

SUPPLEMENTAL / BID BULLETIN NO. 2025-03-18-18

TITLE	:	Supply and Delivery of Office Supplies for DSWD FO X Staff
ITB NO.	:	2025-03-18
DATE	:	07 APRIL 2025

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing the Response on the Question/Clarification of the Prospective Bidders, and the Amendments/Changes in the Bidding Documents, to wit:

Amendments/Changes in the Bidding Documents

Section I. Invitation to Bid

PARTICULARS	FROM	ТО
PARTICULARS	The Department of Social Welfare and Development Field Office X through the GAA 2025 intends to apply the sum of Seven Million Two Hundred Seventy One Thousand Three Hundred Thirty Two Pesos and 28/100 (Php 7,271,332.28) only being the Approved Budget for the Contract (ABC) to payments under the contract for the Supply and Delivery of Office Supplies for DSWD FO X Staff under IB No. 2025-03-18. Bids received in excess of the ABC shall be automatically rejected at bid opening. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.	The Department of Social Welfare and Development Field Office X through the GAA 2025 intends to apply the sum of Seven Million Two Hundred Seventy One Thousand Three Hundred Thirty Two Pesos and 28/100 (Php 7,271,332.28) only being the Approved Budget for the Contract (ABC) to payments under the contract for the Supply and Delivery of Office Supplies for DSWD FO X Staff under IB No. 2025-03-18. Bids received in excess of the ABC for each lot shall be automatically rejected at bid

Section VI. Schedule of Requirements

PARTICULARS	FROM				ТО					
Column Title	QTY P	ER DEL	IVERY		QTY PER DELIVERY					
	APR			1 st	2 ND	3 RD				
					DELIVERY	DELIVERY	DELIVERY			
Item No. 10										
CORRECTION	QTY P	ER DEL	IVERY			PER DELIV				
TAPE, film base	APR	MAY	JUN		1 st	2 ND	3 RD			
type, UL 6m min	320	315	300		DELIVERY	DELIVERY	DELIVERY			
·)p · ; · · = · · · · · · · ·					320	320	314			
Item No. 11	Item No. 11									
CUTTER/UTILITY	QTY P	ER DEL	IVERY		QTY PER DELIVERY					
KNIFE, for general	APR	MAY	JUN		1 st	2 ND	3 RD			
purpose, length:	25	25	19		DELIVERY	DELIVERY	DELIVERY			
100mm (±2mm),					50	-	-			
width: 16mm (±2										
Item No. 15	Pack			+	Box					
	FACK				DUX					
FOLDER,										
PRESSBOARD,										
EXPANDING,										
LONG, 100 pcs/box										

Lot 1 – Supply and Delivery of Common-use Supplies and Equipment (CSE) for DSWD FO X Staff

Lot 2 – Supply and Delivery of Non-Common-use Supplies and Equipment (Non-CSE) for DSWD FO X Staff

PARTICULARS	FROM			ТО					
Column Title	QTY PER DELIVERY				QTY	PER DELIV	ERY		
	APR MAY JUN		1 ST	2 ND	3 RD				
					DELIVERY	DELIVERY	DELIVERY		
Item No. 7									
BALLPEN, BLACK,	QTY PER DELIVERY				QTY PER DELIVERY				
GEL INK,	APR	MAY	JUN		1 ST	2 ND	3 RD		
12pcs/box	30	28	-		DELIVERY	DELIVERY	DELIVERY		
12003/007					200	200	68		
Item No. 47 GLUE, all-purpose, with nozzle, 130mL min	box				bottles				

Item No. 90						
PHOTO PAPER,	QTY PER DELIVERY			QTY PER DELIVERY		
SATIN, A4, 220-	APR	MAY	JUN	1 ST	2 ND	3 RD
230 GSM. 20	30	-	-	DELIVERY	DELIVERY	DELIVERY
SHEETS/PACK				40	-	-
SHEETS/PACK						

Section VII. Technical Specifications

Lot 1 – Supply and Delivery of Common-use Supplies and Equipment (CSE) for **DSWD FO X Staff**

PARTICULARS	FROM	ТО
Item No. 15	3 packs	3 boxes
FOLDER,		
PRESSBOARD,		
EXPANDING, LONG,		
100 pcs/box		

Lot 2 – Supply and Delivery of Non-Common-use Supplies and Equipment (Non-CSE) for DSWD FO X Staff

PARTICULARS	FROM	ТО
Quantity:		
Item No. 7	478 Boxes	468 Boxes
BALLPEN, BLACK,		
GEL INK, 12pcs/box		
Item No. 47	box	bottles
GLUE, all-purpose,		
with nozzle, 130mL min		
Quantity:	30 Packs	40 Packs
Item No. 90		
PHOTO PAPER,		
SATIN, A4, 220-230		
GSM, 20		
SHEETS/PACK		

Attached is the Revised Schedule of Requirements, and Technical Specifications with corresponding changes. Submission of documents that did not reflect the amendment/changes shall be ground for disqualification.

Schedule of Requirements

Lot 1 – Supply and Delivery of Common-use Supplies and Equipment (CSE) for DSWD FO X Staff

			QTY PER DELIVERY				
ITEM NO	PARTICULARS	UNIT	1 ST	2 ND	3 RD		
			DELIVERY	DELIVERY	DELIVERY		
1	BATTERY, DRY CELL, SIZE AA, TWO (2) PIECES PER BLISTER PACK	pack	13	-	-		
2	BATTERY, DRY CELL, SIZE AAA, TWO (2) PIECES PER BLISTER PACK	pack	8	-	-		
3	BROOM, SOFT (WALIS TAMBO), HEAVY DUTY, handle length: 56cm, bristle length: 49cm	pc	4	-	-		
4	BROOM, STICK (WALIS TINGTING)	pc	5	_	_		
5	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	pack	5	-	-		
6	CLIP, BACKFOLD, all metal, clamping: 19mm (±1mm), 12pcs/box	box	35	35	34		
7	CLIP, BACKFOLD, all metal, clamping: 25mm (±1mm), 12pcs/box	box	50	50	40		
8	CLIP, BACKFOLD, all metal, clamping: 32mm (±1mm), 12pcs/box	box	30	30	20		
9	CLIP, BACKFOLD, all metal, clamping: 50mm (±1mm), 12pcs/box	box	30	40	40		
10	CORRECTION TAPE, film base type, UL 6m min	pc	320	320	314		
11	CUTTER/UTILITY KNIFE, for general purpose, length: 100mm (±2mm), width: 16mm (±2	pc	50	-	-		
12	DATER STAMP, SELF-INKING	pc	30	21	-		
13	DISINFECTANT SPRAY, AEROSOL TYPE, 400- 550grams	can	45	45	29		
14	FOLDER with tab, LEGAL, 100 pieces per pack	pack	100	60	59		
15	FOLDER, PRESSBOARD, EXPANDING, LONG, 100 pcs/box	box	3	-	-		
16	GLUE, all-purpose, with applicator, 200g min	jar	28	15			
17	HAND SOAP, LIQUID, 500ml	btl	50	50	49		
18	HARD DRIVE, EXTERNAL, 1TB	unit	10	-	-		
19	INK, EPSON C13T664100 (T6641), Black, genuine	btl	-	20	-		
20	INK, EPSON C13T664200 (T6642), Cyan, genuine	btl	-	20	-		
21	INK, EPSON C13T664300 (T6643), Magenta, genuine	btl	-	20	-		
22	INK, EPSON C13T664400 (T6644), Yellow, genuine	btl	-	20	-		
23	INSECTICIDE, AEROSOL TYPE, WATER-BASED, NET CONTENT: 600ml min	can	25	25	19		
24	MARKER, PERMANENT, bullet type, black	pc	200	200	134		
25	MARKER, PERMANENT, bullet type, blue	pc	50	50	30		
26	MARKER, WHITEBOARD, black, felt tip, bullet type	pc	2	-	-		
27	MONOBLOC CHAIR, WHITE, WITH BACKREST, NO ARMREST	pc	100	-	-		
28	NOTEBOOK, STENO, SPIRAL, 60 LEAVES, 6"x9"	pc	150	150	45		

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29	NOTEPAD, stick-on, 2" x 3" (50mm x 76mm), 100 sheets per pad	pad	25	-	-
30	NOTEPAD, stick-on, 3" x 3" (76mm x 76mm), 100 sheets per pad	pad	25	25	-
31	NOTEPAD, stick-on, 3" x 4" (76mm x 100mm), 100 sheets per pad	pad	100	100	100
32	PAPER CLIP, VINYL/PLASTIC COATED, 32-33mm, 100pcs/box	box	70	70	48
33	PAPER FASTENER, METAL, 50 pcs/box	box	22	20	20
34	PAPER, MULTICOPY, A4, 80gsm	ream	200	200	177
35	PAPER, MULTI-PURPOSE, A4, 70gsm	ream	1500	2000	1719
36	PAPER, MULTI-PURPOSE, Legal/Folio/F4 (8.5" x 13"), 70gsm	ream	1500	1800	1286
37	PAPER, PARCHMENT, A4, 80-85gsm, 100 sheets/box	box	7	7	-
38	PUNCHER, PAPER, HEAVY DUTY, with two-hole guide	pc	13	-	-
39	RUBBER BAND No. 18	box	10	10	-
40	SCISSORS, at least 6.5"	pair	58	-	-
41	SIGN PEN, Extra Fine Tip, BLACK, liquid/gel ink, 0.5mm needle tip	pc	1800	1800	579
42	SIGN PEN, Extra Fine Tip, BLUE, liquid/gel ink, 0.5mm needle tip	pc	450	450	392
43	SIGN PEN, Extra Fine Tip, RED, liquid/gel ink, 0.5mm needle tip	pc	10	10	-
44	STAMP PAD, FELT, No. 2	pc	150	150	63
45	STAPLE WIRE REMOVER, plier-type	pc	5	_	-
46	STAPLE WIRE, for heavy duty stapler, binder type, (23/13)	box	3	-	-
47	STAPLE WIRE, STANDARD, #35 (26/6)	box	70	70	34
48	STAPLER, BINDER TYPE, heavy duty	unit	8	-	-
49	STAPLER, STANDARD TYPE, WITH STAPLE WIRE REMOVER, load cap: 200 staples min	pc	80	80	61
50	TAPE DISPENSER, table top, for 24mm width tape	pc	18	-	-
51	TAPE, MASKING, width: 24mm (±1mm), 50m	roll	11	-	-
52	TAPE, MASKING, width: 48mm (±1mm), 50m	roll	200	200	170
53	TAPE, PACKAGING, width: 48mm (±1mm), 50m	roll	250	250	199
54	TAPE, TRANSPARENT, width: 24mm (±1mm), 50m	roll	25	25	20
55	TAPE, TRANSPARENT, width: 48mm (±1mm), 50m	roll	211	200	200
56	TISSUE, INTERFOLDED PAPER TOWEL, 150-180 pulls per pack	pack	150	150	130
57	TOILET TISSUE PAPER, 2ply, 12 rolls in a pack	pack	60	60	44
58	TONER CARTRIDGE, CF283A (HP 83A), BLACK, genuine	cart	5	-	-
59	TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet, genuine	cart	1		-
60	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	15	15	14
61	WRAPPING PAPER, kraft, 120cm x 90cm, 65gsm, 50 sheets/pack (MANILA PAPER)	pack	1	-	-

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4 DELIVERY SCHEDULE

 1^{st} Delivery – within thirty (30) calendar days upon receipt of the Notice to Proceed. 2^{nd} Delivery – two (2) months after 1^{st} delivery 3^{rd} Deliver – 1^{st} week of the month of the 4^{th} quarter or 2 months after the 2^{nd} delivery, whichever is earlier.

🖊 DELIVERY SITE

DSWD Field Office X, Masterson Avenue, Upper Carmen, Cagayan de Oro City

4 PROOF OF DELIVERY

Delivery Receipts, and Sales Invoice/Charge Invoice shall be submitted upon delivery.

I hereby certify to comply and deliver all of the above requirements within the delivery schedule.

Name: _

Legal Capacity: _____

Signature:

Duly authorized to sign the Bid for and behalf of:

Date: _____

THIS DOCUMENT MUST BE ATTACHED TO THE TECHNICAL SPECIFICATIONS

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Lot 2 – Supply and Delivery of Non-Common-use Supplies and Equipment (Non-CSE) for DSWD FO X Staff

ITEM				QTY	
NO	PARTICULARS	UNIT	1 ST DELIVERY	2 ND DELIVERY	3 RD DELIVERY
1	PAPER, MULTI-PURPOSE, SHORT (8.5" x 11"), 70 GSM	ream	10	-	-
2	ACRYLIC FLIP DISPLAY STAND, A4, Landscape	pc	8	-	-
3	ALCOHOL, ETHYL 68%-72%, SCENTED, 500ml (±5ml)	btl	12	-	-
4	ALCOHOL, ISOPROPYL 68%-72%, 500ml (±5ml)	btl	50	50	11
5	ALCOHOL, ISOPROPYL 68%-72%, SCENTED 3.785 liters	gal	2	-	-
6	BALLPEN, Black, 100 pcs/box	box	30	25	-
7	BALLPEN, BLACK, GEL INK, 12pcs/box	box	200	200	68
8	CALCULATOR, DESKTOP, 14 DIGITS, DUAL POWER	pc	3	-	-
9	CARTOLINA, 20 pieces of one color per pack, COLOR: BLUE	pack	1	-	-
10	CARTOLINA, 20 pieces of one color per pack, COLOR: ORANGE	pack	1	-	-
11	CARTOLINA, 20 pieces of one color per pack, COLOR: PINK	pack	1	-	-
12	CARTOLINA, 20 pieces of one color per pack, COLOR: VIOLET	pack	1	-	-
13	CERTIFICATE FRAME, with glass, black frame, for A4 size	pc	33	-	-
14	CERTIFICATE FRAME, with glass, white frame, for A4 size	pc	25	25	-
15	CERTIFICATE FRAME, with glass, wooden frame, for A4 size	pc	30	30	-
16	CERTIFICATE HOLDER, A4	pc	500	500	320
17	CLAY BAR, EDUCATIONAL Assorted Color	bar	20	-	-
18	CLEARBOOK REFILL, legal size, 10pieces per pack	pack	30	12	-
19	CLEARBOOK, 20 TRANSPARENT POCKETS, for LEGAL size; GREEN	pc	25	25	-
20	CLEARBOOK, 20 TRANSPARENT POCKETS, for LEGAL size; PINK	pc	10	-	-
21	CLEARBOOK, 20 TRANSPARENT POCKETS, for LEGAL size; YELLOW	pc	10	-	-
22	CLEARBOOK/DISPLAY BOOK, 40 CLEAR POCKETS, Book Type (Covered Binding), for LEGAL Size Paper BLACK	pc	5	-	-
23	CLEARBOOK/DISPLAY BOOK, 40 CLEAR POCKETS, Book Type (Covered Binding), for LEGAL Size Paper GREEN	pc	10	-	-
24	CLEARBOOK/DISPLAY BOOK, 40 CLEAR POCKETS, Book Type (Covered Binding), for LEGAL Size Paper ORANGE	pc	10	-	-
25	CORRECTION TAPE, film base type, UL 20m	pc	900	900	731
26	CRAYONS, 24 COLORS	box	15	-	-

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DSWD Field Office X, Masterson Ave., Upper Carmen, Cagayan de Oro City, 9000 Philippines Website: <u>https://fo10.dswd.gov.ph/</u> Tel Nos.: (088) 565 5795

