



INVITATION TO BID FOR THE
PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR THE
PUBLIC ATTORNEY'S OFFICE FOR FY 2023
Purchase Request No. 405-05-2023

(Through Public Bidding Pursuant to 2016 Revised Implementing Rules and Regulations of
Republic Act No. 9184)

1. The **PUBLIC ATTORNEY'S OFFICE**, through the *General Appropriations Act under fiscal year 2023* intends to apply the total amount of **ONE MILLION SEVEN HUNDRED THIRTY ONE THOUSAND FIVE HUNDRED PESOS ONLY (Php 1,731,500.00)** being the ABC to payments under the contract for the subject procurement for the Public Attorney's Office, as described as follows:

	ITEM	Unit	QTY	Mode of Delivery	Delivery Date/s (After issuance of notice to proceed)
1	Battery Dry Cell (size: AAA)	Piece	500	One Time	15 days
2	Batter Dry Cell (size: AA)	Piece	2,000	One Time	15 days
3	Correction Tape (8m)	Piece	2,000	One Time	15 days
4	Envelope (Documentary, A4)	Box	100	One Time	15 days
5	Envelope (Documentary, Legal)	Box	250	One Time	15 days

6	Envelope, Mailing (white, no window) - 500pcs/box	Box	300	One Time	15 days
7	Fastener, Metal (non-sharp edge, 70mm gap bet. Prongs) -50 pairs/box	Box	1,500	One Time	15 days
8	Marker (Permanent, black)	Piece	3,000	One Time	15 days
9	Marker (for Whiteboard, Black)	Piece	1,500	One Time	15 days
10	Pad paper, Ruled	pad	1000	One Time	15 days
11	Paper Clip (Vinyl/plastic coated, 50mm) -approx. 100 pcs./box	Box	3,000	One Time	15 days
12	Paper Puncher (2 holes, heavy duty)	Piece	300	One Time	15 days

13	Scissors (symmetrical)	Piece	500	One Time	15 days
14	Sign Pen (black, 0.7 mm)	Piece	3,000	One Time	15 days
15	Sign Pen (Blue, 0.7 mm)	Piece	3,000	One Time	15 days
16	Stamp Pad Ink (Purple)	bottle	3,000	One Time	15 days
17	Stamp Pad (with Ink)	Piece	2,000	One Time	15 days
18	Staple Remover (Plier type, heavy-duty metal)	Piece	500	One Time	15 days
19	Tape (Transparent, 24mm)	Roll	3,000	One Time	15 days
20	Ballpen (black, 0.7mm)	Piece	10,000	One Time	15 days
21	Ballpen (Blue, 0.7mm)	Piece	5,000	One Time	15 days

2. The *Public Attorney's Office* now invites bids for the above Procurement Project. Delivery of the Goods is required to be accomplished within the schedule specified above within the period indicated above, upon receipt of notice to proceed/deliver. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the PAO-Bids and Awards Committee and inspect the Bidding Documents at the address given below during **8:00am to 5:00pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **14 June 2023 Wednesday** from the given address and website below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (Php 5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The *PUBLIC ATTORNEY'S OFFICE* will hold a Pre-Bid Conference on **22 June 2023 Thursday Time: 10:30a.m.** at the PAO Central Office Library at PAO- Central Office, 5th Floor DOJ Agencies Bldg., NIA Road corner East Avenue, Diliman Quezon City and/or through video conferencing or webcasting *via Zoom¹*, which shall be open to prospective bidders. Zoom Link Meeting ID: 649 134 7597 with Passcode: PBAC2023.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **06 July 2023 Thursday 9:30a.m.** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **06 July 2023 Thursday 10:30a.m.** at the given address below and accessible via *Zoom²*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Zoom Link Meeting ID: 649 134 7597 with Passcode: PBAC2023.
10. The *PUBLIC ATTORNEYS OFFICE* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

ATTY. MIGUEL NARCISO A. ILAGAN
PBAC, Head Secretariat

ENGR. ANGELA MARAMAG-PRADO
PBAC, Secretariat Member

Public Attorney's Office

¹ <http://us04web.zoom.us/j/6491347597?pwd=Qmk0WjFGelRiQnRXSnpxekZTSEl4dz09> Meeting ID: 649 134 7597 Passcode: PBAC2023

² <http://us04web.zoom.us/j/6491347597?pwd=Qmk0WjFGelRiQnRXSnpxekZTSEl4dz09> Meeting I: 649 134 7597 Passcode: PBAC2023

DOJ Agencies Building, NIA Road
corner East Avenue, Diliman, Quezon City
Telephone number 929-94-36 locals 121, 122, & 131

12. You may visit the following websites:

For downloading of Bidding Documents: *PAO Website: pao.gov.ph*

13 June 2023

(Original Signed)
ATTY. MARLON E BUAN
PBAC Chairperson
Public Attorney V
Regional Public Attorney
PAO-NCR

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Procurement or sale of Office Supplies</p> <p>b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</p>
7.1	
12	<p>The price of the Goods shall be quoted DDP Quezon City or the applicable International Commercial Terms (INCOTERMS) for this Project.</p>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount equivalent to not less than 2% of ABC per lot if bid security is in cash, cashier's manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount equivalent to not less than 5% of ABC per lot if bid security is in Surety Bond.</p>
19.3	<p><i>See attached Terms of Reference: Technical Specification and Delivery Schedule</i></p>
20.2	<ol style="list-style-type: none"> 1. Company profile; 2. List of existing and previous clients; 3. Certification of Bidder issued by its authorized representative/official, identifying whether it is a manufacturer, supplier or distributor of the items subject of procurement. 4. Security and Exchange Commission registration or Department of Trade and Industry business permit; 5. Valid and current Mayor's permit or business permit; 6. VAT registration; 7. Latest Income Tax Return; 8. Audited Financial Statements for Year 2022 (stamped "received" by the BIR); 9. Statement of the prospective bidder that he/she is not "blacklisted"

	<p>or barred from bidding by the government or any of its agencies/offices (Included in Omnibus Sworn Statement);</p> <p>10. Sworn Affidavit that the bidder or any officer of their corporation is not related to the Head of the Procuring Entity by consanguinity or affinity up to the third civil degree (Included in Omnibus Sworn Statement);</p> <p>11. Sworn Statement by the Head of the Company or authorized representative that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original and all information provided therein are true and correct (Included in Omnibus Sworn Statement);</p> <p>12. Certificate of Registration from <i>PHILGEPS</i>;</p> <p>13. Bid Price;</p> <p>14. Bid Security in accordance with RA 9184 and its implementing rules and regulations.</p>
21.2	



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE
Tanggapan ng Manananggol Pambayan
Kagawaran ng Katarungan
DOJ Agencies Bldg, NIA Road corner East Avenue, 1104 Quezon City
Telephone Nos. 929-90-10 / 929-94-36; Fax Nos. 927-68-10 / 926-28-78

Trans. No. 2023-06-071

June 1, 2023

ATTY. MARLON E. BUAN
Chairperson – PAO-Bids and Awards Committee
Regional Public Attorney
PAO-NCR

Sir:

Attached herewith is the approved Purchase Request of PAO-Central Office (Supply Section, for distribution) to wit:

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	405-05-2023	Various Office Supplies				1,731,500.00

TOTAL: 1,731,500.00


Prepared by:


DENVER CHRISTIAN P. LACANILAO
Administrative Aide IV

Certified Correct by:


CARMELA L. FLORENDO
OIC-Supply Section

Noted by:


ATTY. DEMITEER U. HUERTA
Public Attorney IV/OIC
Administrative Service





Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE
Tanggapan ng Manananggol Pambayan
Kagawaran ng Katarungan
DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City

Bids and Awards Committee

TERMS OF REFERENCE (TOR)

**VARIOUS OFFICE SUPPLIES FOR THE USE OF THE PUBLIC ATTORNEY'S
OFFICE FOR FY 2023
(PURCHASE REQUEST NO. 405-05-2023)**
(Through Public Bidding Pursuant to 2016 Revised Implementing Rules and
Regulations of Republic Act No. 9184)

1. Approved Budget for the Contract

The bidder shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **ONE MILLION SEVEN HUNDRED THIRTY-ONE THOUSAND AND FIVE HUNDRED PESOS ONLY (Php 1,731,500.00)**, inclusive of all taxes applicable and bank and government charges payable.

2. Specifications:

	ITEM	Unit	QTY	Mode of Delivery	Delivery Date/s (After issuance of notice to proceed)
1	Battery Dry Cell (size: AAA)	Piece	500	One Time	15 days
2	Batter Dry Cell (size: AA)	Piece	2,000	One Time	15 days
3	Correction Tape (8m)	Piece	2,000	One Time	15 days
4	Envelope (Documentary, A4)	Box	100	One Time	15 days
5	Envelope (Documentary, Legal)	Box	250	One Time	15 days
6	Envelope, Mailing (white, no window) - 500pcs/box	Box	300	One Time	15 days
7	Fastener, Metal (non-sharp edge, 70mm gap bet. Prongs) -50 pairs/box	Box	1,500	One Time	15 days
8	Marker (Permanent, black)	Piece	3,000	One Time	15 days

9	Marker (for Whiteboard, Black)	Piece	1,500	One Time	15 days
10	Pad paper, Ruled	pad	1000	One Time	15 days
11	Paper Clip (Vinyl/plastic coated, 50mm) -approx. 100 pcs./box	Box	3,000	One Time	15 days
12	Paper Puncher (2 holes, heavy duty)	Piece	300	One Time	15 days
13	Scissors (symmetrical)	Piece	500	One Time	15 days
14	Sign Pen (black, 0.7 mm)	Piece	3,000	One Time	15 days
15	Sign Pen (Blue, 0.7 mm)	Piece	3,000	One Time	15 days
16	Stamp Pad Ink (Purple)	bottle	3,000	One Time	15 days
17	Stamp Pad (with Ink)	Piece	2,000	One Time	15 days
18	Staple Remover (Plier type, heavy- duty metal)	Piece	500	One Time	15 days
19	Tape (Transparent, 24mm)	Roll	3,000	One Time	15 days
20	Ballpen (black, 0.7mm)	Piece	10,000	One Time	15 days
21	Ballpen (Blue, 0.7mm)	Piece	5,000	One Time	15 days

May 22, 2023

TECHNICAL WORKING GROUP:

Head:

ALMA E. DUMAGO – LATOSA

Director II

Financial Planning and Management Service

Members:

THOR ARTHUR B. AVILA

Administrative Officer V

Human Resource Management and Development Division

Administrative Service

MICHAEL M. MENDOZA

Administrative Assistant III

Cash Section

Administrative Service



Certificate of Non-Availability of Stocks
(CNAS)

