

**PROCUREMENT OF THIRD QUARTER (Q3) OFFICE SUPPLIES REQUIREMENT
FOR 2021 OF PHILGUARANTEE CORPROATION**

1. Technical Specifications:

	Items and Description	Unit	Quantity
1	Alcohol, in bottle ethyl, 500ml	bottle	154
2	Battery AA (2pcs/pack)	pack	60
3	Battery AAA (2pcs/pack)	pack	30
4	Correction Tape, disposable	piece	80
5	Continuous Form 1 ply, short	box	15
6	Continuous Form 1 ply, long	box	3
7	Data File Storage Box, Close ends	piece	60
8	Data folder 3" x 9" x 15"size, file folder	piece	100
9	3/4" Clip back fold black 19 mm	box	50
10	2" Clip back fold black 50 mm	box	30
11	Envelope Kraft 9" x 12" A4 (500pcs./box)	box	3
12	Envelope Kraft 10" x 15" long (500pcs/box)	box	3
13	Envelope Kraft Expanding 10" x 15" big	box	5
14	Fastener Metal, for paper	box	50
15	16Gb capacity Flash drive	piece	25
16	Ordinary, long Folder (100pcs/pack)	pack	5
17	Pressboard Folder Long	box	6
18	Loose-leaf cover 8 1/2" x 14"	bundle	5
19	Index Tab Transparent self-adhesive	box	60
20	Post-it 3 " x 3"	pad	84
21	Notebook, stenographer, spiral	piece	40
22	Masking Tape 1", 24mm	roll	24
23	Masking Tape 2", 48mm	roll	24
24	Permanent Marker black	piece	60
25	Scotch Tape1", 24mm Transparent	roll	120
26	Permanent Marker blue	piece	48
27	Paper Clip Small, 32 mm	box	50
28	Paper Clip Jumbo, 48 mm	box	50
29	Pencil with eraser (12pcs/box)	box	20
30	Official Record Book 300 pages	book	50
31	Rubber band in box	box	20
32	Sign pen Black Liquid gel	piece	300
33	Sign pen Blue Liquid gel	piece	250
34	Disinfectant Spray, aerosol type	can	120
35	Staple wire, standard	box	50
36	Scotch Tape 2" 48mm Transparent	roll	24
37	Bulldog Paper Clip, All Metal 3"	pieces	72

2. Terms of Delivery:

10-15 days upon receipt of PO

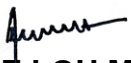
3. Terms of Payment:

30 Days


4. Approved Budget for the Contract:

Approved budget of the contract is One Hundred Seventy-Eight Thousand Six Hundred Three and 50/100 Only (**₱178,603.50**) inclusive of all applicable taxes chargeable against the Corporate Operating Budget for CY 2021.

Prepared by:


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Approved by:


ROSEMARIE N. PRINCIPE
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