

**SUPPLEMENTAL / BID BULLETIN NO. 01**

**TITLE** : Purchase and Delivery of Office and Other Supplies and Equipment for Calendar Year 2024  
**ITB NO.** : ITB 2024-DSWD-CAR-09  
**DATE** : 19 March 2024

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing the following:

Description	From	To
<b>Invitation to Bid</b>	9. Bid opening shall be on 01:30 PM (PST) 01 April 2024 at DSWD-CAR Premises and via Video Teleconference and via Google Meet with meeting ID/Link as <a href="https://meet.google.com/nuh-cmmn-ply">meet.google.com/nuh-cmmn-ply</a> . Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.	9. Bid opening shall be on 01:30 PM (PST) 01 April 2024 at DSWD-CAR Premises and via Video Teleconference and via Google Meet with meeting ID/Link as <a href="https://meet.google.com/gge-voqv-roe">meet.google.com/gge-voqv-roe</a> . Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
<b>Instruction to Bidders</b>	No prescribed format was attached as to sealing and marking of bids.	<b><u>See attached prescribed format for the sealing and marking of bids.</u></b>
<b>Technical Specifications</b> (item no. 1)	Acetate, Plastic Cover, clear, 48" x 50meters per roll	Acetate, Plastic Cover, clear, 48" x 50meters per roll, <b><u>gauge no. 3</u></b>
<b>Technical Specifications</b> (item no. 2)	Adhesive Magnetic Sheets, A4, 10 sheets per pack	Adhesive Magnetic Sheets, <b><u>at least 1mm per sheet, A4, 10 sheets per pack</u></b>
<b>Technical Specifications</b> (item no. 20)	Certificate Frame, Wooden, A4	Certificate Frame, Wooden, A4, <b><u>hanging/wall display type</u></b>
<b>Technical Specifications</b> (item no. 29)	Clipboard, material: plastic (nursing clipboard)	Clipboard, material: plastic (nursing clipboard), <b><u>size: A4</u></b>
<b>Technical Specifications</b> (item no. 42)	ENVELOPE, mailing with window, <b><u>A4</u></b> , 500pcs/box	ENVELOPE, mailing with window, <b><u>short</u></b> , 500pcs/box
<b>Technical Specifications</b> (item no. 43)	ENVELOPE, mailing with window, <b><u>legal</u></b> , 500pcs/box	ENVELOPE, mailing with window, <b><u>long</u></b> , 500pcs/box

Description	From	To
Technical Specifications (item no. 44)	ENVELOPE/File Organizer, expanding, plastic, <u>with pockets</u>	ENVELOPE/File Organizer, expanding, plastic, <b><u>with thirteen (13) pockets</u></b>
Technical Specifications (item no. 49)	File Folder, Assorted Colors, A4, 14 pts, 100 pcs /box	File Folder, Assorted Colors, A4, 14 pts, 100 pcs /box, <b><u>carton</u></b>
Technical Specifications (item no. 50)	File Folder, Assorted Colors, Legal, 14 pts, 100 pcs /box	File Folder, Assorted Colors, Legal, 14 pts, 100 pcs /box, <b><u>carton</u></b>
Technical Specifications (item no. 52)	FINGERTIP MOISTENER	FINGERTIP MOISTENER, <b><u>at least 40 grams per piece</u></b>
Technical Specifications (item no. 62)	Unit of Measure for:  ID PVC Card, for Matica Technologies EDIsecure MC310 Dual Sided PVC ID Card Printer, 250 cards/box  <u>piece</u>	Unit of Measure for:  ID PVC Card, for Matica Technologies EDIsecure MC310 Dual Sided PVC ID Card Printer, 250 cards/box  <b><u>box</u></b>
Technical Specifications (item no. 82)	MARKING PEN, Permanent, white	MARKING PEN, Permanent, white, <b><u>see attached sample picture.</u></b>
Technical Specifications (item no. 84)	Notebook, <u>40 leaves</u> , stitched	Notebook, <b><u>at least 40 leaves</u></b> , stitched
Technical Specifications (item no. 85)	Notebook, stenographer's, <u>40 leaves</u> , spiral	Notebook, stenographer's, <b><u>at least 40 leaves</u></b> , spiral
Technical Specifications (item no. 87)	Notepad, stick on, 76mmx76mm (2"x3"), 100s/pad	Notepad, stick on, <b><u>50mmx76mm</u></b> (2"x3"), 100s/pad
Technical Specifications (item no. 90)	OPP Plastic Clear Self Adhesive 100pcs per Set	OPP <b><u>plastic clear self-adhesive, at least 9x13" 100pcs per Set, see attached sample photo.</u></b>
Technical Specifications (item no. 91)	PAPER CLIP, 25 mm, 100s/box	PAPER CLIP, 25 mm, <b><u>triangle type</u></b> , 100s/box, <b><u>see attached sample photo.</u></b>
Technical Specifications (item no. 97)	Paper Trimmer, <u>10x12</u> , sharp, table top	Paper Trimmer, <b><u>at least 12.5x9.8x1.5"</u></b> , sharp, table top
Technical Specifications (item no. 118)	Unit of Measure for: Push Pin, Map pin, 100s /box  <u>piece</u>	Unit of Measure for: Push Pin, Map pin, 100s /box  <b><u>box</u></b>

<b>Description</b>	<b>From</b>	<b>To</b>
<b>Technical Specifications</b> (item no. 123)	Rubber Stamp, "Centenarian Program"	Rubber Stamp, "Centenarian Program", <b><u>10mm x 28mm, self-inking</u></b>
<b>Technical Specifications</b> (item no. 124)	Rubber Stamp, "Certified True Copy"	Rubber Stamp, "Certified True Copy", <b><u>10mm x 28mm, self-inking</u></b>
<b>Technical Specifications</b> (item no. 127)	Sign Pen, Black, gel ink retractable	Sign Pen, Black, gel ink retractable, <b><u>.5mm</u></b>
<b>Technical Specifications</b> (item no. 134)	Unit of Measure for: STAMP PAD INK, violet/blue 50ml piece	Unit of Measure for: STAMP PAD INK, violet/blue 50ml <b><u>bottle</u></b>
<b>Technical Specifications</b> (item no. 147)	Storage Box, Carton, for document, with cover, 15"x12"x11"	Storage Box, Carton, for document, with cover, 15"x12"x11", <b><u>ordinary, brown</u></b>
<b>Technical Specifications</b> (item no. 150)	Tape Dispenser, 2", with handle	Tape Dispenser, 2", with <b><u>plastic</u></b> handle
<b>Technical Specifications</b> (item no. 165)	Air Freshener, aerosol spray, 175ml	Air Freshener, aerosol spray, <b><u>at least 175ml</u></b>
<b>Technical Specifications</b> (item no. 167)	BATTERY, dry cell, AA, alkaline	BATTERY, dry cell, AA, alkaline, <b><u>genuine</u></b>
<b>Technical Specifications</b> (item no. 168)	BATTERY, dry cell, AA, alkaline, 2pcs/packet	BATTERY, dry cell, AA, alkaline, 2pcs/packet, <b><u>genuine</u></b>
<b>Technical Specifications</b> (item no. 169)	BATTERY, dry cell, AAA, alkaline, 2pcs/packet	BATTERY, dry cell, AAA, alkaline, 2pcs/packet, <b><u>genuine</u></b>
<b>Technical Specifications</b> (item no. 174)	DISHWASHING LIQUID, 250 ml	DISHWASHING LIQUID, <b><u>at least 250 ml</u></b>
<b>Technical Specifications</b> (item no. 175)	Disinfectant Spray, 400ml	Disinfectant Spray, <b><u>at least 400ml</u></b>
<b>Technical Specifications</b> (item no. 178)	EXTENSION WIRE, 4 socket, 20 meters	EXTENSION WIRE, <b><u>4 gang, at least 20 meters, see attached sample photo</u></b>
<b>Technical Specifications</b> (item no. 179)	EXTENSION WIRE, 5gangs with switch	EXTENSION WIRE, <b><u>5 gangs with switch, at least 1.83 meters, see attached sample photo</u></b>
<b>Technical Specifications</b> (item no. 180)	EXTENSION WIRE, 6 gang with individual switch, at least 1.75 meters	EXTENSION WIRE, <b><u>6 gangs with individual switch, at least 1.75 meters, see attached sample photo</u></b>
<b>Technical Specifications</b> (item no. 181)	EXTENSION WIRE, 6 socket with 6 gang, 15 meters	EXTENSION WIRE, <b><u>6 socket with universal outlet and individual switch, at least 15</u></b>

