



# University of Science and Technology of Southern Philippines

Alubijid | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon

## BID FORM

NAME OF THE PROJECT : **Proposed Procurement for the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO (1st Quarter 2022)**

APPROVED BUDGET OF CONTRACT : **TWO MILLION EIGHT HUNDRED SEVENTY-NINE THOUSAND SEVEN HUNDRED SIXTY ONE PESOS AND 75/100 (P2,879,761.75) ONLY**

BRIEF DESCRIPTION : **Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO**

SOURCE OF FUND : **GoP CY 2022**

CONTRACT DURATION : **Sixty (60) Calendar Days**

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
1	ACETATE, thickness: 0.075mm min (gauge #3)	2	rolls	932.60	P	P
7	ASEAN Flag, 100% polyester, 3' x 5'	5	pcs	495.00	P	P
8	BALLPEN, Fine Tips, Green	105	pcs	11.00	P	P
9	BATTERY, dry Cell, size AA, 2 pieces per blister pack	262	packs	39.93	P	P
10	BATTERY, dry Cell, size AAA, 2 pieces per blister pack	273	packs	21.70	P	P
11	BATTERY, dry Cell, size D, 1.5 volts, alkaline	10	packs	105.82	P	P
14	Brother Ink (Original) for DCP-T310 - D60BK - set of colors (Cyan, Magenta, Yellow & Black)	12	sets	715.00	P	P
15	BULB, Ultra Violet/ Money Discerner Bulb, 6.0"/152mm MOL, 0.63"/16mm MOD, 115 Approx Initial Lumens	10	pcs	302.50	P	P
16	CALCULATOR, compact, 12 digits, assorted color	7	units	381.54	P	P
17	CARBON PAPER, A4 size, blue, 100pcs/pack	5	packs	687.50	P	P
18	CARTOLINA, assorted colors, 10 pcs/pack	113	packs	92.09	P	P
19	CELL CARD, 2 GLOBE and 2 TM, worth 500 each	4	pcs	550.00	P	P
20	CERTIFICATE JACKET, with plastic cover, black, 210mm x 297mm (A4)	10	pcs	66.00	P	P
22	CLEARBOOK, 20 Transparent pockets for A4 size, assorted color	10	pcs	40.74	P	P
23	CLEARBOOK, 20 Transparent pockets, for Legal size, assorted color	200	pcs	42.25	P	P
24	CLIP, backfold, all metal, clamping: 19mm (-1mm), 12pcs/box	229	boxes	9.64	P	P
25	CLIP, backfold, all metal, clamping: 25mm (-1mm), 12pcs/box	252	boxes	16.74	P	P
26	CLIP, backfold, all metal, clamping: 32mm (-1mm), 12pcs/box	266	boxes	24.59	P	P
27	CLIP, backfold, all metal, clamping: 50mm (-1mm), 12pcs/box	248	boxes	60.06	P	P
28	CONTINUOUS FORM, 1 ply, 280 X 241mm, carbonless, 450 Cuts/pages	15	boxes	970.81	P	P
29	CONTINUOUS FORM, 3 ply, 280 X 241mm, carbonless, 450 Cuts/pages	68	boxes	972.40	P	P
30	CONSTRUCTION PAPER, Asstd colors, A4, 10 pcs/pack	5	packs	11.99	P	P
31	CORRECTION TAPE, film base type, min 6m	680	pcs	12.84	P	P

