



# PhilGEPS

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## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 7045062  
**Procuring Entity** CARLOS HILADO MEMORIAL STATE COLLEGE  
**Title** Procurement of Common Janitorial Supplies and Office Supplies for the Four (4) Campuses  
**Area of Delivery** Negros Occidental

<b>Solicitation Number:</b>	CHMSC 20-017-0615-G	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Office Equipment Supplies and Consumables	<b>Date Published</b>	16/06/2020
<b>Approved Budget for the Contract:</b>	PHP 836,217.00	<b>Last Updated / Time</b>	15/06/2020 16:42 PM
<b>Delivery Period:</b>	45 Day/s	<b>Closing Date / Time</b>	23/06/2020 09:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Ma. Kristina Goylos Medalla Head, BAC Secretariat Mabini Street, Brgy Zone 1 Talisay City Negros Occidental Philippines 6115 63-34-7120420 Ext.142 63-34-7128404 bac.sec@chmsc.edu.ph		

#### Description

CARLOS HILADO MEMORIAL STATE COLLEGE  
BIDS AND AWARDS COMMITTEE  
Talisay City, Negros Occidental  
Telefax Nos. (034) 712-8404

INVITATION TO BID  
FOR THE PROCUREMENT OF COMMON JANITORIAL SUPPLIES AND OFFICE SUPPLIES FOR THE FOUR (4) CAMPUSES  
CHMSC 20-017-0615-G

1. The Carlos Hilado Memorial State College, through the Corporate Budget for the Contract of 2020 approved by the governing Board, intends to apply the sum of EIGHT HUNDRED THIRTY-SIX THOUSAND TWO HUNDRED SEVENTEEN PESOS & 00/100 (Php 836,217.00) ONLY, being the Approved Budget for the Contract (ABC) to payments under the contract for the PROCUREMENT OF COMMON JANITORIAL SUPPLIES AND OFFICE SUPPLIES FOR THE FOUR (4) CAMPUSES. Bids received in excess shall be automatically rejected at bid opening.

2. The Carlos Hilado Memorial State College now invites bids for PROCUREMENT OF COMMON JANITORIAL SUPPLIES AND OFFICE SUPPLIES FOR THE FOUR (4) CAMPUSES, as follows:

LOT 1 COMMON JANITORIAL SUPPLIES 21,304.00  
 LOT 2 COMMON OFFICE SUPPLIES 814,913.00  
 Php 836,217.00  
 =====

Delivery of Goods is required within Forty-Five (45) calendar days upon receipt of Notice to Proceed. Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project of at least 50% of the ABC. 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 the non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, otherwise known as the "Government Procurement Reform Act".

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 5183.

4. Interested bidders may obtain further information from CARLOS HILADO MEMORIAL STATE COLLEGE and inspect the Bidding Documents at the address given below during 8:00 A.M. to 5:00 P.M.

The BAC Secretariat  
Brgy. Zone I, Mabini St.,  
Talisay City, Negros Occidental

5. A complete set of Bidding Documents may be acquired by interested Bidders on June 16 - 23, 2020 (8:30A.M.) from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of One Thousand Pesos (Php 1,000.00) Only.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the CARLOS HILADO MEMORIAL STATE COLLEGE, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The CHMSC will not hold a pre-bid conference for this project.

7. Bids must be duly received by the BAC Secretariat at the CHMSC Conference Room, 4/F Administration Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental on or before 9:00 A.M., June 23, 2020. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bids may be submitted through electronic mail to bac.sec@chmsc.edu.ph provided that the bidding documents are compressed into two (2) separate archived folders (zip or rar format) and which each folder shall be labelled as "First Envelope\_Name of Company\_Project Reference Number" and "Second Envelope\_Name of Company\_Project Reference Number" and each is uniquely password-protected;

Bidders must submit the printed copies (Original, Copy 1 and Copy 2) of their bidding documents within 3 calendar days from bid opening.

Bid opening shall be on 9:30 A.M., June 23, 2020, at the same venue and address. Bids will be opened in the presence of the bidders' representatives who choose to attend at the CHMSC Conference Room, 4/F Administration Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental or through Zoom Meeting ID No. 797 389 7583, Meeting Password 062320. Late bids shall not be accepted.

8. The Carlos Hilado Memorial State College 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to:

MRS. MA. KRISTINA G. MEDALLA  
Head, BAC Secretariat  
Carlos Hilado Memorial State College  
Brgy. Zone 1, Mabini St.,  
Talisay City, Negros Occidental  
Telefax No. (034) 712-8404

SERGIO NICOLAS C. SOBREPEÑA, Ph.D.TM.  
BAC Chairperson

Line Items	Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
	1	LOT 1	Common Janitorial Supplies	1	Lot	21,304.00
	2	LOT 2	Common Office Supplies	1	Lot	814,913.00

**Created by** Rowena De la Vida Prado

**Date Created** 15/06/2020

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system.