<b>Description</b>	<b>From</b>	<b>To</b>
		<b><u>meters, see attached sample photo</u></b>
<b>Technical Specifications</b> (item no. 182)	Elastic Rope Hook Bicycle Rope Tethered Luggage Cart With Hook, minimum of 1M	<b><u>Elastic Rope Hook Bicycle Rope Tethered Luggage Cart with Hook, at least one (1) meter per piece, see attached sample photo</u></b>
<b>Technical Specifications</b> (item no. 183)	Elastic Rope Hook Bicycle Rope Tethered Luggage Cart With Hook, Minimum of 2M	Elastic Rope Hook Bicycle Rope Tethered Luggage Cart with Hook, <b><u>at least two (2) meters per piece, see attached sample photo</u></b>
<b>Technical Specifications</b> (item no. 184)	Elastic Rope Hook Bicycle Rope Tethered Luggage Cart With Hook, minimum of 3M	Elastic Rope Hook Bicycle Rope Tethered Luggage Cart With Hook, <b><u>at least three (3) meters per piece, see attached sample photo</u></b>
<b>Technical Specifications</b> (item no. 185)	FOOT RUG	FOOT RUG, <b><u>circle/oblong, in random colors</u></b>
<b>Technical Specifications</b> (item no. 186)	Hand Sanitizer, 500 ml, natural spray	Hand Sanitizer, <b><u>at least 500 ml</u></b> , natural spray
<b>Technical Specifications</b> (item no. 187)	Hand Soap, Liquid, 500 ml	Hand Soap, Liquid, <b><u>at least 500 ml</u></b>
<b>Technical Specifications</b> (item no. 188)	INSECT KILLER, PESTICIDE, 600ml	INSECT KILLER, PESTICIDE, <b><u>at least 600ml</u></b>
<b>Technical Specifications</b> (item no. 198)	Trash Bin/Waste Basket	Trash Bin/Waste Basket, <b><u>at least 2.3 L capacity, no cover</u></b>
<b>Price Schedule for Goods Offered from Within the Philippines</b> (item no. 1)	Acetate, Plastic Cover, clear, 48" x 50meters per roll	Acetate, Plastic Cover, clear, 48" x 50meters per roll, <b><u>gauge no. 3</u></b>
<b>Price Schedule for Goods Offered from Within the Philippines</b> (item no. 2)	Adhesive Magnetic Sheets, A4, 10 sheets per pack	Adhesive Magnetic Sheets, <b><u>at least 1mm per sheet, A4, 10 sheets per pack</u></b>
<b>Price Schedule for Goods Offered from Within the Philippines</b> (item no. 20)	Certificate Frame, Wooden, A4	Certificate Frame, Wooden, A4, <b><u>hanging/wall display type</u></b>
<b>Price Schedule for Goods Offered from Within the Philippines</b> (item no. 29)	Clipboard, material: plastic (nursing clip board)	Clipboard, material: plastic (nursing clip board), <b><u>size: A4</u></b>

Description	From	To
Price Schedule for Goods Offered from Within the Philippines (item no. 42)	ENVELOPE, mailing with window, <u>A4</u> , 500pcs/box	ENVELOPE, mailing with window, <b><u>short</u></b> , 500pcs/box
Price Schedule for Goods Offered from Within the Philippines (item no. 43)	ENVELOPE, mailing with window, <u>legal</u> , 500pcs/box	ENVELOPE, mailing with window, <b><u>long</u></b> , 500pcs/box
Price Schedule for Goods Offered from Within the Philippines (item no. 44)	ENVELOPE/File Organizer, expanding, plastic, <u>with pockets</u>	ENVELOPE/File Organizer, expanding, plastic, <b><u>with thirteen (13) pockets</u></b>
Price Schedule for Goods Offered from Within the Philippines (item no. 49)	File Folder, Assorted Colors, A4, 14 pts, 100 pcs /box	File Folder, Assorted Colors, A4, 14 pts, 100 pcs /box, <b><u>carton</u></b>
Price Schedule for Goods Offered from Within the Philippines (item no. 50)	File Folder, Assorted Colors, Legal, 14 pts, 100 pcs /box	File Folder, Assorted Colors, Legal, 14 pts, 100 pcs /box, <b><u>carton</u></b>
Price Schedule for Goods Offered from Within the Philippines (item no. 52)	FINGERTIP MOISTENER	FINGERTIP MOISTENER, <b><u>at least 40 grams per piece</u></b>
Price Schedule for Goods Offered from Within the Philippines (item no. 62)	Unit of Measure for: ID PVC Card, for Matica Technologies EDIsecure MC310 Dual Sided PVC ID Card Printer, 250 cards/box  <u>piece</u>	Unit of Measure for: ID PVC Card, for Matica Technologies EDIsecure MC310 Dual Sided PVC ID Card Printer; 250 cards/box  <b><u>box</u></b>
Price Schedule for Goods Offered from Within the Philippines (item no. 82)	MARKING PEN, Permanent, white	MARKING PEN, Permanent, white, <b><u>see attached sample picture.</u></b>
Price Schedule for Goods Offered from Within the Philippines (item no. 84)	Notebook, <u>40 leaves</u> , stitched	Notebook, <b><u>at least 40 leaves</u></b> , stitched
Price Schedule for Goods Offered from Within the Philippines (item no. 85)	Notebook, stenographer's, <u>40 leaves</u> , spiral	Notebook, stenographer's, <b><u>at least 40 leaves</u></b> , spiral
Price Schedule for Goods Offered from Within the Philippines (item no. 87)	Notepad, stick on, 76mmx76mm (2"x3"), 100s/pad	Notepad, stick on, <b><u>50mmx76mm</u></b> (2"x3"), 100s/pad
Price Schedule for Goods	OPP Plastic Clear Self	OPP <b><u>plastic clear self-</u></b>

Description	From	To
Offered from Within the Philippines (item no. 90)	Adhesive 100pcs per Set	<b><u>adhesive, at least 9x13" 100pcs per Set, see attached sample photo.</u></b>
Price Schedule for Goods Offered from Within the Philippines (item no. 91)	PAPER CLIP, 25 mm, 100s/box	PAPER CLIP, 25 mm, <b><u>triangle type</u></b> , 100s/box, <b><u>see</u></b>
Price Schedule for Goods Offered from Within the Philippines (item no. 97)	Paper Trimmer, <u>10x12</u> , sharp, table top	Paper Trimmer, <b><u>at least 12.5x9.8x1.5"</u></b> , sharp, table top
Price Schedule for Goods Offered from Within the Philippines (item no. 118)	Unit of Measure for: Push Pin, Map pin, 100s /box  <b><u>piece</u></b>	Unit of Measure for: Push Pin, Map pin, 100s /box  <b><u>box</u></b>
Price Schedule for Goods Offered from Within the Philippines (item no. 123)	Rubber Stamp, "Centenarian Program"	Rubber Stamp, "Centenarian Program", <b><u>10mm x 28mm, self-inking</u></b>
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Price Schedule for Goods Offered from Within the Philippines (item no. 127)	Sign Pen, Black, gel ink retractable	Sign Pen, Black, gel ink retractable, <b><u>.5mm</u></b>
Price Schedule for Goods Offered from Within the Philippines (item no. 134)	Unit of Measure for: STAMP PAD INK, violet/blue 50ml <b><u>piece</u></b>	Unit of Measure for: STAMP PAD INK, violet/blue 50ml <b><u>bottle</u></b>
Price Schedule for Goods Offered from Within the Philippines (item no. 147)	Storage Box, Carton, for document, with cover, 15"x12"x11"	Storage Box, Carton, for document, with cover, 15"x12"x11", <b><u>ordinary, brown</u></b>
Price Schedule for Goods Offered from Within the Philippines (item no. 150)	Tape Dispenser, 2", with handle	Tape Dispenser, 2", with <b><u>plastic</u></b> handle
Price Schedule for Goods Offered from Within the Philippines (item no. 165)	Air Freshener, aerosol spray, 175ml	Air Freshener, aerosol spray, <b><u>at least 175ml</u></b>
Price Schedule for Goods Offered from Within the Philippines (item no. 167)	BATTERY, dry cell, AA, alkaline	BATTERY, dry cell, AA, alkaline, <b><u>genuine</u></b>
Price Schedule for Goods Offered from Within the	BATTERY, dry cell, AA, alkaline, 2pcs/packet	BATTERY, dry cell, AA, alkaline, 2pcs/packet,

<b>Description</b>	<b>From</b>	<b>To</b>
<b>Philippines</b> (item no. 168)		<b><u>genuine</u></b>
<b>Price Schedule for Goods Offered from Within the Philippines</b> (item no. 169)	BATTERY, dry cell, AAA, alkaline, 2pcs/packet	BATTERY, dry cell, AAA, alkaline, 2pcs/packet, <b><u>genuine</u></b>
<b>Price Schedule for Goods Offered from Within the Philippines</b> (item no. 174)	DISHWASHING LIQUID, 250 ml	DISHWASHING LIQUID, <b><u>at least 250 ml</u></b>
<b>Price Schedule for Goods Offered from Within the Philippines</b> (item no. 175)	Disinfectant Spray, 400ml	Disinfectant Spray, <b><u>at least 400ml</u></b>
<b>Price Schedule for Goods Offered from Within the Philippines</b> (item no. 178)	EXTENSION WIRE, 4 socket, 20 meters	EXTENSION WIRE, <b><u>4 gang, at least 20 meters, see attached sample photo</u></b>
<b>Price Schedule for Goods Offered from Within the Philippines</b> (item no. 179)	EXTENSION WIRE, 5gangs with switch	EXTENSION WIRE, <b><u>5 gangs with switch, at least 1.83 meters, see attached sample photo</u></b>
<b>Price Schedule for Goods Offered from Within the Philippines</b> (item no. 180)	EXTENSION WIRE, 6 gang with individual switch, at least 1.75 meters	EXTENSION WIRE, <b><u>6 gangs with individual switch, at least 1.75 meters, see attached sample photo</u></b>
<b>Price Schedule for Goods Offered from Within the Philippines</b> (item no. 181)	EXTENSION WIRE, 6 socket with 6 gang, 15 meters	EXTENSION WIRE, <b><u>6 socket with universal outlet and individual switch, at least 15 meters, see attached sample photo</u></b>
<b>Price Schedule for Goods Offered from Within the Philippines</b> (item no. 182)	Elastic Rope Hook Bicycle Rope Tethered Luggage Cart With Hook, minimum of 1M	<b><u>Elastic Rope Hook Bicycle Rope Tethered Luggage Cart with Hook, at least one (1) meter per piece, see attached sample photo</u></b>
<b>Price Schedule for Goods Offered from Within the Philippines</b> (item no. 183)	Elastic Rope Hook Bicycle Rope Tethered Luggage Cart With Hook, Minimum of 2M	Elastic Rope Hook Bicycle Rope Tethered Luggage Cart with Hook, <b><u>at least two (2) meters per piece, see attached sample photo</u></b>
<b>Price Schedule for Goods Offered from Within the Philippines</b> (item no. 184)	Elastic Rope Hook Bicycle Rope Tethered Luggage Cart With Hook, minimum of 3M	Elastic Rope Hook Bicycle Rope Tethered Luggage Cart With Hook, <b><u>at least three (3)</u></b>

