



**University of Southeastern Philippines**  
*BIDS AND AWARDS COMMITTEE (BAC)*

**Invitation to Apply for Eligibility and to Bid**

The University of Southeastern Philippines (USEP), Obrero Campus, Davao City through Fund 101 intends to apply the sum of **One Million Seven Hundred Forty-Six Thousand Five Hundred Nine & 85/100 Pesos (PhP 1,746,509.85)** being the **Approved Budget Contract (ABC)** to payment for the project: **Procurement of Consolidated Common Office Supplies for 2<sup>nd</sup> & 3<sup>rd</sup> Quarter CY 2018, USEP, Obrero Campus, Davao City.**

1. Now therefore, the USEP, through the Bids and Awards Committee (BAC) invites all interested bidders to apply for eligibility and to bid for the hereunder project:

Contract ID No. : **2018-19/Goods**  
 Name of the Project : **Procurement of Consolidated Common Office Supplies for 1<sup>st</sup> Quarter CY 2018**  
 Location : **USEP, Obrero Campus, Davao City**  
 Brief Description : **Procurement of Consolidated Common Office Supplies for 1<sup>st</sup> Quarter CY 2018**

Approved Budget for  
 The ABC Contract : **Ph.P 1,746,509.85**  
 Funding Source : **Fund 101**  
 Delivery Period : **25 Calendar Days**

Item Nos.	Unit	Item Description	Quantity	Total Cost
1	rolls	ACETATE, gauge # 3, 50m /roll	12	8,910.00
2	packs	ACETATE FILM SHEETS, 100's/pack, long size	2	1,200.00
3	packs	ACETATE FILM SHEETS, 100's/pack, A4 size	2	1,100.00
4	bottles	ACETONE	10	300.00
5	bottles	ALCOHOL, ethyl, 500ml, 70%	50	2,800.00
6	bottles	ALCOHOL, isopropyl, 500 ml, 70%	42	5,292.00
7	pcs.	ARCH FILE, LONG FOLDER, green	5	687.50
8	pcs.	ARCH FILE, 3 holes side, long, red	10	2,950.00
9	pcs.	ARCH FILE, 3 holes side, long, blue	10	2,950.00
10	pcs.	ARCH FILE, 3 holes side, long, green	10	2,950.00
11	pcs.	BALLPEN, black, 0.5	128	1,920.00
12	pcs.	BALLPEN, blue, 0.5	126	1,890.00
13	pcs.	BALLPEN, red, 0.5	126	1,890.00
14	boxes	BALLPOINT PEN, black, supergrip,.05 (12pcs/box)	18	7,740.00
15	boxes	BALLPOINT PEN, blue, supergrip,.05 (12pcs/box)	13	5,590.00
16	boxes	BALLPOINT PEN, red, supergrip, .05 (12pcs/box)	11	4,730.00
17	boxes	BALLPOINT PEN, green, supergrip, .05 (12pcs/box)	3	1,290.00
18	packs	BATTERY, dry cell AA, 2 pcs/ blister pack	38	5,890.00
19	packs	BATTERY, RECHARGEABLE 9V	4	2,400.00
20	packs	BATTERY, SIZE AA, energizer, 2 pcs./pack	50	6,800.00
21	packs	BATTERY, SIZE AAA, energizer, 2 pcs./pack	30	3,000.00
22	packs	BATTERY, SIZE AA, alkaline, 2 pcs./blister pack	159	15,900.00
23	packs	BATTERY, SIZE 9 VOLTS, 1 per pack	5	550.00
24	boxes	BINDER CLIP, (small), 12mm	10	250.00
25	packs	BOARD PAPER, A4 size, 10's/pack	50	1,540.00

Address: University of Southeastern Philippines  
 Ifigo St., Bo. Obrero, Davao City  
 Philippines 8000

Telephone: (082) 227-8192 local 255 to 256  
 Website: [www.usep.edu.ph](http://www.usep.edu.ph)  
 E-mail: [bac@usep.edu.ph](mailto:bac@usep.edu.ph)



4. Interested bidders may obtain further information from the University of Southeastern Philippines and inspect the Bidding Documents at the address given below during the weekdays from 8:30 a.m – 4:30 p.m.
5. A complete set of Bidding Documents may be purchased by the interested Bidders on **August 16 to September 12, 2018** from address below upon submission of Letter of Intent (LOI) and upon payment of a non-refundable fee for the bidding documents in the amount of **Five Thousand Pesos only (PhP. 5,000.00)**.  
It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the non- refundable fee for the Bidding Documents not later than the submission of their bids.
6. The University of Southeastern Philippines (USEP) will hold a Pre-Bid Conference on **August 29, 2018 at 2:30 p.m** at the **USEP –OP Board Room**, Obrero Campus, Davao City;
7. All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Revised Implementing Rules and Regulation (IRR).
8. The Schedule of BAC activities is as follows:

Wde4Procurement Activities	Schedule		
	Time	Date	Venue
Date Publication		August 16 to 24, 2018	
1. Period of availability/issuance of Bidding Documents		August 16 to 27, 2018	USEP-BAC Office, <i>Trade &amp; Crafts Training &amp; Production Building, Obrero Campus, D.C</i>
2. Pre-Bid Conference	2:30 pm	August 29, 2018	USEP, Dormitory Conference Room
3. Deadline of submission and receipt of Bids	11:30 am	September 14, 2018	USEP, OP Board Room, Obrero Campus, Davao City
4. Opening and Examination of Bids	11:30 am	September 14, 2018	USEP, OP Board Room, Obrero Campus, Davao City
5. Evaluation of Bid	11:00 am	September 19, 2018	USEP, Dormitory Conference Room
6. Post-Qualification Report	11:00 am	September 21, 2018	USEP, Dormitory Conference Room

9. Bids must be delivered to the address below on or before **11:30 a.m of September 14, 2018**. Late bids shall not be accepted. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in Instruction to Bidders Clause 18.
10. Bid opening shall be on **September 14, 2018 at 11:30 a.m** at the **USEP-OP Board Room**, Obrero Campus, Davao City. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
11. The University of Southeastern Philippines (USEP) reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders and to accept only such bids most advantageous to the University and to the government..

