



**SUPPLEMENTAL/BID BULLETIN NO. 1**

**Date:** September 25, 2024  
**Title:** IB-2024-09-23 SUPPLY AND DELIVERY OF VARIOUS COMMON OFFICE SUPPLIES  
**Reference No.:** 11237548

This Supplemental/Bid Bulletin is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the Pre-Bid Conference held on September 19, 2024, for the above-mentioned procurement project. This shall form an integral part of the Bid Documents.

REFERENCE		GENERAL QUERIES		AMMENDMENTS/ CLARIFICATIONS
<b>Section II. Instructions to Bidders</b>				
15. Sealing and Marking of Bids		Regarding the submission of technical documents, since there are plenty of lots under this project, can we submit one technical document and various financial documents based on the offered lots? How should these envelopes be sealed? Do we have to provide financial documents per lot?		Bidder should only submit one set of technical and financial components of their bid, one original copy and four authenticated copies, as provided in the PBD. Only one set of financial components will be prepared where all the lots offered for this project will be enumerated therein.
		As regards the manual submission of bids, can we send it through courier with the deposit slip?		It will still need the scanned copy of the deposit slip before the deadline of submission of bids, it may be sent through our email.
<b>Section II. Instructions to Bidders</b>				
10. Documents comprising the Bid: Eligibility and Technical Components		Do you require brochure for each item?		Brochure is greatly appreciated, not a requirement though but attachment of brochure is a welcome attachment.
<b>Section VII. Technical Specifications:</b>				
<b>Item No.</b>	<b>Description</b>	<b>Item No.</b>	<b>Query</b>	Please refer to Annex "A" for the revised Technical Specifications.
P.R. No. 02-0047-24 VPAA		P.R. No. 02-0047-24 VPAA		
20	Acetate	20	What are the specs of the acetate?	
35	Binding And Punching Machine	35	What are the specs of binding and punching machine	





BIDS AND AWARDS COMMITTEE

REFERENCE		GENERAL QUERIES		AMMENDMENTS/ CLARIFICATIONS
42	Correction Tape	42	Type or length of correction tape?	
44	Data File Box	44	What is the specific size?	
50	Envelope, Expanding	50	What is the specific capacity of the box? Is it 200s or 500s?	
51	Envelope, Mailing	51	What is the specific size?	
60	Folder, L-Type, A4	60	What is the specific capacity per pack?	
61	Folder, L-type, legal	61	What is the specific size and color?	
62	Folder, Pressboard	62	What is the specific size?	
66	Magazine File Box, Large	66	What is the specific capacity to shred?	
76	Paper Shredder	76	What is the specific size and type?	
77	Paper Trimmer/ Cutting Machine	77	What is the specific size?	
95	Loose Leaf Cover	95	What is the difference between of Multicopy and Multipurpose? The gsm?	
100	Paper, Multicopy, A4, 70gsm	100	It is much accurate if you purchase it by ream(100s) or by pack(10s)	
101	Paper, Multicopy, Legal 70gsm	101		
102	Paper, Multipurpose, a4, 80gsm	102		
103	Paper, Multipurpose Legal	103	What pack? Single or 12 rolls/pack?	
105	Paper Parchment	105	What is the specific size by ml?	
109	Toilet Tissue Paper, 2 Ply	109	What is the color of the ballpen?	
110	Hand Sanitizer Big	110	What is the specific size? And specific microns?	
111	Ballpen	111	What is the specific size?	
112	Laminating Film	112	What is the specific size?	
113	Sticker Paper	113	What is the specific size? Specific gsm?	
114	Double sided tape	114	What is the specific size?	
115	Photo Paper	115	What is the specific size?	
116	Certificate Frame	116	What is the specific size?	
117	Certificate Holder	117	What is the specific size?	
118	Vellum board paper	118	What is the specific size?	
121	Glue stick(paste)	121	What is the specific capacity of the box? Is it 200s or 500s?	
123	Storage Box	123	What is the specific size?	
124	Plastic Envelope	124	What is the specific size?	
<b>P.R. No. 02-0211-24 IGP</b>		<b>P.R. No. 02-0211-24 IGP</b>		
1	Sign Pen	1	What is the color of the sign pen?	





