



**INVITATION TO BID FOR THE
PROCUREMENT OF OFFICE & IT SUPPLIES**

1. The CATANDUANES STATE UNIVERSITY through the use of GAA & SBUI CY 2021 intends to apply the sum of **ONE MILLION FOUR HUNDRED FIFTY-THREE THOUSAND EIGHT HUNDRED NINETY-ONE PESOS & 29/100 ONLY (Php1,453,891.29)** being the Approved Budget for the Contract (ABC) to payments under the contract for the ***PROCUREMENT OF OFFICE & IT SUPPLIES/ IDENTIFICATION NO. 21-04-024*** . Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The CATANDUANES STATE UNIVERSITY now invites bids for the above Procurement Project.

Brief Description of Goods:

Item No.	Unit of Measure	Brief Description	Qty	ABC/UNIT
LOT I: OFFICE SUPPLIES				
1	Ream	A3 Paper, 100gms,500 sheets	3	585.00
2	Piece	Abaca Handmade Folder	100	50.00
3	Roll	Acetate cover gauge 6	7	825.00
4	Can	Air freshener, aerosol, 320 ml, 5 in 1	50	308.00
5	Bottle	Alcohol Big (70% isopropyl) 500 ml	122	107.60
6	Piece	Arc File Folder 2 hole short, blue	14	291.33
7	Piece	Arc File Folder, 3 hole, long 3"	78	319.10
8	Piece	Arc File Folder, 3 hole, long 3" (red)	5	319.10
9	Piece	Arc File Folder, 3 hole, long 3" (blue)	45	319.10
10	Piece	Ballpen Ballpoint Black	107	7.30
11	Piece	Ballpen Ballpoint Blue	522	7.30
12	Piece	Ballpen Ballpoint Red	25	7.30
13	Piece	Ballpen, ballpoint, oil gel, black	30	7.30
14	Piece	Ballpen, ballpoint, oil gel, blue	165	7.30
15	Piece	Ballpen, roller ballpen, ultra fine, .04 black	50	90.50
16	Piece	Ballpen, roller ballpen, ultra fine, .04 blue	63	90.50
17	Piece	Ballpen, roller ballpen, ultra fine, .04 refill black	25	66.50
18	Piece	Ballpen, roller ballpen, ultra fine, .04 refill blue	30	66.50
19	Piece	Battery Size AA, Alkaline	38	63.80
20	Piece	Battery Size AAA, Alkaline	7	63.80
21	Pack	Battery double A, pack of 4, heavy duty	2	200.00
22	Box	Binder Clip 0.5"wide (12/Box)	5	30.00
23	Box	Binder Clip 3/4" wide (12's/bx)	49	30.80
24	Box	Binder Clip 1" wide (12's/bx)	48	39.60
25	Box	Binder Clip 1 1/4" wide (12's/bx)	35	41.80
26	Box	Binder Clip 1.5"wide (12/box)	5	80.00
27	Box	Binder Clip 2" wide (12's/bx)	32	99.11
28	Piece	Binder, round 3"	8	25.30
29	Yard	Book Binding Cloth (Blue,Brown)	10	110.00
30	Piece	C2S-Board 300gms (8.5x13)	137	30.80
31	Piece	Calculator (ordinary)	9	385.00
32	Piece	Calculator (standard)	6	500.00
33	Piece	Calculator (scientific)	7	685.50
34	Piece	Cardboard,whole	1	60.44
35	Piece	Cartolina (Assorted Colors)	32	8.50
36	Piece	Cartolina (red, blue)	8	8.50
37	Piece	Cartolina, White	5	8.50
38	Piece	Cartolina, purple	5	8.50
39	Piece	Cartolina, pink	5	8.50
40	Piece	Cartolina, light blue	3	8.50
41	Piece	Cartolina, yellow	11	8.50
42	Piece	CD-RW with Case	22	39.60

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43	Piece	CD-R with slim case, high quality	59	39.86
44	Piece	Certificate Frame, short	70	120.89
45	Piece	Certificate Frame, Acrylic frame short size desktop clear	11	250.00
46	Piece	Certifiicate Holder/Frame (glass/short size)	30	120.89
47	Piece	Certificate Frame, long	5	120.89
48	Piece	Certificate Frame A4	6	120.89
49	Book	Clear Book, Long	25	55.00
50	Piece	Clip 3"Wide	15	25.30
51	Box	Clip Paper No.2 33mm 53.2 Triangular Vinyl Asstd. Color	10	25.00
52	Box	Clip Paper No.3 33mm 53.2g Triangular Vinyl Asstd. Color	10	25.00
53	Piece	Cloth envelop with holder	11	132.00
54	Ream	Colored Paper, Assorted colors, long, subs 20, 80gsm	23	241.78
55	Ream	Colored Paper, long, 80 gsm, subs. 24 (assorted neon color, 10 pcs per color)	1	241.78
56	Ream	Colored Paper, yellow, long, 80 gsm	6	241.78
57	Ream	Colored Paper, Assorted colors, short, 80 gsm, subs. 24	13	220.00
58	Ream	Colored Paper, short, 80 gsm, subs. 24 (assorted neon color, 10 pcs per color)	1	220.00
59	Ream	Colored Paper, Assorted Colors, A4	3	235.00
60	Piece	Columnar Notebook, 24 columns	5	350.00
61	Piece	Cork Board (Bulletin board, aluminum frame 12" x 18"	1	900.00
62	Piece	Cork Board with Frame (2"X3")	1	929.25
63	Box	Cork Pin/push pin,30s	1	34.50
64	Box	Cork Pin/push pin,50s	13	38.65
65	Piece	Correction Fluid	3	35.00
66	Piece	Correction Tape 5mm x 10m	22	45.00
67	Piece	Correction Tape 6m x 5mm	138	60.50
68	Piece	Customized Rubber Stamp	7	540.00
69	Pack	Cutter Blade, for heavy duty cutter, (L:500), 10 pcs./pack	14	160.00
70	Piece	Cutter, heavy duty, plastic molded body for office use	19	132.00
71	Piece	Dating & Stamping Machine, heavy duty, Self-inking stamp, with removal and refillable ink pad, steel and plastic four band date and 12-year band, single color	8	715.00
72	Unit	Document File Holder / Office Desktop Sorter Rack, 4 Tier Black Metal Wire Mesh Vertical Trays, Dimension (in inches): 13.75 W x 15.75 H x 9.75	3	450.00
73	Piece	Desk File Organizer (Document Paper Tray) 3 Layer	3	280.00
74	Piece	Desk Stapler, high quality, all metal construction	1	2,242.00
75	Piece	Drawing pen, black, 0.5	3	120.00
76	Piece	Drawing pen, blue, 0.5	6	120.00
77	Piece	Duct Tape	16	93.44
78	Piece	Envelope, Brown, 200 lbs, A4	40	6.10
79	Piece	Envelope, Brown, 200 lbs, Long	497	6.10
80	Ream	Envelope, Brown Long	40	160.00
81	Piece	Envelope, Brown Short	87	6.10
82	Piece	Envelope, white (#10, Legal)	50	15.00
83	Piece	Eraser, plastic/rubber, for pencil/draft writing, rectangular, dimension 58mm x 18mm x 8m min. of volume: 8.352 mm min.	33	27.75
84	Piece	Expanding Envelope	20	23.73
85	Piece	Expanding Envelope (Hard Plastic)	38	22.00
86	Piece	Expanding Envelope (Hard Plastic) (Green)	20	22.00
87	Piece	Expanding Envelope Long with Garter, brown	196	21.00
88	Piece	Expanding Envelope (long with Garter) green	20	21.00
89	Piece	Expandable Folder Long, Green (Imported)	50	32.00
90	Piece	Felt Paper	12	28.95
91	Piece	Felt Paper Blue	16	28.72
92	Piece	Felt Paper Red	6	28.95

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