Description	From	To
		<b><u>meters per piece, see attached sample photo</u></b>
<b>Price Schedule for Goods Offered from Within the Philippines</b> (item no. 185)	FOOT RUG	FOOT RUG, <b><u>circle/oblong, in random colors</u></b>
<b>Price Schedule for Goods Offered from Within the Philippines</b> (item no. 186)	Hand Sanitizer, 500 ml, natural spray	Hand Sanitizer, <b><u>at least 500 ml</u></b> , natural spray
<b>Price Schedule for Goods Offered from Within the Philippines</b> (item no. 187)	Hand Soap, Liquid, 500 ml	Hand Soap, Liquid, <b><u>at least 500 ml</u></b>
<b>Price Schedule for Goods Offered from Within the Philippines</b> (item no. 188)	INSECT KILLER, PESTICIDE, 600ml	INSECT KILLER, PESTICIDE, <b><u>at least 600ml</u></b>
<b>Price Schedule for Goods Offered from Within the Philippines</b> (item no. 198)	Trash Bin/Waste Basket	Trash Bin/Waste Basket, <b><u>at least 10L capacity, circular, no cover</u></b>

Please refer to the attached revised forms:

1. Invitation to Bid
2. Sealing and Marking of Bids (prescribed format)
3. Technical Specifications
4. Price Schedule for Goods Offered from Within the Philippines

Changes indicated in the Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

**RINA CLAIRE L. REYES**  
BAC Chairperson



## INVITATION TO BID FOR Purchase and Delivery of Office and Other Supplies and Equipment for Calendar Year 2024 ITB 2024-DSWD-CAR-09

1. The *Department of Social Welfare and Development – Cordillera Administrative Region*, through the **General Appropriations Act 2024** intends to apply the sum of **Four Million Nine Hundred Twenty One Thousand Eight Hundred Sixty Six Pesos (PhP 4, 921, 866.00)** being the ABC to payments under the contract for the **Purchase and Delivery of Office and Other Supplies and Equipment for Calendar Year 2024**.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The *Department of Social Welfare and Development - CAR* now invites bids for the above Procurement Project. Delivery of the Goods is required within **Twenty (20) calendar days upon receipt of the Notice to Proceed for the first delivery and based on the delivery schedule on the succeeding**. Bidders should have completed, within **two (2) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.  
  
Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from *Department of Social Welfare and Development - CAR* and inspect the Bidding Documents at the address given below during **8:00AM to 5:00PM**, Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **09 March 2024 to 01:00 PM (PST) 01 April 2024** from the given address and website(s) below and upon payment at the Cash Section of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB in the amount of **Five Thousand Pesos (PhP 5, 000.00)**.
6. The *Department of Social Welfare and Development-CAR* will hold a **Pre-Bid Conference**<sup>1</sup> on **01:30 PM (PST) 18 March 2024** at **DSWD-CAR Premises and via**

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

**Video Teleconference or Google Meet with meeting ID/Link as meet.google.com/ecm-stky-sup**, which shall be opened to prospective bidders.

The Procuring Entity allows payment of the bidding documents through Bank-to-Bank transaction. However, the Official Receipt shall only be issued by the Cash Section to the Bidder upon receipt of one (1) original copy of the deposit or other proof of payment<sup>2</sup> reflecting the following bank details:

**Account Number :** 0222-0218-63  
**Account Name :** DSWD FO CAR (MISC TRUST ACCNT)  
**Name of the Bank:** LANDBANK – Baguio Branch

7. Bids must be duly received by the BAC Secretariat at the office address indicated below on or before **01:00 PM (PST) 01 April 2024**. Late bids shall not be accepted.

**The procuring entity allows submission through courier provided that the bid envelope will be received on or before the deadline of bid submission.**

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **01:30 PM (PST) 01 April 2024** at **DSWD-CAR Premises and via Video Teleconference and via Google Meet with meeting ID/Link as meet.google.com/gge-voqv-roe**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Department of Social Welfare and Development** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:  
**BAC SECRETARIAT**  
Procurement Section, DSWD-CAR  
40 North Drive, Baguio City  
[bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph)  
(074) 661-0430 Local 25025  
Mobile Number: Smart: 0969-572-9176
12. You may visit the following website for downloading of Bidding Documents:  
<https://car.dswd.gov.ph/downloads/procurement/procurement-opportunities/>

**RINA CLAIRE L. REYES**

BAC Chairperson 

<sup>2</sup> Proof of payment includes screenshot of bank to bank fund transfer reflecting the accurate bidding documents fee paid, the correct details of DSWD Bank Account and Transaction Reference Number.

## Technical Specifications

Item	Qty	Unit	Specification	Statement of Compliance
				[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered <b>(including the prescribed terms and conditions)</b> . Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]
			<b>Purchase and Delivery of Office and Other Supplies and Equipment for Calendar Year 2024</b>	
			<b>OFFICE SUPPLIES</b>	
1	5	roll	Acetate, Plastic Cover, clear, 48" x 50meters per roll, <b><u>gauge no. 3</u></b>	
2	150	pack	Adhesive Magnetic Sheets, <b><u>at least 1mm per sheet, A4, 10 sheets per pack</u></b>	
3	4295	piece	Ballpen, black, 0.5mm, fine tip	
4	182	piece	Ballpen, Black, retractable, fine tip	
5	1065	piece	Ballpen, blue, 0.5mm, fine tip	

Item	Qty	Unit	Specification	Statement of Compliance
6	182	piece	Ballpen, Blue, retractable, fine tip	
7	240	piece	Ballpoint Pen, Retractable with rubber grip, Black, .07mm	
8	39	tube	BLADE, Cutter, 10s/tube	
9	4	pack	Bond paper, colored, green, matte, A4 80gsm, 250sheets/pack	
10	4	pack	Bond paper, colored, orange, matte, A4 80gsm, 250sheets/pack	
11	4	pack	Bond paper, colored, pink, matte, A4, 80gsm, 250sheets/pack	
12	4	pack	Bond paper, colored, red, matte, A4 80gsm, 250sheets/pack	
13	4	pack	Bond paper, colored, yellow, matte, A4 80gsm, 250sheets/pack	
14	40	piece	CARTOLINA, (22.5" x 28.5"), blue, light	
15	40	piece	CARTOLINA, (22.5" x 28.5"), green, light	
16	40	piece	CARTOLINA, (22.5" x 28.5"), pink, light	
17	40	piece	CARTOLINA, (22.5" x 28.5"), white	
18	40	piece	CARTOLINA, (22.5" x 28.5"), yellow, light	
19	630	piece	CARTOLINA, assorted color	
20	65	piece	Certificate Frame, Wooden, A4, <b>hanging/wall display type</b>	
21	132	piece	Certificate Holder, A4, red	
22	50	piece	Clearbook at least 40 fillers, A4 type	
23	30	box	CLIP, backfold, all metal, clamping: 15mm (-1mm)	
24	631	box	CLIP, backfold, all metal, clamping: 19mm (-1mm)	
25	429	box	CLIP, backfold, all metal, clamping: 25mm (-1mm)	
26	499	box	CLIP, backfold, all metal, clamping: 32mm (-1mm)	
27	30	box	CLIP, backfold, all metal, clamping: 41mm (-1mm)	
28	407	box	CLIP, backfold, all metal, clamping: 50mm (-1mm)	
29	56	piece	Clipboard, material: plastic (nursing clip board), <b>size: A4</b>	
30	3210	piece	Correction Tape, at least 6 meters	
31	130	piece	CUTTER/ UTILITY KNIFE, for general purpose	
32	2	piece	Cutting Mat, Self-healing, A3, Green	
33	2	piece	Cutting Mat, Self-healing, A4, Green	

