



**University of Southeastern Philippines**  
*Bids and Awards Committee*

**Minutes Pre-Bid Conference**

**Project: Procurement of Consolidated Office supplies for 1st Quarter CY 2018**

Contract No. 2018-14/Goods

June 27, 2018 at 1:30 p.m

Venue : USEP-Dormitory Conference Room,  
Obrero Campus, Davao City

Approved ABC : PhP. 1,423,735.34

**Present were:**

**Bids and Award Committee:**

Dr. Marlyn D. Biton	-	Chairperson
Dr. Annweda C. Mina	-	Vice Chair
Dr. Reynilo Garcia	-	Member

**BAC Secretariat/Staff:**

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Melanie Pagkaliwagan	-	BAC Secretariat Member
Ms. Maria Luz Serafica	-	BAC Secretariat Member

**TWG:**

Ms. Ms. Madelyn C. Barnes	-	TWG/Office Supplies
Ms. Maricris B. Palomar	-	TWG/Office Supplies

**Procurement:**

Ms. Nora Dela Viña	-	Procurement Head
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**Observer:**

Mr. Ricardo Atangan, Jr.	-	Observer/COA
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**Bidder/s:**

Ms. Rhea Cedrome	-	ECV Office Supplies
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**A. Proceedings:**

Upon declaration of a quorum, the BAC Chair Dr. Biton called the meeting to order at 1:30 o'clock in the afternoon. She acknowledged the presence of the BAC members, BAC Secretariat Members, Observers & Bidders.

**1. Business Matters:**

BAC Chairman, Dr. Biton informed the body that the purpose of the prebid conference is done for the project with an ABC of PhP. 1,423,735.34, with twenty-five (25) calendar days.

She emphasized in the eligibility requirement and the ground rules that will govern the procurement process and informed the bidders regarding the legal, technical and financial components of the contract to be bid.

She mentioned that this is also an opportunity for the prospective bidders to request for clarifications about the bidding documents. However, it should be noted that any statement made at the pre-bid conference would not modify the terms of the bidding documents, unless such statement is specifically identified in writing as an amendment of the documents and issued as a supplemental/bid bulletin. (IRR-A Section 22.4)

She emphasized the importance for the presence of responsible and knowledgeable officials attending the pre-bid conference and the persons who actually formulated the scope of work, plans and technical specifications for the project should be present and among those representing the Procuring Entity. She encouraged to send representatives who are legally and technically knowledgeable about the requirements of the procurement at hand. It is also important that the prospective bidders are given ample time to review the bidding documents prior to the pre-bid conference.

#### Eligibility Requirements:

The eligibility requirements or checklist can be found in the bidding documents that the bidder purchased;

All submitted documents, including copy 1 and 2 should be duly authenticated or stamped as "Certified True Copy from the Original" by the company head otherwise the bidder will be automatically disqualified. It would also be advisable if the bidder will bring the original copies of the documents submitted;

Likewise, any missing documents as required in

#### Bidders Responsibilities 6.2(f)

"ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete and all statements and information provided therein are true and correct"

#### Philgeps Certificate of Registration and Membership

Section 8.5.2 - All bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents under Sections 23.1(a) and 24.1(a):

Registration Certificate;

Mayor's/Business Permit or its Equivalent Document;

Tax Clearance;

Audited Financial Statements.

For foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, they shall submit their eligibility documents under Section 23.1, 2016 IRR of RA 9184.

#### *Eligibility Requirement for Goods under:*

##### *Class A Documents*

1. DTI/SEC/Cooperative Development Authority (CDA) Registration
2. Mayor's permit *or equivalent document for Exclusive Economic Zones or Areas*
3. Tax clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR.
4. Statement of ongoing contracts.
5. Statement of SLCC (*Single Largest Completed Contract*)
6. Audited financial statement
7. NFCC\*

Mayor's Permit allows an entity to legally perform the requirements and obligations of the project and the resultant contract.

Recently expired Mayor's/Business permit shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local

government unit: Provided, that the renewed permit shall be submitted as a post-qualification requirement in accordance with Sec. 34.2 of the 2016 IRR of RA 9184

The BAC will be using the non-discretionary “pass/fail” criteria in the eligibility check/screening. The bid should be accompanied with a bid security in the following amount: if the bid security is in cash, cashier’s check/manager’s check, bank draft/guarantee or irrevocable letter of credit, the amount should be 2% of the ABC or in an equivalent amount of PhP 28,474.74, if the bid security is in the form of a Surety Bond, it should be 5% of the ABC or in an equivalent amount of PhP 71,186.77.

