

BIDS AND AWARDS COMMITTEE

NOTICE OF RE-NEGOTIATED PROCUREMENT

The Philippine International Convention Center (PICC) announces that the Bids and Awards Committee (BAC) will conduct a Re-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 **FIVE HUNDRED NINETY THOUSAND ONE HUNDRED THIRTY-FOUR PESOS AND THIRTY-ONE CENTAVOS (Php590,134.31), VAT Inclusive**. The Procurement Project consists of the following items, with the corresponding sub-ABC:

Item No.	Qty.	Unit	Article /Description	Sub-ABC
PAPER & BY PAPER PRODUCTS				
1	6	pack	BinCard, 100pcs/pack, Size: 7 1/4" x 3 1/2"	3,303.30
2	79	piece	Binder Ring, 2 Ring holes, Legal Size for 210x330m/Black	13,035.00
3	46	book	Book, Record, 500 pages, 214mm x 278mm	5,770.24
4	22	piece	Data File Box, made of chipboard with closed end	1,868.24
5	29	piece	Data Folder made of chipboard, taglia lock	2,189.50
6	2	box	Envelope, Brownkraft, A4, Documentary, 500pcs/box	2,508.80
7	2	box	Envelope, Brownkraft, Legal, Documentary, 500pcs/box	2,822.40
8	3	box	Envelope, Expandable Kraft, Legal 100pcs/ box	5,644.80
9	1	box	Envelope, White, Local-10xx-500 pieces/box	470.40
10	2	box	Folder, Pressboard, Color: Green size: 369mm x 242mm (-5mm), 100pcs/ box	4,704.00
11	5	pack	Folder, Tagboard with TAB, Size: A4, 100 pcs/pack	1,590.15
12	19	pack	Folder, Tagboard with TAB, Size: Legal, , 100 pcs/pack	6,965.21
13	5	pack	Index Card, Ruled both sides, Size: 5"x8",120 gsm, 100pcs/ pack	344.95
14	11	bundle	Loose-Leaf Cover, Size: Legal (216mmx355mm), Material: Chipboard, machine pressed, Color: Green, 50 sets/bundle	9,619.06
15	58	pad	Note Pad, Stick On, Size: 2"x3", 100 sheets per pad	2,364.66
16	74	pad	Note Pad, Stick On, Size: 3"x3", 100 sheets per pad	4,232.80
17	29	pad	Note Pad, Stick On, Size: 3"x4", 100 sheets per pad	1,891.09
18	43	piece	Notebook, Stenographer, spiral, 40 leaves	1,348.48
19	10	piece	Notebook, Tickler Size: 76mm x 127mm	385.00
20	4	ream	Paper, Book, subs 24,Color: Blue, Size: Long (216mm x 330mm), 500 sheets/ream	2,071.52

21	6	ream	Paper, Book, subs 24,Color: Green, Size: Long (216mm x 330mm), 500 sheets/ream	3,107.28
22	1	ream	Paper, Book, subs 24,Color: Pink, Size: Long (216mm x 330mm), 500 sheets/ream	517.88
23	3	ream	Paper, Book, subs 24,Color: Yellow, Size: Long (216mm x 330mm), 500 sheets/ream,	1,553.64
24	3	ream	Paper, Book A3, 70 gsm. size: 297mm x 420mm 500 sheets/ream	1,491.18
25	4	ream	Paper, A4, Bright Color (various pastel color e.g. pink, mint green, lavender, peach) 250 pcs./ream	880.00
26	4	pack	Paper, Elite Specialty Board, Color: P. Cream 8 1/2 x 11 , Vellum, 220 GSM,10 sheets/pack	235.20
27	22	pack	Paper, Elit Specialty Board, Color: White, 8 1/2 x 11 , Vellum, 220 GSM,10 sheets/pack	1,293.60
28	5	piece	Paper, Manila, 36"x48"	43.10
29	38	ream	Paper, Multi-copy, 80gsm, size: 8.5" x 11" (Short),500 sheets/ream	10,725.12
30	32	pack	Paper, Photo Glossy , finish , A4 size,210mm x 297mm, 200 gsm. 20 sheets/pack	4,264.96
31	30	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Light Green)	115.50
32	10	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Light Peach)	38.50
33	10	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Mango Yellow)	38.50
34	10	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Brown Coffee)	38.50
35	100	pack	Paper, Sticker, Inkjet Friendly, A4 size, matt, (10sheets/pack)	6,115.00
LIQUID PRODUCTS, PENS/PENCILS, ERASERS/RUBBER PRODUCTS, PLASTIC PRODUCTS and METAL PRODUCTS				
1	121	bottle	Alcohol, Ethyl, 68% - 70 % soln. scented, 500 ml	8,537.76
2	50	piece	Acrylic Counter Name Holder 12" x 3", Clear	16,390.00
3	6	bottle	Correction Fluid, 15 ml water base, white opaque	237.60
4	36	piece	Envelope, expanding plastic	1,207.44
5	10	piece	Eraser, Rubber rectangular, for pencil draft/ writing	203.80
6	7	jar	Glue, all purpose, 200 grams min.	544.53
7	1	bottle	Ink, Stamp Pad, 50ml, Purple, with applicator	89.00
8	25	piece	Marker, Permanent, bullet type, Black	588.00
9	18	piece	Marker, Whiteboard, bullet type, Black	810.00
10	18	piece	Marker, Whiteboard, bullet type, Blue	810.00
11	12	piece	Marker, Whiteboard, bullet type, Red	540.00
12	203	piece	Pen, Ball, Black, Fine ball point 0.7mm	1,827.00
13	203	piece	Pen, Ball, Blue, Fine ball point 0.7mm	1,827.00
14	58	piece	Pen, Ball, Red, Fine ball point 0.7mm	522.00
15	3	piece	Pen, Ball, Green, Fine ball point 0.7mm	27.00
16	4	piece	Pen, Calligraphy, Disposable, acid free water based pigment, ink is water resistant and ink proof, 2.0	303.60

