

# ***INVITATION TO BID***

1. The Senate of the Philippines through its Bids and Awards Committee (BAC) invites all Philippine Government Electronic Procurement System (PhilGEPS) registered bidders / suppliers to bid for the following:

<b>PROJECT DESCRIPTION</b>	<b>PROJECT ALLOCATION / APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>NON-REFUNDABLE FEE</b>	<b>BID SECURITY</b>	<b>COMPLETION / DELIVERY PERIOD</b>
<b>SUPPLY AND DELIVERY OF 1ST QUARTER STOCK AND ISSUE SUPPLIES CONSISTING OF 70 LINE ITEMS</b>	<b>PHP 1,965,823.04</b>	<b>PHP1,966.00</b>	<b>CASH: PHP39,316.47 BOND: PHP98,291.16</b>	<b>15 CALENDAR DAYS FROM RECEIPT OF PURCHASE ORDER</b>

Bidders should have completed a contract similar to the Project.

2. The summary of the bidding activities is as follows:

<b>BIDDING ACTIVITIES</b>	<b>TIME, DATE AND VENUE</b>
<b>POSTING OF INVITATION TO BID</b>	<b>Starting April 15, 2021</b> PHILGEPS, SENATE WEBSITE AND BULLETIN BOARDS
<b>ISSUANCE AND AVAILABILITY OF BID DOCUMENTS</b>	<b>Starting April 15, 2021 until May 6, 2021 @ 10am – 12nn Mondays-Thursdays only</b> 4 <sup>th</sup> Floor, Room 401, GSIS Bldg., Roxas Boulevard, Pasay City  PLEASE TAKE NOTE OF THE REQUIREMENTS UNDER THE ATTACHED SENATE ADVISORY FOR NON-SENATE PERSONNEL ENTERING THE SENATE BUILDING.  <b>NO WALK-INS.</b> PLEASE CALL THE BIDS AND AWARDS COMMITTEE SECRETARIAT OFFICE FOR AN APPOINTMENT AT THE CONTACT NUMBERS BELOW.
<b>PRE-BID CONFERENCE</b>	<b>April 27, 2021 @ 2:30pm</b> 2 <sup>nd</sup> Floor, GSIS Bldg., Roxas Boulevard, Pasay City  PLEASE TAKE NOTE OF THE REQUIREMENTS UNDER THE ATTACHED SENATE ADVISORY FOR NON-SENATE PERSONNEL ENTERING THE SENATE BUILDING.  Non-Senate Personnel must comply with the following requirements upon entry into the Senate premises: a. NO WALK-INS. Request for appointment with the Bids and Awards Committee Secretariat Office AT LEAST ONE (1) DAY BEFORE the scheduled visit/purchase of bidding documents; b. Submit a valid Medical Certificate to the Senate Medical and Dental Bureau stating that visitor is COVID-free; c. Wear a Face Shield and Face Mask while inside the Senate premises; d. Only one (1) representative per company will be allowed to attend the meeting.  Bidders who opt to access and attend the meeting online should: a. Formally request or express interest to participate in the bidding process in writing, and provide their email address for purposes of sending information regarding the bidding process; b. Download WEBEX application for android or Desktop to register an account; c. Send one (1) representative only to the online meeting.
<b>DEADLINE FOR SUBMISSION OF BIDS</b>	<b>May 10, 2021 @ 12nn</b> 4 <sup>th</sup> Floor, Room 401, GSIS Bldg., Roxas Boulevard, Pasay City  PLEASE TAKE NOTE OF THE REQUIREMENTS UNDER THE ATTACHED SENATE ADVISORY FOR NON-SENATE PERSONNEL ENTERING THE SENATE BUILDING.  <b>NO WALK-INS.</b> PLEASE CALL THE BIDS AND AWARDS COMMITTEE SECRETARIAT OFFICE FOR AN APPOINTMENT.
<b>OPENING OF BIDS</b>	<b>May 11, 2021 @ 2:30pm</b> 2 <sup>nd</sup> Floor, GSIS Bldg., Roxas Boulevard, Pasay City  PLEASE TAKE NOTE OF THE REQUIREMENTS UNDER THE ATTACHED SENATE ADVISORY FOR NON-SENATE PERSONNEL ENTERING THE SENATE BUILDING.  Non-Senate Personnel must comply with the following requirements upon entry into the Senate premises: a. NO WALK-INS. Request for appointment with the Bids and Awards Committee Secretariat Office AT LEAST ONE (1) DAY BEFORE the scheduled visit/purchase of bidding documents; b. Submit a valid Medical Certificate to the Senate Medical and Dental Bureau stating that visitor is COVID-free; c. Wear a Face Shield and Face Mask while inside the Senate premises; d. Only one (1) representative per company will be allowed to attend the meeting.  All bidders who purchased the bid documents may opt to access and attend the meeting online. WEBEX invitation will be sent through email. Only one (1) representative per company will be allowed to attend the online meeting.

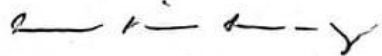
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

4. 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 and subject to Commonwealth Act 138.
5. A complete set of Bidding Documents may be inspected and acquired by interested Bidders from the Bids and Awards Committee Secretariat Office (see address below) and upon payment of a nonrefundable fee for the Bidding Documents, in amounts pursuant to the Schedule. (Please take note of the Senate requirements under the attached Senate Advisory)
6. Bids must be duly received by the Bids and Awards Committee Secretariat Office at the address below on or before the scheduled deadline. 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 shall be opened immediately thereafter during the meeting of the Bids and Awards Committee. Bids will be opened in the presence of the bidders' representatives who choose to attend the meeting. Late bids shall not be accepted.

7. Bidders should submit their duly accomplished eligibility requirements, technical and financial proposals in three separate sealed envelopes at the Bids and Awards Committee Secretariat office.
8. The Senate of the Philippines 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 contact:

Mark Theodore E. Magbuhos  
Head, BAC Secretariat  
Bids and Awards Committee Secretariat Office  
Rm. 401, 4/F Senate of the Philippines, GSIS Building,  
Roxas Boulevard, Pasay City  
Contact Nos. (02) 8552-66-01 local 1602 / 1412 and (02) 8552-67-93  
Email Address: [bac@senate.gov.ph](mailto:bac@senate.gov.ph)

  
**ATTY. MARIA VALENTINA S. CRUZ**  
Chairperson, Bids and Awards Committee

## ***Section VI. Schedule of Requirements***

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

<b>Description</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
SUPPLY AND DELIVERY OF 1ST QUARTER STOCK AND ISSUE SUPPLIES CONSISTING OF 70 LINE ITEMS	1,965,823.04	15 CALENDAR DAYS FROM RECIEPT OF PURCHASE ORDER

I hereby commit to comply and delivery all the above requirements in accordance with the above-stated schedule.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature Over Printed Name  
of Authorized Representative

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

## ***Section VII. Technical Specifications***

<b>Item</b>	<b>Specification</b>			<b>Statement of Compliance</b>
<b>SUPPLY AND DELIVERY OF 1ST QUARTER STOCK AND ISSUE SUPPLIES CONSISTING OF 70 LINE ITEMS</b>				
1	MARKER, WHITEBOARD, red  (Please see attached specifications for complete details.)	104	PIECE	Brand and Model: <hr/> <hr/>
2	MARKER, WHITEBOARD, blue  (Please see attached specifications for complete details.)	173	PIECE	Brand and Model: <hr/> <hr/>
3	MARKER, WHITEBOARD, black  (Please see attached specifications for complete details.)	196	PIECE	Brand and Model: <hr/> <hr/>
4	MARKER, PERMANENT, bullet type, red  (Please see attached specifications for complete details.)	153	PIECE	Brand and Model: <hr/> <hr/>
5	MARKER, PERMANENT, bullet type, blue  (Please see attached specifications for complete details.)	272	PIECE	Brand and Model: <hr/> <hr/>
6	MARKER, PERMANENT, bullet type, black  (Please see attached specifications for complete details.)	310	PIECE	Brand and Model: <hr/> <hr/>
7	MARKER, FLUORESCENT, 3 colors per set	433	SET	Brand and Model: <hr/> <hr/>

	(Please see attached specifications for complete details.)			
8	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip  (Please see attached specifications for complete details.)	398	PIECE	Brand and Model: <hr/> <hr/>
9	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip  (Please see attached specifications for complete details.)	1188	PIECE	Brand and Model: <hr/> <hr/>
10	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip  (Please see attached specifications for complete details.)	1035	PIECE	Brand and Model: <hr/> <hr/>
11	BALLPEN, RED  (Please see attached specifications for complete details.)	488	PIECE	Brand and Model: <hr/> <hr/>
12	BALLPEN, BLUE  (Please see attached specifications for complete details.)	1471	PIECE	Brand and Model: <hr/> <hr/>
13	BALLPEN, BLACK  (Please see attached specifications for complete details.)	1307	PIECE	Brand and Model: <hr/> <hr/>
14	WASTEBASKET, NON RIGID PLASTIC  (Please see attached specifications for complete details.)	61	PIECE	Brand and Model: <hr/> <hr/>
15	TWINE, PLASTIC  (Please see attached specifications for complete details.)	65	ROLL	Brand and Model: <hr/> <hr/>

16	TAPE, TRANSPARENT, width: 48mm ( $\pm 1$ mm)  (Please see attached specifications for complete details.)	413	ROLL	Brand and Model: <hr/> <hr/>
17	TAPE, TRANSPARENT, width: 24mm ( $\pm 1$ mm)  (Please see attached specifications for complete details.)	499	ROLL	Brand and Model: <hr/> <hr/>
18	TAPE, PACKAGING, width: 48mm ( $\pm 1$ mm)  (Please see attached specifications for complete details.)	361	ROLL	Brand and Model: <hr/> <hr/>
19	TAPE, MASKING, width: 48mm ( $\pm 1$ mm)  (Please see attached specifications for complete details.)	578	ROLL	Brand and Model: <hr/> <hr/>
20	TAPE, MASKING, width: 24mm ( $\pm 1$ mm)  (Please see attached specifications for complete details.)	488	ROLL	Brand and Model: <hr/> <hr/>
21	STAPLER, STANDARD TYPE, load cap: 200 staples min, 1 piece in individual box  (Please see attached specifications for complete details.)	147	PIECE	Brand and Model: <hr/> <hr/>
22	STAPLE WIRE, STANDARD  (Please see attached specifications for complete details.)	459	BOX	Brand and Model: <hr/> <hr/>
23	STAPLE REMOVER, PLIER TYPE  (Please see attached	91	PIECE	Brand and Model: <hr/> <hr/>

	specifications for complete details.)			
24	STAMP PAD, FELT, bed dimension: 60mm x 100mm  (Please see attached specifications for complete details.)	47	PIECE	Brand and Model: <hr/> <hr/>
25	STAMP PAD INK, purple or violet, 50ml (min.)  (Please see attached specifications for complete details.)	45	BOTTLE	Brand and Model: <hr/> <hr/>
26	SCISSORS, symmetrical, blade length: 65mm, 1 piece in individual plastic  (Please see attached specifications for complete details.)	262	PAIR	Brand and Model: <hr/> <hr/>
27	RULER, PLASTIC, 450MM, 1 piece in individual plastic  (Please see attached specifications for complete details.)	58	PIECE	Brand and Model: <hr/> <hr/>
28	RUBBER BAND, 70mm min lay flat length (#18)  (Please see attached specifications for complete details.)	95	BOX	Brand and Model: <hr/> <hr/>
29	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min  (Please see attached specifications for complete details.)	126	PIECE	Brand and Model: <hr/> <hr/>
30	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box  (Please see attached	48	PIECE	Brand and Model: <hr/> <hr/>

	specifications for complete details.)			
31	PENCIL, LEAD WITH ERASER, 12 dozens per box  (Please see attached specifications for complete details.)	90	BOX	Brand and Model: <hr/> <hr/>
32	PENCIL SHARPENER, 1 piece in individual plastic case  (Please see attached specifications for complete details.)	41	PIECE	Brand and Model: <hr/> <hr/>
33	PAPER, THERMAL, 216MM X 30M  (Please see attached specifications for complete details.)	124	ROLL	Brand and Model: <hr/> <hr/>
34	PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.) (net of box)  (Please see attached specifications for complete details.)	513	BOX	Brand and Model: <hr/> <hr/>
35	PAPER CLIP, 33MM, 100 pieces per box or 52 grams (min.) (net of box)  (Please see attached specifications for complete details.)	428	BOX	Brand and Model: <hr/> <hr/>
36	NOTEPAD, STICK-ON, 3X4, 100 sheets per pad  (Please see attached specifications for complete details.)	605	PAD	Brand and Model: <hr/> <hr/>
37	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad  (Please see attached specifications for complete details.)	1114	PAD	Brand and Model: <hr/> <hr/>
38	NOTEPAD, STICK-ON,	623	PAD	Brand and Model:

	2X3, 100 sheets per pad  (Please see attached specifications for complete details.)			<hr/> <hr/>
39	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves  (Please see attached specifications for complete details.)	655	PIECE	Brand and Model: <hr/> <hr/>
40	MAGAZINE FILE BOX, LARGE  (Please see attached specifications for complete details.)	120	PIECE	Brand and Model: <hr/> <hr/>
41	INSECTICIDE, aerosol type, net content: 600ml min  (Please see attached specifications for complete details.)	84	CAN	Brand and Model: <hr/> <hr/>
42	INDEX TAB, 5 sets per box  (Please see attached specifications for complete details.)	288	BOX	Brand and Model: <hr/> <hr/>
43	FOLDER, TAGBOARD, for legal size documents ,100 pieces per pack  (Please see attached specifications for complete details.)	296	PACK	Brand and Model: <hr/> <hr/>
44	FOLDER, TAGBOARD, for A4 size documents, 100 pieces per pack  (Please see attached specifications for complete details.)	114	PACK	Brand and Model: <hr/> <hr/>
45	FOLDER, L-TYPE, LEGAL SIZE, 50 pieces per pack  (Please see attached	194	PACK	Brand and Model: <hr/> <hr/>

	specifications for complete details.)			
46	FOLDER, FANCY, legal, 50 pieces per bundle  (Please see attached specifications for complete details.)	77	BUNDLE	Brand and Model: <hr/> <hr/>
47	FOLDER, FANCY, A4, 50 pieces per bundle  (Please see attached specifications for complete details.)	68	BUNDLE	Brand and Model: <hr/> <hr/>
48	FILE TAB DIVIDER, LEGAL, 5 colors per set  (Please see attached specifications for complete details.)	182	SET	Brand and Model: <hr/> <hr/>
49	FILE TAB DIVIDER, A4, 5 colors per set  (Please see attached specifications for complete details.)	154	SET	Brand and Model: <hr/> <hr/>
50	FILE ORGANIZER, LEGAL  (Please see attached specifications for complete details.)	171	PIECE	Brand and Model: <hr/> <hr/>
51	FASTENER, METAL, 70mm between prongs, 50 sets per box  (Please see attached specifications for complete details.)	246	BOX	Brand and Model: <hr/> <hr/>
52	ENVELOPE, MAILING, 500 pieces per box  (Please see attached specifications for complete details.)	230	BOX	Brand and Model: <hr/> <hr/>
53	ENVELOPE, EXPANDING, PLASTIC	556	PIECE	Brand and Model: <hr/> <hr/>

	(Please see attached specifications for complete details.)			
54	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box  (Please see attached specifications for complete details.)	100	BOX	Brand and Model: <hr/> <hr/>
55	DATA FOLDER, made of chipboard, taglia lock  (Please see attached specifications for complete details.)	317	PIECE	Brand and Model: <hr/> <hr/>
56	DATA FILE BOX, made of chipboard, with closed ends  (Please see attached specifications for complete details.)	539	PIECE	Brand and Model: <hr/> <hr/>
57	CUTTER KNIFE  (Please see attached specifications for complete details.)	35	PIECE	Brand and Model: <hr/> <hr/>
58	CUTTER BLADE, 10 pieces per tube  (Please see attached specifications for complete details.)	48	TUBE	Brand and Model: <hr/> <hr/>
59	CORRECTION TAPE, 1 piece in individual plastic  (Please see attached specifications for complete details.)	726	PIECE	Brand and Model: <hr/> <hr/>
60	CLIP, BACKFOLD, 32MM, 12 pieces per box  (Please see attached specifications for complete details.)	777	BOX	Brand and Model: <hr/> <hr/>
61	CLIP, BACKFOLD,	533	BOX	Brand and Model:

	50MM, 12 pieces per box  (Please see attached specifications for complete details.)			<hr/> <hr/>
62	CLIP, BACKFOLD, 25MM, 12 pieces per box  (Please see attached specifications for complete details.)	530	BOX	Brand and Model: <hr/> <hr/>
63	CLIP, BACKFOLD, 19MM, 12 pieces per box  (Please see attached specifications for complete details.)	412	BOX	Brand and Model: <hr/> <hr/>
64	CLEARBOOK, LEGAL  (Please see attached specifications for complete details.)	324	PIECE	Brand and Model: <hr/> <hr/>
65	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box  (Please see attached specifications for complete details.)	43	UNIT	Brand and Model: <hr/> <hr/>
66	BATTERY, dry cell, AAA, 2 pieces per blister pack  (Please see attached specifications for complete details.)	275	PACK	Brand and Model: <hr/> <hr/>
67	BATTERY, dry cell, AA, 2 pieces per blister pack  (Please see attached specifications for complete details.)	644	PACK	Brand and Model: <hr/> <hr/>
68	ACETATE  (Please see attached	13	ROLL	Brand and Model:

	specifications for complete details.)			
69	Black/Whiteboard Eraser (Please see attached specifications for complete details.)	3	PIECE	Brand and Model:  
70	DISINFECTANT SPRAY, aerosol type, 400-550 grams (Please see attached specifications for complete details.)	399	CAN	Brand and Model:  

Note: Pls. attached Brochures and/or Drawings and diagrams showing the details of the exterior of the vehicle model being offered.

This is to certify that I have read and understood all information contained in the approved Terms of Reference, Scope of Work, Specifications and Bid Bulletin/s and that I agree to abide by the provisions thereof.

I hereby commit to comply with all the Terms of Reference, Scope of Work, Specifications and Bid Bulletin/s. if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

**CONFORME:**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Authorized Contact Person and Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Numbers

**BY:**

**SIGNATURE:** \_\_\_\_\_

**NAME IN PRINT:** \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Bid Form

Date: \_\_\_\_\_  
 Invitation to Bid N<sup>o</sup>: PB NO. 21-03-144

*To: The BAC Chairperson  
 Room 401, 4<sup>th</sup> Flr., Senate of the Philippines  
 GSIS Bldg., Diokno Blvd.,  
 Pasay City*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin/s, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **SUPPLY AND DELIVERY OF 1ST QUARTER STOCK AND ISSUE SUPPLIES CONSISTING OF 70 LINE ITEMS** in conformity with the said Bidding Documents.

Item	Specification	Qty.	UOM	ABC per unit (Inclusive of all taxes)	TAOTAL ABC (Inclusive of all taxes)	BID PRICE per unit (Inclusive of all taxes)	TOTAL BID PRICE (Inclusive of all taxes)
1	MARKER, WHITEBOARD, red  (Please see attached specifications for complete details.)	104	PIECE	50.00	5,200.00		
2	MARKER, WHITEBOARD, blue  (Please see attached specifications for complete details.)	173	PIECE	50.00	8,650.00		
3	MARKER, WHITEBOARD, black  (Please see attached specifications for complete details.)	196	PIECE	50.00	9,800.00		
4	MARKER, PERMANENT, bullet type, red  (Please see attached specifications for complete details.)	153	PIECE	30.00	4,590.00		
5	MARKER, PERMANENT, bullet type, blue  (Please see attached specifications for complete details.)	272	PIECE	30.00	8,160.00		
6	MARKER, PERMANENT, bullet	310	PIECE	30.00	9,300.00		

	type, black  (Please see attached specifications for complete details.)						
7	MARKER, FLUORESCENT, 3 colors per set  (Please see attached specifications for complete details.)	433	SET	75.00	32,475.00		
8	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip  (Please see attached specifications for complete details.)	398	PIECE	80.00	31,840.00		
9	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip  (Please see attached specifications for complete details.)	1188	PIECE	80.00	95,040.00		
10	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip  (Please see attached specifications for complete details.)	1035	PIECE	80.00	82,800.00		
11	BALLPEN, RED  (Please see attached specifications for complete details.)	488	PIECE	25.00	12,200.00		
12	BALLPEN, BLUE  (Please see attached specifications for complete details.)	1471	PIECE	25.00	36,775.00		
13	BALLPEN, BLACK  (Please see attached specifications for complete details.)	1307	PIECE	25.00	32,675.00		
14	WASTEBASKET, NON RIGID PLASTIC  (Please see attached specifications for complete details.)	61	PIECE	60.00	3,660.00		
15	TWINE, PLASTIC  (Please see attached specifications for complete details.)	65	ROLL	85.00	5,525.00		
16	TAPE,	413	ROLL	35.00	14,455.00		

	TRANSPARENT, width: 48mm (±1mm)  (Please see attached specifications for complete details.)						
17	TAPE, TRANSPARENT, width: 24mm (±1mm)  (Please see attached specifications for complete details.)	499	ROLL	24.00	11,976.00		
18	TAPE, PACKAGING, width: 48mm (±1mm)  (Please see attached specifications for complete details.)	361	ROLL	35.00	12,635.00		
19	TAPE, MASKING, width: 48mm (±1mm)  (Please see attached specifications for complete details.)	578	ROLL	116.00	67,048.00		
20	TAPE, MASKING, width: 24mm (±1mm)  (Please see attached specifications for complete details.)	488	ROLL	65.00	31,720.00		
21	STAPLER, STANDARD TYPE, load cap: 200 staples min, 1 piece in individual box  (Please see attached specifications for complete details.)	147	PIECE	250.00	36,750.00		
22	STAPLE WIRE, STANDARD  (Please see attached specifications for complete details.)	459	BOX	35.00	16,065.00		
23	STAPLE REMOVER, PLIER TYPE  (Please see attached specifications for complete details.)	91	PIECE	57.00	5,187.00		
24	STAMP PAD, FELT, bed dimension: 60mm x 100mm  (Please see attached specifications for complete details.)	47	PIECE	80.00	3,760.00		
25	STAMP PAD INK,	45	BOTTLE	85.00	3,825.00		

	purple or violet, 50ml (min.)  (Please see attached specifications for complete details.)						
26	SCISSORS, symmetrical, blade length: 65mm, 1 piece in individual plastic  (Please see attached specifications for complete details.)	262	PAIR	42.00	11,004.00		
27	RULER, PLASTIC, 450MM, 1 piece in individual plastic  (Please see attached specifications for complete details.)	58	PIECE	42.00	2,436.00		
28	RUBBER BAND, 70mm min lay flat length (#18)  (Please see attached specifications for complete details.)	95	BOX	195.00	18,525.00		
29	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min  (Please see attached specifications for complete details.)	126	PIECE	170.00	21,420.00		
30	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box  (Please see attached specifications for complete details.)	48	PIECE	350.00	16,800.00		
31	PENCIL, LEAD WITH ERASER, 12 dozens per box  (Please see attached specifications for complete details.)	90	BOX	80.00	7,200.00		
32	PENCIL SHARPENER, 1 piece in individual plastic case  (Please see attached specifications for complete details.)	41	PIECE	260.00	10,660.00		
33	PAPER, THERMAL, 216MM X 30M	124	ROLL	100.00	12,400.00		

	(Please see attached specifications for complete details.)						
34	PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.) (net of box)  (Please see attached specifications for complete details.)	513	BOX	20.00	10,260.00		
35	PAPER CLIP, 33MM, 100 pieces per box or 52 grams (min.) (net of box)  (Please see attached specifications for complete details.)	428	BOX	12.00	5,136.00		
36	NOTEPAD, STICK-ON, 3X4, 100 sheets per pad  (Please see attached specifications for complete details.)	605	PAD	90.00	54,450.00		
37	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad  (Please see attached specifications for complete details.)	1114	PAD	60.00	66,840.00		
38	NOTEPAD, STICK-ON, 2X3, 100 sheets per pad  (Please see attached specifications for complete details.)	623	PAD	53.00	33,019.00		
39	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves  (Please see attached specifications for complete details.)	655	PIECE	22.00	14,410.00		
40	MAGAZINE FILE BOX, LARGE  (Please see attached specifications for complete details.)	120	PIECE	130.00	15,600.00		
41	INSECTICIDE, aerosol type, net content: 600ml min  (Please see attached specifications for complete details.)	84	CAN	650.00	54,600.00		

	complete details.)						
42	INDEX TAB, 5 sets per box  (Please see attached specifications for complete details.)	288	BOX	82.00	23,616.00		
43	FOLDER, TAGBOARD, for legal size documents ,100 pieces per pack  (Please see attached specifications for complete details.)	296	PACK	500.00	148,000.00		
44	FOLDER, TAGBOARD, for A4 size documents, 100 pieces per pack  (Please see attached specifications for complete details.)	114	PACK	450.00	51,300.00		
45	FOLDER, L-TYPE, LEGAL SIZE, 50 pieces per pack  (Please see attached specifications for complete details.)	194	PACK	250.00	48,500.00		
46	FOLDER, FANCY, legal, 50 pieces per bundle  (Please see attached specifications for complete details.)	77	BUNDLE	800.00	61,600.00		
47	FOLDER, FANCY, A4, 50 pieces per bundle  (Please see attached specifications for complete details.)	68	BUNDLE	800.00	54,400.00		
48	FILE TAB DIVIDER, LEGAL, 5 colors per set  (Please see attached specifications for complete details.)	182	SET	35.00	6,370.00		
49	FILE TAB DIVIDER, A4, 5 colors per set  (Please see attached specifications for complete details.)	154	SET	30.00	4,620.00		
50	FILE ORGANIZER, LEGAL	171	PIECE	165.00	28,215.00		

	(Please see attached specifications for complete details.)						
51	FASTENER, METAL, 70mm between prongs, 50 sets per box  (Please see attached specifications for complete details.)	246	BOX	120.00	29,520.00		
52	ENVELOPE, MAILING, 500 pieces per box  (Please see attached specifications for complete details.)	230	BOX	400.00	92,000.00		
53	ENVELOPE, EXPANDING, PLASTIC  (Please see attached specifications for complete details.)	556	PIECE	40.00	22,240.00		
54	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box  (Please see attached specifications for complete details.)	100	BOX	1,050.00	105,000.00		
55	DATA FOLDER, made of chipboard, taglia lock  (Please see attached specifications for complete details.)	317	PIECE	135.00	42,795.00		
56	DATA FILE BOX, made of chipboard, with closed ends  (Please see attached specifications for complete details.)	539	PIECE	120.00	64,680.00		
57	CUTTER KNIFE  (Please see attached specifications for complete details.)	35	PIECE	120.00	4,200.00		
58	CUTTER BLADE, 10 pieces per tube  (Please see attached specifications for complete details.)	48	TUBE	25.00	1,200.00		
59	CORRECTION TAPE, 1 piece in individual plastic	726	PIECE	25.00	18,150.00		

	(Please see attached specifications for complete details.)						
60	CLIP, BACKFOLD, 32MM, 12 pieces per box  (Please see attached specifications for complete details.)	777	BOX	48.00	37,296.00		
61	CLIP, BACKFOLD, 50MM, 12 pieces per box  (Please see attached specifications for complete details.)	533	BOX	32.00	17,056.00		
62	CLIP, BACKFOLD, 25MM, 12 pieces per box  (Please see attached specifications for complete details.)	530	BOX	25.00	13,250.00		
63	CLIP, BACKFOLD, 19MM, 12 pieces per box  (Please see attached specifications for complete details.)	412	BOX	17.00	7,004.00		
64	CLEARBOOK, LEGAL  (Please see attached specifications for complete details.)	324	PIECE	50.00	16,200.00		
65	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box  (Please see attached specifications for complete details.)	43	UNIT	370.00	15,910.00		
66	BATTERY, dry cell, AAA, 2 pieces per blister pack  (Please see attached specifications for complete details.)	275	PACK	60.00	16,500.00		
67	BATTERY, dry cell, AA, 2 pieces per blister pack  (Please see attached specifications for complete details.)	644	PACK	50.00	32,200.00		

68	ACETATE  (Please see attached specifications for complete details.)	13	ROLL	1,200.00	15,600.00		
69	Black/Whiteboard Eraser  (Please see attached specifications for complete details.)	3	PIECE	25.00	75.00		
70	DISINFECTANT SPRAY, aerosol type, 400-550 grams  (Please see attached specifications for complete details.)	399	CAN	128.96	51,455.04		

SENATE  
Pasay City  
**BIDS AND AWARDS COMMITTEE (BAC)**

**DOCUMENTARY REQUIREMENTS**  
**(GOODS AND SERVICES)**  
**(Per RA 9184 and its IRR)**

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REMINDERS:

1. Read the instructions and the Scope of Work / Terms of Reference, Specifications and Bid Bulletin/s carefully.
2. Inspect all your documents before submitting to the BAC.
3. Be consistent with the use of the registered business / company name on all your documents to avoid possible disqualification.
4. Bidders shall submit three (3) sets of documents: One (1) – original / certified true copy and two (2) copies, all properly labeled on the face of each envelope.
5. Arrange the documents in the sequence as enumerated below.
6. Put tabs on the required documents for easy reference.
7. "Bid Form" (Blue Sheet/s) must be signed and notarized.
8. Per Section 37.2.1 of IRR of RA 9184 the winning bidder shall post the required performance security and enter into contract with the Senate within ten (10) calendar days from receipt of the notice of award.
9. Bidder/s previously declared eligible in a Senate public bidding/s within the same calendar year may request in writing a certificate of eligibility. If approved, CLASS "A" documents (**Documents no. 2 – 8 under the list of documentary requirements**) need not be submitted (Section 23 of IRR of RA 9184).\*
10. Bidder/s who will submit a Platinum Membership PhilGEPS Certificate of Registration will automatically be rated "passed" for Class "A" documents (**Documents no. 2 – 5 under the list of documentary requirements**) subject to post-qualification. For purposes of post qualification, bidder/s are still required to submit Class "A" documents (**Documents no. 2 – 5 under the list of documentary requirements**) which are to be included in the FIRST ENVELOPE during the opening of bids in accordance with Sections 23 and 24 of the IRR of RA 9184.
11. Foreign bidders may be eligible to participate provided that it complied with Section 23 of the IRR of RA 9184.
12. In case of foreign bidders, the eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.
13. For inquiry, please call the BAC Secretariat office at tel. no. 552-6601 local 1602 / 552-6793.

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\* A fee of Php 200.00 will be charged

## I. LIST OF DOCUMENTARY REQUIREMENTS

A. **FIRST ENVELOPE** shall contain the following ELIGIBILITY DOCUMENTARY REQUIREMENTS (legal, technical and financial eligibility documents) and TECHNICAL DOCUMENTARY REQUIREMENTS:

1	<b>CERTIFICATE OF PHILGEPS REGISTRATION</b>
2	<p><b>PROOF OF REGISTRATION</b></p> <p>Submit any of the following:</p> <ul style="list-style-type: none"> <li>a. For Corporation (Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines) – SEC Registration Certificate and Articles of Incorporation</li> <li>b. For Partnership (Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines) – SEC Registration Certificate/s, Articles of Incorporation/s and Partnership Agreement</li> <li>c. For Sole Proprietorship – DTI Business Name Registration</li> <li>d. For Cooperatives – Cooperative Development Authority (CDA) Registration Certificate</li> <li>e. For Joint Ventures (Persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract with Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%) based on the contributions of each of the members of the joint venture as specified in their JVA. – Please refer to documentary requirements listed in No. 9</li> </ul>
3	<p><b>MAYOR'S PERMIT/MUNICIPAL LICENSE</b></p> <p>Valid and current Mayor's Permit/Municipal License where the principal place of business is located.</p>
4	<p><b>TAX CLEARANCE (BIR FORM 17.14B)</b></p> <p>Valid and current Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.</p>
5	<p><b>AUDITED FINANCIAL STATEMENTS (AFS)</b></p> <p>AFS showing among others, the total and current assets and liabilities, stamped "Received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar, which should not be earlier than two (2) years from bid submission.</p> <p>Financial Statements without the duly signed Auditor's Report / Certificate shall be disqualified.</p>
6	<p><b>STATEMENT/ LIST OF SINGLE LARGEST COMPLETED CONTRACT (SLCC) SIMILAR TO THE CONTRACT TO BE BID <u>WITHIN THE LAST TWO (2) YEARS</u></b></p> <p>Statement identifying the bidder's single largest completed contract similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of this IRR, within the relevant period as provided in the Bidding Documents in the case of goods.</p> <p>The prospective bidder must have completed a single contract that is similar to the contract to be bid, and whose value, adjusted to current prices using the National Statistics Office (NSO) consumer price indices, must be at least fifty percent (50%) of the ABC. However, in the case of Expendable Supplies, said single contract must be at least twenty five percent (25%) of the ABC.</p> <p>Please provide the name, date, kinds of goods/services, amount for each project and date of delivery and attach the notice of acceptance or official receipt/s issued for said project/s</p> <p>BIDDER MAY SUBMIT IN LIEU OF THE SLCC IF PROVIDED UNDER THE BID BULLETIN OR TERMS OF REFERENCE/SCOPE OF WORK/SPECIFICATIONS THE FOLLOWING:</p> <p>Statement identifying at least two (2) largest completed contract of the bidder similar to the contract to be bid. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required below.</p> <p>The prospective bidder must have completed at least two (2) contracts that is similar to the contract to be bid, and whose</p>

	<p>aggregate total value, adjusted to current prices using the National Statistics Office (NSO) consumer price indices, must be at least fifty percent (50%) of the ABC. However, in the case of Expendable Supplies, said single contract must be at least twenty five percent (25%) of the ABC. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above in accordance with Section 23.5.1.3 of the IRR of RA 9184.</p> <p>Please provide the name, date, kinds of goods/services, amount for each project and date of delivery and attach the notice of acceptance or official receipt/s issued for said project/s</p> <p>Please use Annex "C-1" form</p>
7	<p><b>STATEMENT / LIST OF ALL ONGOING GOVERNMENT AND PRIVATE PROJECTS/CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, IF ANY</b></p> <p>Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB.</p> <p>The list shall provide the name, date, kinds of goods/services, amount for each project, value of outstanding contract and date of delivery.</p> <p>Please use Annex "C-1" form</p>
8	<p><b>NET FINANCIAL CONTRACTING CAPACITY (NFCC) COMPUTATION</b></p> <p>Submission of prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) which must be equal to the Approved Budget for the Contract (ABC).</p> <p>(NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.)</p> <p><b><u>In lieu of NFCC computation, a bidder may submit a committed Line of Credit from a Universal or Commercial Bank at least equal to ten percent (10%) of the ABC to be bid: Provided, that if the same is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank.</u></b></p>
9	<p><b>VALID JOINT VENTURE AGREEMENT (JVA) OR NOTARIZED STATEMENTS FROM ALL THE POTENTIAL JOINT VENTURE PARTNERS</b></p> <p>For Goods, valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.</p> <p>Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial eligibility documents (<i>Please refer to item I (A) nos. 5, 6, 7 and 8</i>) by any of the joint venture partners constitutes compliance: Provided, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.</p> <p>Each partner of the joint venture shall submit the following documents which includes:</p> <ol style="list-style-type: none"> <li><b>CERTIFICATE OF PHILGEPS REGISTRATION</b> (Please refer to item I (A) no. 1)</li> <li><b>PROOF OF REGISTRATION</b> (Please refer to item I (A) no. 2)</li> <li><b>MAYOR'S PERMIT/MUNICIPAL LICENSE</b> (Please refer to item I (A) no. 3)</li> <li><b>TAX CLEARANCE</b> (Please refer to item I (A) no. 4)</li> <li><b>TAXPAYER'S IDENTIFICATION NUMBER (TIN)</b> (Please refer to item I (A) no. 14)</li> <li><b>LATEST INCOME TAX RETURN</b> (Please refer to item I (A) no. 15)</li> <li><b>BUSINESS TAX RETURNS</b> (Please refer to item I (A) no. 16)</li> <li><b>NOTARIZED OMNIBUS SWORN STATEMENT</b> (Please refer to item I (A) no. 12)</li> <li><b>NOTARIZED AUTHORITY OF THE SIGNATORY</b> (Please refer to item I (A) no. 13)</li> </ol> <p>Please be informed that persons/entities forming themselves into a joint venture, i.e. , a group of two (2) or more persons/entities</p>

	<p>that intend to be jointly and severally responsible or liable for a particular contract: Provided, however , That Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.</p> <p>Please use Annex "E" form</p>
10	<p><b>BID SECURITY</b></p> <p>The bid security in the prescribed form, amount, should be valid for a period of one hundred twenty (120) days from the date of the opening of bids and shall be denominated in Philippine peso and posted in favor of the Senate of the Philippines.</p> <p>(Please refer to Instruction to Bidders Item II for the acceptable form and corresponding percentage)</p> <p>Please use Annex "H" form for Bid Securing Declaration</p>
11	<p><b>TECHNICAL SPECIFICATIONS, WHICH MAY INCLUDE PRODUCTION/DELIVERY SCHEDULE, MANPOWER REQUIREMENTS, AND/OR AFTER-SALES SERVICE/PARTS, IF APPLICABLE</b></p> <p>a. Bidders must state either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</p> <p>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.</p> <p>c. The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.</p> <p>Please use the Schedule of Requirement and Technical Specification forms</p>
12	<p><b>NOTARIZED OMNIBUS SWORN STATEMENT</b></p> <p>The omnibus sworn statement executed by the bidder, or its duly authorized representative, shall contain the following:</p> <p>a. The signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;</p> <p>b. It is not "blacklisted" or barred from bidding by the GoP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;</p> <p>c. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;</p> <p>d. It is authorizing the HoPE or his duly authorized representative/s to verify all the documents submitted;</p> <p>e. It complies with the disclosure provision under Section 47 of the Act and this IRR, in relation to other provisions of R.A. 3019;</p> <p>f. It complies with existing labor laws and standards;</p> <p>g. It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs;</p> <p>h. It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.</p> <p>Please use Annex "B" form</p>
13	<p><b>AUTHORITY OF THE SIGNATORY</b></p> <p>Submit any of the following:</p> <p>a. For Corporation/Partnership/Cooperatives/Joint Venture – Board Resolution/Secretary's Certificate indicating signatory to the contract</p> <p>b. For Sole Proprietor – Notarized Authorization/Special Power of Attorney</p>
14	<b>TAXPAYER'S IDENTIFICATION NUMBER (TIN)</b>
15	<p><b>LATEST INCOME TAX RETURN FOR THE PRECEDING YEAR DULY FILED AND PAID</b></p> <p>The required Income Tax Return must be filed through Electronic Filing and Payments System (EFPS).</p>

