



Republic of the Philippines  
**BICOL UNIVERSITY**  
Office of the Vice President for Research Development & Extension  
Legazpi City

**REQUEST FOR QUOTATIONS**  
**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND MATERIALS FOR USE AT BURDMD FOR THE 1<sup>ST</sup>-4<sup>TH</sup> QUARTER 2024**

The Bicol University, RDMD through the Corporate Budget for the contract approved by the Board of Regents (F-01) intends to apply the sum **ONE HUNDRED SIX THOUSAND EIGHT HUNDRED EIGHTY-FIVE & 00/100 (PHP 106,885.00)** being the Approved Budget for the Contract to payments for the **Supply and Delivery of office supplies and Materials for use at BURDMD for the 1<sup>st</sup>-4<sup>th</sup> Quarter 2024**

The Bicol University-RDMD now requests submission of quotations from bonafide suppliers for the above Procurement Project. Delivery of the Goods is required *15CD after receipt of Purchase Order (PO)* as stated in the schedule of requirement. The documents required for submission with the quotations are listed in the canvass forms.

Procurement will be conducted through **SHOPPING under Section 52.1b** as prescribed under Rule XVI – Alternative Modes of Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as Government Procurement Reform Act.

Suppliers shall submit Quotations on or before **APR 22 2024 4:12:00 NN** to the Cluster IV (RDE) - BAC Secretariat, BU East Campus, EM's Barrio, Legazpi City.

The Bicol University-OVPRDE reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please contact Cluster IV (RDE) BAC Secretariat, Procurement Management Unit-Bicol University East Campus, EM's Barrio, Legazpi City 4500 or e-mail at [bu-rdebac@bicol-u.edu.ph](mailto:bu-rdebac@bicol-u.edu.ph).

Approved:

  
Prof. **ANGELO P. CANDELARIA**  
BAC Chairperson

Transaction Reference No. **RDE-2024-043 A**



## REQUEST FOR QUOTATION

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The **Bicol University-RDMD**, through the Cluster IV (OVRPDE)-Bids and Awards Committee (BAC), intends to procure **OFFICE SUPPLIES** through Section 52.1b- **Shopping** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.


<i>Project Identification No:</i>	<i>RDE-2024-043 A</i>
<i>Project Name:</i>	<i>Supply and Delivery of office supplies and Materials for use at BURDMD for the 1<sup>st</sup>-4<sup>th</sup> Quarter 2024</i>
<i>ABC/Fund Source:</i>	<i>Php 106,885.00/F-01</i>
<i>Contract Period:</i>	<i>15CD after receipt of PO</i>

Please submit your duly accomplished and signed Price Quotation Forms (Annex A) to the BAC Secretariat at this address - *Cluster IV (OVRPDE) Procurement Management Unit, BU East Campus, EM's Bo., Legazpi City*, on or before **12:00 NN of APR 22 2024**, subject to the compliance with the Instructions, Terms and Conditions provided on this Request for Quotation (RFQ).

The interested *supplier* shall also submit the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a. Mayor's/Business Permit**
- b. PhilGEPS Merchant Profile/Abstract or Platinum Registration Certificate**

For any clarification, you may contact the BAC Secretariat at (+63) \_\_\_\_\_ or send email to [bu-rdebac@bicol-u.edu.ph](mailto:bu-rdebac@bicol-u.edu.ph).

  
**Prof. ANGELO P. CANDELARIA**  
*Chairperson, Bids and Awards Committee*

<i>Received by:</i>
<i>Date:</i>

**ANNEX A**  
**PRICE QUOTATION FORM**

<b>Project Identification No:</b>	RDE-2024-043 A
<b>Project Name:</b>	Supply and Delivery of office supplies and Materials for use at BURDMD for the 1 <sup>st</sup> -4 <sup>th</sup> Quarter 2024
<b>ABC/Fund Source:</b>	Php 106,885.00/F-01
<b>Contract Period:</b>	15cd after receipt of PO
<b>M.O.P.</b>	Shopping (Section 52.1b)

