

**PROCUREMENT OF SECOND QUARTER (Q2) OFFICE SUPPLIES
 REQUIREMENT FOR OF 2021 OF PHILGUARANTEE CORPROATION**

1. Technical Specifications:

Stock No.	Unit	Item Description	Quantity
A001	bottles	Alcohol, in bottle 500ml ethyl	132
A002	cans	Air Freshener, aerosol type	48
C016	pieces	Correction Tape (1 piece in individual plastic)	80
C014	boxes	Continuous Form 1 ply, short 280mm x 241mm	10
C017	pieces	Paper cutter/knife	24
D001	pieces	Data File Storage Box, Close ends	80
D002	pieces	Data folder 3" x 9" x 15"size, file folder	130
D007	boxes	Double Clip, Back fold (19 mm (3/4"), 12pcs./box)	50
D006	boxes	Double Clip backfold black 25 mm (1")	50
D005	boxes	Double Clip backfold black 32 mm (1 1/4")	40
D004	boxes	Double Clip backfold black 50 mm (2")	20
E007	pieces	Eraser, rubber or plastic for pencil	30
F001	boxes	Fastener (Metal, 70mm between prongs)	50
F007	packs	Folder with tab Short/A4, white (100pcs/pack)	5
F006	packs	Folder with tab Long, white (100pcs/pack)	5
F009	bundles	Folder, Fancy (Legal, (50pcs/bundle)) with slider	2
F008	boxes	Folder, Pressboard, White (Legal,100pcs./box)	5
G001-A	jars	Glue, (200 grams with spreader)	40
L009-A	bundles	Looseleaf Cover (Legal, 50pcs./bundle)	2
I010	cans	Insecticide Insect Killer, 600ml	26
I002	boxes	Index Tab Transparent self-adhesive	40
N002	pads	Notepad-Stick on (3 x 3, 100 sheet per pad)	60
M007	rolls	Masking Tape 24mm	24
M004	pieces	White Board Marker (Black, Bullet Type)	48
M005	pieces	White Board Marker (Blue, Bullet Type)	48
M002	pieces	Marker, Permanent (Black, Bullet Type)	24
M013	sets	Marker fluorescent/Highlighter 3 colors per set	40
P001	rolls	Packaging Tape 2"/48mm	60
P003	boxes	Paper Clip Small	30
P005	boxes	Paper Clip Jumbo	30
P009	pieces	Paper puncher, heavy duty	10
P006	boxes	Pencil, Lead with eraser (12 pieces/box)	15
R001-A	books	Record Book (300 pages, 214mm x 278mm min)	50
R012-A	pieces	EPSON Ribbon for LX 310	10
S003	pieces	Signpen 0.5 needle tip (Black)	300
S004	pieces	Signpen 0.5 needle tip (Blue)	250
S005	cans	Disinfectant Spray, aerosol type	120
S009	boxes	Staple wire, standard	30

Stock No.	Unit	Item Description	Quantity
S010	pieces	Stapler, standard type	10
S008	pieces	Staple Remover, plier-type	20
T005	rolls	Transparent tape/Scotch Tape 1" (24mm)	96
W001	pieces	Waste/Trash basket, plastic	10
P004	pieces	Bulldog Paper Clip, All Metal 3"	72
I001	packs	Index Card (5" x 8", 100 pcs/pack)	5
TOTAL			

2. Terms of Delivery:

10-15 days upon receipt of PO

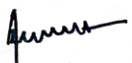
3. Terms of Payment:

30 Days


4. Approved Budget for the Contract:

Approved budget of the contract is Two Hundred Fourteen Thousand Four Hundred Seventy-Six and 16/100 Pesos Only (P214, 476.16) inclusive of all applicable taxes chargeable against the Corporate Operating Budget for CY 2021.

Prepared by:


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Approved by:


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