

**ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY**  
**BIDS AND AWARD COMMITTEE**  
For Goods Offered from within the Philippines

**Project Reference No. ISAT U GOODS 2025-01-015-EPA**

**Procurement of Office Supplies Various Offices -EPA**

Name of Bidder: \_\_\_\_\_

1	2	3	4	5	6	7	8			
Item No.	Category	Description	Unit	Brand	Country of	Quantity	Unit	VAT	Unit Price	Total Price
					Origin		Price	12%	w/Tax	w/Tax
1	Arch File	Arch File Folder with 2 ring (long)	pieces			10				
2	Battery	AAA Battery, 1.2V, Min. 550 mAh, 2pcs/pack, rechargeable (branded)	pack			15				
3	Battery	Battery - 9 V , Dry cell, alkaline	pieces			12				
4	Battery	Battery - AA, 2pcs/pack, drycell, alkaline, 1.5V	pack			122				
5	Battery	Battery - AAA, 2pcs/pack, drycell, alkaline, 1.5V	pack			63				
6	Battery	Battery, 4A, Alkaline battery, 2 pcs/pack, 1.5V	pack			10				
7	Battery	Battery, D Size, 2 pcs/pack, 1.6V	pack			11				
8	Battery	Battery, Rechargeable - 2 pcs/pack Size , AAA w/ Charger, 1.2V (set)	set			14				
9	Binder	Binder - 2 ring binder, D Type Ring, w/ side hole, heavy duty, 3"	pieces			30				
10	Binder	Binder - 3 ring binder, D Type Ring, w/ side hole, heavy duty, 1"	pieces			5				
11	Binder	Binder - 3 ring binder, D Type Ring, w/ side hole, heavy duty, 2"	pieces			35				
12	Binder	Binder - 3 ring binder, D Type Ring, w/ side hole, heavy duty, 3"	pieces			60				
13	Binder Clips	CLIP, BACKFOLD, all metal, clamping: 1 INCH, 12 pcs/pack	boxes			189				
14	Binder Clips	CLIP, BACKFOLD, all metal, clamping: 2 INCHES, 12 pcs/pack	boxes			180				
15	Book End	Book end, Metal book ends for shelves, 20.8 * 16.8 * 13.8cm	pair			28				
16	Boxes	Storage Box, 75L, with cover, plastic, durable	pieces			3				
17	Boxes	Storage Box, 95L, with cover, plastic, durable	pieces			36				
18	Calculator	Calculator - Office Calculator, large font, 14 digit, Solar, and battery	pieces			11				
19	Calculator	Calculator - Scientific, 417 Functions, Functions: Equation Solver, Differentiation and Numerical Integration, Multi-relay function, 40 scientific constant / 40 metric conversion	pieces			1				
20	Cartolina	Cartolina - assorted colors, fine texture, thick, good quality	pieces			28				
21	Cartolina	Cartolina, green, fine texture thick, good quality	pieces			20				
22	Cartolina	Cartolina, yellow, fine texture, thick, good quality	pieces			10				
23	Chalk	Chalk - white , dustless, big size, 100pcs/box	boxes			8				
24	Clear Book	Clear Book, 8.5 in x 13 in 60 pockets, blue, non refillable	pieces			80				
25	Clear Book	Clear Book, 8.5 in x 13 in 60 pockets, red, non refillable	pieces			2				
26	Clear Book	Clear Book, 8.5 x 13 in 60 pockets, light blue, non refillable	pieces			15				
27	Clear Book Refill	Clear Book Refill - 8.5 in x 13 in, 10 pcs/pack	pack			10				
28	Clock	Clock - Wall clock, good quality, battery operated, with 2pcs extra battery, Big size over 24 inches	pieces			1				
29	Clock	Digital Wall Clock with temperature & humidity, 8.6", large display time/date/week, Alarm clock	pieces			3				
30	Colored Bond Paper	Colored Bond Paper - A4, Blue , subs 24	reams			7				

31	Colored Bond Paper	Colored Bond Paper - A4, Green , subs 24	reams			7				
32	Colored Bond Paper	Colored Bond Paper - A4, in,assorted colors, subs 24	reams			13				
33	Colored Bond Paper	Colored Bond Paper - A4, Pink , subs 24	reams			7				
34	Colored Bond Paper	Colored Bond Paper - A4, Yellow , subs 24	reams			10				
35	Combo Ring	Combo Ring Binder, 1.2 meters length - 1 in, Black	pieces			40				
36	Combo Ring	Combo Ring Binder, 1.2 meters length - 1/2 in, Black	pieces			70				
37	Combo Ring	Combo Ring Binder, 1.2 meters length - 1/4 in. Black	pieces			45				
38	Combo Ring	Combo Ring Binder, 1.2 meters length - 2 in., Good Quality , White	pieces			20				
39	Combo Ring	Combo Ring Binder, 1.2 meters length - 3/4 in, black	pieces			35				
40	Container	Container - water container with faucet, 5 gallon	pieces			6				
41	Cork Board	Cork Board - 2 ft. X 3 ft. with aluminum Frame, good quality	pieces			6				
42	Correction Pen	Correction Pen - Liquid paper Correction pen, 7mL	pieces			37				
43	Correction Tape	Correction Tape - 20 m x 5 mm	pieces			414				
44	Cutter	Cutter - Desktop paper cutter/ , trimmer (18"x24"), heavy duty, rust free	unit			1				
45	Cutter	Cutter - large, heavy duty, metal case	pieces			19				
46	Dater Stamp	Dater Stamp - 5 mm, gray (Format MM/DD/YYYY) - Ex. 12/12/2025	pieces			33				
47	Dater Stamp	Dater Stamp - received stamp with date , medium	pieces			31				
48	digistamp Ink	digistamp Ink, water-based, Purple, 10ml	bottle			33				
49	Document Holder	3-Tier, 3 Compartment Vertical File Storage, Desktop Organizer, File Organization, Metal, Mesh, FIXED, color black	unit			9				
50	Document Holder	Document Holder - Desktop document holder, With Adjustable Clip Document Reading Stand,12" (h) x 9-3/8" (w) x 2" (d) , made of plastic, supports up to 150 sheets, black color, 9x12 inches, heavy duty	pieces			12				
51	Envelope	Envelope - brown , long, good quality	pieces			1050				
52	Envelope	Envelope - brown, short, good quality	pieces			411				
53	Envelope	Envelope - expandable w/ garter , long, good quality, brown	pieces			488				
54	Envelope	Envelope - expandable, plastic, long, good quality	pieces			120				
55	Eraser	Eraser - Black/whiteboard eraser	pieces			70				
56	Eraser	Eraser for pencil and ballpen, thick, large	pieces			86				
57	Fastener	Fastener - paper fastener, plastic, multi-colored, 50pcs/box	boxes			73				
58	Fastener	Fastener - Plastic, double lock, transparent, for 100 pages and up, 10pcs/pack, 8cm	packs			187				
59	Fastener	Fastener -fastener good quality, stainless, non sharp edge, 50pcs/box	boxes			98				
60	File Box	File Box - big with cover, blue, good quality, 6 in x 15.5 in x 11 in	pieces			295				
61	File Box	File Box - medium with cover, blue, good quality, 5 in x 15.5 in x 11 in	pieces			134				
62	File Box	File Box, big without cover, blue, good quality, 6 in x 15.5 in x 11 in	pieces			182				
63	Folder	Expandable folder, blue, long, Canvass cover with top metal fastener, can hold up to 100pcs paper	pieces			20				
64	Folder	Folder - Folder , 14pts, Long Size (white)	pieces			8486				
65	Folder	Folder - green , long , pressboard expanded with plastic tab , good quality, thick	pieces			830				

66	Folder	Folder , A4 Size (white)	pieces			115				
67	Folder	Folder green, Long size, pressboard expandable without tab	pieces			1324				
68	Folder	Folder, Short Size White 100pcs/ream	reams			1				
69	Frames	Frames - A4, in, good quality	pieces			62				
70	Frames	Frames - Certificate/Picture 8.5 in.x13in, in good quality	pieces			30				
71	Glue	Clear Glue with Sponge Tip, NET WEIGHT:50CC	pieces			31				
72	Glue	Glue - 130 gms (118ML), multipurpose glue, safe and non toxic	bottle			176				
73	Glue	Glue, instant glue, instant drying, strip pack	bottle			10				
74	Glue Gun	Glue Gun - small, heavy duty	pieces			5				
75	Glue Stick	Glue Stick - big, heavy duty, transparent	pieces			155				
76	Glue Stick	Glue Stick - small, heavy duty, transparent	pieces			50				
77	Guntacker	Guntacker,T50, with additional 2 boxes of wire	pieces			1				
78	Guntacker	Heavy Duty Guntacker, JT21, with additional 1 box of wire	pieces			1				
79	Guntacker Wire	Guntacker Wire, 12 mm for T51	boxes			7				
80	Guntacker Wire	Guntacker Wire, 8 mm for JT21	boxes			6				
81	Highlighter	Highlighter - assorted colors	pieces			249				
82	Holder	Pen Holder Multifunction Desktop Office Organizer	pieces			6				
83	ID Holder	ID Holder - Transparent B4 size for ARTA ID	pieces			116				
84	Illustration Board	Illustration Board - standard size (40 x 30 inches)	pieces			10				
85	Illustration Board	Illustration Board - standard size, (40 x 30 inches) both side white	pieces			8				
86	Index Tabs	Index Tabs - Clear, Transparent @5 sets per box	boxes			115				
87	Ink Refill	Marker Refill Ink Black, 30 ml	bottle			72				
88	Ink Refill	Marker Refill Ink Blue, 30 ml	bottle			50				
89	Ink Refill	Marker Refill Ink Red, 30 ml	bottle			50				
90	Laminating Film	Laminating Film - 1" core , 1.5 mil 9" X 500" ,	rolls			2				
91	Laminating Film	Laminating Film - Laminating Film , A4 size , 10 sheets/pack	pack			22				
92	Meter stick	Meter Stick, stainless, good quality	pieces			2				
93	Mimeographing Paper	Mimeographing Paper - 8.5 in x 11 in,whitewove, subs 18	reams			30				
94	Mimeographing Paper	Mimeographing Paper - 8.5 in x 13 in,whitewove, subs 18	reams			250				
95	Organizer	Wire mesh file tray, 5 layers, all metal, firm, and durable, fixed	unit			8				
96	Pad	Memo Pad (1.5x2 inches), assorted colors	pads			80				
97	Pad	Memo Pad (3 x 5 inches) assorted colors	pads			118				
98	Paint Brush	Paint Brush - 1" Fine Bristles	pieces			1				
99	Paint Brush	Paint Brush - 2" Fine Bristles	pieces			17				
100	Paint Brush	Paint Brush - 4" Fine Bristles	pieces			5				
101	Paper	Bond Paper - 8.5 in x 13 in,premium grade , subs 20	reams			3012				
102	Paper	Bond Paper - A3, premium grade, subs 20	reams			16				
103	Paper	Bond Paper - A3, premium grade, subs 20	reams			20				
104	Paper	Bond Paper - A4 8.27" x 11.69" premium grade, subs 20	reams			2734				
105	Paper	Laid Paper, A4, cream (500 sheets/ream)	reams			6				

