

Republic of the Philippines
Province of Nueva Ecija
Municipality of Talavera

Purchase of Office Supplies, Janitorial Supplies, Office Equipment, MDRRMO Equipment,
MENRO Equipment & 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	Office Supplies, Janitorial Supplies, Office Equipment, MDRRMO Equipment, MENRO 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, rubbing, 500 ml/btl, 70% Isopropyl	64	btls		
2	Air Freshener Small	1	btls		
3	Air Freshener Big	29	btls		
4	Assessment Roll	600	pcs		
5	All Purpose Cleaner	11	cont		
6	Application Forms (Business)	5	rms		
7	AICS Forms	10	rms		
8	Ambu Bag	2	pcs		
9	Ballpoint Pen,BF S-F	24	boxes		
10	Ballpoint Pen, Crystal Clear	10	box		
11	Ballpoint Pen, HBW	7	box		
12	Bathroom Soap, Regular Size	30	pcs		
13	Broom, Soft	29	pcs		
14	Binder	37	pcs		
15	Bond Paper Subs 70 Short	26	rms		
16	Bond Paper Subs 70 Long	15	rms		
17	Bond Paper Subs 16 Short	25	rms		
18	Bond Paper Subs 16 Long	34	rms		
19	Brown Envelope Long	757	pcs		
20	Brown Envelope Short	101	pcs		
21	Bond Paper Best Buy Long	10	rms		
22	Bond Paper Best Buy Short	5	rms		
23	Business Envelope with Letterhead	10	boxes		
24	Business White Envelope Long	10	boxes		
25	Battery AA	34	pcs		
26	Battery AA (2 pcs)	1	packs		
27	Battery AAA	2	packs		
28	Brush	2	pcs		
29	Broomstick	232	pcs		
30	Cartolina Asstd.	28	pcs		
31	Correction Fluid/Tape, 20ml/btl/20m	101	pcs		
32	Correction Fluid/Tape, 20ml/btl/20m	2	box		
33	Clerical Chair	8	units		
34	Carbon Paper Long	21	boxes		
35	Carbon Paper Short	3	boxes		
36	Columnar Par 3 Col	9	pads		
37	CD-R	57	pcs		
38	CDRW	10	pcs		

39	Cont. Ink Set	18	sets		
40	Copier /Laser Paper 80gsm Long	2	rms		
41	Copier /Laser Paper 80gsm Short	3	rms		
42	Copier /Laser Paper 70gsm Long	4	rms		
43	Copier /Laser Paper 70gsm Short	3	rms		
44	Copier Laser Long 8.5 x 28	1	rms		
45	Cleanser	1	pcs		
46	Calculator Battery	9	pcs		
47	Cutter Ordinary	4	pcs		
48	Certification Frame	60	pcs		
49	Certification Forms AICS	15	rms		
50	Canon Ink 810 Black	4	pcs		
51	Canon Ink 811 Colored	4	pcs		
52	Cont. Forms 3 Ply	2	boxes		
53	Calculator 12 Digit	1	pc		
54	Certificates with Plastic Jacket	30	pcs		
55	Computer Table	1	unit		
56	Cadaver Bag (Large 220cmx8cm) with Strategic Carrying Strap on each side	5	pcs		
57	Detergent Bar	45	pcs		
58	DVDR	37	pcs		
59	Dishwashing Liquid	31	btls		
60	Dishwashing Liquid	12	packs		
61	Doormat	4	pcs		
62	Dust Pan	25	pcs		
63	Desktop Computer Intel Core I3 3.1GHz 4GB Memory, 1TB, 500HD 64Bit Operating	2	units		
64	Desktop Computer Intel Core I5 , 1TB, 4GB Memory DDRM3, Optical Mouse, Computer Table, 3 In 1 Printer	1	set		
65	Desktop Computer Intel CoreI5, 1TB HD, 4 GB DDR3, Optical Mouse, Keyboard, UPS with Computer Table	2	sets		
66	Dechargeable Battery	1	set		
67	Executive Chair	1	unit		
68	Envelope Plastic	27	pcs		
69	Envelope Plastic	50	pcs		
70	External Hardrive	1	pcs		
71	Epson Ink L210	18	btls		
72	Fastener, metal w/ plastic coating, box	59	boxes		
73	Fabricated Office/Computer Table	8	units		
74	Filer	30	pcs		
75	Folder Long	37	rms		
76	Folder Long	69	pcs		
77	Folder Short	186	pcs		
78	Folder with Plastic Grip	19	pcs		
79	Fax Machine Paper	8	pcs		
80	Flag small	3	pcs		
81	Flag	20	pcs		
82	Flashdrive 32GB	2	pcs		
83	Fax Machine Film	12	boxes		
84	Frame Certification Long	1	pcs		

