

Republic of the Philippines
BENGUET STATE UNIVERSITY
 La Trinidad, Benguet

FINANCIAL PROPOSAL

Name of Bidder _____

1	2	3	4	5	6	7	8	9	10	11
Item no.	unit	DESCRIPTION	Country of Origin	QTY	Unit Price EXW per ITEM	Cost of local labor, materials and components	Total Price EXW per item (4 x 5)	Unit Prices per item final destination and unit prices of other incidental expenses	Sales and other taxes payable per item if contract is awarded	Total Price delivered Final Destination (8 + 9) x 4)
SUPPLY AND DELIVERY OF VARIOUS COMMON OFFICE SUPPLIES, PAPER MATERIALS AND SEMI-EXPENDABLE OFFICE EQUIPMENT										
A.	LOT	SUPPLY AND DELIVERY OF VARIOUS COMMON OFFICE SUPPLIES & PAPER MATERIALS		1 LOT						
1	pc	Ballpen, 0.5MM Ballpoint, Fine (Black)		1,870						
2	pc	Ballpen, 0.5MM Ballpoint, Fine (Blue)		1,175						
3	box	Ballpen, 0.7MM Ballpoint, Fine (Black)		5						
4	box	Ballpen, 0.7MM Ballpoint, Fine (Blue)		5						
5	box	Ballpoint Pen, Blue ; 0.4mm, box of 12		1						
6	dozen	Ballpen, 1mm Gel Pen, roller ball, with rubber grip, Black		10						
7	dozen	Ballpen, 1mm Gel Pen, roller ball, with rubber grip, Blue		10						
8	pc	Battery, 3V Lithium Coin Type battery CR-2032		10						
9	pc	Battery, R2032 R2025 CR2016 CR927 CR1220 Primary Lithium Button Cell Battery 3V		10						
10	pc	Bookbinding Tape, paper cloth, 2" , Black		4						
11	roll	Book tape, 1" , color blue		5						
12	roll	Book tape, 2" , color blue		5						
13	pc	CD-RW (Rewritable 7900mb/80 MB)		15						
14	pc	Certificate Holder, Short , color green		260						
15	pc	Certificate Holder, A4 , color green		215						
16	pc	Certificate Holder, Long , Color Green		150						

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17	box	Chalk, Colored, Dustless, 12pcs/box		5						
18	box	Chalk, White, Dustless, 100pcs/box		40						
19	box	Clip, Backfold, 19mm		50						
20	pc	Clipboard, 8"x13" , wooden, no cover		30						
21	pc	Clip Board with Cover Black Long 13 1/2 Clipboard Accounting Folder X9-14" with Cover Black		10						
22	pc	Cork Board 1200*900mm		4						
23	pc	Cork Board Cuttable		4						
24	pc	Cork Sheet, 1/6 in. x 18 in.		40						
25	roll	Cork Sheet, Size: 4 X 8 feet X 3/16 thickness, soft, thin		1						
26	pcs	Cutter dynagrip snap-off knife multipurpose,		2						
27	pack	Daily Time Card for Amanao BX-1500, 200 pcs/pack		1						
28	pc	Double Sided Tape, w/ foam, 1"		20						
29	pc	Double Sided Tape, w/o foam, 1"		457						
30	pc	Double Sided Tape, w/o foam, 1/2"		45						
31	pc	Expanding Plstic File Case, File Folder, Long Size		10						
32	pc	Expanding/Portfolio Envelope with Garter Long Size		30						
33	box	Fastener, Plastic, 70 mm between prongs		15						
34	box	Fastener, plastic, 50 sets per box		2						
35	box	Folder, Expanding, Legal Size Documents		1						
36	pack	Folder, L-type, Legal , Plastic, 50pcs/pack, shade of blue color		10						
37	pack	Folder, L-type, Plastic, 12" x 9.45" clear document		4						
38	pc	Folder, Morocco; Pink , legal size		50						
39	pc	Folder, Morocco; Dark Green , legal size		50						
40	pc	Folder, Morocco; Light Green , legal size		50						
41	pc	Highlighter, Blue		20						
42	pack	Laminating Film, Legal , 250 mic, 100s		7						
43	roll	Laminating Film, Legal 225mic		4						

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44	roll	Laminating film, 9", 125micron; 100meters		1						
45	ream	Laminating Film, Legal, 125 micron 100pcs/ream		2						
46	set	MARKER, FLOURESCENT,3 assorted colors per set		6						
47	pc	Marker, Permanent Black (Fine Point)		24						
48	pcs	Meter stick, 1 meter, stainless steel metal		3						
49	pc	Metal File Office Organizer 4 layers		1						
50	kg	Padding Glue, 1kg, Authentic, color red		2						
51	pc	Paper Clip, Gem Type, Jumbo, 32mm , 100s/box		20						
52	pc	Paper Clip, Gem Type, Jumbo, 48mm , 100s/box		20						
53	pcs	Protractor Half		10						
54	box	Push Pin, flat head type, 50's		53						
55	pack	PVC Binding Cover, clear, 200 micron, A4 , 100pcs/pack		7						
56	pack	PVC Binding Cover, clear, 200 micron, Legal , 100pcs/pack		16						
57	pack	PVC Book Binding Cover, Legal , clear, 250 micron thickness, 100 pcs/box		3						
58	pc	Record Book, 250 pages, green cover, hard cover		10						
59	pc	Ribbon, Amano BX-1500, black,		2						
60	roll	Ribbon nylon for Olympia Typewriter Machine, Black		2						
61	bundle	Ring Binder, plastic,1/2" 10pcs/ bundle - Black		2						
62	bundle	Ring Binder, plastic, 3/4" 10pcs/ bundle - Black		2						
63	bundle	Ring Binder, plastic, 1", 80 Ring,10pcs/bundle - Black		7						
64	bundle	Ring Binder, Plastic, 1" , 80 Rings, Gold/Yellow		3						

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65	bundle	Ring binder, plastic, 1 1/4", 80 rings, 10pcs/bundle - Black		7						
66	bundle	Ring Binder, Plastic, 1 1/4", 80 Rings, Gold/Yellow		3						
67	bundle	Ring Binder, Plastic, 1 1/2", Black, 80 Rings, Black		3						
68	bundle	Ring Binder, Plastic, 1 1/2", Black, 80 Rings, Gold/Yellow		2						
69	bundle	Ring Binder, Plastic, 2", 80 Rings, GOLD/YELLOW		3						
70	bundle	Ring Binder, Plastic, .5" , 80 Rings, Black		2						
71	bundle	Ring Binder, Plastic, .5" , 80 Rings, Gold/Yellow		3						
72	bundle	Ring Binder, Plastic, .25" , 80 Rings, Black		2						
73	bundle	Ring Binder, Plastic, .25" , 80 Rings, Gold/Yellow		3						
74	pc	RING BINDER, 12.7mmX1.12m (1/2"X44"), plastic, Black		20						
75	pc	RING BINDER, 19 mm X 1.12 mm (3/4"x 44"), plastic, Black		20						
76	pc	RING BINDER, 25 mm X 1.12m (1" X 44"), plastic, Black		20						
77	pc	Ruler, 12" long, stainless steel		13						
78	pcs	Scientific Calculator FX-991EX		2						
79	pcs	Scissor stainless Steel 8 inches		13						
80	pc	Stapler, long reach/arm, with 50-sheet capacitys		8						
81	pc	Sign Pen, 0.3mm Ballpoint, with gel ink, microfine (Black)		12						
82	pc	Sign Pen, Black , Liquid Gel, Ball-point 0.5mm ;Retractable		25						
83	pc	Sign Pen, Blue , Liquid Gel, Ball-point 0.5mm ;Retractable		20						
84	pc	Sign Pen, Red , Liquid Gel, Ball-point 0.5mm ;Retractable		15						

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85	pc	Sign Pen, Green , Liquid Gel, Ball-point 0.5mm ;Retractable		27						
86	pc	Sign Pen, Violet , Liquid Gel, Ball-point 0.5mm ; Retractable		10						
87	pc	Sign Pen, Black , liquid/gel ink, 0.5mm needle tip		30						
88	pc	Sign Pen, Blue , liquid/gel ink, 0.5mm needle tip		30						
89	pc	Sign Pen, Black , Liquid Gel, Ball-point 0.7mm ;Retractable		15						
90	pc	Sign Pen, Blue , Liquid Gel, Ball-point 0.7mm ;Retractable		15						
91	pc	Sign Pen, Red , Liquid Gel, Ball-point 0.7mm ;Retractable		10						
92	pc	Sign Pen, Black , 0.7-0.8mm, Rollerball		25						
93	pc	Sign Pen, Blue , 0.7-0.8mm, Rollerball		40						
94	roll	Tape, Transparent, 12mm		6						
95	box	Tabs, Strip Tabbing, Clear		25						
96	box	Thumb Tacks		5						
97	ream	Bond Paper, A4 , 80gsm		25						
98	ream	Bond Paper. Long , 80gsm		68						
99	pcs	Cartolina, White		25						
100	pack	Colored Paper, Red/Ligh Red , 8.5x13, 250's		1						
101	pc	Manila Paper		40						
102	pad	Note pad, Stick On (3"x4")		10						
103	pad	Note Pad, stick on, 1/2" x 2", 100 sheets per pad w/ Signage (SIGN HERE)		20						
104	pad	Notes Flags, Tabs Page Marker 6 bright colors 80 sheet/pad, 0.5x1.8 (Flag type)		15						
105	pack	Parchment Paper , size 210 x 287mm, 80gsm, 100 sheet per pack		2						
106	pack	Paper, Morocco, Legal Size Gold/Yellow , 100pcs/pack		5						

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107	ream	Paper, Multicopy, A4 , 80gsm, size: 210mm x 297mm		16						
108	ream	Paper, Multicopy, Legal , 80gsm, size: 216mm x 330mm		26						
109	ream	Paper, Multi-Purpose (COPY) A4 , 70gsm, 210mm x 297mm		10						
110	ream	Paper, Multi-Purpose (COPY) Legal , 70gsm, 216mm x 330mm		10						
111	pack	Photopaper , Glossy, A4 , 10pcs/pack		26						
112	pack	Photopaper , A4 Glossy, 20 sheets per pack		5						
113	pack	Photopaper , A4 , Matte, 100sheets/pack		7						
114	pack	Photopaper , Glossy, High Quality, Legal Glossy, 20 sheets/pack		28						
115	pack	Specialty Board Paper, 220gsm, A4 10 sheet/pack		20						
116	pack	Specialty Board, 220gsm, Bright Red , Legal		5						
117	pack	Specialty Board, 220gsm, White, Legal , Anggrek design , 10pcs/pack		60						
118	pack	Specialty Board, 220gsm White/Cream, Legal , 10pcs/pack		50						
119	pack	Specialty Board, 220gsm White/Cream, Short , 10 pcs/pack		30						
120	pack	Specialty Board, 220gsm, White, Short , Anggrek design , 10pcs/pack,		65						
121	ream	Specialty Paper, White/Cream , Legal Size, 500 pcs/ream		30						
122	ream	Specialty Paper, 80gsm, White/Cream , Short , 500pcs/ream		30						
123	ream	Special Paper, 80gsm, A4 , 100 sheets/ream		4						
124	ream	Specialty Paper, A4 , 80gsm, Pale Cream , 500 pcs/ream		5						
125	ream	Specialty Paper, 80gsm, Legal , 100 sheets/ream		4						

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126	ream	Specialty Paper, Legal , 80gsm, Pale Cream , 500 pcs/ream		7						
127	ream	Specialty Paper, Legal , 90-100gsm, watermarked laid paper; Pale Cream/light cream , 500pcs ream		3						
128	ream	Specialty Paper, Legal , 90-100gsm, watermarked laid paper; Pale Yellow/Pastel Yellow , 500pcs ream		1						
129	ream	Specialty Paper, Legal , 90-100gsm, watermarked laid paper; Pale Orange/ Light Orange , 500pcs ream		1						
130	ream	Specialty Paper, Legal , 90-100gsm, watermarked laid paper; Pale Pink/Light Pink , 500pcs ream		1						
131	ream	Specialty Paper, Legal , 90-100gsm, watermarked laid paper; Pale Blue/Light Blue , 500pcs ream		1						
132	bundle	Specialty Paper, 80gsm, A4 30pcs/bundle		1						
133	pack	Specialty Paper, A4 , 100gsm, 10sheets/pack, Pale Cream		30						
134	pack	Specialty Paper, A4 , 100gsm, 10sheets/pack, White		20						
135	pack	Specialty Paper, A4, White , 10 pcs/pack		12						
136	pack	Specialty Paper, Short, 220gsm, Pale Cream , 10 pcs/pack		5						
137	pack	Specialty Paper, Short, 120gsm, Pale Cream , 10 pcs/pack		30						
138	pack	Specialty Paper, Short, 120gsm, White , 10 pcs/pack		20						
139	pack	Specialty Paper, Short, 80gsm , Pale Cream, 10 pcs/pack		25						
140	pack	Specialty Paper, Legal, 80gsm , Pale Cream, 10 pcs/pack		152						

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141	pack	Sticker Paper, A4, Matte, White, 80gsm, 10pcs/pack		31						
142	pack	Sticker Paper, strong adhesive, A4 size, 80gsm, inkjet friendly, satin, 10sheets/pack		55						
143	pack	Sticker Paper, Legal, Matte, White, 10 pcs/pack		60						
B.	1 LOT SUPPLY & DELIVERY OF VARIOUS SEMI-EXPENDABLE OFFICE EQUIPMENT			1 LOT						
1	unit	Laminating Machine, can laminate up to A3, with Hot and Cold Laminating Process, Suited for 250 microns, 150 microns		2						
2	unit	Paper Shredder with minimum specificifations: cutting style: strip cut,particle cut,split; shred size in mm: 5.8 3.9x30 1.9x15 0.78x11; sheet capacity: 4-19 sheets; intake width: 240 mm; shredding speed: 30 sheets/cycle; shredder material: paper,clips,cards and Cds; waste bin capacity: 33 L		4						
3	pc	Extension cord wheel, minimum specifications atleast: 10 meter cord, 2,500W 10A 250V, with built-In circuit breaker and lightning protector, with fire retardant features/materials		5						
4	pc	Socket surge protector extension cable, three universal standard outlets, with surge and overload protection, flame retardant material, integral copper bar, MAX2500W-MAX10A, 250V2, 2 meters		3						
5	pc	Office swivel chair with lumbar support, with arm rest, mesh back rest, adjustable height, can rotate, seat cushion: fabric, metal chrome base, color:black		6						

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6	unit	Steel filing cabinet,vertical , 4 drawers,color:smooth plain gray, gauge 20, with lock and key, compatible up to legal size files, dimension atleast: 52"H x 36" W x 18" D		1						
7	unit	Extension cord voltage surge protector with line filter, 5 meters , 220 V, 6 universal socket, with switch		2						
8	unit	Steel filing cabinet, vertical , 3 drawer with wheels and lock, color and finish: smooth plain black, with at least the following minimum specification: dimension: 17.1"D x 14.6"W x 23.6"H		1						
9	unit	Paper Shredder , cross-cut, with minimum specifications: shreds 18 sheets of paper per pass into 397 (5/32" x 1-1/2" Security Level P-4) cross-cut particles; shreds staples, credit cards, paper clips, CDs/DVDs, junk mail; Maximum run time: 30 min on / 40 min off. For 1-3 users. Amps: 5; Basket Type Pull-out Bin; 100% Jam Proof System eliminates paper jams and powers through tough jobs; SafeSense Technology stops shredder when hands touch the paper opening; Silent shredder 9-gallon pull-out bin with LED bin-full indicator.9 inch wide paper entry.		1						
10	unit	Ergonomic executive chair , swivel with full arm rest,color: black, gas-lift, adjustable seat height swivel ergonomic design for lumbar support, material: PU leather		5						
11	unit	Steel filing cabinet,vertical , 4 drawers,color and finish:smooth plain gray, gauge 20, with lock and key, compatible up to legal size files, Dimension atleast: 52"H x 36" W x 18" D		1						

