

## Price Proposal Form

Date: \_\_\_\_\_

Invitation to Bid No.: **GOP/18-DSWD-018**

### **LOT NO. 1: Assorted Ballpoint Pens and Sign Pens**

| <b>Particulars</b>                             | <b>Quantity</b> | <b>Unit</b> | <b>Unit Price<br/>(in PhP)</b> | <b>Total Price<br/>(in PhP)</b> |
|--|-----------------|-------------|--------------------------------|---------------------------------|
| Ballpoint Pen, 0.5 fine point, Black           | 7,264           | piece       |                                |                                 |
| Ballpoint Pen, 0.5 fine point, Blue            | 4,667           | piece       |                                |                                 |
| Ballpoint Pen, 0.5 fine point, Red             | 972             | piece       |                                |                                 |
| Ballpoint Pen, 0.5 fine point, Green           | 112             | piece       |                                |                                 |
| Marker, Permanent, Fine Point, Non-blot, Black | 2,684           | piece       |                                |                                 |
| Marker, Permanent, Fine Point, Non-blot, Blue  | 2,229           | piece       |                                |                                 |
| Marker, Permanent, Fine Point, Non-blot, Red   | 791             | piece       |                                |                                 |
| Marker, for Transparency, 6 colors             | 97              | piece       |                                |                                 |
| Sign Pen, high tech pen, 0.5mm, Black          | 5,903           | piece       |                                |                                 |
| Sign Pen, high tech pen, 0.5mm, Blue           | 3,308           | piece       |                                |                                 |
| Sign Pen, high tech pen, 0.5mm, Red            | 714             | piece       |                                |                                 |
| Sign Pen, high tech pen, 1.0mm, Black          | 136             | piece       |                                |                                 |
| Sign Pen, high tech pen, 1.0mm, Blue           | 136             | piece       |                                |                                 |
| Sign Pen, high tech pen, 0.7mm, Black          | 500             | piece       |                                |                                 |
| <b>TOTAL FOR LOT NO. 1</b>                     |                 |             |                                |                                 |

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### **LOT NO. 2: Assorted Paper Supplies**

| Particulars  | Quantity | Unit   | Unit Price<br>(in PhP) | Total Price<br>(in PhP) |
|--|----------|--------|------------------------|-------------------------|
| Paper, Laid, A4 size, 500 pieces/ream, 100gsm  | 14       | ream   |                        |                         |
| Paper, Linen, A4 size, 500 pieces/ream, 100gsm   | 35       | ream   |                        |                         |
| Paper, Multicopy, 80gsm, size A3   | 400      | ream   |                        |                         |
| Paper, Photo, Glossy, A4 size, 260gsm  | 213      | pack   |                        |                         |
| Paper, Photo, Glossy, 4" x 6" size, 260gsm   | 86       | pack   |                        |                         |
| Sticker Paper, A4 size, Multipurpose, Matte, 20pieces/pack                             | 274      | pack   |                        |                         |
| Paper, Thermal, 80mm x 70mm  | 67       | box    |                        |                         |
| Paper, Tape for Barcode Printer, Zebra GC420T  | 115      | roll   |                        |                         |
| Specialty Board, A4 size, 20 pieces/pack, different textures, 250gsm                   | 30       | pack   |                        |                         |
| Paper Tape for Adding Machine, 2-1/4 width   | 100      | piece  |                        |                         |
| Continuous Form, 3 ply, 280x241mm, Carbonless  | 60       | box    |                        |                         |
| Continuous Form, 3 ply, 280x378mm, Carbonless  | 200      | box    |                        |                         |
| Bristol Board, Colored, A4, 100 pieces/pack 220gsm (Blue, Pink, Green, Yellow, Orange) | 1,651    | pack   |                        |                         |
| Bristol Board, A4, White, 100 pieces/pack 220gsm                                       | 462      | pack   |                        |                         |
| Cartolina, Asstd. Colors, 20 pieces/pack, 190gsm                                       | 391      | pack   |                        |                         |
| Colored paper, A4 size, 500 pieces/ream, Yellow, 80gsm                                 | 100      | ream   |                        |                         |
| Colored paper, A4 size, 500 pieces/ream, Blue, 80gsm                                   | 64       | ream   |                        |                         |
| Colored paper, A4 size, 500 pieces/ream, Green, 80gsm                                  | 64       | ream   |                        |                         |
| Colored paper, A4 size, 500 pieces/ream, Pink, 80gsm                                   | 64       | ream   |                        |                         |
| Index cards, Ruled Both Sides (RBS), 3" x 5", 500 pieces/bundle                        | 1        | bundle |                        |                         |
| Index cards, Ruled Both Sides (RBS), 5" x 8", 500 pieces/bundle                        | 1        | bundle |                        |                         |
| Columnar Book, 24 Columns  | 30       | book   |                        |                         |
| <b>TOTAL FOR LOT NO. 2</b>   |          |        |                        |                         |

