

Republic of the Philippines
Province of Nueva Ecija
Municipality of Talavera

Purchase of Office Supplies Office Equipment, IT Equipment, Furniture, Fixtures & Accessories
use for Municipality of Talavera

BID FORM

Date: _____

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 Office Equipment, IT Equipment, Furniture, Fixtures & Accessories use for Municipality of Talavera	

Name : _____ in the Capacity of _____

Signed : _____ Date : _____

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

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Purchase of Office Supplies Office Equipment, IT Equipment, Furniture, Fixtures & Accessories
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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	Air Freshener (big)	35	btls		
2	Air Freshener (small)	6	btls		
3	Alcohol, rubbing, 500 ml/btl, 70% Isopropyl	168	btls		
4	Application Form - Business	10	rms		
5	Ballpoint Pen,BF S-F	148	bxs		
6	Ballpen, Crystal Clear	15	bxs		
7	Ballpen, 1423, 50pcs/box	4	box		
8	Battery AA Size (2 pcs)	73	packs		
9	Battery AAA Size (2 pcs)	12	packs		
10	Bathroom Soap	45	bars		
11	Binder	54	pcs		
12	Binder Clip (Black Colored)	20	pcs		
13	Blank Tape	72	pcs		
14	Bond Paper, 11"x17", 297 x 420 mm, 75gsm (A3)	2	rms		
15	Bond Paper 70gsm 8.5x11	13	rms		
16	Bond Paper 70gsm 8.5x13	41	rms		
17	Bond Paper Subs 20, 8.5x11	50	rms		
18	Bond Paper, Subs 24 (Long)	104	rms		
19	Bond Paper Subs 16 Short	72	rms		
20	Bond Paper Subs 16 long	72	rms		
21	Body Number (MTOPI)	2500	pcs		
22	Brush	8	pcs		
23	Business Card Index-Permit	1025	pcs		
24	Business Envelope White (Legal Size)	26	bxs		
25	Business Plate	500	pcs		
26	Calculator 12 Digit	9	pcs		
27	Calculator 14 Digit	10	pcs		
28	Card Envelope	250	pcs		
29	Cartolina	62	pcs		
30	Carbon Film, 8.5x11, 100s/box, Permafilm blue	99	bxs		
31	CD-RW	14	pcs		
32	Clearbook A4 Size	15	pcs		
33	Clearbook Legal Size	15	pcs		
34	Clip Backfold	12	pcs		
35	Click Backfold 19mm	18	bxs		
36	Click Backfold 25mm	18	bxs		
37	Click Backfold 50mm	18	bxs		
38	Columnar Registry Forms, A3 Size	500	pcs		

39	Columnar Pad 24 Col	28	pads		
40	Columnar Pad 8Col/10 Col	15	pads		
41	Columnar Pad 3 Col	60	pads		
42	Computer Table	1	unit		
43	Computer Chair	1	unit		
44	Combat Shoes	3	pairs		
45	Compact Disc (CD)	155	pcs		
46	Computer Mouse	9	pcs		
47	Contineous Forms 3 Ply 280x241mm 500 sheets	2	bxs		
48	Correction Fluid/Tape, 20ml/btl/20m	127	pcs		
49	Correction Fluid/Tape, 20ml/btl/20m	10	box		
50	Crown Megaphone SR-944	3	pcs		
51	Cutter Blade	3	tube		
52	Cutter Handle (Big)	9	pcs		
53	Cultural Dance Costume	50	sets		
54	Aircon 2HP Windows Type	2	units		
55	Aircon 3 Toner Floor Mounted Non Inverter Type	4	units		
56	Debit/Credit Advice	2	rms		
57	Desktop Computer Core I3 w/ 3 In 1 Printer	1	unit		
58	Desktop Computer Intel Dual CoreI3, 2GB	1	set		
59	Desktop Computer CoreI3 with 3 in 1 Printer	1	set		
60	Desktop Computer CoreI5, 1TB 4GB Memory, DDR3 18" LED, Optical Mouse, with Keyboard 500AVR	3	set		
61	Detergent Bar	32	bars		
62	Detergent Powder	53	packs		
63	Detergent Powder	7	cls		
64	Digital Camera	4	units		
	24 Mega Pixels, APS-C CMOS Sensor				
	7.0fps Continuous Shooting, Digic 6 Full HD				
	Built In Flash Vari-Angle Touch Screen 3' LCD				
	Wi-Fi NFC, Lens Kit 18-55mm				
65	Disbursement Voucher Forms	4	rms		
66	Dipper	7	pc		
67	Dishwashing Liquid	24	btls		
68	Disinfectant	6	btls		
69	Doormat Rubber	16	pcs		
70	Dust Pan	19	pcs		
71	DSLR Camera	1	unit		
	24.2 Megapixel DX-Format, CMOS Image Sensor				
	with No Optical Lowpass Filter Breataking Image				
	Quality, ISO Range : 100-25, 600				
	Full DH (1080P at 60/50/30/25/24P)				
72	Electric Airpot 1.5 ltrs Capacity	2	units		
73	Envelope, brown (Long), 229 x 305 mm, pcs	655	pcs		
74	Envelope, brown (Short)	126	pcs		
75	Envelope Plastic, Legal Size	80	pcs		
76	Eraser Felt	5	pcs		
77	External Hardrive 1TB	4	pcs		
78	Executive Chair (High Back)	3	units		