17	20	set	Pen, Marker Fluorescent - 3 colors/set	1,881.60
18	2	set	Pen, Furniture Repair marker, 12 pieces per set	1,980.00
19	4	piece	Pencil, Mechanical, 0.5mm Lead, Push type	344.96
20	5	box	Pencil, lead with eraser, No.1, 12 pcs/box , wood cased	682.10
21	1	box	Pencil, lead with eraser, No.2, 12 pcs/box , wood cased	136.42
22	54	piece	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	4,233.60
23	45	piece	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	3,528.00
24	8	piece	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip	627.20
25	13	piece	ClearBook, Legal size, 20 pockets , Black and Blue	672.62
26	2	piece	ClearBook, A4 size, 20 pockets , Black and Blue	100.36
27	100	piece	Clear Punched Pocket Filing, A4, 10s/pack	3,800.00
28	9	piece	Document Tray, Legal Size, 2 layers, plastic, color: gray	3,465.00
29	2516	yard	Elastic Garter, 1", P15.00 x 2516yards, color: Black	37,740.00
30	21	box	Fastener, paper, vinyl, plastic, FP-50, 70mm	987.84
31	20	pack	Folder, clear plastic, L type, Legal size 50pcs/pack	5,248.60
32	1	piece	Folder, Plastic, long with slider	94.08
33	16	pack	Index Tab, clear, 5 sets per box	1,881.60
34	3	box	Index Box, PVC/ Linotex, Assorted 5"x8"	654.90
35	25	box	Laminating Sheets, ready made: for ID 95mm x 115mm 125 microns, clear sheets 100pcs/box	7,150.00
36	5	roll	Laminator Film, 9" in width, 100 meters / roll 125 micro	14,784.00
37	20	box	Laminator Film, A4, 125 thickness, 100 sheets; 125 microns thick per side	21,083.00
38	3	tube	Lead, mechanical, 0.5mm, 12 pcs./tube	258.72
39	2	tube	Lead, mechanical, 0.7mm, 12 pcs./tube	143.74
40	2	box	Push pin, hammer head type, 100pieces/box	87.80
41	3	bundle	Ring Binder, 6mm x 1.12mm, plastic, 10 pcs/ bundle	213.84
42	3	bundle	Ring Binder, 8mm x 1.12mm, plastic, 10 pcs/ bundle	245.04
43	3	bundle	Ring Binder, 10mm x 1.12mm, plastic, 10 pcs/ bundle	311.85
44	3	bundle	Ring Binder, 12mm x 1.12mm, plastic, 10 pcs/ bundle	378.69
45	6	piece	Ruler, Plastic, 450MM, 1 piece in individual plastic	109.80
46	10	roll	Cling Wrap/Food Wrap (stretch film) 18" x 500 M	8,470.00
47	70	box	Clip, Backfold, 19mm 12pcs/box, all metal	1,646.40
48	47	box	Clip, Backfold, 25mm 12pcs/box, all metal	1,473.92
49	74	box	Clip, Backfold, 32mm, 12 pcs/box, all metal	3,133.16
50	67	box	Clip, Backfold, 50mm, 12 pcs/box, all metal	5,778.08
51	19	box	Clip, Bulldog, 1.5" Metal, 4pcs/pack	1,638.56
52	16	pack	Clip, Bulldog, 2" Metal, 4pcs/pack	1,806.40
53	18	pack	Clip, Bulldog, 3" Metal, 4pcs/pack	3,669.12
54	99	box	Clip, Paper, vinyl coated, 33mm, 100pcs/box or 50-	1,552.32

			52 grams (min.)	
55	42	box	Clip, Paper, vinyl coated, 50mm, 100pcs/box or 50-52 grams (min.)	1,317.12
56	2	piece	Ruler, Stainless steel metal 24 inches	439.04
57	22	box	Staple wire standard, #35, 5000 pcs/box	1,034.88
TOOLS/DEVICES/OFFICE MACHINE, BATTERIES, COMPUTER RELATED ACCESSORIES AND VARIOUS ADHESIVE MATERIALS/TAPES				
1	229	pack	Battery, size "AA", dry cell, 1.5 volts, 2 pieces per blister pack	13,286.58
2	60	pack	Battery, size "AAA", dry cell, 1.5 volts, 2 pieces per blister pack	3,481.20
3	30	pack	Battery, Energizer 2032, 3V Lithium 2 pcs/pack	6,006.00
4	10	piece	Battery, CR2450, Lithium Battery, 3V	1,815.00
5	20	pack	Blu Tack, 45g (4 pcs./pack)	1,166.00
6	7	unit	Calculator, Compact , electronic, Capacity: 12 digits, 1 unit in individual box	4,390.40
7	24	piece	Clipboard, Long with cover wire clip, PVC type, vertical with pen holder	2,112.00
8	5	piece	Dating & Stamping Machine	2,496.80
9	3	piece	Stamp, Self-Inking "Certified True Copy"	3,057.60
10	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	3,831.14
11	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	3,831.14
12	56	unit	Flash Drive (16 GB)	10,250.24
13	2	piece	Gun Tucker, Apexon AT-765 Heavy Duty Staple Gun	3,519.46
14	1	unit	Hard Drive, external, 2TB	5,000.00
15	2	piece	Ink Pad for Trodat Dater Code:5460	784.00
16	5	piece	Ink Pad for Trodat 4911, Black	1,650.00
17	5	piece	Puncher, Paper, heavy duty, with two hole guide	1,293.60
18	9	piece	Scissor, metal, 8", multi-purpose	1,326.51
19	6	piece	Scissor, metal, 9.5", multi-purpose	765.60
20	15	piece	Scissors, symmetrical blade length: 65 mm, 1 piece	550.65
21	7	piece	Staple Remover, Plier Type	515.90
22	31	piece	Stapler, Standard Type, load cap: 200 staples min.	4,964.96
23	2	pad	Stamp Pad, Felt, bed dimension: 60mm x 100mm	87.82
24	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	2,800.00
25	4	piece	Tape Dispenser, Table Top, Hold Rolls up to 24mm wide on 75mm core	720.00

