

PROCUREMENT OF FOURTH QUARTER (Q4) BOND PAPER REQUIREMENT FOR 2021

1. Item Description and Specification:

ITEMS DESCRIPTION	Quantity
Bond paper - Multicopy, A4 (8 1/4" x 11 3/4"), Substance 24, 80 gsm	550
Bond paper - Multicopy, Legal (8 1/2" x 13), Substance 24, 80 gsm	300
Bond paper - Multicopy, A4 (8 1/4" x 11 3/4"), Substance 20, 70 gsm	90

2. Terms of Delivery:

7-15 Calendar Days upon receipt of PO

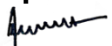
3. Terms of Payment:

30 Calendar Days after completed delivery


4. Approved Budget for the Contract:

The approved budget for the contract is One Hundred Sixty-Four Thousand Nine Hundred Eighty-Three and 70/100 (P164,983.70), chargeable against the Corporate Operating Budget for CY 2021.

Prepared by


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Approved by


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