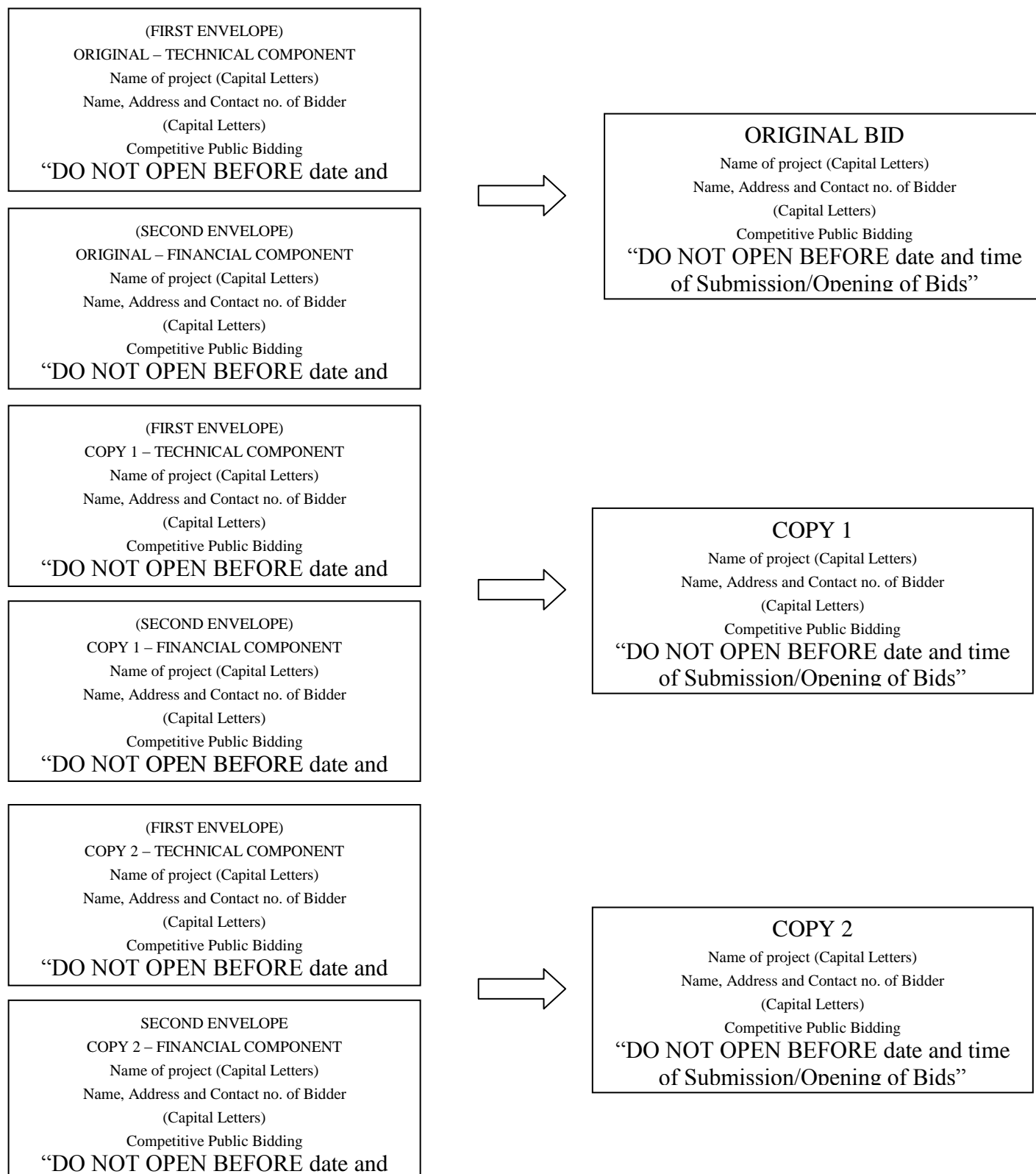
16	<b>BUSINESS TAX RETURNS</b>  Submit any of the following: <ul style="list-style-type: none"> <li>a. For Value Added Tax (VAT) payee – Latest VAT Returns (BIR FORM 2550Q and 2550M) filed through Electronic Filing and Payments System (EFPS) for the last six (6) consecutive months <b>(starting January 2020 or more recent returns)</b> or</li> <li>b. For VAT exempt/non-VAT payee - Latest Percentage Tax Returns (BIR FORM 2551M1Q and 2551M) filed through EFPS for the last six (6) consecutive months <b>(starting January 2020 or more recent returns)</b></li> </ul>
17	<b>BIDDERS MUST SUBMIT ONE (1) PC AS SAMPLE TOGETHER FOR ITEMS #1-13, 43-44 (SAMPLES WILL NOT BE RETURNED)</b>

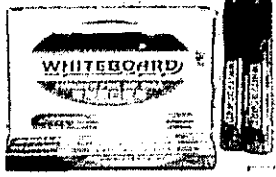


B. **SECOND ENVELOPE** shall contain the following FINANCIAL COMPONENT/DOCUMENTARY REQUIREMENT/S:



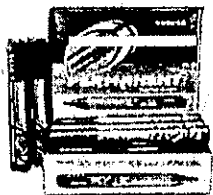
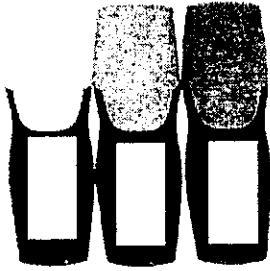
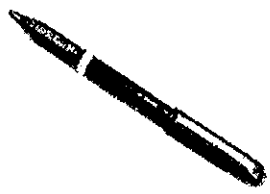
1	<b>NOTARIZED BID FORM</b>  Only Notarized Bid Form / "Blue Sheet/s" with the BAC dry seal shall be submitted. Failure to do so is a ground for disqualification;
2	<b>DETAILED ESTIMATE/PRICE SCHEDULE, IF APPLICABLE</b>






Republic of the Philippines  
SENATE  
Pasay City  
**BIDS AND AWARDS COMMITTEE (BAC)**


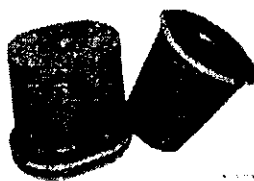


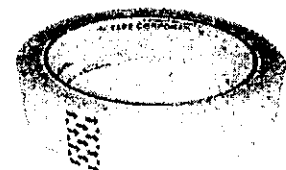
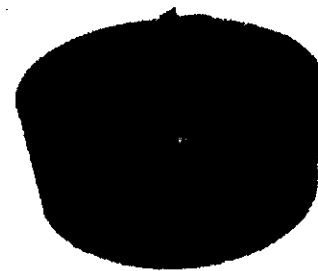

## SEALING AND MARKING OF ENVELOPES


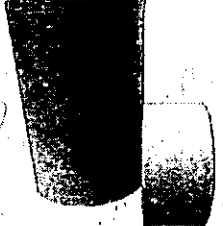
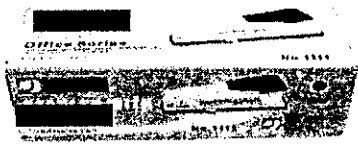








ITEM	QTY	UOM	SPECS	IMAGE
1	Please see Purchase Request	PIECE	<p>MARKER WHITEBOARD, RED</p> <ul style="list-style-type: none"> <li>Color: red</li> <li>Tip: Felt Bullet type</li> <li>Quality</li> </ul> <p>Writing length: The pen shall write a minimum continuous 200mtrs under normal writing pressure and shall not show noticeable change in ink intensity.</p> <p>Primary erasability: There shall be no trace of erased marking on the surface of the whiteboard</p> <p>Impact resistance test: The pen shall not show abnormalities in appearance and writing performance when dropped once from a height of (1) mtr above the floor</p> <p>Cap-off time: 45 minutes (min) - cap shall be removed after writing at least (3) words on the whiteboard. After (45) minutes, write the same (3) words and compare results. There shall be no noticeable change in ink intensity.</p> <p>Structure: The barrel and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap</p> <p>Bidders must submit one (1) piece as sample together with quotation (Samples will not be returned)</p> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
2	Please see Purchase Request	PIECE	<p>MARKER WHITEBOARD, BLUE</p> <ul style="list-style-type: none"> <li>Color: blue</li> <li>Tip: Felt Bullet type</li> <li>Quality</li> </ul> <p>Writing length: The pen shall write a minimum continuous 200mtrs under normal writing pressure and shall not show noticeable change in ink intensity.</p> <p>Primary erasability: There shall be no trace of erased marking on the surface of the whiteboard</p> <p>Impact resistance test: The pen shall not show abnormalities in appearance and writing performance when dropped once from a height of (1) mtr above the floor</p> <p>Cap-off time: 45 minutes (min) - cap shall be removed after writing at least (3) words on the whiteboard. After (45) minutes, write the same (3) words and compare results. There shall be no noticeable change in ink intensity.</p> <p>Structure: The barrel and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap</p> <p>Bidders must submit one (1) piece as sample together with quotation (Samples will not be returned)</p> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
3	Please see Purchase Request	PIECE	<p>MARKER WHITEBOARD, BLACK</p> <ul style="list-style-type: none"> <li>Color: black</li> <li>Tip: Felt Bullet type</li> <li>Quality</li> </ul> <p>Writing length: The pen shall write a minimum continuous 200mtrs under normal writing pressure and shall not show noticeable change in ink intensity.</p> <p>Primary erasability: There shall be no trace of erased marking on the surface of the whiteboard</p> <p>Impact resistance test: The pen shall not show abnormalities in appearance and writing performance when dropped once from a height of (1) mtr above the floor</p> <p>Cap-off time: 45 minutes (min) - cap shall be removed after writing at least (3) words on the whiteboard. After (45) minutes, write the same (3) words and compare results. There shall be no noticeable change in ink intensity.</p> <p>Structure: The barrel and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap</p> <p>Bidders must submit one (1) piece as sample together with quotation (Samples will not be returned)</p> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	

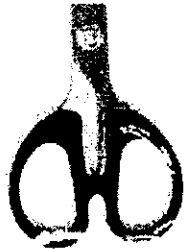
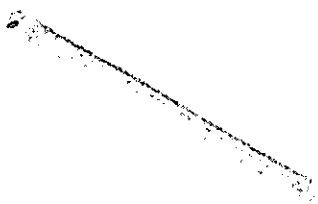

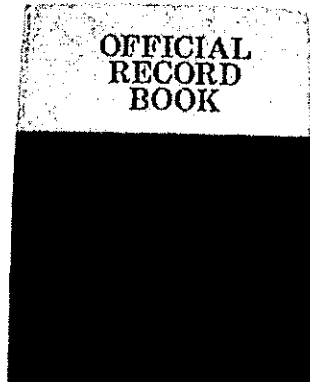
4	Please see Purchase Request	PIECE	<p>MARKER PERMANENT BULLET TYPE, RED</p> <ul style="list-style-type: none"> <li>Tip: Felt Bullet type</li> <li>Point: Medium</li> </ul> <p>Structure: The barrel and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap</p> <p>Brand and Manufacturing date (2019/2020) shall be engraved / embossed / printed on the item / packaging</p> <p>Bidders must submit one (1) piece as sample together with quotation (Samples will not be returned)</p> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
5	Please see Purchase Request	PIECE	<p>MARKER PERMANENT BULLET TYPE, BLUE</p> <ul style="list-style-type: none"> <li>Tip: Felt Bullet type</li> <li>Point: Medium</li> </ul> <p>Structure: The barrel and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap</p> <p>Brand and Manufacturing date (2019/2020) shall be engraved / embossed / printed on the item / packaging</p> <p>Bidders must submit one (1) piece as sample together with quotation (Samples will not be returned)</p> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
6	Please see Purchase Request	PIECE	<p>MARKER PERMANENT BULLET TYPE, BLACK</p> <ul style="list-style-type: none"> <li>Tip: Felt Bullet type</li> <li>Point: Medium</li> </ul> <p>Structure: The barrel and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap</p> <p>Brand and Manufacturing date (2019/2020) shall be engraved / embossed / printed on the item / packaging</p> <p>Bidders must submit one (1) piece as sample together with quotation (Samples will not be returned)</p> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
7	Please see Purchase Request	SET	<p>MARKER, FLUORESCENT, 3 COLORS PER SET</p> <ul style="list-style-type: none"> <li>Barrel: flat</li> <li>Tip: chisel point</li> <li>Color: (3) assorted colors per set</li> </ul> <p>Material and Structure: The barrel and the cap shall be made of plastic and shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap</p> <ul style="list-style-type: none"> <li>Quality</li> </ul> <p>Writing performance: fluorescent marker shall continuously highlight on multi-purpose paper for a distance of at least 100mtrs under normal pressure and shall not show noticeable change in ink intensity</p> <p>Legibility of highlighted word: fluorescent markers shall highlight a line, word/s the highlighted text when reproduced thru fax, scanner and photocopier shall be legible</p> <p>Cap-off time: 45mins (min)</p> <p>Brand and Manufacturing date (2019/2020) shall be engraved / embossed / printed on the item / packaging</p> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
8	Please see Purchase Request	piece	<p>SIGNPEN, RED, LIQUID/GEL INK, 0.5MM NEEDLE TIP</p> <ul style="list-style-type: none"> <li>With Non-Slip Rubber Grip and Metal Clip</li> <li>Grip Diameter: 9.9mm; Max Diameter: 10.7mm</li> <li>Capped Length: 13.7cm/5.4 inches; Uncapped Length: 12.8cm/5 inches</li> <li>Weight with Ink (min): .36 oz / 10 grams</li> <li>One (1) piece barrel (non-refillable)</li> <li>Brand and Manufacturing date (2019/2020) shall be engraved / embossed / printed on the item / packaging</li> </ul> <p>Delivery Period: 15 CD from receipt of Purchase Order</p> <p>Bidders must submit one (1) piece as sample together with quotation (Samples will not be returned)</p> <p>Bidders who failed to submit sample will be disqualified</p>	
			SIGNPEN, BLUE, LIQUID/GEL INK, 0.5MM NEEDLE TIP	

