



REQUEST TO SUBMIT PROPOSAL FOR SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR USE IN THE IMPLEMENTATION OF RICE PROGRAM 2022 AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO NINE HUNDRED NINETY-FOUR THOUSAND SIX HUNDRED FIFTY-FIVE PESOS (PHP994,655.00) PURSUANT TO ALTERNATIVE METHOD OF PROCUREMENT SPECIFICALLY NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT UNDER SECTION 53.9 UNDER RA 9184 AND ITS REVISED IRR

The Department of Agriculture Regional Field Unit No. 5 (DA RFO 5), San Agustin, Pili, Camarines Sur is inviting interested suppliers to submit complete bid proposal for the ff:

Particulars		Unit Cost	ABC
VARIOUS OFFICE SUPPLIES			
30 pcs	Battery AA, Rechargeable	350.00/pc	10,500.00
30 pcs	Battery AAA, Rechargeable	190.00/pc	5,700.00
20 boxes	Binder Clip, Small, 19mm, 12's	100.00/pc	2,000.00
20 boxes	Binder Clip, Medium, 25mm, 12's	120.00/box	2,400.00
20 boxes	Binder Clip, Large, 51mm, 12's	160.00/box	3,200.00
125 boxes	Bookpaper, Long, S20, 5's	1,250.00/box	156,250.00
125 boxes	Bookpaper, Short, S20, 5's	1,200.00/box	150,000.00
90 boxes	Bookpaper, A4, S20, 5's	1,250.00/box	112,500.00
30 boxes	Bookpaper, A3, S20, 5's	1,750.00/box	52,500.00
30 pcs	Calculator, Ordinary, Wide format keypad	595.00/pc	17,850.00
15 packs	Colored Paper, Neon, 250's, Assorted Col.	295.00/pack	4,425.00
50 pcs	Correction Tape	35.00/pc	1,750.00
12 doz	Envelope, Brown, Short	50.00/doz	600.00
12 doz	Envelope, Brown, Long	60.00/doz	720.00
12 doz	Envelope, Expanding, Long	150.00/doz	1,800.00
12 doz	Envelope, Expanding, Short	140.00/doz	1,680.00
20 pcs	Envelope, Plastic, Ordinary, Long	8.00/pc	160.00
20 pcs	Envelope, Plastic, Ordinary, Short	7.00/pc	140.00
12 doz	Folder, Ordinary, Short	50.00/doz	600.00
12 doz	Folder, Ordinary, Long	60.00/doz	720.00
12 doz	Folder, Brown, Short	70.00/doz	840.00
12 doz	Folder, Brown, Long	75.00/doz	900.00
20 doz	Folder, Expanding, Long	150.00/doz	3,000.00
20 doz	Folder, Expanding, Short	145.00/doz	2,900.00
50 pcs	Glue, Small, 130g	60.00/pc	3,000.00
40 pcs	Glue, Medium, 473ml	350.00/pc	14,000.00
60 boxes	Specialty Board Paper, Long, 500's	1,200.00/box	72,000.00
60 boxes	Specialty Board Paper, Short, 500's	1,000.00/box	60,000.00
24 boxes	Laid Paper, Long	950.00/box	22,800.00
24 boxes	Laid Paper, Short	895.00/box	21,480.00
1000 pcs	Notebook, spiral, hard plastic cover, 80 lvs.	40.00/pc	40,000.00
500 pcs	Notebook, pro earth design cover, 80 lvs	30.00/pc	15,000.00
15 boxes	Paper Clip, Big	35.00/box	525.00
15 boxes	Paper Clip, Small	20.00/box	300.00
30 boxes	Paper Fastener, Metal	45.00/box	1,350.00
20 boxes	Paper Fastener, Long, Plastic	150.00/box	3,000.00
20 boxes	Paper Fastener, Long, Metal	198.00/box	3,960.00
12 boxes	Pencil No. 2, 12's	80.00/box	960.00
12 boxes	Permanent Marker, Black,	540.00/box	6,480.00