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**CARLOS HILADO MEMORIAL STATE COLLEGE  
BIDS AND AWARDS COMMITTEE**

Talisay City, Negros Occidental  
Telefax Nos. (034) 712-8404



**INVITATION TO BID  
FOR THE PROCUREMENT OF COMMON JANITORIAL SUPPLIES AND OFFICE SUPPLIES  
FOR THE FOUR (4) CAMPUSES  
CHMSC 20-017-0615-G**

1. The *Carlos Hilado Memorial State College*, through the *Corporate Budget for the Contract of 2020 approved by the governing Board*, intends to apply the sum of **EIGHT HUNDRED THIRTY-SIX THOUSAND TWO HUNDRED SEVENTEEN PESOS & 00/100 (Php 836,217.00) ONLY**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF COMMON JANITORIAL SUPPLIES AND OFFICE SUPPLIES FOR THE FOUR (4) CAMPUSES**. Bids received in excess shall be automatically rejected at bid opening.
2. The *Carlos Hilado Memorial State College* now invites bids for **PROCUREMENT OF COMMON JANITORIAL SUPPLIES AND OFFICE SUPPLIES FOR THE FOUR (4) CAMPUSES**, as follows:

LOT 1	COMMON JANITORIAL SUPPLIES	21,304.00
LOT 2	COMMON OFFICE SUPPLIES	814,913.00
		<u>Php 836,217.00</u>

Delivery of Goods is required within **Forty-Five (45) calendar days upon receipt of Notice to Proceed**. Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project of at least 50% of the ABC. 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 the non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, otherwise known as the "Government Procurement Reform Act".

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 5183.

4. Interested bidders may obtain further information from **CARLOS HILADO MEMORIAL STATE COLLEGE** and inspect the Bidding Documents at the address given below during 8:00 A.M. to 5:00 P.M.

The BAC Secretariat  
Brgy. Zone I, Mabini St.,  
Talisay City, Negros Occidental

5. A complete set of Bidding Documents may be acquired by interested Bidders on **June 16 - 23, 2020 (8:30A.M.)** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of One Thousand Pesos (**Php 1,000.00**) Only.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the **CARLOS HILADO MEMORIAL STATE COLLEGE**, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The CHMSC will not hold a pre-bid conference for this project.

7. Bids must be duly received by the BAC Secretariat at the **CHMSC Conference Room, 4/F Administration Bldg.**

Some of the bidders may be required to provide a bank check or cash equivalent in the amount of One Thousand Pesos (Php 1,000.00) as a condition for the opening of bids.

Bidders are to be notified through advertisement upon the date of the opening of bids. The Bidding Documents are available for inspection and purchase at the Bidding Office of the BAC Secretariat, Brgy. Zone I, Mabini St., Talisay City, Negros Occidental.

Bidders must submit the proposed cover sheet, copy of the bid, and other documents required in the Bidding Documents to the BAC Secretariat, Brgy. Zone I, Mabini St., Talisay City, Negros Occidental.

Bidders are to be notified through advertisement upon the date of the opening of bids. The Bidding Documents are available for inspection and purchase at the Bidding Office of the BAC Secretariat, Brgy. Zone I, Mabini St., Talisay City, Negros Occidental.

The Carlos Hilado Memorial State College is a state-owned institution of higher learning. It is a public institution of higher learning. It is a public institution of higher learning.

For further information, please contact:

CHMSC, 4/F Administration Bldg.,  
Brgy. Zone I, Mabini St.,  
Talisay City, Negros Occidental  
Telefax Nos. (034) 712-8404



## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

Section III is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB included in Section II, and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, the applicable rules regarding bid price and currency, and the bid evaluation criteria that will apply to the bids. In preparing Section III, the following aspects should be checked:

- (a) Information that specifies and complements provisions of Section II must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of Section II as necessitated by the circumstances of the specific procurement, must also be incorporated.

For foreign-assisted projects, the Bid Data Sheet to be used is provided in Section IX- Foreign-Assisted Projects.

## Bid Data Sheet

ITB Clause										
1.1	<p>The Procuring Entity is <b>CARLOS HILADO MEMORIAL STATE COLLEGE</b></p> <p>The name of the Contract is <b>PROCUREMENT OF COMMON JANITORIAL AND OFFICE SUPPLIES FOR THE FOUR (4) CAMPUSES</b></p> <p>The identification number of the Contract is <i>7045062/CHMSC 20-017-0615-G</i></p>									
1.2	<p>The lot(s) and reference is/are:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">LOT 1</td> <td style="width: 60%;">COMMON JANITORIAL SUPPLIES</td> <td style="width: 30%; text-align: right;">Php21,304.00</td> </tr> <tr> <td>LOT 2</td> <td>COMMON OFFICE SUPPLIES</td> <td style="text-align: right;"><u>814,913.00</u></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">836,217.00</td> </tr> </table>	LOT 1	COMMON JANITORIAL SUPPLIES	Php21,304.00	LOT 2	COMMON OFFICE SUPPLIES	<u>814,913.00</u>			836,217.00
LOT 1	COMMON JANITORIAL SUPPLIES	Php21,304.00								
LOT 2	COMMON OFFICE SUPPLIES	<u>814,913.00</u>								
		836,217.00								
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the 2020 Corporate Budget of the College approved by the governing Board, in the amount of <b>EIGHT HUNDRED THIRTY-SIX THOUSAND TWO HUNDRED SEVENTEEN PESOS &amp; 00/100 (Php836,217.00) Only.</b></p> <p>The name of the Project is: <b>PROCUREMENT OF COMMON JANITORIAL AND OFFICE SUPPLIES FOR THE FOUR (4) CAMPUSES</b></p>									
3.1	No further instructions.									
5.1	No further instructions.									
5.2	Foreign bidders, except those falling under <b>ITB</b> Clause 5.2(b), may not participate in this Project.									
5.4	<i>For the procurement of Expendable Supplies:</i> The Bidder must have completed, within the period specified in the Invitation to Bid and <b>ITB</b> Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least twenty-five percent (50%) of the ABC.									
7	No further instructions.									
8.1	Subcontracting is not allowed.									
8.2	Not applicable.									
9.1	The Procuring Entity will not hold a pre-bid conference for this Project.									

10.1	<p>The Procuring Entity's address is:</p> <p><b>CARLOS HILADO MEMORIAL STATE COLLEGE</b>  <b>Mabini St., Brgy. Zone 1, Talisay City, Negros Occidental</b></p> <p><b>SERGIO NICOLAS C. SOBREPEÑA, Ph.D.TM</b>  BAC Chairperson  Tel. No. (034) 712-8404  <u><a href="mailto:bac.sec@chmsc.edu.ph">bac.sec@chmsc.edu.ph</a></u></p>
12.1(a)	No further instructions.
12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed within <i>two (2) years</i> prior to the deadline for the submission and receipt of bids.
13.1	No additional requirements.
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	<b>EIGHT HUNDRED THIRTY-SIX THOUSAND TWO HUNDRED SEVENTEEN PESOS &amp; 00/100 (Php836,217.00) Only.</b> Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iv)	No incidental services are required.
15.4(b)	No incidental services are required.
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	Not applicable
17.1	Bids will be valid until <i>October 21, 2020</i> (120 c.d. from the date of bid opening)
18.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>1. The amount of not less than <b>Php16,724.34</b> [<i>Insert 2% of ABC</i>], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>2. The amount of not less than <b>Php41,810.85</b> [<i>Insert 5% of ABC</i>] if bid security is in Surety Bond.</li> </ol>
18.2	The bid security shall be valid until <i>October 21, 2020</i> (120 c.d. from the date of bid opening)

20.1	<p><b>Procedures during the opening of electronically submitted bid:</b></p> <ul style="list-style-type: none"> <li>a. The passwords for accessing the compressed folders/envelopes will be disclosed by Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology;</li> <li>b. The password for the second folder/envelope will be disclosed only if the bidder passed the legal and technical requirements;</li> <li>c. Bidders may modify or withdraw their Bid at any time before the deadline for the submission and receipt of bids. Where a bidder modifies its Bid, it shall not be allowed to retrieve its original Bid and shall only be allowed to submit another. For electronic bid submission, Bidders shall send another Bid equally secured, properly identified, and labeled as a “modification” of the one previously submitted. The time indicated in the latest Bid Receipt page generated shall be the official time of submission;</li> <li>d. Bidders must submit the printed copies (Original, Copy 1 and Copy 2) of their bidding documents within 3 calendar days from bid opening.</li> </ul> <p>Bids may be submitted through electronic mail to <a href="mailto:bac.sec@chmsc.edu.ph">bac.sec@chmsc.edu.ph</a> provided that the bidding documents are compressed into two (2) separate archived folders (.zip or .rar format) and which each folder shall be labelled as “First Envelope_Name of Company_Project Reference Number” and “Second Envelope_Name of Company_Project Reference Number” and each is uniquely password-protected.</p>
21	<p>The address for submission of bids is</p> <p><b>CHMSC Conference Room, 4F Administration Bldg., Mabini St., Brgy. Zone 1, Talisay City, Negros Occidental</b></p> <p>The deadline for submission of bids is:  <b>DATE: June 23, 2020</b>  <b>TIME: 9:30 a.m.</b></p>
24.1	<p>The place of bid opening is</p> <p><b>CHMSC Conference Room, 4F Administration Bldg., Mabini St., Brgy. Zone 1, Talisay City, Negros Occidental</b></p> <p>The date and time of bid opening is  <b>DATE: June 23, 2020</b>  <b>TIME: 9:00 a.m.</b></p>



24.2	No further instructions.						
24.3	No further instructions.						
27.1	No further instructions.						
28.3(a)	<p><b>Grouping and Evaluation of Lots –</b></p> <p>Partial bid is not allowed. <i>Similar items, to be grouped together to form several lots that shall be evaluated and awarded as separate contracts.</i></p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p> <table> <tr> <td>LOT 1</td> <td>COMMON JANITORIAL SUPPLIES</td> <td>Php21,304.00</td> </tr> <tr> <td>LOT 2</td> <td>COMMON OFFICE SUPPLIES</td> <td>814,913.00</td> </tr> </table>	LOT 1	COMMON JANITORIAL SUPPLIES	Php21,304.00	LOT 2	COMMON OFFICE SUPPLIES	814,913.00
LOT 1	COMMON JANITORIAL SUPPLIES	Php21,304.00					
LOT 2	COMMON OFFICE SUPPLIES	814,913.00					
28.4	No further instructions.						
29.2	No additional requirement.						
32.4(f)	No additional requirement.						