79	Fabricated Barricade	3	pcs		
80	Fastener, Metal, Rust Free & Sharp Free 7cm x 5	14	bxs		
81	Fastener, metal w/ plastic coating, box	108	bxs		
82	Filer	63	pcs		
83	Filling Box	46	pcs		
84	File Magazine Holder	56	pcs		
85	File Rocks	10	pcs		
86	Flag	23	pcs		
87	Flashdrive 32GB Memeory	4	pcs		
88	Flashdrive 16GB Memeory	16	pcs		
89	Flashdrive 8GB Memeory	1	pcs		
90	Folder Short	550	pcs		
91	Folder (Expanded) Legal Size	468	pcs		
92	Folder with Plastic Grip	207	pcs		
93	Frame Certification Legal Size	104	pcs		
94	Frame Certification Letter Size	10	pcs		
95	Folder Long	83	rms		
96	Folder Long	30	pcs		
97	Folder Short	120	pcs		
98	Forms, Pahintulot sa Pagbukas ng Nitso	10	pads		
99	Forms, Pahintulot sa Paglilibing	16	pads		
100	Glass Cleaner - (btls.)	22	btls		
101	Glue 50ml	54	btls		
102	Gloves, Cotton Knitted, Rubberized Palm	224	pairs		
103	Health Card Certificate	3000	pcs		
104	Hoe	6	pcs		
105	Industrial fan 24 Inches Blade	1	unit		
106	1 Gel Pen/ 12 pcs (Blue)	37	bxs		
107	2 Gel 12 pcs Red)	30	bxs		
108	Insecticide, Aerosol Type	7	btls		
109	Index Card 3x5	10	packs		
110	Index card 4x6	10	packs		
111	Journal Entry Voucher	3	rms		
112	Keyboard, Black	2	pcs		
113	Laptop Intel CoreI7, Windows 10, LCD 14FHD	1	unit		
	LED Backlight, Graphics NVD GF 940M w/ 2GB				
	Dedicated VRAM Memory 4GB DDR3L, Memory Storage 1GB				
114	Laptop Intel CoreI5, Windows 10, LCD 14FHD	1	unit		
	LED Backlight, Graphics NVD GF 940M w/ 2GB				
	Dedicated VRAM Memory 4GB DDR3L, Memory Storage 1GB				
115	Lateral Filling Cabinet (4 Layers)	1	unit		
116	Ledger	650	pcs		
117	Ledger Cover	2	sets		
118	Letterhead Black Legal Size	44	rms		
119	Letterhead Black Letter Size	27	rms		
120	Letterhead Colored Legal Size	27	rms		
121	Letterhead Colored Letter Size	12	rms		
122	LVS Ballpoint Pen, 50 pcs/box	2	box		
123	Long Sleeve with Print	175	pcs		

