



BID FORM

NAME OF THE PROJECT : **PROPOSED PROCUREMENT OF THE SUPPLY AND DELIVERY OF COMMON OFFICE SUPPLIES AND EQUIPMENT FOR USTP-CDO CAMPUS (1ST QUARTER CY 2024)**

APPROVED BUDGET OF : **ONE MILLION FIVE HUNDRED FORTY-TWO THOUSAND TWO HUNDRED THIRTY-EIGHT PESOS AND 84/100 (P1,542,238.84) ONLY**

BRIEF DESCRIPTION : **SUPPLY AND DELIVERY OF COMMON OFFICE SUPPLIES AND EQUIPMENT FOR USTP-CDO CAMPUS (1ST QUARTER CY 2024)**

SOURCE OF FUND : **GAA CY 2024 THRU EARLY PROCUREMENT ACTIVITY FOR CY 2024**

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 for A4 size	10	box	38.90	P	P
4	CLEARBOOK, 20 Transparent pockets for Legal size	10	box	42.33	P	P
5	ERASER, plastic/rubber	110	piece	10.30	P	P
6	SIGN PEN, Fine Tip, Black, liquid or gel	1039	piece	49.19	P	P
7	SIGN PEN, Medium Tip, Black, liquid or gel	34	piece	62.92	P	P
8	SIGN PEN, Fine Tip, Blue, liquid or gel	859	piece	49.19	P	P
9	SIGN PEN, Medium Tip, Blue, liquid or gel	34	piece	62.92	P	P
10	SIGN PEN, Fine Tip, Red, liquid or gel	632	piece	50.34	P	P
11	SIGN PEN, Medium Tip, Red, liquid or gel	24	piece	62.92	P	P
12	BATTERY, dry cell, size AA, 2 pieces per blister pack	257	pack	24.02	P	P
13	BATTERY, dry cell, size AAA, 2 pieces per blister pack	42	pack	21.74	P	P
14	BATTERY, dry cell, size D, 1.5 volts, alkaline	20	pack	101.82	P	P
26	INK, for stamp pad, violet/purple	4	bottle	34.32	P	P
31	GLUE, all-purpose, 200 grams min	123	jar	77.79	P	P
32	STAPLE WIRE, standard, No. 35 (26/6)	350	box	26.14	P	P
33	TAPE, masking, width: 24mm	45	roll	68.07	P	P
34	TAPE, masking, width: 48mm	52	roll	133.28	P	P
35	TAPE, packaging, width: 48mm	39	roll	33.18	P	P
36	TAPE, transparent, width: 24mm	334	roll	12.58	P	P
37	TAPE, transparent, width: 48mm	42	roll	26.31	P	P
39	RULER, flexible, plastic, 450mm	65	piece	22.88	P	P

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
40	BINDING AND PUNCHING MACHINE, 50mm binding capacity	1	unit	11,115.10	P	P
41	CALCULATOR, Compact, 12 digits	6	unit	315.74	P	P
42	CLIP, backfold, all metal, clamping: 19mm (-1mm), 12pcs/box	149	box	10.30	P	P
43	CLIP, backfold, all metal, clamping: 25mm (-1mm), 12pcs/box	147	box	17.16	P	P
44	CLIP, backfold, all metal, clamping: 32mm (-1mm), 12pcs/box	170	box	29.74	P	P
45	CLIP, backfold, all metal, clamping: 50mm (-1mm), 12pcs/box	168	box	66.35	P	P
46	CORRECTION TAPE, film base type, min 10m	710	piece	12.68	P	P
47	CUTTER/UTILITY KNIFE, for general purpose	7	piece	34.89	P	P
48	DATA FILE BOX, made of chipboard, with closed ends, 15" x 12" x 10"	105	piece	84.92	P	P
49	DATA FOLDER, 8 5/8" x 9 5/8" x 11 3/4"	1	piece	75.50	P	P
50	ENVELOPE, Documentary, A4, 500 pieces per box	39	box	924.35	P	P
51	ENVELOPE, Documentary, legal, 500 pieces per box	41	box	1,186.33	P	P
52	ENVELOPE, Expanding, Kraft, 100 pieces per box	3	box	1,512.37	P	P
53	ENVELOPE, Mailing, 500 pieces per box	11	box	513.66	P	P
54	ERASER, felt, for blackboard/whiteboard, 5" x 2" x 1"	5	piece	13.56	P	P
55	FASTENER, metal, non-sharp edges, 50 sets per box	138	box	104.10	P	P
56	FILE ORGANIZER, expanding, plastic, legal	1	piece	93.72	P	P
57	FOLDER, L-type, legal, 50 pieces per pack	3	pack	262.43	P	P
58	FOLDER, pressboard, 100 pieces per box	3	box	1,047.90	P	P
59	FOLDER, TAGBOARD, with tab, for A4 size documents, assorted color, 25 pcs/packs	108	pack	427.86	P	P
60	FOLDER, TAGBOARD, with tab, for legal size documents, assorted color, 25pcs/packs	107	pack	470.18	P	P
61	INDEX TAB, self-adhesive, blue, 5 set/box	240	box	69.42	P	P
62	MARKER, Fluorescent, 3 assorted colors per set	116	set	46.90	P	P
63	MARKER, Permanent, Black, Bullet type	139	piece	17.16	P	P
64	MARKER, Permanent, Blue, Bullet type	112	piece	17.16	P	P
65	MARKER, Permanent, Red, Bullet type	95	piece	17.16	P	P
66	MARKER, Whiteboard, Black, Felt tip, Bullet type	158	piece	11.44	P	P