	Fine, Refillable		
12 boxes	Permanent Marker, Blue, Fine, Refillable	540.00/box	6,480.00
12 boxes	Permanent Marker, Blue, Broad, Refillable	540.00/box	6,480.00
12 boxes	Permanent Marker, Black, Broad, Refillable	540.00/box	6,480.00
20 pcs	Permanent Marker, Black, Refill Ink	85.00/pc	1,700.00
20 pcs	Permanent Marker, Blue, Refill Ink	85.00/pc	1,700.00
20 pads	Post It Note, 3x4	90.00/ pad	1,800.00
20 pads	Post It Note, 3x3, Rainbow	80.00/ pad	1,600.00
20 pads	Post It Note, 3x3, With Lines	120.00/pad	2,400.00
20 pads	Post It Note, 3x5	84.00/ pad	1,680.00
30 pcs	Trodat Ink, Black 28 ml	250.00/pc	7,500.00
30 packs	Photo Paper, 20 pcs /Sheet	120.00/pack	3,600.00
24 packs	Photo Paper, Premium High Glossy, A4	120.00/pack	2,880.00
35 pcs	Puncher, 2 hole 9988, 7cm, 25 sheets, Heavy Duty, with Paper Gauge	250.00/pc	8,750.00
20 pcs	Record Book with Page No., Big, 500 lvs	120.00/pc	2,400.00
20 pcs	Ruler, 1 ft, Metal	50.00/pc	1,000.00
35 pcs	Scissor, HD	65.00/pc	2,275.00
12 boxes	Sign Pen, 0.5, Black, Needle Point, good quality	950.00/box	11,400.00
12 boxes	Sign Pen, 0.5, Blue, Needle Point, good quality	950.00/box	11,400.00
12 boxes	Sign Pen, 0.7, Black, Needle Point	900.00/box	10,800.00
12 boxes	Sign Pen, 0.7, Blue, Needle Point	900.00/box	10,800.00
10 boxes	Sign Pen, 0.5, Black	300.00/box	3,000.00
10 boxes	Sign Pen, 0.5, Blue	300.00/box	3,000.00
10 boxes	Sign Pen, 0.5, Green	300.00/box	3,000.00
10 boxes	Sign Pen, 0.7	550.00/box	5,500.00
10 boxes	Sign Pen, G-Tec-C4	850.00/box	8,500.00
10 boxes	Retractable Sign pen, Black, 0.7	900.00/box	9,000.00
10 boxes	Highlighter, Assorted Color, 10's	700.00/box	7,000.00
30 boxes	Staple Wire #35	35.00/box	1,050.00
35 pcs	Stapler, Big, with remover	325.00/pc	11,375.00
5 pcs	Stapler, long arm	250.00/pc	1,250.00
50 packs	Sticker Paper	40.00/pack	2,000.00
30 pcs	Tape, Double Sided, 1'	50.00/pc	1,500.00
30 pcs	Tape, Double Sided, 2'	85.00/pc	2,550.00
35 pcs	Tape, Duct, 2'	100.00/pc	3,500.00
50 pcs	Tape, Masking, 1'	35.00/pc	1,750.00
50 pcs	Tape, Masking, 2'	50.00/pc	2,500.00
50 pcs	Tape, Masking, 3'	70.00/pc	3,500.00
50 pcs	Tape, Packing, 3'	85.00/pc	4,250.00
50 pcs	Tape, Scotch, 1'	30.00/pc	1,500.00
50 pcs	Tape, Scotch, 2'	50.00/pc	2,500.00
50 pcs	Tape, Scotch, 3'	65.00/pc	3,250.00
5 reams	Intermediate Pad Paper, white	325.00/ream	1,625.00
5 reams	Yellow Pad	338.00/ream	1,690.00
35 pcs	Extended Mouse Pad, Non-slip Rubber base, Ant-	250.00/pc	8,750.00





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

	fraying stitched frame, Size: 70 cm x 30cm		
GRAND TOTAL			PHP994,655.00

For use in the implementation of Rice Program 2022. The agency intends to apply the amount of Nine Hundred Ninety-Four Thousand Six Hundred Fifty-Five Pesos (Php994,655.00) as the Approved Budget for the Contract. **PARTIAL BID IS NOT ALLOWED.**

As per approved Purchase Request and considering the nature of requisition being not more than One Million Pesos (Php1,000,000.00) and in order to fast-track the implementation of the program, this procurement is facilitated thru Negotiated Procurement-Small Value Procurement under Section 53.9 of RA 9184 and its Revised IRR.

