



# REQUEST FOR QUOTATION (RFQ) No. 216-2023

## Procurement Unit

The Tarlac State University (TSU), through its Bids and Awards Committee (BAC) and Procurement Unit, will undertake an **Alternative Method of Procurement through Shopping** for the items stated below, in accordance with **Section 52.1(b)** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The TSU hereinafter referred to as "the Buyer", now requests submission of a price quotation for the subject below:

Purchase Request No.	DESCRIPTION/PARTICULARS	APPROVED BUDGET FOR THE CONTRACT (ABC) inclusive of VAT
2023-03-124 (PROC)	VARIOUS OFFICE SUPPLIES	901,505.00
<i>Purpose: Various Office Supplies 2023</i>		

Philgeps Posting: Active Date: 4/13/23 Closing Date: 4/19/23 Category: OFFICE SUPPLIES & EQUIPMENT Reference No.: 9622004

Interested suppliers are required to submit the following documents:

- Valid and Current Mayor's / Business Permit
- Latest Income / Business Tax Return
- Proof of PhilGeps Registration
- Omnibus Sworn Statement
- Brochure, if applicable

TSU Condition of Sale:

- Delivery Schedule: 45 calendar days from receipt of approved PO/NTP
- Bid Validity: 120 calendar days from submission of bids
- Delivery Site: Supply and Property Management Unit, Tarlac State University  
(045) 606-8159 / (045) 982-2605
- Warranty shall be for a period minimum of three (3) months of expandable supplies, or a supplies/equipment after acceptance by the procuring entity of the delivered

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

Any alteration, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

Submission of duly signed Price Quotation Form (Attachment 1) and eligibility documents is not later than 4/19/23 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City.

Open submission may be done manually or through email at **tsucanvassing@gmail.com / julietelaineacuna@yahoo.com /**

The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the underperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten (10%) percent of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The TSU reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of R.A 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

*for [Signature]* 4/12/23  
**ELENA MAY T. TEOFILO**  
 Head, Procurement Unit

**PRICE QUOTATION**

Date: 4/12/2023  
 RFQ No. 216-2023  
 PR No. 2023-03-124 (PROC)

The Bids and Awards Committee  
 c/o Procurement Unit  
 TSU, Tarlac City  
 (045) 982 -4630 / (045) 606 -8157

Sir / Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price quotation for the item/s identified below:

ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
2	pack	BAG, kraft brown paper bags - large (100/pack)	5		
3	pack	BAG, kraft brown paper bags - small (100/pack)	5		
4	piece	BATTERY, AA, Rechargeable, heavy duty	10		
5	ream(s)	BOOK PAPER, 8.5" x 13" SUB 24 (80gsm)	15		
6	piece(s)	CD, Rewritable	10		
7	piece	CERTIFICATE HOLDER, A4 size (8.27x11.69)	175		
8	piece(s)	CERTIFICATE HOLDER, size 8.5" x 11"	30		
9	piece	CLIP, Bulldog, 3"	148		
10	piece(s)	CLIPBOARD, Aluminum Single Layer Storage Clipboard with Steel Clip - Legal Size; Dimension: 9 x 15.5"; Material: Aluminum Alloy	5		
11	piece(s)	CLIPBOARD, Poly Covered Clip Board - Legal Size; Dimension: 9 x 15.5"; Wire clip with rubber elbows; Hinged cover; Material: Hard Plastic; Color: Cream White	5		
12	piece(s)	COMPACT DISK, Rewritable, 700 MB min capacity, 80 mins recording time, 4x-10x min speed	10		
13	pack	CONSTRUCTION PAPER, A4	10		
14	piece	CORK BOARD, 3 x 2	3		
16	piece	CUTTING MAT, size A1, non-slip, self healing printed, grid craft design, color: green, material: PVC, thickness: 3mm	1		

Warranty : \_\_\_\_\_

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Company Name Registered : \_\_\_\_\_  
 E-mail Address : \_\_\_\_\_  
 Contact no. : \_\_\_\_\_

**BANK DETAILS:**

Bank Name : \_\_\_\_\_  
 Bank Address : \_\_\_\_\_  
 Bank Account Name : \_\_\_\_\_  
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**PRICE QUOTATION**

Date: 4/12/2023  
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Sir / Madam:

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
17	piece(s)	DATER, self inking mini dater S-300 pad size 3mm	3		
18	piece(s)	DESK TRAY, 3 LAYERS (WIREMESH)	33		
19	piece(s)	FILE ORGANIZER, 2-tier file holder/oraganizer - For storing paper,book,files and other sundries	10		
20	piece(s)	FILE ORGANIZER, 3-tier file holder/oragnizer - For storing paper,book,files and other sundries	10		
21	piece	FOLDER, clipboard, legal	40		
22	bundle	FOLDER, Fancy (Morroco),with slide, legal, green, 50pcs/bundle	10		
24	piece	FOLDER, LONG WHITE	484		
26	piece	Glue stick, washable, big 36 grams (for Diploma)	20		
27	tube	GLUE, solid white, 22 grams	84		
28	piece	GLUE, Stick, Hot Melt, Big	152		
29	piece	ID HOLDER, with ID case	150		
30	piece	ILLUSTRATION BOARD, 30X40", 2 ply	6		
32	piece	MARKER PEN, plastic, permanent, with fine marker point (0.5) for validation of School ID	15		
33	piece	MOULDING, Plastic, 3 inches thick	10		
34	piece(s)	NOTE PAD, sticky notepad, 7.5x7.5 inches	13		

Warranty : \_\_\_\_\_

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
37	pad	PAD, Columnar, 24 columns	2		
38	ream(s)	PAPER, A3, 297mm x 420mm, 70 gsm	105		
39	pack	PAPER, board premium, A4, 100sheets/pack	8		
41	ream(s)	PAPER, Multi-purpose, colored, 80gsm, 8-1/2" x 11", blue, 500 sheets/ream (for SPMU use only)	2		
42	ream(s)	PAPER, Multi-purpose, colored, 80gsm, 8-1/2" x 11", pink, 500 sheets/ream (for SPMU use only)	2		
43	ream(s)	PAPER, Multi-purpose, colored, 80gsm, 8-1/2" x 11", yellow, 500 sheets/ream (for SPMU use only)	2		
44	piece	PAPER, plotter paper/white paper, 80gsm, 20"x50yards - 2in core, quick-dry and excellent ink absorbency, individually boxed for optimum protection, imported paper and core. Super hard core which cannot be crushed and deformed	5		
45	piece(s)	PAPER, Vellum (LONG-WHITE) 180 GSM	10175		
46	pack	PAPER, Vellum board, white, 220 gsm, legal/10's	30		
47	pack	PHOTO PAPER, 108gsm, for inkjet printer, matte, 10's , short	2		
48	pack	PHOTO PAPER, A3, High Glossy, 230 gsm, 20 sheets/pack	5		

Warranty : \_\_\_\_\_

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
49	pack	PHOTO PAPER, A4, High glossy, 230gsm, 20sheets/pack	12		
50	ream(s)	PHOTO PAPER, glossy photo sticker, size: A4, 90 gsm (50 pcs per ream)	10		
51	ream(s)	PHOTO PAPER, glossy photo sticker, size: LONG, 90 gsm (50 pcs per ream)	10		
52	pack	PHOTO PAPER, Glossy, Long (10 sheets/pack)	26		
53	pack	PHOTO PAPER, self-adhesive photo sticker paper, Glossy A4 135gsm/ 90gsm, 20 sheets/ pack	30		
54	unit	PIN, Dressmaker	25		
55	pack	PIN, DRESSMAKER W/ HEAD COLORED	12		
58	piece(s)	PUNCHER, three-hole, heavy duty, both ends open with ruler adjuster	3		
59	piece(s)	PVC COVER, LONG 8.5" x 13" 300 MIRCRON	10,200		
60	piece(s)	RACK, for Magazine, Wooden Mallet 14-pocket Cascade -standing Magazine Rack Mahogany	1		
61	cart	RIBBON CART, R7310, correctable cassette ribbon, for olympia compact 5 DM	3		
62	piece(s)	RING BIND, 1" x 44 Black	500		
63	piece(s)	RING BIND, 3/4"x44" black	500		
64	piece(s)	RING BINDER, (Black) 1/2 x 44	510		
65	piece(s)	RING BINDER, (Black) 5/8 x 44	510		

