

# Section VI. Schedule of Requirements

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Item/ Lot No.	Description	Qty.	Unit	Total	Delivered, Weeks/ Months
<b>I.</b>	<b>IT SUPPLIES &amp; CONSUMABLES</b>	<b>1</b>	<b>lot</b>		
1	<b>Adaptor, VGA to HDMI</b>	20	pcs.		
2	<b>Clicker Pointer</b>	5	unit		
3	Flash Drive 64G, USB type, <b>Original</b>	142	unit		
4	Hard Disk Drive, external 2TB, <b>Original</b>	3	unit		
5	Hard Disk Drive, internal 1TB, <b>Original</b>	20	unit		
6	<b>HDMI Cable 4K 60Hz Slim HDMI 2.0 Male to Male High Speed</b>	20	set		
7	<b>HDMI Cable 5 Meter</b>	34	pcs		
8	Ink, Brother DCP-T7250DW, set of 4 colors (Bk, C, Y, M), <b>Original</b>	5	set		
9	Ink, Epson (T6641; T6642; T6643; T6644), <b>Original</b>	79	set		
10	Ink, Epson 003 ( Black, Yellow, Magenta, Cyan), <b>Original</b>	152	set		
11	Ink, Epson 003 black, <b>Original</b>	45	btl.		
12	Ink, Epson 003 cyan, <b>Original</b>	18	btl.		
13	Ink, Epson 003 magenta, <b>Original</b>	18	btl.		
14	Ink, Epson 003 yellow, <b>Original</b>	18	btl.		
15	Ink, Epson 673 (black), <b>Original</b>	5	btl.		
16	Ink, Epson 673 (cyan), <b>Original</b>	5	btl.		
17	Ink, Epson 673 (light cyan), <b>Original</b>	5	btl.		
18	Ink, Epson 673 (magenta), <b>Original</b>	5	btl.		
19	Ink, Epson 673 (yellow), <b>Original</b>	5	btl.		
20	Ink, Epson Ink T6643 Magenta, <b>Original</b>	26	btl.		
21	Ink, Epson Ink <b>T6642</b> Cyan, <b>Original</b>	26	btl.		
22	Ink, Epson T6641 Black, <b>Original</b>	68	btl.		
23	Ink, Epson <b>T6644</b> Yellow, <b>Original</b>	26	btl.		
24	Ink, HP678 black, <b>Original</b>	32	cartr.		
25	Ink, HP678 tri color, <b>Original</b>	33	cartr.		
26	Ink, HP680 black, <b>Original</b>	50	cartr.		
27	Ink, HP680 tri color, <b>Original</b>	50	cartr.		

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28	Ink, HP704 black, <b>Original</b>	45	cartr.		
29	Ink, HP704 tri color, <b>Original</b>	40	cartr.		
30	Keyboard and mouse, wireless, <b>Original</b>	16	set		
31	Mouse Pad	14	pcs		
32	Mouse, optical, <b>Original</b>	2	unit		
33	Ribbon for EPSON LQ310, 10M, <b>Original</b>	2	cartr.		
34	<b>Ring Light, 3- mode, 26 cm.</b>	10	pcs.		
35	SD Card 16GB for Canon Digital Camera, <b>Original</b>	2	pcs		
36	Speaker for computer, <b>Original</b>	1	unit		
37	Toner, Brother <b>TN</b> 263 CL, set of 4 colors (Bk, C, Y, M), <b>Original</b>	2	set		
38	Toner, HP85A, <b>Original</b>	7	cartr.		
39	Toner, Pantum PC210, <b>Original</b>	2	cartr.		
40	Toner, Samsung MLT-D104S, <b>Original</b>	2	cartr.		
41	Toner, Samsung MLT-D111S, <b>Original</b>	10	cartr.		
42	Uninterruptible Power Supply (UPS), 260 Watts/ 650 VA with universal sockets (high quality standards), <b>Original</b>	5	unit		
<b>II.</b>	<b>OFFICE SUPPLIES</b>	<b>1</b>	<b>lot</b>		
1	Clip, Binder, Black, Large, 51mm, 12's	43	box		
2	Clip, Binder, Black, Medium, 41mm, 12's	5	box		
3	Box, Filing Box w/ closed ends and finger ring (Blue) 5"x9"	306	pc.		
4	Box, Filing Box w/ closed ends and finger ring (Red) 5"x9"	15	pc.		
5	Box, MAGAZINE FILE BOX, large	80	pc.		
6	Box, Molar Box with cover (long)	25	pc.		
7	Box, Storage Box, 120 Liters capacity	10	pc.		
8	Cell Cards, Prepaid, Smart, 300	3	pc.		
9	Cell Cards, Prepaid, Globe, 300	3	pc.		
10	Certificate Frame, A4	262	pc.		
11	Clear Sheet, A4	50	pc.		
12	Clear Sheet, A4, 10's	10	pack		
13	Clear Sheet, legal 10's	5	pack		