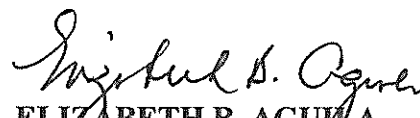
26	38	piece	Correction Tape, 1 piece in individual plastic	2,502.68
27	18	piece	Glue Stick, All Purpose, 22 grams	1,470.24
28	3	box	Label Stickers 24mmx90mm, 10 pcs/fold, 1,000 pcs/box	1,485.00
29	1	pack	Label Colors Round Code, Circular Sticky Dots, 10 mm 50 pcs/pack	110.00
30	4	piece	Label, Tape compatible with Brother P touch Makers, Standard Laminated Adhesive Cassette TZe221 TZ221 Black Print on White 9mm x 8m	3,148.20
31	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	10,227.36
32	3	roll	Reflectorized Traffic Sticker, Warning Conspicuity Tape self- adhesive 3"	1,485.00
33	35	roll	Tape , Double sided w/o foam, width: 1/2", Usable length: 10 meters	808.50
34	20	roll	Tape , Double sided w/o foam, width: 1", Usable length: 10 meters	770.00
35	8	roll	Tape , Packaging, 3" x 50 yds.- TAN	572.00
36	20	roll	Tape , Packaging, width: 48mm, Usable length: 50 meters	492.00
37	1	roll	Tape, Packaging 2" width: 48mm, Usable length: 25 meters, black	215.60
38	1	roll	Tape , Packaging 2" width: 48mm, Usable length: 25 meters, gray	215.60
39	19	roll	Tape, Double sided, Foam Type, width: 24mm, Usable length: 10 meters	4,075.50
40	60	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Gray	12,936.00
41	71	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Red	15,307.60
42	1	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Yellow	215.60
43	1	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Blue	215.60
44	48	roll	Tape, Masking, width: 24mm (±1mm), Usable length: 50 meters	3,267.36
45	13	roll	Tape, Masking, width: 48mm (±1mm), Usable length: 50 meters	1,732.64
46	32	roll	Tape, Transparent, width: 0.5"	351.36
47	49	roll	Tape, Transparent, width: 24mm (±1mm), Usable length: 50 meters	1,229.41
48	6	roll	Tape, Transparent, width: 48mm (±1mm), Usable length: 50 meters	291.66
49	4	roll	Tape, Warning Caution, Adhesive Barricade Tape	1,881.60

			with Bold Black Letter	
50	10	roll	Velcro, magic tape, 50mm, 5 meters (Gray)	5,300.00
51	2	unit	Voice Recorder, digital, 4GB memory	14,678.32
VARIOUS INK CARTRDGES				
1	3	cart	Ink, Brother, DCP J-105, Yellow, LC535XL-Y	1,740.75
2	3	cart	Ink, Brother, DCP J-105, Cyan, LC535XL-C	1,740.75
3	3	cart	Ink, Brother, DCP J-105, Magenta, LC535XL-M	1,740.75
4	24	cart	Ink Cart, Black,CZ107AA, (HP678)	17,192.40
5	21	cart	Ink Cart, Colored, CZ108AA, (HP678)	11,684.82
6	13	cart	Ink, Brother, Cartridge Black, BT6000	6,814.08
7	38	cart	Ink, Brother, Cartridge Magenta, BT5000	19,918.08
8	38	cart	Ink, Brother, Cartridge Cyan, BT5000	19,918.08
9	23	cart	Ink, Brother, Cartridge Yellow, BT5000	12,055.68
10	25	cart	Ink, Brother, Cartridge Black, BT60	13,104.00
11	1	cart	Ink, Cart HP F4480, Black, CC640WA (HP60)	1,878.24
12	1	cart	Ink, Cart HP F4480, Tricolor, CC643WA (HP60)	2,256.80
13	2	cart	Ink, Cart HP K209a, Black, CD887AA (HP703)	922.06
14	2	roll	Ink, Cart HP K209a, Tricolor, CD888AA (HP703)	922.06
15	12	cart	Ink, Brother, Cartridge Black, LC3617 BK	11,632.56
16	8	cart	Ink, Brother, Cartridge Magenta, LC3617 M	6,363.04
17	8	cart	Ink, Brother, Cartridge Cyan, LC3617 C	6,363.04
18	8	cart	Ink, Brother, Cartridge Yellow, LC3617 Y	6,363.04

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 January 31, 2024, 2024 to on or before 3:00 p.m. of February 7, 2024.

Submission of proposals will be on or before 3:00 p.m. of February 7, 2024, at the BAC Secretariat Office, Ground Floor, Delegation Building, PICC Complex, 1307 Pasay City. Attached are the specifications for this particular procurement.


ELIZABETH B. AGUILA
 Vice-Chairperson



BIDS AND AWARDS COMMITTEE (BAC)

RE-NEGOTIATED PROCUREMENT

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 **FIVE HUNDRED NINETY THOUSAND ONE HUNDRED THIRTY-FOUR PESOS AND THIRTY-ONE CENTAVOS (Php590,134.31), VAT Inclusive**. The Procurement Project consists of the following items, with the corresponding sub-ABC:

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5	29	piece	Data Folder made of chipboard, taglia lock	2,189.50
6	2	box	Envelope, Brownkraft, A4, Documentary, 500pcs/box	2,508.80
7	2	box	Envelope, Brownkraft, Legal, Documentary, 500pcs/box	2,822.40
8	3	box	Envelope, Expandable Kraft, Legal 100pcs/ box	5,644.80
9	1	box	Envelope, White, Local-10xx-500 pieces/box	470.40
10	2	box	Folder, Pressboard, Color: Green size: 369mm x 242mm (-5mm), 100pcs/ box	4,704.00
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12	19	pack	Folder, Tagboard with TAB, Size: Legal, , 100 pcs/pack	6,965.21
13	5	pack	Index Card, Ruled both sides, Size: 5"x8",120 gsm, 100pcs/ pack	344.95
14	11	bundle	Loose-Leaf Cover, Size: Legal (216mmx355mm), Material: Chipboard, machine pressed, Color: Green, 50 sets/bundle	9,619.06
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16	74	pad	Note Pad, Stick On, Size: 3"x3", 100 sheets per pad	4,232.80
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25	4	ream	Paper, A4, Bright Color (various pastel color e.g. pink, mint green, lavender, peach) 250 pcs./ream	880.00
26	4	pack	Paper, Elite Specialty Board, Color: P. Cream 8 1/2 x 11 , Vellum, 220 GSM,10 sheets/pack	235.20
27	22	pack	Paper, Elit Specialty Board, Color: White, 8 1/2 x 11 , Vellum, 220 GSM,10 sheets/pack	1,293.60
28	5	piece	Paper, Manila, 36"x48"	43.10
29	38	ream	Paper, Multi-copy, 80gsm, size: 8.5" x 11" (Short),500 sheets/ream	10,725.12
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Total Sub-ABC				103,587.56
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4	36	piece	Envelope, expanding plastic	1,207.44
5	10	piece	Eraser, Rubber rectangular, for pencil draft/ writing	203.80
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10	18	piece	Marker, Whiteboard, bullet type, Blue	810.00
11	12	piece	Marker, Whiteboard, bullet type, Red	540.00
12	203	piece	Pen, Ball, Black, Fine ball point 0.7mm	1,827.00

