

PROCUREMENT OF THIRD QUARTER (Q3) OFFICE SUPPLIES NOT AVAILABLE IN PROCUREMENT SERVICE FOR 2023

1. Item Descriptions and Specifications:

| | ITEM DESCRIPTION | UNIT | QUANTITY |
|----|-------------------------------------------------------------|--------|----------|
| 1 | AIR FRESHENER, Aerosol type, 300ml | can | 60 |
| 2 | Ballpen Black | piece | 350 |
| 3 | Ballpen Blue | piece | 350 |
| 4 | BATTERY, dry cell, size AA, Two (2) pieces per blister pack | packs | 80 |
| 5 | BROTHER PRINTER DCP-T720DW INK TANK REFILL SYSTEM BT5000C | bottle | 4 |
| 6 | BROTHER PRINTER DCP-T720DW INK TANK REFILL SYSTEM BT5000M | bottle | 4 |
| 7 | BROTHER PRINTER DCP-T720DW INK TANK REFILL SYSTEM BT5000Y | bottle | 4 |
| 8 | BROTHER PRINTER DCP-T720DW INK TANK REFILL SYSTEM BT5000BK | bottle | 4 |
| 9 | CLIP, backfold, 32mm, 12 pcs/box | box | 100 |
| 10 | CORRECTION TAPE, 8 meters | piece | 150 |
| 11 | DATA FOLDER (Horizontal) | piece | 75 |
| 12 | FASTENER, metal, non-sharp edges, 50 sets per box | box | 100 |
| 13 | Flash Drive 16GB | piece | 20 |
| 14 | Folder Divider, White, A4 (5 pcs./set) | set | 75 |
| 15 | Folder Divider, Yellow, A4 (5 pcs./set) | set | 100 |
| 16 | INK, for stamp pad, 50mL | piece | 10 |
| 17 | LIQUID HAND SOAP, 500mL | bottle | 15 |
| 18 | MARKER, Fluorescent | piece | 50 |
| 19 | MARKER, Permanent, Black | piece | 150 |
| 20 | Multipurpose Cleaner, 250g | can | 5 |
| 21 | Paper Bulldog clip 3" | piece | 36 |
| 22 | PAPER CLIP, vinyl/plastic coated, 33mm | box | 125 |
| 23 | PAPER CLIP, vinyl/plastic coated, jumbo, 50mm | box | 100 |
| 24 | Post it "Please sign here" | pack | 60 |
| 25 | PUNCHER, paper, heavy duty | piece | 30 |
| 26 | SCISSORS, symmetrical or asymmetrical | piece | 40 |
| 27 | SIGN PEN, Black, liquid or gel | piece | 80 |
| 28 | STAPLE REMOVER, plier type | piece | 50 |
| 29 | STAPLE WIRE, heavy duty (binder type), 23/13 | box | 10 |



| | | | |
|----|--------------------------------------------|-------|-----|
| 30 | STAPLE WIRE, standard, #35 | box | 100 |
| 31 | STAPLER, heavy duty (binder type), desktop | unit | 5 |
| 32 | Tape Calculator 2 1/4 | roll | 8 |
| 33 | TAPE DISPENSER, table top | piece | 15 |
| 34 | TAPE, masking, 24mm | roll | 80 |
| 35 | TAPE, masking, 48 mm | roll | 60 |
| 36 | TAPE, packaging, 48 mm | roll | 96 |
| 37 | TAPE, transparent, 24mm | roll | 200 |
| 38 | TAPE, transparent, 48 mm | roll | 96 |
| 39 | TWINE, plastic, 1KG | roll | 5 |
| 40 | WASTEBASKET, rigid plastic | piece | 20 |

2. Terms of Delivery: 15 calendar days upon receipt of approved NTP

Delivery Address: 22ND Floor BPI Philam Life Bldg., 6811 Ayala Avenue, Salcedo Village Brgy. Bel-Air Makati City

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 Twenty Thousand Seven Hundred Pesos only (₱ 120,700.00)**, inclusive of all applicable taxes chargeable against the Corporate Operating Budget for CY 2023.

Prepared by:

VENESSA T. PELIAS
 Administrative Officer IV, OSD

Reviewed by:

JACKIE LOU M. EUGENIO
 Administrative Officer V, OSD

Approved by:

MARVYN ANTHONY C. GALANG
 Vice President, FGSD

Conforme:

Printed Name and Signature of Bidder:
 Date: