



Republic of the Philippines
CATANDUANES STATE COLLEGES
Main Campus, Calatagan
Virac, Catanduanes
catanduanes.state.colleges@yahoo.com
Landline: (052) 811-3134

=====

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

1. The CATANDUANES STATE COLLEGES through the General Appropriations Act 2011 and Special Budget for the Utilization of Income CY 2011 intends to apply the sum of **ONE MILLION FIVE HUNDRED NINETEEN THOUSAND FOUR HUNDRED FORTY THREE PESOS ONLY (Php1,519,443.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of OFFICE AND IT SUPPLIES. Bids received in excess of the ABC shall be automatically rejected at Bid opening.
2. The CATANDUANES STATE COLLEGES now invites Bids for the Procurement of OFFICE AND IT SUPPLIES.

Brief Description of Goods:

Item No.	Item Description	Unit of Issue	Quantity
	LOT 1 - OFFICE SUPPLIES		
1	AA Battery size (Rechargeable)	pair	2
2	Acetate Cover Gauge 2.6"	roll	6
3	Acetate long	bx	17
4	Airfreshener, aerosol type, 280 ml	can	145
5	Alcohol Big (70% isoprophyl) 500 ml	pc	372
6	Arc File folder (side ring) for long folder	pc	3
7	Ballpen Black (ball point pen)	pc	916
8	Ballpen Blue (ball point pen)	pc	314
9	Ballpen Green (ball point pen)	pc	43
10	Ballpen Red (ball point pen)	pc	228
11	Binder Clip 1 1/4" wide (12's/bx)	box	26
12	Binder Clip 1" wide (12's/bx)	box	41
13	Binder Clip 2" wide (12's/bx)	box	36
14	Binder Clip 3/4" wide (12's/bx)	box	53
15	Blackboard Eraser	pc	50
16	Blank Cassette Tape 120 min.	pc	26
17	Book Cloth	yard	13
18	Brush (chinese brush)	pc	12
19	Calculator 12 digits WS-12110 Hi	pc	2
20	Calculator, Scientific FX 365 dp	pc	1
21	Car air freshner	doz	6
22	Carbon Paper Long	box	46
23	Carbon Paper Short	box	12
24	Cartolina Assorted	pc	607
25	Cartolina White	pc	104
26	Cartolina Yellow	pc	58
27	Chalk, colored	box	27
28	Chalk, yellow enamel (100 pcs/bx)	box	87
29	Chipboard # 16	pc	12

30	Colored paper, long, assorted colors	ream	29
31	Colored paper, short,assorted colors	ream	12
32	Colored Pencil (24 colors)	box	1
33	Columnar Notebook 24 col.	pad	3
34	Continous Form 9 1/2x 13, 3 ply, S-20	box	2
35	Continous Form, 11x 14 7/8, 1 ply, S-20	box	3
36	Continous Form, 11x 14 7/8, 2 ply, S-20	box	4
37	Continous Form, 11x 9 1/2, 2 ply, S-20	box	7
38	Continous Form, TSF Plan w/ SP, 5 1/2x 9 1/2, 1 ply, S-2	box	7
39	Cork Pin/Push Pins, 30's	box	44
40	Correction Fluid, Waterbase, 1/2 FL. oZ., Non flammable	pc	119
41	Correction Pen (Metal Tip Fluid)	pc	114
42	Correction Tape 6m x 5mm	pc	13
43	Cutter blade, retractable L500-G (10pcs/pck)	pck	23
44	Cutter, HD, w/ retractable L500 blade	pc	7
45	Desk Stapler, high quality, all metal construction	pc	9
46	Diskette (Verbatim) with Individual Case (10 pcs./box)	box	1
47	Envelope Brown Long	pc	4492
48	Envelope Brown Short	pc	779
49	Envelope Long Expanded (brown)	pc	867
50	Felt Paper (blue)	pc	18
51	Felt Paper (green)	pc	15
52	Felt Paper (orange)	pc	6
53	Felt Paper (red)	pc	15
54	Felt Paper (yellow)	pc	18
55	Folder Long 14 points Brown	pc	1469
56	Folder Long 14 points White	pc	3872
57	Folder Morocco, Long (blue)	pc	85
58	Folder Morocco, Long (Moss Green)	pc	20
59	Folder Short 14 points White	pc	1439
60	Folder, A4 size	pc	318
61	Glue 130 gms (multi-purpose, glue all)	pc	73
62	Glue 300 gms (multi-purpose, glue all)	pc	33
63	Glue Gun Big	pc	6
64	Glue Shellwood	pc	21
65	Glue Stick Big	pc	90
66	Glue Stick Small	pc	43
67	Highlighter (neon colors) 3 pcs. Per set	set	71
68	Illustration Board, 30" x 40"	pc	17
69	Inkjet Glossy Paper A-4 (150GSM) 25 shts/pk	pack	5
70	Laminating Plastic (250 micro) (4.5" width)	roll	1
71	Laminating Plastic (250 micro) 8" width)	roll	2
72	LCT-PVC Cover 200 mic. (217 mm. x 283mm.)	pc	50
73	Magazine File Carton (15.5x10x4.5) 2 pcs/pck.	pck	33
74	Magazine File Carton (15.5x10x4.5), dark blue	doz	1
75	Magazine File Carton (15.5x10x4.5), red	doz	1
76	Magazine File Carton (15.5x10x4.5), yellow	doz	1
77	Magazine File Carton (15.5x10x4.5), green	doz	1
78	Mailing Envelope, long S20, stationary (colored seal)	box	2
79	Mailing Envelope, long, white	pc	2828
80	Manila Paper	pc	140

81	Morocco paper	pc	6
82	Morocco paper, assorted colors	pc	27
83	Morocco paper, blue	pc	35
84	Overhead Projector Pen	pc	3
85	Paper Clip Vinyl Coated Jumbo	box	178
86	Paper Clip Vinyl Coated Small	box	217
87	Paper Cloth (dark green)	yard	9
88	Paper cutter, 25 cm x 30 cm	pc	1
89	Paper Fastener - coated, ordinary size	box	147
90	Paper Fastener, Non-rust, holds 25mm thick file, 50 pcs/bx	box	161
91	Paper mimeo, S20 WW, long	ream	33
92	Paper mimeo, S20 WW, short	ream	7
93	Paper Multi Copy for Laserjet/Inkjet, A4 size	ream	53
94	Paper Multi Copy for Laserjet/Inkjet, Legal size	ream	78
95	Paper, bond, A4, S24 (80 gsm)	ream	154
96	Paper, bond, long, S20 (70 gsm)	ream	450
97	Paper, bond, short, S20 (70 gsm)	ream	259
98	Paper, book, S24, A-3 (80 gsm)	ream	11
99	Paper, book, S24, A-4 (80 gsm)	ream	51
100	Paper, book, S24, long (80 gsm)	ream	279
101	Paper, book, S24, short (80 gsm)	ream	193
102	Paper, book, S20, short (80 gsm)	ream	2
103	Paper, mimeo, S20 A-4	ream	24
104	Paste, 200 gms, (container, with spreader)	jar	52
105	Pencil #1, (fine, exact point, soft, non-smudge eraser)	pc	360
106	Pencil #2, (fine, exact point, soft, non-smudge eraser)	pc	281
107	Pencil Sharpener, HD single cutterhead, one hole guide	pc	3
108	Pentel Pen, Black Broad (super color marker, water resistant)	pc	189
109	Pentel Pen, Black Fine (super color marker, water resistant)	pc	111
110	Pentel Pen, Blue Broad (super color marker, water resistant)	pc	114
111	Pentel Pen, Blue Fine (super color marker, water resistant)	pc	79
112	Pentel Pen, Red Broad (super color marker, water resistant)	pc	40
113	Pentel Pen, Red Fine (super color marker, water resistant)	pc	29
114	President's Stationary, long (colored seal)	ream	1
115	President's Stationary, short (colored seal)	ream	1
116	Puncher heavy duty w/ gauge, 2 holes	pc	16
117	Record Book 200 pages	pc	47
118	Record Book 300 pages	pc	35
119	Record Book 500 pages	pc	68
120	Record Book preferably Accession, 500 pages	pc	5
121	Refill Ink for whiteboard Marker, Black	btl	59
122	Ring binder (1 1/2"x44") Plastic Assorted Colors	pc	35
123	Ring binder (1"x44") Plastic Assorted Colors	pc	44
124	Ring binder (1/2x1.2 m) black	pc	32
125	Ring binder (1/2x44") Plastic Assorted Colors	pc	33
126	Ring binder (1/4x44") Plastic Assorted Colors	pc	30
127	Ring binder (2"x44") Plastic Assorted Colors	pc	33
128	Ring binder (3/4x44") Plastic Assorted Colors	pc	47
129	Rubber Band Jumbo	pc	46
130	Rubber Band Jumbo	pc	4
131	Rubber Band Small	box	2

132	Rubber Eraser (soft)	pc	68
133	Rubber Stamp (customized)	line	2
134	Ruler Plastic 12"	pc	13
135	Ruler Plastic 18"	pc	16
136	Scissor, size 15 cm	pc	10
137	Sign Pen, black, 0.5mm fine, gel ink pen	pc	341
138	Sign Pen, black, 0.5mm fine, gel ink pen, refill	pc	180
139	Sign Pen, blue, 0.5mm fine, gel ink pen	pc	33
140	Sign Pen, green, 0.5mm fine, gel ink pen	pc	59
141	Sign Pen, red, 0.5mm fine, gel ink pen	pc	46
142	Sign Pen, black, Hi-Tech point V5	pc	4
143	Special Paper Assorted (10's)	pck	48
144	Special Paper Cream Long (10's)	pck	155
145	Special Paper Cream Short (10's)	pck	153
146	Special Paper, Long (light blue, 10's)	pck	39
147	Stamp Pad Big	pc	21
148	Stamp Pad Ink	btl	8
149	Staple Remover	pc	12
150	Staple Wire #10	box	55
151	Staple Wire #13	box	7
152	Staple Wire #17	box	1
153	Staple Wire #35	box	179
154	Styrofoam 1"	pc	24
155	Styrofoam 1/2"	pc	48
156	Tape -Masking 1"thick	pc	74
157	Tape Masking 2" thick	pc	84
158	Tape Masking 3/4" thick	pc	40
159	Tape Scotch 1" thick	pc	136
160	Tape Scoth 2" thick	pc	88
161	Tape Scoth 3" thick	pc	30
162	Tape Scoth 3/4" thick	pc	29
163	Tape-Packaging 2" thick	pc	49
164	Technical Pen Eraser	pc	6
165	Thumbtacks	box	46
166	Twine Plastic, 1 kilo per roll	roll	3
167	Typewriter Ribbon	pc	21
168	White Board 1x2 m	pc	4
169	White Board 3'x5'	pc	2
170	White Board 8'x4	pc	8
171	White Board Marker, black	pc	287
172	White Board Marker, blue	pc	115
173	White Board Marker, red	pc	63
174	Yellow Pad Paper	pc	135
	Total		27,411
	LOT 2- IT SUPPLIES		
1	A4 tech Keyboard PS2 (black)	pc	5
2	A4 Tech Optical Mouse PS 2	pc	9
3	AVR, 500 watts w/ steel cover PL-6001	pc	2
4	CD-R 700 MB (10x) w/ case, Imation preferred	pc	3
5	CDR-RW 700 Disk Verbatim	pc	50
6	CD-RW 650MB	pc	30

7	CD-RW 700 MB (w/ individual casing)	pc	29
8	Common Refill Ink (Black) UV Dye, 1 Liter	btl	5
9	Common Refill Ink (Cyan) UV Dye, 1 Liter	btl	3
10	Common Refill Ink (Magenta) UV Dye, 1 Liter	btl	3
11	Common Refill Ink (Yellow) UV Dye, 1 Liter	btl	3
12	Copy Holder, Clamp Type Adjustable 9 1/2 x 11	pc	2
13	DVD (-/+)RW 4.7 GB (10x) individual case Imation preferred	pc	62
14	HP Deskjet 930C #45 (Black) ink	pc	5
15	HP Deskjet 930C #78 (Tri-color) ink	pc	4
16	HP Office Jet 940 XL Black	pc	6
17	HP Office Jet 940 XL Blue	pc	3
18	HP Office Jet 940 XL Magenta	pc	3
19	HP Office Jet 940 XL Yellow	pc	3
20	Ink Cartridge Epson Stylus TX 200/400/T10/CX8300, Black 73N	pc	75
21	Ink Cartridge Epson Stylus TX 200/400/T10/CX8300, Cyan 73N	pc	65
22	Ink Cartridge Epson Stylus TX 200/400/T10/CX8300, Magenta 73N	pc	50
23	Ink Cartridge Epson Stylus TX 200/400/T10/CX8300, Yellow 73N	pc	50
24	Ink Cartridge Epson TO38 Black	pc	7
25	Ink Cartridge Epson TO39 Colored	pc	8
26	Ink Cartridge HP # 15, Black (deskjet 840c)	pc	10
27	Ink Cartridge HP # 17, Colored (deskjet 840c)	pc	10
28	Ink Cartridge HP #21 Black	pc	10
29	Ink Cartridge HP #22 Tri-color	pc	5
30	Ink Cartridge HP #27 Black C8727A	pc	45
31	Ink Cartridge HP #28 Colored C8728A	pc	19
32	Ink Cartridge HP #78 Colored	pc	2
33	Ink Cartridge HP K7100 No. 97 Colored	pc	2
34	Ink Cartridge HP No. 60 Black	pc	37
35	Ink Cartridge HP Officejet 7000 wideformat, Black	pc	4
36	Ink Cartridge HP Officejet 7000 wideformat, Cyan	pc	2
37	Ink Cartridge HP Officejet 7000 wideformat, Magenta	pc	2
38	Ink Cartridge HP Officejet 7000 wideformat, Yellow	pc	2
39	Ink Cartridge Lexmark # 17	pc	38
40	Ink Cartridge Lexmark # 27	pc	18
41	Ink Cartridge No. 60, Cyan, Magenta, Yellow	pc	26
42	Ink Cartridge TO733	pc	1
43	Ink Cartridge TO734	pc	1
44	Ink, Canon Printer, #40 Black	pc	3
45	Ink, Canon Printer, #41 Colored	pc	3
46	Ink, Canon Printer, 830 Black	pc	16
47	Ink, Canon Printer, 831 Colored	pc	7
48	Refill Ink Kit	pc	1
49	Ribbon Epson FX1170	pc	10
50	Ribbon Epson LQ 2180	pc	24
51	Ribbon Epson LQ 2190	pc	18
52	Ribbon Epson LX 300+	pc	129
53	Ribbon cartridge, Epson #8750 (ribbon refill)	cart	10
54	Toner HP Laserjet, # CB540A	pc	4
55	Toner HP Laserjet, # CB541A	pc	3
56	Toner HP Laserjet, # CB542A	pc	3
57	Toner HP Laserjet, # CB543A	pc	3

58	Toner HP Laserjet, # Q2612A, Black	pc	3
59	Toner HP Laserjet, 2015n, Q7553A	pc	5
60	Toner Samsung Laser Printer ML 2250	pc	4
61	USB Flash Drive 16GB (Kingston preferred)	pc	2
62	USB Flash Drive 4 GB (Kingston preferred)	pc	28
	Total		995
	TOTAL QUANTITY		28,406

Delivery of goods is required within 15 days after receipt of Purchase Order. Bidders should have completed within two (2) 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 non-discretionary pass/fail criteria as specified in the Implementing Rules and Regulations, Part-A (IRR-A) of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Act".
4. Interested Bidders may obtain further information from Catanduanes State Colleges, Main Campus, Calatagan, Virac, Catanduanes and inspect the bidding documents at the address below **from 9:00 to 11:00AM and 2:00 to 4:00PM**
5. A complete set of Bidding Documents may be purchased by interested Bidders from the address below and upon payment of a nonrefundable fee of in the amount of **Ph2,250.00 (Two Thousand Two hundred fifty Pesos Only)**.
6. The Catanduanes State Colleges will hold a Pre-Bid Conference on **December 6, 2011 (Tuesday) at 9:00AM at the Graduate School Seminar Room, 3rd Floor, Administration Building, CSC Main Campus, Calatagan, Virac, Catanduanes** which shall be opened to all interested parties who have purchased the bidding documents.
7. Bids must be delivered to the address below on or before **December 19, 2011 (Wednesday)**. All bids must be accompanied by a Bid Security in the acceptable forms and in the amount stated in **ITB Clause 18 and BDS 18.1**.

Bids will be opened in the presence of the Bidder's representatives who choose to attend at the address below. Late bids will not be accepted.

8. Bid Opening shall be on **December 19, 2011 at 9:00AM** in the Graduate School Seminar Room, 3rd Floor, Administration Building, CSC, Virac, Catanduanes.
9. The Catanduanes State Colleges reserves the right to accept or reject any Bid, to annul the Bidding process and to reject all Bids at any time prior to the contract award, without thereby incurring any liability to the affected Bidder or Bidders.
10. For further information, please refer to:

BAC Secretariat Office,
c/o Ms. LILY S. HAM, Chair, BAC Secretariat
CP No. 09484153616 / (052)8113453
catsec_bacsec@yahoo.com
2nd Floor, Administration Building
Catanduanes State Colleges Main Campus
Calatagan, Virac, Catanduanes

LILY P. CUSTODIO, Ph.D
 BAC Chairperson

Date of Publication: November 28, 2011