DPWH - Albay 2nd District Engineering Office RES V Compound, Airport Site Legazpi City, Albay

INVITATION TO BID FOR 23GFB0015

The Department of Public Works and Highways - Albay 2nd District Engineering Office, through its Bids and Awards Committee (BAC) for Goods, invites suppliers to apply to submit bids for the following Contract:

Contract Name : Procurement of Commonly Used Office Supplies for the 1st Quarter of the Year 2024

Contract Location : DPWH-Albay 2nd DEO, RES V Compound, Airport Site, Legazpi City, Albay

Brief Description of Goods

to be Procured

: Procurement of Commonly Used Office Supplies for the 1st Quarter of the Year 2024

Approved Budget for the Contract (ABC) : **P4,469,740.00**

Source of Funds : **101101 (FY 2023)**

Delivery/Contract Duration : **30 C.D.** PR NO. : **24-01-006**

The BAC is conducting the public bidding for this Contract in accordance with Republic Act No. 9184 and its Implementing Rules and Regulations (IRR).

Bidders should have completed, within from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section IV, Instruction to Bidders.

To be eligible to bid for this Contract, a supplier must meet the following major requirements:

- a) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
- b) Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for exclusive economic zones or areas;
- c) Tax clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR;
- d) Filipino citizen or 60% Filipino-owned partnership/corporation;
- e) Completion of similar contract costing at least 50% of the ABC;
- f) Net Financial Contracting Capacity (NFCC) at least equal to the ABC or in lieu of the NFCC computation, a committed line of credit (CLC) specific to the contract to be bid from a universal or commercial bank.

The DPWH will use non-discretionary "pass/fail" criteria in the eligibility check, preliminary examination of bids, evaluation of bids, post-qualification, and award.

The schedule of key procurement activities for this Contract are shown below:

Activity	Time	Place
1. Issuance/Downloading	February 23, 2024 (Friday.) to	Hard copies at BAC Secretariat, Procurement Section of this
of Bidding Documents	March 13, 2024 (Wed.)	Office. Downloadable from DPWH website www.dpwh.gov.ph and PhilGEPS website www.philgeps.gov.ph
2. Pre-Bid Conference	Friday, March 01, 2024 at 10:00:00 AM	
3. Receipt by the BAC of Bids	March 13, 2024 until 10:00 am	
4. Opening of Bids	Immediately after cut-off of dropping	

Bidders shall pay a fee of **P5,000.00** for the Bidding Documents, upon securing hard copies of the documents. Bidding documents fee **may be refunded** in accordance to section 17.5. of the 2016 Revised IRR of

R.A. 9184, however, said refund shall be subject to the conditions stipulated based on the grounds provided under Section 41 of the Act and this IRR. Bidders that download the Documents from the DPWH/PhilGEPS website shall pay

fee upon submission of their the bids. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in Instruction to Bidders.

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The DPWH - Albay 2nd District Engineering Office reserves the right to accept or reject any bid and to annul the bidding process at any time before the contract award, without incurring any liability to affected bidder/s, accordance with the provisions of Section 41 of RA 9184 and its IRR.

Any request for additional information concerning this bidding shall be directed to the following:

BAC Chairman: Engr. NINEZ B. REGALADO OIC - Head Procurement Officer: Engr. MARIA JOY L. ZAMUDIO

Address: Albay 2nd DEO, RES V Compound Address: Albay 2nd DEO, RES V Compound

Airport Site, Legazpi City
Telephone No.: 480-07-90
Airport Site, Legazpi City
Telephone No.: 480-07-90
Telephone No.: 480-07-90

Approved by:

Dates of Publication:

February 23, 2024 to February 29, 2024

Newspaper:

N/A

NINEZ B. REGALADO Chief, Maintenance Section BAC, Chairman

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BID DATA SHEET

ITB Clause		
11B Clause	The PROCURING ENTITY is DPWH, Albay 2nd District Engineering Office	
1.1	The Acope of the Goods/Services required under this Contract Procurement of Commonly Used Office Supplies for the 1st Quarter of the Year 2024	
2	The Funding Source is: The Government of the Philippines (GOP) through amounting to P4,469,740.00 The name of the project is Procurement of Commonly Used Office Supplies for the 1st Quarter of the Year 2024	
3.1	No further instructions.	
5.1	No further instructions.	
5.2	None of the circumstances mentioned in the ITB Clause exists in this Project. Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.	
5.4	No further instructions.	
6.3	No further instructions.	
8.1	Subcontracting is not allowed.	
8.2	Not applicable.	
9.1(a)	The procuring Entity will hold a pre-bid conference for this Project on March 01, 2024 at 10:00am, DPWH Albay 2 nd District Engineering Office, Airport Site, Legazpi City.	
9.1(b)	Contract duration is 30 C.D.	
10.1	The Procuring Entity's address is: DPWH Albay 2nd District Engineering Office, RES Compound, Airport Site, Legazpi City JOANNE T. MORALES, BAC Chairman (052) 480-0790	
10.3	No further instructions.	
12.1(a)(i)	No other acceptable proof of registration is recognized.	
13(c)(2)	The statement of all ongoing government and private contracts shall include all such contracts prior to the deadline for the submission and receipt of bids.	
13(c)(3)	No additional requirements.	
	page 1 of 2	

BDS for Contract ID No.

23GFB0015

14	The ABC is P4,469,740.00 Any bid with a financial component exceeding this amount shall not be accepted.
14.2	No incidental services are required.
17.1	The bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
18.1	Bids will be valid until 120 C.D. from the date of opening of bids.
19.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: 1. The amount of P89,394.80 , if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; 2. The amount of P223,487.00 , if bid security is in surety bond; or draft/guarantee or 3. Any combination of the foregoing proportionate to the share of form with respect to total amount of security.
19.2	The bid security shall be valid until July 10, 2024
21.3	Each Bidder shall submit 1 original copy duly signed and 1 photocopy (duly signed) of the first and second components of its bid.
22	The address for submission of bids is The Chairman, DPWH, Albay 2nd District Engineering Office, Airport Site, Legazpi City. The date for submission of bids is March 13, 2024 until 10:00 am
25.1	The place of Bid Opening is at DPWH, Albay 2nd District Engineering Office, Airport Site, Legazpi City. The Date and Time of Bid Opening is Immediately after cut-off of dropping
25.2	No further instructions.
28.3(d)	Bid Modification is allowed.
28.4	No further instructions.
28.5	No further instructions.
29.2(b)	Only tax returns filed and taxes filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted. NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.
29.2(d)	No other acceptable proof of registration is recognized.
32.4(g)	No further instructions.
33.2	No further instructions.

SPECIAL CONDITION OF CONTRACT 23GFB0015

Procurement of Commonly Used Office Supplies for the 1st Quarter of the Year 2024

GCC Clause					
1.1(g)	The Procuring Entity is DPWH Albay 2nd District Engineering Office .				
1.1(i)	The Supplier is				
1.1(j)	The Funding Source is 101101 (FY 2023) in the amount of ₱4,469,740.00				
1.1(k)	The Project Site is located at DPWH-Albay 2nd DEO, RES V Compound, Airport Site, Legazpi City, Albay				
5.1	The Procuring Entity's address for Notices is at RES V Compound, Airport Site, Legazp City, Albay. The Supplier's address for Notices is				
	Additional Bidding Requirements the Prospective Biddders must closely comply;				
	1. Improperly sealed and marked bid envelopes is ACCEPTED provided that the bidder is duly authorized representative shall acknowledge such condition of the bid as submitted.				
	 Prospective bidders shall present their ORIGINAL OFFICIAL RECEIPT OF PAYMENT for Bid Documents (Project Specific) to the BAC Secretariat of this office before the deadline stated in the Invitation to Bid (IB). Only the owner or authorized representative with a Special Power of Attorney (SPA) will be allowed to transact business relative to the bidding matters. 				
	Delivery and Documents — Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:				
	(i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;				
	(ii) Original and four copies delivery receipt/note, railway receipt, or truck receipt;				
	(iii) Original Supplier's factory inspection report;				
6.20	(iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;				
	(v) Original and four copies of the certificate of origin (for imported Goods);				
	(vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;				
	(vii) Certificate of Acceptance/Inspection Report signed by the				

Procuring Entity's representative at the Project Site; and

(viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.

Packaging -

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the GOODS' final destination and the absence of heavy handling facilities at all points in transit. The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity. The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity Name of the Supplier Contract Description Final Destination

Insurance -

The Goods supplied under this Contract shall be fully insured by the Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery. The Goods remain at the risk and title of the Supplier until their final acceptance by the Procuring Entity.

Patent Rights -

The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.

10.40	Not applicable.
13.40	No further instructions.
16.10	None
17.30	No further instructions.
17.40	No further instructions.
21.10	No further instructions.

SCC for Contract ID No. 23GFB0015



Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS ALBAY 2ND DISTRICT ENGINEERING OFFICE Airport Site, Legazpi City

BILL OF QUANTITIES

23GFB0015 - Procurement of Commonly Used Office Supplies for the 1st Quarter of the Year 2024

