

**PROCUREMENT OF FIRST QUARTER (Q1) OFFICE SUPPLIES REQUIREMENT
FOR 2022 OF PHILGUARANTEE CORPROATION**

1. Technical Specifications:

Item Description	Unit	Quantity
Ballpen Black	piece	400
Ballpen Blue	piece	300
Ballpen Red	piece	50
Battery 9V	piece	10
Battery, dry cell, size AA (2pieces per blister pack)	pack	20
Battery, dry Cell, size AAA, (2pieces per blister pack)	pack	20
Binding Cover, Blue 2pcs/set	set	81
Computer Continuous Form, 1 ply, 280 X 241mm	box	10
Computer Continuous Form, 1 ply, 280 X 378mm	box	4
Data File Box	piece	20
Data File Folder	piece	50
Disinfectant Spray, aerosol type	can	50
Envelope, documentary, A4, (500pcs./box)	box	3
Envelope, Documentary, for legal size document, (500pcs./box)	box	3
Envelope, expanding, kraft, legal	box	5
Envelope, mailing (White (500 pcs./box))	box	5
Eraser, plastic/rubber	piece	30
Fastener, metal, non-sharp edges (Metal, 70mm between prongs)	box	50
Folder, pressboard, White (Legal,100pcs./box)	box	5
Folder, with tab, A4, white (100pcs/pack)	pack	30
Folder, with tab, legal, white (100pcs/pack)	pack	30
Furniture cleaner, aerosol type	can	50
Glue, all purpose, (200 grams with spreader)	jar	20
Index Tab, self-adhesive, transparent	box	50
Insecticide, aerosol type	can	30
Loose-leaf cover, legal	bundle	5
Note Pad, stick on, 3" x 3" (100 sheet per pad))	pad	50
Paper Bond 11" x 17"	ream	6
Paper Clip, Bulldog 3"	piece	72
Paper Clip, vinyl/plastic coated, 50mm	box	50
Puncher, paper, heavy duty	piece	15
Rags, all cotton, 32 pieces/bundle	bundle	5
Ribbon, Epson, LX 310	cart	10
Ring binder (2inch)	piece	10
Rubber band, No. 18	box	20
Sign pen, black	piece	50
Sign pen, blue	piece	50
Sign pen, red	piece	30
Staple wire, standard	piece	50
Staple remover, plier type	piece	10
Stapler, standard type	piece	15
Tape Dispenser, table top	piece	20

2. Terms of Delivery:

10-15 days upon receipt of PO

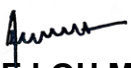
3. Terms of Payment:

30 Days


4. Approved Budget for the Contract:

Approved budget of the contract is One Hundred Seventy-Two Thousand Three Hundred Seven and 66/100 Pesos Only (P172,307.66) inclusive of all applicable taxes chargeable against the Corporate Operating Budget for CY 2022.

Prepared by:


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Administrative Officer IV

Approved by:


ROSEMARIE N. PRINCIPE
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