



REPUBLIC OF THE PHILIPPINES
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE –
GOODS AND SERVICES



PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES

PROJECT NO. **CONSO-24-OSD-0550**

LINE 1: SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES
(PHOTO PAPER AND OTHERS)

LINE 2: SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES
(BALLPEN AND OTHERS)

Government of the Republic of the Philippines

Sixth Edition
July 2020

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission,*” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency

which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



**QUEZON CITY GOVERNMENT
BAC – GOODS AND SERVICES**



INVITATION TO BID

March 11, 2024

NO.	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	BPLD-24-PS2-0522	BUSINESS PERMITS AND LICENSING DEPARTMENT	PRINTING OF BUSINESS AND LIQUOR CLEARANCE FORMS	P 1,500,000.00	GENERAL FUND	30 CD
2.	CCRD-24-SERVICES-0528	CITY CIVIL REGISTRY DEPARTMENT	OPERATION, MANAGEMENT AND MAINTENANCE OF THE BAESA PUBLIC CREMATORIUM QUEZON CITY	P 19,766,992.96	GENERAL FUND	8 MONTHS
3.	CLIMATE-24-CS1-0238	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT	FOOD AND DRINKS	P 1,365,200.00	GENERAL FUND	8 MONTHS
4.	CGSD-24-JS2-0265	CITY GENERAL SERVICES DEPARTMENT	SUPPLY AND DELIVERY OF VARIOUS JANITORIAL SUPPLIES AND OTHERS	P 20,237,031.75	GENERAL FUND	8 MONTHS
5.	CONSO-24-OSD-0550	CITY GENERAL SERVICES DEPARTMENT	LINE 1: SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES (PHOTO PAPER AND OTHERS)	P 26,694,522.09	GENERAL FUND	8 MONTHS
			LINE 2: SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES (BALLPEN AND OTHERS)	P 6,788,711.70	GENERAL FUND	8 MONTHS
6.	NDH-24-MSLI-0511	NOVALICHES DISTRICT HOSPITAL	VARIOUS REAGENTS FOR HEMATOLOGY ANALYZER	P 9,766,272.40	GENERAL FUND	8 MONTHS
7.	CONSO-24-PS2-0495B	PUBLIC AFFAIRS AND INFORMATION SERVICES DEPARTMENT	PRINTING OF NEWSLETTER AND OTHERS	P 1,544,000.00	GENERAL FUND	8 MONTHS
8.	ENGINEERING-24-OE-0458	DEPARTMENT OF ENGINEERING	CLAMP METER AND OTHERS	P 1,283,243.82	GENERAL FUND	30 CD
9.	ENGINEERING-24-SOP-0552	DEPARTMENT OF ENGINEERING	TRAFFIC CONE AND OTHERS	P 1,435,759.50	GENERAL FUND	45 CD
10.	HEALTH-24-DM-0469	QUEZON CITY HEALTH DEPARTMENT	LINE 1: PROCUREMENT OF VARIOUS DRUGS AND MEDICINES FOR DISTRICT I OF QUEZON CITY	P 74,672,038.16	GENERAL FUND	8 MONTHS
			LINE 2: PROCUREMENT OF VARIOUS DRUGS AND MEDICINES FOR DISTRICT II OF QUEZON CITY	P 128,015,944.71	GENERAL FUND	8 MONTHS
			LINE 3: PROCUREMENT OF VARIOUS DRUGS AND MEDICINES FOR DISTRICT III OF QUEZON CITY	P 58,669,428.62	GENERAL FUND	8 MONTHS
			LINE 4: PROCUREMENT OF VARIOUS DRUGS AND MEDICINES FOR DISTRICT IV OF QUEZON CITY	P 80,005,115.33	GENERAL FUND	8 MONTHS
			LINE 5: PROCUREMENT OF VARIOUS DRUGS AND MEDICINES FOR DISTRICT V OF QUEZON CITY	P 106,663,560.59	GENERAL FUND	8 MONTHS
			LINE 6: PROCUREMENT OF VARIOUS DRUGS AND MEDICINES FOR DISTRICT VI OF QUEZON CITY	P 85,335,176.02	GENERAL FUND	8 MONTHS
11.	HEALTH-24-FFRSE-0534	QUEZON CITY HEALTH DEPARTMENT	FIRE EXTINGUISHER	P 2,124,000.00	GENERAL FUND	30 CD
12.	OCM(GAD)-24-PS2-0229	OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)	CONCEPTUALIZATION AND FULL PRODUCTION OF COFFEE TABLE BOOK, AND PRINTING OF BOOK, BOOKLETS, AND IEC MATERIALS FOR GAD COUNCIL	P 3,618,000.00	GENERAL FUND	8 MONTHS
13.	OCM(POPS)-24-HLMF-0569	OFFICE OF THE CITY MAYOR - POPS PLAN	VENUE ACCOMMODATION AND OTHERS	P 3,898,500.00	GENERAL FUND	8 MONTHS
14.	OCM(POPS)-24-SOP-0354	OFFICE OF THE CITY MAYOR - POPS PLAN	BATON	P 2,499,200.00	GENERAL FUND	8 MONTHS
15.	OCM-24-FIXTURES-0642	OFFICE OF THE CITY MAYOR	SUPPLY AND INSTALLATION OF MODULAR PARTITION AND OTHERS	P 12,212,960.00	GENERAL FUND	90 CD

NO.	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
16.	OCM-24-GARMENTS-0546	OFFICE OF THE CITY MAYOR	ROUND NECK T-SHIRT AND COLLARED SHIRT	P 8,950,000.00	GENERAL FUND	8 MONTHS
17.	OCM-24-KITCHENWARE-0565	OFFICE OF THE CITY MAYOR	STARTER KIT (KITCHEN SUPPLIES)	P 29,269,900.00	GENERAL FUND	30 CD
18.	OCM-24-PS2-0406	OFFICE OF THE CITY MAYOR	PRINTING OF SIMPLIFIED HOUSEHOLD PROFILE QUESTIONNAIRE (HPQ) ANSWER SHEET AND LISTING FORM	P 3,377,800.00	GENERAL FUND	30 CD
19.	OVM-24-CS1-0207B	OFFICE OF THE VICE MAYOR	FOOD AND DRINKS	P 6,170,000.00	GENERAL FUND	8 MONTHS
20.	QCADAAC-24-HLMF-0196	QUEZON CITY ANTI-DRUG ABUSE ADVISORY COUNCIL	HOTEL ACCOMMODATION INCLUDING FOOD AND DRINKS, AND OTHERS	P 2,012,408.00	GENERAL FUND	8 MONTHS
21.	QCRRMO-24-CS1-0545	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	FOOD AND DRINKS	P 7,000,000.00	GENERAL FUND	8 MONTHS
22.	QCRRMO-24-SERVICES-0446	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	RENTAL OF PORTALET	P 5,703,950.00	GENERAL FUND	8 MONTHS
23.	QCRRMO-24-SOP-0543	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	MODULAR PARTITION TENT	P 14,999,894.00	GENERAL FUND	30 CD
24.	CONSO-24-PS2-0536	QUEZON CITY UNIVERSITY	LINE 1: PRINTING OF CERTIFICATE HOLDER	P 624,000.00	TRUST FUND	45 CD
			LINE 2: PRINTING OF CERTIFICATE HOLDER	P 1,095,744.00	GENERAL FUND	45 CD
25.	QCU-24-OESC-0504	QUEZON CITY UNIVERSITY	VARIOUS CONSUMABLES FOR QCU LIBRARY ID, SCHOOL ID AND ALUMNI ID	P 4,345,400.00	TRUST FUND	30 CD
26.	QCTD-24-CS1-0452	QUEZON CITY TOURISM DEPARTMENT	FOOD AND DRINKS AND OTHERS	P 4,903,248.00	GENERAL FUND	8 MONTHS
27.	QCTD-24-PS2-0160	QUEZON CITY TOURISM DEPARTMENT	CONCEPTUALIZATION AND PRINTING OF DIRECTORY BOOKLET/BOOK	P 3,200,000.00	GENERAL FUND	90 CD
28.	RMBGH-24-PS2-0307	ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL	PRINTING OF BOOKLET AND OTHERS	P 1,717,500.00	GENERAL FUND	30 CD
29.	SDO-24-HCS-0410	SCHOOLS DIVISION OFFICE	PAINTS FOR BRIGADA ESKWELA	P 2,769,975.00	GENERAL FUND	30 CD

- The **QUEZON CITY LOCAL GOVERNMENT**, through the *General Fund and Trust Fund of various years* intends to apply the sums stated above being the ABC to payments under the contract for *the above stated projects of contract for each lot/item*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
- The **QUEZON CITY LOCAL GOVERNMENT** now invites bids for various **Projects**. Delivery of the Goods is required *as stated above*. Bidders should have completed, within *the last three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
- Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
- Prospective Bidders may obtain further information from **QUEZON CITY GOVERNMENT Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below during *weekdays from 8:00 a.m. – 5:00 p.m*
- A complete set of Bidding Documents may be acquired by interested Bidders on **Tuesday, March 12, 2024** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.

STANDARD RATES:

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

The following are the requirements for purchase of Bidding Documents;

1. PhilGEPS Registration Certificate (Platinum – 3 pages)
 2. Document Request List (DRL)
 3. Authorization to Purchase Bidding Documents
 - 3.1 Corporate Secretary Certificate for corporation (specific for the project)
 - 3.2 Special Power of Attorney for single proprietorship (specific for the project)
 4. Notarized Joint Venture Agreement (as applicable)
6. The *Quezon City Local Government* will hold a Pre-Bid Conference on **10:30 A.M. of Tuesday, March 19, 2024** at **2nd Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**, and/or through video conferencing *via Zoom* which shall be open to prospective bidders.

Topic: BAC-GOODS Pre-Bid Conference Meeting
Join Zoom Meeting

<https://us02web.zoom.us/j/84835002246?pwd=OVRuVE0weXZMNXYwZG5LaWd1dXk1OT09>

Meeting ID: 848 3500 2246
Passcode: 154733

7. Bids must be duly received by the BAC Secretariat through manual submission at the 2nd Floor, Procurement Department, Finance Building, Quezon City Hall Compound on or before **10:00 A.M. of Tuesday, April 02, 2024**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. Bid opening shall be on **11:00 A.M. of Tuesday, April 02, 2024** at the given address below and/or via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Topic: BAC-GOODS & SERVICES BIDDING

Join Zoom Meeting

<https://us02web.zoom.us/j/85850855933?pwd=R2dZUUp4Z3JvU29iZGVlWmdKRjZCdz09>

Meeting ID: 858 5085 5933
Passcode: 118682

10. The *Quezon City Local Government* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

ATTY. DOMINIC B. GARCIA
OIC, Procurement Department
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound
Elliptical Road, Barangay Central Diliman, Quezon City.
Email Add: bacgoods.procurement@quezoncity.gov.ph
Tel. No. (02)8988-4242 loc. 8506/8710
Website: www.quezoncity.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: www.quezoncity.gov.ph

By:


MS. MA. MARGARITA T. SANTOS, DPA
Chairperson, QC-BAC-Goods and Services

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, **Quezon City Local Government** wishes to receive Bids for the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES** with identification number **CONSO-24-OSD-0550**.

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

The Procurement Project (referred to herein as “Project”) is composed of **two (2) line items**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2024** in the amount of **THIRTY-THREE MILLION FOUR HUNDRED EIGHTY-THREE THOUSAND TWO HUNDRED THIRTY-THREE PESOS AND 79/100 ONLY (Php33,483,233.79)**.

2.2. The source of funding is:

a) LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of **Non-Expendable Supplies and Services**: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least **fifty percent (50%)** of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that: Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *the last three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an Apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
 - a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security *in no case shall exceed One Hundred Twenty (120) calendar days from the date of opening of bids, unless duly extended by the bidder upon the request of the Head of the Procuring Entity (HoPE) of the Quezon City Local Government*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time through manual submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause									
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. A single contract similar to the item/s to be bid and must be at least fifty percent (50%) of the ABC. b. Completed within the last three (3) years prior to the deadline for the submission and receipt of bids substantially in a FORM prescribed by the QC-BAC-GOODS AND SERVICES, must be accompanied by a copy of Certificate of Acceptance by the end-user or Official Receipt (O.R) or Sales Invoice (S.I.) issued for the Contract. 								
7.1	Subcontracting is not allowed.								
12	The price of the Goods shall be quoted DDP <i>within Quezon City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.								
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p><u>LINE 1</u></p> <ol style="list-style-type: none"> a. The amount of not less than Php533,890.45 or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php1,334,726.11 or equivalent to five percent (5%) of ABC if bid security is in Surety Bond. <p><u>LINE 2</u></p> <ol style="list-style-type: none"> a. The amount of not less than Php135,774.24 or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php339,435.59 or equivalent to five percent (5%) of ABC if bid security is in Surety Bond. 								
19.3	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">LINE 1</td> <td style="text-align: right;">P 26,694,522.09</td> </tr> <tr> <td style="text-align: center;">LINE 2</td> <td style="text-align: right;">P 6,788,711.70</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: right;">P 33,483,233.79</td> </tr> </tbody> </table>	APPROVED BUDGET FOR THE CONTRACT		LINE 1	P 26,694,522.09	LINE 2	P 6,788,711.70	TOTAL	P 33,483,233.79
APPROVED BUDGET FOR THE CONTRACT									
LINE 1	P 26,694,522.09								
LINE 2	P 6,788,711.70								
TOTAL	P 33,483,233.79								
20.2	<p>List of required licenses and permits relevant to the Project and the corresponding law requiring it.</p> <ul style="list-style-type: none"> • No additional requirement 								
21.2	<p>Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity.</p> <p>1. List of Manpower</p> <ul style="list-style-type: none"> • With at least three (3) to Five (5) responsible and physically fit personnel shall be in charge of unloading and securing the good condition of the deliveries. 								

2. Organizational Chart

- Which should indicate an established organizational structure of personnel to show its capability to undertake the project.

3. Affidavit of Undertaking of the following:

- The Bidder/Supplier shall assign a focal person in charge of handling and facilitating all the requests for the supply and delivery of the items.
- The Bidder/Supplier must have an organization of qualified, competent, and responsible people dedicated to carrying out and fulfilling their obligations for the project.

(With attached Terms of Reference which will form an integral part of this bidding document)

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ol style="list-style-type: none"> e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. <i>[Specify additional incidental service requirements, as needed.]</i> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

	<p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and b. in the event of termination of production of the spare parts: <ul style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [<i>indicate here the time period specified. If not used indicate a time period of three times the warranty period</i>].</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within [<i>insert appropriate time period</i>] months of placing the order.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier</p>

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

Section VI. Schedule of Requirements

PROJECT NAME: LINE 1: SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES (PHOTO PAPER AND OTHERS)
PROJECT NO. CONSO-24-OSD-0550

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1.	Adding Machine Paper Tape, 2 ¼ inches, 4 Rolls in 1tube	Tube	10	Upon Issuance of Notice to Proceed until December 31, 2024
2.	Arch File Folder, Long, Horizontal, PP board	Piece	250	
3.	Arch File Folder, A4, Horizontal PP board	Bundle	40	
4.	Carbon Film, A4, 100's/Pack	Pack	1	
5.	Cash, Register Tape, 76mm, Single Ply, Minimum of 34m, maximum of 45m	Roll	10	
6.	Clipboard, Long, Blue	Piece	20	
7.	Columnar Pad, 24 Columns, 280x355m	Piece	2	
8.	Columnar Pad, 4 Columns, 216mmx355mm	Piece	2	
9.	Computer Continuous Form, 1 Ply, 280mm X 241mm	Box	430	
10.	Computer Continuous Form, 2 Ply, 280mm X 241mm	Box	430	
11.	Computer Continuous Form, 3 Ply, 280mm X 241mm	Box	70	
12.	Data File Box, Horizontal, Made of Chipboard, With Closed Ends	Piece	1,700	
13.	Data File Box, Vertical, Made of Chipboard, With Closed Ends	Piece	70	
14.	Data Folder, Legal Size, Made of Chipboard, Taglia Lock	Piece	1,300	
15.	Envelope, Coin, size: 4x7.5 (inches), 25's/Pack	Pack	400	
16.	Envelope, Documentary, A4 Size, 500pcs/Box	Box	60	
17.	Envelope, Documentary, Short Size, 50pcs/Pack	Pack	6	
18.	Envelope, Expanding, A3 Size	Piece	300	
19.	Envelope, Expanding, Kraft board, Legal Size, 100pcs/Box	Box	600	
20.	Envelope, Expanding, Plastic, legal, transparent	Piece	700	
21.	Envelope, Mailing, Window, 500pcs/Box, 110mmx240mm	Box	9	
22.	Envelope, Pay, 25pcs/Pack, 4x7.5 inches	Pack	5	
23.	File Tab Divider, A4 Size, Five (5) Colors/Set, Colors: yellow, white, blue, ink, cream, Material: Bristol Board	Set	230	
24.	File Tab Divider, Legal Size, Five (5) Colors/Set, Colors: yellow, white, blue, pink, cream Material: Bristol Board	Set	450	
25.	Folder With Tab, A4, 100pcs/Pack, brown with white tab - Material: kraft liner board	Pack	900	
26.	Folder With Tab, Legal, Red, 100pcs/Pack, Materials: Cardboard & Plastic, Color: Black	Pack	200	
27.	Folder, Clear, Legal, With Slide, Clear transparent plastic	Piece	40	
28.	Folder, Colored, Legal, Embossed, With Slide, Morocco Boards	Piece	180	
29.	Folder, Pressboard, Legal, Assorted Colors, 100Pieces/Box, Cardboard	Box	700	
30.	Folder, Sliding, Transparent Cover, legal size/long	Piece	50	
31.	Folder, With Cover Gauge, Short, 14pts, White	Piece	200	
32.	Folder, With Jacket, Legal, Folder-Cardboard, Jacket-Plastic	Piece	30	
33.	Index Card, 3x5 inches, 100's/Pack	Pack	250	
34.	Index Card, 5x8 inches, 100's/Pack	Pack	130	
35.	Index Card, 5x8 inches, 500's/Pack	Pack	2	
36.	Long File Box, Document Organizer, 3.5cm, Plastic, Color: Blue	Piece	80	

37.	Long File Box, Document Organizer, 7.5cm, Plastic, Color: Blue	Piece	15	Upon Issuance of Notice to Proceed until December 31, 2024
38.	Looseleaf, Cover, Legal, 50 Sets Per Bundle, Chipboard, Color: Green and Red	Bundle	10	
39.	Magazine File Box, Large, Cardboard, Color: Blue/ Red	Piece	50	
40.	Manila Paper, 36x48 inches	Piece	350	
41.	Morocco Board, 230gsm, Long, 100 Pieces Per Pack, Color: Assorted	Pack	4	
42.	Morocco Board, 230gsm, A4, 100 Piece Per Pack, Color: Assorted	Pack	4	
43.	Morocco Folder, Long, Green, 230gsm	Piece	350	
44.	Note Pad, Stick On, 0.5x1.7 inches, 25 Sheets Per Pad	Pad	100	
45.	Note Pad, Stick On, Self-adhesive and removable stick notes, 2x3inches, 100 Sheets Per Pad, assorted colors	Pad	1,200	
46.	Note Pad, Stick On, Self-adhesive and removable stick notes, 3x3inches, 100 Sheets Per Pad, assorted colors	Pad	2,000	
47.	Note Pad, Stick On, Self-adhesive and removable stick notes, 3x4inches, 100 Sheets Per Pad, assorted colors	Pad	2,000	
48.	Note Pad, Stick On, Self-adhesive and removable stick notes, 3x5inches, 100 Sheets Per Pad, assorted colors	Pad	30	
49.	Note Pad, Stick On, Self-adhesive and removable stick notes, 4x5inches, 100 Sheets Per Pad, assorted colors	Pad	20	
50.	Notebook, Stenographer, Spiral, 40 Leaves - ruled sheets, 60 leaves, dimension: 15.24cmX22.86cmX0.6cm, assorted color, spiral bind	Piece	500	
51.	Page Marker, 1/2inchx2inches, 100's/Pack- 5colors (assorted)	Pack	200	
52.	Paper, A1 Size, 70gsm, 594mmX841mm	Box	1	
53.	Paper, A3 Size, 70gsm	Reams	50	
54.	Paper, A3 Size, 80gsm	Reams	30	
55.	Paper, A4 Size, 100gsm	Reams	20	
56.	Paper, Calculator, 57mm, 4 Rolls Per Pack, - Color: White Lint-Free for jam-free operation, fits most adding machine and printing calculator size: 57mm x 70mm, 1 ply	Pack	3	
57.	Paper, Laid, Cream, 8.5x11inches, 100gsm, 20's/Pack	Pack	90	
58.	Paper, Letter Size, 56gsm	Reams	130	
59.	Paper, Mimeo, A4 Size, 70gsm	Reams	41	
60.	Paper, Mimeo, A4 Size, 80gsm	Reams	20	
61.	Paper, Mimeo, Legal Size, 8.5x13 inches, 70gsm	Reams	100	
62.	Paper, Mimeo, Legal Size, 8.5x13 inches, 80gsm	Reams	40	
63.	Paper, Multicopy, A4 Size, 80gsm	Reams	20,050	
64.	Paper, Multicopy, Legal Size, 8.5x13 inches, 80gsm	Reams	40,074	
65.	Paper, Multicopy, Letter Size, 70gsm	Reams	50	
66.	Paper, Multicopy, Letter Size, 80gsm	Reams	80	
67.	Paper, Multicopy, Long Size, 8.5x14 inches, 80gsm	Reams	150	
68.	Paper, Multi-Purpose, A4 Size, 70gsm	Reams	3,000	
69.	Paper, Multi-Purpose, A4 Size, 80gsm	Reams	70	
70.	Paper, Multi-Purpose, Legal Size, 8.5x13 inches, 70gsm	Reams	7,000	
71.	Paper, Multi-Purpose, Legal Size, 8.5x13 inches, 80gsm	Reams	380	
72.	Paper, Multi-Purpose, Letter Size, 70gsm	Reams	60	
73.	Paper, Multi-Purpose, Letter Size, 80gsm	Reams	140	
74.	Paper, Multi-Purpose, Long Size, 8.5x14 inches, 70gsm	Reams	140	
75.	Paper, Multi-Purpose, Long Size, 8.5x14 inches, 80gsm	Reams	40	
76.	Paper, Oslo, 20 Sheets Per Pack, 100gsm	Pack	40	
77.	Paper, Parchment, A4, 85gsm 10's/Pack	Pack	500	
78.	Photo Paper, 4r, 180gsm, 20's/Pack	Pack	180	
79.	Photo Paper, 4r, 260gsm, 20's Per Pack	Pack	40	
80.	Photo Paper, A4, 120gsm, Double Sided Glossy, 50's/Pack	Pack	70	
81.	Photo Paper, A4, 180gsm, 20's/Pack	Pack	80	
82.	Photo Paper, A4, 230gsm, 20 Sheets Per Pack	Pack	150	
83.	Specialty Paper, A4, 180gsm, 10's/Pack, plain white	Pack	300	
84.	Specialty Paper, Short, 180gsm, 10's/Pack, plain white	Pack	1,700	
85.	Specialty Paper, Short, 200gsm, Cream, 10's/Pack	Pack	150	

86.	Specialty Paper, Short, 220gsm, Cream, 10's/Pack, pale cream	Pack	150	Upon Issuance of Notice to Proceed until December 31, 2024
87.	Specialty Paper, Short, 90gsm, 10's/Pack, plain white	Pack	350	
88.	Specialty Paper, Vellum Board, Short, 220gsm, 100's/Ream, plain white	Reams	40	
89.	Specialty Paper, Vellum Board, Short, White, 10 Sheets Per Pack, 220gsm	Pack	20	
90.	Specialty Paper, Legal, 180gsm, 10's/Pack, plain white	Pack	50	
91.	Stand File Box, Assorted Colors, 15x9.5x4.5 inches	Piece	250	
92.	Sticker Paper, A4, 80gsm, Glossy, 10's/Pack	Pack	240	
93.	Sticker Paper, A4, 80gsm, Matte, 10's/Pack	Pack	450	
94.	Sticker Paper, A4, 90gsm, Glossy, 20's/Pack	Pack	40	
95.	Sticker Paper, A4, Neon Colors, 10's/Pack	Pack	5	
96.	Sticker Paper, A4, Satin, 10 Sheets Per Pack	Pack	20	
97.	Sticky Note, 1 x 3, 75gsm, 100pcs X 3 Clear Neon Color	Pad	10	
98.	Sticky Note, 1.5 x 2 inches, 100 Sheets Per Pad 2Pads Per Pack, Assorted Color	Pack	400	
99.	Sticky Note, 1.8 X 0.5 Inches, Assorted Colors, 125 Sheet/Pack	Pack	400	
100.	Sticky Note, Page Markers, ½ x 2 inches, 100's/Pad	Pad	20	
101.	Sticky Notes, 75gsm, 0.7 x 3 100's x 4, Clear Neon Color	Pack	190	
102.	Sublimation Paper, 100gsm, A4, 100 Sheets Per Pack	Pack	20	
103.	Sublimation Paper, 8.2inches, 100gsm, 100meters Per Roll	Roll	10	
104.	Tape Flags, Index Labels, 100 Sheet Per Pad	Pad	40	
105.	Thermal Paper, 216mm, 30m per roll, 55gsm, 50pcs per box	Box	300	
106.	Thermal Paper, 80x70mm, 39m per roll, 70gsm, 50 pcs per box	Box	5	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VI. Schedule of Requirements

PROJECT NAME: LINE 2: SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES (BALLPEN AND OTHERS)
PROJECT NO. CONSO-24-OSD-0550

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1.	BALLPEN, ballpoint, 0.5mm, black	piece	1,000	Upon Issuance of Notice to Proceed until December 31, 2024
2.	BALLPEN, ballpoint, 0.5mm, blue	piece	80	
3.	BALLPEN, ballpoint, 0.5mm, red	piece	21	
4.	BALLPEN, ballpoint, 1.0mm, black	piece	600	
5.	BALLPEN, ballpoint, 1.0mm, blue	piece	600	
6.	BALLPEN, ballpoint, 1.0mm, red	piece	500	
7.	BALLPEN, black, S-Gel, Black Barrel Retractable, 0.7mm	piece	74	
8.	BALLPEN, black, S-Gel, Blue Barrel Retractable, 0.7mm	piece	74	
9.	BALLPEN, finpoint, 0.5mm, black	piece	7,290	
10.	BALLPEN, finpoint, 0.5mm, blue	piece	3,000	
11.	BALLPEN, finpoint, 0.5mm, green	piece	35	
12.	BALLPEN, finpoint, 0.5mm, red	piece	1,456	
13.	BALLPEN, finpoint, 0.7mm, black	piece	580	
14.	BALLPEN, finpoint, 0.7mm, blue	piece	430	
15.	BALLPEN, finpoint, 0.7mm, green	piece	214	
16.	BALLPEN, finpoint, 0.7mm, red	piece	549	
17.	BALLPEN, gel pen, 0.5mm, purple	piece	142	
18.	BALLPEN, perfect click mechanism, black	piece	1,892	
19.	BALLPEN, perfect click mechanism, blue	piece	57	
20.	BALLPEN, perfect click mechanism, green	piece	42	
21.	BALLPEN, perfect click mechanism, red	piece	57	
22.	BALLPEN, retractable, 0.5mm, black	piece	2,900	
23.	BALLPEN, retractable, 0.5mm, blue	piece	40	
24.	BALLPEN, retractable, 0.5mm, green	piece	40	
25.	BALLPEN, retractable, 0.5mm, red	piece	40	
26.	BALLPEN, retractable, 0.7mm, black	piece	1,080	
27.	BALLPEN, retractable, ballpoint, 0.6mm, black	piece	180	
28.	BALLPEN, retractable, ballpoint, 0.7mm, black	piece	30	
29.	BALLPEN, retractable, ballpoint, 1.0mm, blue	piece	150	
30.	BALLPEN, rollerball, 0.5mm, black	piece	110	
31.	BALLPEN, roundstic, ballpoint, 0.7mm, black	piece	561	
32.	BALLPEN, roundstic, 0.7mm, ballpoint, blue	piece	170	
33.	BALLPEN, roundstic, 0.7mm, ballpoint, red	piece	4	
34.	BALLPEN, roundstic, 0.7mm, ballpoint, green	piece	59	
35.	BALLPEN, 3's per pack, (Color:1 Blue and 2 Black)	pack	100	
36.	BALLPEN, ballpoint, black, (25's per box)	box	29	
37.	BALLPEN, ballpoint, blue, (25's per box)	box	10	
38.	BALLPEN, ballpoint, black, 0.5mm, (20's per box)	box	35	
39.	BALLPEN, ballpoint, blue, 0.5mm, (20's per box)	box	35	
40.	BALLPEN, ballpoint, red, 0.5mm, (20's per box)	box	35	
41.	BALLPEN, finpoint, 0.5mm, black (12's per box)	box	1	
42.	BALLPEN, finpoint, 0.5mm, blue (12's per box)	box	1	
43.	BALLPEN, finpoint, 0.7mm, blue (12's per box)	box	4	
44.	BALLPEN, gel pen, 0.5mm, (black, blue, red)	piece	28	
45.	BALLPEN, retractable, 0.5mm, black (50 pcs per pack)	pack	10	

46.	BALLPEN , retractable, 0.5mm, (50 pcs per pack color black, blue & red)	pack	7	Upon Issuance of Notice to Proceed until December 31, 2024
47.	BALLPEN , rollerball, 1.0mm, blue (12's per box)	box	7	
48.	ACETATE SHEETS , A4, 10 sheets per pack	pack	90	
49.	ACETATE SHEETS , long, 10 sheets per pack	pack	3	
50.	ACETATE per roll, Gauge 8, 24 Inches (width) x1 Meter, 3 Meters per roll, Made from PVC material	roll	10	
51.	ALBUM ORGANIZER , 10 in x 8.5 inches, made of metal	pc	2	
52.	BLADE , for general purpose cutter/utility knife, 10 pieces/tube	tube	591	
53.	BOOK BINDER SCREW - Intended For Document and/or Swatch Book Binding Purposes, Color: Silver, Dimension: 1.5inches, quantity Per Pack: 6Pieces	pc	50	
54.	BOOK ENDS - Heavy Duty Metal Bookends, 7 1/2inches H, 1 Pair (2pcs) Bookend, Book End Stand	pc	30	
55.	CARBON FILM , Legal, 100's/box, Carbon Paper - polyethylene, 216mm x 330mm, black 100 sheets per box	pack	136	
56.	CARDBOARD , 15 in x 9.5 in x 3	pc	50	
57.	CHALK , white enamel non-toxic, dustless, 100's/box	box	175	
58.	CLAMP CLIP DISPENSER , plastic, material: plastic, Semi-automatic, 116mm x 23mm, any color, with 8pcs clips with design 16mm width.	pc	15	
59.	CLEARBOOK, legal size , Clear book, Legal Size, for 216mm x330mm documents, refillable, plastic, overall size (min) of cover 353mm (L)x 242mm (W) & 0.48mm thickness,	pc	565	
60.	CLEARBOOK, legal size , 60 Pockets to 120 Pages each Clear Book Non-Refillable Presentation Display Book Size Long	pc	107	
61.	CLEARBOOK, A4 size , Clear book, A4 Size, for 210mmx297mm documents, refillable, plastic, overall size (min) of cover 302mm (L) x 242mm (W) & 0.48 mm thickness, assorted colors (black, blue, red, yellow), 0.06mm (min) thickness of pocket, w/ twenty (20) clear transparent plastic pockets	pc	30	
62.	CLIP BOARD , long, with cover, Clipboard, Long with cover, 5-inches wire clip, with hanger-holds long size documents, Color: Red, green, blue, black	pc	118	
63.	CLIP, backfold , 15mm, 15pcs/box	box	270	
64.	CLIP, backfold , 19mm, 12pcs/box	box	3,192	
65.	CLIP, backfold , 25mm, 12pcs/box	box	1,771	
66.	CLIP, backfold , 25mm, 12pcs/box	box	1,539	
67.	CLIP, backfold , 41mm, 12pcs/box	box	35	
68.	CLIP, backfold , 50mm, 12pcs/box	box	1,763	
69.	CLIP, backfold , 51mm, 12pcs/box	box	87	
70.	CLIP, Bulldog , 3inches, 12pcs/box	box	130	
71.	COMPACT DISC , rewritable CD-R, speed 52x/ capacity 700MB/ 80mins music with case, 50; s/pack	pack	2	
72.	CORK BOARD , 18 inches x 24 inches	pc	20	
73.	CORK BOARD , 2x4 ft, with plywood	pc	12	
74.	CORK BOARD , 90 x 120cm Wooden Frame with aluminum frame	pc	1	
75.	CORRECTION FLUID , 15ml. Water based	pc	80	
76.	CORRECTION PEN , 5ml/ pcs quick dry metal tip, 5 ml/piece	pc	12	
77.	CORRECTION PEN , 12ml/pcs	pc	10	
78.	CORRECTION PEN , 10ml/pcs	pc	100	
79.	DATER RECEIVED STAMP , shiny, S-69, 4mm, gray	pc	21	
80.	DATER STAMP , self-inking stamp pad	pc	48	

81.	DESK FILE ORGANIZER - File Holder 4 sections storage, Materials: Plastic, Size: 30.5cm x 25.5cm x 30.5cm	pc	50
82.	DOCUMENT TRAY , 3 layers Data File Box- 3 layer document file holder data basket magazine rack metal	pc	70
83.	DVD, REWRITABLE , DVD-R - 16x speed, 4.7 GB, 120min., 50 pcs/ pack	pack	11
84.	DVD, REWRITABLE , DVD-R- 16x speed, 4.7GB, 120min.	piece	35
85.	ENVELOPE , plastic, clear, expanding, long, with push lock & handle	pack	50
86.	ENVELOPE , plastic, clear, expanding, legal, with string tie closure plastic envelopes with string tie closure. Expanding envelopes with 2inches gusset, Transparent envelopes in clear view of contents. 6 legal size envelopes / pack. Legal size, Nylon string and steel riveted button closure Overall dimension: 16 inches width x 10.5 inches height Recyclable polypropylene material	pack	50
87.	ERASER , whiteboard magnetic, 1.76 x 1.57 x 0.75 inches	pc	27
88.	ERASER , whiteboard, magnetic, 4 x 2 x 0.7 inches White Board Eraser - magnetic dry eraser, 4x2x0.7inches, fits great in your hand	pc	10
89.	FASTENER , plastic, 50set/box	box	235
90.	FOLDER , Fancy, with slide, Legal size, 50pcs/bundle	bundle	16
91.	FOLDER , plastic, transparent, with slide, legal/long	pc	500
92.	GLUE STICK , 21 grams	pc	200
93.	GLUE STICK , all purpose, 22grams Safe, acid free and non-toxic, Clear and colorless when dry, Applies smoothly without clamp. Handy twist-up applicator 25 g	pc	242
94.	GLUE , all purpose, 200grams Glue - all purpose, 200 grams, minimum gross weight, in jar with applicator, non-toxic smell	pc	1,642
95.	GLUE , instant High solid acrylic liquid bonding agent for porous materials, no mixing needed dries clear	tube	2
96.	GLUE , padding, 250 grams, Padding glue, 250grams/bottle, for binding	bottle	15
97.	GLUE , padding, red, 1 kilo Padding Glue, Color :Red, Size 1kg / Jar	jar	10
98.	GLUE , padding, red, 450ml, with brush	bottle	5
99.	GUN TACKER STAPLE , 8mm staples, JT-21	box	43
100.	GUN TACKER STAPLE , 8mm staples, T-50	box	3
101.	Hot Melt Glue Pellets for Binding Machine Hot Melt Glue Pellets Book Binding and Furniture Edge Banding 1kg ; Hot Melt Glue for perfect binding machine Edge banding machine can be used on table top perfect binding machines or high volume perfect binding machines. ; Hand held or automatic banding machine NO TOXIC / FOUL SMELL. Suitable for book paper, bond paper, coated or uncoated paper Wood, PVC Melting point: 170 degrees Package weight: 1 kg.	pack	3
102.	Hot Melt Tape Film Glue Binding Adhesive 100pcs 4mm Hot Melt Tape Film Glue Binding Adhesive DIY Thermal for Book binding; Double sided positioning tape, use the fixing tape before binding; Length of glue strip: can effectively prevent glue overflow during hot melt; Ease of use: simple and easy to use, suitable for hot-melt binding; Advantages: The binding is firm, flat and beautiful. Easy to use, suitable for hot melt binding machine.	pack	3

	The length is slightly shorter than A4 paper, this design is to prevent the hot melt adhesive from overflowing after heating. ; The material of the rubber strip is soft, easy to heat, fast cooling, no added mesh impurities, no waste material, more assured to use ; After binding, it can be read 180°, and it is not easy to fall off		
103.	ILLUSTRATION BOARD , 1/2, 20x30 (inches)	pc	5
104.	ILLUSTRATION BOARD , 30x40 (inches)	pc	11
105.	LAMINATING FILM, A4 , 250 mic, Lamination Film A4 size, 250 microns, Transparent, Materials: polyester, Texture Glossy, 100 sheets/ pack	pack	30
106.	LAMINATING FILM, legal , 125 mic, 100 pieces per box	box	1
107.	LAMINATING FILM, roll , 12 inches, 250 microns, 50 meters	roll	2
108.	LAMINATING FILM, A4 , 125 mic, 20's per pack	pack	25
109.	MAP PIN , 50 per pack	pack	30
110.	MARKER , permanent, black, felt, bullet type, Twin Marker, permanent with fine and broad point, Color black	pc	124
111.	MARKER, PERMANENT , black fine point tip12's/box	box	369
112.	MARKER, permanent , black, felt, bullet type, Refillable Pentel Pen Permanent (Black) fine with 1 extra ink	pcs	24
113.	MARKER, permanent , black, felt, bullet type, Point Type (Black, Blue, Red, Green)	set	10
114.	MARKER, permanent , black, felt, bullet type, Broad Type (Black, Blue, Red, Green)	set	10
115.	MARKER, permanent , blue, felt, bullet type	box	173
116.	MARKER, permanent , red, felt, bullet type red fine 12s/box	box	75
117.	MARKER, permanent , bullet type, red	pc	1,386
118.	Marker pen, permanent , bullet type, blue	pc	2,957
119.	MARKER, permanent , black, felt, bullet type,	pc	6,144
120.	MARKER, whiteboard , black, felt, bullet type,	box	73
121.	MARKER, whiteboard , black, felt, bullet type,	pc	6,638
122.	MARKER, whiteboard , blue, felt, bullet type, Marking Pen, Whiteboard, bullet type, color: blue	box	42
123.	MARKER, whiteboard , blue, felt, bullet type	pc	1,603
124.	MARKER, whiteboard , red, felt, bullet type	box	30
125.	MARKER, whiteboard , red, felt, bullet type	pc	969
126.	NUMBERING MACHINE , automatic, 10 digits	pc	2
127.	PAPER CLIP , vinyl/plastic coated, 33mm, 100pcs/box	box	3,848
128.	PASTE , water well, 220gms	bottle	30
129.	PENCIL , lead, with eraser 12s/box	box	2,528
130.	PENCIL SHARPENER , Sharpener, for pencil, desktop sharpener; suitable for 6-8mm wooden and colored pencils; Weight: 385g; Dimension: 12cm x 8cm x 14cm	pc	371
131.	PLASTIC COVER , heavy duty, 50 meters/roll, Jumbo roll, gauge 8 48x50m transparent	roll	15
132.	PLASTIC COVER , heavy duty, 50 meters/roll 90cm x 120cm gauge 16	roll	25
133.	PLASTIC COVER , heavy duty, 50 meters/roll .075mm, 1.20 meters, 50 meters per roll	roll	7
134.	PLASTIC COVER , heavy duty, 50 meters/roll Gauge 4	roll	5
135.	PLASTIC COVER , heavy duty, 50 meters/roll PVC, roll, Size: 270cm x 122cm	roll	31
136.	POST IT , 5colors, tape flag, 11x43 mm, 100's/pack	set	10

