



Republic of the Philippines  
**CARAGA STATE UNIVERSITY**  
Ampayon, Butuan City 8600, Philippines

Competence Service Uprightness

**PROCUREMENT OFFICE**

Project Reference number: **11880155**  
Name of Project: **PROVISION OF OFFICE  
AND OTHER SUPPLIES AND MATERIALS  
FOR THE OPERATION OF THE DIFFERENT  
CSU ADMIN OFFICES AND  
COLLEGES.** **RAF-101-25-03-098** Caraga State University



PHONE: 0917 707 8713 Loc. 248 | EMAIL: [csuprocurement@carsu.edu.ph](mailto:csuprocurement@carsu.edu.ph)

**NOTICE OF AWARD**

March 19, 2025

**KIMSON COMMERCIAL**  
820 R. Calo St., Butuan City

Dear Sir / Madam:

We are happy to notify you that the PROVISION OF OFFICE AND OTHER SUPPLIES AND MATERIALS FOR THE OPERATION OF THE DIFFERENT CSU ADMIN OFFICES AND COLLEGES.RAF-101-25-03-098 is hereby awarded you as the bidder with the Lowest Calculated and Responsive Quotation at a Contract Price of Equivalent to FOUR HUNDRED EIGHTY-THREE THOUSAND FOUR HUNDRED FOURTEEN PESOS ONLY. (Php. 483,414.00).

QTY	Unit	Description	BID PRICE	TOTAL PRICE
1	LOT	BALLPEN, *Blue. UNIT: DOZEN, QUANTITY: 25 BALLPEN, *Red. UNIT: DOZEN, QUANTITY: 5 BALLPEN, Black UNIT: DOZEN, QUANTITY: 29 BATTERY, *AA charger 4 batteries rechargeable UNIT: SET, QUANTITY: 1 BATTERY, *Dry cell, AA, 1.5 volts, alkaline, 2 piece per pack UNIT: PACK, QUANTITY: 26 BATTERY, *Dry cell, AAA, 1.5 volts, alkaline, 2 piece per pack UNIT: PACK, QUANTITY: 4 BATTERY, *Dry cell, AAA, 1.5 volts, alkaline, 4 piece per pack UNIT: PACK, QUANTITY: 10 BROOM, *SOFT (TAMBO), weight: 200g min tiger grass. UNIT: PIECE, QUANTITY: 95 BROOM, *STICK (TING-TING), usable length: 760mm min. UNIT: PIECE, QUANTITY: 71 BRUSH, *Laundry Brush *Type: Plastic *Size:14.5cm x 5cm UNIT: PIECE, QUANTITY: 6 CABLE TIES, #4 , 100pcs UNIT: PACK, QUANTITY: 28 CASH BOX, *Powder coated, 11.8"L x 9.5"W, Safety key lock ,cover on coin tray with spring clips UNIT: PIECE, QUANTITY: 1 CERTIFICATE HOLDER, *Holder/jacket. *Material: plastic (transparent). *Size: A4 size. UNIT: PIECE, QUANTITY: 51 CERTIFICATE HOLDER, *Size: A4. Color: Black UNIT: PIECE, QUANTITY: 141 CLEANER, *Type: TOILET BOWL AND URINAL.	483,414.00	483,414.00

P.O. #: RAF-101-25-03-084

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. keep one copy and return the other to Caraga State University

Very truly yours,

  
**ALEXANDER T. DEMETILLO, D. Eng**  
Vice President for Administration and Finance

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



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		*Net content: 1000mL (1L) in rigid plastic bottle. *Color: clear or blue. *Bactericidal, fully miscible in water (not chlorine based), kills germs and bacteria (professional cleaning solution). UNIT: BOTTLE, QUANTITY: 85		
		CLIP BACKFOLD, *All metal *Size: 73mm or 3" (-1mm) *Color: black UNIT: PIECE, QUANTITY: 16		
		CLIP BACKFOLD, *All metal, 12 pieces per box *Size: 25mm or 1" (-1mm) *Color: black UNIT: BOX, QUANTITY: 30		
		CLIP BACKFOLD, *All metal, 12 pieces per box *Size: 32mm or 1 1/4" (-1mm) *Color: black UNIT: BOX, QUANTITY: 15		
		CLIP BACKFOLD, *All metal, 12 pieces per box *Size: 50mm or 2" (-1mm) *Color: black UNIT: BOX, QUANTITY: 26		
		COUNTING MONEY WAX, *for easy counting sorting filing *for paper and foils, does not stick *hygienic, antibacterial finger moistener *apply to fingertips UNIT: PIECE, QUANTITY: 100		
		DATA FOLDER, *Materials: made of chipboard 2.5mm thick. *Deminsion (WxHxL): 75mm (3") x 230mm (9") x 380mm (15"). *With all steel lever arch file mechanism and taglia lock. UNIT: PIECE, QUANTITY: 30		
		DETERGENT POWDER, *All Purpose Cleaner,size: 500mL,scent: Floral UNIT: PIECE, QUANTITY: 50		
		DISHWASHING LIQUID, *4L per gallon. *Liquid, odorless, antibacterial. *For utensils and equipment. UNIT: GALLON, QUANTITY: 35		
		DISHWASHING LIQUID, Size: 250ml, Lemon UNIT: BOTTLE, QUANTITY: 147		
		DISHWASHING PAD/SPONGE, *Heavy duty with green pad (scrub). *Size (HxWxD): 75 x 75 x 30mm. UNIT: PIECE, QUANTITY: 40		
		DISHWASHING PASTE, *400 grams,lemon scent and anti bacterial free sponge. UNIT: PIECE, QUANTITY: 57		
		DISINFECTANT SPRAY, *Aerosol type, 400 grams (min). UNIT: CAN, QUANTITY: 6		
		DUST PAN, *Non-rigid plastic, with detachable handle. UNIT: PIECE, QUANTITY: 14		

