

**BID FORM**

**IMPORTANT NOTES/INSTRUCTIONS:**

1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
2. Use this form for your quotation. Additional bidder's proposal can also be attached to this form.
3. Ensure to indicate the price for the whole lot and the unit price per unit.
4. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
5. Ensure to check the "Compliance with Technical Specifications" Column.
6. Submit your bid in any of the following:
  - a. Sealed in an envelope, or
  - b. Email to [psa07.rbac@gmail.com](mailto:psa07.rbac@gmail.com) only
7. Failure to follow these instructions will result to the disqualification of your entire quotation/bid.

Item No.	Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget for the Contract (ABC) per unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
							YES	NO
<b>1</b>	<b>CATEGORY A Office Supplies for the 3<sup>rd</sup> Quarter with the following technical specifications:</b>	<b>Lot</b>	<b>1</b>	<b>360,437.00</b>			( )	( )
1.1	ARCH FILE FOLDER for legal size docs., spine, 2 rings, lockable front cover, finger pull hole, 3", color: navy blue	pc	100	170.00				
1.2	ARCH FILE FOLDER for A4 size docs, Large Lever with Ring Binder, color: BLUE	pc	15	110.00				
1.3	BALLPEN, black, good quality	pc	576	10.00				
1.4	BALLPEN, blue, good quality	pc	250	10.00				
1.5	BALLPEN, red, good quality	pc	75	10.00				
1.6	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	26	80.00				
1.7	BOX, corrugated/collapsible box, continous cover, with hand holes, brown	pc	29	100.00				
1.8	Clip, backfold, all metal, clamping, 1/2", 12's/box	box	4	10.00				
1.9	Correction Tape, film base type, 6m min	pc	26	25.00				
1.10	DATA FILE BOX with detached cover for legal size documents and with PSA logo (approximately 16x7-1/4x10 inches – LxWxH), RED color	pc	30	300.00				

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							YES	NO
1.11	DATA FILE BOX with detached cover for legal size documents and with PSA logo (approximately 16x7-1/4x10 inches – LxWxH), YELLOW color	pc	30	300.00				
1.12	DATA FILE BOX with detached cover for legal size documents and with PSA logo (approximately 16x7-1/4x10 inches – LxWxH), NAVY BLUE color	pc	50	300.00				
1.13	DVD-RW, 4.7gb	pc	48	45.00				
1.14	Envelope, brown, short	pc	75	3.00				
1.15	ENVELOPE, mailing, window, 500pcs/box	box	2	600.00				
1.16	ERASER, RUBBER, for pencil draft/writing, dust free	pc	301	5.00				
1.17	ERASER, RUBBER, for pencil draft/writing, BIG	pc	20	50.00				
1.18	ERASER, white, dust free, B40, branded	pc	104	17.00				
1.19	Fastener for paper, plastic	box	55	30.00				
1.20	Folder, ordinary, white, SHORT	pc	130	10.00				
1.21	Folder, long, ordinary, yellow color	pc	30	25.00				
1.22	Folder, pressboard/expanded, long, blue color	pc	85	25.00				
1.23	Folder, pressboard/expanded, long, navy blue color	pc	75	35.00				
1.24	Folder, pressboard/expanded, long, orange color	pc	25	25.00				
1.25	Folder, pressboard/expanded, long, red color	pc	45	25.00				
1.26	Folder, pressboard/expanded, long, yellow color	pc	95	25.00				
1.27	FOLDER, TAGBOARD, for A4 size documents (ordinary, kraft, folder), 100 pcs./pack	pack	5	300.00				
1.28	FOLDER, TAGBOARD, for legal size documents (ordinary, kraft long, folder), 100 pcs./pack	pack	14	300.00				
1.29	FOLDER, TAGBOARD, for short size documents (ordinary, kraft)	pc	96	6.00				

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							YES	NO
1.30	Glue, all purpose, 240 gms, min	bottle	35	100.00				
1.31	Glue Pen, washable, dual tip pen, 29.5 ml	pc	20	45.00				
1.32	ID jacket, PVC, 15X10cm	pc	20	13.00				
1.33	ID sling, color: blue, flat	pc	20	15.00				
1.34	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	10	55.00				
1.35	LAMINATING FILM, 100 sheets/pack	pack	1	1,100.00				
1.36	MANILA PAPER	pc	25	4.00				
1.37	MARKER, PERMANENT, bullet type, black	pc	92	20.00				
1.38	Notarial Seal #24 size: 54mm (2-1/8), gold, 10 boxes/pack	box	2	350.00				
1.39	NOTE PAD, stick on, (0.5" x 3") min	pack	5	30.00				
1.40	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pack	4	35.00				
1.41	Notebook, 80 sheets, approximate size: 127x178mm	pc	40	50.00				
1.42	Padding glue, 1/4kg.	bottle	5	65.00				
1.43	Page marker, stick-on, 1/2"x2", 100 sheets/pad, 5 pads/pack, assorted color	pack	15	30.00				
1.44	PAPER CLIP, vinyl/plastic coat, length: 48mm min (#50)	box	39	15.00				
1.45	PAPER, mimeograph, subs, 18, 8.5x13"	piece	18	185.00				
1.46	PAPER, mimeograph, subs, 18, 8.5x11"	piece	3	142.00				
1.47	PAPER, thermal, facsimile, 210mmx30m,55gsm	piece	5	100.00				
1.48	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm, A4	ream	94	230.00				
1.49	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (long)	ream	112	250.00				
1.50	PAPER, MULTICOPY, 80gsm, size: 215.9mm x 279.40mm (short)	ream	80	200.00				