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**LOT NO. 3: Assorted Folders**

| Particulars   | Quantity | Unit  | Unit Price<br>(in PhP) | Total Price<br>(in PhP) |
|---|----------|-------|------------------------|-------------------------|
| Looseleaf Cover, Green, 50 pieces/pack<br>Dimension: (excluding flaps); Width: 216mm (min.); Length: 355mm (min.) Thickness of chipboard, mm: 1.5 (min) cover for top flap: Leatherette paper color yellow; Front and back cover: Green color with pre-punched holes for fastener (70mm between prongs) | 448      | pack  |                        |                         |
| Folder, 3-hole Ring Binder, A4 size, 1", side mechanism with lock, w/o booster, D-type ring, 150-175 page capacity  | 210      | piece |                        |                         |
| Folder, 3-hole Ring Binder, A4 size, 3", side mechanism with lock, w/o booster, D-type ring, 500-570 page capacity  | 247      | piece |                        |                         |
| Folder, Clear, Presentation, A4 size (please see sample) color-Red, Blue, Green, Yellow   | 1,140    | piece |                        |                         |
| Folder, Clear, Presentation, Legal size, (please see sample) color-Red, Blue, Green, Yellow   | 340      | piece |                        |                         |
| Folder, Tagboard, legal size, 100pieces/pack  | 178      | pack  |                        |                         |
| Folder, Tagboard, A4 size, 100pieces/pack   | 166      | pack  |                        |                         |
| Folder, Pressboard, size: 369mmx242mm (-5mm); Thickness: 0.40mm (min), Basis Weight: 312gsm (min); Accordion-pleat Gusset: Latex paper/PVC bookbinder/book cloth/paper cloth; Expansion: 39mm (-3mm)  | 116      | box   |                        |                         |
| Clear book, 60 pockets, A4 size, refillable   | 543      | piece |                        |                         |
| Clear book, 60 pockets, Legal size, refillable  | 344      | piece |                        |                         |
| Data folder, made of chipboard w/ taglia lock 75mm x 230mm x 380mm, Chipboard: 2.5mm thick (min)  | 1,508    | piece |                        |                         |
| Folder, Archfile, A4, 1" spine 2 rings, durable LA mechanism, spine insert metal reinforced edges, Finger pull hole. Lockable front cover   | 5        | piece |                        |                         |
| Folder, Archfile, A4, 2" spine 2 rings, durable LA mechanism, spine insert metal reinforced edges, Finger pull hole. Lockable front cover   | 5        | piece |                        |                         |