**Prof. ANGELO P. CANDELARIA**  
Chairperson, Bids and Awards Committee  
BU Cluster IV (OVRPDE)  
Legazpi City

THRU: The BAC Secretariat

Dear Sir:

After having carefully read, accepted and complied the Instructions, Terms and Conditions of this RFQ, I/we submit our quotation/s for the item/s as follows:

**TECHNICAL OFFER**

Item	QTY/UOM		TECHNICAL SPECIFICATIONS	Compliance to Specifications		Offered Technical Specification/Services
				YES	NO	
1.	1	tube	Ballpen, fine point, blue, 50 pcs/tube			
2.	30	pc	Correction Tape, film base type, UL 6m			
3.	1	pack	Cartolina, Orange, 10pcs/pack			
4.	1	pack	Construction Paper, 210mmx297mm, assorted colors, 10pcs/pack			
5.	3	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm), 12 pcs/box			
6.	3	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm), 12 pcs/box			
7.	3	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm), 12 pcs/box			
8.	2	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm), 12 pcs/box			
9.	2	pc	Data File box, with cover, for legal size, red			
10.	20	pc	Data File Box, blue, 4-3/4 x 9-1/2 x 15-1/2			
11.	20	pc	DATA FOLDER, made of chipboard, taglia lock, long, 3", Blue			
12.	1	unit	Dating and stamping machine, heavy duty, self inking stamp, removable and refillable ink pad and six band date			
13.	20	pc	Envelope, brown, short			
14.	6	pc	ERASER, FELT, for whiteboard			
15.	6	pc	ERASER, Felt, plastic/rubber, for pencil draft/writing			
16.	5	box	FASTENER, metal, 70mm between prongs, non-sharp edges, 50sets/box			
17.	5	box	FASTENER, plastic, assorted colors, 50sets/box			
18.	1	box	FOLDER, pressboard, size: 240mm x 370mm (-5mm), 100pcs/box			
19.	4	pack	FOLDER, expanding, tagboard, white, 8-1/2 x 13"/Long, 50s/pack			
20.	20	pc	FOLDER, (short) size, white, 14pts			
21.	2	pack	FOLDER, long size, white, 14pts, 50pcs/pack			
22.	5	pc	File Organizer, expanding plastic, accordion			
23.	3	bottle	GLUE, liquid, multi-purpose, 130grams			
24.	8	box	INDEX TAB, self-adhesive, transparent, 5pcs/box			

