



University of Science and Technology of Southern Philippines

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

BID FORM

NAME OF THE PROJECT : **PROPOSED PROCUREMENT FOR THE SUPPLY AND DELIVERY OF COMMON OFFICE SUPPLIES AND EQUIPMENT FOR USTP-CDO (1ST QUARTER CY 2023)**

APPROVED BUDGET OF : **ONE MILLION SIX HUNDRED TWENTY-NINE THOUSAND TWO HUNDRED SIXTY-NINE PESOS AND 47/100 (P1,629,269.47) ONLY**

BRIEF DESCRIPTION : **SUPPLY AND DELIVERY OF COMMON OFFICE SUPPLIES AND EQUIPMENT FOR USTP-CDO (1ST QUARTER CY 2023)**

SOURCE OF FUND : **APP-CSE CY 2023 thru Early Procurement Activity for CY 2023**

CONTRACT DURATION : **SIXTY (60) CALENDAR DAYS (ONE LOT)**

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
3	CLEARBOOK, 20 transparent pockets, A4	110	piece	36.20	P	P
4	CLEARBOOK, 20 transparent pockets, legal	144	piece	39.99	P	P
5	ERASER, plastic/ rubber	93	piece	4.92	P	P
6	SIGN PEN, Black, liquid or gel, 0.5mm	1271	piece	24.42	P	P
7	SIGN PEN, Blue, liquid or gel, 0.5mm	830	piece	24.42	P	P
8	SIGN PEN, Red, liquid or gel, 0.5mm	189	piece	24.42	P	P
9	WRAPPING PAPER, kraft, 50 sheets per pack	8	pack	177.32	P	P
12	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	190	pack	22.53	P	P
13	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	144	pack	20.17	P	P
14	BATTERY, dry cell, size D, Two (2) pieces per blister pack	33	pack	105.82	P	P
31	INK, for stamp pad, 50mL, violet	26	bottle	31.80	P	P
34	ACETATE, 50 meters per roll	3	roll	1,066.87	P	P
35	CARBON FILM, A4, 100 sheets per box	5	box	243.10	P	P
36	CARBON FILM, Legal, 100 sheets per box	6	box	262.39	P	P
39	PHILIPPINE NATIONAL FLAG, (3 x 6 ft)	1	piece	313.32	P	P
42	GLUE, all-purpose, 200 grams per jar	33	jar	77.79	P	P

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
43	STAPLE WIRE, heavy duty (binder type), 23/13	45	box	24.81	P	P
44	STAPLE WIRE, standard, (26/6)	160	box	26.13	P	P
45	TAPE, electrical, (3/4" x 66ft)	57	roll	21.40	P	P
46	TAPE, masking, 24mm	94	roll	68.07	P	P
47	TAPE, masking, 48 mm	65	roll	133.28	P	P
48	TAPE, packaging, 48 mm	90	roll	24.60	P	P
49	TAPE, transparent, 24mm	195	roll	12.30	P	P
50	TAPE, transparent, 48 mm	124	roll	24.83	P	P
52	RULER, plastic, 450 mm	32	piece	18.30	P	P
54	BINDING AND PUNCHING MACHINE, 50mm binding capacity	4	unit	10,488.19	P	P
55	CALCULATOR, Compact, with 12 digit.	17	unit	292.86	P	P
56	CHALK, white enamel, 100 pieces per box	5	box	36.27	P	P
57	CLIP, backfold, 19mm	107	box	9.59	P	P
58	CLIP, backfold, 25mm	90	box	16.23	P	P
59	CLIP, backfold, 32mm	115	box	28.11	P	P
60	CLIP, backfold, 50mm	117	box	61.64	P	P
61	CORRECTION TAPE, 8 meters	437	piece	12.68	P	P
62	CUTTER/UTILITY KNIFE, for general purpose	48	piece	36.77	P	P
63	DATA FILE BOX, 15" x 12" x 10"	98	piece	84.92	P	P
64	DATA FOLDER, 8 5/8" x 9 5/8" x 11 3/4"	44	piece	75.50	P	P
65	DATING AND STAMPING MACHINE	1	piece	499.36	P	P
66	ENVELOPE, Documentary, A4, 500 pieces per box	3	box	840.84	P	P
67	ENVELOPE, Documentary, legal, 500 pieces per box	3	box	1,078.79	P	P
68	ENVELOPE, Expanding, Kraft, 100 pieces per box	1	box	812.24	P	P

