

Republic of the Philippines
Province of Nueva Ecija
Municipality of Talavera

Purchase of Office and Janitorial Supplies, Office Equipment, Furniture and Fixtures, IT
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	Purchase of Office and Janitorial Supplies, Office Equipment, Furniture and Fixtures, IT 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	119	btls		
2	Alcohol, rubbing, 250 ml/btl, 70% Isopropyl	4	btls		
3	Air Freshener (btls)	24	btls		
4	Air Freshener Scented Gel (180 g)	6	pcs		
5	Aircon 2.5HP	1	unit		
6	A3 Ink Tank Printer	1	unit		
7	Ballpoint Pen,BF S-F	136	bxs		
8	Ballpen (Crystal Body)	10	bxs		
9	Ballpen	15	bxs		
10	Bathroom Soap	50	pcs		
11	Battery AA Size	62	packs		
12	Battery AAA Size	7	packs		
13	Big Notebooks	30	pcs		
14	Binder	73	pcs		
15	Binder Clip (Black, Colored)	20	pcs		
16	Binder Folder	100	pcs		
17	Blank Tape	72	pcs		
18	Board Marker	4	pcs		
19	Brush	20	pcs		
20	Bulletin Board	1	unit		
21	Business White Envelope	25	box		
22	Business Card Index	200	pcs		
23	Calculator, 12 Digits	4	unit		
24	Calculator, 16 Digits	2	unit		
25	Carbon Film, 216 x 330 mm, 100s/box,	51	bxs		
26	Carbon Film, (Short)	90	bxs		
27	Correction Fluid/Tape, 20ml/btl/20m	159	pcs		
28	Correction Fluid/Tape, 20ml/btl/20m (10 pcs)	18	boxes		
29	Certificate Frames 8.5x14	165	pcs		
30	Copier Toner (Xerox)	1	set		
31	Compressor 3 Toner Carrier Package Type	1	unit		
32	Columnar Pad, 24 Column	53	pads		
33	Compact Disk Rewritable (CD-RW), 700MB	95	pcs		
34	Cartolina	10	pcs		
35	Computer Mouse	4	pcs		
36	Clearbook A4 Size	15	pcs		
37	Clearbook Legal Size	5	pcs		

38	Clip Backfold	12	pcs		
39	Crown Megaphone SR-944	3	pcs		
40	Combat Shoes	2	pairs		
41	Cont. Forms 3 Ply 280x241mm 500shts	2	bxs		
42	Cash Book	40	pads		
43	Clerical Chair	4	units		
44	Columnar Pad	3	pcs		
45	Cont. Forms	2	rms		
46	Certificate of Live Birth	20	pads		
47	CD	45	pcs		
48	Clip Backfold 19mm	36	bxs		
49	Clip Backfold 25mm	36	bxs		
50	Clip Backfold 50mm	36	bxs		
51	Cutter Blade	1	tube		
52	Columnar Pad	3	pads		
53	Canon Ink No 141 & 142	4	set		
54	Computer Table	1	pc		
55	Digital Camera, 18MP 3" Vari-Angle Touch Movie Digic 6 Built-in Pop-up Flash Wi-Fi	1	unit		
56	Desktop Computer Core I5 with Keyboard & Optical Mouse, AVR and Back-Up UPS	1	unit		
57	Dust Pan	42	pcs		
58	Debit/Credit Advice	2	rms		
59	Dishwashing Liquid	20	btls		
60	Detergent Bar Small	100	pcs		
61	Detergent Bar Big	58	pcs		
62	Doormat Rubber	6	pcs		
63	Dipper	6	pcs		
64	Detergent Powder, Twin Pack 80gms	50	packs		
65	Disinfectant, Bleaching Solution 500ml	51	btls		
66	Desktop Computer Core I3 500HD, 2GB	3	sets		
67	Disbursement Voucher Forms	4	rms		
68	Desktop Computer Intel CoreI7 4771, 3.5GHz 1150/Monitor (18.5) AVR, Keyboard & w/ 19" LED Monitor	6	sets		
69	Digital Signage 36x6	5	sets		
70	DVD	6	pcs		
71	Desktop Computer Intel CoreI5, 3.6GHz 1150 4GB DDR3 Memory, Black Casing w/ 600W 1TB Hard Disk, 18" LED Monitor, Optical Mouse, USB (Dual), Keyboard, 500W AVR	2	sets		
72	Desktop Computer Intel CoreI3, UPS, AVR, Keyboard, Mouse, Speaker, LED Monitor & Printer	1	set		
73	Envelope Plastic Legal Size	300	pcs		
74	Envelope, brown (Long), 229 x 305 mm, pcs	880	pcs		
75	Envelope, brown (Letter Size)	155	pcs		
76	Envelope, Plastic, Legal Size	55	pcs		
77	Eraser	2	pcs		
78	Eraser Felt	5	pcs		