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
67	MARKER, Whiteboard, Blue, Felt tip, Bullet type	113	piece	11.44	P	P
68	MARKER, Whiteboard, Red, Felt tip, Bullet type	95	piece	11.44	P	P
69	PAPER CLIP, vinly/plastic coated, 33mm min, 100pcs/box	136	box	10.30	P	P
70	PAPER CLIP, vinly/plastic coated, jumbo, 50mm min, 100pcs/box	140	box	26.31	P	P
71	PAPER SHREDDER, heavy duty	1	unit	6,269.12	P	P
72	PAPER TRIMMER/CUTTING MACHINE, table top	1	unit	10,227.36	P	P
73	PENCIL, lead/graphite, with eraser, 12pcs/box	122	box	45.76	P	P
74	PENCIL SHARPENER, manual, single cutter head, Heavy Duty	21	piece	234.52	P	P
75	PUNCHER, paper, heavy duty, with two hole guide, blue	6	piece	178.46	P	P
76	BINDING RING/COMB, plastic, 32 mm	4	piece	301.65	P	P
77	SCISSORS, symmetrical/asymmetrical, blade length: 65mm min, Blue	8	pair	45.76	P	P
78	STAPLER, standard type, heavy duty, load cap: 200 staples min, Blue	25	piece	160.16	P	P
79	STAPLER, for heavy duty staplers, (23/13), binder type	1	unit	1,050.19	P	P
80	STAPLE REMOVER, plier-type, Stainless Steel	58	piece	52.62	P	P
81	TAPE DISPENSER, table top, for 24mm width tape, blue	24	piece	85.80	P	P
82	CARTOLINA, assorted colors, 10 pcs/pack	2	pack	99.53	P	P
83	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, carbonless, 450 Cuts/pages	73	box	939.22	P	P
84	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box	12	box	1,792.65	P	P
85	NOTEPAD, stick-on, 50mm x 76mm, 100 sheets/pad	124	pad	43.47	P	P
86	NOTEPAD, stick-on, 76mm x 100mm, 100 sheets/pad	126	pad	69.78	P	P
87	NOTEPAD, stick-on, 76mm x 76mm, 100 sheets/pad	127	pad	66.35	P	P
88	NOTEBOOK, Stenographer, Spiral, 40 leaves	108	piece	26.31	P	P
89	PAPER, MULTICOPY A4, 80 gsm, size: 210mm x 297mm, 500 sheets/Ream	869	ream	197.91	P	P
90	PAPER, MULTICOPY LEGAL, 80gsm, size: 216mm x 330mm, 500 sheets/Ream	539	ream	232.23	P	P
91	PAPER, MULTIPURPOSE A4, 70 gsm, size: 210mm x 297mm, 500 sheets/Ream	87	ream	179.61	P	P

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
92	PAPER, MULTIPURPOSE LEGAL, 70gsm, size: 216mm x 330mm, 500 sheets/Ream	69	ream	203.63	P	P
93	RECORD BOOK, 8.5" x 11", 300 PAGES	152	book	80.08	P	P
94	RECORD BOOK, 8.5" x 11", 500 PAGES	142	book	115.54	P	P
99	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	1	book	40.93	P	P
100	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	5	cart	255.09	P	P
101	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	5	cart	266.42	P	P
102	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	5	cart	266.42	P	P
103	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	5	cart	266.42	P	P
104	RIBBON CARTRIDGE, EPSON C13S015531 (S015086)	5	cart	900.33	P	P
105	TONER CARTRIDGE, HP CB435A, Black	5	cart	3,409.12	P	P
106	TONER CARTRIDGE, HP CE285A (HP85A), Black	25	cart	3,566.99	P	P
107	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	5	cart	3,166.59	P	P
108	Inkjet Glossy Photopaper 20pcs/pack, A4	13	pack	220.00	P	P
109	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	154	pcs	231.00	P	P
110	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	125	pcs	231.00	P	P
111	Sticky Note size: 3x3 inches bright color self sticks pads easy to post	22	pcs	33.00	P	P
112	Sticky Note size: 4x6 inches bright color self sticks pads easy to post	22	pcs	44.00	P	P
113	Sticky Note size: 8x6 inches bright color self sticks pads easy to post	20	pcs	55.00	P	P
114	SIGN PEN, Green, Liquid or Gel, 0.5mm	10	pcs	55.00	P	P
115	Notebook, Hardcover, 80 leaves	15	pcs	220.00	P	P
116	PVC Cover Clear (A4-300) (210mm x 297mm) (300micron) (100 pieces)	4	pack	660.00	P	P
118	Pen Holder, Metal, Cylinder, Color: Black	8	piece	132.00	P	P
119	Sticker Paper, Color: White, 20pcs/pack, Legal	20	pack	242.00	P	P
120	RING BINDER, 6mm (1/4)	10	pcs	11.00	P	P
121	RING BINDER, 8mm (5/6)	10	pcs	13.20	P	P

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
122	RING BINDER, 10mm (3/8)	10	pcs	16.50	P	P
123	RING BINDER, 11mm (7/16)	10	pcs	22.00	P	P
124	RING BINDER, 12mm	7	pcs	110.00	P	P
125	RING BINDER, 16mm	7	pcs	110.00	P	P
126	RING BINDER, 24mm	7	pcs	110.00	P	P
127	Stamp Pad Red	2	pc	55.00	P	P
128	Stamp Pad Violet	2	pc	55.00	P	P
129	Fastener, Plastic, Assorted Color, 50 pcs/box	23	box	110.00	P	P
130	Ribbon Cartridge, Epson S015639/S015634	7	cart	211.20	P	P
131	Epson T984 Ink Pack for WF C5790/C5290 (Standard Black)	1	set	4,070.00	P	P
132	TONER CARTRIDGE, Kyocera TK-1175, Black	4	pcs	3,300.00	P	P
133	Heavy duty, 6 Digit Automatic Numbering Machine	1	pcs	1,100.00	P	P
134	Numbering Machine Ink	3	btl	165.00	P	P
137	Ink for DCP-T426W (set) (Black, Cyan, Yellow, Magenta)	5	set	1,430.00	P	P
138	Ink, Genuine, black - Brother DCPT-T720DW	2	pcs	880.00	P	P
139	Ink, Genuine, cyan - Brother DCPT-T720DW	2	pcs	880.00	P	P
140	Ink, Genuine, magenta - Brother DCPT-T720DW	2	pcs	880.00	P	P
141	Ink, Genuine, yellow - Brother DCPT-T720DW	2	pcs	880.00	P	P
142	HP Laserjet 107A Black original, Laser Toner Cartridge	3	cart	7,700.00	P	P
143	FOLDER, L-type, legal, 50 pieces per pack (Color green)	3	pack	262.43	P	P
144	Ballpen, Black, Fine tips	123	pcs	22.00	P	P
147	Ribbon, Epson LX 300 + II	15	pcs	242.00	P	P
148	Ribbon, Epson LX 310	15	pcs	165.00	P	P
149	Laserjet Imaging Drum 32A CF232A	1	drum	7,150.00	P	P
150	COMPUTER CONTINUOUS FORM, 4 ply, 280mm x 241mm, carbonless	8	drum	973.50	P	P
151	Mailing Envelope, (white, 63/4, for legal size)	17	box	475.77	P	P
152	Porta File, Color: Yellow, Long size	35	pcs	151.80	P	P
153	Folder, ordinary, White, for Legal Documents 50 pcs/bundle	8	bundle	302.50	P	P

