



Republic of the Philippines  
Supreme Court  
Manila

**BIDS AND AWARDS COMMITTEE  
FOR GOODS AND SERVICES (SC-BAC-GS)**

**BID BULLETIN No. 4**

**Procurement of Various Office Supplies for the Official Use of the Lower Courts**

Notice is hereby given of the resumption of procurement activities for the abovementioned-project. The following is the schedule of procurement activities:

<i>Procurement Activity</i>	<i>Date &amp; Time</i>
Deadline of Submission of Bids	May 24, 2021 (Monday) 2:00 P.M.
Opening of Bids	May 25, 2020 (Tuesday) 1:00 P.M.

Further, notice is hereby given of the revisions made in the bidding documents for the subject procurement, made during the Pre-Bid Conference, queries of bidders and upon consultation with the representative of the end-user:

**Section VII. Technical Specifications**

	<b><u>ITEMS AND DESCRIPTION</u></b>	<b><u>UOM</u></b>	<b><u>QTY</u></b>	<b><u>Supporting Documents to be submitted</u></b>
1	Expediente Cover <ul style="list-style-type: none"><li>• 8.5 x 13"</li><li>• 155 gsm (<math>\pm 3</math>gsm)</li><li>• 250 pc/pack</li></ul>	Ream	3,512	DOST Paper Test  [result to be submitted during postqualification]
2	Stitching Needle <ul style="list-style-type: none"><li>• 3.5"</li><li>• 1.47mm</li></ul>	Piece	2,638	
3	Thread, Cotton <ul style="list-style-type: none"><li>• 250 gsm</li><li>• 200G. wt.</li><li>• 4-ply</li></ul>	Roll	3,738	
4	Ballpen, blue/black/red <ul style="list-style-type: none"><li>• Ball point</li><li>• 50's/box</li></ul>	Box	1,829	



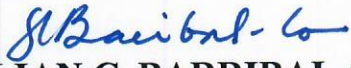
5	Onion Skin, Paper <ul style="list-style-type: none"><li>• Legal 8.5” x 13”</li><li>• 24 gsm (<math>\pm 3</math>gsm)</li><li>• Non-glossy</li><li>• 500 sheets/ream</li></ul>		Ream	6,730	DOST Paper Test  [result to be submitted during postqualification]
6	Ribbon for Manual Typewriter <ul style="list-style-type: none"><li>• Nylon</li><li>• Length: 12yds</li><li>• Single spool</li><li>• Color: black</li></ul>		Spool	2,409	
7	Colored Copy Paper <ul style="list-style-type: none"><li>• Blue, pink, yellow</li><li>• Legal, 8.5 x 13”</li><li>• 80gsm (<math>\pm 3</math>gsm)</li><li>• 500pcs/ream</li></ul>		ream	7,932	DOST Paper Test  [result to be submitted during postqualification]
8	Folder with tab, legal <ul style="list-style-type: none"><li>• 240mm x 365mm (<math>\pm 1</math>mm), 100pc/pack</li><li>• Tagboard/carrier/foldcote/cupstock materials</li><li>• Leaf dimensions 240mm x 365mm (<math>\pm 1</math>mm)</li><li>• Tab 13mm (<math>\pm 2</math>mm)</li><li>• Folder should be smooth finished and non-blot on both sides</li><li>• Thickness: 40gsm</li></ul>		Pack	2,843	
9	Record Book <ul style="list-style-type: none"><li>• Leatherette cover</li><li>• 500 pages</li><li>• Stock No. 85 with page numbers</li><li>• 5 book/bundle</li></ul>		Book	5,241	
10	Mailing Envelope <ul style="list-style-type: none"><li>• White</li><li>• 70 gsm (<math>\pm 3</math>gsm)</li><li>• Width: 105mm, length: 241mm</li><li>• 500 pc/box</li></ul>		Box	4,887	
11	Expanding Envelope <ul style="list-style-type: none"><li>• Kraftboard for legal size doc</li><li>• Thickness: 0.22 mm min.</li><li>• 250mm x 380mm</li><li>• With string and eyelet</li><li>• 100pc/box</li></ul>		Box	2,238	
12	Loose leaf cover, legal <ul style="list-style-type: none"><li>• 45mm</li><li>• 70gsm (<math>\pm 3</math>gsm)</li><li>• Width: 216mm</li><li>• Length: 355mm</li><li>• 50set/bundle</li></ul>		Bundle	2,238	



Prospective bidders are advised to get a copy of the bid bulletin and revised form/s from the Secretariat.

Please be guided accordingly.

May 14, 2021

  
**LILIAN C. BARRIBAL-CO**  
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and Chairperson, SC-BAC-GS