25.	10	pc	MAGAZINE FILE BOX, LARGE size, made of chipboard			
26.	10	set	MARKER, fluorescent,assorted colors, 3pc/set			
27.	5	pc	MARKING PEN, permanent, blue, felt tip, bullet type			
28.	5	pc	MARKING PEN, permanent, black, felt tip, bullet type			
29.	10	pc	MARKER, PERMANENT, bullet type, black, fine point, refillable			
30.	10	pc	MARKER, PERMANENT, bullet type, blue, fine point,refillable			
31.	10	pc	MARKER, whiteboard, black, bullet type, fine point			
32.	10	pc	MARKER, whiteboard, blue, bullet type, fine point			
33.	10	pc	MARKER, whiteboard, red, bullet type, fine point			
34.	3	pc	Marker, universal marker, permanent, waterproof, with eraser			
35.	10	pad	NOTE PAD, stick on, 3" x 3", 100 sheets/pad			
36.	3	pad	NOTE PAD, stick on, 3" x 4", 100 sheets/pad			
37.	2	pc	Storage Box, Plastic with lid, 95 liters, Blue			
38.	10	ream	Paper, multi-copy, 80gsm, long			
39.	5	ream	Paper, multi-copy, 80gsm, A4			
40.	10	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm			
41.	5	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm			
42.	20	ream	PAPER, Multi-Purpose, Legal, 80 gsm			
43.	15	ream	PAPER, Multi-Purpose, short, subs. 20			
44.	14	ream	PAPER. 8.5x11 (Short), Subs 20, Bookpaper			
45.	10	box	Pencil, lead no.1, with eraser, 12 pieces per box			
46.	5	box	PAPER CLIP, vinyl/plastic coat, length: 32mm, 100pcs/box			
47.	5	box	PAPER CLIP, vinyl/plastic coat, length: 48mm, 100pcs/box			
48.	1	pc	PUNCHER, paper, heavy duty, with two hole guide			
49.	2	bundle	RING BINDER, plastic, 12mm x 1.2m long, 84 rings, 10pcs/bundle			
50.	2	bundle	RING BINDER, plastic, 25mm x 1.2m long, 84 rings, 10pcs/bundle			
51.	10	pc	RECORD BOOK, 300 PAGES, 8.5 x 11"			
52.	1	box	RUBBER BAND, 70mm lay flat length (#18), 225g			
53.	2	pc	RULER, plastic, 450mm (24"), transparent			
54.	1	ream	Specialty laid paper, short, cream,100's/ream			
55.	1	Unit	Self-inking stamp, Certified True Copy, 17mm x 55mm			
56.	1	pc	STAMP PAD, FELT, blue/purple ink, 2.5" x 3.5"			
57.	1	bottle	STAMP PAD INK, violet, 30mL			
58.	2	Unit	STAPLER, with remover, Heavy duty, #35, blue			
59.	1	pack	Sticker paper, matte, short, 10 pcs/pack, white			
60.	10	pad	Sticky notes, 6"x2", 15mm x 50mm, 5 neon colors			
61.	100	pc	Sign pen, BLUE, liquid/gel ink, 0.5mm fine point			
62.	10	pc	Sign pen, BLACK, liquid/gel ink, 0.5mm fine point			
63.	10	pc	Sign pen, BLUE, liquid/gel ink, 0.3mm fine point			
64.	10	pc	Sign pen, BLACK, liquid/gel ink, 0.3mm fine point			
65.	5	pc	Sign pen, RED, liquid/gel ink, 0.5mm fine point			
66.	5	pc	Sign pen, BLUE, permanent gel ink, 0.7 fine point			
67.	3	pc	TAPE, transparent, width: 24mm (±1mm), 50yards /roll			
68.	1	roll	TAPE, transparent, width: 48mm (±1mm), 50yards/ roll			
69.	3	roll	TAPE, masking, width: 24mm (±1mm),			
70.	1	roll	TAPE, masking, width: 48mm (±1mm)			
71.	1	roll	TAPE, packaging, width: 48mm (±1mm), 50m roll			
72.	1	pc	TAPE dispenser, table top, for 24mm width tape			
73.	1	unit	OFFICE CHAIR, size: 65 x 54 x 126.5 cm (LWH), Black; MATERIAL: PVC + Chrome Base; FEATURE:			