Item	Qty	Unit	Specification	Statement of Compliance
34	30	piece	DATA FILE BOX, material: chipboard, 3mm thick (min) with closed ends, black, dimension: W125mm x H230mm x L400mm (min)	
35	310	piece	DATA FILE BOX, material: chipboard, 3mm thick (min) with closed ends, blue, dimension: W125mm x H230mm x L400mm (min)	
36	50	piece	DATA FILE FOLDER, chipboard material, legal with finger ring, blue, dimension: W75mm x H230mm x L380mm (min)	
37	62	piece	Dater, self-inking	
38	16	box	ENVELOPE, documentary, A4, 500pcs/box	
39	20	box	ENVELOPE, documentary, Legal, 500pcs/box	
40	7350	piece	ENVELOPE, expanding, kraftboard, for legal size doc, 100pcs/pack	
41	188	piece	ENVELOPE, expanding, plastic, legal	
42	2	box	ENVELOPE, mailing with window, <b>short</b> , 500pcs/box	
43	1	box	ENVELOPE, mailing with window, <b>long</b> , 500pcs/box	
44	86	piece	ENVELOPE/File Organizer, expanding, plastic, <b>with thirteen (13) pockets</b>	
45	220	piece	ERASER, rubber	
46	1	piece	External Hard Drive, 1TB, genuine	
47	102	box	Fastener, for paper, metal, 50 sets per box	
48	20	box	Fastener, for paper, plastic, 50 sets per box, assorted colors	
49	30	box	File Folder, Assorted Colors, A4, 14 pts, 100 pcs /box, <b>carton</b>	
50	30	box	File Folder, Assorted Colors, Legal, 14 pts, 100 pcs /box, <b>carton</b>	
51	40	pack	File Separator 5s/per pack, A4, assorted	
52	354	piece	FINGERTIP MOISTENER, <b>at least 40 grams per piece</b>	
53	12	piece	FLASH DRIVE, 128GB capacity, genuine	
54	1	piece	FLASH DRIVE, 32GB capacity, genuine	

Item	Qty	Unit	Specification	Statement of Compliance
55	30	piece	FLASH DRIVE, 64GB capacity, genuine	
56	175	piece	FOLDER, Expanding Legal, Green	
57	6400	piece	FOLDER, Tagboard, A4,	
58	3767	piece	FOLDER, Tagboard, Legal,	
59	120	bottle	Glue, 473ml min.	
60	105	bottle	GLUE, all purpose, 240 grams min.	
61	31	piece	Heavy Duty 3 Tier Desktop Document Tray Organizer Metal File Holder Desk Organizer	
62	4	<b>box</b>	ID PVC Card, for Matica Technologies EDIsecure MC310 Dual Sided PVC ID Card Printer, 250 cards/box	
63	22	bottle	INK Refill for Epson, T6641, black, 70ml, genuine	
64	22	bottle	INK Refill for Epson, T6642, cyan, 70ml, genuine	
65	22	bottle	INK Refill for Epson, T6643, magenta, 70ml, genuine	
66	22	bottle	INK Refill for Epson, T6644, yellow 70ml, genuine	
67	124	bottle	INK Refill for Epson,001, Black, 127ml, genuine	
68	52	bottle	INK Refill for Epson,001, Cyan, 70ml, genuine	
69	52	bottle	INK Refill for Epson,001, Magenta, 70ml, genuine	
70	52	bottle	INK Refill for Epson,001, Yellow, 70ml, genuine	
71	1225	bottle	INK Refill for Epson,003, Black, 65ml, genuine	
72	549	bottle	INK Refill for Epson,003, Cyan, 65ml, genuine	
73	549	bottle	INK Refill for Epson,003, Magenta, 65ml, genuine	
74	548	bottle	INK Refill for Epson,003, Yellow, 65ml, genuine	
75	385	pack	MANILA PAPER, folded, 3's/pack	
76	227	set	MARKER, Flourescent, 3colors/set	
77	21	pack	MARKER, Highlighter, assorted colors, 12pcs/pack	
78	675	piece	MARKING PEN, Permanent, black, broad type	
79	28	piece	MARKING PEN, Permanent, black, bullet type	
80	370	piece	MARKING PEN, Permanent, blue, broad type	

Item	Qty	Unit	Specification	Statement of Compliance
81	2	piece	MARKING PEN, Permanent, Felt tip, black	
82	60	piece	MARKING PEN, Permanent, white, <b>see attached sample picture.</b>	
83	55	piece	MARKING PEN, Whiteboard, black, bullet type	
84	50	piece	Notebook, <b>at least 40 leaves</b> , stitched	
85	937	piece	Notebook, stenographer's, <b>at least 40 leaves</b> , spiral	
86	30	pad	Notepad, stick on, 76mmx127mm (3"x5"), 100s/pad	
87	40	pad	Notepad, stick on, <b>50mmx76mm</b> (2"x3"), 100s/pad	
88	844	pad	Notepad, stick on, 76mmx76mm (3"x3"), 100s/pad	
89	35	pad	Notepad, Sticky notes, Sign Here, 100s sticky notes, 44x12.5 mm	
90	3	set	OPP <b>plastic clear self-adhesive, at least 9x13" 100pcs per Set, see attached sample photo.</b>	
91	4	box	PAPER CLIP, 25 mm, <b>triangle type</b> , 100s/box, <b>see attached sample photo.</b>	
92	196	box	PAPER CLIP, Gem type, 33mm, 100s/box	
93	215	box	PAPER CLIP, Gem type, jumbo, 50mm, 100s/box	
94	29	box	Paper Clip, vinyl/plastic coat, 33mm, 100s/box	
95	29	box	Paper Clip, vinyl/plastic coat, 50mm, 100s/box	
96	186	box	PAPER FASTENER, Metal, 50s/box	
97	2	piece	Paper Trimmer, <b>at least 12.5x9.8x1.5"</b> , sharp, table top	
98	15	pack	PAPER, Colored, A4, 100s/pack, assorted colors	
99	8	pack	PAPER, Colored, A4, 100s/pack, matte, Green	
100	8	pack	PAPER, Colored, A4, 100s/pack, matte, Orange	
101	8	pack	PAPER, Colored, A4, 100s/pack, matte, Pink	
102	8	pack	PAPER, Colored, A4, 100s/pack, matte, Yellow	
103	5740	ream	PAPER, Multicopy, A4, 80gsm, size: 210mm x 297mm	
104	1132	ream	PAPER, Multicopy, Legal, 80gsm, size: 216mm x 330mm	

Item	Qty	Unit	Specification	Statement of Compliance
105	5	pack	PAPER, Parchment, A4, 250s/pack	
106	91	pack	PAPER, Photo, A4, 100gsm, 10's/pack	
107	10	pack	PAPER, Photo, A4, woven, 260gsm, 20s/pack, resin-coated and micro-porous coated paper	
108	15	pack	PAPER, Special, 8.5x11", Pale Cream, 200gsm, 10s/ pack	
109	20	pack	PAPER, Special, 8.5x11", White, 200gsm, 10s/ pack	
110	162	pack	PAPER, Specialty Board, A4, Cream, 200gsm, 10s/pack	
111	345	pack	PAPER, Specialty Board, A4, White, 250gsm, 10s/pack	
112	229	pack	PAPER, Sticker , A4, matte, 10s/pack	
113	4	pack	PAPER, Sticker , A4, matte, 20s/pack	
114	20	piece	PENCIL SHARPENER, mechanical, single cutter head	
115	40	box	Pencil, lead with eraser, 12s/box	
116	8	piece	Printer Ribbon, 250 prints, for Matica Technologies EDIsecure MC310 Dual Sided PVC ID Card Printer	
117	70	piece	Puncher, Two-holes, heavy duty	
118	60	<b>box</b>	Push Pin, Map pin, 100s /box	
119	233	book	RECORD BOOK, 300 pages	
120	263	book	RECORD BOOK, 300 pages 8.5x11"	
121	141	book	RECORD BOOK, 500 pages	
122	44	box	RUBBER BAND (big), 350g, #8	
123	1	piece	Rubber Stamp, "Centenarian Program", <b>10mm x 28mm, self-inking</b>	
124	15	piece	Rubber Stamp, "Certified True Copy", <b>10mm x 28mm, self-inking</b>	
125	44	piece	RULER, 12", plastic	
126	223	piece	Scissors, Symmetrical, 8", Stainless Steel, Plastic handle	
127	100	piece	Sign Pen, Black, gel ink retractable, <b>.5mm</b>	
128	250	piece	Sign Pen, Black, liquid/gel ink, 0.3mm needle tip	
129	150	piece	Sign Pen, Black, liquid/gel ink, 0.4mm needle tip	
130	4127	piece	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	
131	240	piece	Sign Pen, Blue, liquid/gel ink, 0.3mm needle tip	



Item	Qty	Unit	Specification	Statement of Compliance
132	150	piece	Sign Pen, Blue, liquid/gel ink, 0.4mm needle tip	
133	1150	piece	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	
134	153	<b>bottle</b>	STAMP PAD INK, violet/blue 50ml	
135	219	piece	STAMP PAD, Felt Pad, min 60mm x 100mm	
136	18	piece	STAMPING MACHINE, Self-inking with refillable ink pad, "CERTIFIED TRUE COPY", Maximum of 5mm Text Height	
137	30	piece	STAMPING MACHINE, Self-inking with refillable ink pad, "Inspected by:"	
138	17	piece	STAMPING MACHINE, Self-inking with refillable ink pad, "PAID", Maximum of 5mm Text Height	
139	1	piece	STAMPING MACHINE, Self-inking with refillable ink pad, "Received"	
140	44	piece	Staple Wire Remover, metal, plier type	
141	10	box	Staple Wire, Standard, #35, 100s/box	
142	434	box	Staple Wire, Standard, #35, 5000s/box	
143	20	piece	Stapler with Staple Remover Heavy Duty, 125mm x 50mm x 55mm, 495kg, staples No. 35 (26/6), throat depth: 64 mm, load capacity 100 staples, stapling capacity: 2-30 sheets of 70 g/m2 paper	
144	81	piece	Stapler, Standard type	
145	175	pack	Stick On Flags, 13x43mm, neon colors, 250 flags per pack	
146	400	pack	Sticky Note Page markers, 1/2 x 2in, multicolored, 50sheets/pad, 5pads/pack (paper material)	
147	50	piece	Storage Box, Carton, for document, with cover, 15"x12"x11", <b>ordinary, brown</b>	
148	135	piece	Storage Box, Hard bound, with cover, blue, at least 10x15.5x11"	
149	5	piece	Tape Dispenser, 1"	
150	37	piece	Tape Dispenser, 2", with <b>plastic</b> handle	
151	10	piece	Tape Electrical	
152	234	roll	Tape, Double-sided, 1", 24mm x 10M	
153	20	roll	Tape, Double-sided, 1", with foam type	

Item	Qty	Unit	Specification	Statement of Compliance
154	10	roll	Tape, Double-sided, 1/2", 22mm x 10M	
155	5	roll	Tape, Double-sided, 1/2", 22mm x 10M, with foam type	
156	43	roll	Tape, Duct, 2", 48mm x 50M	
157	371	roll	Tape, Masking, 1", 24mm x 50M	
158	338	roll	Tape, Masking, 2", 48mm x 50M	
159	459	roll	Tape, Packaging, 2", 48mm x 50M	
160	730	roll	Tape, Transparent, 1", 24mm x 50M	
161	618	roll	Tape, Transparent, 2", 48mm x 50M	
162	12	pack	Toner for Laserjet Pro, M102a, genuine	
163	25	roll	TWINE, plastic, 1kg/roll	
			<b>OTHER SUPPLIES &amp; EQUIPMENT</b>	
164	35	piece	Adapter, Socket, universal	
165	87	can	Air Freshener, aerosol spray, <b>at least 175ml</b>	
166	2	gallon	Alcohol, Isopropyl, 70%, at least 3.875L, 1 gallon	
167	20	piece	BATTERY, dry cell, AA, alkaline, <b>genuine</b>	
168	103	packet	BATTERY, dry cell, AA, alkaline, 2pcs/packet, <b>genuine</b>	
169	230	packet	BATTERY, dry cell, AAA, alkaline, 2pcs/packet, <b>genuine</b>	
170	41	gallon	BLEACH, 3.875L, 1gallon	
171	5	piece	BROOM, Soft, thick	
172	2	piece	BROOM, stick, medium, thick	
173	40	pack	Cups, paper, disposable, 12 oz, 50pcs/pack	
174	12	bottle	DISHWASHING LIQUID, <b>at least 50 ml</b>	
175	36	can	Disinfectant Spray, <b>at least 400ml</b>	
176	33	piece	DUST PAN, big, rigid, plastic	
177	35	unit	Extension Wheel, 15M, 3gangs	
178	6	unit	EXTENSION WIRE, <b>4 gang, at least 20 meters, see attached sample photo</b>	
179	28	piece	EXTENSION WIRE, <b>5 gangs with switch, at least 1.83 meters, see attached sample photo</b>	
180	27	unit	EXTENSION WIRE, <b>6 gangs with individual switch, at least 1.75 meters, see attached sample photo</b>	
181	5	unit	EXTENSION WIRE, <b>6 socket with universal outlet and individual</b>	

Item	Qty	Unit	Specification	Statement of Compliance
			<b><u>switch, at least 15 meters, see attached sample photo</u></b>	
182	5	piece	Elastic Rope Hook Bicycle Rope Tethered Luggage Cart with Hook, <b><u>at least one (1) meter per piece, see attached sample photo</u></b>	
183	10	piece	Elastic Rope Hook Bicycle Rope Tethered Luggage Cart with Hook, <b><u>at least two (2) meters per piece, see attached sample photo</u></b>	
184	5	piece	Elastic Rope Hook Bicycle Rope Tethered Luggage Cart With Hook, <b><u>at least three (3) meters per piece, see attached sample photo</u></b>	
185	19	piece	FOOT RUG, <b><u>circle/oblong, in random colors</u></b>	
186	11	bottle	Hand Sanitizer, <b><u>at least 500 ml,</u></b> natural spray	
187	72	bottle	Hand Soap, Liquid, <b><u>at least 500 ml</u></b>	
188	66	can	INSECT KILLER, PESTICIDE, <b><u>at least 600ml</u></b>	
189	1	piece	Paper Cutter, A3, B4, A4, A5, B6, B7, sharp and durable blade, full metal base, table top	
190	132	piece	RAGS, round, diameter approx. 7", cotton	
191	1	set	SPIN MOP, with Bucket	
192	185	piece	Storage Box, 70L, white	
193	315	pack	Tissue, 48 rolls per pack, virgin wood pulp or recycled pulp, 3ply	
194	38	bottle	TOILET CLEANER, Liquid, 500ml min	
195	285	pack	TOILET TISSUE, 3 ply, 12 rolls/pack	
196	103	pack	Trash bag, by 10, black, L	
197	107	pack	Trash bag, by 10, black, XL	
198	10	piece	Trash Bin/Waste Basket, <b><u>at least 10L capacity, circular, no cover</u></b>	
199	20	piece	Wireless Mouse, rechargeable	

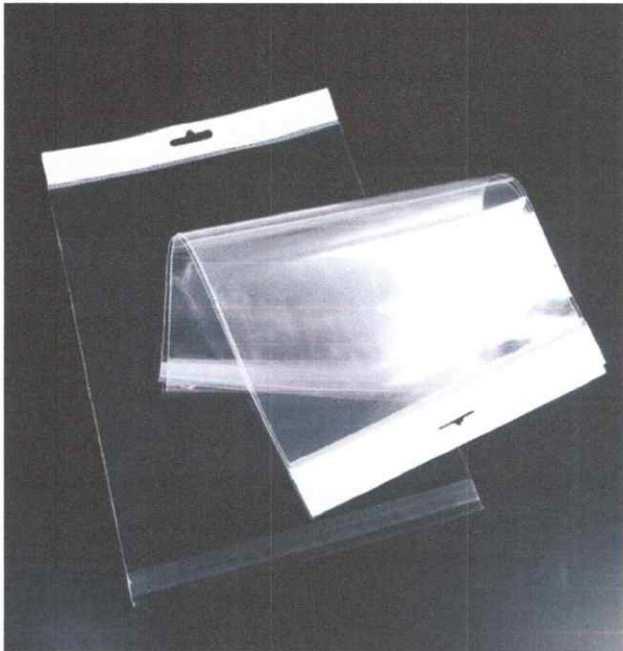
**NOTES:**

For the purpose of bid evaluation, the required evidence as reference to the statement of compliance shall be in the form of brand and/or technical specifications of the offered item). In case a brand is not appropriate or applicable for the item, a bidder shall attach a photo that shows the compliance of offered items with the technical specifications. **Attachment of photo is mandatory for the offered item.**

Example:

<b>Specification</b>	<b>Statement of Compliance</b>
Wireless Mouse, rechargeable	Comply, brand x, photo or brochure of the offered item

Annex A: Sample Photos



OPP plastic clear self-adhesive, at least 9x13"  
100pcs per Set (item no. 90)



Adhesive Magnetic Sheets, at least 1mm per sheet, A4, 10 sheets per pack (item no. 2)

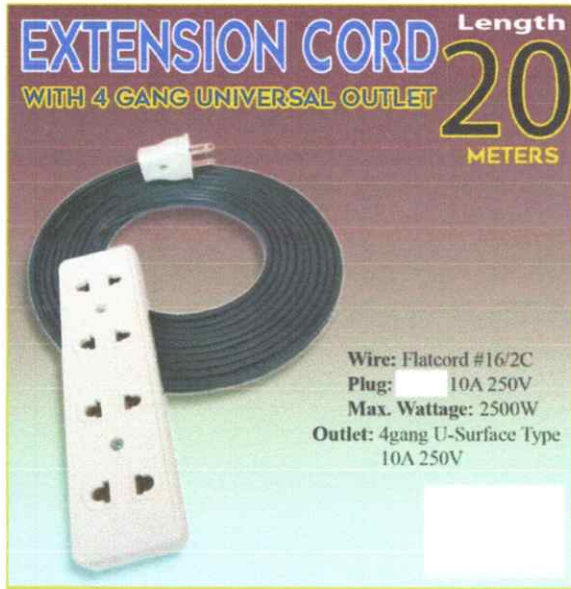


MARKING PEN, Permanent, white (item no. 82)



PAPER CLIP, 25 mm, triangle type, 100s/box  
 (item no. 91)

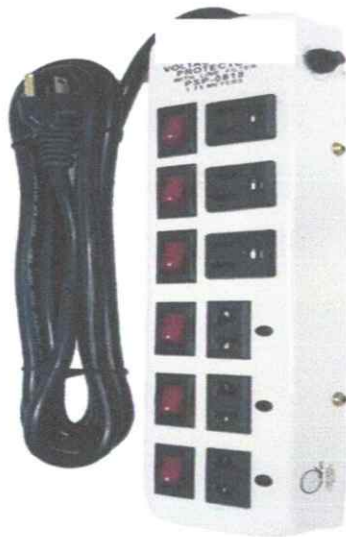
Annex A: Sample Photos



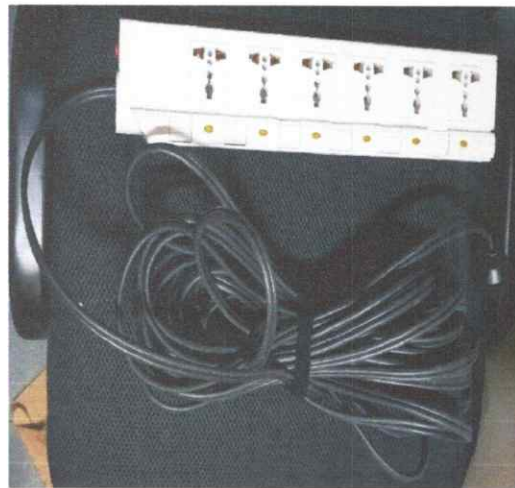
**EXTENSION WIRE, 4 gang, at least 20 meters**  
(item no. 178)



**EXTENSION WIRE, 5 gangs with switch, at least 1.83 meters** (item no. 179)



**EXTENSION WIRE, 6 gangs with individual switch, at least 1.75 meters**(item no. 180)



**EXTENSION WIRE, 6 socket with universal outlet and individual switch, at least 15 meters**(item no. 181)

Annex A: Sample Photos



Elastic Rope Hook Bicycle Rope Tethered Luggage  
Cart with Hook, at least one (1) meter per piece(item  
no. 182)<sup>1</sup>

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<sup>1</sup> This sample photo also applies to item numbers 183-184.