27	CRAYONS, 8 COLORS per box	box	25	25	-
28	DATA FILE BOX, double, 16" x 11" x 11", with cover	pc	5	-	_
29	DISHWASHING PASTE, 400g	pc	35	35	30
30	DOCUMENT STORAGE (CORRUGATED) BOX, WITH HANDLE SLOTS, WITH LID (Size: 11x13x16 inches)	pc	35	35	30
31	ENVELOPE, PLASTIC, TRANSPARENT, FOLIO/LONG	рс	100	100	100
32	EXTENSION WIRE, 5-6 meters, 3-5 sockets, 2 prong (flat)	pc	3	-	-
33	FILM MASTER/MASTER ROLL (For RISO)	unit	5	-	-
34	FLASH DRIVE, USB 3.0, 16GB CAPACITY	pc	10	-	-
35	FLASH DRIVE, USB 3.0, 32GB CAPACITY	pc	10	-	_
36	FLOOR RUG	pc	2	-	-
37	FOLDER, COLORED, PLAIN, LEGAL, 50 pcs/pack, COLOR: ORANGE	pack	2	-	-
38	FOLDER, COLORED, PLAIN, LEGAL, 50 pcs/pack, COLOR: PINK	pack	3	-	-
39	FOLDER, COLORED, PLAIN, LEGAL, 50 pcs/pack, COLOR: YELLOW	pack	2	-	-
40	FOLDER, PLASTIC, OPAQUE, LONG/LEGAL green color	pc	2500	2500	2000
41	FOLDER, PRESSBOARD, EXPANDING, LONG, 100pcs/box; GREEN	box	1	-	-
42	FOLDER, PRESSBOARD, EXPANDING, LONG, 100pcs/box; ORANGE	box	1	-	-
43	FOLDER, PRESSBOARD, EXPANDING, LONG, 100pcs/box; PINK	box	1	-	-
44	FOLDER, PRESSBOARD, EXPANDING, LONG, 100pcs/box; YELLOW	box	1	-	-
45	GLUE GUN, heavy duty	pc	7	-	-
46	GLUE STICK, HOT MELT, for glue gun, 7mm x 100mm, 12pcs/pack	pack	11	-	-
47	GLUE, all-purpose, with nozzle, 130mL min	btl	70	70	50
48	HARD DRIVE, SOLID STATE (SSD), EXTERNAL,1TB	pc	5	-	-
49	INK CART, HP 678 BLACK, genuine	cart	5	5	-
50	INK CART, HP 678 COLORED, genuine	cart	5	5	-
51	INK REFILL, black, Trodat stamp ink 7011, genuine	btl	2	-	-
52	INK, BROTHER BT5000, Cyan, genuine	btl	100	100	97
53	INK, BROTHER BT5000, Magenta, genuine	btl	100	100	107
54	INK, BROTHER BT5000, Yellow, genuine	btl	100	100	47
55	INK, BROTHER BT-D60 BK, Black, genuine	btl	200	200	162
56	INK, EPSON 001, BLACK, genuine	btl	25	25	-
57	INK, EPSON 001, CYAN, genuine	btl	25	25	-
58	INK, EPSON 001, MAGENTA, genuine	btl	25	25	-
59	INK, EPSON 001, YELLOW, genuine	btl	25	25	-
60	INK, EPSON 003, BLACK, genuine	btl	250	250	152
61	INK, EPSON 003, CYAN, genuine	btl	150	150	102

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62	INK, EPSON 003, MAGENTA, genuine	btl	150	150	122
63	INK, EPSON 003, YELLOW, genuine	btl	150	150	116
64	INK, HP GT52, CYAN, genuine	btl	20	20	20
65	INK, HP GT52, MAGENTA, genuine	btl	20	20	20
66	INK, HP GT52, YELLOW, genuine	btl	20	20	20
67	INK, HP GT53, BLACK, genuine	btl	23	20	20
68	INK, TONER, TYPE Z, RISO 4253	cart	5	5	-
69	LAMINATING FILM, A4, 250microns, 100 pcs/pack	pack	1	-	-
70	MARKER, PERMANENT, broad tip, black	pc	500	500	200
71	MARKER, PERMANENT, bullet type, black	pc	50	50	20
72	MARKER, PERMANENT, bullet type, blue	pc	50	50	20
	METACARDS, 5.5" x 8.5", LIGHT/PASTEL COLORS,				
73	120gsm min	pc	800	800	562
74	METACARDS, 5.5" x 8.5", LIGHT/PASTEL COLORS,	bndl	2	_	_
	120gsm min, 500 sheets/bundle			_	_
75	NAME TAG, W/ SLING, 4"X3", 10 pcs/pack	pack	5	-	-
76	NAME TAG, W/SLING	pc	50	100	51
77	NOTE PAD, stick on, "SIGN HERE"	pack	8	5	-
78	NOTE PAD, stick on, 2" x 1.5"	pad	40	30	30
79	NOTE PAD, stick on, index tabs, 4-5 colors/pack	pack	40	30	30
80	NOTEBOOK, Journal Notebook, Spiral, Kraft Cover, size A5, 50 leaves	pc	1	-	-
81	NOTEBOOK, SPIRAL, 80 leaves plain color	pc	100	100	100
82	NOTEBOOK, STENO, SPIRAL, 60 LEAVES, 6"x9"	pc	102	100	100
83	PAPER FASTENER, PLASTIC, LONG, 50 pcs/box	box	25	25	-
84	PAPER FASTENER, PLASTIC, STANDARD, 50 pcs/box	box	400	400	267
85	PAPER TRAY, METAL, FOUR (4) LAYERS	unit	2	_	_
	PAPER, GROUNDWOOD PAPER, LONG (8.5" x 13"),	unit			
86	substance 18, 480 sheets/ream	ream	500	500	500
87	PEN, FRICTION ERASABLE, 0.5 ballpoint, color black,	box	3	_	_
	12 pcs/box				
88	PEN, GEL INK, BLACK, 0.5mm needle tip	pc	36	-	-
89	PHOTO PAPER, GLOSSY, A4, 220-230 GSM, 20 SHEETS/PACK	pack	44	-	-
90	PHOTO PAPER, SATIN, A4, 220-230 GSM, 20 SHEETS/PACK	pack	40	-	-
91	PHOTO TOP, Cold Laminating Film, A4, glossy, 80 microns, waterproof, 20 sheets/pack	pack	15	-	-
92	POPSICLE STICKS, COLORED	pack	12	-	-
93	PUSH PINS, assorted colors, 100pcs/box	box	50	50	-
94	RECORD BOOK, 300 pages, size: 170mm x 278mm min	book	30	30	-
95	RECORD BOOK, 500 pages, size: 170mm x 278mm min	book	10	-	-
96	SCISSORS, 5"	pair	73	50	_
97	SPECIALTY PAPER, A4, 80-90 GSM, 10pcs/pack	pack	14	-	_
98	SPECIALTY PAPER, A4, at least 90 GSM, 10pcs/pack	pack	40	30	30
1	Matte type, pale cream SPECIALTY PAPER, Folio Size: 8.5"X13", Creamy				