And if it is a combination of the foregoing, it should be proportionate to share of form with respect to total amount of security. The bidder may also opt to submit a Bid Securing Declaration. The validity period of the bid security should be 120 days from the date of opening of bids.

There are additional documents required under the checklist, however, these documents can be submitted during the post-qualification process, when the bidder with the “LOWEST CALCULATED AND RESPONSIVE” Bid had already been determined.

## SEALING AND MARKING OF BIDS

- The bidder shall submit three copies of their eligibility, technical and financial documents - the original, copy 1 and copy 2 in separate folders.

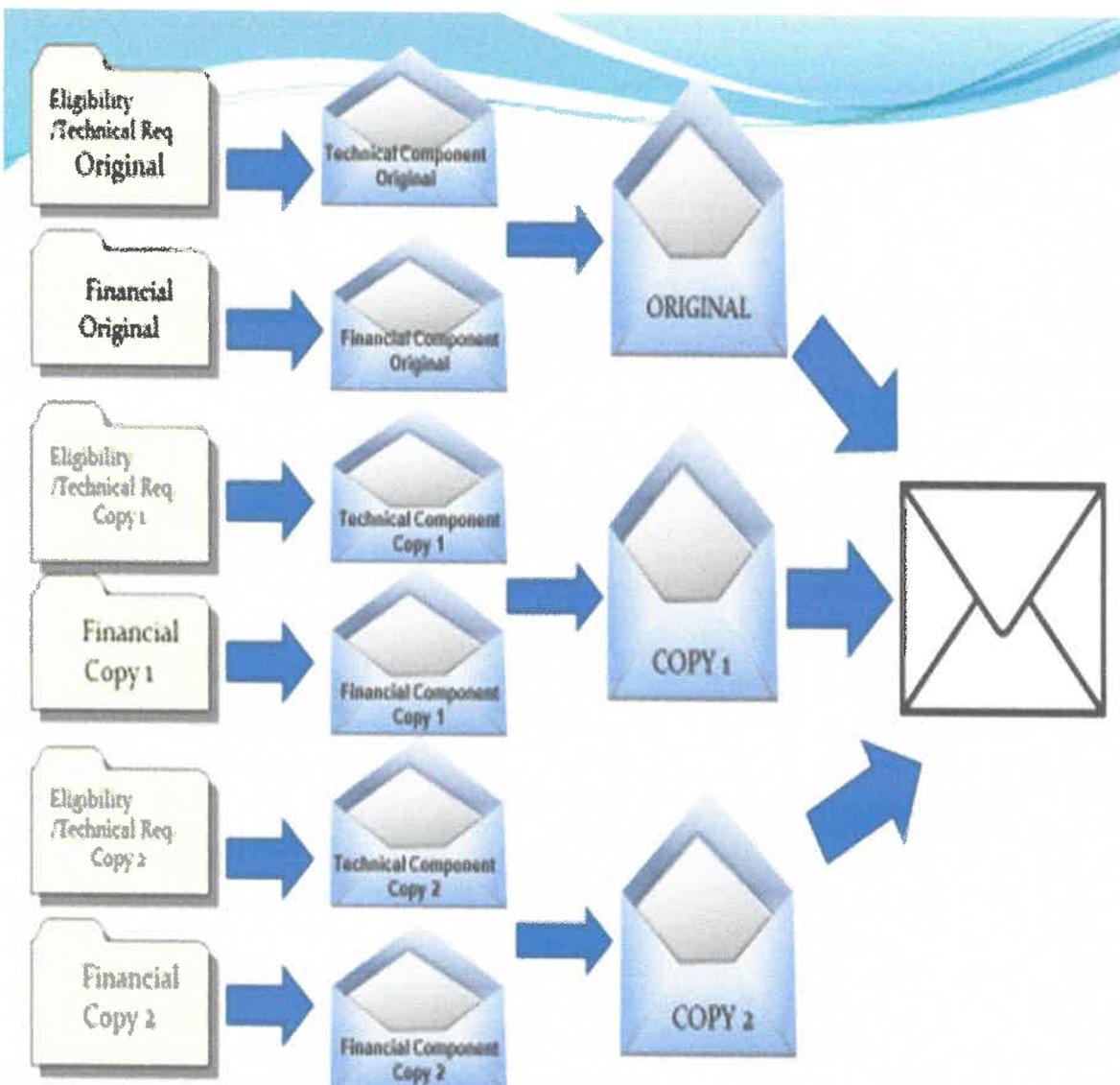


- The documents should be properly fastened in a folder and the sequence/ or arrangement of the documents should be in accordance with the checklist. If possible, each document should have a tab/markings. The technical component should be separately fastened from the financial component.