1 Ballpen, ord 2 Ballpen, ord 3 Binder Clip, 4 Binder Clip, 5 Binder Clip, 6 Bond Paper 7 Bond Paper 8 Bond Paper 8 Bond Paper 9 Brown Enve 10 Brown Enve 11 Calculator (12 Calculator, 13 Carbon Paper 15 Constructio 16 Constructio 17 Cork Board 18 Cork Board 19 Correction 1 20 Correction 1 21 Clipboard, I 22 Customized 23 Cutter, HD 24 Cutter Blad 25 Data File Bc 26 Date Marke 27 Double Side 28 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, E 34 Fraser (Blad 35 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, clear 40 Folder, ordi 41 Folder, ordi 42 Folder, ordi 43 Folder Ad, ordi 44 Glue, big, n 45 Laminating	ITEM/ DESCRIPTION	Quantity	Unit/s	Unit Cost	Total Cost
2 Ballpen, 0.5 3 Binder Clip, 4 Binder Clip, 5 Binder Clip, 6 Bond Paper 7 Bond Paper 8 Bond Paper 9 Brown Enve 10 Brown Enve 11 Calculator (12 Calculator, 13 Carbon Pape 14 Colored Pape 15 Constructio 16 Constructio 17 Cork Board, 19 Correction 1 20 Correction 2 21 Clipboard, I 22 Customized 23 Cutter, HD 24 Cutter Blad 25 Data File Bc 26 Date Marke 27 Double Side 28 Double Side 29 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, E 34 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, cleat 41 Folder, ordi 42 Folder, ordi 43 Folder Ad, v 44 Glue, big, n 45 Laminating	MONLY USED OFFICE SUPPLIES				
3 Binder Clip, 4 Binder Clip, 5 Binder Clip, 6 Bond Paper 7 Bond Paper 8 Bond Paper 9 Brown Enve 10 Brown Enve 11 Calculator (12 Calculator, 13 Carbon Pap 14 Colored Per 15 Constructio 16 Constructio 17 Cork Board, 18 Cork Board, 19 Correction 1 20 Correction 2 21 Clipboard, I 22 Customized 23 Cutter, HD 24 Cutter Blad 25 Data File Bc 26 Date Marke 27 Double Side 28 Double Side 29 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, E 33 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, ordi 41 Folder, ordi 42 Folder, ordi 43 Folder, ordi 44 Glue, big, n 45 Laminating	ordinary, assorted color (12pcs/box)	112	box/s		
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5 Binder Clip, 6 Bond Paper 7 Bond Paper 8 Bond Paper 9 Brown Enve 10 Brown Enve 11 Calculator (12 Calculator, 13 Carbon Paper 15 Constructio 16 Constructio 17 Cork Board, 19 Correction 1 20 Correction 2 21 Clipboard, I 22 Customized 23 Cutter, HD 24 Cutter Blad 25 Data File Bc 26 Date Marke 27 Double Side 28 Double Side 29 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, E 34 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, cleat 40 Folder, cleat 41 Folder, ordi 42 Folder, ordi 43 Folder Ad, v 44 Glue, big, n 45 Laminating	lip, big	150	box/s		
6 Bond Paper 7 Bond Paper 8 Bond Paper 9 Brown Enve 10 Brown Enve 11 Calculator (12 Calculator, 13 Carbon Pape 14 Colored Per 15 Constructio 16 Constructio 17 Cork Board 19 Correction I 20 Correction I 21 Clipboard, I 22 Customized 23 Cutter, HD 24 Cutter Blad 25 Data File Bc 26 Date Marke 27 Double Side 28 Double Side 29 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, E 33 Folder, exp 34 Fraser (Blad 35 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder Ad, v 44 Glue, big, n 45 Laminating	lip, medium	150	box/s		
7 Bond Paper 8 Bond Paper 9 Brown Enve 10 Brown Enve 11 Calculator (12 Calculator, 13 Carbon Pap 14 Colored Per 15 Constructio 16 Constructio 17 Cork Board 18 Cork Board 19 Correction 20 Correction 21 Clipboard, I 22 Customized 23 Cutter, HD 24 Cutter Blad 25 Data File Bo 26 Date Marke 27 Double Side 29 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, E 34 Fraser (Blad 35 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, ordi 41 Folder, ordi 42 Folder, ordi 43 Folder Ad, v 44 Glue, big, n 45 Laminating		150	box/s		
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10 Brown Enver 11 Calculator (12 Calculator (13 Carbon Pap 14 Colored Per 15 Constructio 16 Constructio 17 Cork Board 19 Correction 10 Cilipboard, I Cilipboard, I Cilipboard, I Cutter Blad 20 Cutter, HD 24 Cutter Blad 25 Data File Bc 26 Date Marke 27 Double Side 29 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I Side 30 Duct Tape, 31 Engineer's I Side 30 Folder, exp 31 Finger Tip Side 50 Folder, exp 36 Folder, exp 37 Finger Tip Side 50 Folder, clear 40 Folder, clear 41 Folder, ordi 42 Folder, ordi 43 Folder A4, ordi 44 Glue, big, n 45 Laminating	per, subs. 20, short, 216x279mm	100	ream/s		
11 Calculator (12 Calculator (13 Carbon Pap 14 Colored Per 15 Constructio 16 Constructio 17 Cork Board 18 Cork Board 19 Correction 1 20 Correction 2 21 Clipboard, I 22 Customized 23 Cutter, HD 24 Cutter Blad 25 Data File Bo 26 Date Marke 27 Double Side 29 Double Side 29 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, E 34 Fraser (Blad 35 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, ordi 44 Glue, big, n 45 Laminating	nvelope, ordinary, long	300	pc/s		
12 Calculator, 13 Carbon Pap 14 Colored Per 15 Constructio 16 Constructio 17 Cork Board 18 Cork Board 19 Correction I 20 Correction I 21 Clipboard, I 22 Customized 23 Cutter, HD 24 Cutter Blad 25 Data File Bd 26 Date Marke 27 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, E 34 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder Ad, N 44 Glue, big, n 45 Laminating	nvelope, ordinary, short	200	pc/s		
13 Carbon Pap 14 Colored Per 15 Constructio 16 Constructio 17 Cork Board 18 Cork Board 19 Correction 20 Correction 21 Clipboard, I 22 Customized 23 Cutter, HD 24 Cutter Blad 25 Data File Bo 26 Date Marke 27 Double Side 29 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, E 34 Eraser (Blad 35 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, ordi 44 Glue, big, n 45 Laminating	or (Scientific)	58	unit/s		
14 Colored Per 15 Constructio 16 Constructio 17 Cork Board 18 Cork Board 19 Correction 19 Correction 20 Correction 21 Clipboard, I Cutter, HD 24 Cutter Blad 25 Data File Bo 26 Date Marke 27 Double Side 29 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, E 34 Eraser (Blad 35 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, clear 40 Folder, clear 41 Folder, ordi 42 Folder, ordi 43 Folder A4, M 44 Glue, big, n 45 Laminating	or, 16 digits, compact	28	unit/s		
15 Constructio 16 Constructio 17 Cork Board 18 Cork Board 19 Correction 20 Correction 21 Clipboard, I 22 Customized 23 Cutter, HD 24 Cutter Blad 25 Data File B 26 Date Marke 27 Double Side 29 Double Side 29 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, E 34 Eraser (Blad 35 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, cleat 40 Folder, cleat 41 Folder, ordi 42 Folder, ordi 43 Folder A4, ordi 44 Glue, big, n 45 Laminating	Paper, blue & black	5	box/s		