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Very truly yours,

  
**ALEXANDER T. DEMETILLO, D. Eng**  
Vice President for Administration and Finance

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**PROCUREMENT OFFICE**

Project Reference number: 11880155  
Name of Project: **PROVISION OF OFFICE  
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QTY	Unit	Description	BID PRICE	TOTAL PRICE
		ENVELOPE, *DOCUMENTARY, KRAFT for A4 size document, 500 pieces per box. UNIT: BOX, QUANTITY: 1		
		ENVELOPE, *EXPANDING, KRAFT for legal size document, with string and eyelet or elastic strap, 100 pieces per box. UNIT: BOX, QUANTITY: 1		
		ENVELOPE, *Expanding file envelope *Color: orange, Long Size File organizer with handle and 13 pockets, with buckle closure UNIT: PIECE, QUANTITY: 9		
		ENVELOPE, *MAILING, white, 70gsm, *Envelope size: width: 105mm (-3mm), length: 241mm (-3mm), 500 pieces per box. UNIT: BOX, QUANTITY: 10		
		ENVELOPE, Expanding, Plastic, Legal, Plain white UNIT: PIECE, QUANTITY: 48		
		FEATHER DUSTER, *Soft feather duster, strong adsorption capacity, wooden-dowel handle. UNIT: PIECE, QUANTITY: 2		
		FLOOR MOP, *360 rotating head magic floor spin mop. UNIT: PIECE, QUANTITY: 24		
		FOLDER, *KRAFT, Size: legal/long, Color: white UNIT: BUNDLE, QUANTITY: 2		
		FOLDER, *PRESSBOARD, size: 240mm x 370mm (-5mm), *Material: heavy duty paper board, *Expansion: 39mm (-3mm), *100 pieces per box. UNIT: BOX, QUANTITY: 1		
		GARBAGE PICKER, *long handle *size; 80cm *Alluminum/Alloy *plastic grip UNIT: PIECE, QUANTITY: 30		
		GLASS CLEANER, *Glass and multi-surface cleaner, 500ml, in plastic spray bottle. *Removes dirt for a streak-free long lasting shine. UNIT: BOTTLE, QUANTITY: 39		
		GLASS WIPER, Squeegee (rubber blade) UNIT: PIECE, QUANTITY: 10		
		GLUE, *All-purpose, dries clear, non-toxic, paste with applicator. *Gross weight: 200 grams. UNIT: JAR, QUANTITY: 32		
		HAND SOAP, *liquid *antibacterial *with moisturizer, citrus flavor *750 ml UNIT: BOTTLE, QUANTITY: 167		
		LIQUID BLEACH, *Disinfectant (99% antibac), whitens, remove stains/odor/germs, multipurpose bleach, (3 in 1 total clean). UNIT: GALLON, QUANTITY: 8		
		LONG ARM STAPLER, *Heavy Duty *		