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14	Clearbook 100 leaves, for legal size documents	114	book		
15	Clearbook 50 leaves, for legal size documents	40	book		
16	CLIP BOARD, long	15	pc.		
17	Clip, Binder, Black, Medium 12's	138	box		
18	Clip, Gem type, jumbo, vinyl coated 100's, 50mm	208	box		
19	Clip, vinyl coated, small, 100's, 33mm	220	box		
20	Cloth, white, for LCD Projector Screen	10	pc.		
21	Combo ring binder, black 1"	20	pc.		
22	Correction pen	74	pc.		
23	Correction Tape, 15m.	388	cartr.		
24	Cutter Blade, Small	10	pc.		
25	Cutter knife (for paper), <b>standard, good quality</b>	22	pc.		
26	Dater 2022 onward dates	2	pc.		
27	Digi Stamp "Received"	3	pc.		
28	Envelope, Baronial #6, 25's	16	pack		
29	Envelope, brown, A4	120	pc.		
30	Envelope, brown, legal	100	pc.		
31	Envelope, long, brown, expandable, kraft	520	pc.		
32	Envelope, long, plastic envelope	210	pc.		
33	Envelope, mailing, long 500's	12	box		
34	Envelope, plastic, expanding with handle, blue	20	pc.		
35	Fastener, metal, 8 inches, 50's	5	box		
36	Fastener, vinyl coated, non brittle, assorted color, 50's	91	box		
37	First Aid Kit ( <b>Antiseptics &amp; Cleansers, Antibiotics, Adhesive Bandages, Gauze Rolls / Gauze Pads / Trauma Dressings, First Aid Tapes, Wraps &amp; Bandages, Cotton balls, First Aid Instruments - Scissors / Tweezers / Tongue Depressors, Gloves / PPE, Betadine and Thermometer</b> )	18	kit		
38	Folder, Archive 2 ring 3" x 9" horizontal, blue or red	25	pc.		

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39	Folder, Archive 3" with 3 rings Dark Blue Vertical	3	pc.		
40	Folder, Data Binder 3 Ring D-Type 2" x A4 , vertical, electric blue	30	pc.		
41	Folder, Data Binder 3 Ring D-Type 2" x A4 , vertical, green	30	pc.		
42	Folder, expanding, blue, long	250	pc.		
43	Folder, expanding, long, beige, tagboard	1359	pc.		
44	Folder, expanding, long, beige, tagboard 100's	47	pack		
45	Folder, long, green, 100's	12	pack		
46	Folder, Long, Lilac, 100's	2	pack		
47	FOLDER, L-type, plastic, legal To be sold in packs of 50pcs	20	pack		
48	GLUE STICK 22G ALL PURPOSE	24	pc.		
49	GLUE, all purpose 200 gm	27	jar		
50	Ink, for digital stamp, blue	1	btl.		
51	Ink, for digital stamp, violet, <b>5cc</b>	2	btl.		
52	Ink, refill for marking pen, black, <b>50ml.</b>	5	btl.		
53	INK, Stamp pad, purple or violet	4	btl.		
54	Notarial Seal, Gold, Globe #24, 50's	6	box		
55	NOTE PAD, stick on, 3" x 3"	15	pad		
56	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	39	pad		
57	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	140	pad		
58	NOTEBOOK, stenographer	65	pc.		
59	Numbering Machine, manual 12 digits	5	pc.		
60	Paper Sticker, A4, glossy 10's, white	75	pack		
61	Sticky tab, page marker, assorted color, 10 x 25 sheets	10	pack		
62	Flag Tape with "Sign Here", 5 x 25 sheets	141	pack		
63	Paper, Carbonless (top white, middle pink, middle yellow, bottom green)	12	box		
64	Paper, laid/specialty, A4	60	pc.		
65	Paper, laid/specialty, A4 10's	179	pack		
66	Paper, laid/specialty, legal 10's	150	pack		
67	Paper, laid/specialty, legal 85 gsm, Powder Blue 10's	10	pack		