16 Constructio 17 Cork Board, 18 Cork Board, 19 Correction I 20 Correction 21 Clipboard, I 22 Customized 23 Cutter, HD 24 Cutter Blad 25 Data File Bc 26 Date Marke 27 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, E 34 Eraser (Blad 35 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, cleat 40 Folder, cleat 41 Folder, ordi 42 Folder, ordi 43 Folder A4, ordi 44 Glue, big, n 45 Laminating	Pencil	10	set/s		
17 Cork Board, 18 Cork Board, 19 Correction I 20 Correction I 21 Clipboard, I 22 Customized 23 Cutter, HD 24 Cutter Blad 25 Data File Be 26 Date Marke 27 Double Side 29 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, E 34 Eraser (Blad 35 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, cleat 40 Folder, cleat 41 Folder, ordi 42 Folder, ordi 43 Folder A4, ordi 44 Glue, big, n 45 Laminating	tion Paper, green	15	pack		
18 Cork Board 19 Correction 20 Correction 21 Clipboard, I 22 Customized 23 Cutter, HD 24 Cutter Blad 25 Data File Be 26 Date Marke 27 Double Side 29 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, E 34 Eraser (Blad 35 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, cleat 40 Folder, cleat 41 Folder, ordi 42 Folder, ordi 43 Folder A4, N 44 Glue, big, n 45 Laminating	tion Paper, assorted color	40	pack		
19 Correction 20 Correction 21 Clipboard, 22 Customized 23 Cutter, HD 24 Cutter Bladd 25 Data File Be 26 Date Marker 27 Double Sider 28 Double Sider 29 Double Sider 30 Duct Tape, 31 Engineer's 32 Envelope, E 33 Envelope, E 34 Eraser (Bladd 35 Folder, exp 36 Folder, exp 37 Finger Tip 38 Folder, greer 39 Folder, clear 40 Folder, clear 41 Folder, ordin 42 Folder, ordin 43 Folder A4, ordin 44 Glue, big, no 45 Laminating	rd,small 2x3	2	unit		
20 Correction 21 Clipboard, I 22 Customized 23 Cutter, HD 24 Cutter Blad 25 Data File Bo 26 Date Marke 27 Double Side 28 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, I 34 Eraser (Blad 35 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, N 44 Glue, big, n 45 Laminating	rd, big 4x6	4	unit		
21 Clipboard, I 22 Customized 23 Cutter, HD 24 Cutter Blad 25 Data File Bo 26 Date Marke 27 Double Side 28 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, I 34 Eraser (Blad 35 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, N 44 Glue, big, n 45 Laminating	n Fluid	20	pc/s		
22 Customized 23 Cutter, HD 24 Cutter Blad 25 Data File Bo 26 Date Marke 27 Double Side 28 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, I 34 Eraser (Blad 35 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, N 44 Glue, big, n 45 Laminating	n Tape, 5mmx10m	400	pc/s		
23 Cutter, HD 24 Cutter Blad 25 Data File Be 26 Date Marke 27 Double Side 28 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, I 34 Eraser (Blad 35 Folder, exp. 36 Folder, exp. 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, v 44 Glue, big, n 45 Laminating	d, long, with cover	35	pc/s		
24 Cutter Blad 25 Data File Bo 26 Date Marke 27 Double Side 28 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, I 34 Eraser (Blad 35 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, N 44 Glue, big, n 45 Laminating	red Binder, blue	500	pcs		
25 Data File Bo 26 Date Marke 27 Double Side 28 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, I 34 Eraser (Blac 35 Folder, exp. 36 Folder, exp. 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, v 44 Glue, big, n 45 Laminating	ID	70	pc/s		
26 Date Market 27 Double Side 28 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, I 34 Eraser (Blac 35 Folder, exp. 36 Folder, exp. 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, v 44 Glue, big, n 45 Laminating	ade, HD	63	tube		
27 Double Side 28 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, I 34 Eraser (Blac 35 Folder, exp. 36 Folder, exp. 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, v 44 Glue, big, n 45 Laminating	Box	100	pc/s		
28 Double Side 29 Double Side 29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, I 34 Eraser (Blac 35 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, v 44 Glue, big, n 45 Laminating	rker Stamp	30	pc/s		
29 Double Side 30 Duct Tape, 31 Engineer's I 32 Envelope, I 33 Envelope, I 34 Eraser (Blac 35 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, I 44 Glue, big, I 45 Laminating	Sided Tape, 1/2"	300	roll		
30 Duct Tape, 31 Engineer's I 32 Envelope, E 33 Envelope, I 34 Eraser (Blace 35 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, v 44 Glue, big, n 45 Laminating	iided Tape, 1"	180	roll		
31 Engineer's I 32 Envelope, E 33 Envelope, I 34 Eraser (Blad 35 Folder, exp 36 Folder, exp 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, M 44 Glue, big, n 45 Laminating	iided Tape, 2"	50	roll		
32 Envelope, E 33 Envelope, I 34 Eraser (Black 35 Folder, exp. 36 Folder, exp. 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, M 44 Glue, big, n 45 Laminating	oe, assorted color & sizes	140	roll		
33 Envelope, 34 Eraser (Black 35 Folder, exp. 36 Folder, exp. 37 Finger Tip 5 38 Folder, dead 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 42 Folder, ordi 43 Folder A4, 34 Glue, big, n 45 Laminating	's Field Logbook	252	pc/s		
34 Eraser (Black State of Stat	e, Expanded, long	300	pc/s		
35 Folder, exp. 36 Folder, exp. 37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, M 44 Glue, big, n 45 Laminating	e , Clear, Plastic, long, expanded	100	pc/s		
36 Folder, exp. 37 Finger Tip § 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, v 44 Glue, big, n 45 Laminating	Blackboard/whiteboard)	20	pc/s		
37 Finger Tip S 38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, M 44 Glue, big, n 45 Laminating	xpanded, long	300	pc/s		
38 Folder, gree 39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, v 44 Glue, big, n 45 Laminating	xpanded, short	100	pc/s		
39 Folder, clea 40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, v 44 Glue, big, n 45 Laminating	p Sponge	20	pc/s		
40 Folder, clea 41 Folder, ordi 42 Folder, ordi 43 Folder A4, v 44 Glue, big, n 45 Laminating	reen tab. Long	150	pc/s		
41 Folder, ordi 42 Folder, ordi 43 Folder A4, v 44 Glue, big, n 45 Laminating	lear, plastic, long	180	pc/s		
42 Folder, ordi 43 Folder A4, v 44 Glue, big, n 45 Laminating	lear, plastic, short	25	pc/s		
43 Folder A4, v 44 Glue, big, n 45 Laminating	rdinary, long	1500	pc/s		
44 Glue, big, n 45 Laminating	rdinary, short	200	pc/s		
45 Laminating	4, white	300	pc/s		
	, multi-purpose 130g	60	pcs		
46 Magic Tano	ng Film, long , thick	60	pack/s		
Ho Magic Tape	pe, 24mm x 50m	50	roll		
	Pen, assorted color (Stabilo)	150	pc/s		
48 Masking Ta	Tape 1"	100	roll		<u> </u>
	inuation next page				