13	203	piece	Pen, Ball, Blue, Fine ball point 0.7mm	1,827.00
14	58	piece	Pen, Ball, Red, Fine ball point 0.7mm	522.00
15	3	piece	Pen, Ball, Green, Fine ball point 0.7mm	27.00
16	4	piece	Pen, Calligraphy, Disposable, acid free water based pigment, ink is water resistant and ink proof, 2.0	303.60
17	20	set	Pen, Marker Fluorescent - 3 colors/set	1,881.60
18	2	set	Pen, Furniture Repair marker, 12 pieces per set	1,980.00
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21	1	box	Pencil, lead with eraser, No.2, 12 pcs/box , wood cased	136.42
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23	45	piece	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	3,528.00
24	8	piece	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip	627.20
25	13	piece	ClearBook, Legal size, 20 pockets , Black and Blue	672.62
26	2	piece	ClearBook, A4 size, 20 pockets , Black and Blue	100.36
27	100	piece	Clear Punched Pocket Filing, A4, 10s/pack	3,800.00
28	9	piece	Document Tray, Legal Size, 2 layers, plastic, color: gray	3,465.00
29	2516	yard	Elastic Garter, 1", P15.00 x 2516yards, color: Black	37,740.00
30	21	box	Fastener, paper, vinyl, plastic, FP-50, 70mm	987.84
31	20	pack	Folder, clear plastic, L type, Legal size 50pcs/pack	5,248.60
32	1	piece	Folder, Plastic, long with slider	94.08
33	16	pack	Index Tab, clear, 5 sets per box	1,881.60
34	3	box	Index Box, PVC/ Linotex, Assorted 5"x8"	654.90
35	25	box	Laminating Sheets, ready made: for ID 95mm x 115mm 125 microns, clear sheets 100pcs/box	7,150.00
36	5	roll	Laminator Film, 9" in width, 100 meters / roll 125 micro	14,784.00
37	20	box	Laminator Film, A4, 125 thickness, 100 sheets; 125 microns thick per side	21,083.00
38	3	tube	Lead, mechanical, 0.5mm, 12 pcs./tube	258.72
39	2	tube	Lead, mechanical, 0.7mm, 12 pcs./tube	143.74
40	2	box	Push pin, hammer head type, 100pieces/box	87.80
41	3	bundle	Ring Binder, 6mm x 1.12mm, plastic, 10 pcs/ bundle	213.84
42	3	bundle	Ring Binder, 8mm x 1.12mm, plastic, 10 pcs/ bundle	245.04
43	3	bundle	Ring Binder, 10mm x 1.12mm, plastic, 10 pcs/ bundle	311.85
44	3	bundle	Ring Binder, 12mm x 1.12mm, plastic, 10 pcs/ bundle	378.69
45	6	piece	Ruler, Plastic, 450MM, 1 piece in individual plastic	109.80
46	10	roll	Cling Wrap/Food Wrap (stretch film) 18" x 500 M	8,470.00
47	70	box	Clip, Backfold, 19mm 12pcs/box, all metal	1,646.40
48	47	box	Clip, Backfold, 25mm 12pcs/box, all metal	1,473.92
49	74	box	Clip, Backfold, 32mm, 12 pcs/box, all metal	3,133.16

50	67	box	Clip, Backfold, 50mm, 12 pcs/box, all metal	5,778.08
51	19	box	Clip, Bulldog, 1.5" Metal, 4pcs/pack	1,638.56
52	16	pack	Clip, Bulldog, 2" Metal, 4pcs/pack	1,806.40
53	18	pack	Clip, Bulldog, 3" Metal, 4pcs/pack	3,669.12
54	99	box	Clip, Paper, vinyl coated, 33mm, 100pcs/box or 50-52 grams (min.)	1,552.32
55	42	box	Clip, Paper, vinyl coated, 50mm, 100pcs/box or 50-52 grams (min.)	1,317.12
56	2	piece	Ruler, Stainless steel metal 24 inches	439.04
57	22	box	Staple wire standard, #35, 5000 pcs/box	1,034.88
Total Sub-ABC				179,249.09
TOOLS/DEVICES/OFFICE MACHINE, BATTERIES, COMPUTER RELATED ACCESSORIES AND VARIOUS ADHESIVE MATERIALS/TAPES				
1	229	pack	Battery, size "AA", dry cell, 1.5 volts, 2 pieces per blister pack	13,286.58
2	60	pack	Battery, size "AAA", dry cell, 1.5 volts, 2 pieces per blister pack	3,481.20
3	30	pack	Battery, Energizer 2032, 3V Lithium 2 pcs/pack	6,006.00
4	10	piece	Battery, CR2450, Lithium Battery, 3V	1,815.00
5	20	pack	Blu Tack, 45g (4 pcs./pack)	1,166.00
6	7	unit	Calculator, Compact , electronic, Capacity: 12 digits, 1 unit in individual box	4,390.40
7	24	piece	Clipboard, Long with cover wire clip, PVC type, vertical with pen holder	2,112.00
8	5	piece	Dating & Stamping Machine	2,496.80
9	3	piece	Stamp, Self-Inking "Certified True Copy"	3,057.60
10	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	3,831.14
11	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	3,831.14
12	56	unit	Flash Drive (16 GB)	10,250.24
13	2	piece	Gun Tucker, Apexon AT-765 Heavy Duty Staple Gun	3,519.46
14	1	unit	Hard Drive, external, 2TB	5,000.00
15	2	piece	Ink Pad for Trodat Dater Code:5460	784.00
16	5	piece	Ink Pad for Trodat 4911, Black	1,650.00
17	5	piece	Puncher, Paper, heavy duty, with two hole guide	1,293.60
18	9	piece	Scissor, metal, 8", multi-purpose	1,326.51
19	6	piece	Scissor, metal, 9.5", multi-purpose	765.60
20	15	piece	Scissors, symmetrical blade length: 65 mm, 1 piece	550.65
21	7	piece	Staple Remover, Plier Type	515.90
22	31	piece	Stapler, Standard Type, load cap: 200 staples min.	4,964.96
23	2	pad	Stamp Pad, Felt, bed dimension: 60mm x 100mm	87.82