*John*

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
32	CUTTER KNIFE, for general purpose, 17.7 mm, assorted color	38	pcs	36.77	P	P
33	DATA FILE BOX, made of chipboard, with closed ends, 15" x 12" x 10"	133	pcs	84.92	P	P
34	DATA FOLDER, made of chipboard, taglia lock, 8 5/8 inches in height (for the front flap), 9 5/8 inches in height (for the back flap) and 11 3/4 inches in width, BLUE	180	pcs	75.50	P	P
35	DATA FOLDER, made of chipboard, taglia lock, 8 5/8 inches in height (for the front flap), 9 5/8 inches in height (for the back flap) and 11 3/4 inches in width, RED	100	pcs	82.78	P	P
36	DATING AND STAMPING MACHINE, heavy duty	36	pcs	499.36	P	P
37	DESK FILE ORGANIZER, 3-4 tier Metal mesh trays, Stackable Rack, Black	2	pcs	352.00	P	P
42	ENVELOPE, documentary, for A4 size document, assorted color, 100 pcs/box	11	boxes	740.40	P	P
43	ENVELOPE, DOCUMENTARY, for legal size document, assorted color, 100 pcs/box	111	boxes	1,019.88	P	P
44	ENVELOPE, expanding, kraftboard, for legal size doc, assorted color, 100 pcs/box	114	boxes	812.24	P	P
45	ENVELOPE, expanding, plastic, 0.50mm thickness min, assorted color	7	pcs	33.54	P	P
46	ENVELOPE, mailing, white, 70gsm, A4 size, 100 pcs/box	13	boxes	416.02	P	P
47	ENVELOPE, mailing, white, with window, Legal size, 100 pcs/box	2	boxes	477.05	P	P
48	EPSON 103 EcoTank Ink Set	25	boxes	1,100.00	P	P
49	EPSON, 003 BT, INK BLACK	50	carts	352.00	P	P
50	EPSON, 003 BT, INK CYAN	50	carts	352.00	P	P
51	EPSON, 003 BT, INK MAGENTA	50	carts	352.00	P	P
52	EPSON, 003 BT, INK YELLOW	50	carts	352.00	P	P
53	ERASER, FELT, for blackboard/whiteboard, 5" x 2" x 1"	5	pcs	11.33	P	P
56	FASTENER, metal, non-sharp edges, 70mm between prongs, 50 sets/box	153	boxes	91.75	P	P
57	FASTENER, PLASTIC, 25mm, 50 sets/box	14	boxes	77.00	P	P
58	FILE ORGANIZER, expanding, plastic, legal, 12 pockets, assorted color	87	pcs	94.64	P	P
59	FILE TAB DIVIDER, bristol board, for A4, 5pcs/set	85	sets	12.24	P	P
60	FILE TAB DIVIDER, bristol board, for legal, 5pcs/set	10	sets	15.65	P	P
63	FOLDER, Expanded, Legal, Brown	50	pcs	16.50	P	P
64	FOLDER, fancy, with slide, for A4 size documents, assorted color, 50pcs/bundle	134	bundles	297.44	P	P
65	FOLDER, fancy, with slide, for legal size documents, assorted color, 50pcs/bundle	166	bundles	343.07	P	P
66	FOLDER, L-type, PLASTIC, for A4 size documents, assorted color, 50pcs/pack	135	packs	188.57	P	P
67	FOLDER, L-type, PLASTIC, for legal size documents, assorted color, 50pcs/pack	121	packs	267.56	P	P
68	FOLDER, pressboard, size: 240mm x 370mm (-5mm), assorted color, 100pcs/box	5	boxes	1,047.90	P	P
69	FOLDER, TAGBOARD, with tab, for A4 size documents, assorted color, 50pcs/box	25	packs	306.90	P	P
70	FOLDER, TAGBOARD, with tab, for legal size documents, assorted color, 50pcs/box	23	packs	353.50	P	P