## Special Conditions of Contract

GCC Clause	
1.1 (g)	The Procuring Entity is <b>CARLOS HILADO MEMORIAL STATE COLLEGE</b>
1.1(i)	The Supplier is
1.1 (j)	The Funding Source is  the Government of the Philippines (GOP) through Corporate Budget of the College for 2020 approved by the governing Board, in the amount of <b>EIGHT HUNDRED THIRTY-SIX THOUSAND TWO HUNDRED SEVENTEEN PESOS &amp; 00/100 (Php836,217.00) Only.</b>
1.1 (k)	The Project Site is Carlos Hilado Memorial State College, Talisay, Alijis, Fortune Towne and Binalbagan Campuses.
2.1	No further instructions.
5.1	The Procuring Entity's address for Notices is:  SERGIO NICOLAS C. SOBREPENA, Ph.D.TM Chairperson, Bids and Awards Committee CARLOS HILADO MEMORIAL STATE COLLEGE BRGY. ZONE 1, MABINI STREET TALISAY CITY, NEGROS OCCIDENTAL Telefax No. (034) 712-8404/712-0420 loc. 142  The Supplier's address for Notices is: _____
6.2	<b>Delivery and Documents –</b>  For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:  <i>For Goods Supplied from Abroad, state "The delivery terms applicable to the Contract are DDP delivered Carlos Hilado Memorial State College, Talisay Campus, Alijis, Fortune Towne and Binalbagan Campuses. In accordance with INCOTERMS."</i>  <i>For Goods Supplied from Within the Philippines, state "The delivery terms applicable to this Contract are delivered at Carlos Hilado</i>

*Memorial State College, Talisay, Alijis, Fortune Towne and Binalbagan Campuses.* Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are as follows:

*For Goods supplied from within the Philippines:*

Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:

- (i) Original and four copies of the Supplier’s invoice showing Goods’ description, quantity, unit price, and total amount;
- (ii) Original and four copies delivery receipt/note, railway receipt, or truck receipt;
- (iii) Original Supplier’s factory inspection report;
- (iv) Original and four copies of the Manufacturer’s and/or Supplier’s warranty certificate;
- (v) Original and four copies of the certificate of origin (for imported Goods);
- (vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;
- (vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity’s representative at the Project Site; and
- (viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity’s representative at the Project Site.

*For Goods supplied from abroad:*

Upon shipment, the Supplier shall notify the Procuring Entity and the insurance company by cable the full details of the shipment, including Contract Number, description of the Goods, quantity, vessel, bill of lading number and date, port of loading, date of shipment, port of discharge etc. Upon delivery to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents as applicable with the documentary requirements of any letter of credit issued taking precedence:

- (i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) Original and four copies of the negotiable, clean shipped on board bill of lading marked "freight pre-paid" and five copies of the non-negotiable bill of lading ;
- (iii) Original Supplier's factory inspection report;
- (iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;
- (v) Original and four copies of the certificate of origin (for imported Goods);
- (vi) Delivery receipt detailing number and description of items received signed by the Procuring Entity's representative at the Project Site;
- (vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and
- (viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.

For purposes of this Clause the Procuring Entity's Representative at the Project Site is *MR. PHILIP ESTACION, Supply Officer.*

**Incidental Services –**

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI Schedule of Requirements:

- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- (e) training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

**Spare Parts –**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (a) such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- (b) in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts required are listed in Section VI Schedule of Requirements and the cost thereof are included in the Contract Price

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods for a period of *three (3) years*.

Other spare parts and components shall be supplied as promptly as possible, but in any case within *one (1) month* months of placing the order.

**Packaging –**

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the GOODS' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity

Name of the Supplier

Contract Description

Final Destination

Gross weight

Any special lifting instructions

Any special handling instructions

Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical, the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

**Insurance –**

The Goods supplied under this Contract shall be fully insured by the Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery. The Goods remain at the risk and title of the Supplier until their final acceptance by the Procuring Entity.

**Transportation –**

Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in

	<p>this Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered <i>force majeure</i> in accordance with <b>GCC</b> Clause.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP Deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Patent Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
10.4	Not applicable
10.5	Payment using LC is not allowed.
11.3	The terms of payment : 30 days
13.4(c)	No further instructions
16.1	<p>The inspections and tests that will be conducted are:</p> <p>Inspection as to the Quality, Quantity, and Specifications of the items delivered.</p>
17.3	Six (6) months after acceptance by the Procuring Entity of the delivered Goods or after the Goods are consumed, whichever is earlier.
17.4	The period for correction of defects in the warranty period is fifteen (15) days
21.1	No additional provision.





**CARLOS HILADO MEMORIAL STATE COLLEGE**  
**BIDS AND AWARDS COMMITTEE**  
 Talisay City, Negros Occidental  
 Telefax No.: (034) 712-8404

Project Reference No: **7045062/CHMSC 20-017-0615-G**  
 Name of the Project: **PROCUREMENT OF COMMON JANITORIAL SUPPLIES AND OFFICE SUPPLIES**  
 Location of the Project: **FOUR (4) CAMPUSES**

page 1 of 4

## *BILL OF QUANTITIES*

Date: \_\_\_\_\_

Item No.	Quantity	Unit	ARTICLES and DESCRIPTION			Unit Price	Total Price
<b>LOT 1 - COMMON JANITORIAL SUPPLIES</b>							
1	7	bar	BATH SOAP	Anti-bacterial	Cleansing White Soap, 120G		
2	1	piece	BROOM		soft (tambo)		
3	1	kilogram	CHLORINE	Industrial			
4	3	bar	DETERGENT	Bar	Min 392 grams net mass four(4) pcs per bar		
5	4	pouch	DETERGENT	Powder	500 grams, All purpose		
6	1	pouch	DETERGENT POWDER		all purpose, 1kilo/pouch		
7	6	sachet	DISHWASHING LIQUID		20ml		
8	2	each	DISHWASHING SPONGE				
9	5	can	DISINFECTANT SPRAY		400-550 grams		
10	4	piece	DOORMAT		Rubber		
11	1	piece	DUST PAN	Non-rigid	Plastic, with detachable handle		
12	2	can	FURNITURE POLISH		330 mL		
13	3	bottle	GLASS CLEANER		Glass Cleaner, with		
14	6	piece	MOP	Tornado	360 degrees, Easy Squeeze, Rotating		
15	1	roll	TRASHBAG		plastic, transparent, 10pcs/roll		
<b>Sub-ABC = Php 21,304.00</b>							
<b>LOT 2 - COMMON OFFICE SUPPLIES</b>							
16	6	pack	BATTERY		size AAA, alkaline, 2 pieces per blister pack		
17	8	can	AIR FRESHENER		280mL/can		
18	72	bottle	ALCOHOL		70%, ethyl, 500ml		
19	30	piece	ARCH FILE FOLDER		long, black		
20	55	piece	BALLPEN	Ballpoint	0.5, Metal point, S-fine,		
21	15	piece	BALLPEN	Ballpoint	0.5, Metal point, S-fine, blue		
22	15	piece	BALLPEN	Ballpoint	0.5, Metal point, S-fine, red		

Signature of Bidder \_\_\_\_\_  
 Name of Firm \_\_\_\_\_  
 Date \_\_\_\_\_



**CARLOS HILADO MEMORIAL STATE COLLEGE  
BIDS AND AWARDS COMMITTEE**

Talisay City, Negros Occidental  
Telefax No.: (034) 712-8404

Project Reference No: **7045062/CHMSC 20-017-0615-G**  
 Name of the Project: **PROCUREMENT OF COMMON JANITORIAL SUPPLIES AND OFFICE SUPPLIES**  
 Location of the Project: **FOUR (4) CAMPUSES**

page 2 of 4

***BILL OF QUANTITIES***

Date: \_\_\_\_\_

Item No.	Quantity	Unit	ARTICLES and DESCRIPTION			Unit Price	Total Price
23	10	piece	BALLPEN	Ballpoint	Retractable, 0.5mm, black		
24	5	piece	BALLPEN	Ballpoint	Retractable, 0.5mm,		
25	5	pack	CARTOLINA	assorted color, 20 pieces per pack			
26	5	box	CHALK	white, dustless, 100 pieces per box			
27	20	piece	CLEARBOOK	A4 size			
28	20	piece	CLEARBOOK	Legal size			
29	5	box	CLIP	backfold, 19mm, 12 pieces per box			
30	5	box	CLIP	backfold, 25mm, 12 pieces per box			
31	5	box	CLIP	backfold, 32mm, 12 pieces per box			
32	5	box	CLIP	backfold, 50mm, 12 pieces per box			
33	40	bottle	CORRECTION FLUID	Water based, min 15ml			
34	47	piece	CORRECTION TAPE	6 meters (min), 1 piece in individual plastic			
35	20	box	DATA FILE BOX	made with chipboard, with closed ends			
36	446	piece	DESKTOP ORGANIZER/FILE TRAY	Plastic, 2 Layers			
37	2	box	ENVELOPE	DOCUMENTARY	for A4 size document, 500 pieces per box		
38	3	box	ENVELOPE	DOCUMENTARY	for Legal size document, 500 pieces per box		
39	11	box	ENVELOPE	EXPANDING	KRAFTBOARD for legal size documents, 100 pieces per box		
40	1	box	ENVELOPE	MAILING	500 pieces per box		
41	2	piece	ERASER	felt, for blackboard/whiteboard			
42	10	piece	ERASER	plastic or rubber			
43	58	box	FASTENER	Plastic-coated	For paper, multi-colored, approx. 7-8cm, 50 sets/box		
44	20	box	FASTENER	for paper, metal, 50 sets per box			
45	1	pack	FOLDER	Clear-Plastic	L-type, A4 size, 50 pcs/pack		
46	1	pack	FOLDER	Clear-Plastic	L-type, legal size, 50 pcs/pack		
47	1	bundle	FOLDER	Fancy	A4, 50s/ bundle		

Signature of Bidder \_\_\_\_\_  
 Name of Firm \_\_\_\_\_  
 Date \_\_\_\_\_



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 Location of the Project: **FOUR (4) CAMPUSES**

