



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 : **FY 2022 GAA thru Early Procurement Activity for FY 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	950.00	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
9	BATTERY, dry Cell, size AA, 2 pieces per blister pack	262	packs	39.93	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)	10	sets	1,960.00	P	P
15	BULB, Ultra Violet/ Money Discerner Bulb, 6.0"/152mm MOL, 0.63"/16mm MOD, 115 Approx Initial Lumens	10	pcs	73.90	P	P
16	CALCULATOR, compact, 12 digits, assorted color	7	units	380.68	P	P
17	CARBON PAPER, Long size, blue, 100pcs/pack	4	packs	706.56	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	3	pcs	706.55	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	5	pcs	106.55	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	220	boxes	12.00	P	P

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ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
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	20.10	P	P
31	CORRECTION TAPE, film base type, min 6m	671	pcs	13.00	P	P
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"	130	pcs	115.00	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	143	pcs	95.00	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	87	pcs	95.00	P	P
36	DATING AND STAMPING MACHINE, heavy duty	36	pcs	280.00	P	P
37	DESK FILE ORGANIZER, 3-4 tier Metal mesh trays, Stackable Rack, Black	2	pcs	370.00	P	P
42	ENVELOPE, documentary, for A4 size document, Kraft, 100 pcs/box	11	boxes	190.00	P	P
43	ENVELOPE, DOCUMENTARY, for legal size document, Kraft, 100 pcs/box	111	boxes	200.00	P	P
44	ENVELOPE, expanding, kraftboard, for legal size doc, assorted color, 100 pcs/box	110	boxes	1,020.00	P	P
45	ENVELOPE, expanding, plastic, 0.50mm thickness min, assorted color	5	pcs	50.00	P	P
46	ENVELOPE, mailing, white, 70gsm, A4 size, 100 pcs/box	13	boxes	175.00	P	P
47	ENVELOPE, mailing, white, with window, Legal size, 100 pcs/box	2	boxes	190.00	P	P
48	EPSON 103 EcoTank Ink Set	20	boxes	1,472.00	P	P
49	EPSON, 003 BT, INK BLACK	47	carts	368.00	P	P

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ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
50	EPSON, 003 BT, INK CYAN	47	carts	368.00	P	P
51	EPSON, 003 BT, INK MAGENTA	47	carts	368.00	P	P
52	EPSON, 003 BT, INK YELLOW	47	carts	368.00	P	P
53	ERASER, FELT, for blackboard/whiteboard, 5" x 2" x 1"	4	pcs	13.00	P	P
56	FASTENER, metal, non-sharp edges, 70mm between prongsm, 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	80	pcs	145.00	P	P
59	FILE TAB DIVIDER, bristol board, for A4, 5pcs/set	80	sets	45.00	P	P
60	FILE TAB DIVIDER, bristol board, for legal, 5pcs/set	5	sets	45.00	P	P
63	FOLDER, Expanded, Legal, Assorted Color	50	pcs	16.50	P	P
64	FOLDER, fancy, with slide, for A4 size documents, assorted color, 50pcs/bundle	134	bundles	200.00	P	P
65	FOLDER, fancy, with slide, for legal size documents, assorted color, 50pcs/bundle	166	bundles	225.00	P	P
66	FOLDER, L-type, PLASTIC, for A4 size documents, assorted color, 25pcs/pack	135	packs	146.25	P	P
67	FOLDER, L-type, PLASTIC, for legal size documents, assorted color, 25pcs/pack	121	packs	162.50	P	P
68	FOLDER, pressboard, size: 240mm x 370mm (-5mm), assorted color, 50pcs/box	5	boxes	750.00	P	P
69	FOLDER, TAGBOARD, with tab, for A4 size documents, assorted color, 25 pcs/packs	25	packs	212.50	P	P
70	FOLDER, TAGBOARD, with tab, for legal size documents, assorted color, 25pcs/packs	22	packs	362.50	P	P
72	GLUE, all purpose, gross weight: 200 grams min	95	jars	78.65	P	P
74	INDEX TAB, self-adhesive, transparent, 5set/box	259	boxes	71.00	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	320.00	P	P
78	INK BOTTLE, EPSON L3110, 65ml, 003BK, BLACK	10	bottles	368.00	P	P
79	INK BOTTLE, EPSON L3110, 65ml, 003C, CYAN	9	bottles	368.00	P	P

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ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
80	INK BOTTLE, EPSON L3110, 65ml, 003M, MAGENTA	9	bottles	368.00	P	P
81	INK BOTTLE, EPSON L3110, 65ml, 003Y, YELLOW	9	bottles	368.00	P	P
82	INK BOTTLE, HP Deskjet advantage 2645 Black	2	bottles	590.00	P	P
83	INK BOTTLE, HP Deskjet advantage 2645 Colored	1	bottles	590.00	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	7	carts	1,225.00	P	P
97	INK CART, BROTHER MFC-T810W, Color: YELLOW, Magenta, Black, Cyan	1	carts	1,960.00	P	P
98	INK CART, CANON CL-741, Colored	7	carts	1,087.94	P	P
99	INK CART, CANON PG-740, Black	6	carts	1,123.75	P	P
100	INK CART, EPSON C13T664100 (T6641), Black	116	carts	315.00	P	P
101	INK CART, EPSON C13T664200 (T6642), Cyan	116	carts	315.00	P	P
102	INK CART, EPSON C13T664300 (T6643), Magenta	116	carts	315.00	P	P
103	INK CART, EPSON C13T664400 (T6644), Yellow	116	carts	315.00	P	P
104	INK CART, HP Laserjet Pro M101-M104	1	carts	5,562.50	P	P
105	INK CARTRIDGE, BROTHER LC 3617BK (black)	3	carts	937.50	P	P