24	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	2,800.00
25	4	piece	Tape Dispenser, Table Top, Hold Rolls up to 24mm wide on 75mm core	720.00
26	38	piece	Correction Tape, 1 piece in individual plastic	2,502.68
27	18	piece	Glue Stick, All Purpose, 22 grams	1,470.24
28	3	box	Label Stickers 24mmx90mm, 10 pcs/fold, 1,000 pcs/box	1,485.00
29	1	pack	Label Colors Round Code, Circular Sticky Dots, 10 mm 50 pcs/pack	110.00
30	4	piece	Label, Tape compatible with Brother P touch Makers, Standard Laminated Adhesive Cassette TZe221 TZ221 Black Print on White 9mm x 8m	3,148.20
31	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	10,227.36
32	3	roll	Reflectorized Traffic Sticker, Warning Conspicuity Tape self- adhesive 3"	1,485.00
33	35	roll	Tape , Double sided w/o foam, width: 1/2", Usable length: 10 meters	808.50
34	20	roll	Tape , Double sided w/o foam, width: 1", Usable length: 10 meters	770.00
35	8	roll	Tape , Packaging, 3" x 50 yds.- TAN	572.00
36	20	roll	Tape , Packaging, width: 48mm, Usable length: 50 meters	492.00
37	1	roll	Tape, Packaging 2" width: 48mm, Usable length: 25 meters, black	215.60
38	1	roll	Tape , Packaging 2" width: 48mm, Usable length: 25 meters, gray	215.60
39	19	roll	Tape, Double sided, Foam Type, width: 24mm, Usable length: 10 meters	4,075.50
40	60	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Gray	12,936.00
41	71	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Red	15,307.60
42	1	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Yellow	215.60
43	1	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Blue	215.60
44	48	roll	Tape, Masking, width: 24mm (±1mm), Usable length: 50 meters	3,267.36
45	13	roll	Tape, Masking, width: 48mm (±1mm), Usable length: 50 meters	1,732.64
46	32	roll	Tape, Transparent, width: 0.5"	351.36

At A

47	49	roll	Tape, Transparent, width: 24mm (±1mm), Usable length: 50 meters	1,229.41
48	6	roll	Tape, Transparent, width: 48mm (±1mm), Usable length: 50 meters	291.66
49	4	roll	Tape, Warning Caution, Adhesive Barricade Tape with Bold Black Letter	1,881.60
50	10	roll	Velcro, magic tape, 50mm, 5 meters (Gray)	5,300.00
51	2	unit	Voice Recorder, digital, 4GB memory	14,678.32
Total Sub-ABC				164,687.43
VARIOUS INK CARTRDGES				
1	3	cart	Ink, Brother, DCP J-105, Yellow, LC535XL-Y	1,740.75
2	3	cart	Ink, Brother, DCP J-105, Cyan, LC535XL-C	1,740.75
3	3	cart	Ink, Brother, DCP J-105, Magenta, LC535XL-M	1,740.75
4	24	cart	Ink Cart, Black,CZ107AA, (HP678)	17,192.40
5	21	cart	Ink Cart, Colored, CZ108AA, (HP678)	11,684.82
6	13	cart	Ink, Brother, Cartridge Black, BT6000	6,814.08
7	38	cart	Ink, Brother, Cartridge Magenta, BT5000	19,918.08
8	38	cart	Ink, Brother, Cartridge Cyan, BT5000	19,918.08
9	23	cart	Ink, Brother, Cartridge Yellow, BT5000	12,055.68
10	25	cart	Ink, Brother, Cartridge Black, BT6000	13,104.00
11	1	cart	Ink, Cart HP F4480, Black, CC640WA (HP60)	1,878.24
12	1	cart	Ink, Cart HP F4480, Tricolor, CC643WA (HP60)	2,256.80
13	2	cart	Ink, Cart HP K209a, Black, CD887AA (HP703)	922.06
14	2	roll	Ink, Cart HP K209a, Tricolor, CD888AA (HP703)	922.06
15	12	cart	Ink, Brother, Cartridge Black, LC3617 BK	11,632.56
16	8	cart	Ink, Brother, Cartridge Magenta, LC3617 M	6,363.04
17	8	cart	Ink, Brother, Cartridge Cyan, LC3617 C	6,363.04
18	8	cart	Ink, Brother, Cartridge Yellow, LC3617 Y	6,363.04
Total Sub-ABC				142,610.23

Please submit your proposal on or before **3:00 p.m. of February 7, 2024** 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,


ELIZABETH B. AGUILA
Vice-Chairperson

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.**

Item No.	Qty.	Unit	Article /Description	Unit Price	Total Amount
PAPER & BY PAPER PRODUCTS					
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	46	book	Book, Record, 500 pages, 214mm x 278mm		
4	22	piece	Data File Box, made of chipboard with closed end		
5	29	piece	Data Folder made of chipboard, taglia lock		
6	2	box	Envelope, Brownkraft, A4, Documentary, 500pcs/box		
7	2	box	Envelope, Brownkraft, Legal, Documentary, 500pcs/box		
8	3	box	Envelope, Expandable Kraft, Legal 100pcs/ box		
9	1	box	Envelope, White, Local-10xx-500 pieces/box		
10	2	box	Folder, Pressboard, Color: Green size: 369mm x 242mm (-5mm), 100pcs/ box		
11	5	pack	Folder, Tagboard with TAB, Size: A4, 100 pcs/pack		
12	19	pack	Folder, Tagboard with TAB, Size: Legal, , 100 pcs/pack		
13	5	pack	Index Card, Ruled both sides, Size: 5"x8", 120 gsm, 100pcs/ pack		
14	11	bundle	Loose-Leaf Cover, Size: Legal (216mmx355mm), Material: Chipboard, machine pressed, Color: Green, 50 sets/bundle		
15	58	pad	Note Pad, Stick On, Size: 2"x3", 100 sheets per pad		
16	74	pad	Note Pad, Stick On, Size: 3"x3", 100 sheets per pad		
17	29	pad	Note Pad, Stick On, Size: 3"x4", 100 sheets per pad		
18	43	piece	Notebook, Stenographer, spiral, 40 leaves		
19	10	piece	Notebook, Tickler Size: 76mm x 127mm		
20	4	ream	Paper, Book, subs 24,Color: Blue, Size: Long (216mm x 330mm), 500 sheets/ream		
21	6	ream	Paper, Book, subs 24,Color: Green, Size: Long (216mm x 330mm), 500 sheets/ream		

22	1	ream	Paper, Book, subs 24,Color: Pink, Size: Long (216mm x 330mm), 500 sheets/ream		
23	3	ream	Paper, Book, subs 24,Color: Yellow, Size: Long (216mm x 330mm), 500 sheets/ream,		
24	3	ream	Paper, Book A3, 70 gsm. size: 297mm x 420mm 500 sheets/ream		
25	4	ream	Paper, A4, Bright Color (various pastel color e.g. pink, mint green, lavender, peach) 250 pcs./ream		
26	4	pack	Paper, Elite Specialty Board, Color: P. Cream 8 1/2 x 11 , Vellum, 220 GSM,10 sheets/pack		
27	22	pack	Paper, Elit Specialty Board, Color: White, 8 1/2 x 11 , Vellum, 220 GSM,10 sheets/pack		
28	5	piece	Paper, Manila, 36"x48"		
29	38	ream	Paper, Multi-copy, 80gsm, size: 8.5" x 11" (Short),500 sheets/ream		
30	32	pack	Paper, Photo Glossy , finish , A4 size,210mm x 297mm, 200 gsm. 20 sheets/pack		
31	30	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Light Green)		
32	10	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Light Peach)		
33	10	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Mango Yellow)		
34	10	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Brown Coffee)		
35	100	pack	Paper, Sticker, Inkjet Friendly, A4 size, matt, (10sheets/pack)		