124	Laptop	1	unit		
	CPU Core I7, RAM 8GB, Memory DD 3L,				
	HDD 1TB, 5400 RPM, Optical Drive 8X DVD Super				
	Multi-Double Layer Drive, 15.6" Display,				
	1366x768 Resolution, Windows 8 Operating System				
125	Laptop	1	unit		
	14 Inches Display, Windows 10 Operating System				
	Intel Quad-Core N3450, 4GB Memory, 500GB HD				
126	Mailing Envelope White	6	boxes		
127	Mailing Envelope White	20	pcs		
128	Manila Paper	24	packs		
129	Masking Tape	57	pcs		
130	Marking Pen, Permanent (assorted), pcs	142	pcs		
131	Marking Pen, Permanent (assorted), pcs	1	box		
132	Memory Card 32GB	2	pc		
133	Memo Pad Paper	175	pads		
134	Mobile Phone 5.1 Inches GSM/HSPA/LTE	1	unit		
	Android Octa-Core 4GB RAM 32/64GB, 12MP				
128	Mosquito Killer	18	btls		
129	Moppler with Head HD	6	pcs		
130	Moppler Head	6	pcs		
131	Multi-Purpose Cleaner	11	gals		
132	Muriatic Acid	1	cont.		
133	Muriatic Acid	5	gals		
134	Mouse Pad	13	pcs		
135	Multi-Function Printer (3 in 1)	1	unit		
136	Name Stamp	7	pcs		
137	Notebook 40 leaves	62	pcs		
138	Obligation Request Forms	12	rms		
139	Onion Skin Paper Short	50	rms		
140	Omron Battery pack	2	pcs		
141	Orange Reflectorized Traffic Barrier 42x19x36inch	2	pcs		
142	Office Table	1	unit		
143	Office Table (Wooden Standard Size)	2	units		
144	Android Tablet 12.9 Inches Screen 713G (Wi Fi)	1	unit		
	723G (LTE) 6.9mm Thickness, 105G and 8 Megapixel				
145	Pail 16L	11	pcs		
146	Paper Clip, Gem type, Big, vinyl coated, box	64	bxs		
147	Paper Clip, Gem type, Small, vinyl coated, box	46	bxs		
148	Paper, Bond, 216 x 279 mm, 75gsm (Short)	138	rms		
149	Paper, Bond, 216 x 330 mm, 75gsm (Long)	89	rms		
150	Paste, solid w/ water well & applicator	31	jars		
151	Pencil, lead w/ eraser, 12 pcs/box	55	bxs		
152	Printer Ink, Black, btls. (Epson)	22	btls		
153	Printer Ink, Colored, btls. (Epson)	35	btls		
154	Permanent Marker	31	pcs		
155	Permanent Marker Ink	28	btls		

156	Plastic Cover thick	49	yds		
157	Plastic Cover	4	yds		
158	Plastic Ruler 24"	20	pcs		
159	Printer Ink LC No 9BK (Black)	30	bxs		
160	Printer Ink Cyan	30	bxs		
161	Printer Ink Magenta	30	bxs		
162	Printer Ink Yellow	30	bxs		
163	Printer Ink Ribbon LX300	36	bxs		
164	Puncher HD	10	pc		
165	Printer Ink No 678 (Black)	24	bxs		
166	Printer Ink No 678 (Colored)	17	bxs		
167	Printer Ink, T6641 (Black)	51	bxs		
168	Printer Ink, T6642 (Cyan)	45	bxs		
169	Printer Ink, T6643 (Magenta)	45	bxs		
170	Printer Ink, T6644 (Yellow)	45	bxs		
171	Printer Ink No 810, Black	13	bxs		
172	Printer Ink 811, Colored	13	bxs		
173	Packing Tape	9	pcs		
174	Pants and Barong	25	sets		
175	Paper Sticker	15	pcs		
176	Printed Forms (AICS)	30	rms		
177	Petty cash Voucher Forms	4	pcs		
178	Purchase Order Forms	4	bxs		
179	Purchase Request Forms	4	pcs		
180	Paste, solid w/ water well & applicator (small)	10	tube		
181	Paste, solid w/ water well & applicator (med)	7	tube		
182	Printer Ink No 40 (Black)	15	bxs		
183	Printer Ink No 41 (Colore)	15	bxs		
184	Printer Ink HP No 21	5	pcs		
185	Printer Ink HP No 22	5	pcs		
186	Printed Forms (Legal Size) - Non-Accountable	10	rms		
187	Parking Permit	4500	pcs		
188	Printer Ink No 704, CN692AA	38	pcs		
189	Printer Ink No 704, CN693AA	33	pcs		
190	PVC Binding Element	2	packs		
191	Printer Ink, HP51645A (Black)	1	pcs		
192	Printer Ink, HP C6578D (Colored)	1	pcs		
193	Printer Ink, HP C9351G22 (Colored)	2	pcs		
194	Printer Ink, HP C9351G21 (Black)	1	pcs		
195	Printer Cartridge 2180	2	bxs		
196	Printer Ribbon LX300	9	bxs		
197	Printed Forms Long	4	rms		
198	Printed Forms Short	3	rms		
199	Printer Ink	31	sets		
200	Printer 3 In 1	3	unit		
201	Projector	1	unit		
	Full HD (1920 x 1080) 10000:1				
	16:9 (Native) 4:3 (Compatible)				
	1.5-2.28:1, 1500 Hour (Normal Mode) : 3500 Hours				
	(Economy Mode) 5000 lm				