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100	SPECIALTY/VELLUM BOARD, A4, 180gsm, 100 sheets/pack	pack	23	20	-
101	SPECIALTY/VELLUM BOARD, A4, 200-220gsm, 10 sheets/pack	pack	20	-	-
102	STAPLER, LONG ARM (40x11.8x0.9cm), black	pc	6	-	-
103	STICKER PAPER, MATTE, A4, 100 sheets/pack	pack	42	35	35
104	STORAGE BOX, PLASTIC, 200L	pc	4	-	-
105	TAPE, DOUBLE-SIDED ADHESIVE 1"	roll	30	27	-
106	TAPE, DOUBLE-SIDED ADHESIVE, 3/4"	roll	40	30	30
107	TAPE, DUCT, width: 48mm (±1mm), 10m	roll	3	-	-
108	TAPE, MASKING, width: 48mm (±1mm), 36m	roll	25	25	21
109	TAPE, PACKAGING, width: 20mm (±1mm), 50m	roll	10	-	-
110	TAPE, TRANSPARENT, width: 24mm (±1mm), 100m	roll	31	-	-
111	TOILET BRUSH, PLASTIC HANDLE	pc	1	-	-
112	TONER CARTRIDGE, TN 217	cart	40	30	30
113	TONER, DEVELOP INEO TN118	cart	10	-	-
114	TRASH CAN, PLASTIC WITH COVER, 8L	pc	2	-	-
115	TWIST TIE, 50 meters	roll	1	-	-
116	WHITEBOARD, DOUBLE-SIDED, DRY ERASE BOARD, WITH WHEELS, 3ft x 6ft	unit	3	-	-
117	WRAPPING PAPER, kraft, 120cm x 90cm, 65gsm, 50 sheets/pack (MANILA PAPER)	pack	5	-	-
118	YARN, any color	roll	18	-	-

delivery schedule

1st Delivery – within thirty (30) calendar days upon receipt of the Notice to Proceed.

 2^{nd} Delivery – two (2) months after 1^{st} delivery 3^{rd} Deliver – 1^{st} week of the month of the 4^{th} quarter or 2 months after the 2^{nd} delivery, whichever is earlier.

👃 DELIVERY SITE

DSWD Field Office X, Masterson Avenue, Upper Carmen, Cagayan de Oro City

PROOF OF DELIVERY

Delivery Receipts, and Sales Invoice/Charge Invoice shall be submitted upon delivery.

I hereby certify to comply and deliver all of the above requirements within the delivery schedule.

Name:	
Legal Capacity:	
Signature:	
Duly authorized to sign the Bid for and behalf of:	
Date:	

*****THIS DOCUMENT MUST BE ATTACHED TO THE TECHNICAL SPECIFICATIONS*****

Technical Specifications

Lot 1 – Supply and Delivery of Common-use Supplies and Equipment (CSE) for DSWD FO X Staff

Bidders must state either "Comply" or "Not Comply" in the Statement of Compliance column to each indicated parameter or specification. Ensure that the offered item/s must all be compliant to the indicated parameter/s or specification/s to avoid failure of your bids.

ITEM NO	PARTICULARS	UNIT	TOTAL QTY	STATEMENT OF COMPLIANCE
1	BATTERY, DRY CELL, SIZE AA, TWO (2) PIECES PER BLISTER PACK	pack	13	
2	BATTERY, DRY CELL, SIZE AAA, TWO (2) PIECES PER BLISTER PACK	pack	8	
3	BROOM, SOFT (WALIS TAMBO), HEAVY DUTY, handle length: 56cm, bristle length: 49cm	pc	4	
4	BROOM, STICK (WALIS TINGTING)	pc	5	
5	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	pack	5	
6	CLIP, BACKFOLD, all metal, clamping: 19mm (±1mm), 12pcs/box	box	104	
7	CLIP, BACKFOLD, all metal, clamping: 25mm (±1mm), 12pcs/box	box	140	
8	CLIP, BACKFOLD, all metal, clamping: 32mm (±1mm), 12pcs/box	box	80	
9	CLIP, BACKFOLD, all metal, clamping: 50mm (±1mm), 12pcs/box	box	110	
10	CORRECTION TAPE, film base type, UL 6m min	pc	954	
11	CUTTER/UTILITY KNIFE, for general purpoose, length: 100mm (± 2 mm), width: 16mm (± 2	pc	50	
12	DATER STAMP, SELF-INKING	pc	51	
13	DISINFECTANT SPRAY, AEROSOL TYPE, 400-550grams	can	119	
14	FOLDER with tab, LEGAL, 100 pieces per pack	pack	219	
15	FOLDER, PRESSBOARD, EXPANDING, LONG, 100 pcs/box	pack	3	
16	GLUE, all-purpose, with applicator, 200g min	jar	43	
17	HAND SOAP, LIQUID, 500ml	btl	149	
18	HARD DRIVE, EXTERNAL, 1TB	unit	10	
19	INK, EPSON C13T664100 (T6641), Black, genuine	btl	20	
20	INK, EPSON C13T664200 (T6642), Cyan, genuine	btl	20	
21	INK, EPSON C13T664300 (T6643), Magenta, genuine	btl	20	
22	INK, EPSON C13T664400 (T6644), Yellow, genuine	btl	20	
23	INSECTICIDE, AEROSOL TYPE, WATER-BASED, NET CONTENT: 600ml min	can	69	-
24	MARKER, PERMANENT, bullet type, black	pc	534]
25	MARKER, PERMANENT, bullet type, blue	pc	130	
26	MARKER, WHITEBOARD, black, felt tip, bullet type	pc	2]
27	MONOBLOC CHAIR, WHITE, WITH BACKREST, NO ARMREST	pc	100	
28	NOTEBOOK, STENO, SPIRAL, 60 LEAVES, 6"x9"	pc	345	
29	NOTEPAD, stick-on, 2" x 3" (50mm x 76mm), 100 sheets per pad	pad	25]
30	NOTEPAD, stick-on, 3" x 3" (76mm x 76mm), 100 sheets per pad	pad	50]
31	NOTEPAD, stick-on, 3" x 4" (76mm x 100mm), 100 sheets per pad	pad	300	