NAME OF SUPPLIER	
AMOUNT IN WORDS	
AMOUNT IN FIGURES	
SIGNATURE OF SUPPLIER	



Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS ALBAY 2ND DISTRICT ENGINEERING OFFICE Airport Site, Legazpi City

BILL OF QUANTITIES

23GFB0015 - Procurement of Commonly Used Office Supplies for the 1st Quarter of the Year 2024

49 Maskir 50 Moroc 51 Numb 52 Packir 53 Packir 54 Paper 55 Paper 56 Paper 57 Paper 58 Paper 60 Pencil 61 Pencil 62 Pencil 63 Perma 64 Perma 65 Photo 66 Post-I 67 Post-I 68 Post-I 69 Punch 70 Push I 71 Recon 72 Recon 73 Recon 74 Recon 75 Ruler, 76 Ring E 77 Rubbe 78 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple 89 Staple	commonly USED OFFICE SUPPLIES Ising Tape 2" Decco Paper Debering Machine 12 digits Description of the Market Mark	200 50 2 30 50 100 100 100 50 50 200 100 150 50 20 100 100 200 350 350	roll sheet/s unit roll/s roll pc/s pc/s box/s box/s box/s pc/s pc/s pc/s pc/s pc/s		
50 Moroco 51 Numb 52 Packir 53 Packir 54 Paper 55 Paper 56 Paper 57 Paper 58 Paper 59 Paper 60 Pencil 61 Pencil 62 Pencil 63 Perma 64 Perma 65 Photo 66 Post-I 67 Post-I 68 Post-I 70 Push I 71 Recon 72 Recon 73 Recon 74 Recon 75 Ruler, 76 Ring E 77 Rubbe 78 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	cocco Paper Inbering Machine 12 digits Ing Straw (Twine) Ing Tape Ing Tape Ing Clamp (small) Ing Clamp (big) Ing Clip, plastic coat, small Ing Clip, plastic coat, big Ing Fastener, plastic, assorted color Ing Fastener, plastic, assorted color Ing Fastener, plastic, asstd. color, long Ing H 1 & 2 Ing Holder, stationery organizer desktop storage Ing Sharpener, HD Inanent Marker, black (Broad) Inanent Marker, blue (Broad) Ing Paper, gloss, long Ing Tag/Flags, assorted color & sizes, 125 sheets/pack It Notes small, assorted color size: 0.6"x2" 1.5x5.1cm It Notes big, 101x76mm, 4x25 sheets Incher, paper, heavy duty	50 2 30 50 100 100 50 50 200 100 150 50 20 100 100 100 200 350	sheet/s unit roll/s roll pc/s pc/s box/s box/s box/s pc/s pc/s pc/s pc/s pc/s		
50 Moroco 51 Numb 52 Packir 53 Packir 54 Paper 55 Paper 56 Paper 57 Paper 58 Paper 59 Paper 60 Pencil 61 Pencil 62 Pencil 63 Perma 64 Perma 65 Photo 66 Post-I 67 Post-I 68 Post-I 70 Push I 71 Recon 72 Recon 73 Recon 74 Recon 75 Ruler, 76 Ring E 77 Rubbe 78 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	cocco Paper Inbering Machine 12 digits Ing Straw (Twine) Ing Tape Ing Tape Ing Clamp (small) Ing Clamp (big) Ing Clip, plastic coat, small Ing Clip, plastic coat, big Ing Fastener, plastic, assorted color Ing Fastener, plastic, assorted color Ing Fastener, plastic, asstd. color, long Ing H 1 & 2 Ing Holder, stationery organizer desktop storage Ing Sharpener, HD Inanent Marker, black (Broad) Inanent Marker, blue (Broad) Ing Paper, gloss, long Ing Tag/Flags, assorted color & sizes, 125 sheets/pack It Notes small, assorted color size: 0.6"x2" 1.5x5.1cm It Notes big, 101x76mm, 4x25 sheets Incher, paper, heavy duty	50 2 30 50 100 100 50 50 200 100 150 50 20 100 100 100 200 350	sheet/s unit roll/s roll pc/s pc/s box/s box/s box/s pc/s pc/s pc/s pc/s pc/s		
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52 Packir 53 Packir 54 Paper 55 Paper 56 Paper 57 Paper 58 Paper 59 Paper 60 Pencil 61 Pencil 62 Pencil 63 Perma 65 Photo 66 Post-I 67 Post-I 68 Post-I 70 Push I 71 Recor 72 Recor 73 Recor 74 Recor 75 Ruler, 76 Ring E 77 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 88	ting Straw (Twine) ting Tape er Clamp (small) er Clamp (big) er Clip, plastic coat, small er Clip, plastic coat, big er Fastener, plastic, assorted color er, Fastener, plastic, assorted color er, Fastener, plastic, asstd. color, long eii # 1 & 2 eii Holder, stationery organizer desktop storage eii Sharpener, HD nanent Marker, black (Broad) nanent Marker, blue (Broad) to Paper, gloss, long elit Tag/Flags, assorted color & sizes, 125 sheets/pack elit Notes small, assorted color size: 0.6"x2" 1.5x5.1cm elit Notes big, 101x76mm, 4x25 sheets ether, paper, heavy duty	30 50 100 100 50 50 200 100 150 50 20 100 100 200 350	roll/s roll pc/s pc/s box/s box/s box/s pc/s pc/s pc/s pc/s pc/s pc/s		