26	packs	BOARD PAPER, long, 220 gsm, 10's /pack	64	1,971.20
28	units	CALCULATOR, desktop, LCD display, 12 digits, 2-way power source	8	1,246.96
29	units	CALCULATOR, SCIENTIFIC, 12 digits	1	561.00
30	boxes	CARBON FILM, A4 size, 100's/ box	2	414.16
31	boxes	CARBON FILM, PE, blue, 216mmx30mm, 100's/ box	6	1,620.00
32	boxes	CARBON FILM, polyethylene, legal, 216mmx330mm, 100s/box	2	1,188.00
33	sheets	CARTOLINA, yellow, thick	100	2,400.00
34	packs	CARTOLINA, assorted color, 20pcs./pack	21	1,617.00
35	packs	CERTIFICATE PAPER, 8.5" x 11", 20pcs/pack, 120 gsm	10	423.50
36	packs	CERTIFICATE PAPER, 20's/pack, A4 size, 240 gsm	10	900.00
37	pcs.	CERTIFICATE HOLDER, A4 size	45	6,975.00
38	boxes	CHALK, white, dustless, 100pcs/box	110	8,712.00
39	pcs.	CLASS RECORD, 50 leaves	150	6,000.00
40	pcs.	CLEARBOOK, A4 size	5	176.00
41	pcs.	CLEARBOOK ,legal size	5	198.00
42	boxes	CLIP, backfold, 19mm, 12pcss./box	150	1,980.00
43	boxes	CLIP, backfold, 1 1/4", 12 pcs./ box, colored	20	803.00
44	boxes	CLIP, backfold, 19mm, 12 pcs./box, colored	20	649.00
45	boxes	CLIP, backfold, 25mm, 12 pcs./box	151	3,530.38
46	boxes	CLIP, backfold, 32mm, 12 pcs/ box	104	4,976.40
47	boxes	CLIP, backfold, 50mm, 12 pcs/ box	132	7,913.40
48	pcs.	Combination Board 24x36 white/corkboard with aluminum frame	1	1,500.00
49	pcs.	Combination Board 36x36 white/corkboard with aluminum frame	1	2,000.00
50	boxes	COMPUTER CONTINUOUS FORMS, 1 ply, 11"x 9-1/2", 2000's/box SHEETS/BOX	5	3,155.00
51	boxes	COMPUTER CONTINUOUS FORMS, 3 py, 11"x 9-1/2", 500's/box	4	2,524.00
52	boxes	COMPUTER CONTINUOUS FORMS, 1 PLY, 11"x 14-7/8", 2000's/box	4	3,840.00
53	boxes	COMPUTER CONTINUOUS FORMS, 3 ply, 11"x 14-7/8", 500's/box	4	3,840.00
54	packs	CONSTRUCTION PAPER (assorted color) 20's/pack	5	101.75
55	reams	CONSTRUCTION PAPER, yellow color, 100pcs/ream, A4 size	10	1,700.00
56	pcs.	CORRECTION PEN, rolling ball metal tip	16	1,360.00
57	carts.	CORRECTION TAPE, refill	45	1,485.00
58	boxes	CORRECTION TAPE, refill (WH-605)	5	1,100.00
59	pcs.	CORRECTION TAPE, refillable	246	20,910.00
60	pcs.	CUTTER KNIFE, heavy duty	27	6,075.00
61	tubes	CUTTER BLADE, heavy duty cutter, 10 pcs/tube	29	725.00
62	packs	CUTTER KNIFE, LC 500	15	7,200.00
63	boxes	DATA FILE BOX, (5"x9" x 15-3/4") 127mmx229mmx400mm w/ closed ends & finger ring files	44	3,218.16
64	boxes	DATA FILE BOX, made w/ chipboard, w/ closed ends	131	15,130.50
65	pcs.	DATA FOLDER made w/ chipboard, taglia lock	36	7,326.00
66	pcs.	DATA FOLDER with finger ring & clear plastic pocket, 3" x 9" x 15"	32	4,928.00
67	pcs.	DATING AND STAMPING MACHINE	1	526.22
68	rolls	DUCT TAPE, 2 inches grey	1	276.00
69	pcs.	DUCT TAPE/CLOTHE TAPE, 48mm x 8 yards, Gray	25	5,912.50
70	pcs.	DUCT TAPE/CLOTHE TAPE, 48mm x 8 yards, Black	25	5,912.50
71	units	ELECTRIC FAN, Orbit type 16 "	6	19,500.00
72	pcs.	ENVELOPE, brown, long	50	720.00
73	pcs.	ENVELOPE, brown, short	50	720.00
74	boxes	ENVELOPE, DOCUMENTARY, A4 size, 500 pcs/box	2	1,300.00
75	boxes	ENVELOPE, DOCUMENTARY, Legal size, 500 pcs/ box	23	20,125.00

76	pcs.	ENVELOPE, expanding, plastic, legal size	50	481.50
77	boxes	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100pcs/box, 285 gsm, green	23	22,137.50
78	pcs.	ENVELOPE, expanding, long brown	55	529.65
79	pcs.	ENVELOPE, expanding file document plastic, long, green	40	17,000.00
80	boxes	ENVELOPE, mailing, 500 pcs/box, 80 gsm, legal	12	4,200.00
81	boxes	ENVELOPE, mailing with window, 500 pcs/box	5	1,760.00
82	pcs.	ERASER, plastic or rubber	153	1,836.00
83	pcs.	ERASER, felt, blackboard/whiteboard	201	3,015.00
84	boxes	FASTENER Bindermax (7cm x 3-1/2")	10	1,000.00
85	boxes	PAPER FASTENER, metal, 7cm x 3-1/2	20	2,000.00
86	boxes	PAPER FASTENER, plastic, 80mm(3-1/8") centers 50mm(2") 50 sets	20	1,440.00
87	boxes	PAPER FASTENER, plastic with long clips, 70 mm, 8 1/2"	5	500.00
88	pcs.	FILE ORGANIZER, expanding, legal size, plastic, assorted colors	64	5,760.00
89	sets	FILE TAB DIVIDER, A4, five(5) colors/set	115	2,760.00
90	sets	FILE TAB DIVIDER, legal size, five (5) colors/set	213	6,443.25
91	pcs.	FOLDER, brown color, legal size	912	3,192.00
92	pcs.	FOLDER, brown color, letter size	500	1,500.00
93	pcs.	FOLDER, brown color, A4 size	200	700.00
94	packs	FOLDER, Clear Front Cover, A4 size, 100 pcs./pack	1	1,750.00
95	packs	FOLDER, Clear Front Cover, Legal size, 100 pcs./ pack	1	1,450.00
96	packs	FOLDER, expanding, green color, legal, 100pcs/pack w/o tab	1	1,440.00
97	pcs.	FOLDER, expanding, green color, legal size	50	492.50
98	pcs.	FOLDER,expanding, long	300	4,500.00
99	pcs.	FOLDER, expanding, short	200	2,400.00
100	pcs.	FOLDER, glossy white, long , 8.5x13 inches	100	1,500.00
101	packs	FOLDER, L-type, A4, 50 pcs/pack, white	10	2,580.00
102	packs	FOLDER, L-type, legal, 50 pcs/pack, white	6	1,638.00
103	packs	FOLDER, morocco/fancy, short size, 50pcs/pack, blue	1	412.50
104	boxes	FOLDER, Pressboard, 210mm x 370mm, 100s/box	1	929.50
105	boxes	FOLDER, Pressboard, 240mm x 370mm, 100s/box, legal	7	6,891.50
106	pcs.	Folder, pressboard long, green expanded	50	2,000.00
107	packs	Folder Tagboard, A4 , 100 pcs/pack	4	1,400.00
108	packs	FOLDER, Tagboard, Legal size, 100 pcs/pack	25	9,000.00
109	pcs.	PICTURE FRAME, 11"x13"	20	5,000.00
110	bottles	GLUE, all purpose, 40 grams min., bot	20	700.00
111	bottles	GLUE, all purpose, 200 grams	66	3,168.00
112	bottles	GLUE, all purpose, 300 grams	68	3,748.84
113	pcs.	GUN TACKER, heavy duty 3 way	3	1,659.00
114	pcs.	ILLUSTRATION BOARD (30" X 40")	20	800.00
115	boxes	INDEX TAB, self adhesive, 5 sets/box, assorted colors	184	15,180.00
116	boxes	INDEX TAB, self adhesive, 5 sets/box, transparent white	35	2,887.50
117	boxes	LAMINATING FILM, 2 x 2	5	448.25
118	boxes	LAMINATING FILM, 4 x 4	5	742.50
119	boxes	LAMINATING FILM, A4	5	5,912.50
120	packs	LAMINATING FILM, A4 size, 100 pcs/pack	3	3,450.00
121	pcs.	MAGAZINE FILE BOX, large with cover	6	3,168.00
122	pcs.	MARKING PEN, permanent, bullet tip, black	340	11,900.00
123	pcs.	MARKING PEN, permanent, bullet tip, red	173	6,055.00
124	pcs.	MARKING PEN, permanent, bullet tip, blue	234	8,190.00
125	packs	MARKER, flourescent, assorted color, 5pcs/pack	10	2,400.00
126	pcs.	MARKER, permanent, broad type, black	103	3,605.00
127	pcs.	MARKER, permanent, broad type, blue	103	3,605.00