As such, **RFK GENERAL MERCHANDISE**, San Vicente, Pili, Camarines Sur; **BIDA COMMERCIAL**, Naga City, Camarines Sur; **PILI SCHOOL & OFFICE SUPPLY**, San Juan, Pili, Camarines Sur; and all interested bidders are hereby requested to submit the following documents:

1. Mayor's Permit
2. DTI Registration
3. PhilGEPS Registration
4. Annual Income Tax Return
5. Omnibus Sworn Statement
6. BIR Registration
7. Picture or Brochure

The bidders are required to pay Php500.00 for bid documents to the Cashier's Office, DA RFO-5, Pili, Camarines Sur. **All submitted documents must be in duplicate, marked with index/ear tabs or side-end tabs to identify the page components, and addressed to the BAC Chairperson; otherwise, bids will be automatically rejected on the ground of non-compliance with the prescribed bid requirements.**

Sealed Bid must be received by BAC Secretariat, DA RFO 5 not later than **10:00 in the morning of 4 March 2022** at 3rd Floor Training Hall, Operations Building, DA RFO-V, Pili, Camarines Sur. Opening of proposal will be on the same date and time.

Let this Invitation be posted pursuant to RA 9184 and its IRR. For more information, please see or call BAC Secretariat, Legal Office, Tel. No. (054) 477-33-56.

28 February 2022, Pili, Camarines Sur.

LUZ R. MARCELINO
RTD for Operations
BAC Chairperson



A food-secure Philippines
with prosperous farmers and fisherfolk



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Unit No. 5
San Agustin, Pili, Camarines Sur

**BID FORM
(GOODS)**

DEPARTMENT OF AGRICULTURE
Regional Field Unit No. 5
San Agustin, Pili, Camarines Sur

The Bids and Awards Committee

Gentlemen/ Ladies:

Having examined the bidding documents, the receipts of which is hereby duly acknowledge we the undersigned offer to supply/ deliver the goods requisitioned in Conformity with the said bid documents for the total amount of _____.

(P _____)

Accompanying this Bid Form is our Bid Offer containing the details of the requisition and our offered items is specified quantity and unit price.

We undertake, if our Bid is duly accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by our Bid for the Bid validity period as set by the procuring entity but not exceeding one hundred twenty (120) calendar days from the date of the bids opening.

Until a formal contract is prepared and executed, this bid, together with your acceptance thereof thru Notice of Award, subject to all other Bid documents, shall be binding upon us.

We understand that you are not bound to accept the lowest of any Bid that you may receive.

We certify that we complied with the eligibility requirements as specified under RA 9184 and its IRR and the Bidding documents.

Dated this _____ day of _____ 2022.

(Name and Signature of Bidder OR
Authorized Representative)

Date of Bidding

(Address and Telephone No.)

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. [Select one, delete the other:]

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. [Select one, delete the other:]

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable:);];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the

Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

GPPB Resolution No. 16-2020, dated 16 September 2020

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at_____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

For Goods Offered From Within the Philippines

Name of Project: **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR USE IN THE IMPLEMENTATION OF RICE PROGRAM 2022**

Name of Bidder: _____.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Battery AA, Rechargeable		30 pcs						
2	Battery AAA, Rechargeable		30 pcs						
3	Binder Clip, Small, 19mm, 12's		20 bxs						
4	Binder Clip, Medium, 25mm, 12's		20 bxs						
5	Binder Clip, Large, 51mm, 12's		20 bxs						
6	Bookpaper, Long, S20, 5's		125 bxs						
7	Bookpaper, Short, S20, 5's		125 bxs						
8	Bookpaper, A4, S20, 5's		90 bxs						
9	Bookpaper, A3, S20, 5's		30 bxs						
10	Calculator, Ordinary, Wide format keypad		30 pcs						
11	Colored Paper, Neon, 250's, Assorted Col.		15 pks						
12	Correction Tape		50 pcs						
13	Envelope, Brown, Short		12 doz						
14	Envelope, Brown, Long		12 doz						

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

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Name of Bidder: _____.