59.	1	pack	Sticker paper, matte, short, 10 pcs/pack, white		
60.	10	pad	Sticky notes, 6"x2", 15mm x 50mm,		
61.	100	pc	Sign pen, BLUE, liquid/gel ink, 0.5mm		
62.	10	pc	Sign pen, BLACK, liquid/gel ink, 0.5mm fine		
63.	10	pc	Sign pen, BLUE, liquid/gel ink, 0.3mm fine		
64.	10	pc	Sign pen, BLACK, liquid/gel ink, 0.3mm fine		
65.	5	pc	Sign pen, RED, liquid/gel ink, 0.5mm fine		
66.	5	pc	Sign pen, BLUE, permanent gel ink, 0.7 fine		
67.	3	pc	TAPE, transparent, width: 24mm (±1mm),		
68.	1	pc	TAPE, transparent, width: 48mm (±1mm),		
69.	3	roll	TAPE, masking, width: 24mm (±1mm),		
70.	1	roll	TAPE, masking, width: 48mm (±1mm)		
71.	1	pc	TAPE, packaging, width: 48mm (±1mm), 50m		
72.	1	pc	TAPE dispenser, table top, for 24mm width		
73.	1	unit	OFFICE CHAIR, size: 65 x 54 x 126.5 cm (		
74.	1	unit	Folding Table, wooden, L63 x W45.7 x		
75.	40	bottle	Alcohol, isoprophyl, 500mL, 70%solution		
76.	10	bottle	Alcohol, Isopropyl, 70% solution, 1gallon,		
77.	15	pack	Face mask, KN94, 10 pcs/pack		
78.	15	pack	TOILET TISSUE PAPER, 2-ply sheets,		
79.	5	pack	TOILET TISSUE PAPER, 3-ply sheets,		
80.	3	pack	TISSUE, interfolded paper towel,		
81.	15	pc	Detergent bar, 125g, scented		
82.	1	pc	BROOM, soft (tambo)		
83.	1	pc	BROOM, stick (ting-ting), usable length:		
84.	20	pack	Bar soap, 85g, lemon scent, 3pcs/pack, bath		
85.	5	bottle	Dishwashing liquid, 500mL, Kalamansi scent		
86.	2	bottle	Dishwashing liquid, 250mL, Kalamansi scent		
87.	2	bottle	Glass cleaner, 500ml, fresh fragrance		
88.	28	pc	Bathroom deodorizer, 100g, lemon scent,		
89.	3	bottle	Bleach, multi-purpose, 3785mL		
90.	10	can	Disinfectant spray, aerosol type, original		
91.	3	can	Insecticide (multi-insect killer),		
92.	10	can	Air Freshener, lemon scent, 320mL		
93.	1	bundle	Rags, all cotton, 32 pieces per bundle		
94.	2	pack	Sponge, heavy duty twin scrub pad,		
95.	2	bottle	Toilet bowl cleaner, liquid, 500 mL, citrus		
96.	1	set	Toilet brush set, with stand, plastic		
97.	1	pc	Trash bin, swing cover, 16L		
98.	3	roll	Trashbag, GPP specs, black, 30"x37",		
99.	2	roll	Trashbag, GPP specs, black, 37"x40		
100.	2	roll	Trashbag, red, 26"x32", L, 100pcs/roll		
101.	2	roll	Trashbag, green, 22"x24", Medium,		
102.	1	pc	Water Dipper, medium, green		
103.	2	set	Spoon and fork, stainless, 1 dozen set		
104.	2	set	Drinking glass, transparent, 6pcs/set, 13cm		
105.	1	dozen	Drinking glass, 7oz., plain, transparent		
106.	2	set	Plates, melamine, round-10inch diameter,		
107.	1	unit	Dish rack drainer, heavy duty, with lid,		
108.	5	pack	BATTERY, dry cell, AA, 2 pcs/blister pack		
109.	3	pack	BATTERY, dry cell, AAA, 2 pcs/blister pack		

NOTE: Please quote your **best offer** for the item/s above. Please do not leave any blank items. Indicate "0" if item being offered is for free.

