

**PROCUREMENT OF FOURTH QUARTER (Q4) 2021 OFFICE SUPPLIES
 REQUIREMENT OF PHILGUARANTEE CORPROATION**

1. Technical Specifications:

	Items and Description	Unit	Quantity
1	Air freshner, aerosol type	can	24
2	Ballpen Black	piece	250
3	Ballpen Blue	piece	150
4	Correction Tape, disposable	piece	80
5	Continuous Form 1 ply, short	box	5
6	Data File Storage Box, Close ends	piece	50
7	Data folder 3" x 9" x 15"size, file folder	piece	70
8	Double Clip,Backfold 25mm (1")	box	50
9	Double Clip,Backfold 32mm (1 1/4")	box	30
10	Envelope Kraft Expanding 10" x 15" big	box	1
11	Fastener Metal, for paper	box	50
12	Glue, all purpose 200 grams	jar	30
13	Insecticide, insect killer 600 ml	can	12
14	Pressboard Folder white long	box	6
15	Loose-leaf cover 8 1/2" x 14"	bundle	2
16	Marker, fluorescent (3pcs/set)	set	20
17	Permanent Marker, Black	piece	24
18	Post-it 3 " x 3"	pad	50
19	Scotch Tape1", 24mm Transparent	roll	70
20	Paper Clip Small, 32 mm	box	30
21	Paper Clip Jumbo, 48 mm	box	20
22	Paper Clip Bulldog, all metal	piece	20
23	Pencil with eraser (12pcs/box)	box	10
24	Puncher, paper, heavy duty	piece	10
25	Disinfectant Spray, aerosol type	can	100
26	Staple Remover, plier-type, all metal	piece	10
27	Staple wire, standard	box	25
28	Stapler, standard	piece	10

2. Terms of Delivery:

10-15 days upon receipt of PO

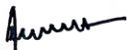
3. Terms of Payment:

30 Calendar days after complete delivery


4. Approved Budget for the Contract:

Approved budget of the contract is Ninety-Five Thousand Seven Hundred Sixty-Nine and 25/100 Pesos Only (**₱95,769.25**) inclusive of all applicable taxes chargeable against the Corporate Operating Budget for CY 2021.

Prepared by:


JACKIE LOU M. EUGENIO
Administrative Officer IV

Approved by:


ROSEMARIE N. PRINCIPE
Vice President
Facilities and General Services Department