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12	unit	Steel filing cabinet,lateral , 4 drawers, color and finish: smooth plain gray,gauge 20, with lock and key, compatible up to legal sized files, dimension atleast: 90 (w) x 45 (d) x 103 (h) cm		1						
13	unit	Steel filing cabinet,vertical , 4 drawers,color and finish:smooth plain gray, gauge 20, with lock and key, compatible up to legal sized files, dimension atleast: 46 (w) x 45 (d) x 134 (h) cm		2						
14	unit	Paper Shredder with the following minimum specifications: Shred Capacity: 11 sheets; Shred size: 4x40mm; Can shred: CD/DVD, Paper, Card, Paper Clip, Staple; Continous run time: 20min; Bin capacity: 25L; Machine noise: maximum of 60dB; Machine power: 240W; 390x302x615mm		1						
15	unit	Steel filing cabinet, lateral , 4 drawers, gauge 20, color and finish: smooth plain enamel gray, compatible up to legal size, with adjustable divider per each drawer, with lock and keys, with label holder, dimension atleast: 52"H x 36" W x 18" D		1						
16	unit	Steel filing cabinet,vertical , 4 drawers,color and finish:wrinkled brown, gauge 20, with adjustable divider per each drawer, with lock and key, compatible up to legal size files, with label holder, dimensions atleast: 52"H x 18.5"W x 26"D		2						
17	pc	Intelligent Check Writer Printer Print payee, date, amount in words and amount in figures at a time, blue LCD display, make data input easy, operates on standard alone mode, connected to computers, adjustable check print position, brand new		1						

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18	pc	Rectangular Folding Table , white, 121cm Length, 60.5cm Width, 73.6cm Height, plastic		3						
19	unit	Paper Shredder , with minimum specifications: micro cut 15 sheet capacity, Size: 4 x 10 mm waste container, capacity: 23 liters, input:220V.60Hz working, width: 220mm, material: plastic, shred capacity: 10 sheets 100 sheet auto feed can spread paper and credit card auto, off and reverse function with wheels and overheat indicator		1						
20	unit	Steel filing cabinet,vertical , 4 drawers,color and finish:smooth plain beige, gauge 20, with lock and key, compatible up to legal size files, dimension atleast: 52"H x 36" W x 18" D		1						
21	unit	Paper Shredder , with minimum specifications: 10 Sheets Shred Capacity, 60min working time, 20L Bin Capacity		1						
22	unit	Paper Shredder with minimum specifications: cutting style: strip cut,particle cut,split; shred size in mm: 5.8 3.9x30 1.9x15 0.78x11; sheet capacity: 4-19 sheets; intake width: 240 mm; shredding speed: 30 sheets/cycle; shredder material: paper,clips,cards and Cds; waste bin capacity: 33 L		1						
23	unit	Office swivel chair with lumbar support, with arm rest, mesh back rest, adjustable height, can rotate, seat cushion: fabric, metal chrome base, color:black		1						

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24	unit	Laminating Machine with minimum specifications: with hot and cold processor, temperature range: 80 - 180 C, power supply : 220 - 240v /60Hz, power consumption: 620 watts, maximum laminating width: 330mm, can laminate up to A3 size		1						
25	unit	Laminating Machine , can laminate up to A3, with Hot and Cold Laminating Process, Suited for 250 microns, 150 microns		1						
		GRAND TOTAL								

Name of Bidder over Printed Name

Date