

Republic of the Philippines
City of Canlaon
BIDS AND AWARDS COMMITTEE

Control No.: #1

BID FORM

NAME OF PROJECT: Procurement of Office Supplies
Agency: Different Office, LGU Canlaon City

BILL OF QUANTITIES

Stock No.	Quantity	UNIT	ITEM DESCRIPTION	Unit Cost	Total Cost
1	46	can	AIR FRESHENER, 280ml/can		
2	222	bottle	ALCOHOL, 70%, ethyl, 500ml		
3	1	box	CARBON FILM, A4 size, 100 sheets per box		
4	47	box	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box		
5	355	pack	CARTOLINA, assorted color, 20 pieces per pack		
6	6	box	CLIP, backfold, 19mm, 12 pieces per box		
7	14	box	DATA FILE BOX, long, made with chipboard, with closed ends		
8	2	box	DATA FILE BOX, short made with chipboard, with closed ends		
9	5	piece	FILE ORGANIZER, 3 drawers, expanding, legal, plastic, assorted colors		
10	3	piece	Filing box, data man, big		
11	2	piece	Filing box, data man, small		
12	2	piece	Filing rack, 3 layers, Steel		
13	2	box	Fold back clips, large		
14	2	box	Fold back clips, medium (1 5/8")		
15	2	box	Fold back clips, small		
16	12	piece	Folder, clear plastic, short		
17	147	piece	Folder, expandable, green, legal size w/o tab		
18	230	piece	Folder, expandable, green, legal size with metal tab		
19	42	piece	Folder, Expanded green, legal size w/o tab		
20	124	piece	Folder, long, green		
21	1508	piece	Folder, ord., long,		
22	518	piece	Folder, ord., short		
23	12	piece	Sliding Folder		
24	12	jar	Glue, 500g, good quality		
25	10	jar	Glue, big, all purpose, 220ml		
26	6	jar	Glue, multi-purpspose, good quality, 473ml		
27	3	jar	Glue, small, all purpose, 65ml		
28	75	set	MARKER, fluorescent, 3 colors per set		
29	6	piece	MARKER, permanent, bullet type, red		
30	5	piece	Mechanical Pencil lead, Rotring, 0.5		
31	2	bottle	Office Paste		
32	7	box	PAPER CLIP, gem type, 48mm, 100 pieces per box		

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33	3	piece	PHILIPPINE NATIONAL FLAG		
34	4	piece	STAMP PAD, big felt pad, min 60mm x 100mm		
35	7	piece	Stamp pad, felt pad		
36	8	piece	Stamp pad, small		
37	10	piece	Stamping dater		
38	2	piece	STAPLE WIRE remover, Twins Jaws		
39	145	box	STAPLE WIRE, Standard, 35		
40	62	roll	Tape, Adding machine		
41	48	roll	Tape, double sided, 1"		
42	32	roll	Tape, double sided, 2"		
43	49	roll	Tape, masking 1"		
44	52	roll	Tape, masking, 2"		
45	22	roll	Tape, packaging, 2"		
46	16	roll	Tape, scotch, 1"		
47	1	roll	Tape, scotch, 2"		
48	41	roll	Tape, transparent, 1"		
49	8	roll	Tape, transparent, 1"		
50	13	roll	Tape, transparent, 2"		
			COMMON OFFICE DEVICES		
1	1	tube	CUTTER BLADE, heavy duty cutter, 10 pieces per tube		
2	14	pair	SCISSORS, (9")		
3	24	piece	STAPLER, standard with remover		
			COMMON JANITORIAL SUPPLIES		
1	51	piece	BROOM, soft (tambo)		
2	71	piece	BROOM, stick (tingting)		
3	54	bottle	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap		
4	7	can	CLEANSER, scouring powder, 350grams/can		
5	4	pouch	DETERGENT POWDER, all purpose,		
6	10	can	DISINFECTANT SPRAY, 400-550 grams		
7	11	piece	DUST PAN, non-rigid plastic		
8	17	can	Floor wax, paste, natural, 2kg		
9	4	can	Floor wax, red dye wax, 500g		
10	3	can	Floor wax, red dye wax, 2kg.		

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11	5	can	Floorwax, red dye wax, 1kg		
12	96	can	Floorwax, red dye wax		
13	16	piece	MOPHANDLE, screw type, aluminum handle		
14	18	piece	MOPHEAD, made of rayon		
15	2	pack	SCOURING PAD, 5 pieces per pack		
			COMMON COMPUTER SUPPLIES		
1	1	box	COMPUTER CONTINUOUS FORMS,long 2 ply, 13" x 9-1/2", 1000 sets/box		
2	5	box	COMPUTER CONTINUOUS FORMS,long 2 ply, 11" x 14-7/8", 1000 sets/box		
3	1	unit	MOUSE, optical, USB connection type		
			CONSUMABLES		
1	1	cart	Toner, Cartridge for copier		
2	3	tube	Toner, brother TN-2280		
3	1	tube	Toner, Brother, TN-1000		
4	3	tube	Toner, Brother, TN-2130		
5	12	tube	Toner, Brother, TN-2150		
6	1	tube	Toner, cannon, LBP 6000		
7	2	tube	Toner, Canon NPG-59 Toner Black(486g)		
8	1	tube	Toner TN-2380		
9	2	bottle	Toner, HP Laser Jet P1102		
10	3	pc	Toner, Taskalfa 180 photo copier - TK439		
11	3	cart.	Toner, TK 100		
12	1	cart.	Toner, TK 110		
			B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please		
			COMMON OFFICE SUPPLIES		
1	2	pad	Columnar book, 12 columns		
2	15	pad	Columnar Book, 24 columns		
3	3	pad	Columnar pad, 4 columns		
			CONSUMABLES		
1	18	bottle	Ink, black, Epson L565		
2	27	cart.	Ink, cartridge, (HP21) Black		

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3	10	cart.	Ink, cartridge, (HP22)color		
4	1	set	Ink, cartridge, L120, Epson		
5	14	set	Ink, colored, Epson L565		
6	1	cart	Ink, computer, canon, black, pixma 810		
7	1	cart	Ink, computer, canon, colored, pixma 811		
8	10	cart.	Ink, computer hp#704, colored		
9	12	pc	Ink, computer, 703, black		
10	10	pc	Ink, Computer, 703, colored		
11	14	cart.	Ink, computer, Black hp#704		
12	26	bottle	Ink, computer, black, blue, yellow, magenta, (original)		
13	19	bottle	Ink, computer, black, blue, yellow, magenta, refill		
14	6	bottle	Ink, computer, black, original		
15	8	pc	Ink, computer, Epson, balck T6641		
16	4	pc	Ink, Computer, Epson, cyan T6642		
17	2	pc	Ink, Computer, magenta T6643		
18	2	pc	Ink, Computer, yellow T6644		
19	2	bottle	Ink, Epson L120 cyan		
20	2	bottle	Ink, Epson L120 Magenta		
21	2	bottle	Ink, Epson L120 yellow		
22	8	bottle	Ink, Epson L120, black		
23	2	cart.	Ink, Epson T-13, black		
24	12	cart.	Ink, HP #678, black		
25	16	cart.	Ink, HP #678, colored		
26	3	tube	Ink, mimeographing		
27	13	tube	Ink, refill for computer, B-T6641		
28	6	tube	Ink, refill for computer, M-T6643		
29	6	tube	Ink, refill for computer, Y-T6644		
30	7	tube	Ink, refill for computer; C-T6642		
31	28	bottle	Ink, refill, Permanent, blue,black		
32	20	pc	Ink, roller, IR 40-T		
33	19	bottle	Ink, stamp pad , violet		
34	3	bottle	Ink, whyteboard, black, blue, red		

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Stock No.	Quantity	UNIT	ITEM DESCRIPTION	Unit Cost	Total Cost
			Office Equipment and Accessories		
1	40	pair	Cutter, grass, mechanical		
2	7	unit	Cutter, paper, heavy duty		
3	2	unit	Sharpener, pencil, heavy duty		
4	4	bottle	Oil for typewriter		
5	1	piece	Waste basket		
6	151	piece	Water Container, 20 liters capacity		
			Office Supplies		
1	69	box	Ball pen, Black 50's		
2	36	box	Ball pen, Black and Blue 12's		
3	2	box	Ball pen, blue/black (12's)		
4	70	pc	Ball pen, Blue, Good Quality 25's/box		
5	12	doz	Ballpen Pilot, red		
6	36	piece	Bath towel, White (regular)		
7	456	piece	Bathsoap, sachet, small		
8	59	pack	Battery med		
9	6	piece	Battery, AA Alkaline, AA 2packet		
10	23	pack	Battery, Rechargeable, AA		
11	14	pack	Battery, AAA		
12	24	pack	BATTERY, Regular size		
13	32	piece	BATTERY, 9V		
14	2	piece	Calculator, HI-122TV		
15	3	piece	Calculator, 12 digits HR-100TM		
16	2	piece	Calculator, Compact elect.12 digits		
17	43	piece	Calculator, HL-122L		
18	1	piece	Calculator I-122TY		
19	1	piece	Calculator, Scientific, F715S		
20	8	bottle	Correction Tape, Magic Touch Proliner		
21	63	bottle	Correction Tape		
22	46	bottle	CORRECTION FLUID, Good Quality		
23	131	piece	CORRECTION PEN		
24	4	piece	Cork board, 2x2 ft.		
25	6	piece	Cork Board, 2X4 feet		