As of Monday, May 08, 2023

Total No. of Items: 194

Product Code	Product Description	UOM	Price	Earliest Estimated Date of Availability
1311203-AC-F01	ACETATE	ROLL	969.88	31 May 2023
47131B12-AF-A01	AIR FRESHENER	Can	81.84	14 May 2023
12191B01-AL-E04	ALCOHOL, Ethyl, 500ml	bottle	47.85	14 May 2023
12191B01-AL-E03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	Gallon	330.55	15 May 2023
26111702-BT-A01	BATTERY, dry cell, AAA	Pack	18.34	30 June 2023
26111702-BT-A02	BATTERY, dry Cell, size AA	Pack	20.49	30 June 2023
26111702-BT-A03	BATTERY, dry Cell, size D	Pack	96.20	30 June 2023
47131B04-BR-T01	BRCOM (waile tling-ling)	Piece	22.78	15 July 2023
47131B04-BR-S01	BRCOM, soft (lambo)	Piece	127.92	15 July 2023
44101B07-CA-C01	CALCULATOR, compact	Unit	266.24	30 June 2023
13111201-CF-P02	CARBON FILM, legal	Box	238.54	30 June 2023
47131B29-TB-C01	CLEANER, toilet and urinal	Bottle	41.60	30 June 2023
47131B05-CL-P01	CLEANSER, scouring powder	Can	23.92	30 June 2023
80121H13-CB-P01	CLEARBOOK, A4 size	Piece	32.91	31 May 2023
80121H13-CB-P02	CLEARBOOK, legal size	Piece	36.36	31 May 2023
44122105-BF-C01	CLIP, backfold, 19mm	Box	9.36	31 May 2023
44122105-BF-C02	CLIP, backfold, 25mm	Box	15.60	31 May 2023
44122105-BF-C03	CLIP, backfold, 32mm	Box	25.56	31 May 2023
44122105-BF-C04	CLIP, backfold, 50mm	Box	60.32	31 May 2023
14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	Box	945.36	15 May 2023

14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	Box	1,188.88	15 May 2023
14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 378mm	Box	1,528.80	15 May 2023
14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 241mm	Box	790.40	15 May 2023
14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 378mm	Box	1,508.00	15 May 2023
44121801-CT-R02	CORRECTION TAPE ✓	Piece	11.53	15 July 2023
44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	Piece	31.72	
44111515-DF-B01	DATA FILE BOX	Piece	77.20	15 May 2023
44122011-DF-F01	DATA FOLDER	Piece	68.64	02 June 2023
44103802-DS-M01	DATING AND STAMPING MACHINE	Piece	469.78	
43211507-DSK001	DESKTOP FOR BASIC USERS	Unit	24,783.60	30 June 2023
43211507-DSK002	DESKTOP FOR MID-RANGE USERS	Unit	42,380.40	30 June 2023
47131811-DE-P03	DETERGENT POWDER, all-purpose	POUCH	54.08	30 June 2023
352161535-DV-R01	DIGITAL VOICEREORDER	Unit	7,339.16	30 June 2023
47131803-DS-A01	DISINFECTANT SPRAY, aerosol, 400g (mln)	Can	139.89	15 August 2023
47131801-DU-P01	DUST PAN	Piece	27.64	15 July 2023
40101504-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	Unit	1,222.00	30 June 2023
40101504-EF-G01	ELECTRIC FAN, industrial, ground type	Unit	1,108.68	30 June 2023
40101504-EF-S01	ELECTRIC FAN, stand type	Unit	856.86	30 June 2023
40101804-EF-W01	ELECTRIC FAN, wall type	Unit	768.56	30 June 2023
44121506-EN-B01	ENVELOPE, Documentary, A4 ✓	Box	764.40	30 June 2023
44121506-EN-D02	ENVELOPE, Documentary, Legal ✓	BOX	980.72	30 June 2023
44121506-EN-X01	ENVELOPE, expanding, kraft	Box	738.40	30 June 2023
44121506-EN-X02	ENVELOPE, expanding, plastic	Piece	30.49	15 July 2023
44121506-EN-M02	ENVELOPE, Mailing ✓	Box	432.52	30 June 2023
44121504-EN-W02	ENVELOPE, mailing, with window	Box	488.80	30 June 2023
360121534-ER-P01	ERASER, plastic/rubber	Piece	4.47	15 July 2023
43201827-HD-X02	EXTERNAL HARD DRIVE, 1 TB	Unit	2,792.40	15 July 2023
44122118-FA-P01	FASTENER, metal ✓	Box	94.64	30 June 2023
44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	Piece	85.20	15 July 2023

