



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
Regional Field Office No.5  
San Agustin, Pili, Camarines Sur, 4418  
<http://bicol.da.gov.ph>

## BIDS AND AWARDS COMMITTEE

### BID BULLETIN No. 1

#### SUPPLY & DELIVERY OF VARIOUS OFFICE SUPPLIES FOR USE OF SAAD OFFICE FOR FY 2022

**March 21, 2022**

Please be advised that the complete items for the above-mention project are the ff:

Quantity		Particulars	Unit price	Total Price
10	boxes	Binder Clips, 19mm, assorted colors	40.00	400.00
10	boxes	Binder Clips, 25mm, assorted colors	45.00	450.00
10	boxes	Binder Clips, 32mm, assorted colors	55.00	550.00
10	boxes	Binder Clips, 51mm, assorted colors	65.00	650.00
10	boxes	Fastener Metal	65.00	650.00
10	boxes	Paper File Fastener, long	385.00	3,850.00
10	boxes	Paper Clip, Big	35.00	350.00
10	boxes	Paper Clip, Small	20.00	200.00
10	pcs	Stapler with Staple Remover #35, HD	300.00	3,000.00
35	boxes	Staple wire #35	40.00	1,400.00
4	boxes	Staple Wire 13mm	100.00	400.00
4	boxes	Staple Wire for Gun Tacker	100.00	400.00
10	bots	Elmer's Glue 40g	45.00	450.00
10	bots	Elmer's Glue 130g	65.00	650.00
10	rolls	Masking Tape, 2"	80.00	800.00
15	rolls	Masking Tape, 1"	40.00	600.00
15	rolls	Scotch Tape, 1"	30.00	450.00
10	rolls	Scotch Tape, 2"	30.00	300.00
10	rolls	Packing Tape 100m, 3"	70.00	700.00
15	pcs	Correction Tape	35.00	525.00
5	rolls	Double Sided Glue Tape	65.00	325.00
10	pads	Sticky Note, 3x5	40.00	400.00
35	boxes	S-24 Long Bond Paper, 5 reams/box	1,600.00	56,000.00
25	boxes	S-24 A4 Bond Paper, 5 reams/box	1,450.00	36,250.00
5	boxes	S-24 Short Bond Paper, 5 reams/box	1,350.00	6,750.00
10	packs	Paper, Photopaper, High Glossy, A4	165.00	1,650.00
10	packs	Paper, Sticker, A4 Matte	50.00	500.00
20	pcs	Record book 300 pages	150.00	3,000.00
25	pcs	Ordinary Long Folder	15.00	375.00
20	pcs	Expanding Long Folder	15.00	300.00
15	pcs	Expanding Long Envelope	15.00	225.00
15	pcs	Data File Storage Box with cover	365.00	5,475.00
10	pcs	Star File Long Storage File Box with Cover	300.00	3,000.00
5	pcs	Archfile 3" 7cm A4/Short	100.00	500.00
5	pcs	Archfile 3" 7cm Legal	110.00	550.00
10	pcs	Multi-Tray	600.00	6,000.00
10	pcs	Multifunctional desk pen holder	100.00	1,000.00
20	boxes	Signpen 0.5, black	1,200.00	24,000.00
15	boxes	Signpen 0.5, blue	1,200.00	18,000.00
25	boxes	Signpen 0.7, black	1,500.00	37,500.00

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<b>15</b>	<b>boxes</b>	<b><i>Signpen 0.7, blue</i></b>	<b><i>1,500.00</i></b>	<b><i>22,500.00</i></b>
<b>5</b>	<b>boxes</b>	<b><i>Marker, Permanent, Broad, Black</i></b>	<b><i>480.00</i></b>	<b><i>2,400.00</i></b>
5	boxes	Marker, Permanent, Broad, Blue	480.00	2,400.00
<b>10</b>	<b>pcs</b>	<b><i>Pencil Sharpener, HD</i></b>	<b><i>300.00</i></b>	<b><i>3,000.00</i></b>
<b>25</b>	<b>pcs</b>	<b><i>Scissors, HD, big</i></b>	<b><i>65.00</i></b>	<b><i>1,625.00</i></b>
<b>5</b>	<b>pcs</b>	<b><i>Puncher, Large</i></b>	<b><i>185.00</i></b>	<b><i>925.00</i></b>
<b>15</b>	<b>pcs</b>	<b><i>Retractable Cutter, small, HD</i></b>	<b><i>25.00</i></b>	<b><i>375.00</i></b>
<b>15</b>	<b>pcs</b>	<b><i>Retractable Cutter, 18 5mm, HD</i></b>	<b><i>250.00</i></b>	<b><i>3,750.00</i></b>
<b>15</b>	<b>pcs</b>	<b><i>Ruler, Metal, 12"</i></b>	<b><i>50.00</i></b>	<b><i>750.00</i></b>
<b>5</b>	<b>pcs</b>	<b><i>Glue Gun, Small, HD</i></b>	<b><i>250.00</i></b>	<b><i>1,250.00</i></b>
<b>20</b>	<b>pcs</b>	<b><i>Glue Sticks, small</i></b>	<b><i>15.00</i></b>	<b><i>300.00</i></b>
<b>5</b>	<b>pcs</b>	<b><i>Glue Gun, Big, HD</i></b>	<b><i>350.00</i></b>	<b><i>1,750.00</i></b>
<b>20</b>	<b>pcs</b>	<b><i>Glue Sticks, big</i></b>	<b><i>20.00</i></b>	<b><i>400.00</i></b>
<b>20</b>	<b>pcs</b>	<b><i>Kyocera TK-7120</i></b>	<b><i>12,000.00</i></b>	<b><i>240,000.00</i></b>
			<b>GRAND TOTAL</b>	<b>P500,000.00</b>

The Secretariat is hereby directed to inform all prospective bidders for the concerned project and post a copy of the same in the designated Bid Bulletin Board, PhilGEPS and in the agency website.

**LUZ R. MARCELINO**  
RTD for Operations  
Chairman, Bids & Awards Committee

***Sample of the Embossed Printing of Title and SAAAD Logo***

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# SPECIAL PRINTING EFFECTS

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