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26	10587	piece	DAILY TIME RECORD		
27	1	pad	Desk Pad		
28	634	pack	Detergent Powder, 120g		
29	18	pack	Detergent Powder, 500gms		
30	38	pack	Detergent Soap Powder (65g)		
31	10	pack	Detergent Soap Powder 1kg/pack		
32	20	pad	Disbursement Voucher		
33	50	piece	Dish Scrubbing Pad		
34	29	piece	DOORMAT, Cloth		
35	3	doz	Drinking Glass		
36	227	pc	Envelope, expanding, long		
37	6	pc	Envelope, expanding, short		
38	371	pc	Envelope, brown, long		
39	175	pc	Envelope, brown, short		
40	35	doz	Envelope, brown, long		
41	9	doz	Envelope, brown, short		
42	51	pc	Envelope, mailing white		
43	9	boxes	Envelope, mailing, long, window, 500/box		
44	9	boxes	Envelope, mailing, White, 500s/box		
45	200	pc	Envelope, pay, 6x9		
46	61	pc	Envelope, plastic, w/ handle, long		
47	20	pc	Envelope, plastic, w/ handle, short		
48	17	piece	Eraser, pen		
49	3	piece	Eraser, pencil		
50	17	piece	Eraser, rubber		
51	2	piece	Eraser, whyteboard		
52	78	doz	Fabric Conditioner		
53	84	box	Fastener, Plastic coated		
54	6	piece	Field book		
55	5	unit	File Organizer(3 drawers cabinet)		
56	2	piece	Flash drive, 4g		
57	2	piece	Flash drive, 6g		
58	2	piece	Flash drive, 8g		

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59	16	piece	Flash drive,16g		
60	10	bottle	Glass Cleaner w/ spray		
61	50	pack	Ice Wrapper		
62	26	piece	Insect Spray		
63	2	bottle	Liquid Hand Soap		
64	6	tank	LPG, Refill, 12kg		
65	16	unit	Pail Medium		
66	12	piece	Paper Binder clip, black medium		
67	20	ream	Paper bond, GSM 80, long		
68	45	ream	paper bond, short, s. 20		
69	47	ream	Paper book, long advance, s 20		
70	20	ream	Paper Book, short advance, s.20		
71	1	box	Paper clip, backfold, 50mm		
72	34	box	Paper Clip, coated, jumbo		
73	47	box	Paper Clip, coated, small		
74	3	pack	Paper, board #100 @ 10 shts/pack		
75	173	ream	Paper, Bond, A4, Sub 20, GSM70		
76	5	ream	Paper, Bond, A3, s. 20		
77	103	ream	Paper, bond, legal, s. 20		
78	243	ream	Paper, Bond, Legal, Sub 20, gsm 70, 8.5x13		
79	14	ream	Paper, bond, letter size		
80	1	ream	Paper, construction paper, long		
81	160	pc	Paper, manila		
82	71	ream	Paper, mimeo, long		
83	42	ream	Paper, mimeo, short		
84	53	pack	Paper, Photo short, 10/pack		
85	1	box	Paper, photo,		
86	7	quire	Paper, stencil		
87	282	pc	Paper, toilet, white		
88	152	pad	Paper, yellow pad		
89	4	pack	PAPER, Special, short		
90	3	pad	Payroll, Labor		
91	19	piece	Pen Highlighter		