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54 Paper 55 Paper 56 Paper 56 Paper 57 Paper 58 Paper 59 Paper 60 Pencil 61 Pencil 62 Pencil 63 Perma 65 Photo 66 Post-I 67 Post-I 68 Post-I 70 Push 71 Recon 72 Recon 73 Recon 74 Recon 75 Ruler, 76 Ring E 77 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 88 Staple	er Clamp (small) er Clamp (big) er Clip, plastic coat, small er Clip, plastic coat, big er Fastener, plastic, assorted color er, Fastener, plastic, assorted color, long eil # 1 & 2 eil Holder, stationery organizer desktop storage eil Sharpener, HD nanent Marker, black (Broad) nanent Marker, blue (Broad) to Paper, gloss, long -It Tag/Flags, assorted color & sizes, 125 sheets/pack -It Notes small, assorted color size: 0.6"x2" 1.5x5.1cm -It Notes big, 101x76mm, 4x25 sheets cher, paper, heavy duty	100 100 50 50 200 100 150 50 20 100 100 200 350	pc/s pc/s box/s box/s box/s box/s pc/s pc/s pc/s pc/s pc/s pc/s pc/s		
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57 Paper 58 Paper 59 Paper 59 Paper 60 Pencil 61 Pencil 62 Pencil 63 Perma 64 Perma 65 Photo 66 Post-I 67 Post-I 68 Post-I 70 Push I 71 Recon 72 Recon 73 Recon 74 Recon 75 Ruler, 76 Ring E 77 Rubbe 78 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	er Clip, plastic coat, big er Fastener, plastic, assorted color er, Fastener, plastic, asstd. color, long cil # 1 & 2 cil Holder, stationery organizer desktop storage cil Sharpener, HD nanent Marker, black (Broad) nanent Marker, blue (Broad) o Paper, gloss, long -It Tag/Flags, assorted color & sizes, 125 sheets/pack -It Notes small, assorted color size: 0.6"x2" 1.5x5.1cm -It Notes big, 101x76mm, 4x25 sheets cher, paper, heavy duty	50 200 100 150 50 20 100 100 200 350	box/s box/s box/s pc/s pc/s pc/s pc/s pc/s pc/s		
58 Paper 59 Paper 60 Pencil 61 Pencil 62 Pencil 63 Perma 64 Perma 65 Photo 66 Post-I 67 Post-I 68 Post-I 69 Punch 71 Recon 72 Recon 73 Recon 74 Recon 75 Ruler, 76 Ring E 77 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 88 Staple 89 Staple	er Fastener, plastic, assorted color er, Fastener, plastic, asstd. color, long cil # 1 & 2 cil Holder, stationery organizer desktop storage cil Sharpener, HD manent Marker, black (Broad) manent Marker, blue (Broad) o Paper, gloss, long -It Tag/Flags, assorted color & sizes, 125 sheets/pack -It Notes small, assorted color size: 0.6"x2" 1.5x5.1cm -It Notes big, 101x76mm, 4x25 sheets cher, paper, heavy duty	200 100 150 50 20 100 100 200 350	box/s box/s pc/s pcs pc/s pc/s pc/s		
59 Paper 60 Pencil 61 Pencil 62 Pencil 63 Perma 64 Perma 65 Photo 66 Post-I 67 Post-I 68 Post-I 70 Push I 71 Recon 72 Recon 73 Recon 74 Recon 75 Ruler, 76 Ring E 77 Rubbe 78 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	er, Fastener, plastic, asstd. color, long cil # 1 & 2 cil Holder, stationery organizer desktop storage cil Sharpener, HD nanent Marker, black (Broad) nanent Marker, blue (Broad) o Paper, gloss, long -It Tag/Flags, assorted color & sizes, 125 sheets/pack -It Notes small, assorted color size: 0.6"x2" 1.5x5.1cm -It Notes big, 101x76mm, 4x25 sheets cher, paper, heavy duty	100 150 50 20 100 100 200 350	box/s pc/s pcs pc/s pc/s pc/s		
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61 Pencil 62 Pencil 63 Perma 64 Perma 65 Photo 66 Post-I 67 Post-I 68 Post-I 69 Punch 70 Push I 71 Recon 72 Recon 73 Recon 74 Recon 75 Ruler, 76 Ring E 77 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 88 Stamp 89 Staple	cil Holder, stationery organizer desktop storage cil Sharpener, HD manent Marker, black (Broad) manent Marker, blue (Broad) no Paper, gloss, long -It Tag/Flags, assorted color & sizes, 125 sheets/pack -It Notes small, assorted color size: 0.6"x2" 1.5x5.1cm -It Notes big, 101x76mm, 4x25 sheets cher, paper, heavy duty	50 20 100 100 200 350	pcs pc/s pc/s pc/s		
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62 Pencil 63 Perma 64 Perma 65 Photo 66 Post-I 67 Post-I 68 Post-I 69 Punch 70 Push I 71 Recor 72 Recor 73 Recor 74 Recor 75 Ruler, 76 Ring E 77 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	cil Sharpener, HD nanent Marker, black (Broad) nanent Marker, blue (Broad) to Paper, gloss, long -It Tag/Flags, assorted color & sizes, 125 sheets/pack -It Notes small, assorted color size: 0.6"x2" 1.5x5.1cm -It Notes big, 101x76mm, 4x25 sheets cher, paper, heavy duty	100 100 200 350	pc/s pc/s pc/s		