137.	POST IT , green, tape flag, 1x1.71, 50's, 12pads/box	pc	20	
138.	POST IT , red, tape flag, 1x1.71, 50's, 12pads/box	pc	20	
139.	POST IT , tape flag, 0.56x2.37, 100's/pack	pack	30	
140.	PAPER PUNCHER - heavy duty two holes Punching capacity: 150 sheets of 80gsm paper	pc	3	
141.	PUNCHER , paper, heavy duty, for paper, heavy duty, with two hole guide	pc	875	
142.	PUSH PIN , flat head, assorted colors, 100s/box	box	288	
143.	REPORT COVER HOLDER , Legal	pc	10	
144.	RING BIND , 10mm, plastic, 84 rings	pc	50	
145.	RING BIND , 12mm, plastic, 84 rings	pc	80	
146.	RING BIND , 19mm, PVC binding, 10's/pack	pc	10	
147.	RING BIND , 25mm, plastic, 84 rings	pc	80	
148.	RING BIND , 32mm, plastic, 84 rings, 10's/bundle	bundle	119	
149.	RING BIND , 36-38mm, PVC binding, 20's/pack	pack	10	
150.	RING BIND , 51mm, plastic, 84 rings	pc	130	
151.	RING BIND , 8mm, plastic, 84 rings	pc	80	
152.	RING BINDER COMB , 12mm, plastic, (A4) Thickness: 12mm ; Color: Transparent ; 100pcs Plastic Comb Binder Rings A4 Size PVC 21Holes	pack	5	
153.	RING BINDER COMB , 20mm, plastic, (A4)Thickness: 20mm ; Color: Transparent ; 100pcs Plastic Comb Binder Rings A4 Size PVC 21Holes	pack	5	
154.	RING BINDER , 10mm, PVC binding, 10's/pack	pack	10	
155.	RING BINDER , Lever Archfile 9.5x15 inches - 2.5 inches	pack	100	
156.	RUBBER BAND , No. 18 70MM Lay flat length (#18)	box	674	
157.	SIGN PEN , 0.7MM, Violet	pc	24	
158.	SIGN PEN , black, HI-TECH POINT, V10 Grip	pc	400	
159.	SIGN PEN , blue, HI-TECH POINT, V10 Grip	pc	400	
160.	SIGN PEN , Extra fine tip, blue	pc	6,150	
161.	SIGN PEN , Extra fine tip, green	pc	3	
162.	SIGN PEN , Extra fine tip, red	pc	1,900	
163.	SIGN PEN , liquid gel ink, green	pc	100	
164.	SIGN PEN , liquid gel ink, violet	pc	60	
165.	STAMP PAD , felt, min 60mm x 100mm	pc	746	
166.	STAMP PAD INK , purple or violet	bottle	832	
167.	STAPLER , standard type 200 staples min	pc	1,529	
168.	STAPLE REMOVER , plier-type, plastic	pc	2,044	
169.	STAPLE WIRE , 23/17, 1,000's/box	box	200	
170.	STAPLE WIRE , gun tacker, T50, 10mm, 5000 staples/box	box	10	
171.	STAPLE WIRE , No. 10. 1,000's/box	box	20	
172.	STAPLE WIRE , No. 35. 5,000's/box	box	180	
173.	STAPLE WIRE , standard 5000pc/box	box	9,363	
174.	TAPE , caution 3" x 300m/roll, yellow	roll	5	
175.	TAPE , double sided foam, 1 inch, 5meters per roll	roll	62	
176.	TAPE , double sided foam, 18mm width	roll	5	
177.	TAPE , double sided, 1 inch Adhesive, 24mm	roll	257	
178.	TAPE , double sided, 12mm x 45 m	roll	100	
179.	TAPE , double sided, 15mm, 20 meters per roll	roll	50	
180.	TAPE , double sided, 18mm x 21 m	roll	100	
181.	TAPE , double sided, 18mm, 10 meters	roll	72	
182.	TAPE , double sided, 2 inches, 5meters/roll	roll	30	
183.	TAPE , double sided, 2 inches, with foam, 5meters/roll	roll	50	
184.	TAPE , double sided, foam, 1 inch, 5 meters	roll	12	

Upon Issuance of
Notice to Proceed
until December
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185.	TAPE , double sided, tissue, 2 inches (48mm) x 10 Meters	roll	20
186.	TAPE , electrical size:0.16 mm x 19 mm X 16 m per roll	roll	100
187.	TAPE , packaging, 24mm, 30meters per roll	roll	100
188.	TAPE , packaging, 48mm, 30meters per roll	roll	1,804
189.	TAPE , transparent, 48mm, 30meters per roll	roll	5,802
190.	TAPE DISPENSER , Tabletop Office Desk Tabletop Scotch Tapes Big Dual Core Holder can Holds 1in., 1/2in and 3/4-inch Big Adhesive Tapes - 8x14inches Clear Tapes Heavy Duty Dispensers w/ Cutter in Random Color	pc	222
191.	CUSTOMIZED RUBBER STAMP , with the following text: "PERSONS WITH DISABILITY AFFAIRS OFFICE" "CERTIFIED TRUE COPY" "DATE"	pc	5
192.	CUSTOMIZED STAMP Self-Inking Stamp (Pre-Inked Office Stamp), with the following text: "PERSONS WITH DISABILITY AFFAIRS OFFICE": RECEIVED". "DATE: ", "TIME: ", "RECEIVED BY: "	pc	5
193.	CUTTING MAT , A3, green Materials: Hard PVC	pc	9
194.	DATING AND STAMPING MACHINE , Manual Stamp, Model: D4. 4mm in size. Year up to 2028	pc	5
195.	GUN TACKER Dimension: 11.8cm X 2.5cm X 15.7cm, Made of all steel construction Wire: 0.7mm Crown: 11.3mm Length: 4-14mm	pc	2
196.	PAPER CUTTER , wood A4 12x10 inches	pc	1
197.	PAPER CUTTER Heavy Duty Paper Cutter Wood Base (A3)	pc	1
198.	PAPER CUTTER, HEAVY DUTY Wooden 12X10inches, Wooden A3 A4 A5 B4 B	pc	2
199.	PLASTIC COVER , Gauge 15, 50 meters	roll	10
200.	TRODAT DATER Customized self-inking stamp "CERTIFIED TRUE COPY" with GAD COUNCIL OFFICE name	pc	5
201.	TRODAT DATER Customized self-inking stamp, S-160 mini dater	pc	3
202.	TRODAT DATER Customized self-inking stamp "RECEIVING" with GAD COUNCIL OFFICE name	pc	5

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

<p><i>Schedule of Requirements Page 6 of 6</i> <i>CONSO-24-OSD-0550 – Line 2</i></p>
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Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

PROJECT NAME: **LINE 1: SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES (PHOTO PAPER AND OTHERS)**

PROJECT NO. **CONSO-24-OSD-0550**

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
A	SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES	
1.	Adding Machine Paper Tape, 2 ¼ inches, 4 Rolls in 1tube	
2.	Arch File Folder, Long, Horizontal, PP board	
3.	Arch File Folder, A4, Horizontal PP board	
4.	Carbon Film, A4, 100's/Pack	
5.	Cash, Register Tape, 76mm, Single Ply, Minimum of 34m, maximum of 45m	
6.	Clipboard, Long, Blue	
7.	Columnar Pad, 24 Columns, 280x355m	
8.	Columnar Pad, 4 Columns, 216mmx355mm	
9.	Computer Continuous Form, 1 Ply, 280mm X 241mm	
10.	Computer Continuous Form, 2 Ply, 280mm X 241mm	
11.	Computer Continuous Form, 3 Ply, 280mm X 241mm	
12.	Data File Box, Horizontal, Made of Chipboard, With Closed Ends	
13.	Data File Box, Vertical, Made of Chipboard, With Closed Ends	
14.	Data Folder, Legal Size, Made of Chipboard, Taglia Lock	
15.	Envelope, Coin, size: 4x7.5 (inches), 25's/Pack	
16.	Envelope, Documentary, A4 Size, 500pcs/Box	
17.	Envelope, Documentary, Short Size, 50pcs/Pack	
18.	Envelope, Expanding, A3 Size	
19.	Envelope, Expanding, Kraft board, Legal Size, 100pcs/Box	
20.	Envelope, Expanding, Plastic, legal, transparent	
21.	Envelope, Mailing, Window, 500pcs/Box, 110mmx240mm	
22.	Envelope, Pay, 25pcs/Pack, 4x7.5 inches	
23.	File Tab Divider, A4 Size, Five (5) Colors/Set, Colors: yellow, white, blue, ink, cream, Material: Bristol Board	
24.	File Tab Divider, Legal Size, Five (5) Colors/Set, Colors: yellow, white, blue, pink, cream Material: Bristol Board	
25.	Folder With Tab, A4, 100pcs/Pack, brown with white tab - Material: kraft liner board	
26.	Folder With Tab, Legal, Red, 100pcs/Pack, Materials: Cardboard & Plastic, Color: Black	
27.	Folder, Clear, Legal, With Slide, Clear transparent plastic	
28.	Folder, Colored, Legal, Embossed, With Slide, Morocco Boards	
29.	Folder, Pressboard, Legal, Assorted Colors, 100Pieces/Box, Cardboard	

30.	Folder, Sliding, Transparent Cover, legal size/long	
31.	Folder, With Cover Gauge, Short, 14pts, White	
32.	Folder, With Jacket, Legal, Folder-Cardboard, Jacket-Plastic	
33.	Index Card, 3x5 inches, 100's/Pack	
34.	Index Card, 5x8 inches, 100's/Pack	
35.	Index Card, 5x8 inches, 500's/Pack	
36.	Long File Box, Document Organizer, 3.5cm, Plastic, Color: Blue	
37.	Long File Box, Document Organizer, 7.5cm, Plastic, Color: Blue	
38.	Looseleaf, Cover, Legal, 50 Sets Per Bundle, Chipboard, Color: Green and Red	
39.	Magazine File Box, Large, Cardboard, Color: Blue/Red	
40.	Manila Paper, 36x48 inches	
41.	Morocco Board, 230gsm, Long, 100 Pieces Per Pack, Color: Assorted	
42.	Morocco Board, 230gsm, A4, 100 Piece Per Pack, Color: Assorted	
43.	Morocco Folder, Long, Green, 230gsm	
44.	Note Pad, Stick On, 0.5x1.7 inches, 25 Sheets Per Pad	
45.	Note Pad, Stick On, Self-adhesive and removable stick notes, 2x3inches, 100 Sheets Per Pad, assorted colors	
46.	Note Pad, Stick On, Self-adhesive and removable stick notes, 3x3inches, 100 Sheets Per Pad, assorted colors	
47.	Note Pad, Stick On, Self-adhesive and removable stick notes, 3x4inches, 100 Sheets Per Pad, assorted colors	
48.	Note Pad, Stick On, Self-adhesive and removable stick notes, 3x5inches, 100 Sheets Per Pad, assorted colors	
49.	Note Pad, Stick On, Self-adhesive and removable stick notes, 4x5inches, 100 Sheets Per Pad, assorted colors	
50.	Notebook, Stenographer, Spiral, 40 Leaves - ruled sheets, 60 leaves, dimension: 15.24cmX22.86cmX0.6cm, assorted color, spiral bind	
51.	Page Marker, 1/2inchx2inches, 100's/Pack- 5colors (assorted)	
52.	Paper, A1 Size, 70gsm, 594mmX841mm	
53.	Paper, A3 Size, 70gsm	
54.	Paper, A3 Size, 80gsm	
55.	Paper, A4 Size, 100gsm	
56.	Paper, Calculator, 57mm, 4 Rolls Per Pack, - Color: White Lint-Free for jam-free operation, fits most adding machine and printing calculator size: 57mm x 70mm, 1 ply	
57.	Paper, Laid, Cream, 8.5x11inches, 100gsm, 20's/Pack	
58.	Paper, Letter Size, 56gsm	
59.	Paper, Mimeo, A4 Size, 70gsm	
60.	Paper, Mimeo, A4 Size, 80gsm	
61.	Paper, Mimeo, Legal Size, 8.5x13 inches, 70gsm	
62.	Paper, Mimeo, Legal Size, 8.5x13 inches, 80gsm	
63.	Paper, Multicopy, A4 Size, 80gsm	
64.	Paper, Multicopy, Legal Size, 8.5x13 inches, 80gsm	
65.	Paper, Multicopy, Letter Size, 70gsm	
66.	Paper, Multicopy, Letter Size, 80gsm	
67.	Paper, Multicopy, Long Size, 8.5x14 inches, 80gsm	
68.	Paper, Multi-Purpose, A4 Size, 70gsm	
69.	Paper, Multi-Purpose, A4 Size, 80gsm	
70.	Paper, Multi-Purpose, Legal Size, 8.5x13 inches, 70gsm	
71.	Paper, Multi-Purpose, Legal Size, 8.5x13 inches, 80gsm	
72.	Paper, Multi-Purpose, Letter Size, 70gsm	
73.	Paper, Multi-Purpose, Letter Size, 80gsm	
74.	Paper, Multi-Purpose, Long Size, 8.5x14 inches, 70gsm	
75.	Paper, Multi-Purpose, Long Size, 8.5x14 inches, 80gsm	
76.	Paper, Oslo, 20 Sheets Per Pack, 100gsm	
77.	Paper, Parchment, A4, 85gsm 10's/Pack	
78.	Photo Paper, 4r, 180gsm, 20's/Pack	

79.	Photo Paper, 4r, 260gsm, 20's Per Pack	
80.	Photo Paper, A4, 120gsm, Double Sided Glossy, 50's/Pack	
81.	Photo Paper, A4, 180gsm, 20's/Pack	
82.	Photo Paper, A4, 230gsm, 20 Sheets Per Pack	
83.	Specialty Paper, A4, 180gsm, 10's/Pack, plain white	
84.	Specialty Paper, Short, 180gsm, 10's/Pack, plain white	
85.	Specialty Paper, Short, 200gsm, Cream, 10's/Pack	
86.	Specialty Paper, Short, 220gsm, Cream, 10's/Pack, pale cream	
87.	Specialty Paper, Short, 90gsm, 10's/Pack, plain white	
88.	Specialty Paper, Vellum Board, Short, 220gsm, 100's/Ream, plain white	
89.	Specialty Paper, Vellum Board, Short, White, 10 Sheets Per Pack, 220gsm	
90.	Specialty Paper, Legal, 180gsm, 10's/Pack, plain white	
91.	Stand File Box, Assorted Colors, 15x9.5x4.5 inches	
92.	Sticker Paper, A4, 80gsm, Glossy, 10's/Pack	
93.	Sticker Paper, A4, 80gsm, Matte, 10's/Pack	
94.	Sticker Paper, A4, 90gsm, Glossy, 20's/Pack	
95.	Sticker Paper, A4, Neon Colors, 10's/Pack	
96.	Sticker Paper, A4, Satin, 10 Sheets Per Pack	
97.	Sticky Note, 1 x 3, 75gsm, 100pcs X 3 Clear Neon Color	
98.	Sticky Note, 1.5 x 2inches, 100 Sheets Per Pad 2Pads Per Pack, Assorted Color	
99.	Sticky Note, 1.8 X 0.5 Inches, Assorted Colors, 125 Sheet/Pack	
100.	Sticky Note, Page Markers, ½ x 2 inches, 100's/Pad	
101.	Sticky Notes, 75gsm, 0.7 x 3 100's x 4, Clear Neon Color	
102.	Sublimation Paper, 100gsm, A4, 100 Sheets Per Pack	
103.	Sublimation Paper, 8.2inches, 100gsm, 100meters Per Roll	
104.	Tape Flags, Index Labels, 100 Sheet Per Pad	
105.	Thermal Paper, 216mm, 30m per roll, 55gsm, 50pcs per box	
106.	Thermal Paper, 80x70mm, 39m per roll, 70gsm, 50 pcs per box	
B.	Compliance to the Schedule of Requirements (Section VI)	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Technical Specifications