The folder containing the original bid of the technical component should be marked as “ORIGINAL – TECHNICAL COMPONENT” and the financial component should be marked as “ORIGINAL – FINANCIAL”. These two folders should then be enclosed in a sealed envelope marked as “ORIGINAL BID”

The same is done to copy 1 and copy 2.



**All envelopes shall :**

Contain the name of the contract to be bid in capital letters;  
Bear the name and address of the Bidder in capital letters;  
Should be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;  
Bear the specific identification of the bidding process indicated in ITB Clause 1.2 and  
Bear a warning 'DO NOT OPEN BEFORE.... "the date and time for the opening of bids", in accordance with ITB Clause 21.

If bids are not properly marked and sealed as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid. Moreover, failure to comply with the required sealing and marking of bids shall be a ground for disqualification.

The deadline for submission of bids is on August 02, 2018 (Thursday) Cut-off time will be at 2:00 p.m. and Opening of bids shall immediately follow. The venue will be at the USEP-OP Board Room. Any bid submitted after the cut-off time shall be declared late and shall not be anymore accepted.

**B. PRESENTATION OF TECHNICAL WORKING GROUP (TWG) for the procurement of Consolidated Office Supplies for the 1<sup>st</sup> Quarter CY 2018**

Ms. Madelyn and Cris Palomar presented the consolidated office supplies as follows:

Item No.	Unit	Quantity	ITEM AND DESCRIPTION	Total Cost
1	unit	1	4 hole duty PAPER PUNCHER, 150 sheets capacity, 6mm hole, with 80 mm hole distance	9,500.00
2	boxes	12	A3 PAPER, 70 gsm, 5 reams per box	5,280.00
3	packs	2	ACETATE FILM SHEETS, 100 sheets per pack, A4	1,100.00
4	packs	2	ACETATE FILM SHEETS, 100 sheets per pack, long	1,200.00
5	rolls	4	ACETATE, gauge # 3, 50m /roll	2,970.00
6	packs	24	ACETATE, long size, 200 MIC	10,164.00
7	pcs.	40	ARCH FILE FOLDER (green), long size	5,500.00
8	pcs.	15	ARCH FILE FOLDER, Red, long size	2,062.50
9	pcs.	55	ARCH FILE, with taglia lock (top), portrait, extra long, color red	82,500.00
10	pcs.	34	BALLPEN, black 0.5	510.00
11	pcs.	33	BALLPEN, blue 0.5	495.00
12	pcs.	33	BALLPEN, red 0.5	495.00
13	boxes	29	BALLPOINT PEN, black, supergrip,.05 (12pcs/box)	12,470.00
14	boxes	19	BALLPOINT PEN, blue, supergrip,.05 (12pcs/box)	8,170.00
15	boxes	1	BALLPOINT PEN, green, supergrip, .05 (12pcs/box)	430.00
16	boxes	16	BALLPOINT PEN, red, supergrip, .05 (12pcs/box)	6,880.00
17	pieces	20	BIG SPIRAL NOTEBOOK, 100 leaves	800.00
18	boxes	30	BINDER CLIP (small) 12mm	750.00
19	units	2	BINDING AND PUNCHING MACHINE	33,000.00
20	rolls	17	BINDING TAPE, 2" 1,271.60	
21	packs	10	BOARD PAPER, 8.5" X 11", 200 GSM, pale cream color, 10 pcs/pack	308.00
22	packs	25	BOARD PAPER, A4 size per pack	770.00
23	packs	49	BOARD PAPER, long, 220 gsm	1,509.20
24	packs	10	BOARD PAPER, short, 220 gsm	308.00
25	packs	10	BOARD PAPER, yellow long	308.00
26	packs	10	BOARD PAPER, yellow short	308.00
27	reams	3	BOND PAPER, sub 20, color Light Blue, long size	750.00
28	reams	3	BOND PAPER, sub 20, color Light Yellow, long size	750.00
29	reams	2	BOND PAPER, sub 20, color Mint Green, long size	500.00
30	reams	3	BOND PAPER, sub 20, color Pink, long size	750.00
31	reams	1	Bond Paper, sub 20, color, red, long size	250.00
32	pcs.	160	BROWN FOLDER, A4	545.60
33	units	58	CALCULATOR, COMPACT, electronic, 12 digits	19,778.00
34	units	6	CALCULATOR, desktop, LCD display, 12 digits, 2-way power source, Canon, AS-120	935.22

