

PROCUREMENT OF OFFICE SUPPLIES (NOT AVAILABLE AT THE PROCUREMENT SERVICE) FOR THE 1ST QUARTER 2021

TECHNICAL SPECIFICATIONS

I. DETAILS

Item No.	Item/Description	Quantity	Unit
1	Record Book, 300 pages, size: 214mm x 278mm min	21	Pcs
2	Record Book, 500 pages, size: 214mm x 278mm min	10	Pcs
3	Toilet Tissue Paper, 2-ply, 100% recycled	132	Rolls
4	Staple Wire, Standard (26/6)	49	Boxes
5	Tape, Masking, width: 24mm (±1mm)	19	Rolls
6	Tape, Packaging, width: 48mm (±1mm)	34	Rolls
7	Tape, Transparent, width: 24mm (±1mm)	125	Rolls
8	Clip, Backfold, all metal, clamping: 19mm (-1mm)	30	Boxes
9	Clip, Backfold, all metal, clamping: 25mm (-1mm)	30	Boxes
10	Clip, Backfold, all metal, clamping: 32mm (-1mm)	30	Boxes
11	Clip, Backfold, all metal, clamping: 50mm (-1mm)	30	Boxes
12	Correction Tape, film base type	89	Rolls
13	Envelope, Documentary, for A4 size document	600	Pcs
14	Envelope, Documentary, for legal size document	600	Pcs.
15	Fastener, Metal, 70mm between prongs (Metal, 70mm between prongs)	60	Boxes
16	Folder, Pressboard, size: 240mm x 370mm (-5mm)	1000	Pcs
17	Folder, Tagboard, for legal size documents	300	Pcs
18	Marker, Fluorescent, 3 assorted colors per set	33	Set
19	Marker, Permanent, bullet type, black	23	Pcs
20	Marker, Permanent, bullet type, blue	23	Pcs
21	Marker, Permanent, bullet type, red	19	Pcs
22	Paper Clip, vinyl/plastic coat, length: 32mm min	55	Box
23	Paper Clip, vinyl/plastic coat, length: 50mm min	50	Box
24	Pencil, lead, w/ eraser, wood cased, hardness: HB	120	Pcs
25	Rubber Band (#18)	8	Box
26	Cutter Blade, for heavy duty cutter	7	Pcs
27	Puncher, paper, heavy duty, with two hole guide	2	Pcs
28	Scissors, symmetrical, blade length: 65mm min	24	Pcs
29	Stapler, Standard Type, load cap: 200 staples min	10	Pcs
30	Staple Remover, Plier-Type	10	Pcs
31	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	74	Pcs

32	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	74	Pcs
33	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip	22	Pcs
34	Ballpen, Black	95	Pcs
35	Ballpen, Blue	95	Pcs
36	Ballpen, Red	10	Pcs
37	Binder Ring, plastic, white 1/2"	30	Pcs
38	Binder Ring, plastic, white 3/4"	50	Pcs
39	Binder Ring, plastic, white 1"	50	Pcs
40	Binder Ring, plastic, white 1-1/2"	50	Pcs
41	Transparency Film	3	Box
42	Fastener File, Plastic	10	Box
43	Sticker Label, A4, matte paper	50	Pcs
44	Note Pad, stick on, 50mm x 76mm (2" x 3")	21	Pad
45	Note Pad, stick on, 50mm x 76mm (3" x 4")	21	Pad
46	Notebook, Stenographer, spiral, 40 leaves	43	Pcs
47	Marker, whiteboard black	7	Pcs
48	Marker, whiteboard, blue	7	Pcs
49	Marker, whiteboard, Red	7	Pcs
50	Tape Dispenser, Table Top	9	Pcs

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

Seventy Two Thousand Three Hundred Pesos (P72,300.00) inclusive of VAT and all other applicable government taxes

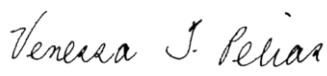
III. DELIVERY TERMS

15-20 calendar days upon receipt of Purchase Order

IV. TERMS OF PAYMENT

Thirty (30) days upon acceptance


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