

**PROCUREMENT OF FIRST QUARTER (Q1) BOND PAPER REQUIREMENT
FOR 2022**

1. Item Description and Specification:

| ITEMS DESCRIPTION | Quantity |
|---|-----------|
| Bond Paper Multi copy Size: A4, (8 ¼" x 11 ¾"), Substance 24, Thickness: 80 gsm | 300 reams |
| Bond Paper Multi copy - Size: Long, (8 ½" x 13), Substance 24, Thickness: 80 gsm | 300 reams |

2. Terms of Delivery:

7-15 Calendar Days upon receipt of PO

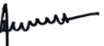
3. Terms of Payment:

30 Calendar Days after completed delivery


4. Approved Budget for the Contract:

The approved budget for the contract is One Hundred Eight Thousand Nine Hundred Ten Pesos Only (P108, 910.00), chargeable against the Corporate Operating Budget for CY 2022.

Prepared by


Jackie Lou M. Eugenio
Administrative Officer IV
Office Services Division

Approved by


Rosemarie N. Principe
Vice President
Facilities and General Services Department