| Particulars  | Quantity | Unit  | Unit Price<br>(in PhP) | Total Price<br>(in PhP) |
|--|----------|-------|------------------------|-------------------------|
| Folder, Archfile, A4, 3” spine 2 rings, durable LA mechanism, spine insert metal reinforced edges, Finger pull hole. Lockable front cover  | 5        | piece |                        |                         |
| Folder, Morocco with slide, for A4 size, 50pieces/pack, Folder thickness (min.): 0.24mm with durable and reusable sliding plastic grip that can hold up to 30 sheets of 80gsm paper; with embossed border design on the front cover, colors: blue, red, green, yellow and violet     | 56       | pack  |                        |                         |
| Folder, Morocco with slide, for Legal size, 50 pieces/pack, Folder thickness (min.): 0.24mm with durable and reusable sliding plastic grip that can hold up to 30 sheets of 80gsm paper; with embossed border design on the front cover, colors: blue, red, green, yellow and violet | 52       | pack  |                        |                         |
| Folder, Vinyl, expanding, legal size, assorted Colors; Expansion size: 1”  | 677      | piece |                        |                         |
| <b>TOTAL FOR LOT NO. 3</b>   |          |       |                        |                         |

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### **LOT NO. 4: Assorted Boxes and Envelopes**

| Particulars   | Quantity | Unit  | Unit Price<br>(in PhP) | Total Price<br>(in PhP) |
|---|----------|-------|------------------------|-------------------------|
| Document Holder, Mesh Cloth with zipper, Legal size, color: black & blue  | 1,561    | piece |                        |                         |
| Envelope, Pay, Kraft, 500 pieces/box, 190mm x 102mm   | 23       | box   |                        |                         |
| Envelope, Documentary, A4 size, 500 pieces/box  | 111      | box   |                        |                         |
| Envelope, Expanding, Kraft with string, Legal size, 100 pieces/box  | 309      | box   |                        |                         |
| Envelope, Mailing, White, 500 pieces/box, width: 105mm (-3mm), Length: 241mm (-3mm)   | 68       | box   |                        |                         |
| Envelope, Expanding, Plastic, Pushlock, Legal size, without handle  | 2,187    | piece |                        |                         |
| Envelope, Plastic, Expanding, Legal size with Rubber Strap  | 1,178    | piece |                        |                         |
| Box, File Storage, with overlap cover, 39cmX31cmX27cm; Thickness: 3.50mm, double wall with B-flute  | 700      | piece |                        |                         |
| Box, File storage, plastic with lid, Blue, size: 16-3/4" x 13-3/4" x 10-5/8"H, 2.29mm   | 20       | piece |                        |                         |
| Corrugated Box with string, 29"L x 15"W x 10"H, double wall, with B-flute   | 716      | piece |                        |                         |
| Magazine File, Large size, made of chipboard: 3mm thick; Leatherette paper for outside cover; coated paper for inside cover; Outside Dimension: Width: 110mm (min); Height: 265mm (min) Length: 220mm (min); Front of box: with finger ring and provision for label insert; Back end open; standing | 60       | piece |                        |                         |
| <b>TOTAL FOR LOT NO. 4</b>  |          |       |                        |                         |

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### **LOT NO. 5: Assorted Clips, Staple Wires and Ring Binders**

| Particulars  | Quantity | Unit   | Unit Price<br>(in PhP) | Total Price<br>(in PhP) |
|--|----------|--------|------------------------|-------------------------|
| Clip, Backfold, all metal, clamping: 19mm, 12 pieces per box | 2,895    | box    |                        |                         |
| Clip, Backfold, all metal, clamping: 25mm, 12 pieces per box | 2,456    | box    |                        |                         |
| Clip, Backfold, all metal, clamping: 32mm, 12 pieces per box | 2,165    | box    |                        |                         |
| Clip Backfold, all metal, clamping: 50mm 12 pieces per box   | 641      | box    |                        |                         |
| Clip, Bulldog (3")   | 222      | piece  |                        |                         |
| Paper Clip, 33mm, 53.84 grams per box, vinyl coated          | 2,369    | box    |                        |                         |
| Staple wire for binding stapler, HD3LS10, 10MM               | 72       | box    |                        |                         |
| Staple wire for binding stapler, HD3LS15, 15MM               | 20       | box    |                        |                         |
| Staple wire for binding stapler, HD3LS17, 17MM               | 40       | box    |                        |                         |
| Staple wire for binding stapler, HD3LS20, 20MM               | 10       | box    |                        |                         |
| Staple wire for binding stapler, HD3LS6, 6MM                 | 30       | box    |                        |                         |
| Staple wire for binding stapler, HD3LS8, 8MM                 | 20       | box    |                        |                         |
| Staple wire, standard, #35, Copperwire                       | 2,144    | box    |                        |                         |
| Ringbinder, 12.7mmx1.12mm, plastic, 10pieces/bundle          | 271      | bundle |                        |                         |
| Ringbinder, 19mmx1.12mm, plastic, 10pieces/bundle            | 341      | bundle |                        |                         |
| Ringbinder, 25mmx1.12mm, plastic, 10pieces/bundle            | 334      | bundle |                        |                         |
| Ringbinder, 50mmx1.12mm, plastic, 10pieces/bundle            | 319      | bundle |                        |                         |
| Ringbinder, 8mmx1.12mm, plastic, 10pieces/bundle             | 40       | bundle |                        |                         |
| <b>TOTAL FOR LOT NO. 5</b>                                   |          |        |                        |                         |

