



# 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 2021)**

APPROVED BUDGET OF CONTRACT : **TWO MILLION SEVEN HUNDRED TWENTY THOUSAND THREE HUNDRED ONE PESOS AND 72/100 (P2,720,301.72) ONLY**

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

SOURCE OF FUND : **APP-CSE CY 2021**

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
2	ASEAN Flag, 3" x 5"	4	pcs	495.00	P	P
3	BALLPEN, Fine Tips, Black	111	pcs	11.00	P	P
4	BALLPEN, Fine Tips, Blue	56	pcs	11.00	P	P
5	BALLPEN, Fine Tips, Green	56	pcs	11.00	P	P
6	BALLPEN, Fine Tips, Red	16	pcs	11.00	P	P
7	BATTERY, dry cell, AA, 2 pieces per blister pack	212	pack	39.93	P	P
8	BATTERY, dry cell, AAA, 2 pieces per blister pack	242	pack	21.69	P	P
9	BULB, Ultra Violet/ Money Discerner Bulb, 6.0"/152mm MOL, 0.63"/16mm MOD, 115 Approx Initial Lumens	22	pcs	302.50	P	P
10	CALCULATOR, compact, 12 digits, assorted color	12	unit	381.54	P	P
11	CARBON PAPER, A4 size, assorted color, 100pcs/pack	1	pack	687.50	P	P
12	CARTOLINA, assorted colors, 10 pcs/pack	102	pack	92.09	P	P
13	CELL CARD, 1 SMART and 1 GLOBE , worth 500 each	2	pcs	550.00	P	P
14	CERTIFICATE JACKET, with plastic cover, black, 210mm x 297mm (A4)	30	pcs	66.00	P	P
15	CLEARBOOK, 20 transparent pockets, for LEGAL size, assorted color	184	pcs	46.62	P	P
16	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm), 12pcs/box	216	box	9.96	P	P
17	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm), 12pcs/box	244	box	16.80	P	P
18	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm), 12pcs/box	228	box	22.88	P	P
19	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm), 12pcs/box	192	box	52.62	P	P
20	CONSTRUCTION PAPER, Assorted Colors, A4, 10 pcs/pack	10	pack	11.00	P	P
21	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless, 450 Cuts/pages)	47	pages	972.40	P	P
22	CORRECTION TAPE, film base type, UL 6m min	723	pcs	15.42	P	P
23	CUTTER KNIFE, for general purpose, 17.7 mm, assorted color	32	pcs	36.77	P	P
24	DATA FILE BOX, made of chipboard, with closed ends, 15" x 12" x 10"	143	pcs	84.92	P	P
25	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	72	pcs	75.50	P	P
26	DATE STAMP, self-inking, Max. text plate size: 41 x 24 mm , Date size: 3 mm	1	pcs	495.00	P	P
27	DESK FILE ORGANIZER, 3-4 tier Metal mesh trays, Stackable Rack, black	4	pcs	352.00	P	P
28	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	1	unit	7,057.20	P	P