page 3 of 4

## BILL OF QUANTITIES

Date: \_\_\_\_\_

Item No.	Quantity	Unit	ARTICLES and DESCRIPTION			Unit Price	Total Price
48	4	bundle	FOLDER	Fancy	Legal, 50 pieces per bundle		
49	3	box	FOLDER	Pressboard	size 210mm x 370mm, 100s/box		
50	7	pack	FOLDER	Tagboard	A4, 100 pieces per pack		
51	9	pack	FOLDER	Tagboard	Legal, 100 pieces per pack		
52	10	jar	GLUE	All purpose	(80g)		
53	3	bottle	GLUE	All purpose	500ml		
54	5	jar	GLUE	all purpose, 200 grams min.			
55	10	piece	GLUE STICK	Hot Melt, 10mm diameter, big, use in Glue Gun			
56	40	box	INDEX TAB	self-adhesive, 5 set/box, assorted colors			
57	2	bottle	INK	Permanent Marker	Refill, black, compatible with offered Marker		
58	6	bottle	INK	Whiteboard Marker	Refill, black, compatible with offered Marker		
59	3	set	MARKER	fluorescent	3 colors per set		
60	67	piece	MARKER	permanent	bullet type, black		
61	2	piece	MARKER	permanent	bullet type, blue		
62	2	piece	MARKER	permanent	bullet type, red		
63	87	piece	MARKER	whiteboard	bullet type, black		
64	2	piece	MARKER	whiteboard	bullet type, blue		
65	2	piece	MARKER	whiteboard	bullet type, red		
66	10	pad	NOTE PAD	stick-on, (2"x3"), 100 sheets per pad			
67	4	pad	NOTE PAD	stick-on, (3"x3"), 100 sheets per pad			
68	350	ream	PAPER, Multicopy	80 gsm, size: 216mm x 279mm, Short size			
69	350	ream	PAPER, Multicopy	80 gsm, size: 297mm x 420mm, A3 size			
70	561	ream	PAPER, Multicopy	80gsm, size: 210mm x 297mm, A4 size			
71	642	ream	PAPER, Multicopy	80gsm, size: 216mm x 330mm, FLS			
72	5	ream	PAPER, Parchment	A4 size, 80 gsm, 100 sheets per pack			
73	5	pack	PAPER, Photo	210mm x 297mm, 10 pcs/pack, White gloss			
74	15	pack	PAPER, Sticker	High Gloss, 10 sheets/pack, white, legal			
75	10	roll	PAPER, Thermal	210mm x 30M, 1/2" core			
76	11	box	PAPER CLIP	gem type	32mm, 100 pieces per box		

Signature of Bidder \_\_\_\_\_  
 Name of Firm \_\_\_\_\_  
 Date \_\_\_\_\_



**CARLOS HILADO MEMORIAL STATE COLLEGE  
BIDS AND AWARDS COMMITTEE**

Talisay City, Negros Occidental  
Telefax No.: (034) 712-8404

Project Reference No: **7045062/CHMSC 20-017-0615-G**  
 Name of the Project: **PROCUREMENT OF COMMON JANITORIAL SUPPLIES AND OFFICE SUPPLIES**  
 Location of the Project: **FOUR (4) CAMPUSES**

page 4 of 4

***BILL OF QUANTITIES***

Date: \_\_\_\_\_

Item No.	Quantity	Unit	ARTICLES and DESCRIPTION		Unit Price	Total Price
77	11	box	PAPER CLIP	gem type 48mm, 100 pieces per box		
78	20	piece	PAPER CLIP	Bulldog 3"		
79	7	box	PENCIL	lead, w/eraser, One(1) dozen per box		
80	2	book	RECORD BOOK	300 pages, size: 214mm x 278mm min		
81	17	book	RECORD BOOK	500 pages, size: 214mm x 278mm min		
82	1	box	RUBBER BAND	1.0mm min thickness, min. 454grams/box or		
83	2	piece	RULER	Plastic, 300mm or 12"		
84	5	piece	RULER	Steel, 12 inches		
85	1	piece	RULER	Steel, 24 inches		
86	101	piece	SIGN PEN	Liquid Gel black		
87	15	piece	SIGN PEN	Liquid Gel blue		
88	10	box	STAPLE WIRE	#10, 12's/box		
89	10	box	STAPLE WIRE	for T-30 Gun tacker (1/4)		
90	31	box	STAPLE WIRE	Standard, #35, 5000pcs/box		
91	10	box	TAPE	packaging 48mm, 50 meters length		
92	14	roll	TAPE	Double-sided 24mm width, usable length of 5 meters		
93	10	roll	TAPE	masking 48mm, 50 meters length		
94	40	roll	TAPE	transparent 24mm, 50 meters length		
95	20	roll	TAPE	transparent 48mm, 50 meters length		
			<b>Sub-ABC = Php 814,913.00</b>			
			-X-X-X-X-X-X-X-X-X-X-nothing follows-X-X-X-X-X-X-X-X-X-X			
			<b>ABC = Php 836,217.00</b>			
			PR #	20-145-0518	05-18-2020/P.A. Estacion	
			MDS	076-101-20-04	04-28-2020	