**BIDS AND AWARDS COMMITTEE**

REFERENCE		GENERAL QUERIES		AMMENDMENTS/ CLARIFICATIONS
<b>P.R. No. 02-0212-24 MEDICAL</b>		<b>P.R. No. 02-0212-24 MEDICAL</b>		
1	Bond Paper long (boxes)	1	What is the gsm of bond papers?	
2	Bond Paper short (boxes)	2		

All statements and formats referring to this clause should be amended/corrected accordingly.

For guidance and information of all concerned.

For further information, please refer to:

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Noted:

**(SGD) BENEDICTO T. MILITANTE, JR., Ph.D., J.D.**  
 Vice President for Administration & Finance  
 Chairperson, Bids and Awards Committee



**Section VII. Technical Specifications**

SUPPLY AND DELIVERY OF VARIOUS COMMON OFFICE SUPPLIES				
ITEM NO.	DESCRIPTION			STATEMENT OF COMPLIANCE COMPLY/ NOT COMPLY
<b>P.R. No. 02-0047-24 VPAA</b>				
1	1	Alcohol, Ethyl, 500ml	bottle	104
	2	Clearbook, A4 Size, 20 pages, assorted color	box	82
	3	Clearbook, Legal Size, 20 pages, assorted color	box	127
	4	Eraser, Plastic/Rubber, 1.8 x 3.8 x 1cm	piece	135
	5	Sign Pen, Extra Fine Tip, Black	piece	250
	6	Sign Pen, Fine Tip, Black	piece	295
	7	Sign Pen, Medium Tip, Black	piece	230
	8	Sign Pen, Extra Fine Tip, Blue	piece	130
	9	Sign Pen, Fine Tip, Blue	piece	135
	10	Sign Pen, Medium Tip, Blue	piece	120
	11	Sign Pen, Extra Fine Tip, Red	piece	100
	12	Sign Pen, Fine Tip, Red	piece	120
	13	Sign Pen, Medium Tip, Red	piece	100
	14	Wrapping Paper, 55cm x 75cm, 12pcs/1pack	pack	10
	15	Battery, Dry Cell, Size AA, 2pcs/pack	pack	110
	16	Battery, Dry Cell, Size AAA, 2pcs/pack	pack	125
	17	Battery, Dry Cell, Size D, 2pcs/pack	pack	25
	18	Ink, For Stamp Pad, 30ml, purple	bottle	95
	19	Face Mask	box	67
	20	Acetate	roll	20
	21	Carbon Film, Legal Size	box	2
	22	Philippine National Flag, standard size	piece	2
	23	Glue, All-Purpose, 120g	jar	89
	24	Staple Wire, Heavy Duty (Binder Type), 23/13	box	90
	25	Staple Wire, Standard	box	130
	26	Tape, Electrical, 18mm x 16m	roll	119
	27	Tape, Masking, 24mm	roll	145
	28	Tape, Masking, 48mm	roll	121
	29	Tape, Packaging, 48mm	roll	115
	30	Tape, Transparent, 24mm	roll	133
	31	Tape, Transparent, 48mm	roll	111
	32	Twine, Plastic	roll	56
	33	Ruler, Flexible, Plastic, 450mm	piece	53
	34	Blade, For General Purpose Cutter/Utility Knife	tube	37
35	Binding And Punching Machine Specification: -Maximum 15 sheets (80gsm) per manual punch -Pitch: 3:1 -Maximum binding capacity: 140 sheets (80gsm paper) -Max. binding width: below 330mm -Adjustable margin: 2.5, 4.5, 6.5mm -Number of holes: 40 holes -Hole distance: 8.47mm -Size of machine: 425 x 235 x 150mm	unit	8	