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
29	ENVELOPE, DOCUMENTARY, for A4 size document, assorted color, 100 pcs/box	10	box	740.40	P	P
30	ENVELOPE, DOCUMENTARY, for legal size document, assorted color, 100 pcs/box	120	box	1,019.88	P	P
31	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, assorted color, 100 pcs/box	99	box	812.24	P	P
32	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min., assorted color	7	pcs	33.54	P	P
33	ENVELOPE, mailing, white, 70gsm, A4 size, 100 pcs/box	11	box	416.02	P	P
34	ENVELOPE, mailing, white, with window, Legal size, 100 pcs/box	2	box	477.05	P	P
35	EPSON, 003 BT, INK BLACK	50	cart	352.00	P	P
36	EPSON, 003 BT, INK CYAN	50	cart	352.00	P	P
37	EPSON, 003 BT, INK MAGENTA	50	cart	352.00	P	P
38	EPSON, 003 BT, INK YELLOW	50	cart	352.00	P	P
39	ERASER, FELT, for blackboard/whiteboard, 5" x 2" x 1"	9	pcs	11.33	P	P
40	ERASER, PLASTIC/RUBBER, for pencil draft/writing, 65 x 23 x 13 mm	2	pcs	4.86	P	P
41	EXTENSION CORD, set w/Universal outlet and switch 2m (WER-103) White	6	pcs	297.00	P	P
42	FASTENER, METAL, 70mm between prongsm, 50 sets/box	146	box	91.75	P	P
43	FASTENER, PLASTIC, 25mm, 50 sets/box	15	box	77.00	P	P
44	FASTENER, PLASTIC, 70mm, 50 sets/box	4	box	44.00	P	P
45	FILE ORGANIZER, expanding, plastic, 12 pockets, assorted color	77	pcs	94.64	P	P
46	FILE TAB DIVIDER, bristol board, for A4, Blue, 10pcs/set	91	set	12.24	P	P
47	FILE TAB DIVIDER, bristol board, for legal, Blue, 10pcs/set	21	set	15.65	P	P
48	FOLDER, Expandable, Long, Brown	20	pcs	33.00	P	P
49	FOLDER, FANCY, for A4 size documents, assorted color, 100pcs/bundle	126	bundle	297.44	P	P
50	FOLDER, FANCY, for legal size documents, assorted color, 100pcs/bundle	146	bundle	343.07	P	P
51	FOLDER, L-TYPE, PLASTIC, for legal size documents, assorted color, 100pcs/pack	97	pack	267.56	P	P
52	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), assorted color, 500pcs/box	2	box	1,047.90	P	P
53	FOLDER, TAGBOARD, for A4 size documents, assorted color, 100pcs/pack	23	pack	306.90	P	P
54	FOLDER, TAGBOARD, for legal size documents, assorted color, 100pcs/pack	34	pack	353.50	P	P
55	FOLDER, TAGBOARD, for legal size documents, GREEN, 100pcs/pack	5	pack	353.50	P	P
56	GLUE, all purpose, gross weight: 200 grams min	74	jar	68.31	P	P
57	HIGHLIGHTER, Color: Neon Green	15	pcs	44.00	P	P
58	INDEX TAB, self-adhesive, transparent, blue, 12pcs/box	255	box	62.35	P	P
59	INK BOTTLE, BROTHER BT 6000 (black)	2	bottle	616.00	P	P
60	INK BOTTLE, Epson L200 model C4123 ink, Black	2	bottle	330.00	P	P
61	INK BOTTLE, Epson L200 model C4123 ink, Colored	2	bottle	302.50	P	P
62	INK BOTTLE, EPSON L3110, 65ml, 003BK, BLACK	30	bottle	297.00	P	P
63	INK BOTTLE, EPSON L3110, 65ml, 003C, CYAN	30	bottle	297.00	P	P
64	INK BOTTLE, EPSON L3110, 65ml, 003M, MAGENTA	30	bottle	297.00	P	P
65	INK BOTTLE, EPSON L3110, 65ml, 003Y, YELLOW	20	bottle	297.00	P	P
66	INK BOTTLE, HP Deskjet advantage 2645 Black	2	bottle	550.00	P	P
67	INK BOTTLE, HP Deskjet advantage 2645 Colored	2	bottle	330.00	P	P
68	INK BOTTLE, HP GT51, Black	30	bottle	412.50	P	P
69	INK BOTTLE, HP GT52, Cyan	23	bottle	412.50	P	P

