

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 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
1	CATEGORY A Office Supplies for the 2nd Quarter with the following technical specifications:	lot	1	181,817.67			()	()
	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	5	90.00				
	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	5	80.00				
	BALLPEN, black, good quality	pc	312	10.00				
	BALLPEN, green, good quality	pc	20	10.00				
	BALLPEN, blue, good quality	pc	68	10.00				
	BALLPEN, red, good quality	pc	50	15.00				
	Box, corrugated/collapsible box, good quality	pc	69	90.00				
	Clip, backfold, all metal, clamping, 1/2", 12's/box	box	4	10.00				
	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm) (1')	box	21	15.00				
	Correction Tape, Film Base	pc	78	35.00				
	Data file box with detached cover for legal size documents and with PSA logo (approximately 16x7-1/4x10 inches – (LxWxH), red color (pls. see attached picture)	pc	30	300.00				

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							YES	NO
	Envelope, expanded, plastic, with handle, long, colored/transparent	pc	80	70.00				
	Envelope, expanding plastic, 0.50mm, thickness min	pc	10	50.00				
	ENVELOPE, letter/mailing, white, good quality (500/box)	box	4	600.00				
	Eraser, Rasoplast, rubber, medium	pc	120	30.00				
	Eraser, rubber, big	pc	31	50.00				
	Eraser, white, dust free, B40, branded	pc	200	17.00				
	Fastener for paper, plastic	box	41	30.00				
	Folder, long, ordinary, blue color	pc	20	25.00				
	Folder, long, ordinary, green color	pc	50	25.00				
	Folder, long, ordinary, red color	pc	100	25.00				
	Folder, long, ordinary, violet color	pc	100	25.00				
	Folder, ordinary, white, short	pc	111	5.00				
	Folder, ordinary, white, long	pc	250	6.00				
	Folder, pressboard/expanded, long, assorted	pc	50	25.00				
	Folder, pressboard/expanded, long, navy blue color	pc	75	25.00				
	Folder, pressboard/expanded, long, blue color	pc	30	25.00				
	Folder, pressboard/expanded, long, green color	pc	10	25.00				
	Folder, pressboard/expanded, long, orange color	pc	20	25.00				
	Folder, pressboard/expanded, long, red color	pc	20	25.00				
	Folder, pressboard/expanded, long, yellow color	pc	65	25.00				
	FOLDER, TAGBOARD, for legal size documents (ordinary, kraft long, folder), 100 pcs./pack	pack	16	700.00				
	FOLDER, TAGBOARD, for short size documents (ordinary, kraft, folder), 100 pcs./pack	pack	2	500.00				

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							YES	NO
	Glue, Multipurpose	pc	29	60.00				
	ID Sling, color: blue,flat	pc	150	12.00				
	MANILA PAPER, 500pcs/roll	pc	2	2,000.00				
	MAGNETIC board, 2X4	pc	2	1,500.00				
	Mechanical Pencil Lead, 0.5	box	1	350.00				
	Mechanical Pencil, 0.5	pc	50	65.00				
	Notarial Seal #24 size: 54mm (2-1/8), gold, 10 boxes/pack	pack	2	400.00				
	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	15	35.00				
	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	5	60.00				
	NOTE PAD, stick on, 76mm x 100mm (5" x 3") min	pack	5	30.00				
	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	6	45.00				
	Notebook spring, 80 sheets, approximate size: 127x178mm, good quality	pc	85	55.00				
	Page marker, stick-on, 1/2"x2", 100 sheets/pad, 5 pads/pack, assorted color	pack	5	30.00				
	Paper, parchment, size, 210x297mm, multipurpose	pack	10	250.00				
	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm, A4	ream	75	230.00				
	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	162	180.00				
	PAPER, Multi-Purpose (COPY) short, 70 gsm	ream	30	160.00				
	PAPER, Multi-Purpose (COPY) long, 70 gsm	ream	23	200.00				
	PAPER, special, for certificates, short, 80gsm, 10's/pack	pack	15	75.00				
	PENCIL, lead with eraser	pc	69	8.00				
	Pentel Pen, black, fine, good quality	pc	15	40.00				