35	units	11	CALCULATOR, scientific, 12 digits	6,171.00
36	boxes	1	CARBON FILM, A4 size, 100 sheets per box	207.08
37	boxes	2	CARBON FILM, black, 216mm x 30mm	1,188.00
38	pcs.	50	CARD CASE, A4 size	1,750.00
39	pcs.	50	CARD CASE, legal size	1,700.00
40	packs	4	CARTOLINA, assorted color, 20pcs./pack	308.00
41	packs	12	CARTOLINA, colored, 572mm x 724mm, 20 pcs/pack	1,214.40
42	packs	30	CERTIFICATE PAPER, 8.5" x 11", 20pcs/pack	1,270.50
43	boxes	30	CHALK, white, dustless, 100pcs/box	2,376.00
44	boxes	30	CHALK, white, enamel, 100 pcs./box	927.30
45	pcs.	50	CLASS Record, 50 leaves	2,000.00
46	pcs.	9	CLEARBOOK ,legal size	356.40
47	pcs.	19	CLEARBOOK, A4 size	668.80
48	boxes	20	CLIP, backfold, 1 1/4", 12 pieces per box (colored)	803.00
49	boxes	124	CLIP, backfold, 19mm, 12 pieces per box	1,636.80
50	boxes	10	CLIP, backfold, 19mm, 12 pieces per box, colored	324.50
51	boxes	11	CLIP, backfold, 25mm, 12 pieces per box	257.18
52	boxes	72	CLIP, backfold, 32mm, 12 pcs/ box	3,445.20
53	boxes	142	CLIP, backfold, 50mm, 12 pcs/ box	8,512.90
54	pcs.	50	CLIP, bulldog, 73mm(3')	591.50
55	reams	1	COLOR COPY PAPER (YELLOW), 70 gsm, 500 sheets/ream, 8.5x13 in	370.95
56	reams	20	COLORED PAPER, Premium, Green, long	2,600.00
57	reams	20	COLORED Paper, Premium, Yellow, long	2,600.00
58	sets	1	COLORING PEN, (12s color)	400.00
59	packs	40	CONSTRUCTION PAPER (assorted color) 20's/pack	814.00
60	packs	15	CONSTRUCTION paper, white, 20's/pack	1,297.05
61	pcs.	6	CORK BOARD, 15 " x 14 "	3,000.00
62	pcs.	3	CORK BOARD, 12" x 18"	643.50
63	pcs.	3	CORK BOARD, small, 1.5" x 2"	1,303.50
64	pcs.	2	CORKBOARD, aluminum frame, 2x4 "(24x48)	1,100.00
65	pcs.	19	CORRECTION FLUID	261.25
66	pcs.	10	CORRECTION PEN	850.00
67	pcs.	218	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	4,813.44
68	carts.	45	CORRECTION TAPE, refill	1,485.00
69	boxes	5	CORRECTION TAPE, refill (WH-605)	1,100.00
70	pcs.	114	CORRECTION TAPE, refillable	12,996.00
71	tubes	26	CUTTER BLADE, heavy duty cutter, 10 pcs/tube	650.00
72	pcs.	48	CUTTER KNIFE, heavy duty	10,800.00
73	boxes	17	DATA FILE BOX, (5"x9" x 15-3/4")	1,243.38
74	boxes	41	DATA FILE BOX, made w/ chipboard,	4,735.50
75	pcs.	14	DATA FOLDER made w/ chipboard, taglia lock	2,849.00
76	pcs.	12	DATA FOLDER with finger ring & clear plastic pocket, 3" x 9" x 15"	1,848.00
77	pcs.	2	DATING and STAMPING Machine	1,052.44
78	pcs.	5	DOCUMENT TRAY, 3 layer, metal	1,787.50
79	rolls	22	Double Sided TAPE, 24mm, 50 meters length	718.74
80	pcs.	28	Double Sided TAPE, 1"	2,800.00
81	rolls	16	Double Sided TAPE, 1/2"	640.00
82	rolls	40	Double Sided TAPE, 1/4"	1,600.00
83	rolls	39	Double Sided TAPE, 48mm 50 meters length	5,850.00
84	pcs.	74	ENVELOPE, brown, long	1,065.60
85	pcs.	50	ENVELOPE, brown, short	720.00
86	boxes	3	ENVELOPE documentary, kraft, LEGAL SIZE (10'x15') 150 gsm, 500s/box	2,625.00
87	boxes	11	ENVELOPE, DOCUMENTARY, for A4 size, 500 pcs/box	6,292.00