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
69	ENVELOPE, Mailing, 500 pieces per box	1	box	475.77	P	P
70	ERASER, felt, for blackboard/whiteboard	40	piece	12.55	P	P
71	FASTENER, metal, non-sharp edges, 50 sets per box	50	box	104.10	P	P
72	FILE ORGANIZER, expanding, plastic, legal	31	piece	93.72	P	P
73	FILE TAB/INDEX DIVIDER, bristol board, A4	35	set	12.24	P	P
74	FILE TAB/INDEX DIVIDER, bristol board, legal	40	set	15.65	P	P
75	FOLDER, Fancy with slide, A4, 50 pieces per bundle	25	bundle	297.44	P	P
76	FOLDER, Fancy with slide, legal, 50 pieces per bundle	37	bundle	315.17	P	P
77	FOLDER, L-type, A4, 50 pieces per pack	6	pack	206.29	P	P
78	FOLDER, L-type, legal, 50 pieces per pack	22	pack	262.43	P	P
79	FOLDER, pressboard, 100 pieces per box	27	box	1,047.90	P	P
80	FOLDER with tab, A4, 100 pieces per pack	16	pack	318.03	P	P
81	FOLDER with tab, legal, 100 pieces per pack	15	pack	366.59	P	P
82	INDEX TAB, self-adhesive, transparent, 5 sets per box	372	box	69.42	P	P
83	MAGAZINE FILE BOX, Large	50	piece	45.76	P	P
84	MARKER, Flourescent, 3 colors per set	80	set	40.32	P	P
85	MARKER, Permanent, Black	237	piece	8.22	P	P
86	MARKER, Permanent, Blue	183	piece	8.22	P	P
87	MARKER, Permanent, Red	84	piece	8.22	P	P
88	MARKER, Whiteboard, Black	299	piece	10.62	P	P
89	MARKER, Whiteboard, Blue	233	piece	10.62	P	P
90	MARKER, Whiteboard, Red	103	piece	10.61	P	P
91	PAPER CLIP, vinly/plastic coated, 33mm	110	box	9.70	P	P
92	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	92	box	15.16	P	P

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
93	PAPER TRIMMER/CUTTING MACHINE, table top	2	unit	10,227.36	P	P
94	PENCIL, lead/graphite, with eraser, one (1) dozen per box	175	box	22.87	P	P
95	PENCIL SHARPENER, manual, single cutter head	13	piece	234.16	P	P
96	PUNCHER, paper, heavy duty, blue	29	piece	165.88	P	P
97	RING BINDER, plastic, 32 mm, 10 pieces per bundle	10	bundle	301.65	P	P
98	RUBBER BAND No. 18, 350g	2	box	148.72	P	P
99	STAMP PAD, felt, violet	36	piece	43.91	P	P
100	SCISSORS, symmetrical or asymmetrical	72	pair	36.71	P	P
101	STAPLER, standard type	63	piece	160.16	P	P
102	STAPLER, heavy duty (binder type), desktop	4	unit	976.98	P	P
103	STAPLE REMOVER, plier type, stainless steel	41	piece	30.66	P	P
104	TAPE DISPENSER, table top	23	piece	80.08	P	P
105	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	43	pack	92.09	P	P
106	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box	10	box	1,129.13	P	P
107	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets per box	66	box	869.44	P	P
108	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box	13	box	1,658.80	P	P
109	LOOSELEAF COVER, 50 sets per bundle	2	bundle	874.46	P	P
110	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	111	pad	40.77	P	P
111	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	131	pad	65.21	P	P
112	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	76	pad	57.20	P	P
113	NOTEBOOK, stenographer, 80 leaves	86	piece	13.24	P	P
114	PAPER, MULTICOPY A4, 500 sheets per ream	961	ream	182.22	P	P
115	PAPER, MULTICOPY LEGAL, 500 sheets per ream	204	ream	208.10	P	P
116	PAPER, MULTIPURPOSE A4, 500 sheets per ream	270	ream	151.51	P	P