PROJECT NAME: **LINE 2: SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES (BALLPEN AND OTHERS)**
PROJECT NO. **CONSO-24-OSD-0550**

Item	Specification	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. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
A	SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES	
1.	BALLPEN, ballpoint, 0.5mm, black	
2.	BALLPEN, ballpoint, 0.5mm, blue	
3.	BALLPEN, ballpoint, 0.5mm, red	
4.	BALLPEN, ballpoint, 1.0mm, black	
5.	BALLPEN, ballpoint, 1.0mm, blue	
6.	BALLPEN, ballpoint, 1.0mm, red	
7.	BALLPEN, black, S-Gel, Black Barrel Retractable, 0.7mm	
8.	BALLPEN, black, S-Gel, Blue Barrel Retractable, 0.7mm	
9.	BALLPEN, finpoint, 0.5mm, black	
10.	BALLPEN, finpoint, 0.5mm, blue	
11.	BALLPEN, finpoint, 0.5mm, green	
12.	BALLPEN, finpoint, 0.5mm, red	
13.	BALLPEN, finpoint, 0.7mm, black	
14.	BALLPEN, finpoint, 0.7mm, blue	
15.	BALLPEN, finpoint, 0.7mm, green	
16.	BALLPEN, finpoint, 0.7mm, red	
17.	BALLPEN, gel pen, 0.5mm, purple	
18.	BALLPEN, perfect click mechanism, black	
19.	BALLPEN, perfect click mechanism, blue	
20.	BALLPEN, perfect click mechanism, green	
21.	BALLPEN, perfect click mechanism, red	
22.	BALLPEN, retractable, 0.5mm, black	
23.	BALLPEN, retractable, 0.5mm, blue	
24.	BALLPEN, retractable, 0.5mm, green	
25.	BALLPEN, retractable, 0.5mm, red	
26.	BALLPEN, retractable, 0.7mm, black	
27.	BALLPEN, retractable, ballpoint, 0.6mm, black	
28.	BALLPEN, retractable, ballpoint, 0.7mm, black	
29.	BALLPEN, retractable, ballpoint, 1.0mm, blue	
30.	BALLPEN, rollerball, 0.5mm, black	
31.	BALLPEN, roundstic, ballpoint, 0.7mm, black	
32.	BALLPEN, roundstic, 0.7mm, ballpoint, blue	
33.	BALLPEN, roundstic, 0.7mm, ballpoint, red	
34.	BALLPEN, roundstic, 0.7mm, ballpoint, green	
35.	BALLPEN, 3's per pack, (Color:1 Blue and 2 Black)	
36.	BALLPEN, ballpoint, black, (25's per box)	
37.	BALLPEN, ballpoint, blue, (25's per box)	
38.	BALLPEN, ballpoint, black, 0.5mm, (20's per box)	

39.	BALLPEN , ballpoint, blue, 0.5mm, (20's per box)	
40.	BALLPEN , ballpoint, red, 0.5mm, (20's per box)	
41.	BALLPEN , finpoint, 0.5mm, black (12's per box)	
42.	BALLPEN , finpoint, 0.5mm, blue (12's per box)	
43.	BALLPEN , finpoint, 0.7mm, blue (12's per box)	
44.	BALLPEN , gel pen, 0.5mm, (black, blue, red)	
45.	BALLPEN , retractable, 0.5mm, black (50 pcs per pack)	
46.	BALLPEN , retractable, 0.5mm, (50 pcs per pack color black, blue & red)	
47.	BALLPEN , rollerball, 1.0mm, blue (12's per box)	
48.	ACETATE SHEETS , A4, 10 sheets per pack	
49.	ACETATE SHEETS , long, 10 sheets per pack	
50.	ACETATE per roll, Gauge 8, 24 Inches (width) x1 Meter, 3 Meters per roll, Made from PVC material	
51.	ALBUM ORGANIZER , 10 in x 8.5 inches, made of metal	
52.	BLADE , for general purpose cutter/utility knife, 10pieces/tube	
53.	BOOK BINDER SCREW - Intended For Document and/or Swatch Book Binding Purposes, Color: Silver, Dimension: 1.5inches, quantity Per Pack: 6Pieces	
54.	BOOK ENDS - Heavy Duty Metal Bookends, 7 1/2inches H, 1 Pair (2pcs) Bookend, Book End Stand	
55.	CARBON FILM , Legal, 100's/box, Carbon Paper polyethylene, 216mm x 330mm, black 100 sheets per box	
56.	CARDBOARD , 15 in x 9.5 in x 3	
57.	CHALK , white enamel non-toxic, dustless, 100's/box	
58.	CLAMP CLIP DISPENSER , plastic, material: plastic, Semi-automatic, 116mm x 23mm, any color, with 8pcs clips with design 16mm width.	
59.	CLEARBOOK, legal size , Clear book, Legal Size, for 216mm x330mm documents, refillable, plastic, overall size (min) of cover 353mm (H)x 242mm (W) & 0.48mm thickness,	
60.	CLEARBOOK, legal size , 60 Pockets to 120 Pages each Clear Book Non-Refillable Presentation Display Book Size Long	
61.	CLEARBOOK, A4 size , Clear book, A4 Size, for 210mmx297mm documents, refillable, plastic, overall size (min) of cover 302mm (L) x 242mm (W) & 0.48 mm thickness, assorted colors (black, blue, red, yellow), 0.06mm (min) thickness of pocket, w/ twenty (20) clear transparent plastic pockets	
62.	CLIP BOARD , long, with cover, Clipboard, Long with cover, 5-inch wire clip, with hanger-holds long size documents, Color: Red, green, blue, black	
63.	CLIP, backfold , 15mm, 15pcs/box	
64.	CLIP, backfold , 19mm, 12pcs/box	
65.	CLIP, backfold , 25mm, 12pcs/box	
66.	CLIP, backfold , 25mm, 12pcs/box	
67.	CLIP, backfold , 41mm, 12pcs/box	
68.	CLIP, backfold , 50mm, 12pcs/box	
69.	CLIP, backfold , 51mm, 12pcs/box	
70.	CLIP, Bulldog , 3inches, 12pcs/box	
71.	COMPACT DISC , rewritable CD-R, speed 52x/ capacity 700MB/ 80mins music with case, 50;s/pack	
72.	CORK BOARD , 18 inch x 24 inch	
73.	CORK BOARD , 2x4 ft, with plywood	
74.	CORK BOARD , 90 x 120cm Wooden Frame with aluminum frame	
75.	CORRECTION FLUID , 15ml. Water based	

76.	CORRECTION PEN , 5ml/ pcs quick dry metal tip, 5 ml/piece	
77.	CORRECTION PEN , 12ml/ pcs	
78.	CORRECTION PEN , 10ml/ pcs	
79.	DATER RECEIVED STAMP , shiny, S-69, 4mm, gray	
80.	DATER STAMP , self-inking stamp pad	
81.	DESK FILE ORGANIZER - File Holder 4 sections storage, Materials: Plastic, Size: 30.5cm x 25.5cm x 30.5cm	
82.	DOCUMENT TRAY , 3 layers Data File Box- 3-layer document file holder data basket magazine rack metal	
83.	DVD, REWRITABLE , DVD-R - 16x speed, 4.7 GB, 120min., 50 pcs/ pack	
84.	DVD, REWRITABLE , DVD-R- 16x speed, 4.7GB, 120min.	
85.	ENVELOPE , plastic, clear, expanding, long, with push lock & handle	
86.	ENVELOPE , plastic, clear, expanding, legal, with string tie closure plastic envelopes with string tie closure. Expanding envelopes with 2inches gusset, Transparent envelopes in clear view of contents. 6 legal size envelopes / pack. Legal size, Nylon string and steel riveted button closure Overall dimension: 16 inches width x 10.5 inches height Recyclable polypropylene material	
87.	ERASER , whiteboard magnetic, 1.76 x 1.57 x 0.75 inches	
88.	ERASER , whiteboard, magnetic, 4 x 2 x 0.7 inches White Board Eraser - magnetic dry eraser, 4x2x0.7inches, fits great in your hand	
89.	FASTENER , plastic, 50set/box	
90.	FOLDER , Fancy, with slide, Legal size, 50pcs/bundle	
91.	FOLDER , plastic, transparent, with slide, legal/long	
92.	GLUE STICK , 21 grams	
93.	GLUE STICK , all purpose, 22grams Safe, acid free and non-toxic, Clear and colorless when dry, Applies smoothly without clamp. Handy twist-up applicator 25g	
94.	GLUE , all purpose, 200grams Glue - all purpose, 200 grams, minimum gross weight, in jar with applicator, non-toxic smell	
95.	GLUE , instant High solid acrylic liquid bonding agent for porous materials, no mixing needed dries clear	
96.	GLUE , padding, 250 grams, Padding glue, 250grams/bottle, for binding	
97.	GLUE , padding, red, 1 kilo Padding Glue, Color: Red, Size 1kg / Jar	
98.	GLUE , padding, red, 450ml, with brush	
99.	GUN TACKER STAPLE , 8mm staples, JT-21	
100.	GUN TACKER STAPLE , 8mm staples, T-50	
101.	Hot Melt Glue Pellets for Binding Machine Hot Melt Glue Pellets Book Binding and Furniture Edge Banding 1kg ; Hot Melt Glue for perfect binding machine Edge banding machine can be used on table top perfect binding machines or high volume perfect binding machines. ; Hand held or automatic banding machine NO TOXIC / FOUL SMELL. Suitable for book paper, bond paper, coated or uncoated paper Wood, PVC Melting point: 170 degrees Package weight: 1 kg.	
102.	Hot Melt Tape Film Glue Binding Adhesive 100pcs 4mm Hot Melt Tape Film Glue Binding Adhesive DIY Thermal for Book binding; Double sided positioning tape, use the fixing tape before binding; Length of glue strip: can effectively prevent glue overflow during hot	

	melt; Ease of use: simple and easy to use, suitable for hot-melt binding; Advantages: The binding is firm, flat and beautiful. Easy to use, suitable for hot melt binding machine. The length is slightly shorter than A4 paper, this design is to prevent the hot melt adhesive from overflowing after heating.; The material of the rubber strip is soft, easy to heat, fast cooling, no added mesh impurities, no waste material, more assured to use; After binding, it can be read 180°, and it is not easy to fall off	
103.	ILLUSTRATION BOARD , 1/2, 20x30 (inches)	
104.	ILLUSTRATION BOARD , 30x40 (inches)	
105.	LAMINATING FILM , A4, 250 mic, Lamination Film A4 size, 250 microns, Transparent, Materials: polyester, Texture Glossy, 100 sheets/pack	
106.	LAMINATING FILM , legal, 125 mic, 100 pieces per box	
107.	LAMINATING FILM , roll, 12 inches, 250 microns, 50 meters	
108.	LAMINATING FILM , A4, 125 mic, 20's per pack	
109.	MAP PIN , 50 per pack	
110.	MARKER , permanent, black, felt, bullet type, Twin Marker, permanent with fine and broad point, color black	
111.	MARKER, PERMANENT , black fine point tip12's/box	
112.	MARKER, permanent , black, felt, bullet type, Refillable Pentel Pen Permanent (Black) fine with 1 extra ink	
113.	MARKER, permanent , black, felt, bullet type, Point Type (Black, Blue, Red, Green)	
114.	MARKER, permanent , black, felt, bullet type, Broad Type (Black, Blue, Red, Green)	
115.	MARKER, permanent , blue, felt, bullet type	
116.	MARKER, permanent , red, felt, bullet type red fine 12s/box	
117.	MARKER, permanent , bullet type, red	
118.	Marker pen, permanent , bullet type, blue	
119.	MARKER, permanent , black, felt, bullet type,	
120.	MARKER, whiteboard , black, felt, bullet type,	
121.	MARKER, whiteboard , black, felt, bullet type,	
122.	MARKER, whiteboard , blue, felt, bullet type, Marking Pen, Whiteboard, bullet type, color: blue	
123.	MARKER, whiteboard , blue, felt, bullet type	
124.	MARKER, whiteboard , red, felt, bullet type	
125.	MARKER, whiteboard , red, felt, bullet type	
126.	NUMBERING MACHINE , automatic, 10 digits	
127.	PAPER CLIP , vinyl/plastic coated, 33mm, 100pcs/box	
128.	PASTE , water well, 220gms	
129.	PENCIL , lead, with eraser 12s/box	
130.	PENCIL SHARPENER , Sharpener, for pencil, desktop sharpener; suitable for 6-8mm wooden and colored pencils; Weight: 385g; Dimension: 12cm x 8cm x 14cm	
131.	PLASTIC COVER , heavy duty, 50 meters/roll, Jumbo roll, gauge 8 48x50m transparent	
132.	PLASTIC COVER , heavy duty, 50 meters/roll 90cm x 120cm gauge 16	
133.	PLASTIC COVER , heavy duty, 50 meters/roll .075mm, 1.20 meters, 50 meters per roll	
134.	PLASTIC COVER , heavy duty, 50 meters/roll Gauge 4	
135.	PLASTIC COVER , heavy duty, 50 meters/roll PVC, roll, Size: 270cm x 122cm	

