

Republic of the Philippines
Province of Nueva Ecija
Municipality of Talavera

Purchase of Office Supplies, Janitorial Supplies, Office Equipment & Accessories
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	Office Supplies, Janitorial Supplies, Office Equipment & Accessories	

Name : _____ in the Capacity of _____

Signed : _____ Date : _____

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

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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	Alcohol 70% Isoprophyl	56	btls		
2	Air Freshener	4	btls		
3	All Purpose Cleaner	3	cont		
4	Ballpen Crystal Clear	8	boxes		
5	Ballpen Crystal Water Gel	1	boxes		
6	Ballpen Ballpoint BP S-F	7	boxes		
7	Bathroom Soap	3	pcs		
8	Battery AA	9	pcs		
9	Binder	60	pcs		
10	Bond Paper Subs16 Long	10	rms		
11	Bond Paper Subs16 Short	40	rms		
12	Bond Paper Copier 8.5"x11" (Short)	25	rms		
13	Bond Paper Copier 8.5"x13" (Long)	25	rms		
14	Body Number (MTOP)	200	pcs		
15	Business Card Index	375	pcs		
16	Business Envelope Long with Letterhead	6	boxes		
17	Business Envelope Long	10	rms		
18	Brown Envelope Long	100	pcs		
19	Computer Ink Black HP# No.60	5	pcs		
20	Computer Ink Colored HP No. 60	4	pcs		
21	Calculator 12 Digits	1	pc		
22	CDR	3	pcs		
23	CD-RW	2	pcs		
24	Contineous Forms 3 Ply	2	boxes		
25	Correction Tape/Fluid	55	pcs		
26	Canon Ink 745 Black	1	pcs		
27	Canon Ink 746 Colored	1	pcs		
28	CFL 20W	20	pcs		
29	Coffee Mix	8	boxes		
30	Chocolate Mix	5	boxes		
31	Disposable Cups	10	boxes		
32	Dishwashing Liquid	2	btls		
33	Debit/Credit Advice	7	pads		
34	Electric Baking Oven 2 Tier/4 Tray	1	unit		
35	Epson LQ2180	2	pcs		
36	Epson Ink L210 Black	15	pcs		
37	Epson Ink L210 Colored	15	pcs		
38	Folder Long	15	rms		

39	Fastener, metal w/ plastic coating, box	17	boxes		
40	Fastener Metal HD	19	bxs		
41	Filer	60	pcs		
42	HP Ink No 704 Black	30	pcs		
43	HP Ink No 704 Colored	28	pcs		
44	Journal Entry Voucher	10	pads		
45	Journal 3 Col	1	pads		
46	Lysol	7	cont		
47	Liquid Floorwax	1	cont		
48	Letterhead Long Color SEF	12	rms		
49	Letterhead Short Color SEF	12	rms		
50	Memo Pad 1/4	200	pads		
51	Mailing Envelope	3	boxes		
52	Marking Pen Permanent	3	pcs		
53	Marking Pen Permanent	1	box		
54	Masking Tape	2	pcs		
55	Muriatic Acid	4	cont		
56	Mosquito Killer	5	btls		
57	Onion Skin	5	rms		
58	Paper, Bond, 216 x 279 mm, 75gsm (Short)	73	rms		
59	Paper, Bond, 216 x 330 mm, 75gsm (Long)	111	rms		
60	Paper Clip Coated Big	5	boxes		
61	Paper Clip Coated Small	10	boxes		
62	Paste	1	jar		
63	Pencil No 2	7	boxes		
64	Pentel Pen	1	boxes		
65	Printer Ink, No. 678, black	19	pcs		
66	Printer Ink, No. 678, colored	14	pcs		
67	Printer Ink, HP C6578D (Colored)	1	pc.		
68	Printer Ink, HP C6578D (Black)	1	pc		
69	Permafilm Carbon Long	13	boxes		
70	Printer Ink No 21 Black	30	pcs		
71	Printer Ink No 22 Colored	24	pcs		
72	Printed Forms Long	15	rms		
73	Printer Ink Black Refill	5	btls		
74	Printer Ink Colored Refill	5	btls		
75	Printer Ink No 703 Black CD887AA	35	pcs		
76	Printer Ink No 703 Colored	20	pcs		
77	Printer Ink No 704 Colored CN693AA	1	pcs		
78	Printer Ink Black No T6641	1	btls		
79	Printer Ink Cyan No T6642	1	btls		
80	Printer Ink Magenta No T6643	1	btls		
81	Printer Ink Yellow No T6644	1	btls		
82	Parking Permit (MTOPI)	200	pcs		
83	Printer Cont. Ink System 3 In 1	1	unit		
84	Record Book 500pages	2	pcs		
85	Rubber Band Big	3	boxes		
86	Rubber Band Small	3	boxes		
87	Staple wire, No. 35, 5000s/box	20	boxes		
88	Staple wire, No. 35, 5000s/box (10 bxs)	7	boxes		
89	Scotch Tape	11	pcs		
90	Stick Broom	162	pcs		