job

2

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
117	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	157	ream	174.80	P	P
118	PAD PAPER, ruled	10	pad	23.68	P	P
119	RECORD BOOK, 300 PAGES	79	book	68.64	P	P
120	RECORD BOOK, 500 PAGES	97	book	114.40	P	P
125	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	40	cart	274.56	P	P
126	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	12	cart	274.56	P	P
127	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	12	cart	274.56	P	P
128	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	12	cart	274.56	P	P
129	TONER CARTRIDGE, HP CB435A, Black	4	cart	3,409.12	P	P
130	TONER CARTRIDGE, HP CE278A, Black	5	cart	4,116.11	P	P
131	TONER CARTRIDGE, HP CE285A (HP85A), Black	58	cart	3,566.99	P	P
132	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	6	cart	3,166.59	P	P
133	TONER CARTRIDGE, SAMSUNG MLT-D105L, Black	4	cart	3,718.00	P	P
135	INK REFILL HP SMART TANK (GT52), BLACK	4	piece	1,205.60	P	P
136	INK REFILL HP SMART TANK (GT52), YELLOW	4	piece	1,205.60	P	P
137	INK REFILL HP SMART TANK (GT52), CYAN	4	piece	1,205.60	P	P
138	INK REFILL HP SMART TANK (GT52), MAGENTA	4	piece	1,205.60	P	P
139	INK CART, BROTHER DCP-7310 (BT5000) MAGENTA	66	cart	549.12	P	P
140	INK CART, BROTHER DCP-7310 (BT5000) CYAN	66	cart	549.12	P	P
141	INK CART, BROTHER DCP-7310 (BT5000) YELLOW	66	cart	549.12	P	P
142	INK CART, BROTHER DCP-7310 (BTD60) BLACK	76	cart	549.12	P	P
149	EPSON 003 BT, INK BLACK	14	cart	352.00	P	P
150	Laid Paper, long, Beige	1	ream	935.00	P	P
154	Original Ink Cartridge for DCP-J100 Brother, LC535XXL-Black	2	cart	770.00	P	P

hmb

g

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
155	Original Ink Cartridge for DCP-J100 Brother, LC535XXL-Magenta	2	cart	770.00	P	P
156	Original Ink Cartridge for DCP-J100 Brother, LC535XXL-Yellow	2	cart	770.00	P	P
157	Original Ink Cartridge for DCP-J100 Brother, LC535XXL-Cyan	2	cart	770.00	P	P
162	Inkjet Glossy Photopaper 20pcs/pack	50	pack	121.00	P	P
163	EPSON 003 Ink for L5190 Printer, Black	30	cart	308.00	P	P
164	EPSON 003 Ink for L5190 Printer, Cyan	20	cart	308.00	P	P
165	EPSON 003 Ink for L5190 Printer, Magenta	20	cart	308.00	P	P
166	EPSON 003 Ink for L5190 Printer, Yellow	20	cart	308.00	P	P
167	INK BOTTLE, HP GT51, Black	10	bottle	418.00	P	P
168	INK BOTTLE, HP GT52, Cyan	5	bottle	418.00	P	P
169	INK BOTTLE, HP GT52, Magenta	5	bottle	418.00	P	P
170	INK BOTTLE, HP GT52, Yellow	5	bottle	418.00	P	P
171	HEAVY DUTY SCISSORS	5	pcs	550.00	P	P
172	Folder, long white (expanded) 10pcs/pack	2	pack	357.50	P	P
173	Double Sided tape, 1"	38	roll	49.50	P	P
174	KYOCERA Toner Kit (Black) TK-1175	5	cart	3,300.00	P	P
175	Excellent Writing 0.5mm Gel Ink Pen (blue) Sign Pen 10pcs/pack	2	pack	286.00	P	P
176	Excellent Writing 0.5mm Gel Ink Pen (black) Sign Pen 10pcs/pack	2	pack	286.00	P	P
181	Glue Stick, All purpose Glue, 36g	1	pcs	44.00	P	P
182	Lever Arch File Lateral, 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, with plastic pocket for label, RED,	100	pcs	165.00	P	P
183	Lever Arch File Lateral, 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, with plastic pocket for label, BLUE	100	pcs	165.00	P	P
184	RIBBON, Fujitsu Printer DL 3850+ black (KA02004-C801)	15	ribbon	1,210.00	P	P

