

PROCUREMENT OF OFFICE SUPPLIES (NOT AVAILABLE AT THE PROCUREMENT SERVICE) FOR THE 2nd QUARTER 2021

TECHNICAL SPECIFICATIONS

I. DETAILS

Item/Description	Quantity	Unit
HAND SANITIZER, 500 ml	bottle	39
ALCOHOL, ethyl, 500ml	bottle	184
STAMP PAD INK	bottle	3
NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	15
NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	15
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	93
BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	20
GLUE, all purpose, gross weight: 200 grams min	jar	6
STAPLE WIRE, for heavy duty staplers, (23/13)	box	6
STAPLE WIRE, STANDARD, (26/6)	box	49
TAPE, MASKING, width: 24mm	roll	9
TAPE, PACKAGING, width: 48mm	roll	29
TAPE, TRANSPARENT, width: 24mm	roll	125
RULER, plastic, 450mm (18"), width: 38mm min	piece	10
CLIP, BACKFOLD, all metal, clamping: 19mm	box	30
CLIP, BACKFOLD, all metal, clamping: 25mm	box	30
CLIP, BACKFOLD, all metal, clamping: 32mm	box	30
CLIP, BACKFOLD, all metal, clamping: 50mm	box	54
CORRECTION TAPE, film base type, UL 6m min	piece	89
ENVELOPE, DOCUMENTARY, for A4 size document	box	15
ENVELOPE, DOCUMENTARY, for legal size document	box	15
ENVELOPE, mailing, white, 70gsm	box	3
ENVELOPE, mailing, white, with window	box	3
FASTENER, metal	box	60
FOLDER, PRESSBOARD, size: 240mm x 370mm	box	20
FOLDER, TAGBOARD, for A4 size documents	pack	20
FOLDER, TAGBOARD, for legal size documents	pack	22
MARKER, whiteboard, black, felt tip, bullet type	piece	7
MARKER, whiteboard, blue, felt tip, bullet type	piece	7
MARKER, whiteboard, red, felt tip, bullet type	piece	7
MARKER, PERMANENT, bullet type, black	piece	23
MARKER, PERMANENT, bullet type, blue	piece	23
MARKER, PERMANENT, bullet type, red	piece	6
PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	55
PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	50
PENCIL, lead, w/ eraser, wood cased	box	14
RUBBER BAND, 70mm min lay flat length (#18)	box	8
PENCIL SHARPENER, manual, single cutter head	piece	4
SCISSORS, symmetrical, blade length: 65mm min	pair	9
STAPLER, standard type	piece	4
STAPLER, BINDER TYPE, heavy duty, desktop	unit	4
STAPLE REMOVER, PLIER-TYPE	piece	14
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	4
CLEARBOOK, 20 transparent pockets, for A4 size	piece	30
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	30
ERASER, plastic/rubber	piece	5
SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	12

Ballpen Black	piece	95
Ballpen Blue	piece	95
Ring Binder, Plastic 1/2"	piece	30
Ring Binder, Plastic 3/4"	piece	50
Ring Binder, Plastic 1"	piece	50
Ring Binder, Plastic 5/8"	pc	30
Ring Binder, Plastic 1-1/2"	pc	50
Ballpen, red	pc	5
Sticker Label, matte	pc	30
Post-it "Please sign here"	pack	50

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

One Hundred Seventy-Seven Thousand Pesos (P177,000.00) 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

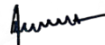
Thirty (30) days upon acceptance

Prepared by:



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Checked by:



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