Signature of Bidder \_\_\_\_\_  
 Name of Firm \_\_\_\_\_  
 Date \_\_\_\_\_

## Section VI. Schedules of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item #	Description	Quantity	Total	Delivered, Weeks/Months
<b>LOT 1 - COMMON JANITORIAL SUPPLIES</b>				
1	BATH SOAP Anti-bacterial Cleansing White Soap, 120G	7	7	
2	BROOM soft (tambo)	1	1	
3	CHLORINE Industrial	1	1	
4	DETERGENT Bar Min 392 grams net mass four(4) pcs per bar	3	3	
5	DETERGENT Powder 500 grams, All purpose	4	4	
6	DETERGENT POWDER all purpose, 1kilo/pouch	1	1	
7	DISHWASHING LIQUID 20ml	6	6	
8	DISHWASHING SPONGE	2	2	
9	DISINFECTANT SPRAY 400-550 grams	5	5	
10	DOORMAT Rubber	4	4	
11	DUST PAN Non-rigid Plastic, with detachable handle	1	1	
12	FURNITURE POLISH 330 mL	2	2	
13	GLASS CLEANER Glass Cleaner, with handle	3	3	
14	MOP Tornado 360 degrees, Easy Squeeze, Rotating	6	6	
15	TRASHBAG plastic, transparent, 10pcs/roll	1	1	
<b>Sub-ABC = Php 21,304.00</b>				
<b>LOT 2 - COMMON OFFICE SUPPLIES</b>				
16	BATTERY size AAA, alkaline, 2 pieces per blister pack	6	6	
17	AIR FRESHENER 280ml/can	8	8	
18	ALCOHOL 70%, ethyl, 500ml	72	72	
19	ARCH FILE FOLDER long, black	30	30	
20	BALLPEN Ballpoint 0.5, Metal point, S-fine, black	55	55	
21	BALLPEN Ballpoint 0.5, Metal point, S-fine, blue	15	15	
22	BALLPEN Ballpoint 0.5, Metal point, S-fine, red	15	15	
23	BALLPEN Ballpoint Retractable, 0.5mm, black	10	10	
24	BALLPEN Ballpoint Retractable, 0.5mm, blue	5	5	
25	CARTOLINA assorted color, 20 pieces per pack	5	5	
26	CHALK white, dustless, 100 pieces per box	5	5	
27	CLEARBOOK A4 size	20	20	
28	CLEARBOOK Legal size	20	20	
29	CLIP backfold, 19mm, 12 pieces per box	5	5	
30	CLIP backfold, 25mm, 12 pieces per box	5	5	
31	CLIP backfold, 32mm, 12 pieces per box	5	5	
32	CLIP backfold, 50mm, 12 pieces per box	5	5	
33	CORRECTION FLUID Water based, min 15ml	40	40	
34	CORRECTION TAPE 6 meters (min), 1 piece in individual plastic	47	47	
35	DATA FILE BOX made with chipboard, with closed ends	20	20	
36	DESKTOP ORGANIZER/FILE TRAY Plastic, 2 Layers	446	446	
37	ENVELOPE DOCUMENTARY for A4 size document, 500 pieces per box	2	2	
38	ENVELOPE DOCUMENTARY for Legal size document, 500 pieces per box	3	3	
39	ENVELOPE EXPANDING KRAFTBOARD for legal size documents, 100 pieces per box	11	11	
40	ENVELOPE MAILING 500 pieces per box	1	1	

41	ERASER	felt, for blackboard/whiteboard		2	2	
42	ERASER	plastic or rubber		10	10	
43	FASTENER	Plastic-coated	For paper, multi-colored, approx. 7-8cm, 50 sets/box	58	58	
44	FASTENER	for paper, metal, 50 sets per box		20	20	
45	FOLDER	Clear-Plastic	L-type, A4 size, 50 pcs/pack	1	1	
46	FOLDER	Clear-Plastic	L-type, legal size, 50 pcs/pack	1	1	
47	FOLDER	Fancy	A4, 50s/ bundle	1	1	
48	FOLDER	Fancy	Legal, 50 pieces per bundle	4	4	
49	FOLDER	Pressboard	size 210mm x 370mm, 100s/box	3	3	
50	FOLDER	Tagboard	A4, 100 pieces per pack	7	7	
51	FOLDER	Tagboard	Legal, 100 pieces per pack	9	9	
52	GLUE	All purpose	(80g)	10	10	
53	GLUE	All purpose	500ml	3	3	
54	GLUE	all purpose, 200 grams min.		5	5	
55	GLUE STICK	Hot Melt, 10mm diameter, big, use in Glue Gun		10	10	
56	INDEX TAB	self-adhesive, 5 set/box, assorted colors		40	40	
57	INK	Permanent Marker	Refill, black, compatible with offered Marker	2	2	
58	INK	Whiteboard Marker	Refill, black, compatible with offered Marker	6	6	
59	MARKER	fluorescent	3 colors per set	3	3	
60	MARKER	permanent	bullet type, black	67	67	
61	MARKER	permanent	bullet type, blue	2	2	
62	MARKER	permanent	bullet type, red	2	2	
63	MARKER	whiteboard	bullet type, black	87	87	
64	MARKER	whiteboard	bullet type, blue	2	2	
65	MARKER	whiteboard	bullet type, red	2	2	
66	NOTE PAD	stick-on, (2"x3"), 100 sheets per pad		10	10	
67	NOTE PAD	stick-on, (3"x3"), 100 sheets per pad		4	4	
68	PAPER, Multicopy	80 gsm, size: 216mm x 279mm, Short size		350	350	
69	PAPER, Multicopy	80 gsm, size: 297mm x 420mm, A3 size		350	350	
70	PAPER, Multicopy	80gsm, size: 210mm x 297mm, A4 size		561	561	
71	PAPER, Multicopy	80gsm, size: 216mm x 330mm, FLS		642	642	
72	PAPER, Parchment	A4 size, 80 gsm, 100 sheets per pack		5	5	
73	PAPER, Photo	210mm x 297mm, 10 pcs/pack, White gloss		5	5	
74	PAPER, Sticker	High Gloss, 10 sheets/pack, white, legal		15	15	
75	PAPER, Thermal	210mm x 30M, 1/2" core		10	10	
76	PAPER CLIP	gem type	32mm, 100 pieces per box	11	11	
77	PAPER CLIP	gem type	48mm, 100 pieces per box	11	11	
78	PAPER CLIP	Bulldog	3"	20	20	
79	PENCIL	lead, w/eraser, One(1) dozen per box		7	7	
80	RECORD BOOK	300 pages, size: 214mm x 278mm min		2	2	
81	RECORD BOOK	500 pages, size: 214mm x 278mm min		17	17	
82	RUBBER BAND	1.0mm min thickness, min. 454grams/box or approx		1	1	
83	RULER	Plastic, 300mm or 12"		2	2	
84	RULER	Steel, 12 inches		5	5	
85	RULER	Steel, 24 inches		1	1	