136.	POST IT, 5colors, tape flag, 11x43 mm, 100's/pack	
137.	POST IT, green, tape flag, 1x1.71, 50's, 12pads/box	
138.	POST IT, red, tape flag, 1x1.71, 50's, 12pads/box	
139.	POST IT, tape flag,0.56x2.37, 100's/pack	
140.	PAPER PUNCHER- heavy duty two holes Punching capacity: 150 sheets of 80gsm paper	
141.	PUNCHER, paper, heavy duty, for paper, heavy duty, with two-hole guide	
142.	PUSH PIN, flat head, assorted colors, 100s/box	
143.	REPORT COVER HOLDER, Legal	
144.	RING BIND, 10mm, plastic, 84 rings	
145.	RING BIND, 12mm, plastic, 84 rings	
146.	RING BIND, 19mm, PVC binding, 10's/pack	
147.	RING BIND, 25mm, plastic, 84 rings	
148.	RING BIND, 32mm, plastic, 84 rings, 10's/bundle	
149.	RING BIND, 36-38mm, PVC binding, 20's/pack	
150.	RING BIND, 51mm, plastic, 84 rings	
151.	RING BIND, 8mm, plastic, 84 rings	
152.	RING BINDER COMB, 12mm, plastic, (A4) Thickness: 12mm; Color: Transparent; 100pcs Plastic Comb Binder Rings A4 Size PVC 21Holes	
153.	RING BINDER COMB, 20mm, plastic, (A4) Thickness: 20mm; Color: Transparent; 100pcs Plastic Comb Binder Rings A4 Size PVC 21Holes	
154.	RING BINDER, 10mm, PVC binding, 10's/pack	
155.	RING BINDER, Lever Archfile 9.5x15 inches - 2.5 inches	
156.	RUBBER BAND, No. 18 70MM Lay flat length (#18	
157.	SIGN PEN, 0.7MM, Violet	
158.	SIGN PEN, black, HI-TECH POINT, V10 Grip	
159.	SIGN PEN, blue, HI-TECH POINT, V10 Grip	
160.	SIGN PEN, Extra fine tip, blue	
161.	SIGN PEN, Extra fine tip, green	
162.	SIGN PEN, Extra fine tip, red	
163.	SIGN PEN, liquid gel ink, green	
164.	SIGN PEN, liquid gel ink, violet	
165.	STAMP PAD, felt, min 60mm x 100mm	
166.	STAMP PAD INK, purple or violet	
167.	STAPLER, standard type 200 staples min	
168.	STAPLE REMOVER, plier-type, plastic	
169.	STAPLE WIRE, 23/17, 1,000's/box	
170.	STAPLE WIRE, gun tacker, T50, 10mm, 5000 staples/box	
171.	STAPLE WIRE, No. 10. 1,000's/box	
172.	STAPLE WIRE, No. 35. 5,000's/box	
173.	STAPLE WIRE, standard 5000pc/box	
174.	TAPE, caution 3" x 300m/roll, yellow	
175.	TAPE, double sided foam, 1 inch, 5meters per roll	
176.	TAPE, double sided foam, 18mm width	
177.	TAPE, double sided, 1 inch Adhesive, 24mm	
178.	TAPE, double sided, 12mm x 45 m	
179.	TAPE, double sided, 15mm, 20 meters per roll	
180.	TAPE, double sided, 18mm x 21 m	
181.	TAPE, double sided, 18mm, 10 meters	
182.	TAPE, double sided, 2 inches, 5meters/roll	
183.	TAPE, double sided, 2 inches, with foam, 5meters/roll	
184.	TAPE, double sided, foam, 1 inch, 5 meters	
185.	TAPE, double sided, tissue, 2 inches (48mm) x 10 Meters	
186.	TAPE, electrical size:0.16 mm x 19 mm X 16 m per roll	

187.	TAPE , packaging, 24mm, 30meters per roll	
188.	TAPE , packaging, 48mm, 30meters per roll	
189.	TAPE , transparent, 48mm, 30meters per roll	
190.	TAPE DISPENSER , Tabletop Office Desk Tabletop Scotch Tapes Big Dual Core Holder can Holds 1in., 1/2in and 3/4-inch Big Adhesive Tapes - 8x14inches Clear Tapes Heavy Duty Dispensers w/ Cutter in Random Color	
191.	CUSTOMIZED RUBBER STAMP , with the following text: "PERSONS WITH DISABILITY AFFAIRS OFFICE" "CERTIFIED TRUE COPY" "DATE"	
192.	CUSTOMIZED STAMP Self-Inking Stamp (Pre-Inked Office Stamp), with the following text: "PERSONS WITH DISABILITY AFFAIRS OFFICE": RECEIVED". "DATE: ", "TIME: ", "RECEIVED BY: "	
193.	CUTTING MAT , A3, green Materials: Hard PVC	
194.	DATING AND STAMPING MACHINE , Manual Stamp, Model: D4. 4mm in size. Year up to 2028	
195.	GUN TACKER Dimension: 11.8cm X 2.5cm X 15.7cm, Made of all steel construction Wire: 0.7mm Crown: 11.3mm Length: 4- 14mm	
196.	PAPER CUTTER , wood A4 12x10 inches	
197.	PAPER CUTTER Heavy Duty Paper Cutter Wood Base (A3)	
198.	PAPER CUTTER, HEAVY DUTY Wooden 12X10inches, Wooden A3 A4 A5 B4 B	
199.	PLASTIC COVER , Gauge 15, 50 meters	
200.	TRODAT DATER Customized self-inking stamp "CERTIFIED TRUE COPY" with GAD COUNCIL OFFICE name	
201.	TRODAT DATER Customized self-inking stamp, S-160 mini dater	
202.	TRODAT DATER Customized self-inking stamp "RECEIVING" with GAD COUNCIL OFFICE name	
B.	Compliance to the Schedule of Requirements (Section VI)	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES); and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES); and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or**
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with Section VI. (Schedule of Requirements) and Section VII. (Technical Specifications), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES);**
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (i) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

III. REQUIRED DOCUMENTS in BDS SECTION 20.2 and 21.2

1. List of Manpower

- With at least three (3) to Five (5) responsible and physically fit personnel shall be in charge of unloading and securing the good condition of the deliveries.

2. Organizational Chart

- Which should indicate an established organizational structure of personnel to show its capability to undertake the project.

3. Affidavit of Undertaking of the following:

- The Bidder/Supplier shall assign a focal person in charge of handling and facilitating all the requests for the supply and delivery of the items.
- The Bidder/Supplier must have an organization of qualified, competent, and responsible people dedicated to carrying out and fulfilling their obligations for the project.

(With attached Terms of Reference which will form an integral part of this bidding document)

Note:

1. Please refer to [\[https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqpzAb62yucAbIR1p/view?usp=sharing\]](https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqpzAb62yucAbIR1p/view?usp=sharing) for the following requirements:
 - a. Computation of NFCC;
 - b. List of All Ongoing Contracts/List of Contracts already awarded but not yet started;
 - c. Statement of Single Largest Completed Contract
2. Please refer to GPPB Resolution No. 16-2020 for the following requirements:
 - a. Bid Form;
 - b. Price Schedule (for Goods Offered from Abroad/ Within the Philippines)
 - c. Bid Securing Declaration; and
 - d. Omnibus Sworn Statement



ANNEX A

DELIVERY SCHEDULE

PROJECT NAME: **LINE 1: SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES
(PHOTO PAPER AND OTHERS)**

PROJECT NO. **CONSO-24-OSD-0550**

GENERAL DESCRIPTION	UNIT OF ISSUE	QTY	DELIVERY SCHEDULE (QUARTERLY)		
			2nd QTR QUANTITY	3rd QTR QUANTITY	4th QTR QUANTITY
1 ADDING MACHINE PAPER TAPE, 2 1/4 inches, 4 rolls in 1 tube	tube	10	10	-	-
2 ARCH FILE FOLDER, long, horizontal, Material: PP Board	piece	250	126	63	61
3 ARCH FILE FOLDER, A4, horizontal, Material: PP Board	bundle	40	40	-	-
4 CARBON FILM, A4, 100's/pack	pack	1	1	-	-
5 CASH, Register Tape, 76mm, single ply, Minimum of 34m, maximum of 45m	roll	10	10	-	-
6 CLIPBOARD, long, blue	piece	20	20	-	-
7 COLUMNAR PAD, 24 Columns, 280x355m	piece	2	2	-	-
8 COLUMNAR PAD, 4 Columns, 216mmx355mm	piece	2	2	-	-
9 COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	430	216	108	106
10 COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm	box	430	216	108	106
11 COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm	box	70	70	-	-
12 DATA FILE BOX, horizontal, made of chipboard, with closed ends	piece	1,700	850	425	425
13 DATA FILE BOX, vertical, made of chipboard, with closed ends	piece	70	70	-	-
14 DATA FOLDER, legal size, made of chipboard, taglia lock	piece	1,300	650	325	325
15 ENVELOPE, Coin, 4x7.5 size, 25's/pack	pack	400	200	100	100
16 ENVELOPE, Documentary, A4 size, 500pcs/box	box	60	60	-	-
17 ENVELOPE, Documentary, short size, 50pcs/pack	pack	6	6	-	-
18 ENVELOPE, Expanding, A3 size	piece	300	150	75	75
19 ENVELOPE, Expanding, Kraft board, Legal size, 100pcs/box	box	600	300	150	150
20 ENVELOPE, Expanding, Plastic, legal, transparent	piece	700	350	175	175
21 ENVELOPE, Mailing, Window, 500pcs/box, 110mmx240mm	box	9	9	-	-
22 ENVELOPE, PAY, 25pcs/pack, 4x7.5inches	pack	5	5	-	-
23 FILE TAB DIVIDER, A4 size, five (5) colors/set, Colors: yellow, white, blue, pink, cream Material: Bristol Board	set	230	116	58	56
24 FILE TAB DIVIDER, legal size, five (5) colors/set, Colors: yellow, white, blue, pink, cream Material: Bristol Board	set	450	226	113	111
25 FOLDER with Tab, A4, 100pcs/pack, brown with white tab - Material: kraftliner board	pack	900	450	225	225
26 FOLDER with Tab, Legal, Red, 100pcs/ pack - , Materials: Cardboard & Plastic, Color: Black	pack	200	100	50	50
27 FOLDER, clear, legal, with slide, - Material: Clear transparent plastic	piece	40	40	-	-
28 FOLDER, colored, legal, embossed, with slide - Materials: Morocco Boards	piece	180	180	-	-
29 FOLDER, PRESSBOARD, legal, assorted colors, 100 pieces/box - Materials: Cardboard	box	700	350	175	175
30 FOLDER, sliding, transparent cover, size: legal/long	piece	50	50	-	-

31	FOLDER, with cover gauge, short, 14pts, white	piece	200	100	50	50
32	FOLDER, with jacket, legal, Materials: Folder-Cardboard, Jacket-Plastic	piece	30	30	-	-
33	INDEX CARD, 3X5, 100's/pack	pack	250	126	63	61
34	INDEX CARD, 5x8, 100's/pack	pack	130	66	33	31
35	INDEX CARD, 5x8, 500's/pack	pack	2	2	-	-
36	LONG FILE BOX, document organizer, 3.5cm, Material: Plastic, Color: Blue	piece	80	80	-	-
37	LONG FILE BOX, document organizer, 3.5cm, Material: Plastic, Color: Blue	piece	15	15	-	-
38	LOOSELEAF, cover, legal, 50 sets per bundle, Material: Chipboard, Color: Green and Red	bundle	10	10	-	-
39	MAGAZINE FILE BOX, Large, Material: Cardboard, Color: Blue/Red	piece	50	50	-	-
40	MANILA PAPER, 36InchesX48Inches,	piece	350	176	88	86
41	MOROCCO BOARD, 230gsm, long, 100 pieces per pack, Color: Assorted	pack	4	4	-	-
42	MOROCCO BOARD, 230gsm, A4, 100 piece per pack, Color: Assorted	pack	4	4	-	-
43	MOROCCO FOLDER, long, green, 230gsm	piece	350	176	88	86
44	NOTE PAD, STICK ON, 0.5InchesX1.7Inches, 25 sheets per pad,	pad	100	100	-	-
45	NOTE PAD, STICK ON, Self-adhesive and removable stick notes, 2inchesX3inches, 100 sheets per pad, assorted colors	pad	1,200	600	300	300
46	NOTE PAD, STICK ON, Self-adhesive and removable stick notes, 3inchesX3inches, 100 sheets per pad, assorted colors	pad	2,000	1,000	500	500
47	NOTE PAD, STICK ON, Self-adhesive and removable stick notes, 3inchesX4inches, 100 sheets per pad, assorted colors	pad	2,000	1,000	500	500
48	NOTE PAD, STICK ON, Self-adhesive and removable stick notes, 3inchesX5inches, 100 sheets per pad, assorted colors	pad	30	30	-	-
49	NOTE PAD, STICK ON, Self-adhesive and removable stick notes, 4inchesX5inches, 100 sheets per pad, assorted colors	pad	20	20	-	-
50	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves - ruled sheets, 60 leaves, dimension: 15.24cmX22.86cmX0.6cm, assorted color, spiral bind	piece	500	250	125	125
51	PAGE MARKER, 1/2 inches x 2 inches, 100's/pack - 5 colors (assorted)	pack	200	100	50	50
52	PAPER, A1 size - 70gsm, 594mmX841mm	box	1	1	-	-
53	PAPER, A3 size, 70gsm	reams	50	50	-	-
54	PAPER, A3 size, 80gsm	reams	30	30	-	-
55	PAPER, A4 size, 100gsm	reams	20	20	-	-
56	PAPER, CALCULATOR, 57mm, 4 rolls per pack - Color: White Lint-Free for jam-free operation, fits most adding machine and printing calculator size: 57mm x 70mm, 1 ply	pack	3	3	-	-
57	PAPER, LAID, cream, 8.5Inchesx11Inches, 100gsm, 20's/pack	pack	90	90	-	-
58	PAPER, Letter size, 56gsm	reams	130	66	33	31
59	PAPER, MEMIO, A4 size, 70gsm	reams	41	41	-	-
60	PAPER, MEMIO, A4 size, 80gsm	reams	20	20	-	-
61	PAPER, MEMIO, Legal size, 8.5x13, 70gsm	reams	100	50	25	25
62	PAPER, MEMIO, Legal size, 8.5x13, 80gsm	reams	40	40	-	-
63	PAPER, MULTICOPY, A4 size, 80gsm	reams	20,050	10,026	5,013	5,011
64	PAPER, MULTICOPY, Legal size, 8.5x13 80gsm	reams	40,074	20,038	10,019	10,017
65	PAPER, MULTICOPY, Letter size, 70gsm	reams	50	50	-	-
66	PAPER, MULTICOPY, Letter size, 80gsm	reams	80	80	-	-
67	PAPER, MULTICOPY, Long size, 8.5x14, 80gsm	reams	150	76	38	36
68	PAPER, MULTI-PURPOSE, A4 size, 70gsm	reams	3,000	1,500	750	750