88	boxes	22	ENVELOPE, DOCUMENTARY, for Legal size, 500 pcs/ box	15,004.00
89	pcs.	100	ENVELOPE, expanding, blue color, glossy, legal	963.00
90	pcs.	100	ENVELOPE, expanding, green color, glossy, legal	963.00
91	boxes	19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100pcs/box	18,287.50
92	pcs.	15	ENVELOPE, expanding, long brown	144.45
93	pcs.	100	ENVELOPE, expanding, orange color, glossy, legal	963.00
94	pcs.	100	ENVELOPE, expanding, pink color, glossy, legal	963.00
95	pcs.	112	ENVELOPE, expanding, plastic, legal size	1,078.56
96	pcs.	100	ENVELOPE, expanding, red color, glossy, legal	963.00
97	pcs.	100	ENVELOPE, expanding, yellow color, glossy, legal	963.00
98	boxes	1	ENVELOPE, mailing with window, 500 pcs/box	352.00
99	boxes	3	ENVELOPE, mailing, 500 pcs/box 80 gsm	775.50
100	pcs.	100	ENVELOPE, thick, light brown color, legal size	1,265.00
101	packs	10	ENVELOPE, thick, light brown color, short 100 pcs/pack	1,925.00
102	pcs.	100	ENVELOPE, transparent, plastic, legal size	578.00
103	pcs.	66	ERASER, felt, blackboard/whiteboard	834.90
104	pcs.	62	ERASER, plastic or rubber	272.80
105	pcs.	100	EXPANDING FOLDER, white with green edge, long	1,183.00
106	boxes	10	FASTENER, Bindermax (7cm x 3-1/2")	1,800.00
107	units	3	FILE ORGANIZER, plastic, 5 layer, long size	5,100.00
108	sets	8	FILE TAB DIVIDER, A4. five(5) colors/set	191.44
109	sets	10	FILE TAB DIVIDER, legal size, five (5) colors/set	302.50
110	units	1	FIRST AID/MEDICINE KIT	2,145.00
111	packs	2	FLIP CHART paper 20/pack/white	150.00
112	pcs.	884	FOLDER, brown color, legal size	3,014.44
113	pcs.	300	FOLDER, brown color, letter size	891.00
114	pcs.	50	FOLDER, expanding, green color, legal,	492.50
115	bundle	2	FOLDER, fancy, A4, 50 pcs/bundle	797.50
116	bundle	2	FOLDER, fancy, legal, 50 pcs./bundle	797.50
117	pcs.	50	FOLDER, Glossy white, long, 8.5x13 inches	750.00
118	packs	16	FOLDER, L-type, A4, 50 pcs/pack (WHITE)	3,744.48
119	packs	24	FOLDER, L-type, legal, 50 pcs/pack (WHITE)	5,940.00
120	boxes	2	FOLDER, Pressboard, 210mm x 370mm, 100s/box	1,859.00
121	packs	7	FOLDER, Pressboard, 240mm x 370mm, 100s/box (legal) (GREEN)	6,891.50
122	packs	40	FOLDER, Tagboard, Legal size, 100 pcs/pack	21,560.00
123	bottles	4	GLUE, all purpose (elmer) 1010g	1,280.00
124	bottles	2	GLUE, all purpose 130 grams	66.00
125	bottles	57	GLUE, all purpose, 210 grams	2,664.75
126	bottles	100	GLUE, all purpose, 300 grams	5,513.00
127	pcs.	2	GUN TACKER, heavy duty with staple wire	2,129.60
128	pcs.	2	ILLUSTRATION BOARD, 1 whole	110.00
129	boxes	83	INDEX TAB, self adhesive, 5 sets/box, assorted colors	6,847.50
130	boxes	40	INDEX TAB, self-adhesive, 5 set/box, transparent white	3,300.00
131	bottles	3	Ink Redstone (32 fl oz 946ml)	405.00
132	packs	5	LAID BOARD, beige 25 sheets/pack	440.00
133	packs	10	LAID PAPER, beige 25 sheets/pack	605.00
134	sets	10	LAMINATING FILM, 25 sheets/set long	1,250.00
135	boxes	5	LAMINATING FILM, 2 x 2	448.25
136	boxes	5	LAMINATING FILM, 4 x 4	742.50
137	boxes	5	LAMINATING FILM, A4	5,912.50
138	rolls	1	LAMINATING FILM, A4	1,760.00
139	pcs.	40	LEVER ARCH FILE, long	8,348.80
140	units	5	LIBRARY BELL (17.5cm)	1,100.00
141	pcs.	7	MAGAZINE FILE BOX, large with cover	3,696.00
142	sets	96	MARKER, flourescent, 3 colors per set	3,576.96
143	pcs.	66	MARKER, permanent, broad type, black	1,633.50
144	pcs.	66	MARKER, permanent, broad type, blue	1,633.50
145	pcs.	268	MARKING PEN, permanent, bullet tip, black	6,633.00
146	pcs.	191	MARKING PEN, permanent, bullet tip, blue	4,727.25
147	pcs.	157	MARKING PEN, permanent, bullet tip, red	3,885.75