	-Net weight: 8.35kgs		
36	<p>Calculator, Compact Specification: Upgraded Calculator, 12-Bit Solar Battery Office Calculator with Large Lcd Display, Large Induction Buttons, Dual Power Desktop Calculator for Office, Home, School About This Item -Size: About 15 Cm/5.9 Inches Long And 12 Cm/4.7 Inches Wide -Features: The Calculator Has Two Power Sources, Solar (Works Only When Bright) And Battery (Battery Not Included), Large 12-Digit Display with Large Abs Plastic Buttons Designed to Add, Subtract, Multiply, Divide, Backspace, % And Mu. Automatically Turns Off When Not in Use for Approximately 10 Minutes -Ideal For People: It Is Perfect for The Home and Office Performs Common Math Operations and Various Financial Functions, And Is Ideal for Adults and Students -Note: Some Users May Use Desktop Computing Early in The Morning or At Night. Without Battery Power, It May Be Difficult to See the Screen in Low Light Conditions, And It Is Recommended That You Insert Aa Batteries for Continuous and Accurate Use.</p>	unit	159
37	Chalk, White Enamel, 12pcs/ box	box	119
38	Clip, Backfold, 19mm, 12pcs/ box	box	147
39	Clip, Backfold, 25mm, 12pcs/ box	box	147
40	Clip, Backfold, 32mm, 12pcs/ box	box	147
41	Clip, Backfold, 50mm, 12pcs/ box	box	255
42	Correction Tape, 8 meters	piece	179
43	Cutter/Utility Knife, For General Purpose	piece	32
44	Data File Box, W-125mm x H-230mm x L-400mm	piece	132
45	Data Folder	piece	56
46	<p>Dater Stamp, S-300 3mm Specification: Format: Month – Date – Year Year: 2024-2034+ Color: Assorted Color Text Height: S 300 3mm / S-400 4mm</p>	piece	9
47	Envelope, Documentary, A4, brown	box	15
48	Envelope, Documentary, Legal, brown	box	24
49	Envelope, Expanding, Kraft, legal, 200s/box	box	30
50	Envelope, Expanding, Plastic, legal, assorted color	box	62
51	Envelope, Mailing, long, white	box	21
52	Envelope, Mailing, With Window, short, 500pcs/box	box	85
53	Eraser, Felt, For Blackboard/Whiteboard	piece	114
54	Fastener	box	95
55	File Organizer, Expanding, Plastic, Legal	piece	60
56	File Tab Divider, A4, 8pcs/pack	pack	35
57	File Tab Divider, Legal, 8pcs/pack	pack	40
58	Folder, Fancy with Slide, A4, 50pcs/bundle	bundle	40
59	Folder, Fancy with Slide, Legal, 50pcs/bundle	bundle	40
60	Folder, L-Type, A4, 12pcs/pack	pack	91
61	Folder, L-Type, Legal, 12pcs/pack	pack	86