79	Executive Table	1	unit		
80	Executive Chair	1	unit		
81	External Harddrive 1TB	3	pcs		
82	FAAS Building	41	rms		
83	FAAS Land	60	rms		
84	Fastener, metal w/ plastic coating, box	64	bxs		
85	Fastener, metal, box	36	bxs		
86	Fastener, metal w/ plastic coating, box (Heavy	8	bxs		
87	Folder Long (rms)	82	rms		
88	Folder, Expanding, Legal Size	368	pcs		
89	Folder, Letter Size	700	pcs		
90	Folder, Long Colored	54	pcs		
91	Forms (Building Permit, Electrical Permit, Permit & Occupancy Permit) 10 rms each	1	set		
92	Forms, Pahintulot sa Pagbubukas ng Nitso	10	pads		
93	Forms, Pahintulot sa Paglilibing	15	pads		
94	Filling Box	19	boxes		
95	File Magazine	40	pcs		
96	File Rack	5	pcs		
97	Filer	39	pcs		
98	Flashrive 32GB	2	pcs		
99	Flashrive 16GB	11	pcs		
100	Flashdrive 4GB	2	pcs		
101	Folder w/ Plastic Grip	101	pcs		
102	Frame for Certification Legal Size	94	pcs		
103	Frame for Certification Letter Size	10	pcs		
104	Flag	20	pcs		
105	Fabricated Barricade	3	pcs		
106	Glass Cleaner - (btls.)	6	btls		
107	Glue 240ml	5	btls		
108	Glue (50ml)	48	btls		
109	Glue Stick	30	pcs		
110	Gloves, Cotton Knitted, Rubberized Palm	262	pairs		
111	Hand Soap, Liquid Antibacterial, 250ml	1	btls		
112	Insecticide, Aerosol type	6	btls		
113	I-Gel Pen, 12pcs/box	69	box		
114	Index Card 3x5	10	pcs		
115	Index Card 4x6	10	pcs		
116	Journal 5 Column	2	pads		
117	Journal Entry Voucher	2	rms		
118	Laptop CoreI5, with Printer	1	unit		
119	Laptop CoreI3, 4GB DDR4 Memory, 1TB	1	unit		
120	Long Sleeve w/ Print	2000	pcs		
121	LED TV 50" Ultra High Defenition TV, 110-240V Dimension 1265x145x806mm	1	unit		
122	Letterhead Black Legal Size	10	rms		
123	Letterhead Black Letter Size	12	rms		
124	Letterhead Colored Legal Size	12	rms		
125	Letterhead Colored Letter Size	12	rms		
126	Long Sleeve Shirt	14	pcs		