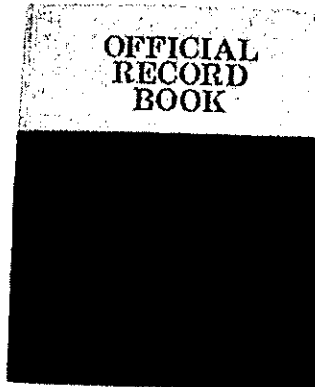

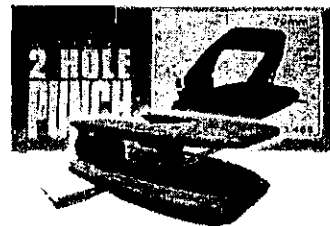
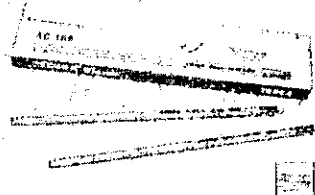
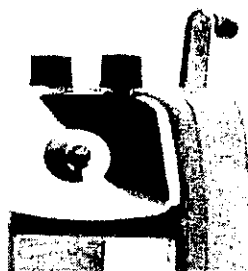
9	Please see Purchase Request	piece	<ul style="list-style-type: none"> <li>With Non-Slip Rubber Grip and Metal Clip</li> <li>Grip Diameter: 9.9mm; Max Diameter: 10.7mm</li> <li>Capped Length: 13.7cm/5.4 inches; Uncapped Length: 12.8cm/5 inches</li> <li>Weight with Ink (min): .36 oz / 10 grams</li> <li>One (1) piece barrel (non-refillable)</li> <li>Brand and Manufacturing date (2019/2020) shall be engraved / embossed / printed on the item / packaging</li> <li>Delivery Period: 15 CD from receipt of Purchase Order</li> <li>Bidders must submit one (1) piece as sample together with quotation (Samples will not be returned)</li> <li>Bidders who failed to submit sample will be disqualified</li> </ul>	
10	Please see Purchase Request	piece	<p>SIGNPEN, BLACK, LIQUID/GEL INK, 0.5MM NEEDLE TIP</p> <ul style="list-style-type: none"> <li>With Non-Slip Rubber Grip and Metal Clip</li> <li>Grip Diameter: 9.9mm; Max Diameter: 10.7mm</li> <li>Capped Length: 13.7cm/5.4 inches; Uncapped Length: 12.8cm/5 inches</li> <li>Weight with Ink (min): .36 oz / 10 grams</li> <li>One (1) piece barrel (non-refillable)</li> <li>Brand and Manufacturing date (2019/2020) shall be engraved / embossed / printed on the item / packaging</li> <li>Delivery Period: 15 CD from receipt of Purchase Order</li> <li>Bidders must submit one (1) piece as sample together with quotation (Samples will not be returned)</li> <li>Bidders who failed to submit sample will be disqualified</li> </ul>	
11	Please see Purchase Request	piece	<p>BALLPEN, BLACK</p> <ul style="list-style-type: none"> <li>Ink Color: Black</li> <li>Type: Gel</li> <li>Tip: 0.5mm needle type</li> <li>One (1) piece barrel (non-refillable)</li> <li>Brand shall be engraved / embossed / printed on the item / packaging</li> <li>Manufacturing date shall be engraved / embossed / printed on the item / packaging</li> <li>Manufacturing date must be 2019</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> <li>Bidders must submit one (1) piece as sample together with quotation.</li> <li>Samples must pass the Writing Quality Test<sup>[1]</sup> and Writing Distance Test<sup>[2]</sup></li> <li>Samples will not be returned</li> <li>(Bidders who failed to submit sample will be disqualified)</li> </ul>	
12		piece	<p>BALLPEN, BLUE</p> <ul style="list-style-type: none"> <li>Ink Color: Blue</li> <li>Type: Gel</li> <li>Tip: 0.5mm needle type</li> <li>One (1) piece barrel (non-refillable)</li> <li>Brand shall be engraved / embossed / printed on the item / packaging</li> <li>Manufacturing date shall be engraved / embossed / printed on the item / packaging</li> <li>Manufacturing date must be 2019</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> <li>Bidders must submit one (1) piece as sample together with quotation</li> <li>Samples must pass the Writing Quality Test<sup>1</sup> and Writing Distance Test<sup>2</sup></li> <li>Samples will not be returned</li> <li>(Bidders who failed to submit sample will be disqualified)</li> </ul>	
			<p>BALLPEN, RED</p> <ul style="list-style-type: none"> <li>Ink Color: Red</li> <li>Type: Gel</li> <li>Tip: 0.5mm needle type</li> <li>One (1) piece barrel (non-refillable)</li> <li>Brand shall be engraved / embossed / printed on the item / packaging</li> </ul>	


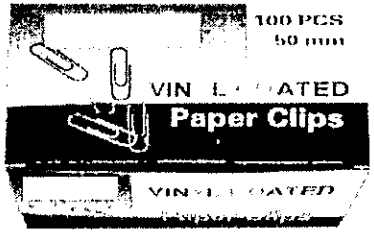
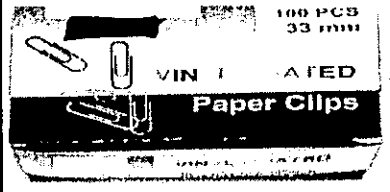

13		piece	<ul style="list-style-type: none"> <li>Manufacturing date shall be engraved / embossed / printed on the item / packaging</li> <li>Manufacturing date must be 2019</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> <li>Bidders must submit one (1) piece as sample together with quotation</li> <li>Samples must pass the Writing Quality Test<sup>1</sup> and Writing Distance Test<sup>2</sup></li> <li>Samples will not be returned</li> </ul> <p>(Bidders who failed to submit sample will be disqualified)</p>	
14	Please see Purchase Request	PIECE	<p>WASTEBASKET, NON-RIGID PLASTIC</p> <ul style="list-style-type: none"> <li>Square, oval or round shape</li> <li>Thickenss (min): 1.20mm</li> <li>Height (min): 225mm</li> <li>Full volume (up to the lid): 8.5L (min)</li> <li>Assorted colors</li> </ul> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
15	Please see Purchase Request	ROLL	<p>TWINE PLASTIC</p> <ul style="list-style-type: none"> <li>Weight per roll: 1000g (min)</li> <li>Breaking Strength: 25kg (min)</li> </ul> <p>Brand shall be engraved / embossed / printed on the item / packaging</p> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
16	Please see Purchase Request	ROLL	<p>TAPE, TRANSPARENT, WIDTH: 48MM (±1MM)</p> <ul style="list-style-type: none"> <li>Width: 48mm (±1mm)</li> <li>Usable Length: 50meters</li> <li>Brand must be engraved / embossed / printed on the item core / packaging</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> <li>Bidders must submit one (1) piece as sample together with quotation.</li> <li>Sample will be used for verification of product specifications</li> <li>Sample will not be returned</li> </ul> <p>(Bidders who failed to submit sample will be disqualified)</p>	
17	Please see Purchase Request	ROLL	<p>TAPE, TRANSPARENT, WIDTH: 24MM (±1MM)</p> <ul style="list-style-type: none"> <li>Width: 24mm (±1mm)</li> <li>Usable Length: 50meters</li> <li>Brand must be engraved / embossed / printed on the item core / packaging</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> <li>Bidders must submit one (1) piece as sample together with quotation.</li> <li>Sample will be used for verification of product specifications</li> <li>Sample will not be returned</li> </ul> <p>(Bidders who failed to submit sample will be disqualified)</p>	
18	Please see Purchase Request	ROLL	<p>TAPE, PACKAGING, WIDTH: 48MM (±1MM)</p> <ul style="list-style-type: none"> <li>Width: 48mm (±1mm)</li> <li>Usable Length: 50meters</li> <li>Brand must be engraved / embossed / printed on the item core / packaging</li> <li>Base Material: Biaxially oriented Polypropylene</li> <li>Adhesion Strength: 6N/24mm (min)</li> <li>Breaking Strength: 14N/24mm (min)</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> <li>Bidders must submit one (1) piece as sample together with quotation.</li> <li>Sample will be used for verification of product specifications</li> <li>Sample will not be returned</li> </ul> <p>(Bidders who failed to submit sample will be disqualified)</p>	
			<p>TAPE, MASKING, WIDTH: 48MM (±1MM)</p> <ul style="list-style-type: none"> <li>Width: 48mm (±1mm)</li> <li>Usable Length: 50meters</li> </ul>	


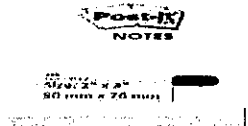
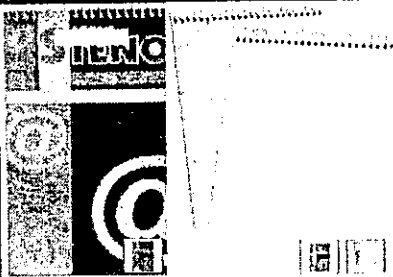

19	Please see Purchase Request	ROLL	<ul style="list-style-type: none"> <li>Brand must be engraved / embossed / printed on the item core / packaging.</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> <li>Bidders must submit one (1) piece as sample together with quotation.</li> <li>Sample will be used for verification of product specifications</li> <li>Sample will not be returned</li> </ul> <p>(Bidders who failed to submit sample will be disqualified)</p>	
20	Please see Purchase Request	ROLL	<p>TAPE, MASKING, WIDTH: 24MM (±1MM)</p> <ul style="list-style-type: none"> <li>Width: 24mm (±1mm)</li> <li>Usable Length: 50meters</li> <li>Brand must be engraved / embossed / printed on the item core / packaging.</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> <li>Bidders must submit one (1) piece as sample together with quotation.</li> <li>Sample will be used for verification of product specifications</li> <li>Sample will not be returned</li> </ul> <p>(Bidders who failed to submit sample will be disqualified)</p>	
21	Please see Purchase Request	PIECE	<p>STAPLER, STANDARD</p> <ul style="list-style-type: none"> <li>Loading capacity: 200 staples (min)</li> <li>One time binding capacity of 2-20 sheets multi-purpose paper (70gsm)</li> <li>Staple pusher shall be a metal piece and not spring</li> <li>Construction/structure: <ul style="list-style-type: none"> <li>-The handle, base and frame shall be connected respectively and be smooth in repetitive actuation</li> <li>-Loading of the staple wire in the staple magazine shall be easy</li> <li>-The stapler shall be constructed that the staple wire will not jam or drop out during stapling</li> <li>-The base shall be constructed that it is equipped with clincher block having the guide groove aligned with the driver blade so that it can bind properly and easily</li> <li>-The driver blade shall be able to push out and drive the received staple wire without deformation</li> <li>-Each part shall have rigidity in meeting the performance of the stapler</li> </ul> </li> </ul> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
22	Please see Purchase Request	BOX	<p>STAPLE WIRE, Standard #35</p> <ul style="list-style-type: none"> <li>5000 wires per box</li> <li>Made of Steel Wire coated with zinc, copper or any equivalent anti-corrosion material</li> <li>Dimensions in mm: <ul style="list-style-type: none"> <li>Width: 12.70 + 0.15mm/-0.20mm</li> <li>Leg Length: 6.00 +0.50mm/-0.20mm</li> <li>Thickness (D): 0.40 ± 0.05mm</li> <li>Width (E): 0.50 ± 0.05mm</li> </ul> </li> <li>Number of Wires per Strip: 100 (min)</li> </ul> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
23	Please see Purchase Request	PIECE	<p>STAPLE REMOVER, PLIER TYPE</p> <ul style="list-style-type: none"> <li>Material: Metal or combination of plastic and metal</li> <li>Shall conform with the performance test: <ul style="list-style-type: none"> <li>-The wedge-shaped blade shall slide under No.10 or 35 staple wire</li> <li>-Shall be able to remove standard staples up to 20 sheets of 70g</li> <li>-Drop test: when dropped (4) times from the height of (1) mtr, the scissors shall remain proper alignment of blades and shall show no signs of breakage, crack, dent, etc. that may affect its usability.</li> </ul> </li> </ul> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
			<p>STAMP PAD, FELT</p> <ul style="list-style-type: none"> <li>Made of metal, plastic, or combination of plastic and metal</li> <li>Metallic material shall be resistant to rust under normal usage</li> </ul>	