62	Folder, Pressboard, legal, assorted color	box	37
63	Folder With Tab, A4, 100pcs/pack	pack	45
64	Folder With Tab, Legal, 100pcs/pack	pack	30
65	Index Tab, transparent, letters	box	60
66	Magazine File Box, Large, 12 x 14 x 40cm	piece	103
67	Marker, Fluorescent	set	141
68	Marker, Permanent, Black	piece	159
69	Marker, Permanent, Blue	piece	164
70	Marker, Permanent, Red	piece	242
71	Marker, Whiteboard, Black	piece	165
72	Marker, Whiteboard, Blue	piece	120
73	Marker, Whiteboard, Red	piece	125
74	Paper Clip, Vinyl/Plastic Coated, 33mm	box	125
75	Paper Clip, Vinyl/Plastic Coated, Jumbo, 50mm	box	56
76	<p>Paper Shredder                      Specification:                      Color Family: White                      Description: Paper Shredder                      Size &amp; Spec.: Shred Capacity: 5 Sheets; Shred Size: 4x25mm; Security Level:4                      Specs 1: Can Shred: Staple                      Specs 2: Continuous Run Time: 5min                      Specs 3: Bin Capacity: 12L                      Specs 4: Machine Noise: &lt;60db                      Specs 5: Machine Power: 80w Specs 6: 320x200x350mm                      Sales Point 1: German Level 4 Confidentiality                      Sales Point 2: Nitride Steel Knife, Sharp and Durable                      Sales Point 3: Intelligent Induction, Overheat Protection, Stop Protection, Auto Reverse                      Sales Point 4: 12l Visible Paper Bucket                      Sales Point 5: Simple Design, Quick Operation</p>	unit	7
77	<p>Paper Trimmer/Cutting Machine                      Specification:                      • Size: A3 Size (297mm X 420mm)                      • 400 Sheets Of 80gsm                      • Cutting Width: 13”                      • Product Features:                      Pressing Tightly, Easily Cutting and Changing Blade                      Sharp Knife Edge with Very High Cutting Rate                      Heavy Duty with All Steel Body, Convenient for Cutting Stacks of Papers                      Rubber Feet for Non-Slip Desktop Use</p>	unit	9
78	Pencil, Lead/Graphite, With Eraser, 12pcs/pack	box	45
79	Pencil Sharpener, 102 x 54 x 101mm	piece	30
80	Puncher, Paper, Heavy Duty, 2 holes, 55cm hole size	piece	31
81	Binding Ring/Comb, Plastic, 32 mm	piece	57
82	Rubber Band No. 18, 330 gsm	box	31
83	Stamp Pad, Felt, 60mm x 100mm	piece	66
84	Scissors, Symmetrical/Asymmetrical, 8 inches	pair	76
85	Stapler, Standard Type	piece	41
86	<p>Stapler, Heavy Duty (Binder)                      Specification:                      Compatible with the Following Staple Size: 13mm and 17mm                      Material:                      Body: Metal</p>	unit	28

	Base Grip: Non-Skid Durable Material Stapling Capacity: 25-135 Sheets Of 70gsm Multipurpose Paper Load Capacity: 100 Staples		
87	Stapler, Heavy Duty (Binder), 95 x 22 x 40mm	piece	41
88	Tape Dispenser, Table Top, 16.8cm x 8.5cm x 6cm	piece	52
89	Computer Continuous Form, 1 Ply, 280mm X 241mm	box	1
90	Computer Continuous Form, 1 Ply, 280mm X 378mm	box	1
91	Computer Continuous Form, 2 Ply, 280mm X 378mm	box	1
92	Computer Continuous Form, 2 Ply, 280mm X 241mm	box	1
93	Computer Continuous Form, 3 Ply, 280mm X 241mm	box	1
94	Computer Continuous Form, 3 Ply, 280mm X 378mm	box	1
95	Loose leaf Cover, A4, 30 holes, 50s/bundle	bundle	1
96	Notepad, Stick-On, 50mm X 76mm, assorted color	pad	70
97	Notepad, Stick-On, 76mm X 100mm, assorted color	pad	70
98	Notepad, Stick-On, 76mm X 76mm, assorted color	pad	70
99	Steno Notebook, 80 leaves, 6" x 9"	piece	10
100	Paper, A4, 80gsm	ream	124
101	Paper, Legal, 80gsm	ream	332
102	Paper, A4, 70gsm	ream	304
103	Paper, Legal, 70gsm	ream	326
104	Pad Paper, Ruled, 80 leaves	pad	185
105	Paper, Parchment, 100pcs/ream	box	20
106	Record Book, 300 Pages, 285mm x 177mm	booklet	162
107	Record Book, 500 Pages, 285mm x 177mm	booklet	171
108	Tissue, Interfolded Paper Towel, 2ply	pack	170
109	Toilet Tissue Paper, 2 Ply, 12pcs/pack	pack	197
110	Hand Sanitizer Big, 50ml	bottle	107
111	Ballpen, black	piece	102
112	Laminating Film, long, 250microns, 30/pack	pack	30
113	Sticker Paper, long	pack	22
114	Double Sided Tape, 1 x 10m	roll	87
115	Photo Paper, legal	pack	70
116	Certificate Frame, A4	piece	120
117	Certificate Holder, A4, maroon	piece	120
118	Vellum Board Paper, A4, 230gsm, 10s/pack	pack	20
119	Push Pin, 100pcs/pack	pack	17
120	Door Mat, 80 x 18-inch, cloth	piece	10
121	Glue Stick (Paste), big	piece	40
122	Glue Stick (For Glue Gun), 290mm x 77mm 100pcs/pack	pack	50
123	Storage Box, 160L, assorted colors	piece	5
124	Plastic Envelope, long	piece	50
125	Glue Gun Specification: Power: Electricity Rated Power: 40 W Voltage: 100-240v Frequency: 50 – 60 Hz	unit	2
126	Clipboard/ Paper Pad Holder Legal, maroon	piece	3
127	Thumb Tacks, 100pcs/box	box	23