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
185	Waterproof File Organizer Document Bag with handle	3	pcs	390.50	P	P
186	BALLPEN, Fine tips, Black	100	pcs	22.00	P	P
187	Imaging Drum HP CF 21a 19a laserjet	2	pcs	3,850.00	P	P
188	Sticky Note size: 3x3 inches bright color self sticks pads easy to post	20	pcs	44.00	P	P
189	Sticky Note size: 4x6 inches bright color self sticks pads easy to post	20	pcs	44.00	P	P
190	Sticky Note size: 8x6 inches bright color self sticks pads easy to post	20	pcs	44.00	P	P
191	SIGN PEN, Green, liquid or gel	17	pcs	24.42	P	P
192	Calculator with H/M/S MS-170TV	1	pcs	440.00	P	P
193	Arch File A4 2 Ring Document file	7	pcs	143.00	P	P
194	PAPER FASTENER, Plastic	5	box	55.00	P	P
195	Tape, Masking 50mm x 50m	10	roll	330.00	P	P
196	Packaging tape, transparent (50mm x 100m)	3	roll	77.00	P	P
197	Packaging tape, brown (50mm x 300m)	9	roll	363.00	P	P
198	Packaging tape, brown (50mm x 100m)	9	roll	165.00	P	P
199	Notebook, Hardcover, 80 leaves	3	pcs	165.00	P	P
200	Sticky Notes .07"x3"	10	pad	55.00	P	P
201	Glue Stick, All purpose Glue, 22g	1	stick	66.00	P	P
202	BROTHER LC 3619XL BK (black) Cartridge Ink (Printer: Brother MFC-J2730DW)	2	pcs	990.00	P	P
203	BROTHER LC 3617Y (yellow) Cartridge Ink (Printer: Brother MFC-J2730DW)	8	pcs	990.00	P	P
204	BROTHER LC 3617C (cyan) Cartridge Ink (Printer: Brother MFC-J2730DW)	8	pcs	990.00	P	P
205	BROTHER LC 3617M (magenta) Cartridge Ink (Printer: Brother MFC-J2730DW)	8	pcs	990.00	P	P
206	Highlighter Pen (yellow, green, orange) 3pcs/pack	9	pack	66.00	P	P
207	AA Ni-MH Rechargeable Battery 1900mAh (4pcs/pack)	6	pack	550.00	P	P
208	Double sided foam tape 1"x5m	3	roll	71.50	P	P

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
209	Double sided adhesive PE Foam tape 25mmx5m (black)	3	roll	495.00	P	P
210	Duct Tape rubberized 48mmx10m	8	roll	308.00	P	P
211	Sticker Paper, A4 MAT	10	pcs	11.00	P	P
212	Sticker Paper, A4 (105gsm, 50 sheets)	5	sheet	110.00	P	P
213	Sticker Paper, A4 (105gsm, 20 sheets)	5	sheet	55.00	P	P
215	PVC Cover Clear (A4-300) (210mm x 297mm) (300micron) (100 pieces)	2	pack	440.00	P	P
216	Plastic folder with pockets (8.5 x 14 inches)	2	pack	198.00	P	P
217	Folder, white (for A4 paper) (10 pcs/pack)	2	pack	203.50	P	P
218	Folder, white (for Legal size paper)(10 pcs.pack)	2	pack	198.00	P	P
219	Folder, brown (for A4 size paper)(10 pcs/pack)	2	pack	192.50	P	P
220	Folder, brown (for Legal size paper)(10 pcs/pack)	2	pack	198.00	P	P
221	Portfolio Expandable Envelope with elastic string (long, brown)	4	pcs	23.10	P	P
222	Long Brown Envelope	5	pcs	5.50	P	P
223	Post it sticky note page (1/2 x 2 inches)	3	pcs	22.00	P	P
224	Sticky notes pads assorted color (3x3 inches)	3	pcs	38.50	P	P
225	Picture Frame (for A4 paper), assorted color	10	pcs	27.50	P	P
226	Certificate Holder (8.5mmx11mm)	8	pcs	60.50	P	P
228	Ink for Epson (L3250) - Cyan	3	bottle	330.00	P	P
229	Ink for Epson (L3250) - Magenta	3	bottle	330.00	P	P
230	Ink for Epson (L3250) - Yellow	3	bottle	330.00	P	P
231	Ink for Epson (L3250) - Black	3	bottle	330.00	P	P
233	Porta file (RED), 15" x 12" x 10"	292	pcs	242.00	P	P
234	BALLPEN, Fine tips, Green, 0.5 mm	12	pcs	22.00	P	P
241	Paper, Book, A4	26	ream	165.00	P	P