85	Frame Certification Short	10	pcs		
86	Fabricated Trophies (1st, 2nd & Third Place)	1	set		
87	Fabricated Wooden Cabinet 6 layers	1	unit		
88	Filing Cabinet 3 layer	3	units		
89	Glue 50 ml	9	pcs		
90	Glass Cleaner small	20	btls		
91	Glass Cleaner big	4	btls		
92	Gloves	150	pairs		
93	Grass Cutter (4 Stroke, Overhead Cam Single Cylinder, Gasoline Engine, 1.3HP)	1			
94	Industrial Electric Fan	1	unit		
96	Insecticide Aerosol Type small	1	btls		
97	Insecticide Aerosol Type	3	btls		
98	Index Card Plain 3x5	10	packs		
99	Index Card Plain 4x6	10	packs		
100	Lysol	12	btls		
101	Lysol	9	cont		
102	Letterhead Color SEF Long	20	rms		
103	Letterhead Color SEF Short	20	rms		
114	Letterhead Long Black	18	rms		
105	Letterhead Short Black	18	rms		
106	Ledger	500	pcs		
107	Ladle	5	pcs		
108	Manila Paper	40	pcs		
109	Marking Pen Ink	2	pcs		
110	Mechanical Lead Pencil	3	pcs		
111	Monoblock Chair	12	pcs		
112	Magazine File	2	pcs		
113	Marking Pen	25	pcs		
114	Masking Tape	21	pcs		
115	Memo Pad	46	pads		
116	Mosquito Repellant	1	btls		
117	Mylar Tracing Paper	1	tube		
118	MSWDO Forms	10	rms		
119	Muriatic Acid	7	cont		
120	Microphone Battery	27	pcs		
121	Mop with Head	21	pcs		
122	Mop Head	9	pcs		
123	Mosquito Killer Spray	26	btls		
124	Mailing Envelope White	1	box		
125	Mouse	2	pcs		
126	Multi-Purpose Cleanser	5	cont		
127	Maniquin	1	pc		
128	Notebook 50 leaves	20	pcs		
129	ORC	600	pcs		
130	Office Table	1	unit		
131	Office Chair	1	unit		
132	Onion Skin Paper 210x279	7	rms		
133	Pahintulot sa Paglilibing Form	15	pads		
134	Pahintulot sa Pagbubukas ng Nitso Form	10	pads		