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32	PAPER CLIP, VINYL/PLASTIC COATED, 32-33mm, 100pcs/box	box	188
33	PAPER FASTENER, METAL, 50 pcs/box	box	62
34	PAPER, MULTICOPY, A4, 80gsm	ream	577
35	PAPER, MULTI-PURPOSE, A4, 70gsm	ream	5219
36	PAPER, MULTI-PURPOSE, Legal/Folio/F4 (8.5" x 13"), 70gsm	ream	4586
37	PAPER, PARCHMENT, A4, 80-85gsm, 100 sheets/box	box	14
38	PUNCHER, PAPER, HEAVY DUTY, with two-hole guide	pc	13
39	RUBBER BAND No. 18	box	20
40	SCISSORS, at least 6.5"	pair	58
41	SIGN PEN, Extra Fine Tip, BLACK, liquid/gel ink, 0.5mm needle tip	pc	4179
42	SIGN PEN, Extra Fine Tip, BLUE, liquid/gel ink, 0.5mm needle tip	pc	1292
43	SIGN PEN, Extra Fine Tip, RED, liquid/gel ink, 0.5mm needle tip	pc	20
44	STAMP PAD, FELT, No. 2	pc	363
45	STAPLE WIRE REMOVER, plier-type	pc	5
46	STAPLE WIRE, for heavy duty stapler, binder type, (23/13)	box	3
47	STAPLE WIRE, STANDARD, #35 (26/6)	box	174
48	STAPLER, BINDER TYPE, heavy duty	unit	8
49	STAPLER, STANDARD TYPE, WITH STAPLE WIRE REMOVER, load cap: 200 staples min	pc	221
50	TAPE DISPENSER, table top, for 24mm width tape	pc	18
51	TAPE, MASKING, width: 24mm (±1mm), 50m	roll	11
52	TAPE, MASKING, width: 48mm (±1mm), 50m	roll	570
53	TAPE, PACKAGING, width: 48mm (±1mm), 50m	roll	699
54	TAPE, TRANSPARENT, width: 24mm (±1mm), 50m	roll	70
55	TAPE, TRANSPARENT, width: 48mm (±1mm), 50m	roll	611
56	TISSUE, INTERFOLDED PAPER TOWEL, 150-180 pulls per pack	pack	430
57	TOILET TISSUE PAPER, 2ply, 12 rolls in a pack	pack	164
58	TONER CARTRIDGE, CF283A (HP 83A), BLACK, genuine	cart	5
59	TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet, genuine	cart	1
60	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	44
61	WRAPPING PAPER, kraft, 120cm x 90cm, 65gsm, 50 sheets/pack (MANILA PAPER)	pack	1

I hereby certify to comply and deliver all of the above requirements within the delivery schedule.

Name: _______Legal Capacity: _______Signature: _______Signature: _______Duly authorized to sign the Bid for and behalf of: _______Date: ______

Lot 2 – Supply and Delivery of Non-Common-use Supplies and Equipment (Non-CSE) for DSWD FO X Staff

Bidders must state either "Comply" or "Not Comply" in the Statement of Compliance column to each indicated parameter or specification. Ensure that the offered item/s must all be compliant to the indicated parameter/s or specification/s to avoid failure of your bids.