**Price Schedule for Goods Offered from Within the Philippines**

Name of Bidder : \_\_\_\_\_  
 Invitation to Bid No. ITB 2024-DSWD-CAR-09

Page \_\_\_ of \_\_\_

1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
	<b>PURCHASE AND DELIVERY OF OFFICE AND OTHER SUPPLIES AND EQUIPMENT FOR DSWD CAR STAFF FOR CY 2024</b>									
1	Acetate, Plastic Cover, clear, 48" x 50meters per roll, gauge no. 3	-	5	roll		-	-	-	-	-
2	Adhesive Magnetic Sheets, at least 1mm per sheet, A4, 10 sheets per pack	-	150	pack		-	-	-	-	-
3	Ballpen, black, 0.5mm, fine tip	-	4295	piece		-	-	-	-	-
4	Ballpen, Black, retractable, fine tip	-	182	piece		-	-	-	-	-
5	Ballpen, blue, 0.5mm, fine tip	-	1065	piece		-	-	-	-	-
6	Ballpen, Blue, retractable, fine tip	-	182	piece		-	-	-	-	-
7	Ballpoint Pen, Retractable with rubber grip, Black, .07mm	-	240	piece		-	-	-	-	-
8	BLADE, Cutter, 10s/tube	-	39	tube		-	-	-	-	-
9	Bond paper, colored, green, matte, A4 80gsm, 250sheets/pack	-	4	pack		-	-	-	-	-
10	Bond paper, colored, orange, matte, A4 80gsm, 250sheets/pack	-	4	pack		-	-	-	-	-
11	Bond paper, colored, pink, matte, A4, 80gsm, 250sheets/pack	-	4	pack		-	-	-	-	-
12	Bond paper, colored, red, matte, A4 80gsm, 250sheets/pack	-	4	pack		-	-	-	-	-
13	Bond paper, colored, yellow, matte, A4 80gsm, 250sheets/pack	-	4	pack		-	-	-	-	-
14	CARTOLINA, (22.5" x 28.5"), blue, light	-	40	piece		-	-	-	-	-
15	CARTOLINA, (22.5" x 28.5"), green, light	-	40	piece		-	-	-	-	-
16	CARTOLINA, (22.5" x 28.5"), pink, light	-	40	piece		-	-	-	-	-
17	CARTOLINA, (22.5" x 28.5"), white	-	40	piece		-	-	-	-	-
18	CARTOLINA, (22.5" x 28.5"), yellow, light	-	40	piece		-	-	-	-	-
19	CARTOLINA, assorted color	-	630	piece		-	-	-	-	-



1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
20	Certificate Frame, Wooden, A4, hanging/wall display type	-	65	piece		-	-	-	-	-
21	Certificate Holder, A4, red	-	132	piece		-	-	-	-	-
22	Clearbook at least 40 fillers, A4 type	-	50	piece		-	-	-	-	-
23	CLIP, backfold, all metal, clamping: 15mm (-1mm)	-	30	box		-	-	-	-	-
24	CLIP, backfold, all metal, clamping: 19mm (-1mm)	-	631	box		-	-	-	-	-
25	CLIP, backfold, all metal, clamping: 25mm (-1mm)	-	429	box		-	-	-	-	-
26	CLIP, backfold, all metal, clamping: 32mm (-1mm)	-	499	box		-	-	-	-	-
27	CLIP, backfold, all metal, clamping: 41mm (-1mm)	-	30	box		-	-	-	-	-
28	CLIP, backfold, all metal, clamping: 50mm (-1mm)	-	407	box		-	-	-	-	-
29	Clipboard, material: plastic (nursing clip board), size: A4	-	56	piece		-	-	-	-	-
30	Correction Tape, min. at least 6meters	-	3210	piece		-	-	-	-	-
31	CUTTER/ UTILITY KNIFE, for general purpose	-	130	piece		-	-	-	-	-
32	Cutting Mat, Self Healing, A3, Green	-	2	piece		-	-	-	-	-
33	Cutting Mat, Self Healing, A4, Green	-	2	piece		-	-	-	-	-
34	DATA FILE BOX, material: chipboard, 3mm thick (min) with closed ends, black, dimension: W125mm x H230mm x L400mm (min)	-	30	piece		-	-	-	-	-
35	DATA FILE BOX, material: chipboard, 3mm thick (min) with closed ends, blue, dimension: W125mm x H230mm x L400mm (min)	-	310	piece		-	-	-	-	-
36	DATA FILE FOLDER, chipboard material, legal with finger ring, blue, dimension: W75mm x H230mm x L380mm (min)	-	50	piece		-	-	-	-	-
37	Dater, self inking	-	62	piece		-	-	-	-	-
38	ENVELOPE, documentary, A4, 500pcs/box	-	16	box		-	-	-	-	-
39	ENVELOPE, documentary, Legal, 500pcs/box	-	20	box		-	-	-	-	-
40	ENVELOPE, expanding, kraftboard, for legal size doc, 100pcs/pack	-	7350	piece		-	-	-	-	-
41	ENVELOPE, expanding, plastic, legal	-	188	piece		-	-	-	-	-
42	ENVELOPE, mailing with window, short, 500pcs/box	-	2	box		-	-	-	-	-
43	ENVELOPE, mailing with window, long, 500pcs/box	-	1	box		-	-	-	-	-
44	ENVELOPE/File Organizer, expanding, plastic, with thirteen (13) pockets	-	86	piece		-	-	-	-	-
45	ERASER, rubber	-	220	piece		-	-	-	-	-
46	External Hard Drive, 1TB, genuine	-	1	piece		-	-	-	-	-

1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
47	Fastener, for paper, metal, 50 sets per box	-	102	box		-	-	-	-	-
48	Fastener, for paper, plastic, 50 sets per box, assorted colors	-	20	box		-	-	-	-	-
49	File Folder, Assorted Colors, A4, 14 pts, 100 pcs /box, carton	-	30	box		-	-	-	-	-
50	File Folder, Assorted Colors, Legal, 14 pts, 100 pcs /box, carton	-	30	box		-	-	-	-	-
51	File Separator 5s/pack, A4, assorted	-	40	pack		-	-	-	-	-
52	FINGERTIP MOISTENER, at least 40 grams per piece	-	354	piece		-	-	-	-	-
53	FLASH DRIVE, 128GB capacity, genuine	-	12	piece		-	-	-	-	-
54	FLASH DRIVE, 32GB capacity, genuine	-	1	piece		-	-	-	-	-
55	FLASH DRIVE, 64GB capacity, genuine	-	30	piece		-	-	-	-	-
56	FOLDER, Expanding Legal, Green	-	175	piece		-	-	-	-	-
57	FOLDER, Tagboard, A4,	-	6400	piece		-	-	-	-	-
58	FOLDER, Tagboard, Legal,	-	3767	piece		-	-	-	-	-
59	Glue, 473ml min.	-	120	bottle		-	-	-	-	-
60	GLUE, all purpose, 240 grams min.	-	105	bottle		-	-	-	-	-
61	Heavy Duty 3 Tier Desktop Document Tray Organizer Metal File Holder Desk Organizer	-	31	piece		-	-	-	-	-
62	ID PVC Card, for Matica Technologies EDIsecure MC310 Dual Sided PVC ID Card Printer, 250 cards/box	-	4	box		-	-	-	-	-
63	INK Refill for Epson, T6641, black, 70ml	-	22	bottle		-	-	-	-	-
64	INK Refill for Epson, T6642, cyan, 70ml	-	22	bottle		-	-	-	-	-
65	INK Refill for Epson, T6643, magenta, 70ml	-	22	bottle		-	-	-	-	-
66	INK Refill for Epson, T6644, yellow 70ml	-	22	bottle		-	-	-	-	-
67	INK Refill for Epson,001, Black, 127ml	-	124	bottle		-	-	-	-	-
68	INK Refill for Epson,001, Cyan, 70ml	-	52	bottle		-	-	-	-	-
69	INK Refill for Epson,001, Magenta, 70ml	-	52	bottle		-	-	-	-	-
70	INK Refill for Epson,001, Yellow, 70ml	-	52	bottle		-	-	-	-	-
71	INK Refill for Epson,003, Black, 65ml	-	1225	bottle		-	-	-	-	-
72	INK Refill for Epson,003, Cyan, 65ml	-	549	bottle		-	-	-	-	-
73	INK Refill for Epson,003, Magenta, 65ml	-	549	bottle		-	-	-	-	-
74	INK Refill for Epson,003, Yellow, 65ml	-	548	bottle		-	-	-	-	-
75	MANILA PAPER, folded, 3's	-	385	pack		-	-	-	-	-
76	MARKER, Flourescent, 3colors/set	-	227	set		-	-	-	-	-
77	MARKER, Highlighter, assorted colors, 12pcs/pack	-	21	pack		-	-	-	-	-