*Male*



ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
72	GLUE, all purpose, gross weight: 200 grams min	95	jars	78.65	P	P
74	INDEX TAB, self-adhesive, transparent, 5set/box	295	boxes	62.35	P	P
75	INK BOTTLE, BROTHER BT 6000 (black)	2	bottles	616.00	P	P
76	INK BOTTLE, Epson L200 model C4123 ink, Black	2	bottles	330.00	P	P
77	INK BOTTLE, Epson L200 model C4123 ink, Colored	2	bottles	302.50	P	P
78	INK BOTTLE, EPSON L3110, 65ml, 003BK, BLACK	11	bottles	297.00	P	P
79	INK BOTTLE, EPSON L3110, 65ml, 003C, CYAN	11	bottles	297.00	P	P
80	INK BOTTLE, EPSON L3110, 65ml, 003M, MAGENTA	10	bottles	297.00	P	P
81	INK BOTTLE, EPSON L3110, 65ml, 003Y, YELLOW	11	bottles	297.00	P	P
82	INK BOTTLE, HP Deskjet advantage 2645 Black	2	bottles	550.00	P	P
83	INK BOTTLE, HP Deskjet advantage 2645 Colored	2	bottles	330.00	P	P
84	INK BOTTLE, HP GT51, Black	42	bottles	412.50	P	P
85	INK BOTTLE, HP GT52, Cyan	31	bottles	412.50	P	P
86	INK BOTTLE, HP GT52, Magenta	36	bottles	412.50	P	P
87	INK BOTTLE, HP GT52, Yellow	36	bottles	412.50	P	P
88	INK CART, BROTHER (BT5000C), Cyan	48	carts	550.00	P	P
89	INK CART, BROTHER (BT5000M), Magenta	48	carts	550.00	P	P
90	INK CART, BROTHER (BT5000Y), Yellow	48	carts	550.00	P	P
91	INK CART, BROTHER (BTD60BK), Black	56	carts	550.00	P	P
92	INK CART, BROTHER LC40BK, Black	8	carts	1,001.00	P	P
93	INK CART, BROTHER LC40C, Cyan	7	carts	1,001.00	P	P
94	INK CART, BROTHER LC40M, Magenta	7	carts	1,001.00	P	P
95	INK CART, BROTHER LC40Y, Yellow	7	carts	1,001.00	P	P
96	INK CART, BROTHER LC67B, Black	9	carts	1,001.00	P	P
97	INK CART, BROTHER MFC-T810W, Color: YELLOW, Magenta, Black, Cyan	1	carts	3,960.00	P	P
98	INK CART, CANON CL-741, Colored	7	carts	1,087.94	P	P
99	INK CART, CANON PG-740, Black	8	carts	829.40	P	P
100	INK CART, EPSON C13T664100 (T6641), Black	134	carts	274.56	P	P
101	INK CART, EPSON C13T664200 (T6642), Cyan	134	carts	274.56	P	P
102	INK CART, EPSON C13T664300 (T6643), Magenta	134	carts	274.56	P	P
103	INK CART, EPSON C13T664400 (T6644), Yellow	134	carts	274.56	P	P
104	INK CART, HP Laserjet Pro M101-M104	2	carts	1,650.00	P	P
105	INK CARTRIDGE, BROTHER LC 3617BK (black)	4	carts	792.00	P	P

*male*

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
106	Ink Cartridge, HP T6L89AA (HP905) Cyan	15	carls	498.98	P	P
107	Ink Cartridge, HP T6L93AA (HP905) Magenta	15	carls	498.98	P	P
108	Ink Cartridge, HP T6L97AA (HP905) Yellow	15	carls	498.98	P	P
109	Ink Cartridge, HP T6M01AA (HP905) Black	15	carls	815.41	P	P
110	INK, for stamp pad, violet/purple	30	bottles	34.67	P	P
111	INK, HP Ink Tank 315, genuine, black	17	pcs	550.00	P	P
112	INK, HP Ink Tank 315, genuine, cyan	8	pcs	550.00	P	P
113	INK, HP Ink Tank 315, genuine, magenta	8	pcs	550.00	P	P
114	INK, HP Ink Tank 315, genuine, yellow	8	pcs	550.00	P	P
119	MAGAZINE FILE BOX, LARGE size, made of chipboard, assorted color	105	pcs	45.76	P	P
120	MARKER, fluorescent, 3 assorted colors per set	189	sets	40.33	P	P
121	MARKER, permanent, black, bullet type	215	pcs	9.88	P	P
122	MARKER, permanent, blue, bullet type	203	pcs	9.88	P	P
123	MARKER, permanent, red, bullet type	37	pcs	9.88	P	P
124	MARKER, whiteboard, black, felt tip, bullet type	168	pcs	14.72	P	P
125	MARKER, whiteboard, blue, felt tip, bullet type	166	pcs	14.72	P	P
126	MARKER, whiteboard, red, felt tip, bullet type	117	pcs	14.72	P	P
128	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min, 100 sheets/pad	325	pads	59.49	P	P
129	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min, 100 sheets/pad	385	pads	40.76	P	P
130	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min, 100 sheets/pad	400	pads	65.21	P	P
131	NOTEBOOK, stenographer, spiral, 40 leaves	20	pcs	13.24	P	P
132	PAPER BOOK, subs. 20, A4, 500 sheets/Ream	70	reams	143.00	P	P
133	PAPER BOOK, subs. 20, legal, 500 sheets/Ream	65	reams	176.00	P	P
134	PAPER BOOK, subs. 20, Short, 500 sheets/Ream	14	reams	132.00	P	P
135	PAPER CLIP, vinyl/plastic coated, length: 32mm min, 100pcs/box	219	boxes	8.54	P	P
136	PAPER CLIP, vinyl/plastic coated, length: 50mm min, 100pcs/box	194	boxes	15.16	P	P
137	PAPER, Multicopy, 80 gsm, size: A3, 500 sheets/Ream	4	reams	495.00	P	P
138	PAPER, MULTICOPY, A4, 80 gsm, size: 210mm x 297mm, 500 sheets/Ream	870	reams	150.32	P	P
139	PAPER, MULTICOPY, Legal, 80gsm, size: 216mm x 330mm, 500 sheets/Ream	637	reams	140.48	P	P
140	PAPER, Multi-Purpose Copy, A4, 70 gsm, size: 210mm x 297mm, 500 sheets/Ream	841	reams	108.09	P	P
141	PAPER, multi-purpose Copy, legal, 70gsm, size: 216mm x 330mm, 500 sheets/Ream	695	reams	130.31	P	P
142	Pen Holder, metal, cylinder, black	5	pcs	115.50	P	P
143	PENCIL SHARPENER, manual, single cutter head, Heavy Duty, assorted colors	7	pcs	222.94	P	P