95	TAPE	transparent	48mm, 50 meters length	20	20	
	<b>Sub-ABC = Php 814,913.00</b>					
	-x-x-x-x-x-x-x-x-x-x-nothing follows-x-x-x-x-x-x-x-x-x-x					
	<b>ABC = Php 836,217.00</b>					
	PR #	20-145-0518	05-18-2020/P.A. Estacion			
	MDS	076-101-20-04	04-28-2020			
	<b>Note: All items should be delivered within Forty-Five (45) calendar days upon receipt of notice to proceed.</b>					

# Section VII. Technical Specifications

Item	Specification	Statement of Compliance
		<p>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. 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 Bidders 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 provisions of ITB Clause 3.1(a.2) and/or GCC Clause 2.1(a.2).</p>
<b>LOT 1 - COMMON JANITORIAL SUPPLIES</b>		
1	BATH SOAP                      Anti-bacterial	Cleansing White Soap, 120G
2	BROOM	soft (tambo)
3	CHLORINE                      Industrial	
4	DETERGENT                      Bar	Min 392 grams net mass four(4) pcs per bar
5	DETERGENT                      Powder	500 grams, All purpose
6	DETERGENT POWDER	all purpose, 1kilo/pouch
7	DISHWASHING LIQUID	20ml
8	DISHWASHING SPONGE	
9	DISINFECTANT SPRAY	400-550 grams
10	DOORMAT	Rubber
11	DUST PAN                      Non-rigid	Plastic, with detachable handle
12	FURNITURE POLISH	330 mL
13	GLASS CLEANER	Glass Cleaner, with handle
14	MOP                              Tornado	360 degrees, Easy Squeeze, Rotating
15	TRASHBAG	plastic, transparent, 10pcs/roll
<b>Sub-ABC = Php 21,304.00</b>		
<b>LOT 2 - COMMON OFFICE SUPPLIES</b>		
16	BATTERY	size AAA, alkaline, 2 pieces per blister pack
17	AIR FRESHENER	280mL/can
18	ALCOHOL	70%, ethyl, 500ml



19	ARCH FILE FOLDER		long, black	
20	BALLPEN	Ballpoint	0.5, Metal point, S-fine,	
21	BALLPEN	Ballpoint	0.5, Metal point, S-fine, blue	
22	BALLPEN	Ballpoint	0.5, Metal point, S-fine, red	
23	BALLPEN	Ballpoint	Retractable, 0.5mm, black	
24	BALLPEN	Ballpoint	Retractable, 0.5mm, blue	
25	CARTOLINA	assorted color, 20 pieces per pack		
26	CHALK	white, dustless, 100 pieces per box		
27	CLEARBOOK	A4 size		
28	CLEARBOOK	Legal size		
29	CLIP	backfold, 19mm, 12 pieces per box		
30	CLIP	backfold, 25mm, 12 pieces per box		
31	CLIP	backfold, 32mm, 12 pieces per box		
32	CLIP	backfold, 50mm, 12 pieces per box		
33	CORRECTION FLUID		Water based, min 15ml	
34	CORRECTION TAPE	6 meters (min), 1 piece in individual plastic		
35	DATA FILE BOX	made with chipboard, with closed ends		
36	DESKTOP ORGANIZER/FILE TRAY		Plastic, 2 Layers	
37	ENVELOPE	DOCUMENTARY	for A4 size document, 500 pieces per box	
38	ENVELOPE	DOCUMENTARY	for Legal size document, 500 pieces per box	
39	ENVELOPE	EXPANDING	KRAFTBOARD for legal size documents, 100 pieces per box	
40	ENVELOPE	MAILING	500 pieces per box	
41	ERASER	felt, for blackboard/whiteboard		
42	ERASER	plastic or rubber		
43	FASTENER	Plastic-coated	For paper, multi-colored, approx. 7-8cm, 50 sets/box	
44	FASTENER	for paper, metal, 50 sets per box		
45	FOLDER	Clear-Plastic	L-type, A4 size, 50	
46	FOLDER	Clear-Plastic	L-type, legal size, 50 pcs/pack	
47	FOLDER	Fancy	A4, 50s/ bundle	
48	FOLDER	Fancy	Legal, 50 pieces per bundle	
49	FOLDER	Pressboard	size 210mm x 370mm, 100s/box	
50	FOLDER	Tagboard	A4, 100 pieces per pack	
51	FOLDER	Tagboard	Legal, 100 pieces per pack	
52	GLUE	All purpose	(80g)	
53	GLUE	All purpose	500ml	
54	GLUE	all purpose, 200 grams min.		
55	GLUE STICK	Hot Melt, 10mm diameter, big, use in Glue Gun		
56	INDEX TAB	self-adhesive, 5 set/box, assorted colors		
57	INK	Permanent Marker	Refill, black, compatible with offered Marker	
58	INK	Whiteboard Marker	Refill, black, compatible with offered Marker	
59	MARKER	fluorescent	3 colors per set	
60	MARKER	permanent	bullet type, black	
61	MARKER	permanent	bullet type, blue	
62	MARKER	permanent	bullet type, red	
63	MARKER	whiteboard	bullet type, black	