128	pcs.	MARKER, permanent, broad type, red	54	1,890.00
129	pcs.	MARKING PEN, whiteboard, bullet tip, blue	865	30,275.00
130	pcs.	MARKER, whiteboard, broad type, black	34	1,190.00
131	pcs.	MARKER, whiteboard, broad type, blue	46	1,610.00
132	pcs.	MARKER, whiteboard, broad type, red	46	1,610.00
133	pcs	Multi Function Pen Stand Holder	5	1,500.00
134	pads	NOTE PAD, stick-on, (1" x 3"), 100 sheets/pad	42	438.90
135	pads	NOTE PAD, stick-on, (2" x 3"), 100 sheets/pad	276	3,946.80
136	pads	NOTE PAD, stick-on, (3"x3"), 100 sheets/pad	99	1,851.30
137	pads	NOTE PAD, stick-on, (3"x4"), 100 sheets/pad	206	5,150.00
138	packs	NOTE PAD, stick-on, NEON color, assorted, 1x3 size	12	384.00
139	packs	NOTE PAD, stick-on, NEON color, assorted, 2x3 size	12	600.00
140	packs	NOTE PAD, stick-on, NEON color, assorted, 3x3 size	12	720.00
141	bottles	PADDING GLUE	2	400.00
142	pcs.	PADLOCK, heavy duty	2	480.00
143	pads	PAD PAPER, Ruled yellow	27	405.00
144	boxes	PAPER CLIP, gem type, 24mm, 100 pcs/box	12	91.80
145	boxes	PAPER CLIP, gem type, 48mm, 100 pcs/box	190	2,688.50
146	units	PAPER CUTTER, heavy duty with extra blade	2	15,236.00
147	packs	PAPER, inkjet, generic, MU, Matte, 110 gsm, A4, 100 's/pack	4	640.00
148	reams	PAPER, mimeographing, short, subs. 18	290	47,850.00
149	reams	PAPER, mimeographing, A4, subs. 18	30	5,250.00
150	reams	PAPER, mimeographing, long, subs. 18	350	68,250.00
151	reams	PAPER, color yellow, long, subs. 24	61	16,775.00
152	reams	PAPER, color green, long, subs. 24	60	16,500.00
153	reams	PAPER, MULTICOPY, 80 gsm, size: 210mm x 297mm (A4)	761	209,275.00
154	reams	PAPER MULTICOPY, 80 gsm, size:216mm x 330mm (legal)	735	220,500.00
155	reams	PAPER, MULTICOPY, 80 gsm, size: 216mm x 279mm (letter)	234	58,500.00
156	reams	PAPER, MULTI-PURPOSE (COPY),A4, 70gsm	319	87,725.00
157	packs	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack	2	400.00
158	pcs.	PENCIL SHARPENER, heavy duty	13	6,435.00
159	pcs.	PEERLESS BOX, medium size	20	1,716.00
160	pcs.	PEERLESS BOX, large size	10	1,364.00
161	bottles	PERMANENT INK, Black for refill	31	1,860.00
162	bottles	PERMANENT INK, Blue for refill	31	1,860.00
163	bottles	PERMANENT INK, Red for refill	28	1,680.00
164	packs	PHILIPPINE NATIONAL FLAG	1	159.50
165	packs	PHOTO PAPER, glossy, A3, 230 gsm, 20's/pack	2	400.00
166	packs	PHOTO PAPER, high glossy, A4, 240 gsm, 10's/pack	10	2,000.00
167	packs	PHOTOPAPER, long, 20 's/pack	14	924.00
168	packs	PHOTOPAPER, A4 size, glossy printable surface, 200 gsm, 20's/pack	40	7,600.00
169	packs	PHOTOPAPER, 20 's/pack, A4, 210 x297mm, matte	60	3,960.00
170	packs	PHOTOPAPER, 10's/pack, A4, 240 gsm, glossy	20	1,600.00
171	bundle	PLASTIC RING BINDER, 19mm, black, 10 pcs/bundle	5	962.50
172	bundle	PLASTIC RING BINDER, 25mm, black, 10 pcs/bundle	33	10,708.50
173	bundle	PLASTIC RING BINDER, 32mm, black, 10 pcs./bundle	44	17,666.00
174	bundle	PLASTIC RING BINDER, 51mm, black, 10 pcs./bundle	1	594.00
175	bundle	PLASTIC RING BINDER, 50mm, 10pcs/bundle	7	4,158.00
176	pcs.	PLASTIC STORAGE BOX, big	2	1,200.00
177	pads	Post-it Flags makers, 1/2 in x 1 3/4 in, assorted colors, 50s/pack	40	2,000.00
178	pcs.	PUNCHER, paper, heavy duty, with two hole guide	3	405.00
179	boxes	PUSH PINS, 100pcs/box, assorted colors	46	1,138.50
180	pcs.	PVC BOOKBINDING COVER, long, 300 MIC., Size	100	24,000.00