Name of Bidder : \_\_\_\_\_

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Invitation to Bid No. ITB 2024-DSWD-CAR-09

1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
78	MARKING PEN, Permanent, black, broad type	-	675	piece		-	-	-	-	-
79	MARKING PEN, Permanent, black, bullet type	-	28	piece		-	-	-	-	-
80	MARKING PEN, Permanent, blue, broad type,	-	370	piece		-	-	-	-	-
81	MARKING PEN, Permanent, Felt tip. black	-	2	piece		-	-	-	-	-
82	Permanent, white, see attached sample picture	-	60	piece		-	-	-	-	-
83	MARKING PEN, Whiteboard, black, bullet type	-	55	piece		-	-	-	-	-
84	Notebook, at least 40 leaves, stitched	-	50	piece		-	-	-	-	-
85	Notebook, stenographer's, at least 40 leaves, spiral	-	937	piece		-	-	-	-	-
86	Notepad, stick on, 76mmx127mm (3"x5"), 100s/pad	-	30	pad		-	-	-	-	-
87	Notepad, stick on, 50mmx76mm (2"x3"), 100s/pad	-	40	pad		-	-	-	-	-
88	Notepad, stick on, 76mmx76mm (3"x3"), 100s/pad	-	844	pad		-	-	-	-	-
89	Notepad, Sticky notes, Sign Here, 100s sticky notes, 44x12.5 mm	-	35	pad		-	-	-	-	-
90	OPP plastic clear self-adhesive, at least 9x13" 100pcs per Set, see attached sample photo.	-	3	pack		-	-	-	-	-
91	PAPER CLIP, 25 mm, triangle type, 100s/box, see attached sample photo.	-	4	box		-	-	-	-	-
92	PAPER CLIP, Gem type, 33mm, 100s/box	-	196	box		-	-	-	-	-
93	PAPER CLIP, Gem type, jumbo, 50mm, 100s/box	-	215	box		-	-	-	-	-
94	Paper Clip, vinyl/plastic coat, 33mm, 100s/box	-	29	box		-	-	-	-	-
95	Paper Clip, vinyl/plastic coat, 50mm, 100s/box	-	29	box		-	-	-	-	-
96	PAPER FASTENER, Metal, 50s/bbox	-	186	box		-	-	-	-	-
97	Paper Trimmer, at least 12.5x9.8x1.5", sharp, table top	-	2	piece		-	-	-	-	-
98	PAPER, Colored, A4, 100s/pack, assorted colors	-	15	pack		-	-	-	-	-
99	PAPER, Colored, A4, 100s/pack, matte, Green	-	8	pack		-	-	-	-	-
100	PAPER, Colored, A4, 100s/pack, matte, Orange	-	8	pack		-	-	-	-	-
101	PAPER, Colored, A4, 100s/pack, matte, Pink	-	8	pack		-	-	-	-	-
102	PAPER, Colored, A4, 100s/pack, matte, Yellow	-	8	pack		-	-	-	-	-
103	PAPER, Multicopy, A4, 80gsm, size: 210mm x 297mm	-	5740	ream		-	-	-	-	-
104	PAPER, Multicopy, Legal, 80gsm, size: 216mm x 330mm	-	1132	ream		-	-	-	-	-
105	PAPER, Parchment, A4, 250s/pack	-	5	pack		-	-	-	-	-
106	PAPER, Photo, A4, 100gsm, 10's/pack	-	91	pack		-	-	-	-	-

1	2	3	4		5	6	7	8	9	10
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107	PAPER, Photo, A4, woven, 260gsm, 20s/pack, resin-coated and micro-porous coated paper	-	10	pack		-	-	-	-	-
108	PAPER, Special, 8.5x11", Pale Cream, 200gsm,10s/ pack	-	15	pack		-	-	-	-	-
109	PAPER, Special, 8.5x11", White, 200gsm,10s/ pack	-	20	pack		-	-	-	-	-
110	PAPER, Specialty Board, A4, Cream, 200gsm, 10s/pack	-	162	pack		-	-	-	-	-
111	PAPER, Specialty Board, A4, White, 250gsm, 10s/pack	-	345	pack		-	-	-	-	-
112	PAPER, Sticker , A4, matte, 10s/pack	-	229	pack		-	-	-	-	-
113	PAPER, Sticker , A4, matte, 20s/pack	-	4	pack		-	-	-	-	-
114	PENCIL SHARPENER, mechanical, single cutter head	-	20	piece		-	-	-	-	-
115	Pencil, lead with eraser	-	40	box		-	-	-	-	-
116	Printer Ribbon, 250 prints, for Matica Technologies EDIsecure MC310 Dual Sided PVC ID Card Printer	-	8	piece		-	-	-	-	-
117	Puncher, Two-holes, heavy duty	-	70	piece		-	-	-	-	-
118	Push Pin, Map pin, 100s /box	-	60	box		-	-	-	-	-
119	RECORD BOOK, 300 pages	-	233	book		-	-	-	-	-
120	RECORD BOOK, 300 pages 8.5x11"	-	263	book		-	-	-	-	-
121	RECORD BOOK, 500 pages	-	141	book		-	-	-	-	-
122	RUBBER BAND (big), 350g, #8	-	44	box		-	-	-	-	-
123	Rubber Stamp, "Centenarian Program", 10mm x 28mm, self-inking	-	1	piece		-	-	-	-	-
124	Rubber Stamp, "Certified True Copy", 10mm x 28mm, self-inking	-	15	piece		-	-	-	-	-
125	RULER, 12", plastic	-	44	piece		-	-	-	-	-
126	Scissors, Symmetrical, 8", Stainless Steel, Plastic handle	-	223	piece		-	-	-	-	-
127	Sign Pen, Black, gel ink retractable, .5mm	-	100	piece		-	-	-	-	-
128	Sign Pen, Black, liquid/gel ink, 0.3mm needle tip	-	250	piece		-	-	-	-	-
129	Sign Pen, Black, liquid/gel ink, 0.4mm needle tip	-	150	piece		-	-	-	-	-
130	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	-	4127	piece		-	-	-	-	-
131	Sign Pen, Blue, liquid/gel ink, 0.3mm needle tip	-	240	piece		-	-	-	-	-
132	Sign Pen, Blue, liquid/gel ink, 0.4mm needle tip	-	150	piece		-	-	-	-	-
133	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	-	1150	piece		-	-	-	-	-
134	STAMP PAD INK, Violet/ Blue 50ml	-	153	bottle		-	-	-	-	-
135	STAMP PAD, Felt Pad, min 60mm x 100mm	-	219	piece		-	-	-	-	-

1	2	3	4		5	6	7	8	9	10
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136	STAMPING MACHINE, Self-inking with refillable ink pad, "CERTIFIED TRUE COPY", Maximum of 5mm Text Height	-	18	piece		-	-	-	-	-
137	STAMPING MACHINE, Self-inking with refillable ink pad, "Inspected by:"	-	30	piece		-	-	-	-	-
138	STAMPING MACHINE, Self-inking with refillable ink pad, "PAID", Maximum of 5mm Text Height	-	17	piece		-	-	-	-	-
139	STAMPING MACHINE, Self-inking with refillable ink pad, "Received"	-	1	piece		-	-	-	-	-
140	Staple Wire Remover, metal, plier type	-	44	piece		-	-	-	-	-
141	Staple Wire, Standard, #35, 100s/box	-	10	box		-	-	-	-	-
142	Staple Wire, Standard, #35, 5000s/box	-	434	box		-	-	-	-	-
143	Stapler with Staple Remover Heavy Duty, 125mm x 50mm x 55mm, 495kg, staples No. 35 (26/6), throat depth: 64 mm, load capacity 100 staples, stapling capacity: 2-30 sheets of 70 g/m2 paper	-	20	piece		-	-	-	-	-
144	Stapler, Standard type	-	81	piece		-	-	-	-	-
145	Stick On Flags, 13x43mm, neon colors, 250 flags per pack	-	175	pack		-	-	-	-	-
146	Sticky Note Page markers, 1/2 x 2in, multicolored, 50sheets/pad, 5pads/pack (paper material)	-	400	pack		-	-	-	-	-
147	Storage Box, Carton, for document, with cover, 15"x12"x11", ordinary, brown	-	50	piece		-	-	-	-	-
148	Storage Box, Hard bound, with cover, blue, atleast 10x15.5x11	-	135	piece		-	-	-	-	-
149	Tape Dispenser, 1"	-	5	piece		-	-	-	-	-
150	Tape Dispenser, 2", with plastic handle	-	37	piece		-	-	-	-	-
151	Tape Electrical	-	10	piece		-	-	-	-	-
152	Tape, Double-sided, 1", 24mm x 10M	-	234	roll		-	-	-	-	-
153	Tape, Double-sided, 1", with foam type	-	20	roll		-	-	-	-	-
154	Tape, Double-sided, 1/2", 22mm x 10M	-	10	roll		-	-	-	-	-
155	Tape, Double-sided, 1/2", 22mm x 10M, with foam type	-	5	roll		-	-	-	-	-
156	Tape, Duct, 2", 48mm x 50M	-	43	roll		-	-	-	-	-
157	Tape, Masking, 1", 24mm x 50M	-	371	roll		-	-	-	-	-
158	Tape, Masking, 2", 48mm x 50M	-	338	roll		-	-	-	-	-
159	Tape, Packaging, 2", 48mm x 50M	-	459	roll		-	-	-	-	-
160	Tape, Transparent, 1", 24mm x 50M	-	730	roll		-	-	-	-	-