Warranty \_\_\_\_\_

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
66	piece(s)	RING BINDER, 2-RING BINDER, LEGAL SIZE 1"- 1" Diameter ring; with label slot; Sheet Standard: Legal; Sheet Size: 8 1/2"W x 13"L; Number of Fasteners: 3; Material: Vinyl; Color: Black	15		
67	piece(s)	RING BINDER, 2-RING BINDER, LEGAL SIZE 2"- 2" Diameter ring; with label slot; Sheet Standard: Legal; Sheet Size: 8 1/2"W x 13"L; Number of Fasteners: 3; Material: Vinyl; Color: Black	15		
68	piece(s)	RING BINDER, 2-RING BINDER, LETTER SIZE 1"- 1" Diameter ring; with label slot; Sheet Standard: Letter; Sheet Size: 8 1/2"W x 11"L; Number of Fasteners: 3; Material: ; Color: Black	15		
69	piece(s)	RING BINDER, 2-RING BINDER, LETTER SIZE 2"- 2" Diameter ring; with label slot; Sheet Standard: Letter; Sheet Size: 8 1/2"W x 11"L; Number of Fasteners: 3; Material: Vinyl; Color: Black	15		
70	piece(s)	RING BINDER, 3-Ring Binder 8.5" x 13" (Long Size), 2in Width	10		
71	piece(s)	RING BINDER, 3-RING BINDER, LEGAL SIZE 1"- 1" Diameter ring; with label slot; Sheet Standard: Legal; Sheet Size: 8 1/2"W x 13"L; Number of Fasteners: 3; Material: Vinyl; Color: Black	15		

Warranty : \_\_\_\_\_

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Very truly yours,

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
72	piece(s)	RING BINDER, 3-RING BINDER, LEGAL SIZE 2"- 2" Diameter ring; with label slot; Sheet Standard: Legal; Sheet Size: 8 1/2"W x 13"L; Number of Fasteners: 3; Material: Vinyl; Color: Black	15		
73	piece(s)	RING BINDER, 3-RING BINDER, LETTER SIZE 1"- 1" Diameter ring; with label slot; Sheet Standard: Letter; Sheet Size: 8 1/2"W x 11"L; Number of Fasteners: 3; Material: Vinyl; Color: Black	15		
74	piece(s)	RING BINDER, 3-RING BINDER, LETTER SIZE 2"- 2" Diameter ring; with label slot; Sheet Standard: Letter; Sheet Size: 8 1/2"W x 11"L; Number of Fasteners: 3; Material: Vinyl; Color: Black	15		
75	piece(s)	RING BINDER, D-Type 3 ring binder, long, PVC hard cover, 3" inch ring, D-ring legal size	51		
77	piece	RUBBER STAMP, Self-inking, rectangle stamp, 1-1/16"	2		
79	pack	SHEET PROTECTOR, Clear Binder Sheet Protector, Legal- Made of high-strength high-quality PP material; Fit for legal size paper; on stick and non-glare; 11-Hole punched margins have doubly reinforced edges; Acid free and archival safe; 100sheets/pack	5		
80	piece(s)	SPOOL, R14216 Lift off tpe for use with Swintec	2		

Warranty : \_\_\_\_\_

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

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Signature : \_\_\_\_\_  
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 (045) 982-4630 / (045) 606-8157

Sir / Madam,

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price quotation for the item/s identified below:

ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
81	bottle(s)	STAMP PAD INK, black, 50ml	15		
97	box	STAPLE WIRE, For gun tucker JT21, 2,000/box	1		
98	piece(s)	STAPLER, HEAVY DUTY	2		
99	pack	STICKER PAPER, 8'x11 (green) 10's/pack	2		
100	pack	STICKER PAPER, 8'x11 (yellow or blue) 10's/pack	1		
101	pack	STICKER PAPER, A4-matte (10's/pack)	15		
102	pack	STICKER PAPER, glossy, A4 (10's per pack)	25		
103	pack	STICKER PAPER, legal, matte, white (10's / pack)	5		
104	pack	STICKER PAPER, sticker, legal, matte 10's/pack	25		
105	pack	STICKER PAPER, sticker, short, Matte, White, (10's/pack)	5		
106	roll	STICKER, vinyl matte 4.15' x 164' (solvent based)	3		
107	roll	TAPE, double adhesive tissue, 1/2 (12mm) x 10m	13		
108	roll	TAPE, double sided, 18mm x 1m	10		
109	roll	TAPE, double sided, 18mmx10m	15		
111	roll	TAPE, Double-sided 50mm x 50 meters	5		
112	roll	TAPE, transparent, 1/2"	2		
113	roll	TAPE, White Foam, 19mm x 33mm, 1.6 thick	5		
114	box	THUMB TACKS, thumb tacks	30		
115	mat	T-PINS, (use for table skirting) 1-1/2" stainless steel pins, 50pcs/mat	12		
116	piece	WHITEBOARD, 4 x 3 ft	5		