148	pcs.	30	MARKING PEN, whiteboard, black, felt tip, refillable	940.50
149	pcs.	30	MARKING PEN, whiteboard, blue, felt tip, refillable	940.50
150	pcs.	360	MARKING PEN, whiteboard, bullet tip, black	11,286.00
151	pcs.	345	MARKING PEN, whiteboard, bullet tip, blue	10,815.75
152	pcs.	30	MARKING PEN, whiteboard, red, felt tip, refillable	940.50
153	bottles	10	MARKING PEN, whiteboard, refill ink, black	748.00
154	bottles	10	MARKING PEN, whiteboard, refill ink, blue	748.00
155	reams	35	MIMEO PAPER, A4, subs. 18	5,075.00
156	reams	85	MIMEO PAPER, long, subs. 18	13,175.00
157	reams	60	MIMEO PAPER, short, subs. 18	9,900.00
158	units	1	Multi Purpose FILING TRAY	1,000.00
159	reams	1	NEWSPRINT PAPER, color yellow, short	165.00
160	reams	10	NEWSPRINT PAPER, long	1,650.00
161	reams	10	NEWSPRINT PAPER, short	1,650.00
162	pads	40	NOTE PAD, stick-on, (1" x 3"), 100 sheets/pad	418.00
163	pads	117	NOTE PAD, stick-on, (2" x 3"), 100 sheets/pad	1,673.10
164	pads	50	NOTE PAD, stick-on, (3"x3"), 100 sheets/pad	935.00
165	pcs.	140	NOTEBOOK, STENOGRAPHER'S, 40 LEAVES, SPIRAL	2,119.60
166	pads	32	PAD PAPER, Ruled yellow	475.20
167	boxes	24	PAPER CLIP, gem type, 24mm, 100 pcs/box	183.60
168	boxes	88	PAPER CLIP, gem type, 32mm, 100 pcs/box	822.80
169	boxes	105	PAPER CLIP, gem type, 48mm, 100 pcs/box	1,485.75
170	boxes	50	PAPER CLIP, gem type, 50mm, 100 pcs/box	707.50
171	boxes	110	PAPER FASTENER, NON-RUST METAL	8,976.00
172	reams	314	PAPER, Multicopy, 80 gsm, size:216mm x 330mm (legal)	94,200.00
173	reams	2	Paper Multicopy, A4, Yellow	550.00
174	reams	6	PAPER, Multicopy, Short, Gold Yellow	1,500.00
175	units	4	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets, 70 gsm	
25,369.36				
176	reams	10	PAPER, colored, long, sub 16 assorted	3,000.00
177	reams	10	PAPER, colored, short, sub 16 assorted	2,500.00
178	packs	4	PAPER, Inkjet, generic, MU, Matte, 110 gsm, a4, 100 sheets/pack	
560.00				
179	reams	150	PAPER, Mimeograping paper (long) sub 16	21,000.00
180	reams	150	PAPER, Mimeograping paper (short) sub 16	19,800.00
181	reams	382	PAPER, MULTICOPY, 80 gsm, size: 210mm x 297mm (A4)	105,050.00
182	reams	37	PAPER, MULTICOPY, 80 gsm, size: 216mm x 279mm (letter)	9,250.00
183	reams	684	PAPER, MULTI-PURPOSE (COPY), Legal size, 70 gsm	205,200.00
184	reams	239	PAPER, MULTI-PURPOSE (COPY),A4, 70gsm	65,725.00
185	packs	14	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack	2,772.00
186	pcs.	20	PEERLESS BOX, large size	2,728.00
187	pcs.	20	PEERLESS BOX, medium size	1,716.00
188	pcs.	10	PEERLESS BOX, small size	643.50
189	pcs.	7	PENCIL SHARPENER, 1 PIECE INDIVIDUAL PLASTIC CASE	
46.20				
190	pcs.	1	PENCIL SHARPENER, heavy duty	495.00
191	pcs	1	PENCIL SHARPENER, single cutterhead, one-hole guide	215.82
192	pcs.	3	PENHOLDERS	313.50
193	bottles	10	Permanent INK, Black for refill	600.00
194	bottles	10	Permanent INK, Blue for refill	600.00
195	bottles	10	Permanent INK, Red for refill	600.00
196	packs	4	PHILIPPINE NATIONAL FLAG	638.00
197	packs	5	PHOTO PAPER, Glossy, A3, 230 GSM, 20 sheets/pack	1,000.00
198	packs	10	PHOTO PAPER, Glossy, A4, double sided, 120 GSM, 50 sheets/pack	2,000.00
199	packs	2	PHOTOPAPER, A4, 20 sheets/pack, subs 20	132.00
200	packs	7	PHOTOPAPER, LONG, 20 sheets/pack	462.00
201	packs	41	PHOTOPAPER, 20 sheets/pack, A4 210 x297mm, glossy	2,706.00
202	packs	111	PHOTOPAPER, 20 sheets/pack, A4 210 x297mm, matte	7,326.00
203	boxes	25	PLASTIC PAPER FASTENER with long clips	2,500.00
204	bundle	15	PLASTIC RING BINDER, 19mm, black, 10 pcs/bundle	2,887.50
205	bundle	47	PLASTIC RING BINDER, 25mm, black, 10 pcs/bundle	15,251.50
206	bundle	46	PLASTIC RING BINDER, 32mm, black, 10 pcs/bundle	18,469.00

