

## PROCUREMENT OF VARIOUS OFFICE SUPPLIES

| Item No | Item Description         | Technical Specifications           | ABC    | Qty. | Unit | Unit Cost | Total Cost |
|---------|--------------------------|------------------------------------|--------|------|------|-----------|------------|
| 1       | Bond Paper               | Multicopy 80 gsm, 216mmx297mm (A4) | 220.00 | 90   | ream |           |            |
| 2       | View Folder              | A4 3 Holes 2" Thick                | 350.00 | 70   | pcs. |           |            |
| 3       | Fastener                 | Plastic                            | 40.00  | 190  | box  |           |            |
| 4       | Folder 100 pcs. Per pack | long white 14 pt.                  | 500.00 | 4    | pack |           |            |
| 5       | Envelope                 | Brown, long                        | 500.00 | 4    | box  |           |            |
| 6       | Ballpen                  | Black                              | 10.00  | 100  | pcs. |           |            |
| 7       | Sign pen                 | Black liquid/gel ink, 0.5mm needle | 40.00  | 20   | pcs. |           |            |
| 8       | Sign pen                 | Blue liquid/gel ink, 0.5mm needle  | 40.00  | 20   | pcs. |           |            |
| 9       | Stapler                  | Heavy Duty                         | 500.00 | 10   | pcs. |           |            |
| 10      | Staple Wire              | # 35                               | 60.00  | 50   | box  |           |            |
| 11      | Paper Clip               | vinyl coated, small                | 40.00  | 50   | box  |           |            |
| 12      | Paper Clip               | vinyl coated, jumbo                | 50.00  | 50   | box  |           |            |
| 13      | Red Filing Box           | Single                             | 150.00 | 20   | pcs. |           |            |
| 14      | Puncher                  | 3 Holes                            | 700.00 | 6    | pcs. |           |            |
| 15      | Alcohol                  | Ethyl, 70% 500 ml                  | 150.00 | 12   | bot. |           |            |
| 16      | Ink, Epson               | 003, Black                         | 500.00 | 8    | Bot. |           |            |
| 17      | Ink, Epson               | 003, Cyan                          | 500.00 | 4    | Bot. |           |            |
| 18      | Ink, Epson               | 003, Magenta                       | 500.00 | 4    | Bot. |           |            |
| 19      | Ink, Epson               | 003, Yellow                        | 500.00 | 4    | Bot. |           |            |
|         |                          | <b>TOTAL</b>                       |        |      |      |           |            |

Prepared by:

  
**Virgie P. Tan, Ph.D.**

Director, School of Education & Technology

Conforme:

  
**Marlyn V. Rivera, Ph.D.**

Signature Over printed Name

End User

Reviewed by:

  
**Rothsel T. Cabatac**

TWG on Goods

NAME AND SIGNATURE OF THE SUPPLIER: \_\_\_\_\_

DATE: