

DETAILED COST OF ITEMS

Date

Project **PROCUREMENT OF 2ND QUARTER OFFICE SUPPLIES CY 2025**

Location Administration Building, Port of Dapitan, Dapitan City

ITEM OF WORK	UNIT	QUANTITY	UNIT COST	AMOUNT
A. MATERIAL COST:				
Ballpen, 0.5mm, BLACK	PC	150		
Ballpen, 0.5mm, BLUE	PC	12		
BATTERY, Alkaline, AA, 4 pieces per blister pack	PACK	10		
BATTERY, Alkaline, AAA, 4 pieces per blister pack	PACK	18		
CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	UNIT	2		
CARBON FILM, LEGAL SIZE, 100 PER BOX	BOX	1		
CD-R, with casing	PC	6		
CLIP, BACKFOLD, 19MM, 12 pieces per box	BOX	5		
CLIP, BACKFOLD, 25MM, 12 pieces per box	BOX	10		
CLIP, BACKFOLD, 50MM, 12 pieces per box	BOX	5		
Columnar notebook, 18 columns (47 ROWS)	PC	6		
Columnar notebook, 4 columns	PC	6		
CONTINUOUS FORM, 2 PLY, 280MM X 378MM, 1,000 sets per box	BOX	2		
Continuous Paper 3 ply, 11" X 9 1/2" BD 70GSM Carbonless	BOX	2		
CORRECTION TAPE, 1 piece in individual plastic	PC	10		
CUTTER KNIFE, BIG SIZE	PC	2		
DATA FILE BOX, w/ closed ends & finfer ring, 127mm x 229mm x 400mm (5" x 9" x 15-3/4"), GREEN	PC	25		
DOCUMENT FRAME, A4 SIZE, WOOD, FOR CERTIFICATES	PC	3		
DUCT TAPE, GRAY, WIDTH: 48mm	ROLL	9		
ENVELOPE, MAILING, 500 pieces per box	BOX	1		
EPSON 001 BLACK	BOTTLE	1		
EPSON 001CYAN	BOTTLE	1		
EPSON 001MAGENTA	BOTTLE	1		
EPSON 001YELLOW	BOTTLE	1		
Epson 003 Black	BOTTLE	20		
Epson 003 Cyan	BOTTLE	7		
Epson 003 Magenta	BOTTLE	7		
Epson 003 Yellow	BOTTLE	5		
EXPANDING FILE FOLDER, ENVELOPE TYPE, DOCUMENT STORAGE WITH HANDLE, 13 POCKETS, LEGAL SIZE, RED	PC	4		
EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0, 1 unit in individual box	UNIT	1		
FASTENER, METAL, 70mm between prongs, 50 sets per box	BOX	10		
Fastener, Vinyl coated	BOX	10		
FILE TRAY, 4 LAYERS, METAL, BLACK	UNIT	2		
Folder, Kraft, A4, brown	PC	200		
Folder, Kraft, WHITE, legal size	PC	320		
GLUE GUN, HEAVY DUTY	UNIT	2		
GLUE STICK, 11MM X 227MM	PC	20		
GLUE, MULTIPURPOSE, 130GM, BRANDED	PC	5		
GUN TACKER, HEAVY DUTY	UNIT	3		
GUN TACKER STAPLE WIRE	BOX	11		
ID CLIP, METAL (100PCS/PACK)	PACK	2		
INDEX TAB, 5 sets per box, BLUE	BOX	5		
INDEX TAB, 5 sets per box, CLEAR	BOX	5		
INK CART, EPSON C13T664100 (T6641), Black	BOTTLE	15		
INK CART, EPSON C13T664200 (T6642), Cyan	BOTTLE	4		
INK CART, EPSON C13T664300 (T6643), Magenta	BOTTLE	6		
INK CART, EPSON C13T664400 (T6644), Yellow	BOTTLE	5		
INK CART, BROTHER, BT 6000 Black	BOTTLE	3		
INK CART, BROTHER, BT 5000 Cyan	BOTTLE	2		
INK CART, BROTHER, BT 5000 Magenta	BOTTLE	2		
INK CART, BROTHER, BT 5000 Yellow	BOTTLE	2		
MARKER, FLUORESCENT, 3 colors per set	SET	3		
MARKER, PERMANENT, broad type, blue	PC	12		
MARKER, PERMANENT, bullet type, black	PC	12		
MARKER, WHITEBOARD, black	PC	12		
MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in individual box	PC	1		
NOTEPAD, STICK-ON, 2X2, 100 sheets per pad	PAD	3		
NOTEPAD, STICK-ON, 2X3, 100 sheets per pad	PAD	3		
NOTEPAD, STICK-ON, 3X3, 100 sheets per pad	PAD	9		
PAPER CLIP, 33MM, 100 pieces per box or 52 grams (min.) (net of box)	BOX	10		
PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.) (net of box)	BOX	5		

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ITEM OF WORK	UNIT	QUANTITY	UNIT COST	AMOUNT
PAPER, MIMEOGRAPHING, LEGAL, 500 SHEETS PER REAM	REAM	11		
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	REAM	93		
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)	REAM	83		
PAPER, MULTICOPY, A3 size, 80gsm	REAM	4		
PAPER, VELLUM, A4 SIZE, WHITE 200 GSM (10 SHEETS/PACK)	PACK	23		
Photo Paper (A4 size, Glossy)	PACK	2		
Photo Paper (Legal, Glossy)	PACK	30		
Photo Paper (legal, matte)	PACK	5		
PHOTO STICKER, GLOSSY, legal	PACK	10		
PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	UNIT	2		
Record book (200 leaves)	BOOK	3		
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	BOOK	8		
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	BOOK	4		
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	PC	94		
Sign Pen, Extra Fine 1.0 black	PC	12		
Stamp Pad ink, blue, minimum 50ml	BOTTLE	4		
STAPLE WIRE, STANDARD, NO.35, 5000 STAPLES PER BOX	BOX	30		
STAPLER, STANDARD TYPE, WITH REMOVER, load cap: 200 staples min, 1 piece in individual box	PC	3		
STICKY NOTE, FILM INDEX, SEE THROUGH, WITH SIGN HERE, 5 COLORS	PACK	25		
TAPE, DOUBLE SIDED, 1"	ROLL	5		
TAPE, DOUBLE SIDED, 2"	ROLL	10		
TAPE, MASKING, width: 24mm (±1mm)	ROLL	5		
TAPE, MASKING, width: 48mm (±1mm)	ROLL	5		
TAPE, PACKING, width: 48mm (±1mm)	ROLL	60		
TAPE, TRANSPARENT, width: 24mm (±1mm)	ROLL	6		
USB flashdrive, 64gb	PC	3		
*****Nothing Follows*****				
TOTAL BID PRICE				P

In Words : _____

Authorized Signature/Supplier

Name of Supplier