

Republic of the Philippines  
Province of Nueva Ecija  
Municipality of Talavera

Purchase of Office Supplies & Accessories, Office Equipment & IT Equipment  
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 & Accessories, Office Equipment & IT Equipment 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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**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	Desktop Computer	2	sets		
2	AMD A4 7300 3.8 GHz FM 2, ASU A68HM-K FM2+,				
3	ADAT 4GB DDR3 1600 OEM, Western Digital 1TB SATA,				
4	Neutron P09R Red, ASUS VS197DE 18" LED Monitor, A4 Tech				
5	KRS 8372 PS2 KYB Mouse, Power Plus 500VA AVR,				
6	ASUS ODD DRW 24D5MT OEM 24X BLK				
7	Laptop Intel I7	1	unit		
8	3 in 1 Printer Continuous Ink System	1	unit		
9	Windows Type Aircon 1.5HP (Automatic)	1	unit		
10	Windows Type Aircon 1.5HP (Manual Type)	1	unit		
11	Spilt Type Aircon 2HP (Inverter Type)	1	unit		
12	Stand Fan 18"	20	units		
13	Monoblock Chair	226	units		
14	Copier/Laser Paper Long	20	rms		
15	Copier/Laser Paper Short	20	rms		
16	Canon Ink No 40 Black	2	pcs		
17	Canon Ink No 41 Colored	2	pcs		
18	Folder Long	10	rms		
19	Business Envelope with Letterhead	10	bxs		
20	Computer Ink HP No 60 Black	10	pcs		
21	Computer Ink HP No 60 Colored	10	pcs		
22	Computer Ink No 21 Black	10	pcs		
23	Computer Ink No 22 Colored	10	pcs		
24	Ballpen BP-SF	8	bxs		
25	Pentel Pen	2	bxs		
26	Correction Tape	20	pcs		
27	Staple Wire No 35	14	bxs		
28	Pencil No 2	4	bxs		
29	Bond Paper Subs16 Long	20	rms		
30	Stamp Pad Ink	10	pcs		
31	Letterhead Color SEF Long	20	rms		
32	Letterhead Color SEF Short	20	rms		
33	Flag	2	pcs		
34	Certification Frame	60	pcs		
35	Letterhead Long Black	18	rms		
36	Letterhead Short Black	18	rms		
37	Specialty Paper	40	packs		
38	Record Book 500 pages	12	pcs		

39	Yellow Paper	12	rms		
40	Tarpaulin 3.5ft x 5 ft	19	pcs		
41	Leather Bookbinding (Hard Bound)	70	pcs		
42	Marking Pen	1	pcs		
43	White Board Marker	1	pcs		
44	Notebook	20	pcs		
45	Masking Tape	1	roll		
46	Envelope (Plastic) Legal Size	20	pcs		
47	Ballpen Crystal Clear	1	box		
48	Certificates (with Plastic Jacket)	20	pcs		
49	T-Shirt Printing w/ Color	30	pcs		
TOTAL					

AMOUNT IN WORDS \_\_\_\_\_

Submitted by: \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Bidder's/Representative

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

Position : \_\_\_\_\_

Name of Bidder : \_\_\_\_\_