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68	PAPER, MULTICOPY, 80gsm (-3%), A4, 210mm x 297mm	805	ream		
69	PAPER, MULTICOPY, 80gsm (-3%), Legal 216mm x 330mm	730	ream		
70	PAPER, Multi-Purpose 70gsm (min.), Legal	983	ream		
71	PAPER, Multi-Purpose 70gsm (min.), Legal, light blue	11	ream		
72	PAPER, Multi-Purpose 70gsm (min.), Legal, pink	9	ream		
73	PAPER, Multi-Purpose, A4, 70gsm	1264	ream		
74	Paper, Photo Paper, Glossy, A4, 20's	170	pack		
75	Paper, Vellum Board, Pale Cream 200gsm 8.5" x 11" 10's	70	pack		
76	Paper, Vellum Board, White, 200gsm 8.5" x 11" 10's	5	pc.		
77	Pen, Ballpen, black	732	pc.		
78	Pen, Ballpen, black 0.4	83	pc.		
79	Pen, Ballpen, black 0.7 mm	251	pc.		
80	Pen, Ballpen, Black 50's	11	box		
81	Pen, Ballpen, blue	274	pc.		
82	Pen, Ballpen, red	234	pc.		
83	Pen, MARKER, fluorescent To be sold in sets of 3 colors	60	set		
84	Pen, MARKER, permanent, felt tip, bullet type, BLACK	86	pc.		
85	Pen, MARKER, permanent, felt tip, bullet type, BLUE	44	pc.		
86	Pen, MARKER, permanent, felt tip, bullet type, RED	24	pc.		
87	Pen, MARKER, whiteboard, felt tip, bullet type, Black	100	pc.		
88	Pen, MARKER, whiteboard, felt tip, bullet type, Blue	49	pc.		
89	Pen, MARKER, whiteboard, felt tip, bullet type, Red	17	pc.		
90	Pen, Marking Pen, Fine Tip 12's	3	box		
91	Pen, Paint marker 2.3mm, black	87	pc.		
92	Pen, Paint marker 2.3mm, white	87	pc.		
93	Pen, PENCIL, lead, with eraser 12's	118	box		
94	Pen, Sign Pen, gel type, blue, 0.5mm needle tip	335	pc.		
95	Pen, Sign Pen, gel type, blue 12's, 0.5mm needle tip	41	box		
96	PENCIL SHARPENER, manual, Table type	11	unit		

