



PROCUREMENT OF VARIOUS OFFICE SUPPLIES

Item No	Item Description	Technical Specifications	ABC	Qty.	Unit	Unit Cost	Total Cost
1	View Folder	A4 3 Holes 2" Thick	400.00	141	pcs.		
2	View Folder refill	A4 , Thick, 20's per pack	200.00	10	pack		
3	Clear Book	20 sheets, thick	150.00	100	pcs.		
4	Filing Box	Horizontal, Legal Single 	160.00	100	pcs.		
5	Eraser	Whiteboard	40.00	50	pcs.		
6	Marker	Whiteboard, (Red, Blue, Black)	50.00	100	pcs.		
7	Envelope	Long, Brown, Expandable, Kraft	18.00	320	pcs.		
8	Correction Tape	Roller type	50.00	50	pcs.		
9	Stapler	Heavy Duty	350.00	10	pcs.		
10	Staple Wire	# 35	60.00	50	box		
11	Tape	Adhesive 1"	50.00	50	roll		
12	Tape	Adhesive 2"	60.00	50	roll		
13	Tape	Double Sided 1"	90.00	50	pcs.		
14	Puncher	2 Holes	250.00	5	pcs.		
15	Puncher	3 Holes	450.00	5	pcs.		
16	Glue	40 mL/ 130g glue	41.00	40	bot.		
17	Sticky Notes	SIGN HERE" Sticky Notes, 100's	34.00	50	pack		
18	Sticky Notes	3"X3", 100's pad	65.00	50	pad		
19	Tape	Dispenser, Table Top for 24mm width Tape	200.00	5	pcs.		
20	Ballpen	Black, Red, Blue, Green	12.00	50	pcs.		
21	Document Tray	3 layers , metal, 37Lx 29H x 24W (legal) 	700.00	15	pcs.		
22	Pencil	Lead with eraser, 12's	144.00	10	box		

23	Highlighther Pen	Assorted Colors	20.00	50	pcs.		
24	Scissor	# 8	150.00	5	pcs.		
25	Paper Cutter	Heavy Duty Paper Cutter Trimmer Board Metal for B5/A4/B6/B7	1,399.00	3	pcs.		
26	Glue Stick	Big	8.00	45	pcs.		
27	Glue Gun	Big, Heavy Duty	299.13	4	pcs.		
28	Marker	Permanent, Black, Red, Blue	50.00	50	pcs.		
29	Cutter Knife	Big, Heavy Duty	120.00	12	pcs.		
30	Folder	White, Long 14 points 100's	700.00	5	pack		
31	Alcohol	70% Ethyl	550.00	12	gal.		
		TOTAL					

Prepared by:


MARLYN V. RIVERA, Ph.D., J.D.

End-User

Reviewed by:


Rothsel T. Cabatac

TWG on Goods

NAME AND SIGNATURE OF THE SUPPLIER: _____

DATE: