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**SUPPLEMENTAL/BID BULLETIN**  
**August 7, 2024**

**Addendum No. 1**

This supplemental/bid bulletin is being issued to further clarify the **Technical Specifications** of the items for the **Procurement of Office Supplies (Fund 101)**

Project Reference Number : **MC-GOODS-2024-07-15**  
 Location of the Contract : **ISAT U-Miagao Campus, Miagao, Iloilo**  
 Approved Budget : **PhP 435,751.00**

Please be informed of the revised **Technical Specifications** of the items as follow:

Item No.	Product Category	Description	Unit	Qty.
1	Ballpen	black, 0.5 mm, 12pcs/box	bxs	9
2	Ballpen	blue, 0.5 mm, 12pcs/box	box	1
3	Ballpen	red, 0.5 mm, 12pcs/box	box	1
4	Battery	AA, 2pcs/pack, drycell, alkaline	pcks	5
5	Battery	AAA, 2pcs/pack, drycell, alkaline	pcks	4
6	Binder Clips	backfold clips, all metal, clamping: 1", 12's	bxs	7
7	Binder Clips	backfold clips, all metal, clamping: 2", 12's	bxs	6
8	Binder Clips	bulldog, all metal, clamping: 3", 12's	bxs	2
9	Boxes	storage box, plastic, 95L	pcs	11
10	Calculator	scientific, good quality	pc	1
11	Class Record	140mmx279mm, 30 sheets, 230gsm	pcs	200
12	Clear Book	A4, 60 pockets, thick plastic sheet	pcs	2
13	Clear Book	8.5" x 13", 60 pockets, thick plastic sheet	pcs	21
14	Correction Pen	liquid paper correction pen	pcs	12
15	Correction Tape	20 m x 5 mm	pcs	13
16	Cutter	big, 18mm blade, heavy duty	pcs	6
17	Cutter Blade Refill	big, 10pcs/tube	tubes	2
18	Envelope	brown, long, good quality	pcs	85
19	Envelope	brown, short good quality	pcs	20
20	Envelope	expandable w/garter, long, beige/brown, good quality	pcs	10
21	Envelope	expandable, plastic, long, with handle, good quality	pcs	2
22	Eraser	black/whiteboard eraser, good quality	pcs	2
23	Fastener	paper fastener, plastic, multi-colored	pcs	4
24	Fastener	plastic, double lock, for 100 pages and up	pcs	2
25	File Box	big, with cover, blue	pcs	10
26	File Box	big, without cover, blue	pcs	5
27	Folder	A4, white, 14pts, 100pcs/ream	rms	3
28	Folder	green, long, pressboard, expandable without tab	pcs	170
29	Folder	green, long, expanded with tab, good quality	pcs	65
30	Folder	long size, white, 14pts, 100pcs/ream	rms	11
31	Glue	130gms, multipurpose glue, safe and non-toxic	btls	17
32	Glue	instant glue, fast drying, 10g	pcks	2
33	Glue Gun	big, heavy duty	pcs	6
34	Glue Gun	small, heavy duty	pc	1





35	Glue Stick	big, good quality	pcs	55
36	Glue Stick	small, good quality	pcs	10
37	Guntacker Wire	12mm	bxs	4
38	Highlighter	assorted colors, good quality	pcs	13
39	Mimeographing Paper	8.5" x 13", whitewove, subs 18, rough texture	rms	500
40	Notebook	178 x 254mm, green, spiral type, 80 leaves	pcs	200
41	Pad	memo pad, 1.5" x 2"	pads	5
42	Pad	memo pad, 3" x 5"	pads	6
43	Paint Brush	1" fine bristles	pcs	2
44	Paint Brush	2" fine bristles	pcs	3
45	Paint Brush	4" fine bristles	pcs	3
46	Paper	bond paper, 8.5" x 13", premium grade, subs 20	rms	150
47	Paper	bond paper, A4, premium grade, subs 20	rms	410
48	Paper	bond paper, A4, subs 16	rms	15
49	Paper	photo paper, A4, glossy, 10's, high quality, inkjet friendly	pcks	25
50	Paper	photo paper, A4, matte, 10's, high quality, inkjet friendly	pcks	2
51	Paper	board paper, long, 220gsm, biege, 10's	pcks	28
52	Paper	board paper, A4, 220gsm, biege, 10's	pcks	28
53	Paper	board paper, long, 180gsm, biege, 10's	pcks	58
54	Paper	board paper, A4, 180gsm, biege, 10's	pcks	41
55	Paper	sticker paper, A4, matte, assorted color	pcks	32
56	Paper	sticker paper, A4, matte, white	pcks	76
57	Paper	vellum paper, 8.5" x 13", 10's	pcks	3
58	Paper Clips	big, assorted color, vinyl coated	bxs	11
59	Paper Clips	regular, 33mm, assorted colors, vinyl coated	bxs	7
60	Pen	permanent marker, fine, black	pcks	8
61	Pen	permanent marker, fine, blue	pcks	2
62	Pen	permanent marker, broad, black	pcks	30
63	Pen	permanent marker, broad, blue	pcks	20
64	Pen	permanent marker, broad, red	pcks	22
65	Pen	whiteboard marker, black, refillable, bullet tip	pcks	32
66	Pen	whiteboard marker, blue, refillable, bullet tip	pcks	6
67	Pen	whiteboard marker, red, refillable, bullet tip	pcks	4
68	Pencil,	#1, durable, woodclined complastic lead, 12's	bxs	11
69	Pencil	#2, durable, woodclined complastic lead, 12's	bxs	21
70	Pins	push pins with colored heads	bxs	5
71	Puncher	big, heavy duty	pcs	6
72	Record Book	150 pages, hardbound	pcs	3
73	Record Book	300 pages, hardbound	pcs	26
74	Record Book	500 pages, hardbound	pcs	5
75	Ruler	1ft, plastic	pcs	4
76	Ruler	1ft, stainless steel	pcs	6
77	Scissors	big, tailoring scissors, comfortable handle, premium quality	pcs	2
78	Scissors	small, tailoring scissors, comfortable handle, premium quality	pcs	6
79	Sign Pens	G-Tec C4, 0.4mm, black, gel ink pen, refillable	pcs	240
80	Sign Pens	G-Tec C4, 0.4 mm, blue, gel ink pen, refillable	pcs	12
81	Sign Pens	0.7 mm, black, gel ink, refillable	pcs	42
82	Sign Pens	0.7 mm, blue, gel ink, refillable	pcs	30
83	Sign Pens	0.7 mm, red, gel ink, refillable	pcs	3
84	Sign Pens	pigment ink, water based, water resistant, acid free, drawing system, 0.5, black	pcs	12
85	Stamp Pad	4" x 6" (no.1), clear stamp, quality standard	pcks	2
86	Stamp Pad Ink	purple, plastic container, 30ml	btls	8
87	Staple Wire	#35 mm, heavy duty	bxs	13



88	Staple Wire Remover	plier type, heavy duty	pcs	5
89	Stapler	#35, with staple remover, high quality	pcs	6
90	Sticky Note	1" x 3", assorted neon color	pads	5
91	Sticky Note	3" x 4", assorted neon color	pads	2
92	Tape	double sided with foam, 1", standard length	rolls	5
93	Tape	double sided without foam, 1", standard length	rolls	20
94	Tape	duct, 3", standard length	rolls	3
95	Tape	masking, 1", standard length	rolls	42
96	Tape	masking, 2", standard length	rolls	6
97	Tape	packing, 2", standard length	rolls	11
98	Tape	transparent, 1", standard length	rolls	8
<b>Delivery Period: 30 calendar days</b>				

This Supplement Bid Bulletin No. 1 shall form part of the Bidding Documents  
For the guidance and information of all concerned.

  
**SOLIMAR F. MORADAS, DIT**  
BAC Chairperson







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## Technical Specifications

Item	Specification	Statement of Compliance			
		<i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>			
Procurement of Office Supplies (Fund 101)					
Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
1	Ballpen, black, 0.5 mm, 12pcs/box	bxs	9		
2	Ballpen, blue, 0.5 mm, 12pcs/box	box	1		
3	Ballpen, red, 0.5 mm, 12pcs/box	box	1		
4	Battery, AA, 2pcs/pack, drycell, alkaline	pcks	5		
5	Battery, AAA, 2pcs/pack, drycell, alkaline	pcks	4		
6	Binder Clips, backfold clips, all metal, clamping: 1", 12's	bxs	7		
7	Binder Clips, backfold clips, all metal, clamping: 2", 12's	bxs	6		
8	Binder Clips, bulldog, all metal, clamping: 3", 12's	bxs	2		
9	Boxes, storage box, plastic, 95L	pcs	11		



Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
10	Calculator, scientific, good quality	pc	1		
11	Class Record, 140mmx279mm, 30 sheets, 230gsm	pcs	200		
12	Clear Book, A4, 60 pockets, thick plastic sheet	pcs	2		
13	Clear Book, 8.5" x 13", 60 pockets, thick plastic sheet	pcs	21		
14	Correction Pen, liquid paper correction pen	pcs	12		
15	Correction Tape, 20 m x 5 mm	pcs	13		
16	Cutter, big, 18mm blade, heavy duty	pcs	6		
17	Cutter Blade Refill, big, 10pcs/tube	tubes	2		
18	Envelope, brown, long, good quality	pcs	85		
19	Envelope, brown, short, good quality	pcs	20		
20	Envelope, expandable w/garter, long, beige/brown, good quality	pcs	10		
21	Envelope, expandable, plastic, long, with handle, good quality	pcs	2		
22	Eraser, black/whiteboard eraser, good quality	pcs	2		
23	Fastener, paper fastener, plastic, multi-colored	pcs	4		
24	Fastener, plastic, double lock, for 100 pages and up	pcs	2		
25	File Box, big, with cover, blue	pcs	10		
26	File Box, big, without cover, blue	pcs	5		
27	Folder, A4, white, 14pts, 100pcs/ream	rms	3		
28	Folder, green, long, pressboard, expandable without tab	pcs	170		
29	Folder, green, long, expanded with tab, good quality	pcs	65		
30	Folder, long size, white, 14pts, 100pcs/ream	rms	11		
31	Glue, 130gms, multipurpose glue, safe and non-toxic	btls	17		
32	Glue, instant glue, fast drying, 10g	pcks	2		
33	Glue Gun, big, heavy duty	pcs	6		
34	Glue Gun, small, heavy duty	pc	1		
35	Glue Stick, big, good quality	pcs	55		
36	Glue Stick, small, good quality	pcs	10		
37	Guntacker Wire, 12mm	bxs	4		
38	Highlighter, assorted colors, good quality	pcs	13		
39	Mimeographing Paper, 8.5" x 13", whitewove, subs 18, rough texture	rms	500		



Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
40	Notebook, 178 x 254mm, green, spiral type, 80 leaves	pcs	200		
41	Pad, memo pad, 1.5" x 2"	pads	5		
42	Pad, memo pad, 3" x 5"	pads	6		
43	Paint Brush, 1" fine bristles	pcs	2		
44	Paint Brush, 2" fine bristles	pcs	3		
45	Paint Brush, 4" fine bristles	pcs	3		
46	Paper, bond paper , 8.5" x 13", premium grade, subs 20	rms	150		
47	Paper, bond paper , A4, premium grade, subs 20	rms	410		
48	Paper, bond paper, A4, subs 16	rms	15		
49	Paper, photo paper, A4, glossy, 10's, high quality, inkjet friendly	pcks	25		
50	Paper, photo paper, A4, matte, 10's, high quality, inkjet friendly	pcks	2		
51	Paper, board paper, long, 220gsm, biege, 10's	pcks	28		
52	Paper, board paper, A4, 220gsm, biege, 10's	pcks	28		
53	Paper, board paper, long, 180gsm, biege, 10's	pcks	58		
54	Paper, board paper, A4, 180gsm, biege, 10's	pcks	41		
55	Paper, sticker paper, A4, matte, assorted color	pcks	32		
56	Paper, sticker paper, A4, matte, white	pcks	76		
57	Paper, vellum paper, 8.5" x 13", 10's	pcks	3		
58	Paper Clips, big, assorted color, vinyl coated	bxs	11		
59	Paper Clips, regular, 33mm, assorted colors, vinyl coated	bxs	7		
60	Pen, permanent marker, fine, black	pcks	8		
61	Pen, permanent marker, fine, blue	pcks	2		
62	Pen, permanent marker, broad, black	pcks	30		
63	Pen, permanent marker, broad, blue	pcks	20		
64	Pen, permanent marker, broad, red	pcks	22		
65	Pen, whiteboard marker, black, refillable, bullet tip	pcks	32		
66	Pen, whiteboard marker, blue, refillable, bullet tip	pcks	6		
67	Pen, whiteboard marker, red, refillable, bullet tip	pcks	4		
68	Pencil, #1, durable, woodclinched complastic lead, 12's	bxs	11		



Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
69	Pencil, #2, durable, woodclinched complastic lead, 12's	bxs	21		
70	Pins, push pins with colored heads	bxs	5		
71	Puncher, big, heavy duty	pcs	6		
72	Record Book, 150 pages, hardbound	pcs	3		
73	Record Book, 300 pages, hardbound	pcs	26		
74	Record Book, 500 pages, hardbound	pcs	5		
75	Ruler, 1ft, plastic	pcs	4		
76	Ruler, 1ft, stainless steel	pcs	6		
77	Scissors, big, tailoring scissors, comfortable handle, premium quality	pcs	2		
78	Scissors, small, tailoring scissors, comfortable handle, premium quality	pcs	6		
79	Sign Pens, G-Tec C4, 0.4mm, black, gel ink pen, refillable	pcs	240		
80	Sign Pens, G-Tec C4, 0.4 mm, blue, gel ink pen, refillable	pcs	12		
81	Sign Pens, 0.7 mm, black, gel ink, refillable	pcs	42		
82	Sign Pens, 0.7 mm, blue, gel ink, refillable	pcs	30		
83	Sign Pens, 0.7 mm, red, gel ink, refillable	pcs	3		
84	Sign Pens, pigment ink, water based, water resistant, acid free, drawing system, 0.5, black	pcs	12		
85	Stamp Pad, 4" x 6" (no.1), clear stamp, quality standard	pcks	2		
86	Stamp Pad Ink, purple, plastic container, 30ml	btls	8		
87	Staple Wire, #35 mm, heavy duty	bxs	13		
88	Staple Wire Remover , plier type, heavy duty	pcs	5		
89	Stapler, #35, with staple remover, high quality	pcs	6		
90	Sticky Note, 1" x 3", assorted neon color	pads	5		
91	Sticky Note, 3" x 4", assorted neon color	pads	2		
92	Tape, double sided with foam, 1", standard length	rolls	5		
93	Tape, double sided without foam, 1", standard length	rolls	20		
94	Tape, duct, 3", standard length	rolls	3		
95	Tape, masking, 1", standard length	rolls	42		
96	Tape, masking, 2", standard length	rolls	6		



Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
97	Tape, packing, 2", standard length	rolls	11		
98	Tape, transparent, 1", standard length	rolls	8		
99	Tape, transparent, 2", standard length	rolls	22		
100	Tape Flags, assorted color, plastic, 1"	pcks	2		
101	Tape Flags, with please sign here message, 1"	pcks	21		
102	Thumbtacks, 3/8", gold, steel, flat-round head shape	bxs	7		
103	Thumbtacks, colored heads	bxs	2		
104	Tray, desk tray, steel, 3 layers	pcs	5		
105	Yellow Pad, 215 x 330 mm, 90 leaves, 64gsm, good quality	pads	10		
	<b>Delivery Period: 30 calendar days</b>				

