

Republic of the Philippines
Province of Nueva Ecija
Municipality of Talavera

Purchase of Office Supplies and Accessories use for Municipality of Talavera

BID FORM

Date: September 25, 2017

To: **ALFREDO S. ATRAJE**
BAC Chairman
Local Government Unit of Talavera
Talavera, Nueva Ecija

We, the undersigned, declare that:

- (a) We have examined and have no reservation on the Bidding Documents (Bids), for the above projects.
- (b) We offer to execute the Works for this Contracts in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;

The total price of our Bid for the above projects, excluding any discounts offered in item (d) below is: _

_____ (**Php** _____)

The discounts offered and the methodology for their application are: n/a ;

- (c) Our Bid shall be valid for a period of one hundred twenty (120) days from the date fixed for our Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of five (5%) percent of the Contract Price for the due performance of the Contract,
- (e) Our firm including any subcontractors or suppliers for any part of the Contract are all Filipino citizen,
- (f) We are not participating, as Bidders, in more than one Bid in the bidding process, other that alternative offers in accordance with the Bidding Document;
- (g) Our firm, it affiliates or subsidiaries, including any subcontractors of suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
- (h) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- (i) We understand that you are not abound to accept the Lowest Evaluated Bid or any other Bid that you may receive.

Name : _____

In the capacity of : _____

Signed : _____

Duly authorized to sign the Bid for and on behalf of: _____

Date Signed : _____

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SUMMARY OF BID PRICES

(All Parts of Bill of Quantities)

Instructions for completing the Summary of Bid Prices:

1. Part No. – Enter the “Part No.” for each section of the BOQ where unit prices are entered.
2. Part Description – Enter the “Part Description” corresponding to the “Part No.”
3. Total Amount – Enter the “Total Amount” in Pesos for all pages having the same “Part Description”

Part No.	Part Description	Total Amount
1	Purchase of Office Supplies and Accessories	

Name : _____ in the Capacity of _____

Signed : _____ Date : _____

Duly authorized to sign the Bid for and on behalf of _____

BILL OF QUANTITIES

(Column (1), (2), (3) and (4) are to be filled up by the Procuring Entity)				(Column (5), and (6) are to be filled up by the Bidder)	
Pay Item No.	Description	Quantity	Unit	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
1	Ballpen BP-SF	4	boxes		
2	Ballpen Crystal	1	box		
3	Bond Paper, 216x279mm, 75gsm	38	rms		
4	Bond Paper, 216x330mm, 75gsm	18	rms		
5	Cartolina	23	pcs		
6	Correction Tape	2	pcs		
7	Expandable Envelope	23	pcs		
8	Flash Drive 16GB	1	pcs		
9	Folder L-Type, Legal Size 50pcs per pack	1	packs		
10	File Organizer, Expanding, Legal Plastic	2	pcs		
11	Marking Pen, Permanent	36	pcs		
12	Marker, Fluorescent, 3 Color per set	3	sets		
13	Marker, Permanent Bullet Type (Asst.	3	pcs		
14	Paper Clip, Coated Small	2	boxes		
15	Paper Fastener, Metal w/ Plastic Coating	3	boxes		
16	PVC Binding Element	27	packs		
17	Printer Ink, HP C6578D (Colored)	13	pcs		
18	Printer Ink, HP 51645A (Black)	13	pcs		
19	Paper Clip Gem Type 32mm	1	packs		
20	Pencil, Lead Eraser	1	packs		
21	Pentel Pen	1	box		
22	Printer Ink Black (Epson 664)	1	cart		
23	Printer Ink Cyan (Epson 664)	1	cart		
24	Printer Ink Magenta (Epson 664)	1	cart		
25	Printer Ink Yellow (Epson 664)	1	cart		
26	Rubber Bond, 70mm min lay flat length	1	box		
27	Sign Pen	3	pcs		
28	Staple Wire No. 10	2	boxes		
29	Tape, Transparent 24mm, 2" 50m	24	pcs		
30	Tape, Transparent 8mm	1	pcs		
31	Yellow Pad	23	pads		
TOTAL					

AMOUNT IN WORDS _____

SUBMITTED BY:

Name and Signature of Bidder's/Representative Date : _____

Position : _____

Name of Bidder : _____