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### **LOT NO. 6: Assorted Adhesives and Office Devices**

| Particulars  | Quantity | Unit   | Unit Price<br>(in PhP) | Total Price<br>(in PhP) |
|--|----------|--------|------------------------|-------------------------|
| Tape, Cloth Book, 1-1/2", Black & Blue, 10M minimum                        | 70       | roll   |                        |                         |
| Tape, Cloth Book, 1", Black & Blue, 10M minimum                            | 68       | roll   |                        |                         |
| Tape, Cloth Book, 2", Black & Blue, 10M minimum                            | 73       | roll   |                        |                         |
| Tape, Cloth Book, 3", Black & Blue, 10M minimum                            | 90       | roll   |                        |                         |
| Tape, Double Sided, 1", without Cushion, 6 meter                           | 188      | roll   |                        |                         |
| Tape, Double Sided, 1", with Cushion, 6 meter                              | 137      | roll   |                        |                         |
| Tape, Permanent Outdoor, Mounting, double adhesive, Rubberized, 7/8"x15'   | 34       | roll   |                        |                         |
| Glue, All Purpose, 200 gms.  | 488      | bottle |                        |                         |
| Glue Gun Stick, Jumbo  | 174      | piece  |                        |                         |
| Glue, Padding  | 2        | gallon |                        |                         |
| Compact Disk, Rewritable, 650/700MB capacity, with individual plastic case | 680      | piece  |                        |                         |
| Compact Disk, Recordable, 650/700MB capacity, with individual plastic      | 100      | piece  |                        |                         |
| Compact Disk, Storage Case, at least 48CDs capacity, plastic               | 20       | piece  |                        |                         |
| DVD Rewritable with individual plastic case, 4.5GB                         | 1,570    | piece  |                        |                         |
| Cutter, retractable, L500, heavy duty                                      | 79       | piece  |                        |                         |
| Puncher, paper, heavy duty, 2 hole, with guide                             | 92       | piece  |                        |                         |
| Ruler, plastic, 12 inches, 1 piece in individual plastic                   | 20       | piece  |                        |                         |
| Staple remover, twin jaws  | 214      | piece  |                        |                         |
| Staple remover, plier type   | 48       | piece  |                        |                         |
| Stapler, binder type, heavy duty   | 5        | piece  |                        |                         |
| Stapler, standard type, heavy duty, No. 35 with remover                    | 151      | piece  |                        |                         |
| Desk tray, 3 layer, wire mesh  | 84       | piece  |                        |                         |