Warranty \_\_\_\_\_

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Company Name Registered : \_\_\_\_\_  
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**BANK DETAILS:**

Bank Name : \_\_\_\_\_  
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Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9622004  
**Procuring Entity** TARLAC STATE UNIVERSITY  
**Title** Various Office Supplies  
**Area of Delivery** Tarlac

<b>Solicitation Number:</b>	216-2023	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	13/04/2023
<b>Approved Budget for the Contract:</b>	PHP 901,505.00	<b>Last Updated / Time</b>	12/04/2023 11:23 AM
<b>Delivery Period:</b>	45 Day/s	<b>Closing Date / Time</b>	19/04/2023 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Elena May T. Teofilo Unit Head Romulo Blvd. Tarlac City Tarlac Philippines 2300 63-2-092058494963  may_at_34@yahoo.com		

#### Description

for TSU University use

#### Line Items

Item No.	Product/Service Name	Description	Quantity	UGM	Budg. A. (PWT)
1	BAG	kraft brown paper bags - large (100/pack)	5	Pack	1,000.00
2	BAG	kraft brown paper bags - small (100/pack)	5	Pack	750.00
3	BATTERY	AA, Rechargeable, heavy duty	10	Piece	10,000.00
4	BOOK PAPER	8.5" x 13" SUB 24 (80gsm)	15	Ream	3,000.00
5	CD	Rewritable	10	Piece	750.00
6	CERTIFICATE HOLDER	A4 size (8.27x11.69)	175	Piece	8,750.00
7	CERTIFICATE HOLDER	size 8.5" x 11"	30	Piece	1,200.00
8	CLIP	Bulldog, 3"	148	Piece	4,440.00
9	CLIPBOARD	Aluminum Single Layer Storage Clipboard with Steel Clip - Legal Size; Dimension: 9 x 15.5"; Material: Aluminum Alloy	5	Piece	2,500.00
10	CLIPBOARD	Poly Covered Clip Board - Legal Size; Dimension: 9 x 15.5"; Wire clip with rubber elbows; Hinged cover; Material: Hard Plastic; Color: Cream White	5	Piece	1,000.00
11	COMPACT DISK	Rewritable, 700 MB min capacity, 80 mins recording time, 4x-10x min speed	10	Piece	350.00

