

**PROCUREMENT OF FIRST QUARTER (Q1) OFFICE SUPPLIES
REQUIREMENT FOR OF 2021 OF PHILGUARANTEE CORPROATION**

1. Technical Specifications:

Item No.	Item/Description	Unit	Quantity
1	Ballpen Black	pieces	500
2	Ballpen Blue	pieces	300
3	Ballpen Red	pieces	150
4	Battery 9v	pieces	15
5	Battery (AA, 2pcs.per blister pack)	packs	60
6	Battery (AAA, 2pcs.per blister pack)	packs	30
7	Bulldog Paper Clip, All Metal 3"	pieces	72
8	Correction Tape (1 piece in individual plastic)	pieces	80
9	Continuous Form 1ply, 280mm x 378mm	boxes	3
10	Data File Box	pieces	120
11	Data File Folder	pieces	130
12	Double Clip, Back fold (19 mm (3/4"), 12pcs./box)	boxes	50
13	Double Clip, Back fold (25 mm (1"), 12pcs./box)	boxes	50
14	Double Clip, Back fold (32mm (1 ¼"), 12pcs./box)	boxes	40
15	Double Clip, Back fold (50mm (2"), 12pcs./box)	boxes	30
16	DVD Rewritable, 4.5 GB min , 1 piece per pack	pieces	50
17	Envelope mailing (White (500 pcs./box))	boxes	5
18	Envelope Documentary A4 (500pcs./box)	boxes	5
19	Envelope Documentary Legal (500pcs./box)	boxes	5
20	Fastener (Metal, 70mm between prongs)	boxes	50
21	Flash drive 16gb	pieces	25
22	Folder with tab legal, white (100pcs/pack)	packs	5
23	Folder, Fancy (Legal, (50pcs/bundle)) with sliding bar	bundle	3
24	Folder, Pressboard, White (Legal,100pcs./box)	boxes	6
25	Glue, (200 grams with spreader)	jars	40
26	Loose-leaf Cover (Legal, 50pcs./bundle)	bundle	5
27	Ink for stamp pad, Blue or Violet Ink	bottles	26
28	Index Tab, Self-Adhesive	boxes	60
29	Notebook, Stenographer	pieces	60
30	Notepad-Stick on (3 x 3, 100 sheet per pad)	pads	84
31	Masking Tape 24mm usable length 50 meters	rolls	24
32	Masking Tape 48mm usable length 50 meters	rolls	24
33	Marker, Permanent (Black, Bullet Type)	pieces	60
34	Marker, Permanent (Blue, Bullet Type)	pieces	48
35	Marker, Permanent (Red, Bullet Type)	pieces	24
36	Marker, Whiteboard Red	pieces	24

Item No.	Item/Description	Unit	Quantity
37	Paper Clip, Small	boxes	50
38	Paper Clip, Jumbo	boxes	50
39	Pencil, Lead with eraser (12 pieces/box)	boxes	20
40	Record Book (300 pages, 214mm x 278mm min)	books	50
41	Rubberband #18	boxes	20
42	Ruler, plastic 450mm	pieces	20
43	Signpen 0.5 needle tip (Black)	pieces	300
44	Signpen 0.5 needle tip (Blue)	pieces	250
45	Signpen 0.5 needle tip (Red)	pieces	150
46	Spray, Disinfectant (Aerosol Type)	cans	120
47	Staple wire, Standard	boxes	50
48	Tape Electrical	rolls	30
49	Time Card (100 pieces/pack)	packs	2
50	Transparent Tape, 24 mm, usable length 50 meters	rolls	120
51	Transparent Tape, 48 mm, usable length 50 meters	rolls	24
52	Twine Rope, plastic 1 kilo	rolls	10

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 Two Hundred Thirty-Two Thousand Six Hundred Sixty-Four and 50/100 Pesos Only (P232, 664.50) inclusive of all applicable taxes chargeable against the Corporate Operating Budget for CY 2021.

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