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ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
106	Ink Cartridge, HP T6L89AA (HP905) Cyan	5	cartr	1,438.00	P	P
107	Ink Cartridge, HP T6L93AA (HP905) Magenta	8	cartr	937.50	P	P
108	Ink Cartridge, HP T6L97AA (HP905) Yellow	8	cartr	937.50	P	P
109	Ink Cartridge, HP T6M01AA (HP905) Black	13	cartr	937.50	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	70	pcs	115.00	P	P
120	MARKER, fluorescent, 3 assorted colors per set	188	sets	40.50	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	117	pcs	21.00	P	P
125	MARKER, whiteboard, blue, felt tip, bullet type	116	pcs	21.00	P	P
126	MARKER, whiteboard, red, felt tip, bullet type	82	pcs	21.00	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	62	reams	159.00	P	P
133	PAPER BOOK, subs. 20, legal, 500 sheets/Ream	64	reams	177.00	P	P
134	PAPER BOOK, subs. 20, Short, 500 sheets/Ream	12	reams	150.00	P	P
135	PAPER CLIP, vinyl/plastic coated, length: 32mm min, 100pcs/box	219	boxes	8.54	P	P

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ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
136	PAPER CLIP, vinyl/plastic coated, length: 50mm min, 100pcs/box	163	boxes	18.00	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	800	reams	194.00	P	P
139	PAPER, MULTICOPY, Legal, 80gsm, size: 216mm x 330mm, 500 sheets/Ream	600	reams	215.00	P	P
140	PAPER, Multi-Purpose Copy, A4, 70 gsm, size: 210mm x 297mm, 500 sheets/Ream	800	reams	159.00	P	P
141	PAPER, multi-purpose Copy, legal, 70gsm, size: 216mm x 330mm, 500 sheets/Ream	630	reams	177.00	P	P
142	Pen Holder, metal, cylinder, black	5	pcs	120.00	P	P
143	PENCIL SHARPENER, manual, single cutter head, Heavy Duty, assorted colors	7	pcs	222.94	P	P
144	PENCIL, lead, with eraser, wood cased, hardness: HB, 12pcs/box	24	boxes	34.00	P	P
145	PHILIPPINE NATIONAL FLAG, 100% polyester, 3' x 5'	5	pcs	313.32	P	P
146	PORTAFILE, color Red, long	128	pcs	115.00	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	50	books	170.00	P	P
153	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	249	books	180.00	P	P
154	RIBBON CART, EPSON C13S015531 (S015086), Black	13	carts	1,062.50	P	P
155	RIBBON CART, EPSON C13S015327 (For FX-2190), Black	10	carts	490.00	P	P
156	RIBBON CARTRIDGE, LQ310	49	pcs	195.00	P	P
157	RIBBON Cartridge, LX 300+II	26	pcs	175.00	P	P
158	RIBBON, EPSON LQ 680 Pro	8	pcs	680.00	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, 5rolls/bundle	13	bundles	263.77	P	P
161	RUBBER BAND, 70mm min lay flat length (#18)	4	boxes	153.00	P	P
162	RULER, plastic, 450mm, width: 38mm min	4	pcs	52.20	P	P

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ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
164	SCISSORS, symmetrical, blade length: 65mm min, Blue	18	pairs	63.05	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	16	pcs	46.75	P	P
171	STAPLE REMOVER, plier type, Stainless Steel	11	pcs	59.80	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	22	boxes	50.00	P	P
174	STAPLE WIRE, standard No. 35, (26/6)	223	boxes	35.90	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	5	pcs	81.55	P	P
179	Tape, Double adhesive, 2", 48mm x 30m	5	rolls	180.40	P	P
180	TAPE, electrical, 18mm x 16mm min	4	rolls	22.85	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
185	TAPE, transparent, width: 48mm (±1mm)	183	rolls	21.97	P	P
189	TONER CART, HP CB435A, Black	35	carts	3,900.00	P	P
190	TONER CART, HP CE278A, Black	2	carts	4,375.00	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	2	carts	5,400.00	P	P
194	TONER CARTRIDGE, BROTHER TN-1000	20	carts	2,200.00	P	P

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ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
195	Toner Cartridge, HP CF217A (HP17A) Black Laser Jet	28	carts	3,600.00	P	P
196	TONER CCART, Kyocera, TK 1147	3	carts	7,625.00	P	P
197	TONER POWDER, BROTHER TN-1000 (150g)	20	packs	550.00	P	P
198	TONER, Brother 2280	2	pcs	3,360.00	P	P
199	TONER, HP Laserjet, genuine, CF 230A	10	carts	4,400.00	P	P
202	Whiteboard Magnetic brackout type mobile writing board home office children blackboards teaching training magnetic white class erasable kanban double sided, 4X8 Ft with Stand, white green	1	pc	6,576.10	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 22, 2021, 02:00 P.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.


ATTY. JONATHAN S. OCHE
 BAC I Chairperson