127	Lysol	11	cont		
128	LV5 Ballpoint Pen, 50pcs/box	5	bxs		
129	Laptop CoreI7, 4GB DDR4 Memory, 1TB	1	unit		
130	Marking Pen, Permanent (assorted), pcs	84	pcs		
131	Marking Pen, Water Base	64	pcs		
132	Masking Tape, 48mm, 2", 50m/roll	6	rolls		
133	Memo Pad Paper	53	pads		
134	Mailing Envelope	20	pcs		
135	Manila Paper	23	packs		
136	Memory Card	1	pcs		
137	Mouse Pad	2	pcs		
138	Mosquito Killer	8	btls		
139	Moppler w/ Head	22	pcs		
140	Moppler Head	15	pcs		
141	Multi-Purpose Cleaner	5	gal		
142	Muriatic Acid	20	cont		
143	Muriatic Acid	5	gal		
144	Multi-Purpose Cleaner	6	cont		
145	Mailing Envelope	4	box		
146	Masking Tape	30	pcs		
147	Name Stamp	25	pcs		
148	Notebook 200 pages	10	pcs		
149	ORC	15000	pcs		
150	Omron Battery pack	2	pcs		
151	Onion Skin Legal Size	50	rms		
152	Obligation Request Forms	12	rms		
153	Orange ReflectORIZED Traffic Barrier	2	pcs		
154	Printer Ink (Colored/Black)	4	btls		
155	Paper Clip, Gem type, 33mm, vinyl coated,	35	bxs		
156	Paper Clip, Gem type, 33mm, vinyl coated,	15	bxs		
157	Paper, Bond, 70 gsm, 8.5x11	4	rms		
158	Paper, Bond, 70 gsm, 8.5x13	30	rms		
159	Paper, Bond, 216 x 279 mm, 75gsm (Short)	171	rms		
160	Paper, Bond, 216 x 330 mm, 75gsm (Long)	136	rms		
161	Paper, Bond, 216 x 330 mm, Subs 24 (Long)	42	rms		
162	Paper, Bond Paper, 11"x17", 297 x 420 mm,	1	rms		
163	Paste, solid w/ water well & applicator	3	jars		
164	Pencil, lead w/ eraser, 12 pcs/box	49	bxs		
165	Plaque/Certificate 8.5x14	100	pcs		
166	Printer Toner (Xerox Machine Develop)	4	set		
167	Printer Roller (Xerox Machine Develop)	1	set		
168	Printer Ink, Black, btls.	12	btls		
169	Printer Ink, Colored, btls.	18	btls		
170	Printer Ink, Black, btls.	15	btls		
171	Printer Ink, Colored, btls.	10	btls		
172	Printer Ink, No. 810, Black	2	boxes		
173	Printer Ink, No. 811, Colored	2	boxes		
174	Printer Ink, No. 678, Black	17	boxes		
175	Printer Ink, No. 678, Colored	12	boxes		
176	Pail 16ltrs	64	pcs		

177	Printer Ink, T6641, Black	93	btls		
178	Printer Ink, T6642, Cyan	86	btls		
179	Printer Ink, T6643, Magenta	86	btls		
180	Printer Ink, T6644, Yellow	86	btls		
181	Paper Yellow Pad	5	pads		
182	Packing Tape	9	pcs		
183	Paper Sticker	10	pcs		
184	Paste, small	15	pcs		
185	Paste, Medium	7	pcs		
186	Plastic Cover Thick	108	yds		
187	Plastic Cover	10	yds		
188	Printer Ink No 40 cannon	35	pcs		
189	Printer Ink No 41 cannon	35	pcs		
190	Printer Ink No 810	32	pcs		
191	Printer Ink No 811	32	pcs		
192	Puncher HD	6	pcs		
193	Printer Ink No. 704, CN692AA	39	pcs		
194	Printer Ink No. 704, CN693AA	34	pcs		
195	Push Brush	8	pcs		
196	Printer Ink No. 60, Black	10	pcs		
197	Printer Ink No. 60, Colored	10	pcs		
198	Paper Grade 3	20	pads		
199	Printer 3 In 1	2	unit		
200	Printer Cartridge 2180	2	bxs		
201	Printer Ribbon LX300	11	pcs		
202	Printer Ink HP No. 21	5	pcs		
203	Printer Ink HP No. 22	4	pcs		
204	Printed Forms Long	3	rms		
205	Printed Forms Short	2	rms		
206	Petty Cash Voucher Forms	4	rms		
207	Purchase Order Forms	4	rms		
208	Purchase Request Forms	4	rms		
209	Report of Collection & Deposit Forms	9	rms		
210	RPTAR Forms	16060	pcs		
211	Printer Ink Refill Epson L220	8	pcs		
212	PVC Binding Element	2	pcs		
213	Printer Ink, HP C6578D (Colored)	1	pcs		
214	Printer Ink, HP 51645A (Black)	2	pcs		
215	Printer Ink, HP C9351G22 (Colored)	2	pcs		
216	Printer Ink, HP C9351G21 (Black)	2	pcs		
217	Printer 5 In 1 (Monochrome Laser)	1	unit		
218	Record Book, 300 pages, 216 x 280 mm	5	pcs		
219	Record Book, 500 pages, 216 x 280 mm	41	pcs		
220	Ribbon, Nylon, Manual typewriter, box	38	pcs		
221	Rubber Eraser, soft, 20 x 10 mm, pcs	3	pcs		
222	Rain Coat, Heavy Duty	83	pcs		
223	Rainboots, Heavy Duty	83	pairs		
224	Rubber Bond, Size : Stationary No. 18	2	boxes		
225	Rubber Bond Big	9	bxs		
226	Rubber Bond Small	10	bxs		