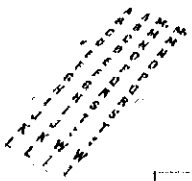


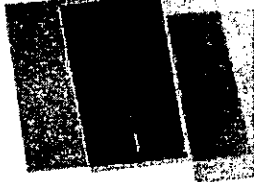

24	Please see Purchase Request	PIECE	<ul style="list-style-type: none"> <li>Thickness of metal: 0.20mm (min.)</li> <li>Plastic material/component shall be resistant to impact and ink</li> <li>Stamp bed shall be composed of an absorbent material, pre-inked</li> <li>Absorbent material to be used is felt or its equivalent</li> <li>Thickness of felt: 5mm (min)</li> <li>Stamp bed size (min): 60mm x 100mm</li> <li>Shall conform with the performance requirements for stamp pad felt:</li> <li>Blotting resistance: The ink shall be uniform and the blotting shall not be significant</li> <li>Transcription resistance: The trace of transcription shall not be significant</li> <li>Impact resistance: The fit of each part shall be free from abnormalities</li> <li>Brand must be engraved / embossed / printed on the item core / packaging</li> <li>Bidders must submit one (1) piece as sample together with quotation.</li> <li>Delivery Period: 15 CD from receipt of Purchase Order</li> </ul>	
25	Please see Purchase Request	PIECE	<p><b>INK FOR STAMP PAD</b></p> <ul style="list-style-type: none"> <li>Volume (min): 50mL</li> <li>With applicator</li> <li>Color: purple ink</li> <li>Shall conform with the following performance tests:</li> <li>-Dry time: Equal volume of the sample and the standard ink and color shall be spread in new stamp pad conforming to BSC STD. SPEC #78-75-036-PS. Impressions shall be made from each pad with clean rubber stamps on standard white bond paper conforming with BSC STD SPEC#79-75-099-BP. The impressions shall be examined while fresh and the time required for drying shall be (1) minute max. Impression made from the sample shall be sharp and intensely colored and shall dry as fast as that of the standard ink.</li> <li>-Stability test: The fabric pads used in testing for drying time shall be exposed, uncovered at room temp. for (8) days. The impressions made with the sample shall dry as quick and shall be sharp and intensely colored as those made with the standard ink. This is determined by making more impressions and more inspections every day.</li> <li>-Resistance to water: Impressions made on standard white bond paper conforming with BSC STD SPEC#79-75-099-BP shall be immersed in distilled water for (24) hrs at room temp. The impressions shall have no significant change.</li> <li>-Effect on rubber stamp: The type face of a clean rubber stamp shall be immersed for (10) days in the ink sample. There shall be no evidence of swelling or softening of the rubber. The impressions shall be sharp and regular in outline after (1) week use.</li> <li>-Corrosion of stamp pad container: A specimen of the stamp pad shall be partially immersed for (10) days in the ink sample at room temp. The container shall not show any evidence of deformation or corrosion.</li> <li>Bidders must submit one (1) piece as sample together with quotation.</li> <li>Delivery Period: 15 CD from receipt of Purchase Order</li> </ul>	
			<p><b>SCISSORS, SYMMETRICAL</b></p> <ul style="list-style-type: none"> <li>For office stationery and household use</li> <li>Transparent/clear</li> <li>Straight trimmers intended for cutting papers, plastic, cotton, rubber, leather and other materials</li> <li>Overall length: 160mm (min)</li> <li>Length of cutting blade: 70mm (min)</li> <li>Thickness of cutting blade: 1.70mm (min)</li> </ul>	


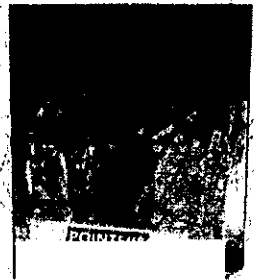
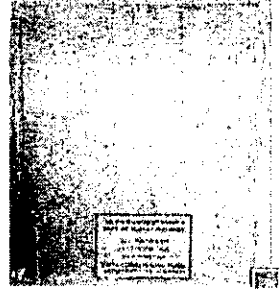
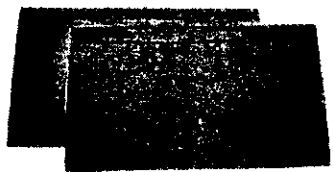

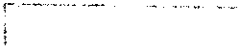
26	Please see Purchase Request	PAIR	<ul style="list-style-type: none"> <li>Length of metal handle (measured from the center of the binding rivet screw to the tip of the metal handle): 35mm (min)</li> <li>Construction/quality: <ul style="list-style-type: none"> <li>Blades shall be made of stainless steel</li> <li>The tip of the cutting blade shall be blunt</li> <li>Blades shall be flat and shall be joined by a binding rivet</li> </ul> </li> <li>Scissors shall be adjusted for proper contact along the entire length of the blade cutting edges, and shall be free from defects and blemishes</li> <li>All scissors shall be furnished with asymmetrical or symmetrical bow handles made of rigid plastic/rubber</li> <li>Materials shall be free from any defects or imperfections which might affect the serviceability of the finished product</li> <li>Shall conform with the performance requirement for scissors: when dropped (4) times from the height of (1) mtr, the scissors shall remain proper alignment of blades and shall show no signs of breakage, crack, dent, etc. that may affect its appearance and serviceability.</li> <li>Individually wrapped in plastic</li> <li>Bidders must submit one (1) piece as sample together with quotation.</li> </ul> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
27	Please see Purchase Request	PIECE	<p>RULER, PLASTIC 450MM</p> <ul style="list-style-type: none"> <li>Flexible (shall not break when bent from end to end)</li> <li>Transparent/clear</li> <li>Ruler scale: mm, cm, inches</li> <li>Clear and sharp ruler scales</li> <li>Ruler scale color: manufacturer's standard</li> <li>Width: 38mm (min)</li> <li>Thickness: 1.30mm (min)</li> <li>Individually wrapped in plastic</li> <li>Bidders must submit one (1) piece as sample together with quotation.</li> </ul> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
28	Please see Purchase Request	BOX	<p>RUBBER BAND, NO.18</p> <ul style="list-style-type: none"> <li>350grams (min) (net weight)</li> <li>Thickness: 1.0 mm (min)</li> <li>Lay flat length: 70mm (min)</li> <li>Tensile strength: 9.81 MPa (min)</li> <li>Elongation: 250% (min)</li> <li>Bidders must submit one (1) piece as sample together with quotation.</li> </ul> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
29	Please see Purchase Request	PIECE	<p>RECORD BOOK 500 PAGES, SIZE: 214MM X 278MM (MIN)</p> <p>With "Official Record Book" printed on the front outside cover</p> <p>Paper Stock shall be white bond, non-blot:</p> <ul style="list-style-type: none"> <li>o Basis Weight: 55gsm (-5%)</li> <li>o Thickness: 0.07mm (min)</li> <li>o Size: 205mm x 265mm (min)</li> <li>o Machine pre-numbered pages</li> </ul> <p>Cover:</p> <ul style="list-style-type: none"> <li>o Material: Laminated chipboard</li> <li>o Thickness: 1.5mm (min)</li> <li>o Size: 214mm x 278mm (min)</li> </ul> <p>Margins:</p> <ul style="list-style-type: none"> <li>o Top: 25mm (-2mm)</li> <li>o Bottom: 8mm (±4mm)</li> <li>o Left/Right: Manufacturer's Standard</li> </ul> <p>Number of writing lines: 37 (min) equal spaced</p> <p>Durable smythe sewn binding</p> <p>Allows both side writing</p> <p>Brand shall be engraved/embossed/printed on the item/package</p>	

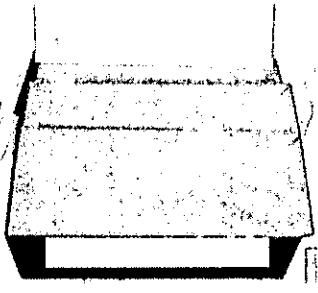
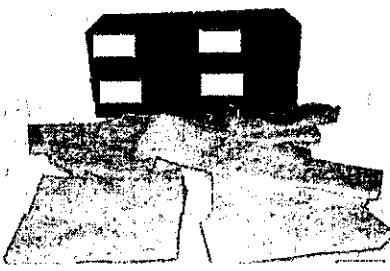


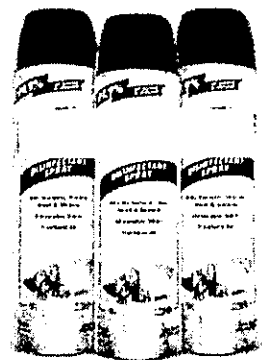
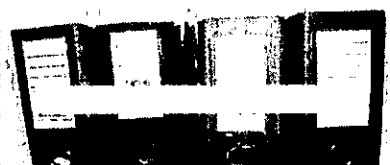
			Delivery Period: 15 CD from receipt of Purchase Order	
30	Please see Purchase Request	PIECE	<p>RECORD BOOK 300 PAGES, SIZE: 214MM X 278MM (MIN)</p> <p>With "Official Record Book" printed on the front outside cover</p> <p>Paper Stock shall be white bond, non-blot:</p> <ul style="list-style-type: none"> <li>o Basis Weight: 55gsm (-5%)</li> <li>o Thickness: 0.07mm (min)</li> <li>o Size: 205mm x 265mm (min)</li> <li>o Machine pre-numbered pages</li> </ul> <p>Cover:</p> <ul style="list-style-type: none"> <li>o Material: Laminated chipboard</li> <li>o Thickness: 1.5mm (min)</li> <li>o Size: 214mm x 278mm (min)</li> </ul> <p>Margins:</p> <ul style="list-style-type: none"> <li>o Top: 25mm (-2mm)</li> <li>o Bottom: 8mm (±4mm)</li> <li>o Left/Right: Manufacturer's Standard</li> </ul> <p>Number of writing lines: 37 (min) equal spaced</p> <p>Durable Smythe sewn binding</p> <p>Allows both side writing</p> <p>Brand shall be engraved/embossed/printed on the item/packaging</p> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
31	Please see Purchase Request	PIECE	<p>PUNCHER, PAPER HEAVY DUTY WITH TWO HOLE GUIDE, 1 PIECE IN INDIVIDUAL BOX</p> <ul style="list-style-type: none"> <li>• Punching Capacity: 30 sheets of 70gsm multipurpose paper</li> <li>• With two hole guide</li> <li>• Diameter of Hole: 7mm (approx)</li> <li>• Construction / Structure</li> </ul> <ul style="list-style-type: none"> <li>o The operating lever, base and frame shall be connected to each other and be capable of smooth repetitive operation</li> <li>o Easy insertion of paper</li> <li>o The distance between the two holes shall be 70mm (±0.5mm) center to center</li> <li>o The punching depth shall be 12mm (±1mm)</li> <li>o The puncher shall be provided with a lever lock</li> <li>o The receptacle base shall not chip off, break, crack, warp or the like</li> </ul> <p>As per attached receptacle illustration showing the parts of the paper puncher, however, design may vary</p> <p>Brand shall be engraved/embossed/printed on the item/packaging</p> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	 
32	Please see Purchase Request	BOX	<p>PENCIL LEAD WITH ERASER, 12 DOZEN PER BOX</p> <ul style="list-style-type: none"> <li>• Wood cased</li> <li>• Hardness: HB or 2</li> <li>• Lead/Graphite Diameter: 2mm (min)</li> <li>• Ferrule: non-corrosive material which crimps the eraser securely to the casing</li> <li>• Wood Casing: softwood, coated, free from defects as cross grains, interlocked grains, warpage knots and the like; and shall permit easy sharpening</li> <li>• Lead/Graphite Breaking Strength: 6.86N (min)</li> </ul> <p>Brand shall be engraved/embossed/printed on the item/packaging</p> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
			<p>PENCIL SHARPENER, SINGLE CUTTER HEAD</p> <ul style="list-style-type: none"> <li>• Manual</li> <li>• Table mountable type, with metal clamp</li> <li>• Single-cutter head</li> <li>• One-hole guide, 9-10mm in diameter</li> <li>• Construction / Structure: Metal body casing</li> </ul> <p>All main parts shall be in metal particularly the cutting mechanism</p> <p>Cutter</p> <p>Pinion Gear</p>	