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
70	INK BOTTLE, HP GT52, Majenta	26	bottle	412.50	P	P
71	INK BOTTLE, HP GT52, Yellow	25	bottle	412.50	P	P
72	INK CART, BROTHER (BT5000C), Cyan	40	cart	550.00	P	P
73	INK CART, BROTHER (BT5000M), Magenta	40	cart	550.00	P	P
74	INK CART, BROTHER (BT5000Y), Yellow	40	cart	550.00	P	P
75	INK CART, BROTHER (BTD60BK), Black	40	cart	550.00	P	P
76	INK CART, BROTHER LC40BK, Black	5	cart	1,001.00	P	P
77	INK CART, BROTHER LC40C, Cyan	5	cart	1,001.00	P	P
78	INK CART, BROTHER LC40M, Magenta	5	cart	1,001.00	P	P
79	INK CART, BROTHER LC40Y, Yellow	5	cart	1,001.00	P	P
80	INK CART, BROTHER LC67B, Black	5	cart	1,001.00	P	P
81	INK CART, BROTHER MFC-T810W, Color: YELLOW, Magenta, Black, Cyan	1	cart	3,960.00	P	P
82	INK CART, CANON CL-741, Col.	5	cart	1,087.94	P	P
83	INK CART, CANON PG-740, Black	6	cart	829.40	P	P
84	INK CART, EPSON C13T664100 (T6641), Black	124	cart	274.56	P	P
85	INK CART, EPSON C13T664200 (T6642), Cyan	124	cart	274.56	P	P
86	INK CART, EPSON C13T664300 (T6643), Magenta	124	cart	274.56	P	P
87	INK CART, EPSON C13T664400 (T6644), Yellow	124	cart	274.56	P	P
88	INK CART, HP Laserjet Pro M101-M104	2	cart	1,650.00	P	P
89	INK CARTRIDGE, BROTHER LC 3617BK (black)	4	cart	792.00	P	P
90	Ink Cartridge, HP T6L89AA (HP905) Cyan Original	15	cart	498.98	P	P
91	Ink Cartridge, HP T6L93AA (HP905) Magenta Original	15	cart	498.98	P	P
92	Ink Cartridge, HP T6L97AA (HP905) Yellow Original	15	cart	498.98	P	P
93	Ink Cartridge, HP T6M01AA (HP905) Black Original	15	cart	815.41	P	P
94	INK, HP Ink Tank 315, genuine, black	16	pcs	550.00	P	P
95	INK, HP Ink Tank 315, genuine, cyan	7	pcs	550.00	P	P
96	INK, HP Ink Tank 315, genuine, magenta	7	pcs	550.00	P	P
97	INK, HP Ink Tank 315, genuine, yellow	7	pcs	550.00	P	P
98	INK, Permanent Marker Refill, Black	5	pcs	220.00	P	P
99	INK, Permanent Marker Refill, Black	5	pcs	220.00	P	P
100	MAGAZINE FILE BOX, LARGE size, made of chipboard, red color	90	pcs	45.76	P	P
101	MARKER, PERMANENT, bullet type, black	190	pcs	13.00	P	P
102	MARKER, PERMANENT, bullet type, blue	233	pcs	9.88	P	P
103	MARKER, PERMANENT, bullet type, red	29	pcs	9.88	P	P
104	MARKER, whiteboard, black, felt tip, bullet type	210	pcs	14.72	P	P
105	MOISTURIZER, Finger Tips Moisturizer	24	pcs	38.50	P	P
106	Mouse Pad, black color	2	pcs	165.00	P	P
107	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min, assorted colors	336	pad	40.77	P	P
108	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min, assorted colors	320	pad	65.21	P	P
109	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min, assorted colors	270	pad	52.50	P	P
110	PAPER BOOK, subs. 20, A4, 500 sheets/Ream	49	reams	143.00	P	P
111	PAPER BOOK, subs. 20, legal, 500 sheets/Ream	29	reams	176.00	P	P
112	PAPER BOOK, subs. 20, Short, 500 sheets/Ream	5	reams	132.00	P	P
113	PAPER CLIP, vinyl/plastic coat, length: 32mm min, 100pcs/box	182	box	8.54	P	P

