**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

**Annex A**

Field Office 02, Carig, Tuguegarao City

RFQ No: 2025-04-0364

**Supply and Delivery of Office Supplies for The Use of DSWD FO2 For 1st Quarter CY 2025**

Date: April 21, 2025

Company Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Qty.** | **Unit** | **Purchaser’s Specifications** | **Bidder’s Specifications*****(Please write the detailed specifications in the space provided)*** | **Unit Cost** | **Total Cost** |
| 1 | 94 | gallon | ALCOHOL, Ethyl, 1 Gallon/3.2 Ltrs |  |  |  |
| 2 | 823 | piece | SIGN PEN, Extra Fine Tip, Black 0.5 |  |  |  |
| 3 | 239 | piece | SIGN PEN, Medium Tip, Black 0.7 |  |  |  |
| 4 | 296 | piece | SIGN PEN, Extra Fine Tip, Blue 0.5 |  |  |  |
| 5 | 271 | piece | SIGN PEN, Medium Tip, Blue 0.7 |  |  |  |
| 6 | 10 | piece | SIGN PEN, Fine Tip, Red 0.5 |  |  |  |
| 7 | 20 | piece | SIGN PEN, Medium Tip, Red 0.7 |  |  |  |
| 8 | 10 | pack | WRAPPING PAPER 10pcs/pack |  |  |  |
| 9 | 59 | pack | BATTERY, dry cell, size AA (4pcs per pack) |  |  |  |
| 10 | 36 | pack | BATTERY, dry cell, size AAA (4pcs per pack) |  |  |  |
| 11 | 5 | pack | BATTERY, dry cell, size D (2 pcs per pack) |  |  |  |
| 12 | 7 | unit | DIGITAL VOICE RECORDER• Memory: > 4GB Built-in-Memory, expandable to 32 GB with micro-SD• PC Connectivity: USB 2.0• Power & Charging: PC – USB or LED USB Power Adapter• Recording Format:MP3 / WMA / L-PCM• Recording Time: > 6 Hrs• Maximum files per folder: 199• Maximum files (total): 5000• PlaybackFormat: WAV/MP3/WMA/AAC/ASF• Battery: Built – In Ll- ion• Accessories: Earphone, USB Cable, User Manual |  |  |  |
| 13 | 68 | box | FACE MASK |  |  |  |
| 14 | 3 | roll | ACETATE (plastic cover) 48” x 50m |  |  |  |
| 15 | 10 | unit | ELECTRIC FAN, industrial, ground type 16" |  |  |  |
| 16 | 24 | unit | ELECTRIC FAN, stand type 16" |  |  |  |
| 17 | 4 | unit | ELECTRIC FAN, wall mount 16" |  |  |  |
| 18 | 26 | unit | EXTERNAL HARD DRIVE (1 TB) |  |  |  |
| 19 | 83 | piece | FLASH DRIVE (64 gb) |  |  |  |
| 20 | 5 | piece | LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts |  |  |  |
| 21 | 1 | piece | LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts |  |  |  |
| 22 | 224 | jar | GLUE, all-purpose (200grams) |  |  |  |
| 23 | 47 | box | STAPLE WIRE, heavy duty (binder type), 23/13 |  |  |  |
| 24 | 4 | roll | TAPE, electrical, small size, 4m |  |  |  |
| 25 | 301 | roll | TAPE, packaging, 48 mm |  |  |  |
| 26 | 84 | roll | TWINE, plastic |  |  |  |
| 27 | 106 | piece | RULER, flexible, plastic, 450mm |  |  |  |
| 28 | 19 | tube | BLADE, for general purpose cutter/utility knife |  |  |  |
| 29 | 238 | box | CLIP, backfold, 32mm |  |  |  |
| 30 | 216 | box | CLIP, backfold, 50mm |  |  |  |
| 31 | 279 | piece | DATA FILE BOX (legal size) |  |  |  |
| 32 | 6 | piece | DATA FOLDER (Horizontal, legal size) |  |  |  |
| 33 | 16 | piece | DATER STAMP self-inking |  |  |  |
| 34 | 59 | box | ENVELOPE, Expanding, Kraft, legal |  |  |  |
| 35 | 5 | box | ENVELOPE, Mailing, with window (legal, 500pcs) |  |  |  |
| 36 | 426 | box | FASTENER, metal |  |  |  |
| 37 | 2 | pack | FILE TAB DIVIDER, A4, 5pcs/pack |  |  |  |
| 38 | 2 | pack | FILE TAB DIVIDER, Legal, 5pcs/pack |  |  |  |
| 39 | 5 | pack | FOLDER, L-type, A4, 12pcs/pack |  |  |  |