106	Paper	Paper - Art Paper Blue 500 Sheets Long Size	reams		2				
107	Paper	Parchment Paper - A4, cellulose , natural color,10 pcs/pack	pack		440				
108	Paper	Parchment Paper - cellulose , natural color , size 8.5x13, 10pcs/pack	pack		30				
109	Paper	Photo Paper - Photo paper A4, matte (10 sheets/pack)	pack		148				
110	Paper	Special Board Paper - Board Paper, A4, 180 gsm, beige, 10 sheets/pack	pack		160				
111	Paper	Special Board Paper - Board Paper, A4, 220gsm, beige, 10 sheets/pack	pack		204				
112	Paper	Special Board Paper - Board Paper, long 180gsm, beige, 10 sheets/pack	pack		92				
113	Paper	Special Board Paper - Board Paper, long 220gsm, beige, 10 sheets/pack	pack		203				
114	Paper	Special Board Paper, 8.5 x 13 (long) Assorted Colors, 220 gsm, 10sheets/pack	pack		25				
115	Paper	Special Board Paper, short size, beige, cream, 10 pcs/pack	pack		107				
116	Paper	Special Board Paper, short size, blue, 10 pcs/pack	pack		54				
117	Paper	Special Laid Board - Long Assorted Colors (10 sheets/pack)	pack		8				
118	Paper	Sticker Paper - A4, matte, assorted color, (10 sheets/pack)	pack		122				
119	Paper	Vellum Board - A4, original packaging (10 sheets/pack)	pack		185				
120	Paper	Vellum Paper - 8.5 x 13 inches, original packaging (10 sheets/pack)	pack		175				
121	Paper Clips	Paper Clips, big, assorted color, vinyl coated	boxes		152				
122	Paper Clips	Paper Clips, regular, assorted colors, vinyl coated	boxes		137				
123	Pencil	Pencil - #1, durable, Woodclinched Complastic Lead, 12/pack	boxes		11				
124	Pencil	Pencil - #2, durable, Woodclinched Complastic Lead, 12/pack	boxes		166				
125	Pencil	Pencil - #3, durable, Woodclinched Complastic Lead, 12/pack	boxes		12				
126	Pencil	Pencil - mechanical pencil, drafting quality, 0.5mm	pieces		10				
127	Pencil Eraser	Pencil Eraser - Soft Pencil, Rubber Eraser (30 pcs/Box) ,	boxes		7				
128	Pins	Pins - push pins with colored heads	boxes		32				
129	Pins	Pins - safety pins, small,100pcs/pack	pack		8				
130	Plastic Refill	Ring Binder Plastic Refill Clearsheet Sheet Protector, long, 100 pieces	pack		66				
131	Puncher	punch capacity-30 sheets, metal gauge with scale	pieces		3				
132	Puncher	Puncher - big , heavy duty, 2 hole, standard	pieces		10				
133	Record Book	Official Record Book - 300 pages, hardbound	pieces		137				
134	Record Book	Official Record Book - 500 pages, hardbound	pieces		180				
135	Rubber Bands	Rubber Bands - large , assorted color	boxes		5				
136	Rubber Bands	Rubber Bands - Regular Size, assorted color	boxes		7				
137	Ruler	Ruler - 1 ft, plastic	pieces		57				
138	Ruler	Ruler - 1 ft, stainless metal	pieces		39				
139	Scissors	Scissors - big, for cloth/tailoring, comfortable handle, premium quality, 8"	pieces		52				
140	Scissors	Scissors - small, for cloth/tailoring, comfortable handle, premium quality, 7"	pieces		64				
141	Sharpener	Sharpener - pencil sharpener, desktop 1 hole	pieces		16				
142	Sheet Protector	hole binder refill), 100 sheets/pack, 8.5 x13 inches	pack		50				
143	Stamp Pad	Stamp Pad - clear stamp, No.1, quality standard	pieces		43				
144	Stamp Pad Ink	Stamp Pad Ink - purple, water-based, plastic container, 30ml	bottle		63				
145	Staple Wire	Staple Wire - #10 mm	boxes		5				

146	Staple Wire	Staple Wire - #17mm	boxes		10				
147	Staple Wire	Staple Wire - #23/13, Heavy Duty	boxes		15				
148	Staple Wire	Staple Wire - #35 mm, Heavy Duty	boxes		191				
149	Staple Wire	Staple Wire. #23/8, Heavy Duty	boxes		5				
150	Staple Wire Remover	Staple Wire Remover, claw	pieces		15				
151	Stapler	Flat clinch standard full strip stapler, for 2 to 30 sheets, light effort, staple loading capacity 210 with staple wire	pieces		3				
152	Stapler	Heavy Duty Stapler, Long Arm, 23/13 staple size, for thick papers, with staple wire	pieces		6				
153	Stapler	Stapler - #35 , with staple remover, high quality, with staple wire	pieces		63				
154	Stapler	mechanism up to 30 sheets, big, effortless,with staple wire	pieces		6				
155	Sticker Paper	Sticker Paper , A4, color yellow, matte	pack		15				
156	Sticker Paper	Sticker Paper, A4 size, white, matte	pack		150				
157	Sticker Paper	Sticker Paper, A4, matte, assorted Colors	pack		5				
158	Sticker Paper	Sticker Paper, A4, matte, Powder blue	pack		41				
159	Sticky Note	Sticky Note - Sticky note, 2 x 2 inches, assorted Neon Color	pack		62				
160	Sticky Note	Sticky note, 1 x 3 inches, assorted Neon Color	pads		40				
161	Sticky Note	Sticky note, 3 x 3 inches, assorted Neon Color	pads		42				
162	Sticky Note	Sticky note, 3 x 4 inches, assorted Neon Color	pads		150				
163	Sticky Note	Sticky note, 4 x 6 inches, assorted Neon Color	pads		30				
164	Table Sign Holder	Table Top Acrylic Table Sign Holder Size: 3" x 12"	pieces		12				
165	Table Sign Holder	Table Top Acrylic Table Sign Holder Size: 8.5" x 11" - Vertical	pieces		4				
166	Tape	Magic Tape, width: 1 inch, standard length	rolls		31				
167	Tape	Tape, double sided with foam, width: 1 inch, standard length	rolls		70				
168	Tape	Tape, double sided without foam, width: 1 inch, standard length	rolls		144				
169	Tape	Tape, duct, width: 3 inch, standard length	rolls		72				
170	Tape	Tape, masking, width: 1 inch, standard length	rolls		230				
171	Tape	Tape, masking, width: 1/2 inch, standard length	rolls		13				
172	Tape	Tape, masking, width: 2 inch, standard length	rolls		151				
173	Tape	Tape, masking, width: 2.5 inch, standard length	rolls		13				
174	Tape	Tape, packing, width: 2 inch, standard length, 40 yards	rolls		142				
175	Tape	Tape, Reflective Hazard Warning tape - Black and Yellow	rolls		1				
176	Tape	Tape, transparent, width: 1 inch, standard length, 40 yards	rolls		415				
177	Tape	Tape, transparent, width: 2 inch, standard length, 40 yards	rolls		126				
178	Tape	Tape, transparent, width: 3 inch, standard length, 40 yards	rolls		66				
179	Tape Dispenser	Tape Dispenser - Dispenser , 1 inch, Heavy Duty, table top	pieces		16				
180	Tape Dispenser	Tape Dispenser - Dispenser , 2 inch, Heavy Duty, table top	pieces		2				
181	Tape Dispenser	Tape Dispenser - Dispenser, Heavy Duty, table top	pieces		5				
182	Tape Flags	Tape Flags - assorted color, plastic,1 inch., 50 sheets/pack, adhesive type	pack		50				
183	Tape Flags	Tape Flags - with Please Sign Here Message, 1 inch., 50 sheets/pack, adhesive type	pack		193				

184	Tape Flags	Tape Flags - with Please Sign Here Message, 1 inch., 50 sheets/pack, adhesive type	pack			4				
185	Tape Flags	Tape flags, 0.472 X 1.719 CLEAR DISPENSER 5 bundle/pack, adhesive type	pack			63				
186	Thumbtacks	Thumbtacks - 3/8 in, gold , steel , flat-round head shape,	boxes			29				
187	Thumbtacks	Thumbtacks - colored heads	boxes			19				
		Delivery Period: 30 Calendar days Upon Receipt of the NTP								

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