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161	Tape, Transparent, 2", 48mm x 50M	-	618	roll		-	-	-	-	-
162	Toner for Laserjet Pro, M102a	-	12	pack		-	-	-	-	-
163	TWINE, plastic, 1kg/roll	-	25	roll		-	-	-	-	-
	<b>OTHER SUPPLIES &amp; EQUIPMENT</b>	-				-	-	-	-	-
164	Adapter, Socket, universal	-	35	piece		-	-	-	-	-
165	Air Freshener, aerosol spray, at least 175ml	-	87	can		-	-	-	-	-
166	Alcohol, Isopropyl, 70%, at least 3.875L, 1gallon	-	2	gallon		-	-	-	-	-
167	BATTERY, dry cell, AA, alkaline, genuine	-	20	piece		-	-	-	-	-
168	BATTERY, dry cell, AA, alkaline, 2pcs/packet, genuine	-	103	packet		-	-	-	-	-
169	BATTERY, dry cell, AAA, alkaline, 2pcs/packet, genuine	-	230	packet		-	-	-	-	-
170	BLEACH, 3.875L, 1gallon	-	41	gallon		-	-	-	-	-
171	BROOM, Soft, thick	-	5	piece		-	-	-	-	-
172	BROOM, stick, medium, thick	-	2	piece		-	-	-	-	-
173	Cups, paper, disposable, 12 oz, 50pcs/pack	-	40	pack		-	-	-	-	-
174	DISHWASHING LIQUID, at least 250 ml	-	12	bottle		-	-	-	-	-
175	Disinfectant Spray, at least 400ml	-	36	can		-	-	-	-	-
176	DUST PAN, big, rigid, plastic	-	33	piece		-	-	-	-	-
177	Extension Wheel, 15M, 3gangs	-	35	unit		-	-	-	-	-
178	EXTENSION WIRE, 4 gang, at least 20 meters, see attached sample photo	-	6	unit		-	-	-	-	-
179	EXTENSION WIRE, 5 gangs with switch, at least 1.83 meters, see attached sample photo	-	28	piece		-	-	-	-	-
180	EXTENSION WIRE, 6 gangs with individual switch, at least 1.75 meters, see attached sample photo	-	27	unit		-	-	-	-	-
181	EXTENSION WIRE, 6 socket with universal outlet and individual switch, at least 15 meters, see attached sample photo	-	5	unit		-	-	-	-	-
182	Elastic Rope Hook Bicycle Rope Tethered Luggage Cart with Hook, at least one (1) meter per piece, see attached sample photo	-	5	piece		-	-	-	-	-
183	Elastic Rope Hook Bicycle Rope Tethered Luggage Cart with Hook, at least two (2) meters per piece, see attached sample photo	-	10	piece		-	-	-	-	-

Name of Bidder : \_\_\_\_\_

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Invitation to Bid No. ITB 2024-DSWD-CAR-09

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184	Elastic Rope Hook Bicycle Rope Tethered Luggage Cart With Hook, at least three (3) meters per piece, see attached sample photo	-	5	piece		-	-	-	-	-
185	FOOT RUG, circle/oblong, in random colors	-	19	piece		-	-	-	-	-
186	Hand Sanitizer, at least 500 ml, natural spray	-	11	bottle		-	-	-	-	-
187	Hand Soap, Liquid, at least 500 ml	-	72	bottle		-	-	-	-	-
188	INSECT KILLER, PESTICIDE, at least 600ml	-	66	can		-	-	-	-	-
189	Paper Cutter, A3, B4, A4, A5, B6, B7, sharp and durable blade, full metal base, table top	-	1	piece		-	-	-	-	-
190	RAGS, round, diameter approx. 7", cotton	-	132	piece		-	-	-	-	-
191	SPIN MOP, with Bucket	-	1	set		-	-	-	-	-
192	Storage Box, 70L, white	-	185	piece		-	-	-	-	-
193	Tissue, 48 rolls per pack, virgin wood pulp or recycled pulp, 3ply	-	315	pack		-	-	-	-	-
194	TOILET CLEANER, Liquid, 500ml min	-	38	bottle		-	-	-	-	-
195	TOILET TISSUE, 3 ply, 12 rolls/pack	-	285	pack		-	-	-	-	-
196	Trash bag, by 10, black, L	-	103	pack		-	-	-	-	-
197	Trash bag, by 10, black, XL	-	107	pack		-	-	-	-	-
198	Trash Bin/Waste Basket, at least 2.3 L capacity, no cover	-	10	piece		-	-	-	-	-
199	Wireless Mouse, rechargeable	-	20	piece		-	-	-	-	-
	<b>Total</b>									-

**NOTES:**

1. In case a column is not applicable for an offered item, just indicate "-" or "0".
2. Leaving columns 5, 6,7,8, as blank or indicating other symbol/s such as "Not Applicable", "NA", etc. shall be automatically deemed as not responsive.

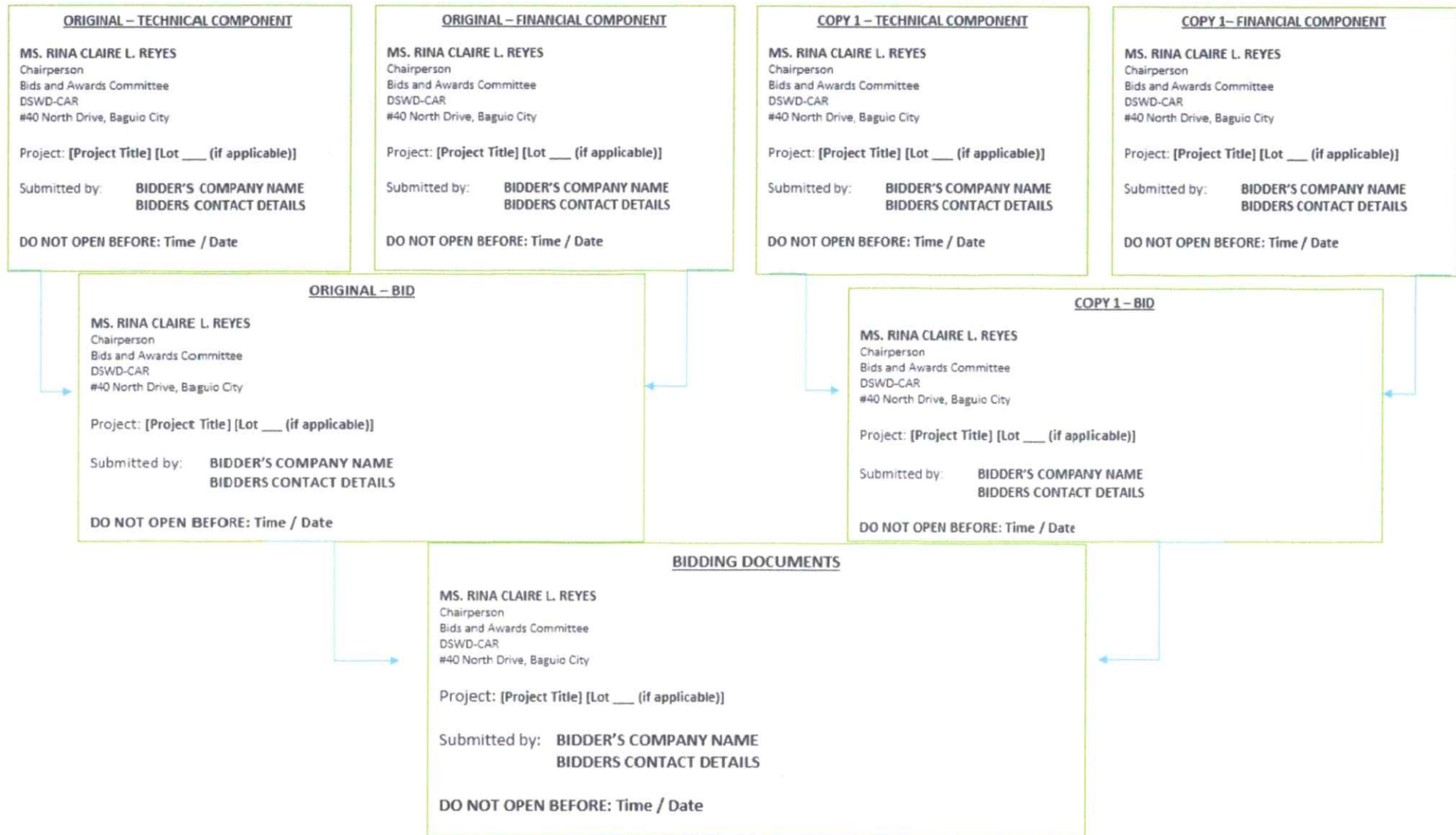
Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**MARKING AND SEALING OF ENVELOPE:**



**Note:** The technical and financial documents must be submitted in two (2) copies (Original Copy and Copy 1). The Original Technical Component envelope and Original Financial Component envelope must be sealed in one envelope marked "ORIGINAL BID". The Copy 1 Technical Component envelope and Copy 1 Financial Component Envelope must also be sealed in another envelope marked "Copy 1 Bid". These envelopes containing the Original Copy and Copy 1 must be enclosed in one single envelope marked "BIDDING DOCUMENTS". The technical and financial documents must be properly tabbed and signed.