



Management  
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Republic of the Philippines  
**CAMARINES NORTE STATE COLLEGE**  
F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte

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**OFFICE OF THE BAC CHAIRPERSON FOR GOODS AND SERVICES**

November 25, 2020

**ADDENDUM NO. 1**  
Series of 2020  
**SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES (EARLY  
PROCUREMENT 2021)**

This Addendum No. 1 for the project Supply and Delivery of Various Office Supplies (Early Procurement 2021) issued in accordance with Revised IRR of R.A. 9184 specifically Section 22.5.2 & 22.5.3

This is to inform the prospective bidders of the hereln attached corrected Schedule of Requirements and Technical Specification in the Bidding Documents under Section VI – Schedule of Requirements and Section VII – Technical Specifications.

This Addendum shall form integral part of the Bid documents.

  
**ROSALIE A. ALMADRONES, Ph.D.**  
BAC Chairperson for Goods and Services

## Annex A - Supply and Delivery of Various Office Supplies

Item No.	Description	Quantity	Unit of Issue	Unit Cost	Total Cost
1	Arch File, A4	150	piece	198.00	29,700.00
2	Arch File, Long	150	piece	220.00	33,000.00
3	Ball Pen (Black)	281	piece	7.00	1,967.00
4	Ball Pen (Blue)	2000	piece	7.00	14,000.00
5	Battery (AA)	95	piece	33.00	3,135.00
6	Battery (AAA)	65	piece	40.00	2,600.00
7	Battery for Wireless Microphone	36	piece	385.00	13,860.00
8	Binder Clip 1"	300	box	25.00	7,500.00
9	Binder Clip 2"	154	box	70.00	10,780.00
10	Binder Clip, 1 1/4	100	box	28.00	2,800.00
11	Binder Clip, 1 5/8	55	box	60.00	3,300.00
12	Binder Clip, 3/4	92	box	17.00	1,564.00
13	Board Paper (assorted color)	46	pack	66.00	3,036.00
14	Board paper (Off white)	89	pack	88.00	7,832.00
15	Board Paper (Veillum-short)	49	pack	110.00	5,390.00
16	Board Paper (Velum- long)	82	pack	330.00	27,060.00
17	Bond Paper (A4, S20)	2776	ream	200.00	555,200.00
18	Bond Paper (Long, S20)	1193	ream	220.00	262,460.00
19	Bond Paper, A3L 297x420mm	70	ream	850.00	59,500.00
20	Bond Paper, short, s20	36	ream	190.00	6,840.00
21	Brown Envelope - Long	3500	piece	6.00	21,000.00
22	Brown Envelope - Short	344	piece	5.00	1,720.00
23	Brown Envelope, A4	146	piece	5.00	730.00
24	Bulletin Board	2	piece	10,000.00	20,000.00
25	Calculator (12 digits)	37	piece	350.00	12,950.00
26	Carbon Paper Long Size	6	pack	430.00	2,580.00
27	Cartolina (assorted colors)	273	piece	8.00	2,184.00
28	Cartolina (lavander)	15	piece	8.00	120.00
29	Cash Box 9x30x24, big	1	piece	1,650.00	1,650.00
30	CD - RW	160	piece	40.00	6,400.00
31	Certificate Holder	462	piece	121.00	55,902.00
32	Clear Book long	90	piece	55.00	4,950.00
33	Clear Folder Long	10	piece	75.00	750.00
34	ClearBook A4	57	piece	50.00	2,850.00
35	Clearbook refillable , long	130	piece	17.00	2,210.00
36	Colored paper A4 (assorted color)	33	pack	154.00	5,082.00
37	Colored paper long (assorted color)	49	pack	165.00	8,085.00
38	Cork board 3x5	1	piece	1,500.00	1,500.00
39	Correction Tape	424	piece	33.00	13,992.00
40	Cutter big size	30	piece	55.00	1,650.00
41	Cutter, small size	15	piece	40.00	600.00
42	Dater	25	piece	176.00	4,400.00
43	Desk Organizer, metal 2 layers	14	piece	385.00	5,390.00
44	Desk Organizer, metal 3 layers	37	piece	900.00	33,300.00
45	Document file, plastic	10	piece	120.00	1,200.00
46	Double Adhesive Tape 1 Inch	200	roll	30.00	6,000.00
47	DVD - RW	67	piece	61.00	4,087.00
48	Envelope, brown long	95	piece	3.00	285.00
49	Envelope, brown short	79	piece	2.50	197.50

50	Envelope, plastic long	163	piece	8.00	1,304.00
51	Eraser for blackboard	26	piece	39.00	1,014.00
52	Eraser, for staedtler	26	piece	17.00	442.00
53	Expandable Long Folder (ordinary)	40	piece	17.00	680.00
54	Expanded envelop, long	338	piece	25.00	8,450.00
55	Expanded envelope, short	70	piece	20.00	1,400.00
56	Expanded folder, long w/string	282	piece	39.00	10,998.00
57	Expanded folder,short w/string	25	piece	37.00	925.00
58	Fastener (plastic)	148	box	39.00	5,772.00
59	Fastener 4-1/2"	2	box	60.00	120.00
60	Fastener, metal	48	box	99.00	4,752.00
61	File Binder (blue)	5	piece	200.00	1,000.00
62	File tab divider A4	62	set	16.50	1,023.00
63	File tab divider long	64	set	22.00	1,408.00
64	Folder Short)	537	piece	6.00	3,222.00
65	Folder (long)	3678	piece	8.00	29,424.00
66	Folder w/ tab, A4	380	piece	6.00	2,280.00
67	Folder, fancy A4	212	piece	9.00	1,908.00
68	Frame for Certificate (Long)	25	piece	200.00	5,000.00
69	Frame for Certificate (short)	34	piece	150.00	5,100.00
70	Glue, 130 grams	200	bottle	55.00	11,000.00
71	glue , 1,000 grams	3	bottle	280.00	840.00
72	Glue gun, stick (big)	159	piece	10.00	1,590.00
73	ID holder assorted color	50	piece	11.00	550.00
74	ID Permanent Marker	3	piece	165.00	495.00
75	Index Card (assorted color)	55	pack	100.00	5,500.00
76	Index Card (blue)	5	pack	100.00	500.00
77	Index Card (green)	5	pack	100.00	500.00
78	Index Card (pink)	5	pack	100.00	500.00
79	Index Card (white)	5	pack	100.00	500.00
80	Index Card (yellow)	5	pack	100.00	500.00
81	Index tab label (assorted color)	114	box	28.00	3,192.00
82	Ink for Stamp Pad	83	bottle	77.00	6,391.00
83	Ink for Trodat (Black, Blue)	2	bottle	180.00	360.00
84	Manila paper	1000	piece	10.00	10,000.00
85	Marker Pen, whiteboard (black)	243	piece	75.00	18,225.00
86	Marker pen, whiteboard, red	76	piece	77.00	5,852.00
87	Marking pen, permanent (black)	140	piece	66.00	9,240.00
88	Masking Tape 1"	82	roll	45.00	3,690.00
89	Masking Tape, 2"	33	roll	50.00	1,650.00
90	Metallic paper assorted color	45	pack	22.00	990.00
91	Morocco folder, long size (blue)	100	piece	22.00	2,200.00
92	Notebook, (stenographer)	30	piece	16.50	495.00
93	Paper clip, small	150	box	20.00	3,000.00
94	Paper clip, big	150	box	24.00	3,600.00
95	Paper Cutter Heavy Duty	1	piece	4,000.00	4,000.00
96	Paper Cutter, HD 12x18	6	piece	1,650.00	9,900.00
97	Paper Shredder	4	unit	7,800.00	31,200.00
98	Paper Shredder (Heavy Duty)	1	unit	12,000.00	12,000.00
99	Paper trimmer 15x18	2	unit	9,020.00	18,040.00
100	Pencil # 2	800	piece	7.00	5,600.00
101	Photo paper long	450	piece	10.00	4,500.00
102	Plastic cover	13	roll	385.00	5,005.00
103	Post it/sticky note, big	99	pad	39.00	3,861.00
104	Post it/sticky note, small	87	pad	30.00	2,610.00
105	Puncher (heavy duty)	24	piece	165.00	3,960.00
106	Push Pin	88	pack	45.00	3,960.00

107	PVC (Long)	62	pack	500.00	31,000.00
108	PVC Cover (A4)	41	pack	430.00	17,630.00
109	Record Book (500 pages)	100	piece	95.00	9,500.00
110	Record book , 150pages	38	piece	66.00	2,508.00
111	Record book , 220pages	6	piece	77.00	462.00
112	Record book , 300pages	34	piece	83.00	2,822.00
113	Report cover folder, long size	15	piece	40.00	600.00
114	Ring Binder (1 inch)	250	piece	30.00	7,500.00
115	Ring Binder (medium)	456	piece	60.06	27,389.00
116	Ring Binder Machine (Heavy Duty)	3	unit	15,000.00	45,000.00
117	Rubber Band (big)	7	box	95.00	665.00
118	Rubber Band (small)	8	box	80.00	640.00
119	rubber stamp-numbering (8 bands)	5	piece	400.00	2,000.00
120	Ruler (12")	30	piece	10.00	300.00
121	Ruler 18"	5	piece	13.00	65.00
122	Sign pen Blue	500	piece	28.00	14,000.00
123	Special Paper Long	500	pack	50.00	25,000.00
124	Special Paper short	1	pack	40.00	40.00
125	stamp self-inking	2	piece	1,700.00	3,400.00
126	Staple wire # 35 (bronze)	200	box	55.00	11,000.00
127	Staple wire remover	16	piece	16.50	264.00
128	Staple Wire Remover (Heavy Hand Staple Pin - Metal)	4	piece	350.00	1,400.00
129	Sticker paper A4 size	700	piece	7.00	4,900.00
130	Styrofoam (board type)	45	piece	62.00	2,790.00
131	Styrofoam, 1" big	27	piece	66.00	1,782.00
132	Styrofoam, 1/2 small	5	piece	55.00	275.00
133	Tape Dispenser	6	piece	300.00	1,800.00
134	Thumbtacks	6	box	16.50	99.00
135	Tracing Paper (80-85 gsm/2" Core, 24" x 50 yards)	8	roll	2,500.00	20,000.00
136	Transparent tape 1'	100	roll	30.00	3,000.00
137	Transparent tape 2'	50	roll	57.54	2,876.80
138	UPS 650 VA	20	pcs	2,460.00	49,200.00
139	Epson Ink 001 black	50	bottle	550.00	27,500.00
140	Epson Ink 001 Cyan	25	bottle	600.00	15,000.00
141	Epson Ink 001 Magenta	25	bottle	600.00	15,000.00
142	Epson Ink 001 Yellow	25	bottle	600.00	15,000.00
143	Philippine Flag - standard size	20	piece	800.00	16,000.00
144	Wall Clock	20	piece	800.00	16,000.00

**1,949,914.30**

Prepared By:

  
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