|  |       |       |  |  |
|--|-------|-------|--|--|
| Desk organizer, 9 compartment, metal , black, mesh, desktop                        | 14    | piece |  |  |
| Flash Drive, 16 GB capacity, 1 piece in individual blister                         | 165   | piece |  |  |
| Tape Dispenser, heavy duty, for transparent tape 1", tabletop                      | 68    | piece |  |  |
| Tape Dispenser, heavy duty, for 2" packaging tape                                  | 12    | piece |  |  |
| Paper Fastener, Plastic with 70mm prongs, 25mm capacity                            | 626   | box   |  |  |
| Indicator Tag, eith text "Please sign", 50s  | 1,393 | pack  |  |  |
| Indicator Tag, plain, asstd. Color. 50s  | 1,288 | pack  |  |  |
| Note pad, stick on, 2 x 2, 100 pieces/pad  | 285   | pad   |  |  |
| Note pad, stick on, 2 x 3, 100 pieces/pad  | 618   | pad   |  |  |
| Note pad, stick on, 4 x 6, ruled, 100 pieces/pad                                   | 62    | pad   |  |  |
| Sticker dots, 3/4" diameter, color: green, red, yellow, blue, orange, 36 dots/pack | 90    | pack  |  |  |
| <b>TOTAL FOR LOT NO. 6</b>   |       |       |  |  |

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### ***LOT NO. 7: Assorted Office Equipment Consumables and Janitorial Supplies***

| Particulars   | Quantity | Unit   | Unit Price<br>(in PhP) | Total Price<br>(in PhP) |
|---|----------|--------|------------------------|-------------------------|
| Ribbon, Carbon C, Nakajima, F746BKSC  | 90       | piece  |                        |                         |
| Lift off tape, Olympia F-583  | 90       | piece  |                        |                         |
| Ribbon, Compuprint, SP40 plus   | 27       | piece  |                        |                         |
| Ribbon cartridge, Dot matrix for ETP-20<br>Time/Date stamp  | 6        | unit   |                        |                         |
| Ribbon for bar Code Printer Zebra, GC420T   | 100      | piece  |                        |                         |
| Ink for Trodat automatic stamping machine color-<br>black   | 10       | bottle |                        |                         |
| Ink for Trodat automatic stamping machine color-<br>blue  | 65       | bottle |                        |                         |
| Stamp Pad ink, violet, w/ applicator, 50ml.   | 142      | bottle |                        |                         |
| Stamp Pad, felt pad, 60mmx100mm   | 87       | piece  |                        |                         |
| Sheet divider, Plastic, A4 size, 10 pieces/pack   | 55       | pack   |                        |                         |
| Laminating Film, A4 size, 250 microns, 100<br>pcs./pack   | 30       | piece  |                        |                         |
| Transparency Film, Plain, A4 size   | 145      | piece  |                        |                         |
| ID Jacket, with string, 3" x 4"   | 5,998    | piece  |                        |                         |
| Certificate Frame, A4 size, Top cover: clear<br>cover, Moulding: Polysterene Frame, 1/2", Backing:<br>Medium Density Fiber, Hanger: Saw Tooth | 226      | piece  |                        |                         |
| Certificate Holder, A4 size, Black/Blue   | 578      | piece  |                        |                         |
| Battery, size AAA, 2 pieces/pack, heavy duty  | 965      | pack   |                        |                         |
| Cutter Blade, 18mm, heavy duty, 10 pieces/tube  | 64       | tube   |                        |                         |
| Disinfectant Bleaching Solution   | 9        | gallon |                        |                         |
| Rags, round, all cotton, white  | 355      | kilo   |                        |                         |
| Trash Bag, XXL, with tie, thickness: 0.02mm   | 135      | pack   |                        |                         |
| Bathroom Soap, 25G (guest size)   | 30       | piece  |                        |                         |
| Detergent Powder, all purpose, 1 kg.  | 72       | pouch  |                        |                         |
| Hand Sanitizer, unscented   | 22       | gallon |                        |                         |
| All Purpose Oil, 120ml  | 8        | bottle |                        |                         |
| Scouring pad, made of synthetic nylon,<br>140mmx220mm, 5 pieces/pack  | 10       | pack   |                        |                         |

|  |   |     |  |  |
|--|---|-----|--|--|
| Facemask, disposable, 100pieces/box, 2-ply                   | 5 | box |  |  |
| Gloves, Latex, Disposable Examination, 100 pieces/box, large | 9 | box |  |  |
| <b>TOTAL FOR LOT NO. 7</b>                                   |   |     |  |  |

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