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QTY	Unit	Description	BID PRICE	TOTAL PRICE
		*320mmx38mm *Materials: Metal UNIT: PIECE, QUANTITY: 3 MARKER, *PERMANENT, black, *Tip: felt, bullet type, *Point: medium. UNIT: PIECE, QUANTITY: 418 MARKER, *PERMANENT, blue, *Tip: felt, bullet type, *Point: medium. UNIT: PIECE, QUANTITY: 50 MARKER, *WHITEBOARD, black, *Tip: felt, bullet type. UNIT: PIECE, QUANTITY: 520 MARKER, *WHITEBOARD, blue, *Tip: felt, bullet type. UNIT: PIECE, QUANTITY: 1291 MUG, *Color: White, 330ml UNIT: PIECE, QUANTITY: 21 MURIATIC ACID, *With power clean chemicals, removes dust stain, hard water deposits & disinfectants. UNIT: GALLON, QUANTITY: 5 NOTEPAD, *STICK-ON, 2 x 3, 100 sheets per pad UNIT: PAD, QUANTITY: 20 NOTEPAD, *STICK-ON, 4 x 4 UNIT: PAD, QUANTITY: 30 NOTEPAD, *STICK-ON, with "Sign Here". UNIT: PAD, QUANTITY: 30 PAPER CLIP, *VINYL COATED, 33mm (1 1/4" min), 52 grams, 100 pieces per box UNIT: BOX, QUANTITY: 12 PAPER, *CERTIFICATE PAPER, with border, size: 210mm x 297mm (A4), color gold, 10's per pack UNIT: PACK, QUANTITY: 111 PAPER, *MULTI-PURPOSE, 70 gsm., size: 210mm x 297mm (A4) UNIT: REAM, QUANTITY: 87 PAPER, *MULTI-PURPOSE, 70 gsm., size: 216mm x 330mm (legal/long) UNIT: REAM, QUANTITY: 249 PAPER, *Manila Paper, 1 whole UNIT: PIECE, QUANTITY: 23 PAPER, *Newsprint paper *Size: Legal UNIT: REAM, QUANTITY: 70 PAPER, *PHOTO PAPER, size: 210mm x 297mm (A4), 180 gsm, matte, 20's per pack UNIT: PACK, QUANTITY: 70 PAPER, *SPECIALTY BOARD, size: 8.5" x 13" (legal/long), gsm: 185 *Color: cornfield cream UNIT: PACK, QUANTITY: 77 PAPER, *SPECIALTY BOARD, size: A4, gsm: 185. UNIT: PACK, QUANTITY: 56 PAPER, *SPECIALTY PAPER, size: 8.5" x 11" (letter/short), gsm: 85 *Colored, 20's per pack UNIT: PACK, QUANTITY: 54		

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		PAPER, *SPECIALTY PAPER, size: 8.5" x 13" (legal/long), gsm: 85, Colored, 20's per pack UNIT: PACK, QUANTITY: 50		
		PAPER, *STICKER PAPER, size: 8.5" x 13" (legal/long) UNIT: PACK, QUANTITY: 5		
		PUNCHER, *Paper, heavy duty, with two hole guide, 1 UNIT: PIECE, QUANTITY: 25		
		RAGS, Material: microfiber Dimensions: 30 x 30cm UNIT: DOZEN, QUANTITY: 5		
		RING BINDER, *PLASTIC, 1/2", black *1 meter UNIT: PIECE, QUANTITY: 15		
		RUBBER BAND, *70mm min lay flat length (#18) UNIT: BOX, QUANTITY: 6		
		SIGN PEN, *BLACK, 0.7mm needle tip. UNIT: DOZEN, QUANTITY: 14		
		SIGN PEN, *BLACK, liquid/gel ink, 0.5mm needle tip UNIT: PIECE, QUANTITY: 488		
		SIGN PEN, *BLUE, 0.7mm needle tip. UNIT: DOZEN, QUANTITY: 10		
		SIGN PEN, *BLUE, liquid/gel ink, 0.5mm needle tip UNIT: PIECE, QUANTITY: 404		
		SIGN PEN, *RED, 0.7mm needle tip. UNIT: DOZEN, QUANTITY: 10		
		SIGN PEN, *RED, liquid/gel ink, 0.5mm needle tip UNIT: PIECE, QUANTITY: 277		
		STAMP PAD, *FELT, bed dimension: 60mm x 100mm min *Metal Case UNIT: PIECE, QUANTITY: 2		
		STAPLE WIRE, *STANDARD, (26/6) or No.35, full strips staples, *5000 wires per box, *Number of wires per strip: 100. UNIT: BOX, QUANTITY: 31		
		STAPLER, *STANDARD TYPE, load cap: 200 staples min UNIT: PIECE, QUANTITY: 82		
		STICKER, *Type : Matte , A4 UNIT: PACK, QUANTITY: 25		
		STICKER, *Vinyl Sticker, Long 20's UNIT: PACK, QUANTITY: 66		
		TAPE DISPENSER, *TABLE TOP, 24mm (1") width tape UNIT: PIECE, QUANTITY: 9		
		TAPE, *DOUBLE SIDED, with foam, width: 24mm (1"). UNIT: ROLL, QUANTITY: 30		
		TAPE, *ELECTRICAL, 18mm x 16M min. UNIT: ROLL, QUANTITY: 23		
		TAPE, *MASKING, width: 24mm (1") ( $\hat{A}\pm 1$ mm) UNIT: ROLL, QUANTITY: 43		
		TAPE, *PACKAGING, width: 48mm (2") ( $\hat{A}\pm 1$ mm) UNIT: ROLL, QUANTITY: 25		
		TOILET BRUSH, *Toilet bowl scrub double side cleaning brush, with plastic handle. UNIT: PIECE, QUANTITY: 5		
		TRASHBAG, *Size:(24" x 32")*100's per pack. UNIT: PACK, QUANTITY: 80		
		TRASHBAG, *black, 940mm x 1016mm (38" x 40"), 10pcs per roll UNIT: ROLL, QUANTITY: 35		
		TRASHBIN, Size: 45 Liter:36*36*60cm Material Type: Plastic w/ rotating cover UNIT: PIECE, QUANTITY: 11		

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XXXXXXXXX NOTHING FOLLOWS XXXXXXXXX  
**TOTAL AMOUNT:**

**483,414.00**

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