227	Rubber Stamp	2	pcs		
228	Ruler Plastic 12"	14	pcs		
229	Retro Reflectorized Traffic Cones 28" ht	2	pcs		
230	Rake	15	pcs		
231	Sign Pen, black & blue, pcs	7	pcs		
232	Sign Pen, black & blue	18	boxes		
233	Staple wire, No. 35, 5000s/box	49	bxs		
234	Staple wire, No. 10, 5000s/box	10	bxs		
235	Souvineers (Mugs w/ Print)	1700	pcs		
236	Souvineers (Cap w/ Print)	558	pcs		
237	Stamp Pad Ink	6	btls		
238	Stamp Pad Ink (Small)	12	btls		
239	Special Paper, Certification	55	packs		
240	Scotch Tape	58	rolls		
241	Soft Broom	57	pcs		
242	Stick Broom	825	pcs		
243	Stapler No. 35, Heavy Duty	14	unit		
244	Sponge, Dishwashing	1	pcs		
245	Scissor big	15	pcs		
246	Stamp Pad	8	pcs		
247	Staple Wire Remover	5	pcs		
248	SD Card	2	pcs		
249	Safety Glass	8	pcs		
250	Shovel, Lapad	15	pcs		
251	Shovel, Ponited	1	pcs		
252	Stationary Tape	10	pcs		
253	Staple Wire (big)	2	bxs		
254	Sinamay	3	pcs		
255	Steel Filing Cabinet 4 Layers	1	pc		
256	Swivel Chair	1	pc		
257	Tape, Transparent, 48 mm (2'), 50m Length	10	rolls		
258	Tape, Transparent, 24 mm (2'), 50m Length	8	rolls		
259	Toilet Tissue, 2 ply sheets, roll	113	pcs		
260	Toilet Tissue, 2 ply sheets, 12 roll	27	packs		
261	Tarpauline 4x16	10	pcs		
262	T-Shirt w/ Print	230	pcs		
263	Trash Box	15	pcs		
264	Tape Dispenser	1	pcs		
265	Tape Electrical	2	pcs		
266	Tape, Masking	15	pcs		
267	Thumbtacks	2	bxs		
268	Toner Photocopy	10	pcs		
269	Tarpauline 5x6	53	pcs		
270	Toilet Bowl Cleaner (1L)	4	btls		
271	Toilet Bowl Cleaner	6	cont		
272	Toilet Deodorizer	35	pcs		
273	Tarpaulin 4x8	100	pcs		
274	Tarpaulin 3x21	100	pcs		
275	Toilet Brush	13	pcs		
276	Toilet Pump	11	pcs		

277	Traffic Cap w/ Print	2	pcs		
278	T-Shirt	50	pcs		
279	Tax Clearance Forms	5	rms		
280	Tape Transparent	30	pcs		
281	Toner	1	pcs		
282	UPS	2	unit		
283	USB 16G	2	units		
284	Whiteboard Marker	19	pcs		
285	Whiteboard Marker, 10 pcs	6	bxs		
286	Yellow Pad Paper	10	pads		
287	Yellow Pad Paper	6	rms		
288	0.5 Rx Pen 12pcs/box	10	bxs		
TOTAL					

AMOUNT IN WORDS _____
 _____.

SUBMITTED BY:

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

Position : _____

Name of Bidder : _____