		217mmx331mm		
181	pcs.	PVC BOOKBINDING COVER, A4 size	100	24,000.00
182	pcs.	PVC BOOKBINDING COVER , short size	100	24,000.00
183	pcs.	PVC COVER, legal size	30	330.00
184	packets	RECHARGEABLE BATTERY, size AA, 2pcs/packet	9	6,030.00
185	packets	RECHARGEABLE BATTERY, size AAA, 2pcs/packet	9	6,030.00
186	books	RECORD BOOK, 300 pages, size: 214mm x 278mm min.	105	14,437.50
187	pcs.	RULER, 12", metal with conversion table (at the back)	13	520.00
188	pairs	SCISSORS, (6")	57	1,026.00
189	pairs	SCISSORS, 8" HBW	32	1,696.00
190	pcs.	SCISSORSs, heavy duty BIG	7	1,540.00
191	pcs.	SIGN PEN, black, 0.3	78	1,758.90
192	pcs.	SIGN PEN, black, 0.5	1,408	24,780.80
193	boxes	SIGN PEN, black, 0.7 (12pcs/box)	34	7,180.80
194	pcs.	SIGN PEN, black, 1.0	46	2,972.98
195	pcs.	SIGN PEN, blue, 0.3	186	4,194.30
196	pcs.	SIGN PEN, blue, 0.5	1,373	24,164.80
197	boxes	SIGN PEN, blue, 0.7 (12pcs/box)	27	5,702.40
198	pcs.	SIGN PEN, red, 0.5	1,108	19,500.80
199	pcs.	SIGN PEN, violet, 0.5	41	721.60
200	pcs.	SIGN PEN, green, 0.5	203	3,684.45
201	pcs.	SIGN PEN, green, 0.3	72	1,623.60
202	pcs.	SIGN PEN, violet, 0.3	72	1,623.60
203	pcs.	SIGN PEN, red, 0.3	108	2,435.40
204	reams	SPECIAL PAPER (for certificates) 500's/ream	2	1,210.00
205	packs	SPECIALTY PAPER, for certificate paper (cream), A4 10's	50	15,675.00
206	packs	SPECIALTY PAPER, board, green, long, 10's/pack	20	6,270.00
207	packs	SPECIALTY PAPER, board, blue, long, 10's/pack	15	4,702.50
208	packs	SPECIALTY PAPER, board, red, long, 10's/pack	15	4,702.50
209	packs	SPECIALTY PAPER, white, Legal, 10's/pack	4	220.00
210	pcs.	STAMP PAD , felt pad, 60mm x 100mm	34	4,250.00
211	bts.	STAMP PAD INK, violet, 50 ml	18	1,692.00
212	pcs.	Standard Heavy duty padlocks big	3	4,950.00
213	pcs.	Standard Heavy duty padlocks small	3	2,850.00
214	pcs.	STAPLE REMOVER, plier type	17	1,589.50
215	boxes	STAPLE WIRE, (crown width 12 mm leg length 24mm)	5	2,190.00
216	boxes	STAPLE WIRE, standard #35, 500's/box	288	9,028.80
217	boxes	STAPLE WIRE, heavy duty, 23/13	20	1,100.00
218	pcs.	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.	3	5,280.00
219	pcs.	STAPLER, heavy duty with plier/remover attach	32	4,800.00
220	packs	STICKER PAPER, legal, assorted, 10 pcs/pack	59	8,437.00
221	packs	STICKER PAPER, yellow green, 10 pcs/pack	20	1,400.00
222	packs	STICKER PAPER, red, 10 pcs./pack, A4, 80 gsm, matte	2	140.00
223	packs	STICKER PAPER, white, 10 pcs/pack. A4, 80gsm, matte	2	140.00
224	packs	STICKER PAPER, A4 size, 10 pcs/pack, high glosss finish	16	1,120.00
225	packs	STICKER PAPER, green, 10 pcs./pack, A4, 80 gsm, matte	14	980.00
226	packs	STICKER PAPER, yellow, 10 pcs./pack, A4, 80 gsm, matte	14	980.00
227	packs	STICKER PAPER, 8.5 x 13 inches, Matte finish	6	900.00
228	packs	STICKER PAPER, A4, High Gloss Finish, 10 pcs/pack	50	1,760.00
229	pads	STICKY NOTE signage (HBW) FC	50	4,250.00
230	packs	STICKY NOTE with arrow sign	30	2,550.00
231	packs	STICKY NOTE w/ please sign	175	12,425.00
232	pads	SELF STICK ON NOTES, 14 x 50 mm, 100's/pad	10	5,060.00