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15	Envelope, Expanding, Long		12 doz						
16	Envelope, Expanding, Short		12 doz						
17	Envelope, Plastic, Ordinary, Long		20 pcs						
18	Envelope, Plastic, Ordinary, Short		20 pcs						
19	Folder, Ordinary, Short		12 doz						
20	Folder, Ordinary, Long		12 doz						
21	Folder, Brown, Short		12 doz						
22	Folder, Brown, Long		12 doz						
23	Folder, Expanding, Long		20 doz						
24	Folder, Expanding, Short		20 doz						
25	Glue, Small, 130g		50 pcs						
26	Glue, Medium, 473ml		40 pcs						
27	Specialty Board Paper, Long, 500's		60 bxs						
28	Specialty Board Paper, Short, 500's		60 bxs						

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

For Goods Offered From Within the Philippines

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Name of Bidder: _____.

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29	Laid Paper, Long		24 bxs						
30	Laid Paper, Short		24 bxs						
31	Notebook, spiral, hard plastic cover, 80 lvs.		1000 pcs						
32	Notebook, pro earth design cover, 80 lvs		500 pcs						
33	Paper Clip, Big		15 bxs						
34	Paper Clip, Small		15 bxs						
35	Paper Fastener, Metal		30 bxs						
36	Paper Fastener, Long, Plastic		20 bxs						
37	Paper Fastener, Long, Metal		20 bxs						
38	Pencil No. 2, 12's		12 bxs						
39	Permanent Marker, Black, Fine, Refillable		12 bxs						
40	Permanent Marker, Blue, Fine, Refillable		12 bxs						
41	Permanent Marker, Blue, Broad, Refillable		12 bxs						
42	Permanent Marker, Black, Broad, Refillable		12 bxs						

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

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Name of Bidder: _____.

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43	Permanent Marker, Black, Refill Ink		20 pcs						
44	Permanent Marker, Blue, Refill Ink		20 pcs						
45	Post It Note, 3x4		20 pads						
46	Post It Note, 3x3, Rainbow		20 pads						
47	Post It Note, 3x3, With Lines		20 pads						
48	Post It Note, 3x5		20 pads						
49	Trodat Ink, Black 28 ml		30 pcs						
50	Photo Paper, 20 pcs /Sheet		30 pks						
51	Photo Paper, Premium High Glossy, A4		24 pks						
52	Puncher, 2 hole 9988, 7cm, 25 sheets, Heavy Duty, with Paper Gauge		35 pcs						
53	Record Book with Page No., Big, 500 lvs		20 pcs						
54	Ruler, 1 ft, Metal		20 pcs						
55	Scissor, HD		35 pcs						
56	Sign Pen, 0.5, Black, Needle Point, good quality		12 bxs						

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

For Goods Offered From Within the Philippines

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Name of Bidder: _____.

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57	Sign Pen, 0.5, Blue, Needle Point, good quality		12 bxs						
58	Sign Pen, 0.7, Black, Needle Point		12 bxs						
59	Sign Pen, 0.7, Blue, Needle Point		12 bxs						
60	Sign Pen, 0.5, Black		10 bxs						
61	Sign Pen, 0.5, Blue		10 bxs						
62	Sign Pen, 0.5, Green		10 bxs						
63	Sign Pen, 0.7		10 bxs						
64	Sign Pen, G-Tec-C4		10 bxs						
65	Retractable Sign pen, Black, 0.7		10 bxs						
66	Highlighter, Assorted Color, 10's		10 bxs						
67	Staple Wire #35		30 bxs						
68	Stapler, Big, with remover		35 pcs						
69	Stapler, long arm		5 pcs						
70	Sticker Paper		50 pks						

[signature]

[in the capacity of]

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71	Tape, Double Sided, 1'		30 pcs						
72	Tape, Double Sided, 2'		30 pcs						
73	Tape, Duct, 2'		35 pcs						
74	Tape, Masking, 1'		50 pcs						
75	Tape, Masking, 2'		50 pcs						
76	Tape, Masking, 3'		50 pcs						
77	Tape, Packing, 3'		50 pcs						
78	Tape, Scotch, 1'		50 pcs						
79	Tape, Scotch, 2'		50 pcs						
80	Tape, Scotch, 3'		50 pcs						
81	Intermediate Pad Paper, white		5 rms						
82	Yellow Pad		5 rms						
83	Extended Mouse Pad, Non-slip Rubber base, Ant-fraying stitched frame, Size: 70 cm x 30cm		35 pcs						

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____