*44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	SET	11.13	15 May 2023
*44122018-FT-D02	FILE TAB DIVIDER, legal	Set	14.23	02 June 2023
*46191B01-FE-M01	FIRE EXTINGUISHER, dry chemical	Unit	1,144.00	15 July 2023
*46191B01-FE-H01	FIRE EXTINGUISHER, pure HFC	Unit	5,613.25	15 July 2023
*43202010-FD-U01	FLASH DRIVE, 16 GB Capacity	Piece	166.40	15 July 2023
*47131802-FW-P02	FLOOR WAX, paste type, red	Can	309.76	15 August 2023
*44122011-FO-T03	FOLDER with Tab, A4	Pack	289.12	02 June 2023
*44122011-FO-T04	FOLDER with Tab, Legal	Pack	333.26	02 June 2023
*44122011-FO-F02	FOLDER, lany, with slide, legal	Bundle	286.52	15 May 2023
*44122011-FO-L01	FOLDER, L-type, A4	Pack	187.54	15 July 2023
*44122011-FO-L02	FOLDER, L-type, plastic, legal	Pack	238.57	15 July 2023
*44122027-FO-P01	FOLDER, pressboard	Box	952.64	02 June 2023
*47131B30-FC-A01	FURNITURE CLEANER, aerosol type	Can	120.12	30 June 2023
*53131B26-HS-S01	HAND SANITIZER, 500mL	Bottle	80.85	15 May 2023
*73101B12-HB-L01	HAND SOAP, LIQUID, 500ml	Bottle	42.95	15 May 2023
*55101524-RA-H01	HANDBOOK (RA 9184), 8th edition	Book	37.21	30 June 2023
*44103003-HP-B51	HP Toner CF280XC	Cart	8,359.52	15 July 2023
*44122008-IT-T01	INDEX TAB	Box	63.11	15 July 2023
*44103005-HP-B42	INK CART, HP CZ121A (HP685A), Black	Cart	312.00	30 June 2023
*44103005-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	Cart	256.88	30 June 2023
*44103005-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	Cart	256.88	30 June 2023
*44103005-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	Cart	256.88	30 June 2023
*44103005-CA-C02	ink Cartridge, Canon CL-811, Colored	Cart	1,178.32	30 June 2023
*44103005-CA-B02	ink Cartridge, Canon PG-810, Black	Cart	892.32	30 June 2023
*44103005-HP-B40	INK CARTRIDGE, HP C2P04AA (HP62), BLACK	Cart	862.80	30 June 2023
*44103005-HP-T40	INK CARTRIDGE, HP C2P06AA (HP62), TRI-COLOR	Cart	1,048.32	30 June 2023
*44103005-HP-T20	INK CARTRIDGE, HP CH562WA (HP61), TRI-COLOR	Cart	1,086.00	02 June 2023
*44103005-HP-B49	ink Cartridge, HP CH565A (HP62) Black	Cart	935.00	30 June 2023
*44103005-HP-C49	ink Cartridge, HP CH566A (HP62) Cyan	Cart	740.00	30 June 2023

44103105-HX-Y43	INK CARTRIDGE, HP C0404AA (HP951XL) YELLOW	Cart	1,517.36	02 June 2023
44103105-HP-T36	INK CARTRIDGE, HP C0693AA (HP704) TRI-COLOR	Cart	419.12	02 June 2023
44103105-HP-B33	INK CARTRIDGE, HP CZ107AA (HP878) BLACK	Cart	404.56	02 June 2023
44103105-HP-T33	INK CARTRIDGE, HP CZ108AA (HP878) TRI-COLOR	Cart	404.56	30 June 2023
44103105-HP-T43	INK CARTRIDGE, HP F6V26AA (HP880) TRI-COLOR	Cart	424.32	02 June 2023
44103105-HP-B43	INK CARTRIDGE, HP F6V27AA (HP880) BLACK	Cart	424.32	02 June 2023
44103105-HP-B50	INK CARTRIDGE, HP U0S60AA (HP955) BLACK/ORIGINAL	Cart	1,294.80	30 December 2023
44103105-HX-C48	INK CARTRIDGE, HP U0S63AA (HP955XL) CYAN ORIGINAL	Cart	1,339.52	02 June 2023
44103105-HX-M48	INK CARTRIDGE, HP U0S66AA (HP955XL) MAGENTA	Cart	1,339.52	02 June 2023
44103105-HX-Y48	INK CARTRIDGE, HP U0S69AA (HP955XL) YELLOW	Cart	1,339.52	15 May 2023
44103105-HX-B48	INK CARTRIDGE, HP U0S72AA (HP955XL) BLACK ORIGINAL	Cart	1,817.92	30 June 2023
10191509-IN-A01	INSECTICIDE, aerosol type	Can	139.36	30 June 2023
43211503-LAP002	LAPTOP, LIGHTWEIGHT	unit	46,800.00	Item is no longer orderable.
39101628-LT-L01	LINEAR TUBE, Light Emitting Diode(LED), 18 watts	Piece	205.82	15 July 2023
14111608-LL-C01	LOOSELEAF COVER, legal	Bundle	794.96	30 June 2023
44111515-MF-B02	MAGAZINE FILE BOX, large	Piece	41.60	02 June 2023
44121716-MA-F01	MARKER, fluorescent	Set	36.66	30 June 2023
44121708-MP-B01	MARKER, permanent, black ✓	Piece	827	30 June 2023
44121708-MV-B01	MARKER, whiteboard, black ✓	Piece	9.85	30 June 2023
44121708-MV-B02	MARKER, whiteboard, blue	Piece	9.85	30 June 2023
44121708-MV-B03	MARKER, whiteboard, red	Piece	9.85	30 June 2023
56101504-CM-B01	MONOBLOC CHAIR, beige	Piece	347.41	15 June 2023
56101504-CM-W01	MONOBLOC CHAIR, white	Piece	344.92	15 June 2023
56101519-TM-S02	MONOBLOC TABLE, beige	Unit	1,248.00	15 July 2023
56101519-TM-S01	MONOBLOC TABLE, white	Unit	1,248.00	15 July 2023
47131613-MP-H02	MOPHANDLE, heavy duty, screw type	Piece	124.80	15 July 2023
47131619-MP-R01	MOPHEAD, made of rayon	Piece	122.51	15 July 2023
43211708-MO-C01	MOUSE, OPTICAL	Unit	149.76	30 June 2023
45111609-MM-P01	MULTIMEDIA PROJECTOR, #000 min	Unit	16,588.00	30 June 2023

14111514-NP-S03	NOTE PAD, stick on, 3" x 3"	PAD	52.00	30 June 2023
14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	PAD	37.06	30 June 2023
14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	PAD	459.28	30 June 2023
14111514-NB-S01	NOTEBOOK, stenographer	Piece	12.04	15 May 2023
14111531-PP-R01	PAD PAPER, ruled	PAD	21.53	15 May 2023
44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	Box	8.82	30 June 2023
44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	Box	13.78	30 June 2023
44101603-PS-M01	PAPER SHREDDER	Unit	5,699.20	15 August 2023
44101601-PT-M01	PAPER TRIMMER / CUTTING MACHINE, table top	Unit	9,287.60	15 July 2023
14111507-PP-C02	PAPER, Multi-Purpose, 70gsm (min), Legal	Ream	158.91	15 May 2023
14111507-PP-C01	PAPER, Multi-Purpose, A4	REAM	137.74	15 May 2023
14111507-PP-M02	PAPER, MULTICOPY, legal	REAM	189.18	06 June 2023
14111503-PA-P01	PAPER, parchment	Box	98.05	15 May 2023
44121619-PS-M01	PENCIL SHARPENER, manual	piece	212.87	15 July 2023
44121706-PE-L01	PENCIL, lead, with eraser	Box	20.79	30 June 2023
155121905-PH-F01	PHILIPPINE NATIONAL FLAG	Piece	284.84	15 August 2023
43212102-PR-D01	PRINTER, Impact, dot matrix, 19 pins	Unit	10,189.92	30 June 2023
43212105-PR-L01	PRINTER, Laser, Monochrome	Unit	2,636.89	30 June 2023
44101502-PU-P01	PUNCHER, paper, heavy duty	Piece	150.80	30 April 2023
47131501-RG-C01	RAGS, all cotton	Bundle	53.14	15 July 2023
14111531-RE-B01	RECORD BOOK, 300 pages	BOOK	62.40	15 May 2023
14111531-RE-B02	RECORD BOOK, 500 pages	BOOK	104.00	15 May 2023
44103112-EP-R05	RIBBON CART, EPSON C13S015516 (#8750), Black	Cart	77.43	15 May 2023
44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black	Cart	77.94	15 May 2023
44103112-EP-R07	RIBBON CARTRIDGE, EPSON C13S015531 (S015086)	Cart	818.48	15 May 2023
44122037-RB-P10	RING BINDER, 32mm	Bundle	274.23	15 July 2023
44122101-RU-B01	RUBBER BAND, No. 18	Box	135.20	
44121618-SS-S01	SCISSORS, symmetrical / asymmetrical	Pair	33.37	30 June 2023
47131602-SC-N01	SCOURING PAD	Pack	57.93	15 July 2023

