

PROCUREMENT OF THIRD QUARTER (Q3) BOND PAPER REQUIREMENT FOR 2021

1. Item Description and Specification:

ITEMS DESCRIPTION	Quantity
Bond paper - Multicopy, A4 (8 ¼" x 11 ¾") , Substance 24, 80 gsm	550 reams
Bond paper - Multicopy, Legal (8 ½" x 13), Substance 24, 80 gsm	320 reams
Bond paper - Multicopy, A4 (8 ¼" x 11 ¾") , Substance 20, 70 gsm	90 reams
Bond paper - Multicopy, Legal (8 ½" x 13), Substance 20, 70 gsm	45 reams

2. Terms of Delivery:

7-15 Calendar Days upon receipt of PO


3. Terms of Payment:

30 Calendar Days after completed delivery

4. Approved Budget for the Contract:

The approved budget for the contract is One Hundred Ninety-Six Thousand Forty-Four and 05/100 (P196,044.05), chargeable against the Corporate Operating Budget for CY 2021.

Prepared by


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Approved by



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