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65 Photo 66 Post-I 67 Post-I 68 Post-I 69 Punch 70 Push I 71 Recor 72 Recor 73 Recor 74 Recor 75 Ruler, 76 Ring E 77 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	o Paper, gloss, long -It Tag/Flags, assorted color & sizes, 125 sheets/pack -It Notes small, assorted color size: 0.6"x2" 1.5x5.1cm -It Notes big, 101x76mm, 4x25 sheets cher, paper, heavy duty	200 350			
66 Post-I 67 Post-I 68 Post-I 68 Post-I 69 Punch 70 Push I 71 Recor 72 Recor 73 Recor 74 Recor 75 Ruler, 76 Ring E 77 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	-It Tag/Flags, assorted color & sizes, 125 sheets/pack -It Notes small, assorted color size: 0.6"x2" 1.5x5.1cm -It Notes big, 101x76mm, 4x25 sheets cher, paper, heavy duty	350	pack/s		
67 Post-I 68 Post-I 69 Punch 70 Push I 71 Recor 72 Recor 73 Recor 74 Recor 75 Ruler, 76 Ring E 77 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	-It Notes small, assorted color size: 0.6"x2" 1.5x5.1cm -It Notes big, 101x76mm, 4x25 sheets cher, paper, heavy duty		pack/s		
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69 Punch 70 Push I 70 Push I 71 Recor 71 Recor 72 Recor 73 Recor 74 Recor 75 Ruler, 76 Ring E 77 Rubbe 78 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	cher, paper, heavy duty	320	pad/s		
70 Push I 71 Recon 72 Recon 73 Recon 74 Recon 75 Ruler, 76 Ring E 77 Rubbe 78 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	, , , , , ,	65	pc/s		
71 Recon 72 Recon 73 Recon 74 Recon 75 Ruler, 76 Ring E 77 Rubbe 78 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	Pin, colored head	40	box/s		
72 Recon 73 Recon 74 Recon 75 Ruler, 76 Ring E 77 Rubbe 78 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	ord/Logbook, 500 leaves	200	pc/s		
73 Record 74 Record 75 Ruler, 76 Ring E 77 Rubbe 78 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	ord/Logbook, 500 leaves	200	pc/s		
74 Recon 75 Ruler, 76 Ring E 77 Rubbe 78 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	ord/Logbook, 300 leaves	200	pc/s		
75 Ruler, 76 Ring E 77 Rubbe 78 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	ord/Logbook, 200 leaves	150	pc/s pc/s		
76 Ring E 77 Rubbe 78 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	r, Transparent	118	pc/s pc/s		
77 Rubbe 78 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	Binder, spiral, assorted size & color	150	pc/s pc/s		
78 Rubbe 79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	per Bond, big	20	box/s		
79 Scotch 80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple					
80 Scisso 81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	per Bond, small	10	box/s		
81 Scotch 82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	ch Tape 2", plastic	100	roll		
82 Scotch 83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign p 88 Stamp 89 Staple	sor, big, HD	70	pc/s		
83 Sign F 84 Sign F 85 Sign F 86 Sign F 87 Sign F 88 Stamp 89 Staple	ch Tape 1/2", plastic	170	roll		
84 Sign F 85 Sign F 86 Sign F 87 Sign p 88 Stamp 89 Staple	ch Tape 1", plastic	200	roll		
85 Sign F 86 Sign F 87 Sign p 88 Stamp 89 Staple		140	box/s		
86 Sign F 87 Sign p 88 Stamp 89 Staple	Pen, black 0.5	217	box/s		
87 Sign p 88 Stamp 89 Staple	Pen, blue 0.5	197	box/s		
88 Stamp 89 Staple	Pen (Energel) black	113	box/s		
89 Staple	pen (Energel) blue	137	box/s		
	nping Pad Ink (blue,black & red)	40	pc/s		
OO Stanle	le Wire # 35 ,standard staple	200	box/s		
	le Wire (heavy duty stapler)	20	box/s		
	le cartridge 70FE (for electronic stapler)	8	box/s		
	ler with Staple Remover, HD, standard	65	pc/s		
93 Sticke	ter paper Gloss/Matte, long, size: 8.5" x 13"	190	pack		
94 Tape	e Dispenser, Table Top	34	pc/s		
95 Specia	cialty Paper, long 100pcs	63	pack/s		
		30	pc/s		
	nping Pad, no.2	40	pc/s		
		5	pack		
	nping Pad, no.2 nping Pad Ink (blue,black & red)	10	pc/s		
	nping Pad, no.2				