4.	1	pack	Construction Paper, 210mmx297mm,		
5.	3	box	CLIP, BACKFOLD, all metal, clamping: 19mm		
6.	3	box	CLIP, BACKFOLD, all metal, clamping: 25mm		
7.	3	box	CLIP, BACKFOLD, all metal, clamping: 32mm		
8.	2	box	CLIP, BACKFOLD, all metal, clamping: 50mm		
9.	2	pc	Data File box, with cover, for legal size, red		
10.	20	pc	Data File Box, blue, 4-3/4 x 9-1/2 x 15-1/2		
11.	20	pc	DATA FOLDER, made of chipboard,		
12.	1	unit	Dating and stamping machine, heavy duty,		
13.	20	pc	Envelope, brown, short		
14.	6	pc	ERASER, FELT, for whiteboard		
15.	6	pc	ERASER, Felt, plastic/rubber, for pencil		
16.	5	box	FASTENER, metal, 70mm between prongs,		
17.	5	box	FASTENER, plastic, assorted colors,		
18.	1	box	FOLDER, pressboard, size: 240mm x 370mm		
19.	4	pack	FOLDER, expanding, tagboard, white,		
20.	20	pc	FOLDER, (short) size, white, 14pts		
21.	2	pack	FOLDER, long size, white, 14pts, 50pcs/pack		
22.	5	pc	File Organizer, expanding plastic, accordion		
23.	3	bottle	GLUE, liquid, multi-purpose, 130grams		
24.	8	box	INDEX TAB, self-adhesive, transparent,		
25.	10	pc	MAGAZINE FILE BOX, LARGE size,		
26.	10	set	MARKER, fluorescent,assorted colors,		
27.	5	pc	MARKING PEN, permanent, blue, felt tip,		
28.	5	pc	MARKING PEN, permanent, black, felt tip,		
29.	10	pc	MARKER, PERMANENT, bullet type, black,		
30.	10	pc	MARKER, PERMANENT, bullet type, blue,		
31.	10	pc	MARKER, whiteboard, black, bullet type, fine		
32.	10	pc	MARKER, whiteboard, blue, bullet type, fine		
33.	10	pc	MARKER, whiteboard, red, bullet type,		
34.	3	pc	Marker, universal marker, permanent,		
35.	10	pad	NOTE PAD, stick on, 3" x 3", 100 sheets/pad		
36.	3	pad	NOTE PAD, stick on, 3" x 4", 100 sheets/pad		
37.	2	pc	Storage Box, Plastic with lid, 95 liters, Blue		
38.	10	ream	Paper, multi-copy, 80gsm, long		
39.	5	ream	Paper, multi-copy, 80gsm, A4		
40.	10	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm		
41.	5	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm		
42.	20	ream	PAPER, Multi-Purpose, Legal, 80 gsm		
43.	15	ream	PAPER, Multi-Purpose, short, subs. 20		
44.	14	ream	PAPER. 8.5x11 (Short), Subs 20, Bookpaper		
45.	10	box	Pencil, lead no.1, with eraser,		
46.	5	box	PAPER CLIP, vinyl/plastic coat, length:		
47.	5	box	PAPER CLIP, vinyl/plastic coat, length:		
48.	1	pc	PUNCHER, paper, heavy duty, with two hole		
49.	2	bundle	RING BINDER, plastic, 12mm x 1.2m long, 84		
50.	2	bundle	RING BINDER, plastic, 25mm x 1.2m long,		
51.	10	pc	RECORD BOOK, 300 PAGES, 8.5 x 11"		
52.	1	box	RUBBER BAND, 70mm lay flat length (#18),		
53.	2	pc	RULER, plastic, 450mm (24"), transparent		
54.	1	ream	Specialty laid paper, short, cream,100's/ream		
55.	1	Unit	Self-inking stamp, Certified True Copy,		
56.	1	pc	STAMP PAD, FELT, blue/purple ink,		
57.	1	bottle	STAMP PAD INK, violet, 30mL		
58.	2	Unit	STAPLER, with remover, Heavy duty		

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Printed Name / Signature

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Position/Designation

Full Company Name:	
Address:	
Telephone No/s	
e-mail Address	

**ANNEX B**  
**INSTRUCTIONS, TERMS & CONDITIONS**

NOTE: Failure to follow these instructions will disqualify your entire quotation.

- (1) Bidders shall provide correct and accurate information required in this form. No altering of the contents of the Price Quotation form in any way shall be allowed. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s;
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension. If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail;
- (3) All technical specifications must be complied with; failure to comply shall render the quotation disqualified.
- (4) Price quotation/s must be valid for a period of FORTY-FIVE (45) calendar days from the deadline of submission;
- (5) Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable; quotations exceeding the Approved Budget for the Contract shall be automatically rejected;
- (6) Cash on Delivery (C.O.D.) as a mode of payment/delivery is not allowed per agency Accounting Unit Policy;
- (7) Quotations may be submitted through electronic mail at [bu-rdebac@bicol-u.edu.ph](mailto:bu-rdebac@bicol-u.edu.ph) ;
- (8) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered;
- (9) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the Cluster IV BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005;
- (10) Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications, requirements and other conditions stated herein;
- (11) The item/s shall be delivered according to the accepted offer of the bidder;
- (12) Item/s delivered shall be inspected on the scheduled date and time of the Cluster IV Supply Office or on the specified date and time for delivery sites outside of the agency premises. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications;
- (13) Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant;
- (14) Implementation of the project shall be in accordance with the provisions of the 2016 Revised Rules and Regulations of R.A. 9184;
- (15) The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.



