2	3	cart	Ink, Brother, DCP J-105, Cyan, LC535XL-C			
3	3	cart	Ink, Brother, DCP J-105, Magenta, LC535XL-M			
4	39	cart	Ink Cart, Black,CZ107AA, (HP678)			
5	27	cart	Ink Cart, Colored, CZ108AA, (HP678)			
6	17	cart	Ink, Brother, Cartridge Black, BT6000			
7	49	cart	Ink, Brother, Cartridge Magenta, BT5000			
8	49	cart	Ink, Brother, Cartridge Cyan, BT5000			
9	30	cart	Ink, Brother, Cartridge Yellow, BT5000			
10	32	cart	Ink, Brother, Cartridge Black, BT6000			
11	2	cart	Ink, Cart HP F4480, Black, CC640WA (HP60)			
12	2	cart	Ink, Cart HP F4480, Tricolor, CC643WA (HP60)			
13	2	cart	Ink, Cart HP K209a, Black, CD887AA (HP703)			



14	2	roll	Ink, Cart HP K209a, Tricolor, CD888AA (HP703)			
15	12	cart	Ink, Brother, Cartridge Black, LC3617 BK			
16	8	cart	Ink, Brother, Cartridge Magenta, LC3617 M			
17	8	cart	Ink, Brother, Cartridge Cyan, LC3617 C			
18	8	cart	Ink, Brother, Cartridge Yellow, LC3617 Y			
<b>Sub – total</b>						

Prepared by:

\_\_\_\_\_  
Signature over printed Name



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Monday, October 9, 2023 02:54 PM Wilfredo Alcoriza PICC [» Log-out](#)

## Fail Bid

**Reference Number** 10135829

**Tender Title** Supply and Delivery of Various Office Supplies and Various Ink Cartridges (Re-bid)

**Published Date** 20/09/2023

**Closing Date** 04/10/2023, 10:00AM

**Reason\*** no bidder/s obtained and paid for the bid documents