*Jack*



ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
144	PENCIL, lead, with eraser, wood cased, hardness: HB, 12pcs/box	36	boxes	22.87	P	P
145	PHILIPPINE NATIONAL FLAG, 100% polyester, 3' x 5'	5	pcs	313.32	P	P
146	PORTAFILE, color Red, long	134	pcs	110.00	P	P
150	PUNCHER, paper, heavy duty, with two hole guide, blue	18	pcs	165.88	P	P
152	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	70	books	77.79	P	P
153	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	299	books	112.11	P	P
154	RIBBON CART, EPSON C13S015531 (S015086), Black	20	carts	809.95	P	P
155	RIBBON CART, EPSON C13S015327 (For FX-2190), Black	11	carts	400.00	P	P
156	RIBBON CARTRIDGE, LQ310	95	pcs	88.00	P	P
157	RIBBON Cartridge, LX 300+II	35	pcs	132.00	P	P
158	RIBBON, EPSON LQ 680 Pro	20	pcs	302.50	P	P
159	RIBBON, Fujitsu Printer DL 38500+ black (KA02004-C801)	5	ribbons	935.00	P	P
160	RING BINDER, plastic, 32mm, 84 rings, Blue	13	bundles	263.77	P	P
161	RUBBER BAND, 70mm min lay flat length (#18)	6	boxes	110.06	P	P
162	RULER, plastic, 450mm, width: 38mm min	11	pcs	19.45	P	P
164	SCISSORS, symmetrical, blade length: 65mm min, Blue	26	pairs	44.62	P	P
166	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	973	pcs	22.29	P	P
167	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	865	pcs	22.29	P	P
168	SIGN PEN, red, liquid/gel ink, 0.5mm needle tip	535	pcs	22.29	P	P
170	STAMP PAD, felt, bed dimension: 60mm x 100mm min, violet/purple	20	pcs	38.45	P	P
171	STAPLE REMOVER, plier type, Stainless Steel	26	pcs	27.39	P	P
172	Staple Wire, 23/6	10	boxes	295.90	P	P
173	STAPLE WIRE, for heavy duty staplers, (23/13) or heavy duty, binder type	52	boxes	21.74	P	P
174	STAPLE WIRE, standard No. 35, (26/6)	326	boxes	24.65	P	P
175	STAPLER, standard type, load cap: 200 staples min, Blue	45	pcs	154.44	P	P
176	STICKER PAPER, A4, Matte, 50 pcs/reams	15	reams	275.00	P	P
178	TAPE DISPENSER, table top, for 24mm width tape, blue	6	pcs	70.62	P	P
179	Tape, Double adhesive, 2", 48mm x 30m	5	rolls	180.40	P	P
180	TAPE, electrical, 18mm x 16mm min	5	rolls	20.54	P	P
181	TAPE, masking, width: 24mm (±1mm)	228	rolls	60.06	P	P
182	TAPE, MASKING, width: 48mm (±1mm)	156	rolls	117.26	P	P
183	TAPE, packaging, width: 48mm (±1mm)	144	rolls	24.60	P	P
184	TAPE, transparent, width: 24mm (±1mm)	394	rolls	11.10	P	P

*Jade*

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
185	TAPE, transparent, width: 48mm (±1mm)	183	rolls	21.97	P	P
189	TONER CART, HP CB435A, Black	37	carts	3,718.00	P	P
190	TONER CART, HP CE278A, Black	2	carts	4,347.20	P	P
191	TONER CART, HP CE285A (HP85A), Black	108	carts	3,775.20	P	P
192	TONER CART, Kyocera TK-1175, Black	11	carts	7,700.00	P	P
193	TONER CART, SAMSUNG MLT-D105L, Black	3	carts	3,718.00	P	P
194	TONER CARTRIDGE, BROTHER TN-1000	20	carts	2,200.00	P	P
195	Toner Cartridge, HP CF217A (HP17A) Black Laser Jet	31	carts	3,348.49	P	P
196	TONER CCART, Kyocera, TK 1147	4	carts	7,150.00	P	P
197	TONER POWDER, BROTHER TN-1000 (150g)	20	packs	550.00	P	P
198	TONER, Brother 2280	4	pcs	2,475.00	P	P
199	TONER, HP Laserjet, genuine, CF 230A	10	carts	4,400.00	P	P
202	Whiteboard brackout type mobile writing board home office children blackboards teaching training magnetic white class erasable kanban double sided, 50x70cm, white green	1	pc	4,180.00	P	P
<b>TOTAL:</b>						<b>P</b>

Total Bid Price in Figure: \_\_\_\_\_

Total Bid Price in Words: \_\_\_\_\_

Name and Signature of Bidder: \_\_\_\_\_

All bid proposals must be sealed in envelopes properly labeled and submitted to this University on or before the deadline of submission of bids, **November 22, 2021, 10:00 A.M.** at the Procurement Services, 2nd Level Gymnasium Lobby, University of Science and Technology of Southern Philippines, C.M. Recto Ave., Lapasan Cagayan de Oro City.

The University of Science and Technology of Southern Philippines assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid. The USTSP neither assumes any obligation for whatsoever losses that the bidders may incur in the preparation on their bids nor guarantee that an award will be made.

  
**ATTY. JONATHAN S. OCHE**  
 BAC I Chairperson