233	pcs.	STOP WATCH	10	8,000.00
234	boxes	TACKER WIRE	2	440.00
235	pcs.	Tape, dispenser heavy duty, table top	14	2,520.00
236	rolls	TAPE, masking, 24mm, 50 meters length	110	6,354.70
237	rolls	TAPE, packaging, 48mm, 50 meters length	184	4,048.00
238	rolls	TAPE, transparent, 24mm, 50 meters	269	2,959.00
239	rolls	TAPE, transparent, 48mm, 50 meters	125	2,750.00
240	pcs.	TAPE, double sided, 1"	97	9,700.00
241	rolls	TAPE, double sided, 2", 50 meters length	32	4,800.00
242	rolls	TAPE, double sided, 1/2"	16	640.00
243	rolls	TAPE, double sided, 1/4"	88	3,520.00
244	packs	TOILET TISSUE, 12 rolls per pack	179	21,480.00
245	bottles	Whiteboard Ink, Black for refill marker	60	3,600.00
246	bottles	Whiteboard Ink, Blue for refill marker	55	3,300.00
247	packs	WRAPPING PAPER, kraft, 50 sheets/pack	1	125.00
			<b>GRAND TOTAL</b>	<b>1,746,509.85</b>

1. Bids received in excess of the ABC shall be automatically rejected at the bid opening. Delivery of the Goods is required *within 25 calendar days from receipt of Notice of Award*. Bidders should have completed, within three (3) years 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 II. Instructions to Bidders.
2. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".
3. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth ACT 138.
4. Interested bidders may obtain further information from the University of Southeastern Philippines and inspect the Bidding Documents at the address given below during the weekdays from 8:30 a.m – 4:30 p.m.
5. A complete set of Bidding Documents may be purchased by the interested Bidders on **August 16, 2018 to September 12, 2018** from address below upon submission of Letter of Intent (LOI) and upon payment of a non-refundable fee for the bidding documents in the amount of **Five Thousand Pesos only (PhP. 5,000.00)**. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.
6. The University of Southeastern Philippines (USEP) will hold a Pre-Bid Conference on **August 31, 2018 at 3:00 p.m** at the **USEP OP Board Rom Obrero Campus, Davao City**;

7. All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Revised Implementing Rules and Regulation (IRR).
8. The Schedule of BAC activities is as follows:

Procurement Activities	Schedule		
	Time	Date	Venue
Date Publication		August 16 to 24, 2018	
1. Period of availability/issuance of Bidding Documents		August 16, 2018 to Sept. 24, 2018	USEP-BAC Office, <i>Trade &amp; Crafts Training &amp; Production Building, Obrero Campus, D.C</i>
2. Pre-Bid Conference	3:00 PM	August 31, 2018	USEP, OP Board Room
3. Deadline of submission and receipt of Bids	10:00 am	September 17, 2018	USEP-Dormitory
4. Opening and Examination of Bids	10:00 am	September 17, 2018	-do-
5. Evaluation of Bid	10:00 am	September 19, 2018	-do-
6. Post-Qualification Report	10:00 am	September 21, 2018	-do-

9. Bids must be delivered to the address below on or before **10:00 am of September 17, 2018**. Late bids shall not be accepted. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in Instruction to Bidders Clause 18.
10. Bid opening shall be on **September 17, 2018 at 10:00 am** at the **USEP-Dormitory Training Hall**, Obrero Campus, Davao City. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
11. The University of Southeastern Philippines (USEP) reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders and to accept only such bids most advantageous to the University and to the government..
12. For further information, please refer to:

The BAC Chairman/BAC Secretariat Head/BAC Secretariat Member  
 Dr. Marlyn Biton /Ms. Olivia D. Estremos  
 Davao City, 8000, Philippines Telefax: (082) 221-0086; (082) 225-4696, local 264;  
 (082) 255-1105, local 265

  
**MARLYN D. BITON**  
 Chairman, Bids and Awards Committee

Date of Publication: August 16 to 24, 2018

Published in the GEPS; and Posted in conspicuous places of USEP, Obrero Campus, Davao City