



SUPPLEMENTAL/BID BULLETIN NO. 1

Date: December 9, 2024
Title: IB-2024-11-36 SUPPLY AND DELIVERY OF VARIOUS COMMON OFFICE SUPPLIES
Reference No.: 11522556

This bulletin is being issued to revise/clarify certain portions of the bidding documents. This shall form an integral part of the bidding document for the above-mentioned procurement project.

GENERAL QUERIES	AMMENDMENTS/ CLARIFICATIONS
<ul style="list-style-type: none"> May I ask as to the awarding of this project, if it is per project or per lot? 	<ul style="list-style-type: none"> Pursuant to IB Clause 19.4 of the PBD, this Project shall be awarded as one (1) Project having several lots, which shall be awarded as separate contracts per lot. In case more than one (1) lot is awarded to the same bidder, one (1) contract may be entered into containing all the lots awarded.
<ul style="list-style-type: none"> Which will be the basis of the SLCC? Is it for the entire project or only for the lots joined? 	<ul style="list-style-type: none"> The basis for the SLCC will be the total amount or total ABC of all the lots the bidder participates in.
<ul style="list-style-type: none"> For the technical and financial components of our bid, do we need to prepare separate bids per lot? 	<ul style="list-style-type: none"> Only one set of technical and financial documents is required.
<ul style="list-style-type: none"> May I ask for the complete specifications of item no. 20? What gauge of acetate do you need? 	<ul style="list-style-type: none"> The required gauge of the acetate is 40.
<ul style="list-style-type: none"> For item no. 99 (Steno Notebook), we don't have an 80-leaf Steno notebook. The only available options are 60-leaf and 40-leaf versions. 	<ul style="list-style-type: none"> Instead of 80 leaves, the end-user will accept the 60-leaf Steno Notebook.

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



Technical Specifications

IB-2024-11-36 SUPPLY AND DELIVERY OF VARIOUS COMMON OFFICE SUPPLIES				
ITEM NO.	DESCRIPTION			STATEMENT OF COMPLIANCE COMPLY/ NOT COMPLY
P.R. No. 02-0047-24 VPAA				
	Item No.	Description	Unit	Qty
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 (gauge: 40)	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	unit	8	

	-Hole distance: 8.47mm -Size of machine: 425 x 235 x 150mm -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</p> <p>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 & 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: <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:</p>	unit	28

	Compatible with the Following Staple Size: 13mm and 17mm Material: Body: Metal 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, 60 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
	P.R. No. 02-0073-24 PPO			
	Item No.	Description	Unit	Qty
2	1	Book paper Long GSM 70	ream	250
	2	Book Paper Short GSM 70	ream	250
	3	Sheepskin or Parchment Paper (Short)	sheet	5000
	4	Satin Ribbon 2" Golden Yellow	roll	12
	5	Masking Tape 2"	roll	24
	6	Transparent tape 2"	roll	12
	7	Scissor large size	piece	3
	8	Safety Pins (Small)	box	3
	9	Sign Pen (black .5)	dozen	1
	10	Ball Pen .5 Black gel pen 100pcs/box	box	4
	11	White Glue gallon	gallon	3
	12	Spare Blade (L-150 big)	case	24
	13	Laminating Film 250 microns 4" 50m.	roll	4
	14	Pentel Pen (black, permanent, fine tip)	piece	6
	15	Staple wire (HD-3LS 17m)	box	12
	16	Staple Wire (HD-50/50R No. 3/35(24/6)	dozen	1
	17	Binding Tape 2"	roll	30
	18	Double tape 1/2"	roll	50
	P.R. No. 02-0211-24 IGP			
	Item No.	Description	Unit	Qty
3	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 (70gsm)	ream	12
	5	bond paper (short), substance 20lb (70gsm)	ream	6
	6	bond paper (A4), substance 20lb (70gsm)	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
	P.R. No. 02-0212-24 MEDICAL			
	Item No.	Description	Unit	Qty
4	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)