135	Paper Clip, Gem type, 33mm, small	32	boxes		
136	Paper Clip, Gem type, big	24	boxes		
137	Paper, Bond, 216 x 279 mm, 75gsm (Short)	144	rms		
138	Paper, Bond, 216 x 330 mm, 75gsm (Long)	212	rms		
139	Paste, solid w/ water well & applicator	4	jar		
140	Pencil, lead w/ eraser, 12 pcs/box	27	boxes		
141	Printer Ink, No. 704/678, black	7	pcs		
142	Printer Ink, No. 704/678, colored	4	pcs		
143	Printed Forms (Disbursement Forms)	32	rms		
144	Printer Ink, HP C6578D (Color)	3	cart		
145	Printer Ink, HP 51645A (Black)	3	cart		
146	Printer Ink, HP C9351G22 (Color)	6	cart		
147	Printer Ink, HP C9351G21 (Black)	6	cart		
148	Printer Ink, HP 56 (Black)	5	cart		
149	Printer Ink, HP 57 (Color)	5	btls		
150	Packing Tape	3	rolls		
151	Plastic Cover HD	22	yds		
152	Paper Bond, 297 x 420 mm, 75 gsm	1	rms		
153	PVC Binding Element	10	packs		
154	Plastic Ruler 24"	4	pcs		
155	Printer Ribbon LX300	10	pcs		
156	Printer Ink Canon Black No 40	21	pcs		
157	Printer Ink Canon Colored No 41	15	pcs		
158	Printer Ink Epson 141 (Black & Colored)	6	pcs		
159	Pentel Pen	12	boxes		
160	Pentel Pen	3	pcs		
161	Printer Ink Black 703	15	pcs		
162	Printer Ink Colored 703	9	pcs		
163	Printer Ink Refill Black and Colored	4	pcs		
164	Printer Ink Colored (3 Colors)	3	packs		
165	Printer Ink Black	1	packs		
166	Printer Ink No 21 Black	14	pcs		
167	Printer Ink No 22 Colored	12	pcs		
168	Printer Ink No 60 Black	13	pcs		
169	Printer Ink No 60 Colored	11	pcs		
170	Puncher HD	2	pcs		
171	Printer Ink Black 704	13	pcs		
172	Printer Ink Colored 704	13	pcs		
173	Printer Ribbon Epson 8750 Refill	6	pcs		
174	Printer Ink 704 Colored & Black	2	sets		
175	Printer Ink Black	1	pcs		
176	Printer Ribbon	3	pcs		
177	Petty Cash Voucher AICS	12	rms		
178	Printer Ink Canon 745 Black	2	pcs		
179	Printer Ink Canon 746 Colored	2	pcs		
180	Push Brush HD	2	pcs		
181	Push Brush	6	pcs		
182	Packing Tape big	2	pcs		
183	Paper Sticker	10	packs		
184	Printed Forms (Evaluation Forms)	30	rms		

185	Printed Forms (Nutrition Forms)	20	rms		
186	Printed Forms (OBR's Form)	10	rms		
187	Printer Ink Refill Epson (Black)	4	btls		
188	Printer Ink Refill Epson (Colored)	3	btls		
189	Pail 16ltrs	6	pcs		
190	Power Sprayer Gasoline Engine 10m	1			
	Hose, Suction Hose, Return Hose				
191	Record Book, 500 pages, 216 x 280 mm	88	pcs		
192	Record Book, 300 pages, 216 x 280 mm	9	pcs		
193	Ribbon, Nylon, Manual typewriter, box	1	pcs		
194	Rubber Eraser, soft, 20 x 10 mm, pcs	9	pcs		
195	Report of Collection & Deposits	17	rms		
196	RPTAR	2700	pcs		
197	Register Book of Founding	1	pcs		
198	Register Book of Legal Instrument	1	pcs		
199	Rubber Bond big	1	box		
200	Raincoats	30	pcs		
201	Rainboots White	30	pcs		
202	Rubber Stamp	5	pcs		
203	Simulator	1	pc		
204	Sign Pen, black & blue, pcs	16	pcs		
205	Sign Pen, black & blue	19	box		
206	Staple wire, No. 35, 5000s/box	41	boxes		
207	Staple wire, No. 35, 5000s/10 box	3	boxes		
208	Staple wire, No. 10, 5000s/10 box	1	box		
209	Scotch Tape	40	rolls		
210	Scotch Tape big	7	rolls		
211	Stamp Pad Ink	26	btls		
212	Scissor	15	pcs		
213	Stapler No 35 HD	10	pcs		
214	Specialty Paper	112	packs		
215	Stapler No 10	1	pcs		
216	Stencil Paper	8	pcs		
217	Stencil Ink	8	btls		
218	Stickbroom with Handle	85	pcs		
219	Stamp Pad	1	pc		
220	Training Pads	1	pc		
221	Tape, transparent, 48 mm (2'), 50m Length	9	pcs		
222	Toilet Tissue, 250 twin ply sheets, roll	360	rolls		
223	Typewriter 21"	1	unit		
224	Tax Clearance Forms	20	rms		
225	Tape Transparent, 24mm (1') 50m	6	pcs		
226	Typewriter Ribbon	31	pcs		
227	Transcript of Records (Paper)	10	rms		
228	Thumbtacks	3	packs		
229	Toilet Bowl Cleaner	11	btls		
230	Toilet Bowl Cleaner	15	ltrs		
231	Tissue Kleenex	16	boxes		
232	Toilet Deodorant 50g	54	pcs		
233	Tax Declaration Forms	11	rms		
234	Technical Pen Ink	1	btls		