12	CONSTRUCTION PAPER	A4	10	Piece	350.00
13	CORK BOARD	3 x 2	3	Piece	1,500.00
14	CUTTING MAT	size A1, non-slip, self healing printed. grid craft design, color: green, material: PVC, thickness: 3mm	1	Piece	2,500.00
15	DATER	self inking mini dater S-300 pad size 3mm	3	Piece	900.00
16	DESK TRAY	3 layers (wiremesh)	33	Piece	15,840.00
17	FILE ORGANIZER	2-tier file holder/organizer - For storing paper, book, files and other sundries	10	Piece	3,000.00
18	FILE ORGANIZER	3-tier file holder/oragnizer - For storing paper, book, files and other sundries	10	Piece	4,000.00
19	FOLDER	clipboard, legal	40	Piece	12,000.00
20	FOLDER	Fancy (Morroco),with slide, legal, green, 50pcs/bundle	10	Bundle	2,880.00
21	FOLDER	long, white	484	Piece	9,680.00
22	GLUE STICK	washable, big 36 grams (for Diploma)	20	Piece	600.00
23	GLUE	solid white, 22 grams	84	Tube	4,200.00
24	GLUE	Stick, Hot Melt, Big	152	Piece	2,280.00
25	ID HOLDER	with ID case	150	Piece	9,000.00
26	ILLUSTRATION BOARD	30X40", 2 ply	6	Piece	240.00
27	MARKER PEN	plastic, permanent, with fine marker point (0.5) for validation of School ID	15	Piece	750.00
28	MOULDING	plastic, 3 inches thick	10	Piece	3,000.00
29	NOTE PAD	sticky notepad, 7.5x7.5 inches	13	Piece	3,250.00
30	PAD	columnar, 24 columns	2	Pad	1,000.00
31	PAPER	A3, 297mm x 420mm, 70 gsm	105	Ream	69,300.00
32	PAPER	board premium, A4, 100sheets/pack	8	Pack	2,800.00
33	PAPER	multi-purpose, colored, 80gsm, 8-1/2" x 11", blue, 500 sheets/ream (for SPMU use only)	2	Ream	800.00
34	PAPER	multi-purpose, colored, 80gsm, 8-1/2" x 11", pink, 500 sheets/ream (for SPMU use only)	2	Ream	800.00
35	PAPER	multi-purpose, colored, 80gsm, 8-1/2" x 11", yellow, 500 sheets/ream (for SPMU use only)	2	Ream	800.00
36	PAPER	plotter paper/white paper, 80gsm, 20"x50yards - 2in core, quick-dry and excellent ink absorbency, Individually boxed for optimum protection, imported paper and core. Super hard core which cannot be crushed and deformed	5	Piece	3,750.00
37	PAPER	vellum (LONG-WHITE) 180 GSM	10,175	Piece	101,750.00
38	PAPER	vellum board, white, 220 gsm, legal/10's	30	Pack	990.00
39	PHOTO PAPER	108gsm, for inkjet printer, matte, 10's, short	2	Pack	500.00
40	PHOTO PAPER	A3, High Glossy, 230 gsm, 20 sheets/pack	5	Pack	925.00
41	PHOTO PAPER	A4, High glossy, 230gsm, 20sheets/pack	12	Pack	2,220.00
42	PHOTO PAPER	glossy photo sticker, size! A4, 90 gsm (50 pcs per ream)	10	Ream	5,000.00
43	PHOTO PAPER	glossy photo sticker, size: LONG, 90 gsm (50 pcs per ream)	10	Ream	5,000.00
44	PHOTO PAPER	glossy, Long (10 sheets/pack)	26	Pack	2,080.00
45	PHOTO PAPER	self-adhesive photo sticker paper, Glossy A4 135gsm/ 90gsm, 20 sheets/ pack	30	Pack	9,000.00
46	PIN	dressmaker	25	Unit	3,750.00

47	PIN	dressmaker w/ head, colored	12	Pack	1,800.00
48	PUNCHER	three-hole, heavy duty, both ends open with ruler adjuster	3	Piece	4,500.00
49	PVC COVER	long, 8.5" x 13" 300 MICRON	10,200	Piece	153,000.00
50	RACK	for Magazine, Wooden Mallet 14-pocket Cascade -standing Magazine Rack Mahogany	1	Piece	350.00
51	RIBBON CART	R7310, correctable cassette ribbon, for olympia compact 5 DM	3	Cartridge	1,500.00
52	RING BIND	1" x 44 Black	500	Piece	75,000.00
53	RING BIND	3/4"x44" black	500	Piece	75,000.00
54	RING BIND	(Black) 1/2 x 44	510	Piece	76,500.00
55	RING BIND	(Black) 5/8 x 44	510	Piece	76,500.00
56	RING BINDER	2-RING BINDER, LEGAL SIZE 1"- 1" Diameter ring; with label slot; Sheet Standard: Legal; Sheet Size: 8 1/2"W x 13"L; Number of Fasteners: 3; Material: Vinyl; Color: Black	15	Piece	2,850.00
57	RING BINDER	2-RING BINDER, LEGAL SIZE 2"- 2" Diameter ring; with label slot; Sheet Standard: Legal; Sheet Size: 8 1/2"W x 13"L; Number of Fasteners: 3; Material: Vinyl; Color: Black	15	Piece	4,500.00
58	RING BINDER	2-RING BINDER, LETTER SIZE 1"- 1" Diameter ring; with label slot; Sheet Standard: Letter; Sheet Size: 8 1/2"W x 11"L; Number of Fasteners: 3; Material: ; Color: Black	15	Piece	2,550.00
59	RING BINDER	2-RING BINDER, LETTER SIZE 2"- 2" Diameter ring; with label slot; Sheet Standard: Letter; Sheet Size: 8 1/2"W x 11"L; Number of Fasteners: 3; Material: Vinyl; Color: Black	15	Piece	4,200.00
60	RING BINDER	3-Ring Binder 8.5" x 13" (Long Size), 2in Width	10	Piece	2,000.00
61	RING BINDER	3-RING BINDER, LEGAL SIZE 1"- 1" Diameter ring; with label slot; Sheet Standard: Legal; Sheet Size: 8 1/2"W x 13"L; Number of Fasteners: 3; Material: Vinyl; Color: Black	15	Piece	3,000.00
62	RING BINDER	3-RING BINDER, LEGAL SIZE 2"- 2" Diameter ring; with label slot; Sheet Standard: Legal; Sheet Size: 8 1/2"W x 13"L; Number of Fasteners: 3; Material: Vinyl; Color: Black	15	Piece	5,250.00
63	RING BINDER	3-RING BINDER, LETTER SIZE 1"- 1" Diameter ring; with label slot; Sheet Standard: Letter; Sheet Size: 8 1/2"W x 11"L; Number of Fasteners: 3; Material: Vinyl; Color: Black	15	Piece	2,700.00
64	RING BINDER	3-RING BINDER, LETTER SIZE 2"- 2" Diameter ring; with label slot; Sheet Standard: Letter; Sheet Size: 8 1/2"W x 11"L; Number of Fasteners: 3; Material: Vinyl; Color: Black	15	Piece	4,800.00
65	RING BINDER	D-Type 3 ring binder, long, PVC hard cover, 3" inch ring, D-ring legal size	51	Piece	20,400.00
66	RUBBER STAMP	self-inking, rectangle stamp, 1-1/16"	2	Piece	2,000.00
67	SHEET PROTECTOR	Clear Binder Sheet Protector, Legal-Made of high-strength high-quality PP material; Fit for legal size paper; on stlck and non-glare; 11-Hole punched margins have doubly reinforced edges; Acid free and archival safe; 100sheets/pack	5	Pack	3,500.00
68	SPOOL	R14216 Lift off tpe for use with Swintec	2	Piece	2,000.00
69	STAMP PAD INK	black, 50ml	15	Bottle	2,250.00
70	STAPLE WIRE	for gun ticker JT21, 2,000/box	1	Box	100.00
71	STAPLER	heavy duty	2	Piece	410.00
72	STICKER PAPER	8"x11 (green) 10's/pack	2	Pack	160.00

73	STICKER PAPER	8'x11 (yellow or blue) 10's/pack	1	Pack	80.00
74	STICKER PAPER	A4 matte (10's/pack)	15	Pack	3,750.00
75	STICKER PAPER	glossy, A4 (10's per pack)	25	Pack	4,250.00
76	STICKER PAPER	legal, matte, white (10's / pack)	5	Pack	1,250.00
77	STICKER PAPER	sticker, legal, matte 10's/pack	25	Pack	6,250.00
78	STICKER PAPER	sticker, short, Matte, White, (10's/pack)	5	Pack	750.00
79	STICKER	vinyl matte 4.15' x 164' (solvent based)	3	Roll	10,500.00
80	TAPE	double adhesive tissue, 1/2 (12mm) x 10m	13	Roll	650.00
81	TAPE	double sided, 18mm x 1m	10	Roll	1,100.00
82	TAPE	double sided, 18mmx10m	15	Roll	750.00
83	TAPE	double-sided 50mm x 50 meters	5	Roll	1,150.00
84	TAPE	transparent, 1/2"	2	Roll	30.00
85	TAPE	white Foam, 19mm x 33mm, 1.6 thick	5	Roll	13,500.00
86	THUMB TACKS	THUMB TACKS	30	Box	1,200.00
87	T-PINS	(use for table skirting) 1-1/2" stainless steel pins, 50pcs/mat	12	Piece	1,800.00
88	WHITEBOARD	4 x 3 ft	5	Piece	7,500.00

**Other Information**

The bidders must download the attached documents in the associated component section.

**Created by** Elena May T. Teofilo

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