30121524-SP-G01	SIGN PEN, Extra fine tip, black	Piece	22.20	15 May 2023
30121524-SP-G02	SIGN PEN, Extra fine tip, blue	Piece	22.20	15 May 2023
30121524-SP-G03	SIGN PEN, Extra fine tip, red	Piece	22.20	15 May 2023
12171703-SI-P01	STAMP PAD INK, purple or violet	Bottle	28.91	30 June 2023
44121B05-SP-F01	STAMP PAD, felt	Piece	39.92	30 June 2023
44121B13-SR-P01	STARLE REMOVER, plier-type	Piece	27.87	15 July 2023
31151B04-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	Box	22.55	15 July 2023
31151B04-SW-S01	STAPLE WIRE, standard	Box	23.76	15 July 2023
44121B15-ST-B01	STAPLER, Binder Type, Heavy Duty	Unit	888.16	15 July 2023
44121B15-ST-S01	STAPLER, standard type	Piece	145.60	15 August 2023
42131713-SM-M06	SURGICAL MASK, 3 ply	Piece	1.35	30 June 2023
44121B05-TD-T01	TAPE DISPENSER, Table Top, for 24mm width tape	Unit	72.80	15 July 2023
31201502-TA-E01	TAPE, electrical	Roll	19.45	30 June 2023
31201503-TA-M01	TAPE, masking, 24mm	Roll	61.88	30 June 2023
31201503-TA-M02	TAPE, MASKING, 48mm	Roll	121.16	30 June 2023
31201517-TA-P01	TAPE, packaging, 48mm	Roll	22.36	30 June 2023
31201512-TA-T01	TAPE, transparent, 24mm	Roll	11.18	30 June 2023
31201512-TA-T02	TAPE, transparent, 48mm	Roll	22.57	30 June 2023
14111704-TT-P02	TOILET TISSUE/PAPER, 2 ply	Pack	86.32	15 May 2023
14111704-TT-P04	TOILET TISSUE/PAPER, Interlocked Paper Towel	Pack	33.80	15 May 2023
44103103-BR-B03	TONER CART, BROTHER TN-2025, Black	Cart	2,685.28	15 July 2023
44103103-BR-B09	TONER CART, BROTHER TN-3320, Black	Cart	3,567.20	15 July 2023
44103103-BR-B11	TONER CART, BROTHER TN-3350, Black	Cart	5,002.40	15 July 2023
44103103-BR-B15	TONER CART, BROTHER TN-3478, Black	Cart	5,575.44	15 July 2023
44103103-HP-B12	TONER CART, HP CE3435A, Black	Cart	3,099.20	15 July 2023
44103103-HP-B21	TONER CART, HP CE278A, Black	Cart	3,741.92	15 July 2023
44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	Cart	3,242.72	15 July 2023
44103103-HP-B23	TONER CART, HP CE310A, Black	Cart	2,350.40	
44103103-HP-C23	TONER CART, HP CE311A, Cyan	Cart	2,610.40	15 July 2023