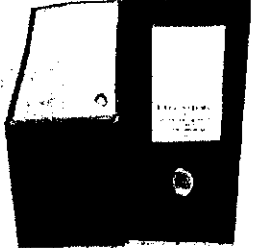
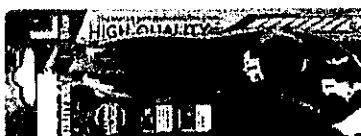
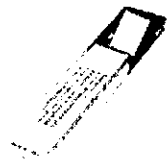
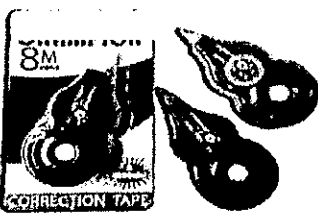
33	Please see Purchase Request	PIECE	<p>Internal Gear Handle</p> <ul style="list-style-type: none"> <li>All parts shall be fitted to each other, attached properly and securely</li> <li>The shavings shall not disperse inside the cutting blades during sharpening</li> <li>The waste case shall be easily removed and kept in the position during sharpening</li> <li>The cutter and the cutter holder shall rotate smoothly according to the rotation of the handle</li> <li>The handle shall be provided with a knob on its end part for easy sharpening</li> <li>The feeding device shall hold the pencil firmly and guide the pencil continuously into the blade for even sharpening</li> </ul> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
34	Please see Purchase Request	BOX	<p>PAPER CLIP, 50MM, 100 PIECES PER BOX OR 120 GRAMS (MIN) (NET OF BOX)</p> <ul style="list-style-type: none"> <li>Wire Diameter: 1.0mm (min)</li> <li>Length of Clip: 50mm (min)</li> <li>Total Length of Wire Used: 155mm (min)</li> <li>Assorted Colors</li> <li>Clips must secure a file of 3mm thickness sheets of paper by means of sample clips and retain in this position for 24-hours. At the end of the test, the clips when removed from the paper shall spring back into its original position</li> <li>Brand must be engraved / embossed / printed on the item core / packaging</li> <li>100 pcs per box or 120g (min) (net of box)</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> <li>Submit sample for approval prior delivery</li> </ul>	
35	Please see Purchase Request	BOX	<p>PAPER CLIP, 33MM,</p> <ul style="list-style-type: none"> <li>Wire Diameter: 0.8mm (min)</li> <li>Length of Clip: 33mm (min)</li> <li>Total Length of Wire Used: 102mm (min)</li> <li>Assorted Colors</li> <li>Clips must secure a file of 2mm thickness sheets of paper by means of sample clips and retain in this position for 24-hours. At the end of the test, the clips when removed from the paper shall spring back into its original position</li> <li>Brand must be engraved / embossed / printed on the item core / packaging</li> <li>100 pcs per box or 120g (min) (net of box)</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> <li>Submit sample for approval prior delivery</li> </ul>	
36	Please see Purchase Request	PAD	<p>NOTEPAD, STICK-ON, 3X4, 100 SHEETS PER PAD</p> <ul style="list-style-type: none"> <li>Size: 76mm x 100mm or (3" x 4")</li> <li>Basis Weight: 70gsm (min)</li> <li>Sheet Thickness: 0.09mm (min)</li> <li>Color: Assorted</li> <li>Performance Test: Sample must have good adhesive quality, easy to write on and will stay flat without appreciable curl. Sample must easily be removable from the pad.</li> <li>Adhesion Test: Sample must stick on the surface of a sheet of paper and must remain attached even if the sheet of paper is bent in half</li> <li>Brand shall be engraved / embossed / printed on the item / packaging</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> <li>Bidders must submit one (1) pad as sample together with quotation</li> <li>Sample will be used for verification of product specifications</li> <li>Sample will not be returned</li> <li><b>(Bidders who failed to submit sample will be disqualified)</b></li> </ul>	


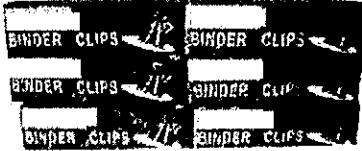
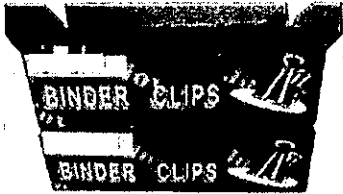

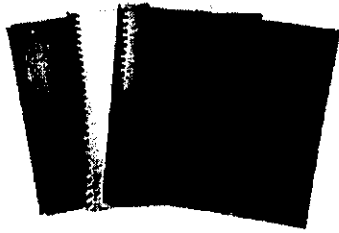
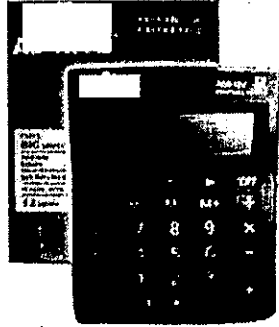
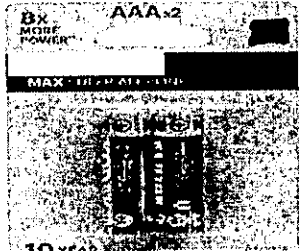
37	Please see Purchase Request	PAD	<p>NOTEPAD, STICK-ON, 3X3, 100 SHEETS PER PAD</p> <ul style="list-style-type: none"> <li>Size: 76mm x 76mm or (3" x 3")</li> <li>Basis Weight: 70gsm (min)</li> <li>Sheet Thickness: 0.09mm (min)</li> <li>Color: Assorted</li> <li>Performance Test: Sample must have good adhesive quality, easy to write on and will stay flat without appreciable curl. Sample must easily be removable from the pad.</li> <li>Adhesion Test: Sample must stick on the surface of a sheet of paper and must remain attached even if the sheet of paper is bent in half</li> <li>Brand shall be engraved / embossed / printed on the item / packaging</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> <li>Bidders must submit one (1) pad as sample together with quotation</li> <li>Sample will be used for verification of product specifications</li> <li>Sample will not be returned</li> <li><b>(Bidders who failed to submit sample will be disqualified)</b></li> </ul>	
38	Please see Purchase Request	PAD	<p>NOTEPAD, STICK-ON, 2X3, 100 SHEETS PER PAD</p> <ul style="list-style-type: none"> <li>Size: 50mm x 76mm or (2" x 3")</li> <li>Basis Weight: 70gsm (min)</li> <li>Sheet Thickness: 0.09mm (min)</li> <li>Color: Assorted</li> <li>Performance Test: Sample must have good adhesive quality, easy to write on and will stay flat without appreciable curl. Sample must easily be removable from the pad.</li> <li>Adhesion Test: Sample must stick on the surface of a sheet of paper and must remain attached even if the sheet of paper is bent in half</li> <li>Brand shall be engraved / embossed / printed on the item / packaging</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> <li>Bidders must submit one (1) pad as sample together with quotation</li> <li>Sample will be used for verification of product specifications</li> <li>Sample will not be returned</li> <li><b>(Bidders who failed to submit sample will be disqualified)</b></li> </ul>	
39	Please see Purchase Request	PIECE	<p>NOTEBOOK, STENOGRAPHER</p> <ul style="list-style-type: none"> <li>Spiral</li> <li>Basis weight: 55gsm (-5%), bond</li> <li>Dimension: 150mm x 225mm (min)</li> <li>Thickness: 0.075mm (min)</li> <li>Top margin: 25mm (min)</li> <li>Bottom margin: 5mm (min)</li> <li>Number of spaces: 22(min)</li> <li>Cover thickness: 0.40mm (-0.02mm)</li> <li>40 leaves, ruled both sides</li> <li>Horizontal ruling shall be blue and have equal spacing</li> <li>Vertical ruling shall be single red line at the middle of the pages</li> <li>Delivery Period: 15 CD from receipt of Purchase Order</li> </ul>	
40	Please see Purchase Request	piece	<p>MAGAZINE FILE BOX, LARGE</p> <ul style="list-style-type: none"> <li>Material: <ul style="list-style-type: none"> <li>o Chipboard: 3mm thick (min)</li> <li>o Leatherette cover for outside cover</li> <li>o Coated paper for inside cover</li> </ul> </li> <li>Outside Dimension: <ul style="list-style-type: none"> <li>Width: 110mm (min)</li> <li>Height: 265mm (min)</li> <li>Length: 220mm (min)</li> </ul> </li> <li>Front of box: With finger ring and provision for label insert</li> <li>Back end open</li> </ul>	

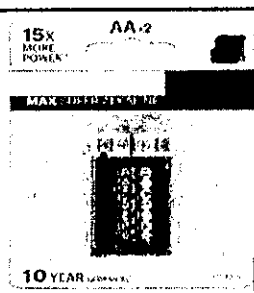
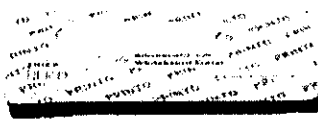

			<ul style="list-style-type: none"> <li>Assorted color (red, blue, green, maroon) one shade only</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> </ul>	
41	Please see Purchase Request	CAN	<p>INSECTICIDE, AEROSOL TYPE</p> <ul style="list-style-type: none"> <li>Aerosol Type</li> <li>Net Content per can: 600mL (min)</li> <li>Kerosene based</li> <li>Quick kill contact and residual type</li> <li>Cautionary scent / odor required</li> <li>Multi-insect killer</li> <li>Sufficient amount of propellant to totally expel content</li> <li>Material Safety Data Sheet showing information on gravity</li> <li>Individually shrink wrapped</li> <li>FDA Registered</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> </ul>	
42	Please see Purchase Request	BOX	<p>INDEX TAB, SELF-ADHESIVE, TRANSPARENT</p> <ul style="list-style-type: none"> <li>Transparent</li> <li>Self-adhesive</li> <li>Assorted colors</li> <li>(1) set composed of 2-pcs 6" tab strip and (2) complete alphabets</li> <li>(5) sets per box</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> </ul>	
43	Please see Purchase Request	PACK	<p>FOLDER, TAGBOARD, A4 (14 POINTS)</p> <ul style="list-style-type: none"> <li>Color: white</li> <li>For A4 size documents</li> <li>Leaf dimension: 240mm x 320mm (±1mm)</li> <li>Tab: 13mm (±2mm)</li> <li>Scoring: 20mm from edge of folder (±2mm)</li> <li>Tearing resistance, mN, MD+CD: 2940 (min)</li> <li>The folder shall be smooth-finished and non-blot sides using a permanent marker</li> <li>100 pcs per pack</li> <li>Delivery Period: 15 CD from receipt of Purchase Order</li> </ul>	
44	Please see Purchase Request	PACK	<p>FOLDER, TAGBOARD, LEGAL (14 POINTS)</p> <ul style="list-style-type: none"> <li>Color: white</li> <li>For legal size documents</li> <li>Leaf dimension: 240mm x 365mm (±1mm)</li> <li>Tab: 13mm (±2mm)</li> <li>Scoring: 20mm from edge of folder (±2mm)</li> <li>Tearing resistance, mN, MD+CD: 2940 (min)</li> <li>The folder shall be smooth-finished and non-blot sides using a permanent marker</li> <li>100 pcs per pack</li> <li>Delivery Period: 15 CD from receipt of Purchase Order</li> </ul>	
45	Please see Purchase Request	PACK	<p>FOLDER, L-TYPE, LEGAL</p> <ul style="list-style-type: none"> <li>For legal size documents</li> <li>Material: Plastic</li> <li>Size: 235 x 346mm (min)</li> <li>Thickness (min): 0.17mm</li> <li>Transparent for easy identification of contents</li> <li>Color: Assorted</li> <li>50 pcs per pack</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> </ul>	
46	Please see Purchase Request	BUNDLE	<p>FOLDER, FANCY W/ SLIDE, LEGAL</p> <ul style="list-style-type: none"> <li>For legal size documents</li> <li>Size: 225mm x 345mm (±1mm)</li> <li>Folder thickness (min): 0.24mm</li> <li>With durable and reusable sliding plastic grip that can hold up to 30 sheets of 70gsm paper</li> <li>Width (min): 13mm</li> <li>Thickness (min): 0.84mm</li> <li>With embossed border design on the front cover, manufacturer's standard</li> <li>Colors: blue, maroon, red, green, orange, yellow, peach, violet (at 1 bundle (50 pcs per bundle)</li> </ul>	

			Delivery Period: 15 CD from receipt of Purchase Order	
47	Please see Purchase Request	BUNDLE	<p>FOLDER, FANCY W/ SLIDE, A4</p> <ul style="list-style-type: none"> <li>For A4 size documents</li> <li>Size: 225mm x 320mm (±1mm)</li> <li>Folder thickness (min): 0.24mm</li> <li>With durable and reusable sliding plastic grip that can hold up to 30 sheets of 70gsm paper</li> <li>Width (min): 13mm</li> <li>Thickness (min): 0.84mm</li> <li>With embossed border design on the front cover, manufacturer's standard</li> <li>Colors: blue, maroon, red, green, orange, yellow, peach, violet (at least 5 colors)</li> <li>1 bundle (50 pcs per bundle)</li> </ul> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
48	Please see Purchase Request	SET	<p>FILE TAB DIVIDER, LEGAL (5 COLORS PER SET)</p> <ul style="list-style-type: none"> <li>For legal size documents</li> <li>Material: Bristol board</li> <li>Dimension (min): <ul style="list-style-type: none"> <li>Leaf: 330mm x 216mm</li> <li>Tab: 68mm x 15mm</li> </ul> </li> <li>Basic weight: 153gsm (-5%)</li> <li>Thickness: 0.22mm (min.)</li> <li>(5) colors per set</li> <li>(10) sets per pack each individually wrapped in clear plastic</li> </ul> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
49	Please see Purchase Request	SET	<p>FILE TAB DIVIDER, A4 (5 COLORS PER SET)</p> <ul style="list-style-type: none"> <li>For A4 size documents</li> <li>Material: Bristol board</li> <li>Dimension (min): <ul style="list-style-type: none"> <li>Leaf: 297mm x 210mm</li> <li>Tab: 65mm x 12mm</li> </ul> </li> <li>Basic weight: 153gsm (-5%)</li> <li>Thickness: 0.22mm (min.)</li> <li>(5) colors per set</li> <li>(10) sets per pack each individually wrapped in clear plastic</li> </ul> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
50	Please see Purchase Request	PIECE	<p>FILE ORGANIZER, EXPANDING, PLASTIC, LEGAL</p> <ul style="list-style-type: none"> <li>Expanding, plastic material</li> <li>With 12 inside pockets with index tab</li> <li>For legal size paper/documents</li> <li>With elastic strap, snap, etc. for closing binding the organizer</li> <li>Dimension (min): <ul style="list-style-type: none"> <li>Cover (Flap): <ul style="list-style-type: none"> <li>Width: 220mm</li> <li>Length: 380mm</li> <li>Thickness: 0.60mm</li> </ul> </li> <li>Inside Pocket: <ul style="list-style-type: none"> <li>Width: 230mm</li> <li>Length: 360mm</li> <li>Thickness: 0.12mm</li> </ul> </li> </ul> </li> </ul> <p>Delivery Period: 15 cd from receipt of Purchase Order</p>	
51	Please see Purchase Request	BOX	<p>FASTENER METAL 70MM BETWEEN PRONGS, 50 SETS PER BOX</p> <p>For Paper</p> <ul style="list-style-type: none"> <li>Non-corroding metal</li> <li>Thickness: Base with prongs and Copressor: 0.30mm (min)</li> <li>Able to hold a 1st 20mm thick of multicopy paper (80gsm)</li> <li>Brand shall be engraved/embossed/printed on the item/package</li> </ul> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
			<p>ENVELOPE, MAILING WITH WINDOW</p> <ul style="list-style-type: none"> <li>Color: White</li> </ul>	