NAME OF SUPPLIER	
AMOUNT IN WORDS	
AMOUNT IN FIGURES	
SIGNATURE OF SUPPLIER	



Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS ALBAY 2ND DISTRICT ENGINEERING OFFICE Airport Site, Legazpi City

BILL OF QUANTITIES

23GFB0015 - Procurement of Commonly Used Office Supplies for the 1st Quarter of the Year 2024

Stock/	ITEM/ DESCRIPTION	Quantity	Unit/s	Unit Cost	Total Cost
Property No.	TILM/ DESCRIPTION	Qualitity	Unity's	Offic Cost	Total Cost
	I. COMMONLY USED OFFICE SUPPLIES				
100	White Board 12X18	32	pc/s		
101	White Board 18X24	18	pc/s		
102	Whiteboard Eraser,12.7 x 2.3cm	28	pc/s		
103	Whiteboard Marker, Black	150	pc/s		
104	Whiteboard Marker, Blue	80	pc/s		
105	Permanent Marker, black (Fine)	100	pc/s		
106	Permanent Marker, blue (Fine)	100	pc/s		
107	Yellow Pad Paper, long	20	pad/s		
108	External Hard drive 1TB	20	pc/s		
109	External Hard drive 2TB	20	pc/s		
110	Battery, dry cell AA 4s	200	pack		
111	Battery, dry cell AAA 4s	200	pack		
112	Electric Stapler, automatic, heavy duty, smart sensor	10	unit		
113	Stapler (big) Heavy Duty, (Binder)(Metal)	6	unit		
114	Mylar 594mm x 841mm 24 x 33.1 inches microns matt double weight	300	roll		
	nothing follows				
				TOTAL:	

NAME OF SUPPLIER	
AMOUNT IN WORDS	
AMOUNT IN FIGURES	
SIGNATURE OF SUPPLIER	