



### NOTICE OF AWARD

**Ms. TERESA S. AGSALUD**  
 Proprietor  
 McSA Marketing  
 446 San Fernando St.  
 Binondo, Manila

Dear Ms. Agsalud:

We are pleased to inform you that your bid dated November 10, 2022 for the execution of the contract for **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR FY 2023- IB NO.: BSWM 2023-00-007** under General Appropriations Act for CY 2023, with a Contract Price equivalent **Five Hundred Seventy-Five Thousand Three Hundred Ninety-Five Pesos and 50/100 (Php 575,395.50)** undertaken through Public Bidding has been determined as the **Lowest Calculated and Responsive Bid (LCRB)** for various items, therefore being accepted.

PR No./ Line Item	Item Description	Qty	Unit	Unit Cost	Total Cost
	<b>OFFICE SUPPLIES</b>				
<b>2023- 00-0014</b>	<b>INS Various</b>				
2	Specialty Board Paper (A4; 10 sheets/pack; pale cream)	30	pack	49.00	1,470.00
3	PVC Binding Element (Black, 8mm binds 40 sheets)	10	pc	8.95	89.50
4	PVC Binding Element (Black, 10mm binds 70 sheets)	10	pc	12.00	120.00
5	PVC Binding Element (Black, 12mm binds 110 sheets)	10	pc	16.00	160.00
6	PVC Binding Element (Black, 22mm binds 190 sheets)	10	pc	30.00	300.00
7	Sticky Notes ( Page marker, 1inx1.719in, 5pcs/pack)	30	pack	239.00	7,170.00
8	Ballpen (gel-pen, retractable, black, 0.5mm)	100	pc	26.00	2,600.00
9	Ballpen (gel-pen, retractable, green, 0.5mm)	50	pc	26.00	1,300.00
10	Permanent Marker (green)	50	pc	35.00	1,750.00
11	Engineers Field Notebook	50	pc	95.00	4,750.00
12	Sticker Paper (A4, glossy, 10pcs/pack)	20	pack	49.00	980.00

13	Glue stick paste	10	pcs	69.00	690.00
14	Duct Tape 2 inches	10	roll	180.00	1,800.00
15	Double sided adhesive tape (24mmx10m big roll) <b>Tissue Type</b>	10	roll	30.00	300.00
16	Plastic with ziplock (clear, 9"x14")	100	pcs	12.00	1,200.00
17	Cable wire organizer (black, 2meter)	20	pcs	90.00	1,800.00
18	Pastel Highlighter Pen & Text Marker (water-based ink & odorless 2 line widths: 1mm and 4mm, set of 6)	5	set	390.00	1,950.00
19	Photopaper A4 260 gsm (100 pcs/box)	3	box	780.00	2,340.00
20	Specialty Board paper, A4 (cream, 10pcs/pack, 220 gsm)	30	pack	49.00	1,470.00
21	Customized Selfink Stamp (sample attached)	20	pcs	-	
22	Laminating Film (size)	3	roll	1,595.00	4,785.00
23	PVC Clipboard (A4 - 355*230mm) (sample attached)	5	pc	143.00	715.00
	<b>RICE ESETS</b>				
24	Bond paper short (80 gsm, 500 sheets/ream)	15	ream	217.00	3,255.00
25	Photopaper A4 260 gsm (100 pcs/box)	5	box	780.00	3,900.00
26	Sticker Paper (A4, glossy, 10pcs/pack)	50	pack	130.00	6,500.00
27	Specialty Board Paper (A4; 10 sheets/pack; pale cream) 70 gsm	30	pack	49.00	1,470.00
28	Ballpen (gel pen, black, 0.4mm)	50	pc	28.00	1,400.00
29	Ballpen (gel pen, retractable, black, 0.5mm)	50	pc	26.00	1,300.00
30	Duct Tape 2 inches	20	roll	180.00	3,600.00
31	Double sided adhesive tape (24mmx10m big roll) <b>Tissue Type</b>	10	roll	30.00	300.00
32	Lever arch file folder extra long (horizontal, with ring binder, red)	50	pcs	180.00	9,000.00
33	Office file storage box with lid (black, legal) (sample attached)	25	pc	380.00	9,500.00
34	Office file storage box with lid (black, A3) (sample attached)	25	pc	580.00	14,500.00

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<b>2023-00-0030</b>	<b>MANILA BAY</b>				
35	Plastic Envelope with handle (clear, long size)	150	pc	79.00	11,850.00
<b>2023-00-0042</b>	<b>STO CAUAYAN</b>				
36	Manila paper roll	3	roll	240.00	720.00
37	Page marker (sign here, yellow, 50x2 sheets)	6	pack	295.00	1,770.00
38	Double sided tape (foam, 18mm) atleast 2 meters	10	pcs	24.00	240.00
39	Certificate holder (A4 size, color blue)	20	pcs	42.00	840.00
40	Sticker Paper (Matte, White, A4 size, 10sheets/pack)	10	pack	49.00	490.00
41	Crayons (8 colors)	20	pcs	29.80	596.00
42	Specialty Paper (A4 size, white color, 160gsm, 10sheets/pack)	5	pack	39.00	195.00
43	Photopaper (200gsm, matte, 20sheets/pack)	3	pack	180.00	540.00
44	ID Holder with Lace (horizontal, 10pcs/pack, Transparent/ with zip lock)	100	pcs	35.00	3,500.00
45	Page marker (5 colors, 100 flags 11x43mm)	5	pack	330.00	1,650.00
	<i>R&amp;D Corn</i>				
46	Photo Frame (A4 size)	10	pcs	130.00	1,300.00
47	Plastic envelop (with holder)	100	pcs	79.00	7,900.00
48	Storage Document Office box (legal size, color black) (sample attached)	3	pcs	485.00	1,455.00
<b>2023-00-0079</b>	<b>REGULAR FUND</b>				
49	Pressboard Folder, Long (Green)	50	pc	39.00	1,950.00
<b>2023-00-0090</b>	<b>Procurement of Training Supplies/Kits for CY2023 various trainings &amp; workshops</b>				
	<b>INS Various</b>				
54	<b>TRAINING KIT</b>	685	set	139.00	95,215.00
	inclusive of the following:				

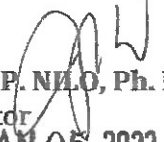
	inclusive of the following:				
	*1 pc - plastic envelope with holder and zipper (long)				
	*1 pc - Seminar ID badge with lace (11 cm x 9.5cm)				
	* 1 pc - Ballpen (black, 0.5mm, retractable)				
	* 1 pc - Alcohol (ethyl, 70% solution) 60ml				
	* 6 pcs - Face mask (disposable protective mask, 3-ply with earloop, brand is FDA approved)				
	<b>Rice ESETS</b>				
56	<b>TRAINING KIT</b>	2505	set	139.00	348,195.00
	inclusive of the following:				
	*1 pc - plastic envelope with holder and zipper (long)				
	*1 pc - Seminar ID badge with lace (11 cm x 9.5cm)				
	* 1 pc - Ballpen (black, 0.5mm, retractable)				
	* 1 pc - Alcohol (ethyl, 70% solution) 60ml				
	* 6 pcs - Face mask (disposable protective mask, 3-ply with earloop, brand is FDA approved)				
59	Manila Paper - Yellow, 48 pcs/roll, 36"x48" inches	7	roll	340.00	2,380.00
63	Solid Headed Steel Pin- 26mm, 20 pad/ box ( 60 pcs pin/pad) , Rust Resistant	11	box	195.00	2,145.00
	<b>TOTAL</b>				<b>575,395.50</b>

You are hereby required to **provide within ten (10) calendar days** from the receipt of this notice, a **Performance Security** in the form and amount stipulated below and the **signed Contract Agreement**. The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the required percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) <b>Cash or cashier's/manager's check</b> issued by a Universal or Commercial Bank.	Five percent (5%)
(b) <b>Bank draft/guarantee or irrevocable letter of credit</b> issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Five percent (5%)
(c) <b>Surety bond</b> callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. <u>Together with the surety bond, a copy of a valid Certification from Insurance Commission must be submitted by the bidder which must state that the surety or the insurance company is specifically authorized to issue surety bond.</u>	Thirty percent (30%)

Failure to provide and comply the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security.

Very truly yours,

  
**GINA P. NILO, Ph. D.**  
 Director  
**JAN 05 2023**

I acknowledge receipt of this Notice on:  
 Name of the Representative of the Bidder:  
 Authorized Signature:

JAN. 06, 2023  
 ANITA LAY T. CLAY  