207	bundle	22	PLASTIC RING BINDER, 50mm, 10pcs/bundle	13,068.00
208	bundle	15	PLASTIC RING BINDER, 51mm, black, 10pcs/bundle	8,910.00
209	pads	10	POST-IT Flags	500.00
210	units	3	PUNCHER, 3-hole, heavy duty, with adjustable gauge, 30 sheets capacity, heavy duty	5,400.00
211	pcs.	7	PUNCHER, paper, heavy duty, with two hole guide	831.60
212	boxes	2	PUSH PIN, flat head, 100 pcs./box	132.00
213	boxes	16	PUSH PINS, 100pcs/box, assorted colors	396.00
214	pcs.	30	PVC COVER legal	330.00
215	books	17	RECORD BOOK, 300 pages, size: 214mm x 278mm min	2,337.50
216	books	35	RECORD BOOK, 300 pages, size: 215mm x 275mm w/ official record	4,812.50
217	books	52	RECORD BOOK, 500 pages, size: 214mm x 278mm min	7,150.00
218	books	6	RECORD BOOK, 500 pages, size: 215mm x 275mm w/ official record	825.00
219	boxes	37	RUBBER BAND, 70mm min, lay flat length (#18)	814.00
220	pcs.	3	RUBBER STAMP	330.00
221	pcs.	15	RULER, metal, 12"	462.00
222	pcs.	31	RULER, plastic, 450mm	767.25
223	pairs	46	SCISSORS, (6")	647.68
224	pairs	4	SCISSORS, (7")	129.80
225	pcs.	86	SIGN PEN, black, 0.3	1,939.30
226	pcs.	918	SIGN PEN, black, 0.5	16,156.80
227	boxes	39	SIGN PEN, black, 0.7 (12pcs/box)	8,236.80
228	pcs.	41	SIGN PEN, black, 1.0	2,649.83
229	pcs.	86	SIGN PEN, blue, 0.3	1,939.30
230	boxes	35	SIGN PEN, blue, 0.7 (12pcs/box)	7,392.00
231	pcs.	216	SIGN PEN, green, 0.5	3,920.40
232	pcs.	556	SIGN PEN, red, 0.5	9,785.60
233	pcs.	116	SIGN PEN, violet, 0.5	2,105.40
234	pcs.	50	SIGN PEN, violet, 0.7	907.50
235	reams	7	SPECIAL PAPER (for certificates) 500's/ream	4,235.00
236	packs	25	SPECIAL PAPER, A4 size, 20 sheets/pack	1,250.00
237	packs	25	SPECIAL PAPER, legal size, 20 sheets/pack	1,250.00
238	reams	10	SPECIAL PAPER, yellow, for certificates, short	4,000.00
239	packs	4	SPECIALTY PAPER, White, Legal	220.00
240	meters	10	SPIRAL WIRE WRAP	620.00
241	pcs.	46	STAMP PAD, felt pad, 60mm x 100mm	1,495.00
242	pcs.	2	STAMP PAD, felt pad, 80mm x 100mm	65.00
243	bottles	12	STAMP PAD INK, green, 50 ml	1,128.00
244	bts.	32	STAMP PAD INK, violet, 50 ml	3,008.00
245	pcs.	18	STAPLE REMOVER, plier type	1,683.00
246	boxes	17	STAPLE WIRE, heavy duty, 23/13	935.00
247	boxes	210	STAPLE WIRE, standard, #35	6,583.50
248	pcs.	57	STAPLER, standard with plier/remover	20,064.00
249	pcs.	3	STAPLER, binder type, heavy duty for high volume stapling , 25-135 sheets of 70 gsm bond paper stapling capacity , min 100 staples with adjustable paper guide	5,280.00
250	pcs.	9	STAPLER, heavy duty (joy brand)	852.48
251	packs	2	STICKER PAPER ADHESIVE ASSORTED (10 pcs/pack)	242.00
252	packs	29	STICKER PAPER LONG/LEGAL, ASSORTED (10 pcs/pack)	4,147.00
253	packs	5	STICKER PAPER, 8.5 x 13 inches, Matte finish	750.00
254	packs	19	STICKER PAPER, A4 SIZE, 10 pcs/pack	1,330.00
255	packs	42	STICKER PAPER, green, 10 pcs./pack, A4, 80 gsm, matt	2,940.00
256	packs	30	STICKER PAPER, red, 10 pcs./pack, A4, 80 gsm, matt	2,100.00
257	packs	40	STICKER PAPER, white, 10 pcs./pack, A4, 80 gsm, matt	2,800.00
258	packs	8	STICKER PAPER, yellow green, 10 pcs./pack, A4, 80 gsm, matt	560.00
259	packs	42	STICKER PAPER, yellow, 10 pcs./pack, A4, 80 gsm, matt	2,940.00
260	packs	53	STICKY NOTE with arrow sign	4,505.00
261	packs	10	STICKY NOTE signage (HBW) FC	500.00
262	packs	166	TAG FLAG with Sign Here	6,847.50
263	pcs.	24	TAPE DISPENSER, table top	1,848.00
264	rolls	18	TAPE, electrical 19mmx16mm	343.26
265	rolls	10	TAPE, masking, 24mm, 100 meters length	868.20