52	Please see Purchase Request	BOX	<ul style="list-style-type: none"> <li>Window: Clear plastic</li> <li>Quality: Bond paper</li> <li>Basic weight: 70gsm (±5%)</li> <li>Front seal adhesive: remoistenable gum front seals reactivate with moisture</li> <li>Other physical property:</li> <li>Brightness, % (Photovolt): 82 (min)</li> <li>Dirt count, mm<sup>2</sup>/m<sup>2</sup>: 10 (max)</li> <li>Dimension: 105mm x 241mm (-3mm)</li> <li>1 box (500 pcs)</li> <li>Delivery Period: 15 CD from receipt of Purchase Order</li> </ul>	
53	Please see Purchase Request	BOX	<ul style="list-style-type: none"> <li>ENVELOPE, MAILING</li> <li>Color: White</li> <li>Quality: Bond paper</li> <li>Basic weight: 70gsm (±5%)</li> <li>Front seal adhesive: remoistenable gum front seals reactivate with moisture</li> <li>Other physical property:</li> <li>Brightness, % (Photovolt): 82 (min)</li> <li>Dirt count, mm<sup>2</sup>/m<sup>2</sup>: 10 (max)</li> <li>Dimension: 105mm x 241mm (-3mm)</li> <li>1 box (500 pcs)</li> <li>Delivery Period: 15 CD from receipt of Purchase Order</li> </ul>	
54	Please see Purchase Request	PIECE	<ul style="list-style-type: none"> <li>ENVELOPE, EXPANDING, PLASTIC</li> <li>Material: polypropylene plastic</li> <li>Secure heat-sealed joints</li> <li>With elastic strap</li> <li>Dimension: 380mm x 260mm</li> <li>Thickness: 0.50mm (min)</li> <li>Expansion: 30mm (min)</li> <li>Assorted colors</li> <li>1 box (100 pcs)</li> <li>Delivery Period: 15 CD from receipt of Purchase Order</li> </ul>	
55	Please see Purchase Request	BOX	<ul style="list-style-type: none"> <li>ENVELOPE, DOCUMENTARY, A4</li> <li>For A4 documents</li> <li>Kraft</li> <li>Basic weight: 150gsm (-5%)</li> <li>Dimension: 229mm x 324mm (-2mm)</li> <li>Thickness: 0.22mm (min.)</li> <li>1 box (500 pcs)</li> <li>Delivery Period: 15 CD from receipt of Purchase Order</li> </ul>	
56	Please see Purchase Request	CAN	<ul style="list-style-type: none"> <li>DISINFECTANT SPRAY, AEROSOL TYPE, 400-550 GRAMS</li> <li>Aerosol Type</li> <li>Net Content per can: 400 grams (min)</li> <li>Crisp and Clean Scent</li> <li>With Broad-Spectrum Activity: Kills Different Types of Bacteria, Fungi and Viruses as identified in the label</li> <li>Active Ingredients shall be indicated on the label</li> <li>Sufficient amount of propellant to totally expel content</li> <li>Shall not contain Ethylene-Diamine-Tetra-Acetate (EDTA) nor Alkyl Phenol Ethoxylates APEO)</li> <li>With Detailed Instructions on Maximizing Product Performance and Indications for the Proper Waste Disposal and the Recyclability of the Container</li> <li>FDA Registered</li> <li>Brand, formulation, indications and precautions must be engraved / embossed / printed on the item / packaging</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> <li>Submit sample for approval prior delivery</li> </ul>	
			<ul style="list-style-type: none"> <li>DATA FOLDER MADE OF CHIPBOARD TAGLIA LOCK</li> <li>Dimension (min): W 75mm x H 230mm x L 380mm</li> <li>Material: <ul style="list-style-type: none"> <li>o Chipboard: 2.5mm thick (min)</li> <li>o Leatherette paper and/or Polypropylene (PP) material made of linen design for outside cover</li> </ul> </li> </ul>	

57	Please see Purchase Request	PIECE	<ul style="list-style-type: none"> <li>o Coated paper for inside cover including spine portion</li> </ul> <p>With all steel lever arch file mechanism and taglia lock</p> <p>Spine is provided with finger ring and clear plastic pocket for label insert</p> <p>Spine Material: PVC gamuza/PP material or material of equivalent or superior quality</p> <p>Assorted colors (red, green, blue, brown and maroon) one shade only</p> <p>Brand shall be engraved/embossed/printed on the item/packaging</p> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
58	Please see Purchase Request	PIECE	<p>DATA FILE BOX MAD EOF CHIPBOARD WITH CLOSED ENDS</p> <p>Outside dimensions (min): W 125mm x H 230mm x L 400mm</p> <p>Material:</p> <ul style="list-style-type: none"> <li>o Chipboard: 3mm thick (min)</li> <li>o Leatherette paper for outside cover</li> <li>o Coated paper for inside cover</li> </ul> <p>Front of the box:</p> <ul style="list-style-type: none"> <li>o With finger ring and pocket for label insert</li> </ul> <p>Assorted colors (red, green, blue and maroon) one shade only</p> <p>Brand shall be engraved/embossed/printed on the item/packaging</p> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
59	Please see Purchase Request	PIECE	<p>CUTTER KNIFE</p> <p>General purpose snap off blade cutter/utility knife</p> <ul style="list-style-type: none"> <li>With anti-slip grip plastic molded body</li> <li>Blade Measurements: L 100mm (±2mm) W 16mm (±2mm)</li> <li>Thickness 0.40mm (±0.02mm)</li> <li>With Built-in blade snapper</li> <li>With stainless steel blade sliding track</li> <li>With safety screw locking mechanism</li> </ul> <p>Brand shall be engraved / embossed / printed on the item / packaging</p> <p>Delivery Period: 15 CD from receipt of Purchase Order</p>	
60	Please see Purchase Request	TUBE	<p>CUTTER BLADE, 10PCS PER TUBE</p> <ul style="list-style-type: none"> <li>Blade Measurements: L 100mm (±2mm) W 16mm (±2mm)</li> <li>Thickness 0.40mm (±0.02mm)</li> <li>With (7) easy snap off blade sections to provide new sharp cutting points</li> <li>Finish: with sharp cutting edges and free from rust and any matter that can affect its serviceability</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> </ul>	
61	Please see Purchase Request	PIECE	<p>CORRECTION TAPE, 1 piece in individual plastic</p> <ul style="list-style-type: none"> <li>Disposable</li> <li>Dispensing mechanism: Gear Type</li> <li>Dispensing System: Single Line Tape</li> <li>With mechanism for adjustment/rewinding</li> <li>Tape: <ul style="list-style-type: none"> <li>o Type: Film Based</li> <li>o Usable Length: 8 meters (min)</li> <li>o Width: 5mm (±1mm)</li> <li>o Color: White Opaque</li> </ul> </li> <li>Case: <ul style="list-style-type: none"> <li>o Size: Manufacturer's Standard</li> <li>o Design: Manufacturer's Standard</li> <li>o With protective cap</li> </ul> </li> </ul> <p>Brand shall be engraved/embossed/printed on the item/packaging</p> <p>Delivery Period: 15 CD from receipt of Purchase Order</p> <p>Submit sample for approval prior delivery</p>	
			CLIP, BACKFOLD 19MM	

62	Please see Purchase Request	BOX	<ul style="list-style-type: none"> <li>All metal</li> <li>Clamping length: 19mm (-1mm)</li> <li>Clamping depth: 10mm (min.)</li> <li>Thickness of metal: 0.20mm (min.)</li> <li>Diameter of clip handles: 1.0mm (min.)</li> <li>12pcs per box</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> </ul>	
63	Please see Purchase Request	BOX	<ul style="list-style-type: none"> <li>CLIP, BACKFOLD 25MM</li> <li>All metal</li> <li>Clamping length: 25mm (-1mm)</li> <li>Clamping depth: 13mm (min.)</li> <li>Thickness of metal: 0.22mm (min.)</li> <li>Diameter of clip handles: 1.2mm (min.)</li> <li>12pcs per box</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> </ul>	
64	Please see Purchase Request	BOX	<ul style="list-style-type: none"> <li>CLIP, BACKFOLD 32MM</li> <li>All metal</li> <li>Clamping length: 32mm (-1mm)</li> <li>Clamping depth: 14mm (min.)</li> <li>Thickness of metal: 0.30mm (min.)</li> <li>Diameter of clip handles: 1.45mm (min.)</li> <li>12pcs per box</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> </ul>	
65	Please see Purchase Request	BOX	<ul style="list-style-type: none"> <li>CLIP, BACKFOLD 50MM</li> <li>All metal</li> <li>Clamping length: 50mm (-1mm)</li> <li>Clamping depth: 25mm (min.)</li> <li>Thickness of metal: 0.33mm (min.)</li> <li>Diameter of clip handles: 1.85mm (min.)</li> <li>12pcs per box</li> <li>Delivery Period: 15 cd from receipt of Purchase Order</li> </ul>	
66	Please see Purchase Request	PIECE	<ul style="list-style-type: none"> <li>CLEARBOOK, LEGAL</li> <li>For legal size documents</li> <li>Refillable</li> <li>Material: Plastic</li> <li>Cover: <ul style="list-style-type: none"> <li>Opaque plastic</li> <li>Dimension: 345mm x 235mm (min.)</li> <li>Thickness: 0.5mm (min.)</li> </ul> </li> <li>Pocket: <ul style="list-style-type: none"> <li>Transparent plastic</li> <li>Number of pockets: 20 pcs</li> <li>Thickness: 0.04mm (min.)</li> </ul> </li> <li>Color: Assorted (black, blue, red, yellow)</li> <li>Delivery Period: 15 CD from receipt of Purchase Order</li> </ul>	
67	Please see Purchase Request	PIECE	<ul style="list-style-type: none"> <li>CALCULATOR, COMPACT</li> <li>Width: 100-133mm</li> <li>LCD display</li> <li>Capacity: 12 digits</li> <li>Two-way power source (solar and cell)</li> <li>Manufacturer must be ISO 9001:2008 certified</li> <li>With English operating user's manual</li> <li>In individual box</li> <li>Brand shall be engraved / embossed / printed on the item / packaging</li> <li>With CE mark</li> <li>Delivery Period: 15 CD from receipt of Purchase Order</li> </ul>	
68	Please see Purchase Request	PACK	<ul style="list-style-type: none"> <li>BATTERY DRYCELL AAA, 2 PCS PER BLISTER PACK</li> <li>1.5 volts</li> <li>Alkaline</li> <li>No mercury and cadmium added</li> <li>Minimum of thirty (30) minutes runtime with a current draw of 0,5 Amp until cut-off at one (1) volt</li> <li>Shelf Life: Five (5) years (min) from date of acceptance</li> <li>Brand and Manufacturing date including shelf life shall be engraved / embossed / printed on the item / packaging</li> </ul>	

			Delivery Period: 15 CD from receipt of Purchase Order	
69	Please see Purchase Request	PACK	BATTERY DRYCELL AA, 2 PCS PER BLISTER PACK <ul style="list-style-type: none"> <li>1.5 volts</li> <li>Alkaline</li> <li>No mercury and cadmium added</li> <li>Minimum of thirty (30) minutes runtime with a current draw of 0.5 Amp until cut-off at one (1) volt</li> <li>Shelf Life: Five (5) years (min) from date of acceptance</li> </ul> Brand and Manufacturing date including shelf life shall be engraved / embossed / printed on the item / packaging Delivery Period: 15 CD from receipt of Purchase Order	
70	Please see Purchase Request	PIECE	ERASER FELT, FOR BLACKBOARD/WHITEBOARD <ul style="list-style-type: none"> <li>Eraser Material: Felt</li> <li>Size: 125mm x 45mm x 19mm</li> <li>Submit sample for approval prior delivery</li> </ul> Delivery Period: 15 CD from receipt of Purchase Order	
71	Please see Purchase Request	ROLL	ACETATE <ul style="list-style-type: none"> <li>Transparent</li> <li>Thickenss (min): 0.08mm</li> <li>In roll : 1.20mtrs x 50mtrs per roll</li> <li>Shall be wound on a core of hard kraft paper board</li> <li>individually wrapped per roll</li> </ul> Delivery Period: 15 CD from receipt of Purchase Order	

[1] Writing Quality Test: Pens must write smoothly and easily under normal writing pressure and shall not show noticeable change in ink intensity.

[2] Writing Distance Test: Pens must meet at least one (1) km writing length.