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92	6	box	Pen, Marking, permanent, black and blue		
93	55	pc	PEN, Marking, permanent, black, blue, red		
94	64	pc	Pen, pentel broad, black, red blue		
95	84	pc	Pen, pentel fine, black, red blue		
96	42	pc	Pen, sign pen, black, 0.5		
97	25	pc	Pen, sign pen, red, 0.40		
98	54	pc	Pen, Whyteboard, Black, blue red		
99	45	boxes	Pencil, good quality 12/box		
100	30	pad	Pin, corecol		
101	6	pc	Post-it, 1/4 size with line		
102	7	pc	Post-it, 2"x 1.5"		
103	6	pc	Post-it, 5"x3"		
104	6	pc	Puncher, heavy Duty		
105	13	pad	Push it Note		
106	9	box	Push Pin, hammer headtype		
107	2	box	Push pin, round head		
108	18	piece	Rag, Cloth		
109	5	pair	Rainboots		
110	27	pair	Raincoats with pants, large		
111	2	pair	Raincoats, with pants, XL		
112	19	book	Record book, 300 pages		
113	11	book	Record book, 300 pages, cloth bound		
114	50	book	Record book, 500 pages		
115	4	book	Record book, 500 pages, cloth bound		
116	11	pc	Record Book, Official		
117	7	pc	Refill, ribbon LX310 w/ cartridge		
118	8	rolls	Ribbon, computer for EPSON LX 300+		
119	14	cartridge	Ribbon, FX-2175 with cartridge		
120	4	PC	Ribbon, LX300		
121	16	cartridge	Ribbon, LX300+ w/ Cartridge		
122	35	roll	Ribbon, Typewriter, Black		
123	5	pc.	Ring Binder, (1"x44"), plastic		
124	4	pc	Ring Binder, (2"x44"), plastic		

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125	20	pc	Ring Binder, (¾"x44"), plastic		
126	2	box	Rubber bond, big		
127	20	box	Rubber bond, small		
128	11	pc	Ruler, 12", plastic		
129	4	pc	Ruler, 18", Plastic		
130	3	boxes	Sign Pen, Refill, Gel Ink, Black		
131	3	boxes	Sign Pen, Refill, Gel Ink, Blue		
132	3	boxes	Sign Pen, refillable, Gel ink, Black		
133	1	boxes	Sign Pen, Refillable Gel ink, green		
134	1	boxes	Sign Pen, refillable, Gel ink, Blue		
135	3	boxes	SIGNPEN, 12/ boxes ,black, blue, red & green		
136	25	sheet	Sticker paper		
137	100	pc	Stationary for certification, Velium Brand		
138	55	pack	Table Napkin Flat (White)		
139	108	box	Thumbtucks		
140	2	piece	Toilet Pump		
141	8	cart	Toner Ink Printer Fx9		
142	40	box	Toothpick		
143	8	unit	Trash Can with cover, big		
144	1	unit	Trash Can with cover, small		
145	3	piece	Trash Bin, medium		
146	2	piece	wall Clock		
			Cleaning Equipment and Supplies		
1	31	gallon	Muriatic Acid		
2	54	gallon	Bleaching liquid		
3	6	piece	BRUSH WOODEN HUNDLE, BIG		
4	13	kilo	CHLORINE		
5	104	piece	DETERGENT BAR		
6	32	piece	Deodorant cake, toilet, 99%, 50grams		
7	12	bottle	DISWASHING LIQUID		
8	75	piece	DISWASHING PASTE, BIG		
9	11	piece	DISWASHING PASTE, small		
10	13	piece	FEATHER DUSTER		

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11	6	set	GLOVES, RUBBER		
12	1	piece	Hard Cap		
13	16	piece	TOILET BRUSH with Handle		
14	50	pack	Cotton Balls		
15	5	dozen	Cup and Saucer		
16	100	bar	Laundry Soap		
17	14	set	Spoon & Fork, 12 pairs/set		
			Paper Materials and Products		
1	15	pad	OBR (Obligation Request)		
2	124	piece	Notebook 50 leaves		
3	100	piece	Notebook journal 80 leaves		
4	448	piece	Notebook, 80 leaves		
5	10	mtrs	Office Curtains		
			TOTAL		

and Model: _____ Delivery Period: _____ Warranty: _____

After having carefully read & accepted your General Conditions. I/We quote on the item/s price/s noted above.

TOTAL BID PRICE (In Words) _____

BID SECURITY: _____

AMOUNT: _____

Submitted by:

Bidder/Supplier
Date: _____

