

## PROCUREMENT OF FIRST QUARTER (Q1) BOND PAPER REQUIREMENT FOR 2021

### 1. Item Description and Specification:

ITEMS DESCRIPTION		QUANTITY
1	<b>Bondpaper - Multicopy</b>	550 reams
	Size: A4, (8 ¼" x 11 ¾"), Substance 24, Thickness: 80 gsm	
2	<b>Bondpaper - Multicopy</b>	320 reams
	Size: Long, (8 ½" x 13), Substance 24, Thickness: 80 gsm	
3	<b>Bondpaper - Multicopy</b>	45 reams
	Size: A4, (8 ½" x 13), Substance 20, Thickness: 70 gsm	

### 2. Terms of Delivery:

7-15 Working Days upon receipt of PO

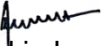
### 3. Terms of Payment:

30 days after completed delivery


### 4. Approved Budget for the Contract:

The approved budget for the contract is One Hundred Fifty-Seven Thousand Sixty and 10/100 Pesos Only (₱157,060.10), chargeable against the Corporate Operating Budget for CY 2021.

#### Prepared by

  
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#### Approved by

  
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## Facilities and General Services Department