ITEM NO	PARTICULARS	UNIT	TOTAL QTY	STATEMENT OF COMPLIANCE
1	PAPER, MULTI-PURPOSE, SHORT (8.5" x 11"), 70 GSM	ream	10	
2	ACRYLIC FLIP DISPLAY STAND, A4, Landscape	pc	8	
3	ALCOHOL, ETHYL 68%-72%, SCENTED, 500ml (±5ml)	btl	12	
4	ALCOHOL, ISOPROPYL 68%-72%, 500ml (±5ml)	btl	111	
5	ALCOHOL, ISOPROPYL 68%-72%, SCENTED 3.785 liters	gal	2	
6	BALLPEN, Black, 100 pcs/box	box	55	
7	BALLPEN, BLACK, GEL INK, 12pcs/box	box	468	
8	CALCULATOR, DESKTOP, 14 DIGITS, DUAL POWER	pc	3	
9	CARTOLINA, 20 pieces of one color per pack, COLOR: BLUE	pack	1	
10	CARTOLINA, 20 pieces of one color per pack, COLOR: ORANGE	pack	1	
11	CARTOLINA, 20 pieces of one color per pack, COLOR: PINK	pack	1	
12	CARTOLINA, 20 pieces of one color per pack, COLOR: VIOLET	pack	1	
13	CERTIFICATE FRAME, with glass, black frame, for A4 size	pc	33	
14	CERTIFICATE FRAME, with glass, white frame, for A4 size	pc	50	
15	CERTIFICATE FRAME, with glass, wooden frame, for A4 size	pc	60	
16	CERTIFICATE HOLDER, A4	pc	1320	
17	CLAY BAR, EDUCATIONAL Assorted Color	bar	20	
18	CLEARBOOK REFILL, legal size, 10pieces per pack	pack	42	
19	CLEARBOOK, 20 TRANSPARENT POCKETS, for LEGAL size; GREEN	pc	50	
20	CLEARBOOK, 20 TRANSPARENT POCKETS, for LEGAL size; PINK	pc	10	
21	CLEARBOOK, 20 TRANSPARENT POCKETS, for LEGAL size; YELLOW	pc	10	
22	CLEARBOOK/DISPLAY BOOK, 40 CLEAR POCKETS, Book Type (Covered Binding), for LEGAL Size Paper BLACK	рс	5	
23	CLEARBOOK/DISPLAY BOOK, 40 CLEAR POCKETS, Book Type (Covered Binding), for LEGAL Size Paper GREEN	pc	10	

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	CLEARBOOK/DISPLAY BOOK, 40 CLEAR POCKETS,				
24 l	Book Type (Covered Binding), for LEGAL Size Paper ORANGE	pc	10		
25 (CORRECTION TAPE, film base type, UL 20m	pc	2531		
26	CRAYONS, 24 COLORS	box	15		
27 (CRAYONS, 8 COLORS per box	box	50		
28]	DATA FILE BOX, double, 16" x 11" x 11", with cover	pc	5		
29]	DISHWASHING PASTE, 400g	pc	100		
30	DOCUMENT STORAGE (CORRUGATED) BOX, WITH HANDLE SLOTS, WITH LID (Size: 11x13x16 inches)	pc	100		
	ENVELOPE, PLASTIC, TRANSPARENT, FOLIO/LONG	рс	300		
	EXTENSION WIRE, 5-6 meters, 3-5 sockets, 2 prong (flat)	pc	3		
	FILM MASTER/MASTER ROLL (For RISO)	unit	5		
34]	FLASH DRIVE, USB 3.0, 16GB CAPACITY	рс	10		
35]	FLASH DRIVE, USB 3.0, 32GB CAPACITY	pc	10		
36]	FLOOR RUG	pc	2		
31	FOLDER, COLORED, PLAIN, LEGAL, 50 pcs/pack, COLOR: ORANGE	pack	2		
38	FOLDER, COLORED, PLAIN, LEGAL, 50 pcs/pack, COLOR: PINK	pack	k 3		
39	FOLDER, COLORED, PLAIN, LEGAL, 50 pcs/pack, COLOR: YELLOW	pack	2		
40	FOLDER, PLASTIC, OPAQUE, LONG/LEGAL green color	pc	7000		
41	FOLDER, PRESSBOARD, EXPANDING, LONG, 100pcs/box; GREEN	box	1		
42	FOLDER, PRESSBOARD, EXPANDING, LONG, 100pcs/box; ORANGE	box	x 1		
]	FOLDER, PRESSBOARD, EXPANDING, LONG, 100pcs/box; PINK	box	1		
44 1	FOLDER, PRESSBOARD, EXPANDING, LONG, 100pcs/box; YELLOW	box	1		
45 (GLUE GUN, heavy duty	pc	7		
/16	GLUE STICK, HOT MELT, for glue gun, 7mm x 100mm, 12pcs/pack	pack	11		
	GLUE, all-purpose, with nozzle, 130mL min	btl	190		
48]	HARD DRIVE, SOLID STATE (SSD), EXTERNAL,1TB	pc	5		
49]	INK CART, HP 678 BLACK, genuine	cart	10		
50]	INK CART, HP 678 COLORED, genuine	cart	10		
51]	INK REFILL, black, Trodat stamp ink 7011, genuine	btl	2		
52]	INK, BROTHER BT5000, Cyan, genuine	btl	297		
	INK, BROTHER BT5000, Magenta, genuine	btl	307		
	INK, BROTHER BT5000, Yellow, genuine	btl	247		
	INK, BROTHER BT-D60 BK, Black, genuine	btl	562		
	INK, EPSON 001, BLACK, genuine	btl	50		
	INK, EPSON 001, CYAN, genuine	btl	50		
	INK, EPSON 001, MAGENTA, genuine	btl	50		
	INK, EPSON 001, YELLOW, genuine	btl	50		