266	rolls	170	TAPE, masking, 24mm, 50 meters length	9,820.90
267	rolls	10	TAPE, masking, 48mm, 100 meters length	1,433.80
268	rolls	10	TAPE, packaging, 48mm, 100 meters length	349.40
269	rolls	130	TAPE, packaging, 48mm, 50 meters length	2,860.00
270	rolls	35	TAPE, transparent, 24mm, 100 meters	2,445.80
271	rolls	310	TAPE, transparent, 24mm, 50 meters	3,410.00
272	rolls	20	TAPE, transparent, 48mm, 100 meters	729.60
273	rolls	84	TAPE, transparent, 48mm, 50 meters	1,848.00
274	pcs.	3	THROWDAT DATER PRINTY(dater/received stamp)	1,584.00
275	pcs.	1	TISSUE DISPENSER	1,000.00
276	pcs.	22	TRAVEL BOX (valiant)	3,300.00
277	rolls	19	TWINE, plastic, one kilo per roll	1,567.50
278	pcs.	4	Two layered Iron FILE TRAY document	3,200.00
279	pcs.	6	Uni CORRECTION PEN, rollingball metal tip	630.00
280	bottles	20	Whiteboard INK, Black for refill	1,200.00
281	bottles	15	Whiteboard INK, Blue for refill	900.00
			TOTAL . . . . .	1,423,735.34

C. Comments and Suggestions:

Dr. Biton asked the body for comments and suggests and some clarification of the items presented by the TWG. She informed the prospective bidders to follow what was prescribed in the various items of the procurement of office supplies.

D. Adjournment

With no further instructions from the BAC and clarifications from the body, the Pre-Bid Conference was adjourned at 2:00 pm.

Prepared by:



OLIVIA D. ESTREMOS  
BAC Secretariat Head

Approved by:



MARLYN D. BITON  
Chairman, BAC