| 40 | 26 | pack | FOLDER, L-type, Legal, 12pcs/pack |  |  |  |
| 41 | 35 | box | FOLDER, pressboard, legal, 5pcs/pack |  |  |  |
| 42 | 133 | piece | FOLDER with tab, Legal |  |  |  |
| 43 | 10 | piece | MAGAZINE FILE BOX, Large (legal, horizontal), 15.5in x 10 in x 4.5 in, Attached sample |  |  |  |
| 44 | 570 | piece | MARKER, Permanent, Black |  |  |  |
| 45 | 224 | piece | MARKER, Permanent, Blue |  |  |  |
| 46 | 169 | piece | MARKER, Permanent, Red |  |  |  |
| 47 | 387 | piece | MARKER, Whiteboard, Black |  |  |  |
| 48 | 116 | piece | MARKER, Whiteboard, Blue |  |  |  |
| 49 | 53 | piece | MARKER, Whiteboard, Red |  |  |  |
| 50 | 211 | box | PUNCHER, paper, heavy duty |  |  |  |
| 51 | 35 | piece | RUBBER BAND No. 18 |  |  |  |
| 52 | 221 | piece | STAMP PAD, felt |  |  |  |
| 53 | 356 | unit | STAPLER, standard type |  |  |  |
| 54 | 1 | piece | STAPLER, heavy duty (binder) |  |  |  |
| 55 | 152 | piece | STAPLE REMOVER, plier-type |  |  |  |
| 56 | 105 | pack | CARTOLINA, assorted colors, 10pcs/pack |  |  |  |
| 57 | 270 | bundle | LOOSELEAF COVER (50pcs per bundle) |  |  |  |
| 58 | 260 | pad | NOTEPAD, stick-on, 50mm x 76mm |  |  |  |
| 59 | 190 | pad | NOTEPAD, stick-on, 76mm x 100mm |  |  |  |
| 60 | 101 | pad | NOTEPAD, stick-on, 76mm x 76mm |  |  |  |
| 61 | 159 | pack | PAPER, parchment, legal (100 sheets/box) |  |  |  |
| 62 | 196 | packs | TISSUE, INTERFOLDED PAPER TOWEL (150 pulls/pack) |  |  |  |
| 63 | 19 | bottle | HAND SANITIZER (500ml) |  |  |  |
| 64 | 120 | cans | INSECTICIDE (600ml) |  |  |  |
| 65 | 5281 | pcs | BALLPOINT PEN, fine point, black |  |  |  |
| 66 | 586 | pcs | BALLPOINT PEN, fine point, blue |  |  |  |
| 67 | 3 | pcs | BALLPOINT PEN, fine point, green |  |  |  |
| 68 | 500 | pcs | 1423 Ball Pen 0.5mm |  |  |  |
| 50 | 211 | box | PUNCHER, paper, heavy duty |  |  |  |
| 51 | 35 | piece | RUBBER BAND No. 18 |  |  |  |
| 52 | 221 | piece | STAMP PAD, felt |  |  |  |
| 53 | 356 | unit | STAPLER, standard type |  |  |  |
| 54 | 1 | piece | STAPLER, heavy duty (binder) |  |  |  |
| 55 | 152 | piece | STAPLE REMOVER, plier-type |  |  |  |
| 56 | 105 | pack | CARTOLINA, assorted colors, 10pcs/pack |  |  |  |
| 57 | 270 | bundle | LOOSELEAF COVER (50pcs per bundle) |  |  |  |
| 58 | 260 | pad | NOTEPAD, stick-on, 50mm x 76mm |  |  |  |
| 59 | 190 | pad | NOTEPAD, stick-on, 76mm x 100mm |  |  |  |
| 60 | 101 | pad | NOTEPAD, stick-on, 76mm x 76mm |  |  |  |
| 61 | 159 | pack | PAPER, parchment, legal (100 sheets/box) |  |  |  |
| 62 | 196 | packs | TISSUE, INTERFOLDED PAPER TOWEL (150 pulls/pack) |  |  |  |
| 63 | 19 | bottle | HAND SANITIZER (500ml) |  |  |  |
| 64 | 120 | cans | INSECTICIDE (600ml) |  |  |  |
| 65 | 5281 | pcs | BALLPOINT PEN, fine point, black |  |  |  |
| 66 | 586 | pcs | BALLPOINT PEN, fine point, blue |  |  |  |
| 67 | 3 | pcs | BALLPOINT PEN, fine point, green |  |  |  |
| 68 | 500 | pcs | 1423 Ball Pen 0.5mm |  |  |  |
| 69 | 200 | pcs | ballpen (BLACK) 0.7 |  |  |  |
| 70 | 200 | pcs | ballpen (BLUE) 0.7 |  |  |  |
| 71 | 12 | box | ballpen 0.7 (black) |  |  |  |
| 72 | 165 | pcs | DOUBLE ADHESIVE TAPE, 1" |  |  |  |
| 73 | 1 | pcs | DOUBLE ADHESIVE TAPE, 2" |  |  |  |
| 74 | 110 | pcs | MANILA PAPER |  |  |  |