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
114	PAPER CLIP, vinyl/plastic coat, length: 50mm min, 100pcs/box	193	box	18.85	P	P
115	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	1	unit	6,269.12	P	P
116	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	1	unit	10,227.36	P	P
117	PAPER, Mimeographing, whitewove, A4, 500 sheets/Ream	50	reams	110.00	P	P
118	PAPER, Multicopy, 80 gsm, size: A3, 500 sheets/Ream	3	reams	495.00	P	P
119	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm, 500 sheets/Ream	694	reams	187.62	P	P
120	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm, 500 sheets/Ream	550	reams	199.56	P	P
121	PAPER, Multi-Purpose (COPY) A4, 70 gsm, 500 sheets/Ream	757	reams	146.43	P	P
122	PAPER, Multi-Purpose (COPY) Legal, 70 gsm, 500 sheets/Ream	570	reams	152.87	P	P
123	PENCIL SHARPENER, manual, single cutter head, assorted colors	8	pcs	223.08	P	P
124	PENCIL, lead, w/ eraser, wood cased, hardness: HB, 12pcs/box	58	box	22.87	P	P
125	PHILIPPINE NATIONAL FLAG, 100% polyester, 3" x 5"	4	pcs	313.32	P	P
126	PHOTOPAPER, Matte Ciated, 210 gsm, 210mm x 297mm, 20pcs/pack	15	pack	62.70	P	P
127	PORTAFILE, color Red, long	161	pcs	110.00	P	P
129	PUNCHER, paper, heavy duty, with two hole guide, Blue	9	pcs	145.16	P	P
130	PUSH PINS, Assorted Colors, 100 pcs/box	2	box	110.00	P	P
131	PVC ACETATE COVER/Book Binding Cover, A4, 210mm x 297mm, 100pcs/ream	1	reams	2,200.00	P	P
132	RECEIVE DATE STAMP, 15/16 x 1-3/4 Inches	1	piece	495.00	P	P
133	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	59	book	77.79	P	P
134	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	272	book	112.11	P	P
135	RIBBON CART, EPSON C13S015531 (S015086), Black	26	cart	809.95	P	P
136	RIBBON CARTRIDGE, for Impact Dot Matrix, 9 pins, 80 columns	40	pcs	132.00	P	P
137	RIBBON CARTRIDGE, LQ310	70	pcs	88.00	P	P
138	RIBBON, EPSON LQ 680 Pro	16	pcs	302.50	P	P
139	RING BINDER, plastic, 32mm, 84 rings, Black	6	bundle	263.77	P	P
140	SCISSORS, symmetrical, blade length: 65mm min, assorted color	38	pair	44.62	P	P
141	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	942	pcs	38.07	P	P
142	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	875	pcs	38.07	P	P
143	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	403	pcs	38.07	P	P
144	STAMP PAD INK, purple or violet, 50ml (min.)	30	bottle	34.67	P	P
145	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	23	pcs	38.45	P	P
146	STAPLE REMOVER, PLIER-TYPE, Stainless Steel	20	pcs	27.39	P	P
147	STAPLE WIRE, for heavy duty staplers, (23/13)	44	box	21.74	P	P
148	STAPLE WIRE, STANDARD No. 35, (26/6)	287	box	23.20	P	P
149	STAPLER, STANDARD TYPE, load cap: 200 staples min, assorted colors	26	pcs	194.48	P	P
150	STICKER PAPER, A4, Glossy, White, 10 pcs/pack	11	pack	49.50	P	P
151	STICKER PAPER, A4, Matte, 20 pcs/pack	25	pack	66.00	P	P
152	TAPE, Cloth, Black (LxW) 45.7 m x 48 mm xx 45.7 m	2	rolls	385.00	P	P
153	TAPE, Double Adhesive, 1"	11	rolls	110.00	P	P
154	TAPE, Double Adhesive, 2", 48mm x 30m	2	rolls	165.00	P	P
155	TAPE, Duct, 48mm x 10m	2	rolls	220.00	P	P
156	TAPE, Floor Marking, B&Y 50mm x 33m	2	rolls	462.00	P	P

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
157	TAPE, MASKING, width: 24mm (±1mm)	216	rolls	60.06	P	P
158	TAPE, MASKING, width: 48mm (±1mm)	116	rolls	117.26	P	P
159	TAPE, PACKAGING, width: 48mm (±1mm)	142	rolls	21.97	P	P
160	TAPE, TRANSPARENT, width: 24mm (±1mm)	352	rolls	11.10	P	P
161	TAPE, TRANSPARENT, width: 48mm (±1mm)	186	rolls	21.97	P	P
163	TONER CART, HP CB435A, Black	16	cart	3,718.00	P	P
164	TONER CART, HP CE278A, Black	2	cart	4,347.20	P	P
165	TONER CART, HP CE285A (HP85A), Black	130	cart	3,775.20	P	P
166	TONER CART, Kyocera TK-1175, Black	19	cart	7,700.00	P	P
167	TONER CART, SAMSUNG MLT-D105L, Black	2	cart	3,718.00	P	P
168	TONER CARTRIDGE, BROTHER TN-1000	20	cart	2,200.00	P	P
169	Toner Cartridge, HP CF217A (HP17A) Black LaserJet	16	cart	3,348.41	P	P
170	TONER CCART, Kyocera, TK 1147	4	cart	7,150.00	P	P
171	TONER POWDER, BROTHER TN-1000 (150g)	30	pack	550.00	P	P
172	TONER, Brother 2280	2	pcs	2,475.00	P	P
173	TONER, HP Laserjet, genuine, CF 230A	8	cart	4,400.00	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, **March 01, 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.

  
**ENGR. ALEX L. MAUREL**  
BAC I Chairperson