44103#03-HP-Y23	TONER CART, HP CE312A, Yellow	Cart	2,610.40	15 July 2023
44103#03-HP-M23	TONER CART, HP CE313A, Magenta	Cart	2,610.40	15 July 2023
44103#03-HP-B24	TONER CART, HP CE320A, Black	Cart	3,192.80	15 July 2023
44103#03-HP-B25	TONER CART, HP CE390A, Black	Cart	7,872.80	15 July 2023
44103#03-HP-B27	TONER CART, HP CE410A, (HP305), Black	Cart	3,837.60	15 July 2023
44103#03-HP-Y27	TONER CART, HP CE412A, (HP305), Yellow	Cart	5,480.00	15 July 2023
44103#03-HP-M27	TONER CART, HP CE413A, (HP305), Magenta	Cart	6,011.20	15 July 2023
44103#03-HP-B28	TONER CART, HP CE505A, Black	Cart	4,080.80	15 July 2023
44103#03-HP-B34	TONER CART, HP Q2612A, Black	Cart	3,744.00	15 July 2023
44103#09-BR-D06	Toner Cartridge, Brother DR-451CL, High Yield 3000	Cart	6,780.00	15 July 2023
44103#03-BR-B16	Toner Cartridge, Brother TN-456 Black, High Yield	Cart	4,564.56	15 July 2023
44103#03-BR-C03	Toner Cartridge, Brother TN-456 Cyan, High Yield	Cart	7,716.80	15 July 2023
44103#03-BR-M03	Toner Cartridge, Brother TN-456 Magenta, High	Cart	7,716.80	15 July 2023
44103#03-BR-Y03	Toner Cartridge, Brother TN-456 Yellow, High Yield	Cart	7,716.80	15 July 2023
44103#03-HP-B52	Toner Cartridge, HP CF217A (HP17A) Black LaserJet	Cart	2,878.72	15 July 2023
44103#03-HP-B53	Toner Cartridge, HP CF226A (HP26A) Black LaserJet	Cart	5,248.80	15 July 2023
44103#03-HP-B55	Toner Cartridge, HP CF280A, LaserJet Pro M401/M425	Cart	4,690.40	15 July 2023
44103#03-HP-B56	Toner Cartridge, HP CF281A (HP81A) Black LaserJet	Cart	7,800.00	15 July 2023
44103#03-HP-B67	Toner Cartridge, HP CF283A (HP83A) LaserJet Black	Cart	3,034.72	15 July 2023
44103#03-HP-B58	Toner Cartridge, HP CF287A (HP87) Black	Cart	9,828.00	15 July 2023
44103#03-HP-B61	Toner Cartridge, HP CF360A (HP508A) Black LaserJet	Cart	7,030.40	15 July 2023
44103#03-HP-C61	Toner Cartridge, HP CF361A (HP508A) Cyan LaserJet	Cart	8,814.00	15 July 2023
44103#03-HP-Y61	Toner Cartridge, HP CF362A (HP508A) Yellow	Cart	8,814.00	15 July 2023
44103#03-HP-M61	Toner Cartridge, HP CF363A (HP508A) Magenta	Cart	8,814.00	15 July 2023
44103#03-HP-B63	Toner Cartridge, HP CF410A (HP410A) black	Cart	3,900.00	15 July 2023
4712#701-TB-P04	TRASHBAG, XXL size	Pack	144.04	15 July 2023
31151507-TW-P01	TWINE, plastic	Roll	66.62	15 July 2023
47121702-WB-P01	WASTEBASKET, non-rigid plastic	Piece	31.91	15 July 2023
80121124-WR-P01	WRAPPING PAPER, kraft	Pack	161.20	15 May 2023

* This certificate is valid within fifteen (15) days upon the date of issuance. Items indicated above are currently not available from the Procurement Service and agency may procure thru

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other sources in accordance with 2016 Revised IRR of RA 9194.

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