2	<b>P.R. No. 02-0211-24 IGP</b>			
	1	Sign Pen, black .7	piece	12
	2	marker, permanent, black, fine (0.1mm to 0.5mm)	piece	12
	3	brown folder, long	piece	50
	4	bond paper (long), substance 20lb (75gsm)	ream	12
	5	bond paper (short), substance 20lb (75gsm)	ream	6
	6	bond paper (A4), substance 20lb (75gsm)	ream	12
	7	highlighter (asstd. Color)	piece	24
	8	Correction tape, 5mmx8mm	piece	3
	9	Paper Fastener, plastic assorted colors	box	5
	10	Multi-purpose glue, 130g	piece	10
	11	Printer ink, black (BTD60 BK) pcs	bottle	3
	12	Printer ink, magenta (BT5000 M) pcs	bottle	3
	13	Printer ink, cyan (BT 5000 C) pcs	bottle	3
	14	Printer ink, yellow (BT5000 Y) pcs	bottle	3
15	Alcohol Ethyl 70% Solution	gallon	3	
3	<b>P.R. No. 02-0212-24 MEDICAL</b>			
	1	Bond Paper long (boxes), white wove	box	5
	2	Bond Paper short (boxes), white wove	box	5
	3	Sign pen -03 -black (12pcs/box) (boxes)	box	2
	4	Sign pen -03 -blue (blue (12pcs. /box) (boxes)	box	2
	5	Ballpen P5 pastel (black ink) 30/pcs/tubes	piece	1
	6	Highlighter (yellow (2), orange (2), pink (2) (pcs)	piece	5
	7	Correction Tape (paper)(pcs)	piece	5
	8	Glue Big size 130 gm. Btls.	bottle	3
	9	Scotch Tapes 1/2"	piece	3
	10	Scotch tapes 1"	piece	3
	11	Scotch Tape 2"	piece	3
	12	Masking Tape 1/2-inch size	piece	3
	13	Masking tape 1 inch size	piece	3
	14	Masking tape 2 inches size	piece	3
	15	Packing tape 1/2-inch size	piece	3
	16	Packing Tape 1 inch size	piece	3
	17	Packing Tape 2-inch size	piece	3
	18	Staple Wire #35	box	3
	19	Stapler with staple remover (big)	piece	3
	20	Long Folder white	piece	500
	21	Paper Fastener, plastic	box	2
	22	Toilet Tissue - 3ply (24 pcs/pack)	pack	25
23	Pentel black 12/box, broad, permanent	box	1	

\_\_\_\_\_  
(Name of Bidder/Company)

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

\_\_\_\_\_  
(Designation)

\_\_\_\_\_  
(Date)