LIQUID PRODUCTS, PENS/PENCILS, ERASERS/RUBBER PRODUCTS, PLASTIC PRODUCTS and METAL PRODUCTS

1	121	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	10	piece	Eraser, Rubber rectangular, for pencil draft/ writing		
6	7	jar	Glue, all purpose, 200 grams min.		
7	1	bottle	Ink, Stamp Pad, 50ml, Purple, with applicator		
8	25	piece	Marker, Permanent, bullet type, Black		
9	18	piece	Marker, Whiteboard, bullet type, Black		
10	18	piece	Marker, Whiteboard, bullet type, Blue		
11	12	piece	Marker, Whiteboard, bullet type, Red		
12	203	piece	Pen, Ball, Black, Fine ball point 0.7mm		
13	203	piece	Pen, Ball, Blue, Fine ball point 0.7mm		
14	58	piece	Pen, Ball, Red, Fine ball point 0.7mm		
15	3	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	20	set	Pen, Marker Fluorescent - 3 colors/set		

18	2	set	Pen, Furniture Repair marker, 12 pieces per set		
19	4	piece	Pencil, Mechanical, 0.5mm Lead, Push type		
20	5	box	Pencil, lead with eraser, No.1, 12 pcs/box , wood cased		
21	1	box	Pencil, lead with eraser, No.2, 12 pcs/box , wood cased		
22	54	piece	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip		
23	45	piece	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip		
24	8	piece	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip		
25	13	piece	ClearBook, Legal size, 20 pockets , Black and Blue		
26	2	piece	ClearBook, A4 size, 20 pockets , Black and Blue		
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: Black		
30	21	box	Fastener, paper, vinyl, plastic, FP-50, 70mm		
31	20	pack	Folder, clear plastic, L type, Legal size 50pcs/pack		
32	1	piece	Folder, Plastic, long with slider		
33	16	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	3	tube	Lead, mechanical, 0.5mm, 12 pcs./tube		
39	2	tube	Lead, mechanical, 0.7mm, 12 pcs./tube		
40	2	box	Push pin, hammer head type, 100pieces/box		
41	3	bundle	Ring Binder, 6mm x 1.12mm, plastic, 10 pcs/ bundle		
42	3	bundle	Ring Binder, 8mm x 1.12mm, plastic, 10 pcs/ bundle		
43	3	bundle	Ring Binder, 10mm x 1.12mm, plastic, 10 pcs/ bundle		
44	3	bundle	Ring Binder, 12mm x 1.12mm, plastic, 10 pcs/ bundle		
45	6	piece	Ruler, Plastic, 450MM, 1 piece in individual plastic		
46	10	roll	Cling Wrap/Food Wrap (stretch film) 18" x 500 M		
47	70	box	Clip, Backfold, 19mm 12pcs/box, all metal		
48	47	box	Clip, Backfold, 25mm 12pcs/box, all metal		
49	74	box	Clip, Backfold, 32mm, 12 pcs/box, all metal		
50	67	box	Clip, Backfold, 50mm, 12 pcs/box, all metal		
51	19	box	Clip, Bulldog, 1.5" Metal, 4pcs/pack		
52	16	pack	Clip, Bulldog, 2" Metal, 4pcs/pack		
53	18	pack	Clip, Bulldog, 3" Metal, 4pcs/pack		
54	99	box	Clip, Paper, vinyl coated, 33mm, 100pcs/box or 50-52 grams (min.)		

55	42	box	Clip, Paper, vinyl coated, 50mm, 100pcs/box or 50-52 grams (min.)		
56	2	piece	Ruler, Stainless steel metal 24 inches		
57	22	box	Staple wire standard, #35, 5000 pcs/box		
TOOLS/DEVICES/OFFICE MACHINE, BATTERIES, COMPUTER RELATED ACCESSORIES AND VARIOUS ADHESIVE MATERIALS/TAPES					
1	229	pack	Battery, size "AA", dry cell, 1.5 volts, 2 pieces per blister pack		
2	60	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	7	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	3	piece	Stamp, Self-Inking "Certified True Copy"		
10	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		
11	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		
12	56	unit	Flash Drive (16 GB)		
13	2	piece	Gun Tucker, Apexon AT-765 Heavy Duty Staple Gun		
14	1	unit	Hard Drive, external, 2TB		
15	2	piece	Ink Pad for Trodat Dater Code:5460		
16	5	piece	Ink Pad for Trodat 4911, Black		
17	5	piece	Puncher, Paper, heavy duty, with two hole guide		
18	9	piece	Scissor, metal, 8", multi-purpose		
19	6	piece	Scissor, metal, 9.5", multi-purpose		
20	15	piece	Scissors, symmetrical blade length: 65 mm, 1 piece		
21	7	piece	Staple Remover, Plier Type		
22	31	piece	Stapler, Standard Type, load cap: 200 staples min.		
23	2	pad	Stamp Pad, Felt, bed dimension: 60mm x 100mm		
24	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		
25	4	piece	Tape Dispenser, Table Top, Hold Rolls up to 24mm wide on 75mm core		

26	38	piece	Correction Tape, 1 piece in individual plastic		
27	18	piece	Glue Stick, All Purpose, 22 grams		
28	3	box	Label Stickers 24mmx90mm, 10 pcs/fold, 1,000 pcs/box		
29	1	pack	Label Colors Round Code, Circular Sticky Dots, 10 mm 50 pcs/pack		
30	4	piece	Label, Tape compatible with Brother P touch Makers, Standard Laminated Adhesive Cassette TZe221 TZ221 Black Print on White 9mm x 8m		
31	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		
32	3	roll	Reflectorized Traffic Sticker, Warning Conspicuity Tape self- adhesive 3"		
33	35	roll	Tape , Double sided w/o foam, width: 1/2", Usable length: 10 meters		
34	20	roll	Tape , Double sided w/o foam, width: 1", Usable length: 10 meters		
35	8	roll	Tape , Packaging, 3" x 50 yds.- TAN		
36	20	roll	Tape , Packaging, width: 48mm, Usable length: 50 meters		
37	1	roll	Tape, Packaging 2" width: 48mm, Usable length: 25 meters, black		
38	1	roll	Tape , Packaging 2" width: 48mm, Usable length: 25 meters, gray		
39	19	roll	Tape, Double sided, Foam Type, width: 24mm, Usable length: 10 meters		
40	60	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Gray		
41	71	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Red		
42	1	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Yellow		
43	1	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Blue		
44	48	roll	Tape, Masking, width: 24mm (± 1 mm), Usable length: 50 meters		
45	13	roll	Tape, Masking, width: 48mm (± 1 mm), Usable length: 50 meters		
46	32	roll	Tape, Transparent, width: 0.5"		
47	49	roll	Tape, Transparent, width: 24mm (± 1 mm), Usable length: 50 meters		
48	6	roll	Tape, Transparent, width: 48mm (± 1 mm), Usable length: 50 meters		
49	4	roll	Tape, Warning Caution, Adhesive Barricade Tape		