| 75 | 5 | pack | MAP PIN, round head, 100 pieces per case |  |  |  |
| 76 | 9 | pack | PUSH PIN , flat head type, assorted colors, 100 pieces per case |  |  |  |
| 77 | 17 | pads | Photopaper(A4) 20's/pack |  |  |  |
| 78 | 103 | packs | Photopaper (Legal) 20's/pack |  |  |  |
| 79 | 735 | pads | Sign Here Sticker |  |  |  |
| 80 | 54 | pcs | Storage Box, transparent, 120L |  |  |  |
| 81 | 3 | pc | Storage Box (95 L) |  |  |  |
| 82 | 5 | pcs | Storage Box 30 Liters |  |  |  |
| 83 | 100 | pcs | Corrugated Storage Box, 10.25” x 12.5” x 15.75", Fast Fold One Step Set-up, with Handle and Lid  |  |  |  |
| 84 | 3 | pcs | Received Stamp Dater |  |  |  |
| 85 | 10 | pack | Laminating Film - 222x337x250MIC, 100pcs/pack |  |  |  |
| 86 | 110 | pack | Laminating Film 5R(250 mic ) 100pcs per pack  |  |  |  |
| 87 | 5 | piece | White Glue, Multi-purpose Glue 250 grams |  |  |  |
| 88 | 54 | pcs | Glue 130 grams |  |  |  |
| 89 | 2000 | pcs | Personalized A4-size book-type certificate holders with print (front cover), Navy Blue, with printed insertion (left side of certificate holder) (for BENEFICIARIES)Attached sample |  |  |  |
| 90 | 400 | pcs | Personalized A4-size frames with lining (for partners) |  |  |  |
| 91 | 500 | packs | A4, White, Linen Paper, 90gsm, 100pcs/pack, off white |  |  |  |
| 92 | 13 | rolls | Rope 4mm, 200 meters/roll |  |  |  |
| 93 | 13 | rolls | Nylon Rope #7, 200 meters/roll |  |  |  |
| 94 | 10 | roll | Yellow rope #8 for filing, 200 meters/roll |  |  |  |
| 95 | 50 | roll | Plastic Rope #8 for filing, 200 meters/roll |  |  |  |
| 96 | 152 | pcs | Stapler with remover |  |  |  |
| 97 | 215 | piece | Certificate Holder A4 |  |  |  |
| 98 | 8 | pack | Specialty paper A4 (90 gsm) Pale Cream, 10pcs/pack |  |  |  |
| 99 | 8 | pack | Specialty Board A4 (185 gsm) Pale Cream, 10pcs/pack |  |  |  |
| 100 | 1 | box | Super Color Marker Broad (Black) |  |  |  |
| 101 | 1 | pc | White Bulletin Board with aluminum frame (3ftx4ft) |  |  |  |
| 102 | 1 | pc | Cork Board with aluminum Frame (3ftx4ft) |  |  |  |
| 103 | 5 | ream | Vellum Paper (A4), 90gsm, 100pcs/ream |  |  |  |
| 104 | 10 | ream | Laminating Film (A4), 250mic |  |  |  |
| 105 | 10 | pc. | Laminating Film, long, 250mic |  |  |  |
| 106 | 10 | pack | Colored paper (Orange),20/pack long |  |  |  |
| 107 | 10 | pack | Colored paper (Orange),20/pack a4 |  |  |  |
| 108 | 1 | pack | Sticker paper long |  |  |  |
| 108 | 1 | pack | Sticker paper long |  |  |  |
| 109 | 45 | pc | Data File box, black,15.5 x 9.5 x 4.5 |  |  |  |
| 110 | 1 | box | Expanded press board folder, orange, long, 100pcs/pack |  |  |  |
| 111 | 100 | packs | Speciality Paper (Long, Pale Cream, GSM 90), 10pcs/pack |  |  |  |
| 112 | 3 | ream | PAPER, MULTIPURPOSE A3, 70gsm |  |  |  |
| 113 | 32 | bundle | Brown Folder Legal, 100pcs/bundle |  |  |  |
| 114 | 50 | pcs | Plastic/modular Tray Basket, Beige/White, large size, 55.75x43x19cmAttached sample |  |  |  |
| 115 | 2 | pack | Carbon Paper, 50 pcs/pack, long |  |  |  |
| 116 | 4 | pcs | Packaging Tape Gun Dispenser, plastic |  |  |  |
|  |  |  | **Total Approved Budget = Php1,614,201.70** |  |  |  |

**CELSO L. ARAO JR. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 BAC Chairperson (Signature over printed name of Supplier/Bidder)