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60	INK, EPSON 003, BLACK, genuine	btl	652	
61	INK, EPSON 003, CYAN, genuinebtl40			
62	INK, EPSON 003, MAGENTA, genuine			
63	INK, EPSON 003, YELLOW, genuine	btl	416	
64	INK, HP GT52, CYAN, genuine	btl	60	
65	INK, HP GT52, MAGENTA, genuine	btl	60	
66	INK, HP GT52, YELLOW, genuine	btl	60	
67	INK, HP GT53, BLACK, genuine	btl	63	
68	INK, TONER, TYPE Z, RISO 4253	cart	10	
69	LAMINATING FILM, A4, 250microns, 100 pcs/pack	pack	10	
70	MARKER, PERMANENT, broad tip, black	-	1200	
70	MARKER, PERMANENT, billet type, black	pc	1200	
72	MARKER, PERMANENT, bullet type, blue	pc	120	
12	MARRER, FERMANENT, butter type, blue METACARDS, 5.5" x 8.5", LIGHT/PASTEL COLORS,	pc	120	
73	120gsm min	pc	2162	
74	METACARDS, 5.5" x 8.5", LIGHT/PASTEL COLORS, 120gsm min, 500 sheets/bundle	bndl	2	
75	NAME TAG, W/ SLING, 4"X3", 10 pcs/pack	pack	5	
76	NAME TAG, W/SLING	pc	201	
77	NOTE PAD, stick on, "SIGN HERE"	pack	13	
78	NOTE PAD, stick on, 2" x 1.5"	pad	100	
79	NOTE PAD, stick on, index tabs, 4-5 colors/pack	pack	100	
80	NOTEBOOK, Journal Notebook, Spiral, Kraft Cover, size A5, 50 leaves	pc	1	
81	NOTEBOOK, SPIRAL, 80 leaves plain color	pc	pc 300	
82	NOTEBOOK, STENO, SPIRAL, 60 LEAVES, 6"x9"	pc	302	
83	PAPER FASTENER, PLASTIC, LONG, 50 pcs/box	box	50	
84	PAPER FASTENER, PLASTIC, STANDARD, 50 pcs/box	box	1067	
85	PAPER TRAY, METAL, FOUR (4) LAYERS	unit	2	
86	PAPER, GROUNDWOOD PAPER, LONG (8.5" x 13"), substance 18, 480 sheets/ream	ream	1500	
87	PEN, FRICTION ERASABLE, 0.5 ballpoint, color black, 12 pcs/box	box	3	
88	PEN, GEL INK, BLACK, 0.5mm needle tip	pc	36	
89	PHOTO PAPER, GLOSSY, A4, 220-230 GSM, 20 SHEETS/PACK	pack	44	
90	PHOTO PAPER, SATIN, A4, 220-230 GSM, 20 SHEETS/PACK	pack	40	
91	PHOTO TOP, Cold Laminating Film, A4, glossy, 80 microns, waterproof, 20 sheets/pack	pack	15	
92	POPSICLE STICKS, COLORED	· · · · · · · · · · · · · · · · · · ·		
93	PUSH PINS, assorted colors, 100pcs/box	box	100	
		book 60		
94	RECORD BOOK, 300 pages, size: 170mm x 278mm min	book	60	
94 95	RECORD BOOK, 300 pages, size: 170mm x 278mm min RECORD BOOK, 500 pages, size: 170mm x 278mm min	book book	60 10	
	RECORD BOOK, 300 pages, size: 170mm x 278mm min RECORD BOOK, 500 pages, size: 170mm x 278mm min SCISSORS, 5"			

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98	SPECIALTY PAPER, A4, at least 90 GSM, 10pcs/pack	pack	100	
	Matte type, pale cream SPECIALTY PAPER, Folio Size: 8.5"X13", Creamy White,	-		
99	180 GSM, 10pcs/pack	pack	20	
	SPECIALTY/VELLUM BOARD, A4, 180gsm, 100			
100	sheets/pack	pack	43	
101	SPECIALTY/VELLUM BOARD, A4, 200-220gsm, 10	1	20	
101	sheets/pack	pack	20	
102	STAPLER, LONG ARM (40x11.8x0.9cm), black	pc	6	
103	STICKER PAPER, MATTE, A4, 100 sheets/pack	pack	112	
104	STORAGE BOX, PLASTIC, 200L	pc	4	
105	TAPE, DOUBLE-SIDED ADHESIVE 1"	roll	57	
106	TAPE, DOUBLE-SIDED ADHESIVE, 3/4"	roll	100	
107	TAPE, DUCT, width: 48mm (±1mm), 10m	roll	3	
108	TAPE, MASKING, width: 48mm (±1mm), 36m	roll	71	
109	TAPE, PACKAGING, width: 20mm (±1mm), 50m	roll	10	
110	TAPE, TRANSPARENT, width: 24mm (±1mm), 100m	roll	31	
111	TOILET BRUSH, PLASTIC HANDLE	pc	1	
112	TONER CARTRIDGE, TN 217	cart	100	
113	TONER, DEVELOP INEO TN118	cart	10	
114	TRASH CAN, PLASTIC WITH COVER, 8L	pc	2	
115	TWIST TIE, 50 meters	roll	1	
116	WHITEBOARD, DOUBLE-SIDED, DRY ERASE	unit	3	
110	BOARD, WITH WHEELS, 3ft x 6ft	um	5	
117	WRAPPING PAPER, kraft, 120cm x 90cm, 65gsm, 50	pack	5	
	sheets/pack (MANILA PAPER)	L	-	
118	YARN, any color	roll	18	

I hereby certify to comply and deliver all of the above requirements within the delivery schedule.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: ______ Date: _____ This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

BELLENE L. AHMAD

Chairperson, Bids and Awards Committee

Please accomplish the portion below and email at <u>bac.fo10@dswd.gov.ph</u>.

Received from DSWD FO X, Supplemental/Bid Bulletin No. 2025-03-18-18 for the Supply and Delivery of Office Supplies for DSWD FO X Staff (ITB No. 2025-03-18)

RECEIVED BY	: _	(SIGNATURE OVER PRINTED NAME)	DATE:	
DESIGNATION	: _			
COMPANY	:			

JPT/cmk

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