			with Bold Black Letter		
50	10	roll	Velcro, magic tape, 50mm, 5 meters (Gray)		
51	2	unit	Voice Recorder, digital, 4GB memory		
VARIOUS INK CARTRDGES					
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	24	cart	Ink Cart, Black,CZ107AA, (HP678)		
5	21	cart	Ink Cart, Colored, CZ108AA, (HP678)		
6	13	cart	Ink, Brother, Cartridge Black, BT6000		
7	38	cart	Ink, Brother, Cartridge Magenta, BT5000		
8	38	cart	Ink, Brother, Cartridge Cyan, BT5000		
9	23	cart	Ink, Brother, Cartridge Yellow, BT5000		
10	25	cart	Ink, Brother, Cartridge Black, BT60		
11	1	cart	Ink, Cart HP F4480, Black, CC640WA (HP60)		
12	1	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		

Very truly yours,

Signature of bidder over printed name

Address

Telephone/Fax No.

TERMS OF REFERENCE

Item No.	Qty.	Unit	Article /Description	Statement of Compliance
PAPER & BY PAPER PRODUCTS				
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	46	book	Book, Record, 500 pages, 214mm x 278mm	
4	22	piece	Data File Box, made of chipboard with closed end	
5	29	piece	Data Folder made of chipboard, taglia lock	
6	2	box	Envelope, Brownkraft, A4, Documentary, 500pcs/box	
7	2	box	Envelope, Brownkraft, Legal, Documentary, 500pcs/box	
8	3	box	Envelope, Expandable Kraft, Legal 100pcs/ box	
9	1	box	Envelope, White, Local-10xx-500 pieces/box	
10	2	box	Folder, Pressboard, Color: Green size: 369mm x 242mm (-5mm), 100pcs/ box	
11	5	pack	Folder, Tagboard with TAB, Size: A4, 100 pcs/pack	
12	19	pack	Folder, Tagboard with TAB, Size: Legal, , 100 pcs/pack	
13	5	pack	Index Card, Ruled both sides, Size: 5"x8",120 gsm, 100pcs/ pack	
14	11	bundle	Loose-Leaf Cover, Size: Legal (216mmx355mm), Material: Chipboard, machine pressed, Color: Green, 50 sets/bundle	
15	58	pad	Note Pad, Stick On, Size: 2"x3", 100 sheets per pad	
16	74	pad	Note Pad, Stick On, Size: 3"x3", 100 sheets per pad	
17	29	pad	Note Pad, Stick On, Size: 3"x4", 100 sheets per pad	
18	43	piece	Notebook, Stenographer, spiral, 40 leaves	
19	10	piece	Notebook, Tickler Size: 76mm x 127mm	
20	4	ream	Paper, Book, subs 24,Color: Blue, Size: Long (216mm x 330mm), 500 sheets/ream	
21	6	ream	Paper, Book, subs 24,Color: Green, Size: Long (216mm x 330mm), 500 sheets/ream	
22	1	ream	Paper, Book, subs 24,Color: Pink, Size: Long (216mm x 330mm), 500 sheets/ream	
23	3	ream	Paper, Book, subs 24,Color: Yellow, Size: Long (216mm x 330mm), 500 sheets/ream,	
24	3	ream	Paper, Book A3, 70 gsm. size: 297mm x 420mm 500 sheets/ream	
25	4	ream	Paper, A4, Bright Color (various pastel color e.g. pink, mint green, lavender, peach) 250 pcs./ream	
26	4	pack	Paper, Elite Specialty Board, Color: P. Cream 8 1/2 x	

			11 , Vellum, 220 GSM,10 sheets/pack	
27	22	pack	Paper, Elit Specialty Board, Color: White, 8 1/2 x 11 , Vellum, 220 GSM,10 sheets/pack	
28	5	piece	Paper, Manila, 36"x48"	
29	38	ream	Paper, Multi-copy, 80gsm, size: 8.5" x 11" (Short),500 sheets/ream	
30	32	pack	Paper, Photo Glossy , finish , A4 size,210mm x 297mm, 200 gsm. 20 sheets/pack	
31	30	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Light Green)	
32	10	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Light Peach)	
33	10	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Mango Yellow)	
34	10	piece	Paper, Morocco, Pre-cut, 8.5" x 13", (color: Brown Coffee)	
35	100	pack	Paper, Sticker, Inkjet Friendly, A4 size, matt, (10sheets/pack)	
LIQUID PRODUCTS, PENS/PENCILS, ERASERS/RUBBER PRODUCTS, PLASTIC PRODUCTS and METAL PRODUCTS				
1	121	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	10	piece	Eraser, Rubber rectangular, for pencil draft/ writing	
6	7	jar	Glue, all purpose, 200 grams min.	
7	1	bottle	Ink, Stamp Pad, 50ml, Purple, with applicator	
8	25	piece	Marker, Permanent, bullet type, Black	
9	18	piece	Marker, Whiteboard, bullet type, Black	
10	18	piece	Marker, Whiteboard, bullet type, Blue	
11	12	piece	Marker, Whiteboard, bullet type, Red	
12	203	piece	Pen, Ball, Black, Fine ball point 0.7mm	
13	203	piece	Pen, Ball, Blue, Fine ball point 0.7mm	
14	58	piece	Pen, Ball, Red, Fine ball point 0.7mm	
15	3	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	20	set	Pen, Marker Fluorescent - 3 colors/set	
18	2	set	Pen, Furniture Repair marker, 12 pieces per set	
19	4	piece	Pencil, Mechanical, 0.5mm Lead, Push type	
20	5	box	Pencil, lead with eraser, No.1, 12 pcs/box , wood cased	
21	1	box	Pencil, lead with eraser, No.2, 12 pcs/box , wood cased	
22	54	piece	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	
23	45	piece	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	
24	8	piece	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip	
25	13	piece	ClearBook, Legal size, 20 pockets , Black and Blue	