			Butterfly Tilt, 120kg load capacity; adjustable seat height; high back executive chair; adjustable swivel; with head rest; Back Tilt Tension: 90 degrees -180 degrees; Hydraulic: Level 4 100mm SGS Certified			
74.	1	unit	Folding Table, wooden, L63 x W45.7 x H66cm, walnut			
75.	40	bottle	Alcohol, isopropyl, 500mL, 70% solution			
76.	10	bottle	Alcohol, Isopropyl, 70% solution, 1gallon, disinfectant antiseptic			
77.	15	pack	Face mask, KN94, 10 pcs/pack			
78.	15	pack	TOILET TISSUE PAPER, 2-ply sheets, 150 pulls, 12 rolls/pack			
79.	5	pack	TOILET TISSUE PAPER, 3-ply sheets, 150 pulls, 12 rolls/pack			
80.	3	pack	TISSUE, interfolded paper towel, 150 pulls per pack			
81.	15	pc	Detergent bar, 125g, scented			
82.	1	pc	BROOM, soft (tambo)			
83.	1	pc	BROOM, stick (ting-ting), usable length: 760mm.			
84.	20	pack	Bar soap, 85g, lemon scent, 3pcs/pack, bath soap			
85.	5	bottle	Dishwashing liquid, 500mL, Kalamansi scent			
86.	2	bottle	Dishwashing liquid, 250mL, Kalamansi scent			
87.	2	bottle	Glass cleaner, 500ml, fresh fragrance			
88.	28	pc	Bathroom deodorizer, 100g, lemon scent, refill			
89.	3	bottle	Bleach, multi-purpose, 3785mL			
90.	10	can	Disinfectant spray, aerosol type, original scent 340g			
91.	3	can	Insecticide (multi-insect killer), odorless, 500mL, double nozzle technology			
92.	10	can	Air Freshener, lemon scent, 320mL			
93.	1	bundle	Rags, all cotton, 32 pieces per bundle			
94.	2	pack	Sponge, heavy duty twin scrub pad, 2 pcs/pack			
95.	2	bottle	Toilet bowl cleaner, liquid, 500 mL, citrus scent			
96.	1	set	Toilet brush set, with stand, plastic (polypropylene) material			
97.	1	pc	Trash bin, swing cover, 16L			
98.	3	roll	Trashbag, GPP specs, black, 30"x37", XL, 10pcs/roll			
99.	2	roll	Trashbag, GPP specs, black, 37"x40", XXL, 10pcs/roll			
100.	2	roll	Trashbag, red, 26"x32", L, 100pcs/roll			
101.	2	roll	Trashbag, green, 22"x24", Medium, 100pcs/roll			
102.	1	pc	Water Dipper, medium, green			
103.	2	set	Spoon and fork, stainless, 1 dozen set			
104.	2	set	Drinking glass, transparent, 6pcs/set, 13cm			
105.	1	dozen	Drinking glass, 7oz., plain, transparent			
106.	2	set	Plates, melamine, round-10inch diameter, white, 6pcs/set			
107.	1	unit	Dish rack drainer, heavy duty, with lid, drawers and door, detachable kitchen butler, with utensil holder, plastic			
108.	5	pack	BATTERY, dry cell, AA, 2 pcs/blister pack			
109.	3	pack	BATTERY, dry cell, AAA, 2 pcs/blister pack			
Delivery Compliance:				Price Validity:		

NOTE: Provide specific brand & model (for equipment & devices) or technical details of offer to determine compliance of the minimum Technical Specifications.

#### **FINANCIAL OFFER**

Item	QTY/UOM		Item	Unit Price	Total
1.	1	tube	Ballpen, fine point, blue, 50 pcs/tube		
2.	30	pc	Correction Tape, film base type, UL 6m		
3.	1	pack	Cartolina, Orange, 10pcs/pack		