69	PAPER, MULTI-PURPOSE, A4 size, 80gsm	reams	70	70	-	-
70	PAPER, MULTI-PURPOSE, Legal size, 8.5x13, 70gsm	reams	7,000	3,500	1,750	1,750
71	PAPER, MULTI-PURPOSE, Legal size, 8.5x13, 80gsm	reams	380	190	95	95
72	PAPER, MULTI-PURPOSE, Letter size, 70gsm	reams	60	60	-	-
73	PAPER, MULTI-PURPOSE, Letter size, 80gsm	reams	140	70	35	35
74	PAPER, MULTI-PURPOSE, long size, 8.5x14, 70gsm	reams	140	70	35	35
75	PAPER, MULTI-PURPOSE, Long size, 8.5x14, 80gsm	reams	40	40	-	-
76	PAPER, OSLO, 20 sheets per pack, 100gsm	pack	40	40	-	-
77	PAPER, parchment, A4, 85gsm 10's/pack	pack	500	250	125	125
78	PHOTO PAPER, 4R, 180gsm, 20's/pack	pack	180	90	45	45
79	PHOTO PAPER, 4R, 260gsm, 20's per pack	pack	40	40	-	-
80	PHOTO PAPER, A4, 120 gsm, double sided glossy, 50's/pack	pack	70	70	-	-
81	PHOTO PAPER, A4, 180 gsm, 20's/pack	pack	80	80	-	-
82	PHOTO PAPER, A4, 230gsm, 20 sheets per pack	pack	150	76	38	36
83	SPECIALTY PAPER, A4, 180 gsm, 10's/pack, plain white	pack	300	150	75	75
84	SPECIALTY PAPER, short, 180 gsm, 10's/pack, plain white	pack	1,700	850	425	425
85	SPECIALTY PAPER, short, 200 gsm, cream, 10's/pack	pack	150	76	38	36
86	SPECIALTY PAPER, short, 220 gsm, cream, 10's/pack, pale cream	pack	150	76	38	36
87	SPECIALTY PAPER, short, 90gsm, 10's/pack, pale cream	pack	350	176	88	86
88	SPECIALTY PAPER, VELLUM BOARD, short, 220gsm, 100'S/ream, pale cream	reams	40	40	-	-
89	SPECIALTY PAPER, VELLUM BOARD, short, white, 10 sheets per pack, 220gsm	pack	20	20	-	-
90	SPECIALY PAPER, legal, 180 gsm, 10's/pack, plain white	pack	50	50	-	-
91	STAND FILE BOX, assorted colors, 15x9.5x4.5 inches	piece	250	126	63	61
92	STICKER PAPER, A4, 80 gsm, glossy, 10's/pack	pack	240	120	60	60
93	STICKER PAPER, A4, 80 gsm, matte, 10's/pack	pack	450	226	113	111
94	STICKER PAPER, A4, 90 gsm, glossy, 20's/pack	pack	40	40	-	-
95	STICKER PAPER, A4, neon colors, 10's/pack	pack	5	5	-	-
96	STICKER PAPER, A4, satin, 10 sheets per pack	pack	20	20	-	-
97	STICKY NOTE, 1 x 3, 75gsm, 100pcs x 3 clear neon color	pad	10	10	-	-
98	STICKY NOTE, 1.5 X 2 inches, 100 sheets per pad 2 pads per pack, assorted color	pack	400	200	100	100
99	STICKY NOTE, 1.8 x 0.5 inches, assorted colors, 125 sheet/pack	pack	400	200	100	100
100	STICKY NOTE, page markers, 1/2 x 2 inches, 100's/pad	pad	20	20	-	-
101	STICKY NOTES, 75 gsm, 0.7 x 3 100's x 4 , clear neon color	pack	190	96	48	46
102	SUBLIMATION PAPER, 100 gsm, A4, 100 sheets per pack	pack	20	20	-	-
103	SUBLIMATION PAPER, 8.2 inches, 100 gsm, 100 meters per roll	roll	10	10	-	-
104	TAPE FLAGS, index labels, 100 sheet per pad	pad	40	40	-	-
105	Thermal paper, 216mm - 30m per roll, 55gsm, 50pcs per box	box	300	150	75	75
106	Thermal paper, 80x70mm - 39m per roll, 70 gsm, 50 pcs per box	box	5	5	-	-

ANNEX A

DELIVERY SCHEDULE

PROJECT NAME: **LINE 2: SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES
(BALLPEN AND OTHERS)**

PROJECT NO. **CONSO-24-OSD-0550**

GENERAL DESCRIPTION	UNIT OF ISSUE	QTY	DELIVERY SCHEDULE (QUARTERLY)			
			2nd QTR QUANTITY	3rd QTR QUANTITY	4th QTR QUANTITY	
1	BALLPEN, ballpoint, 0.5mm, black	piece	1,000	500	250	250
2	BALLPEN, ballpoint, 0.5mm, blue	piece	80	80	-	-
3	BALLPEN, ballpoint, 0.5mm, red	piece	21	21	-	-
4	BALLPEN, ballpoint, 1.0mm, black	piece	600	300	150	150
5	BALLPEN, ballpoint, 1.0mm, blue	piece	600	300	150	150
6	BALLPEN, ballpoint, 1.0mm, red	piece	500	250	125	125
7	BALLPEN, black, S-Gel, Black Barrel Retractable, 0.7mm	piece	74	74	-	-
8	BALLPEN, black, S-Gel, Blue Barrel Retractable, 0.7mm	piece	74	74	-	-
9	BALLPEN, finpoint, 0.5mm, black	piece	7,290	3,646	1,822	1,822
10	BALLPEN, finpoint, 0.5mm, blue	piece	3,000	1,500	750	750
11	BALLPEN, finpoint, 0.5mm, green	piece	35	35	-	-
12	BALLPEN, finpoint, 0.5mm, red	piece	1,456	728	364	364
13	BALLPEN, finpoint, 0.7mm, black	piece	580	290	145	145
14	BALLPEN, finpoint, 0.7mm, blue	piece	430	216	107	107
15	BALLPEN, finpoint, 0.7mm, green	piece	214	108	53	53
16	BALLPEN, finpoint, 0.7mm, red	piece	549	275	137	137
17	BALLPEN, gel pen, 0.5mm, purple	piece	142	72	35	35
18	BALLPEN, perfect click mechanism, black	piece	1,892	946	473	473
19	BALLPEN, perfect click mechanism, blue	piece	57	57	-	-
20	BALLPEN, perfect click mechanism, green	piece	42	42	-	-
21	BALLPEN, perfect click mechanism, red	piece	57	57	-	-
22	BALLPEN, retractable, 0.5mm, black	piece	2,900	1,450	725	725
23	BALLPEN, retractable, 0.5mm, blue	piece	40	40	-	-
24	BALLPEN, retractable, 0.5mm, green	piece	40	40	-	-
25	BALLPEN, retractable, 0.5mm, red	piece	40	40	-	-
26	BALLPEN, retractable, 0.7mm, black	piece	1,080	540	270	270
27	BALLPEN, retractable, ballpoint, 0.6mm, black	piece	180	90	45	45
28	BALLPEN, retractable, ballpoint, 0.7mm, black	piece	30	30	-	-
29	BALLPEN, retractable, ballpoint, 1.0mm, blue	piece	150	76	37	37
30	BALLPEN, rollerball, 0.5mm, black	piece	110	56	27	27
31	BALLPEN, roundstic, ballpoint, 0.7mm, black	piece	561	290	140	131
32	BALLPEN, roundstic, 0.7mm, ballpoint, blue	piece	170	86	42	42
33	BALLPEN, roundstic, 0.7mm, ballpoint, red	piece	4	4	-	-
34	BALLPEN, roundstic, 0.7mm, ballpoint, green	piece	59	59	-	-
35	BALLPEN, 3's per pack, (Color:1 Blue and 2 Black)	pack	100	50	25	25
36	BALLPEN, ballpoint, black, (25's per box)	box	29	29	-	-
37	BALLPEN, ballpoint, blue, (25's per box)	box	10	10	-	-
38	BALLPEN, ballpoint, black, 0.5mm, (20's per box)	box	35	35	-	-
39	BALLPEN, ballpoint, blue, 0.5mm, (20's per box)	box	35	35	-	-
40	BALLPEN, ballpoint, red, 0.5mm, (20's per box)	box	35	35	-	-
41	BALLPEN, finpoint, 0.5mm, black (12's per box)	box	1	1	-	-
42	BALLPEN, finpoint, 0.5mm, blue (12's per box)	box	1	1	-	-

43	BALLPEN , finepoint, 0.7mm, blue (12's per box)	box	4	2	1	1
44	BALLPEN , gel pen, 0.5mm, (black, blue, red)	piece	28	28	-	-
45	BALLPEN , retractable, 0.5mm, black (50 pcs per pack)	pack	10	10	-	-
46	BALLPEN , retractable, 0.5mm, (50 pcs per pack color black, blue & red)	pack	7	7	-	-
47	BALLPEN , rollerball, 1.0mm, blue (12's per box)	box	7	7	-	-
48	ACETATE SHEETS , A4, 10 sheets per pack	pack	90	46	22	22
49	ACETATE SHEETS , long, 10 sheets per pack	pack	3	3	-	-
50	ACETATE per roll Gauge 8, 24 Inches (width) x1 Meter, 3Meters per roll, Made from PVC material	roll	10	10	-	-
51	ALBUM ORGANIZER , 10 in x 8.5 in, made of metal	pc	2	2	-	-
52	BLADE , for general purpose cutter/utility knife, 10 pieces/tube	tube	591	297	147	147
53	BOOK BINDER SCREW , Intended for Document And/or Swatch Book Binding Purposes, Color: Silver, Dimension: 1.5", Qty Per Pack: 6 Pieces	pc	50	50	-	-
54	BOOK ENDS , Heavy Duty Metal Bookends 7 1/2" Height 1 Pair (2pcs) Bookend, Book End Stand	pc	30	30	-	-
55	CARBON FILM , Legal, 100's/box, Carbon Paper - polyethylene, 216mm x 330mm, black 100 sheets per box	pack	136	68	34	34
56	CARDBOARD , 15 in x 9.5 in x 3	pc	50	50	-	-
57	CHALK , white enamel non-toxic, dustless, 100's/box	box	175	89	43	43
58	CLAMP CLIP DISPENSER , plastic, material: plastic, Semi-automatic, 116mm x 23mm, any color, with 8pcs clips with design 16mm width.	pc	15	15	-	-
59	CLEARBOOK , legal size, Clearbook, Legal Size, for 216mm x330mm documents, refillable, plastic, overall size (min) of cover 353mm (") x 242mm (W) & 0.48mm thickness,	pc	565	283	141	141
60	CLEARBOOK , legal size, 60 Pockets to 120 Pages each Clear Book Non-Refillable Presentation Display Book Size Long	pc	107	55	26	26
61	CLEARBOOK , A4 size, Clearbook, A4 Size, for 210mmx297mm documents, refillable, plastic, overall size (min) of cover 302mm (L) x 242mm (W) & 0.48 mm thickness, assorted colors (black, blue, red, yellow), 0.06mm (min) thickness of pocket, w/ twenty (20) clear transparent plastic pockets	pc	30	30	-	-
62	CLIP BOARD , long, with cover, Clipboard, long with cover, 5-inch wire clip, with hanger-holds long size documents, Color: Red, green, blue, black	pc	118	118	-	-
63	CLIP , backfold, 15mm, 15pcs/box	box	270	136	67	67
64	CLIP , backfold, 19mm, 12pcs/box	box	3,192	1,596	798	798
65	CLIP , backfold, 25mm, 12pcs/box	box	1,771	887	442	442
66	CLIP , backfold, 25mm, 12pcs/box	box	1,539	771	384	384
67	CLIP , backfold, 41mm, 12pcs/box	box	35	35	-	-
68	CLIP , backfold, 50mm, 12pcs/box	box	1,763	883	440	440
69	CLIP , backfold, 51mm, 12pcs/box	box	87	87	-	-
70	CLIP , Bulldog, 3 inches, 12pcs/box	box	130	66	32	32
71	COMPACT DISC , rewritable CD-R, speed 52x/ capacity 700MB/ 80mins music with case, 50; s/ pack	pack	2	2	-	-
72	CORK BOARD , 18-inch x 24 inch	pc	20	20	-	-
73	CORK BOARD , 2x4 ft, with plywood	pc	12	12	-	-
74	CORK BOARD , 90 x 120cm Wooden Frame with aluminum frame	pc	1	1	-	-
75	CORRECTION FLUID , 15ml. Water based	pc	80	80	-	-
76	CORRECTION PEN , 5ml/pcs quick dry metal tip, 5 ml/piece	pc	12	12	-	-
77	CORRECTION PEN , 12ml/pcs	pc	10	10	-	-

78	CORRECTION PEN , 10ml/ pcs	pc	100	100	-	-
79	DATER RECEIVED STAMP , shiny, S-69, 4mm, gray	pc	21	21	-	-
80	DATER STAMP , self-inking stamp pad	pc	48	48	-	-
81	DESK FILE ORGANIZER - File Holder 4 sections storage, Materials: Plastic, Size: 30.5cm x 25.5cm x 30.5cm	pc	50	50	-	-
82	DOCUMENT TRAY , 3 layers Data File Box- 3-layer document file holder data basket magazine rack metal	pc	70	70	-	-
83	DVD, REWRITABLE , DVD-R - 16x speed, 4.7 GB, 120min., 50 pcs/ pack	pack	11	11	-	-
84	DVD, REWRITABLE , DVD-R- 16x speed, 4.7GB, 120min.	piece	35	35	-	-
85	ENVELOPE , plastic, clear, expanding, long, with push lock & handle	pack	50	50	-	-
86	ENVELOPE , plastic, clear, expanding, legal, with string tie closure plastic envelopes with string tie closure. Expanding envelopes with 2inches gusset, Transparent envelopes in clear view of contents. 6 legal size envelopes / pack. Legal size, Nylon string and steel riveted button closure Overall dimension: 16 inches width x 10.5 inches height Recyclable polypropylene material	pack	50	50	-	-
87	ERASER , whiteboard magnetic, 1.76 x 1.57 x 0.75 inches	pc	27	27	-	-
88	ERASER , whiteboard, magnetic, 4 x 2 x 0.7 inches White Board Eraser - magnetic dry eraser, 4x2x0.7 inch, fits great in your hand	pc	10	10	-	-
89	FASTENER , plastic, 50set/ box	box	235	118	59	58
90	FOLDER , Fancy, with slide, Legal size, 50pcs/bundle	bundle	16	16	-	-
91	FOLDER , plastic, transparent, with slide, legal/long	pc	500	250	125	125
92	GLUE STICK , 21 grams	pc	200	100	50	50
93	GLUE STICK , all purpose, 22grams Safe, acid free and non-toxic, Clear and colorless when dry, Applies smoothly without clamp. Handy twist-up applicator 25 g	pc	242	122	61	59
94	GLUE , all purpose, 200grams Glue - all purpose, 200 grams, minimum gross weight, in jar with applicator, non-toxic smell	pc	1,642	822	410	410
95	GLUE , instant High solid acrylic liquid bonding agent for porous materials, no mixing needed dries clear	tube	2	2	-	-
96	GLUE , padding, 250 grams, Padding glue, 250grams/bottle, for binding	bottle	15	15	-	-
97	GLUE , padding, red, 1 kilo Padding Glue, Color: Red, Size 1kg / Jar	jar	10	10	-	-
98	GLUE , padding, red, 450ml, with brush	bottle	5	5	-	-
99	GUN TACKER STAPLE , 8mm staples, JT-21	box	43	43	-	-
100	GUN TACKER STAPLE , 8mm staples, T-50	box	3	3	-	-
101	Hot Melt Glue Pellets for Binding Machine Hot Melt Glue Pellets Book Binding and Furniture Edge Banding 1kg; Hot Melt Glue for perfect binding machine Edge banding machine can be used on tabletop perfect binding machines or high-volume perfect binding machines.; Hand held or automatic banding machine NO TOXIC / FOUL SMELL. Suitable for book paper, bond paper, coated or uncoated paper Wood, pvc Melting point: 170 degrees Package weight: 1 kg.	pack	3	3	-	-
102	Hot Melt Tape Film Glue Binding Adhesive 100pcs 4mm Hot Melt Tape Film Glue Binding Adhesive DIY Thermal for Book binding; Double sided positioning tape, use the fixing tape before binding; Length of glue strip: can effectively prevent glue overflow during hot melt; Ease of use: simple and easy to	pack	3	3	-	-

	use, suitable for hot-melt binding ; Advantages: The binding is firm, flat and beautiful. Easy to use, suitable for hot melt binding machine. The length is slightly shorter than A4 paper, this design is to prevent the hot melt adhesive from overflowing after heating. ; The material of the rubber strip is soft, easy to heat, fast cooling, no added mesh impurities, no waste material, more assured to use ; After binding, it can be read 180°, and it is not easy to fall off					
103	ILLUSTRATION BOARD , 1/2, 20"X30"	pc	5	5	-	-
104	ILLUSTRATION BOARD , 30x40	pc	11	11	-	-
105	LAMINATING FILM , A4, 250 mic, Lamination Film A4 size, 250 microns, Transparent, Materials: polyester, Texture Glossy, 100 sheets/pack	pack	30	30	-	-
106	LAMINATING FILM , legal, 125 mic, 100 pieces per box	box	1	1	-	-
107	LAMINATING FILM , roll, 12 inches, 250 microns, 50 meters	roll	2	2	-	-
108	LAMINATING FILM , A4, 125 mic, 20's per pack	pack	25	25	-	-
109	MAP PIN , 50 per pack	pack	30	30	-	-
110	MARKER , permanent, black, felt, bullet type, Twin Marker, permanent with fine and broad point, color black	pc	124	124	-	-
111	MARKER, PERMANENT , black fine point tip12's/box	box	369	185	92	92
112	MARKER, permanent , black, felt, bullet type, Refillable Pentel Pen Permanent (Black) fine w 1 extra ink	pcs	24	24	-	-
113	MARKER, permanent , black, felt, bullet type, Point Type (Black, Blue, Red, Green)	set	10	10	-	-
114	MARKER, permanent , black, felt, bullet type, Broad Type (Black, Blue, Red, Green)	set	10	10	-	-
115	MARKER, permanent , blue, felt, bullet type	box	173	87	43	43
116	MARKER, permanent , red, felt, bullet type red fine 12s/box	box	75	75	-	-
117	MARKER, permanent , bullet type, red	pc	1,386	694	346	346
118	Marker pen, permanent , bullet type, blue	pc	2,957	1,479	739	739
119	MARKER, permanent , black, felt, bullet type,	pc	6,144	3,072	1,536	1,536
120	MARKER, whiteboard , black, felt, bullet type,	box	73	73	-	-
121	MARKER, whiteboard , black, felt, bullet type,	pc	6,638	3,320	1,659	1,659
122	MARKER, whiteboard , blue, felt, bullet type, Marking Pen, Whiteboard, bullet type, color: blue	box	42	42	-	-
123	MARKER, whiteboard , blue, felt, bullet type	pc	1,603	803	400	400
124	MARKER, whiteboard , red, felt, bullet type	box	30	30	-	-
125	MARKER, whiteboard , red, felt, bullet type	pc	969	485	242	242
126	NUMBERING MACHINE , automatic, 10 digits	pc	2	2	-	-
127	PAPER CLIP , vinyl/plastic coated, 33mm, 100pcs/box	Box	3,848	1,924	962	962
128	PASTE , water well, 220gms	bottle	30	30	-	-
129	PENCIL , lead, with eraser 12s/box	box	2,528	1,264	632	632
130	PENCIL SHARPENER , Sharpener, for pencil, desktop sharpener; suitable for 6-8mm wooden and colored pencils; Weight: 385g; Dimension: 12cm x 8cm x 14cm	pc	371	187	92	92
131	PLASTIC COVER , heavy duty, 50 meters/roll, Jumbo roll, gauge 8 48x50m transparent	roll	15	15	-	-
132	PLASTIC COVER , heavy duty, 50 meters/roll 90cm x 120cm gauge 16	roll	25	25	-	-
133	PLASTIC COVER , heavy duty, 50 meters/roll .075mm, 1.20 meters, 50 meters per roll	roll	7	7	-	-

134	PLASTIC COVER, heavy duty, 50 meters/roll Gauge 4	roll	5	5	-	-
135	PLASTIC COVER, heavy duty, 50 meters/roll pvc roll, Size: 270cm x 122cm	roll	31	31	-	-
136	POST IT, 5colors, tape flag, 11x43 mm, 100's/pack	set	10	10	-	-
137	POST IT, green, tape flag, 1x1.71, 50's, 12pads/box	pc	20	20	-	-
138	POST IT, red, tape flag, 1x1.71, 50's, 12pads/box	pc	20	20	-	-
139	POST IT, tape flag,0.56x2.37, 100's/pack	pack	30	30	-	-
140	PAPER PUNCHER- heavy duty two holes Punching capacity: 150 sheets of 80gsm paper	pc	3	3	-	-
141	PUNCHER, paper, heavy duty, for paper, heavy duty, with two-hole guide	pc	875	438	219	218
142	PUSH PIN, flat head, assorted colors, 100s/box	box	288	144	72	72
143	REPORT COVER HOLDER, Legal	pc	10	10	-	-
144	RING BIND, 10mm, plastic, 84 rings	pc	50	50	-	-
145	RING BIND, 12mm, plastic, 84 rings	pc	80	80	-	-
146	RING BIND, 19mm, pvc binding, 10's/pack	pc	10	10	-	-
147	RING BIND, 25mm, plastic, 84 rings	pc	80	80	-	-
148	RING BIND, 32mm, plastic, 84 rings, 10's/bundle	bundle	119	119	-	-
149	RING BIND, 36-38mm, pvc binding, 20's/pack	pack	10	10	-	-
150	RING BIND, 51mm, plastic, 84 rings	pc	130	130	-	-
151	RING BIND, 8mm, plastic, 84 rings	pc	80	80	-	-
152	RING BINDER COMB, 12mm, plastic, (A4) Thickness: 12mm; Color: Transparent; 100pcs Plastic Comb Binder Rings A4 Size PVC 21Holes	pack	5	5	-	-
153	RING BINDER COMB, 20mm, plastic, (A4) Thickness: 20mm; Color: Transparent; 100pcs Plastic Comb Binder Rings A4 Size PVC 21Holes	pack	5	5	-	-
154	RING BINDER, 10mm, pvc binding, 10's/pack	pack	10	10	-	-
155	RING BINDER, Lever Arch file 9.5x15 inches - 2.5 inches	pack	100	100	-	-
156	RUBBER BAND, No. 18 70MM Lay flat length (#18)	Box	674	338	168	168
157	SIGN PEN, 0.7MM, Violet	pc	24	24	-	-
158	SIGN PEN, black, HI-TECH POINT, V10 Grip	pc	400	200	100	100
159	SIGN PEN, blue, HI-TECH POINT, V10 Grip	pc	400	200	100	100
160	SIGN PEN, Extra fine tip, blue	pc	6,150	3,076	1,538	1,536
161	SIGN PEN, Extra fine tip, green	pc	3	3	-	-
162	SIGN PEN, Extra fine tip, red	pc	1,900	950	475	475
163	SIGN PEN, liquid gel ink, green	pc	100	100	-	-
164	SIGN PEN, liquid gel ink, violet	pc	60	60	-	-
165	STAMP PAD, felt, min 60mm x 100mm	pc	746	374	187	185
166	STAMP PAD INK, purple or violet	bottle	832	416	208	208
167	STAPLER, standard type 200 staples min	pc	1,529	765	382	382
168	STAPLE REMOVER, plier-type, plastic	pc	2,044	1,022	511	511
169	STAPLE WIRE, 23/17, 1,000's/box	box	200	100	50	50
170	STAPLE WIRE, gun tacker, T50, 10mm, 5000 staples/box	box	10	10	-	-
171	STAPLE WIRE, No. 10. 1,000's/box	box	20	20	-	-
172	STAPLE WIRE, No. 35. 5,000's/box	box	180	180	-	-
173	STAPLE WIRE, standard 5000pc/box	box	9,363	4,682	2,341	2,340
174	TAPE, caution 3" x 300m/roll, yellow	roll	5	5	-	-
175	TAPE, double sided foam, 1 inch, 5meters per roll	roll	62	62	-	-
176	TAPE, double sided foam, 18mm width	roll	5	5	-	-
177	TAPE, double sided, 1 inch Adhesive, 24mm	roll	257	129	64	64
178	TAPE, double sided, 12mm x 45 m	roll	100	100	-	-
179	TAPE, double sided, 15mm, 20 meters per roll	roll	50	50	-	-
180	TAPE, double sided, 18mm x 21 m	roll	100	100	-	-
181	TAPE, double sided, 18mm, 10 meters	roll	72	72	-	-
182	TAPE, double sided, 2 inches	roll	30	30	-	-
183	TAPE, double sided, 2 inches, with foam, 5meters per roll	roll	50	50	-	-

184	TAPE , double sided, foam, 1 inch, 5 meters	roll	12	12	-	-
185	TAPE , double sided, tissue, 2 inches (48mm) x 10 Meters	roll	20	20	-	-
186	TAPE , electrical, size:0.16 mm x 19 mm X 16 m per roll	roll	100	100	-	-
187	TAPE , packaging, 24mm, 30meters per roll	roll	100	100	-	-
188	TAPE , packaging, 48mm, 30meters per roll	roll	1,804	902	451	451
189	TAPE , transparent, 48mm, 30meters per roll	roll	5,802	2,902	1,451	1,449
190	TAPE DISPENSER , Tabletop, Office Desk Tabletop Scotch Tapes Big Dual Core Holder can Holds 1in., 1/2in and 3/4-inch Big Adhesive Tapes - 8x14inches Clear Tapes Heavy Duty Dispensers w/ Cutter in Random Color	pc	222	112	56	54
191	CUSTOMIZED RUBBER STAMP , with the following text: "PERSONS WITH DISABILITY AFFAIRS OFFICE" "CERTIFIED TRUE COPY" "DATE"	pc	5	5	-	-
192	CUSTOMIZED STAMP , Self-Inking Stamp (Pre-Inked Office Stamp), with the following text: "PERSONS WITH DISABILITY AFFAIRS OFFICE" :RECEIVED". "DATE: ", "TIME: ", "RECEIVED BY: "	pc	5	5	-	-
193	CUTTING MAT , A3, green, Materials: Hard PVC	pc	9	9	-	-
194	DATING AND STAMPING MACHINE , Manual Stamp, Model: D4. 4mm in size. Year up to 2028	pc	5	5	-	-
195	GUN TACKER Dimension: 11.8cm X 2.5cm X 15.7cm, Made of all steel construction Wire: 0.7mm Crown: 11.3mm Length: 4-14mm	pc	2	2	-	-
196	PAPER CUTTER , wood A4 12x10 inches	pc	1	1	-	-
197	PAPER CUTTER , wood Heavy Duty Paper Cutter Wood Base (A3)	pc	1	1	-	-
198	PAPER CUTTER, HEAVY DUTY , 12X10in Wooden 12X10in Wooden A3 A4 A5 B4 B	pc	2	2	-	-
199	PLASTIC COVER , Gauge 15, 50 meters	roll	10	10	-	-
200	Trodat dater Customized self-inking stamp "CERTIFIED TRUE COPY" with GAD COUNCIL OFFICE name	pc	5	5	-	-
201	Trodat dater Customized self-inking stamp, S-160 mini dater	pc	3	3	-	-
202	Trodat dater Customized self-inking stamp "RECEIVING" with GAD COUNCIL OFFICE name	pc	5	5	-	-

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