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
154	Dot Matrix EPSON LQ 680 Pro Ribbon	21	pcs	302.50	P	P
155	Ink for Brother DCP-T310, Set BT 5000 (Magenta, Cyan, Yellow, Black)	3	set	1,650.00	P	P
156	INK CART, Brother DCP-7310 (BT5000) Cyan	33	cart	550.00	P	P
157	INK CART, Brother DCP-7310 (BT5000) Magenta	28	cart	550.00	P	P
158	INK CART, Brother DCP-7310 (BT5000) Yellow	28	cart	550.00	P	P
159	INK CART, Brother DCP-7310 (BT5000) Black	31	cart	550.00	P	P
160	Waterproof File Organizer Document Bag with Handle long (green)	3	pcs	390.50	P	P
161	Waterproof File Organizer Document Bag with Handle long (blue)	1	pcs	390.50	P	P
164	Ink Bottles Epson EcoTank L3110 All-In-One (Ink Tank)	5	set	5,500.00	P	P
165	Ink Brother DCP-T710W (Multi-color BT5000)	5	set	5,500.00	P	P
166	Ink Brother DCP-T710W (BT D60)	5	set	5,500.00	P	P
167	Paper, Book Paper, Long subs. 20	55	reams	242.00	P	P
168	Paper, Book Paper, A4 size subs. 20	55	reams	198.00	P	P
169	Ink Brother, BT D60BK, 108.0ml	2	btl	660.00	P	P
174	Porta File, Color: Black, Long size	20	pcs	242.00	P	P
175	INK CART, Epson L3110, 003 Black	5	cart	297.00	P	P
176	INK CART, Epson L3110, 003 Cyan	3	cart	297.00	P	P
177	INK CART, Epson L3110, 003 Magenta	3	cart	297.00	P	P
178	INK CART, Epson L3110, 003 Yellow	3	cart	297.00	P	P
185	INK BOTTLE, BROTHER Model DCP-T420W (Black, Yellow, Blue, Magenta)	29	btl	165.00	P	P
186	PAPER, Multi-purpose, A3, 80gsm	6	reams	550.00	P	P
187	TAPE, masking, 50mm x 50mm	5	roll	220.00	P	P
188	TAPE, Electrical 1710	20	roll	55.00	P	P
189	TAPE, electrical, (3/4" x 66ft)	20	roll	27.50	P	P
190	PACKAGING TAPE, Transparent (50mm x 100 meters)	10	roll	66.00	P	P
191	PACKAGING TAPE, Brown (50mm x 300meters)	10	roll	275.00	P	P
192	Double Sided Tape, 1"	8	roll	66.00	P	P
193	Duct Tape, rubberized 48mm x 10m	22	roll	341.00	P	P

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ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
194	Glue, all purpose, STICK, (22g)	2	stick	49.50	P	P
195	Porta File, Color: Red, Long size	20	pcs	165.00	P	P
196	Porta File, Color: Blue, Long size	8	pcs	165.00	P	P
197	Porta File, Color: Green, Long size	8	pcs	165.00	P	P
198	Special Paper, A5, 200gsm, 10 pcs/pack	13	pack	66.00	P	P
199	Refill Ink, EPSON 003, Black	8	bottle	330.00	P	P
200	Refill Ink, EPSON 003, Magenta	8	bottle	330.00	P	P
201	Refill Ink, EPSON 003, Yellow	8	bottle	330.00	P	P
202	Refill Ink, EPSON 003, Cyan	8	bottle	330.00	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 04, 2023, 09:30 A.M.** at the Procurement Services, 2nd Level Gymnasium Lobby, University of Science and Technology of Southern Philippines, C.M. Recto Ave., Lapanan 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. Ocbe
ATTY. JONATHAN S. OCBE
BAC I Chairperson