202	Record Book, 500 pages, 216 x 280 mm	35	pcs		
203	Record Book, 300 pages, 216 x 280 mm	23	pcs		
204	Ribbon, Nylon, Manual typewriter, box	1	pcs		
205	Rubber Eraser, soft, 20 x 10 mm, pcs	3	pcs		
206	Rubber Band Size; Stationary No 18 (350 gms)	3	bxs		
207	Rubber Band (Big)	6	box		
208	Rubber Band (Small)	9	box		
209	Rubber Stamp	7	pcs		
210	Report of Collection & Deposit	9	rms		
211	RPTAR	1060	pcs		
212	Rake	2	pcs		
213	Reflectorized Traffic Vest	10	pcs		
214	Retro Reflectorized Traffic Cones 28" ht.	2	pcs		
215	Raincoat, HD	2	pcs		
216	Rain Boots, HD	3	pcs		
217	Refrigerator 8 cu.ft. 2 Door	1	unit		
218	0.5 Rx Pen 12 pcs/bx	10	bxs		
219	2 Burner Electric Stove	1	unit		
220	Saya and Kimona	25	sets		
221	Sign Pen, black & blue	557	pcs		
222	Sign Pen, black & blue, pcs	12	box		
223	Staple wire, No. 35, 5000s/box	70	bxs		
224	Staple wire, No. 10, 5000s/box	10	bxs		
225	Stapler No 35	33	pcs		
226	Scotch Tape	76	pcs		
227	Special Paper Certification	416	packs		
228	Special Paper for Transcript	10	packs		
229	Stamp Pad Ink	20	btls		
230	Softbroom	23	pcs		
231	Staple Wire Remover, Plier Type	17	pcs		
232	Scissor	21	pcs		
233	Scissor Small	3	pc		
234	Stick Broom	155	pcs		
235	SD Card	2	pcs		
236	Stamp Pad	18	pc		
237	Shovel (Lapad)	4	pcs		
238	Shovel (Pointed)	4	pcs		
239	Steel Filing Cabinet 3 Layers	1	unit		
240	Tape, transparent, 48 mm (2'), 50m Length	25	rolls		
241	Toilet Tissue, 2 ply sheets, roll	206	pcs		
242	Toilet Tissue, 2 ply sheets, 10 roll	25	bundle		
243	Typewriter Ribbon Manual	31	pcs		
244	Toner Photocopy Rico 1900	3	tubes		
245	Toner Photocopy Ineo 64	15	tubes		
246	Toner Powder	1	tube		
247	Toilet Bowl Cleaner	11	btls		
248	Toilet Bowl Cleaner	1	cont.		
249	Toilet Deodorizer	44	pcs		
250	Toilet Brush	3	pcs		
251	Toilet Pump	5	pcs		

252	Trash Can/Box	15	pcs		
253	Tape Dispenser	2	pc.		
254	Tarpalulin 4x8	106	pcs		
255	Tarpalulin 3x21	110	pcs		
256	Thumbtacks	5	pcs		
257	Tax Clearance Forms	3	rms		
258	Tape Electrical (Big)	2	pcs		
259	Tricycle Drivers ID	2500	pcs		
260	Tape Transparent, 24mm	36	rolls		
261	Traffic Cap w/ Print	2	pcs		
262	Traffic Gloves (Orange/Green)/50 pcs	10	bxs		
263	Whiteboard Marker	50	pcs		
264	Whiteboard Marker	4	box		
265	Wooden Cleopatra Set 4 Seater (Narra)	1	lot		
266	Wooden Sofa with Glass Center Table (Antique)	1	lot		
	(1 pc 4 Seater 96x30 and 2 pcs 1 Seater 24x30)				
267	Wooden Cabinet 4 Layers 8x3.5 ft	4	units		
	with Sliding Glass Door				
268	Yellow Pad Paper	107	pads		
269	Yellow Pad Paper	3	bundle		
270	Yellow Pad Paper	3	rms		
				TOTAL	

AMOUNT IN WORDS _____

_____.

SUBMITTED BY:

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

Position : _____

Name of Bidder : _____