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
242	Dot Matrix EPSON LQ 680 PRO Ribbon	12	pcs	302.50	P	P
243	Continuous Form 4 ply 280X24 1mm, carbonless	12	box	972.40	P	P
244	Mailing Envelope (white, 63/4-x-Marine Brand - for legal size)	20	box	475.77	P	P
245	INK CART, EPSON L3110, 003 Cyan	10	cart	297.00	P	P
246	INK CART, EPSON L3110, 003 Magenta	9	cart	297.00	P	P
247	INK CART, EPSON L3110, 003 Yellow	9	cart	297.00	P	P
248	Pen Holder, metal, assorted color	9	pcs	297.00	P	P
249	Document Metal Desk Organizer Tray Filling Organizer Three (2) Layer	5	piece	115.50	P	P
250	Double Sided Tape Strong Adhesive For Office School Supplies Powerful Stationery Scrapbooking Masking Tape Paper Paste	1	piece	495.00	P	P
251	Branded STAPLER with REMOVER HEAVY DUTY GOOD QUALITY Max	10	pcs	33.00	P	P
252	Paper, Specialty work type, A4 (for certificates), 90 gsm. Cream color	2	pcs	440.00	P	P
253	Ink, Genuine, Black - Brother DCPT-T720DW	150	pcs	22.00	P	P
259	Ink, Genuine, Cyan - Brother DCPT-T720DW	5	cart	880.00	P	P
260	Ink, Genuine, Magenta - Brother DCPT-T720DW	3	cart	880.00	P	P
261	Ink, Genuine, Yellow - Brother DCPT-T720DW	3	cart	880.00	P	P
262	CLIP, Bulldog, 75mm	3	cart	880.00	P	P
263	Ribbon, Epson LX 310	25	box	82.50	P	P
264	Ribbon, Epson LX 300 + II	10	piece	165.00	P	P
265	Sticker Paper, color: white, 20pcs/pack, LEGAL	10	piece	242.00	P	P
266	Sticker Paper, color: blue, 20pcs/pack, LEGAL	20	pack	220.00	P	P
267	CONSTRUCTION COLORED PAPER, A4	20	pack	220.00	P	P
269	STICKER PAPER, Matte	20	pack	55.00	P	P
270	LAMINATING FILM, A4	20	pack	165.00	P	P

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
272	PUSH PINS, 100's/box, assorted colors	10	box	383.90	P	P
273	PHOTOPAPER, A4, 10's/pack	20	pack	38.50	P	P
274	CERTIFICATE PAPER, A4, 100 GSM	20	pack	165.00	P	P
275	CERTIFICATE PAPER, A4, 100 GSM	20	pack	165.00	P	P
276	SPECIAL PAPER, A5 200 GSM	30	pack	55.00	P	P
278	RING BINDER, 6mm (1/4)	10	pieces	6.60	P	P
279	RING BINDER, 8mm (5/6)	10	pieces	8.80	P	P
280	RING BINDER, 10mm (3/8)	10	pieces	11.00	P	P
281	RING BINDER, 11mm (7/16)	10	pieces	11.00	P	P
282	Brown Envelope A4	1	box	738.10	P	P
282	Brown Envelope Legal	1	box	1,020.14	P	P
284	Index Tab 5 Ft. clear	10	pc	66.00	P	P
285	Index Tab 5 Ft. red	10	pc	66.00	P	P
286	Index Tab 5 Ft. yellow	10	pc	66.00	P	P
287	Ink for Stamp Pad Red	25	bottle	34.67	P	P
288	Stamp Pad, Red	20	pc	38.45	P	P
289	Stamp Pad, Violet	20	pc	38.45	P	P
TOTAL:						P

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, **December 19, 2022, 1:30 P.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.

Jonathan S. Ocche
ATTY. JONATHAN S. OCHE
 BAC I Chairperson