26	2	piece	ClearBook, A4 size, 20 pockets , Black and Blue	
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: Black	
30	21	box	Fastener, paper, vinyl, plastic, FP-50, 70mm	
31	20	pack	Folder, clear plastic, L type, Legal size 50pcs/pack	
32	1	piece	Folder, Plastic, long with slider	
33	16	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	3	tube	Lead, mechanical, 0.5mm, 12 pcs./tube	
39	2	tube	Lead, mechanical, 0.7mm, 12 pcs./tube	
40	2	box	Push pin, hammer head type, 100pieces/box	
41	3	bundle	Ring Binder, 6mm x 1.12mm, plastic, 10 pcs/ bundle	
42	3	bundle	Ring Binder, 8mm x 1.12mm, plastic, 10 pcs/ bundle	
43	3	bundle	Ring Binder, 10mm x 1.12mm, plastic, 10 pcs/ bundle	
44	3	bundle	Ring Binder, 12mm x 1.12mm, plastic, 10 pcs/ bundle	
45	6	piece	Ruler, Plastic, 450MM, 1 piece in individual plastic	
46	10	roll	Cling Wrap/Food Wrap (stretch film) 18" x 500 M	
47	70	box	Clip, Backfold, 19mm 12pcs/box, all metal	
48	47	box	Clip, Backfold, 25mm 12pcs/box, all metal	
49	74	box	Clip, Backfold, 32mm, 12 pcs/box, all metal	
50	67	box	Clip, Backfold, 50mm, 12 pcs/box, all metal	
51	19	box	Clip, Bulldog, 1.5" Metal, 4pcs/pack	
52	16	pack	Clip, Bulldog, 2" Metal, 4pcs/pack	
53	18	pack	Clip, Bulldog, 3" Metal, 4pcs/pack	
54	99	box	Clip, Paper, vinyl coated, 33mm, 100pcs/box or 50-52 grams (min.)	
55	42	box	Clip, Paper, vinyl coated, 50mm, 100pcs/box or 50-52 grams (min.)	
56	2	piece	Ruler, Stainless steel metal 24 inches	
57	22	box	Staple wire standard, #35, 5000 pcs/box	
TOOLS/DEVICES/OFFICE MACHINE, BATTERIES, COMPUTER RELATED ACCESSORIES AND VARIOUS ADHESIVE MATERIALS/TAPES				
1	229	pack	Battery, size "AA", dry cell, 1.5 volts, 2 pieces per blister pack	
2	60	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	7	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	3	piece	Stamp, Self-Inking "Certified True Copy"	
10	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	
11	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	
12	56	unit	Flash Drive (16 GB)	
13	2	piece	Gun Tucker, Apexon AT-765 Heavy Duty Staple Gun	
14	1	unit	Hard Drive, external, 2TB	
15	2	piece	Ink Pad for Trodat Dater Code:5460	
16	5	piece	Ink Pad for Trodat 4911, Black	
17	5	piece	Puncher, Paper, heavy duty, with two hole guide	
18	9	piece	Scissor, metal, 8", multi-purpose	
19	6	piece	Scissor, metal, 9.5", multi-purpose	
20	15	piece	Scissors, symmetrical blade length: 65 mm, 1 piece	
21	7	piece	Staple Remover, Plier Type	
22	31	piece	Stapler, Standard Type, load cap: 200 staples min.	
23	2	pad	Stamp Pad, Felt, bed dimension: 60mm x 100mm	
24	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	
25	4	piece	Tape Dispenser, Table Top, Hold Rolls up to 24mm wide on 75mm core	
26	38	piece	Correction Tape, 1 piece in individual plastic	
27	18	piece	Glue Stick, All Purpose, 22 grams	
28	3	box	Label Stickers 24mmx90mm, 10 pcs/fold, 1,000 pcs/box	
29	1	pack	Label Colors Round Code, Circular Sticky Dots, 10 mm 50 pcs/pack	
30	4	piece	Label, Tape compatible with Brother P touch Makers, Standard Laminated Adhesive Cassette TZe221 TZ221 Black Print on White 9mm x 8m	
31	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	
32	3	roll	Reflectorized Traffic Sticker, Warning Conspicuity Tape self- adhesive 3"	
33	35	roll	Tape , Double sided w/o foam, width: 1/2", Usable length: 10 meters	
34	20	roll	Tape , Double sided w/o foam, width: 1", Usable length: 10 meters	
35	8	roll	Tape , Packaging, 3" x 50 yds.- TAN	
36	20	roll	Tape , Packaging, width: 48mm, Usable length: 50 meters	
37	1	roll	Tape, Packaging 2" width: 48mm, Usable length: 25 meters, black	
38	1	roll	Tape , Packaging 2" width: 48mm, Usable length: 25 meters, gray	
39	19	roll	Tape, Double sided, Foam Type, width: 24mm, Usable length: 10 meters	
40	60	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Gray	
41	71	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Red	
42	1	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Yellow	
43	1	roll	Tape, Duct Tape/ Cloth Tape, 2" 48mm x 25 meters, Blue	
44	48	roll	Tape, Masking, width: 24mm (±1mm), Usable length: 50 meters	
45	13	roll	Tape, Masking, width: 48mm (±1mm), Usable length: 50 meters	
46	32	roll	Tape, Transparent, width: 0.5"	
47	49	roll	Tape, Transparent, width: 24mm (±1mm), Usable length: 50 meters	
48	6	roll	Tape, Transparent, width: 48mm (±1mm), Usable length: 50 meters	
49	4	roll	Tape, Warning Caution, Adhesive Barricade Tape with Bold Black Letter	
50	10	roll	Velcro, magic tape, 50mm, 5 meters (Gray)	
51	2	unit	Voice Recorder, digital, 4GB memory	
VARIOUS INK CARTRDGES				
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	24	cart	Ink Cart, Black,CZ107AA, (HP678)	
5	21	cart	Ink Cart, Colored, CZ108AA, (HP678)	
6	13	cart	Ink, Brother, Cartridge Black, BT6000	
7	38	cart	Ink, Brother, Cartridge Magenta, BT5000	
8	38	cart	Ink, Brother, Cartridge Cyan, BT5000	

9	23	cart	Ink, Brother, Cartridge Yellow, BT5000	
10	25	cart	Ink, Brother, Cartridge Black, BT60	
11	1	cart	Ink, Cart HP F4480, Black, CC640WA (HP60)	
12	1	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 <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</i>				

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
1	PAPER & BY PAPER PRODUCTS	Full delivery within thirty (30) calendar days from receipt of Notice to Proceed
2	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
3	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
4	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