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97	Pin, Push Pin, assorted colors, 100's	32	box		
98	PUNCHER 2 hole	30	unit		
99	RECORD BOOK 300 pages	35	book		
100	RECORD BOOK 500 pages	14	book		
101	RUBBER BAND, nylon, no.18	2	box		
102	SCISSORS, symmetrical / asymmetrical, 7 inches	29	pair		
103	SIGN PEN, black, 0.5mm needle tip	479	pc.		
104	Sign pen, green, 0.5mm needle tip	100	pc.		
105	SIGN PEN, red, 0.5mm needle tip	155	pc.		
106	STAMP PAD, felt, No. 2	2	pc.		
107	STAPLE REMOVER, plier-type	5	pc.		
108	Staple Wire No. 10	3	box		
109	Staple Wire No. 35	60	box		
110	Stapler No. 10	74	pc.		
111	Stapler No. 35 w/ short handle and staple wire remover	48	pc.		
112	STAPLER, Binder Type, Heavy Duty	1	unit		
113	Sticker paper 24" x 36"	77	pc.		
114	Sticker Paper, A4, White	40	pc.		
115	SURGICAL MASK, 3 ply Piece 1.55 To be sold in packs of 50 pieces	1700	pc.		
116	TAPE DISPENSER, Table Top, for 24mm width tape	10	unit		
117	TAPE FLAG, multi-color 1/2 inch	35	pack		
118	Tape, Double Side Adhesive 1"	31	roll		
119	Tape, Double Side Adhesive 1/2"	65	roll		
120	Tape, Double Side Adhesive 2"	30	roll		
121	TAPE, masking 24mm	40	roll		
122	TAPE, Masking, 48mm	47	roll		
123	Tape, transparent 12mmx50mm, can be written on with marker	114	roll		
124	Tape, transparent 24mmx50mm, can be written on with marker	129	roll		
125	Tray 3 layer document file organizer	15	pc.		

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126	White board with aluminum frame size 24" x 36"	1	pc.		
<b>III.</b>	<b>JANITORIAL SUPPLIES</b>	<b>1</b>	<b>lot</b>		
1	Air Freshener, aerosol (250ml)	68	can		
2	Alcohol 70% Isoprophyl/Ethyl	130	gal.		
3	Alcohol Spray, 330ml, 70% Ethyl	105	btl.		
4	Bleach 1 gallon	2	gallon		
5	Bleach, color safe, 900ml	24	btl.		
6	Bleach, regular 900ml	120	btl.		
7	Broom, Soft (tambo)	110	pcs		
8	Broom, Stick (ting-ting)	170	pcs		
9	Detergent Bar	20	bar		
10	Detergent Powder 1 kg	74	pack		
11	Dishwashing liquid, 500ml.	107	btl.		
12	Disinfectant, spray, hospital grade surface disinfectant that kills 99.99% of viruses and bacteria, net wt: 340 g to 350g	161	can		
13	Doormat, cloth	10	pcs		
14	Doormat, rubber, Non Slip 3ft. long x 3ft wide	2	pcs		
15	Face Mask	27	pc.		
16	Face Mask, KN94 10's	10	pack		
17	FURNITURE CLEANER, aerosol type, 300ml.	24	can		
18	Garbage Bag, Black (10's x 1 roll XXL size)	225	roll		
19	Insecticide, aerosol 600 ml	118	can		
20	LIQUID HAND SOAP, 500mL	164	bottle		
21	Microfiber Cloth Assorted 4's	25	pack		
22	Mop, aluminum handle w/ squeezer (Magic Mop)	14	pcs		
23	Muriatic Acid	110	liter		
24	Ring Curtain with Rod, 5 in 1 set, 9ft	1	set		
25	Tissue Paper, Bathroom Tissue 3ply 12's	130	pack		
26	Tissue Paper, Toilet Tissue Paper (1 pack x 12's roll)	61	pack		
27	Tissue Paper, TOILET TISSUE PAPER 2-plys sheets, 150 pulls 12's	59	pack		

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28	Tissue Paper, TOILET TISSUE PAPER, Interfolded Paper Towel	120	pack		
29	Toilet Bowl Cleaner 1 lit	73	btl.		
30	Trash Bin Yellow Swing Type( 28ltr capacity)	31	unit		
31	TRASH BIN, Pedal type	2	unit		
<b>IV.</b>	<b>ELECTRICAL SUPPLIES</b>	<b>1</b>	<b>lot</b>		
1	LED Light T5, 16 watts, <b>daylight</b>	37	<b>set</b>		
2	Adaptor, Universal Socket Adaptor	15	pcs		
3	Battery with charger, rechargeable, size AA 1.5V, <b>4 slots</b>	6	set		
4	Battery, size AAA	50	pcs		
5	Cable Tie, Nylon/Plastic #10 (100pcs per pack)	6	pack		
6	Cable Tie, Nylon/Plastic #6 (100pcs per pack)	1	pack		
7	Door Knob, chrome w/ 2 keys, <b>twisted type</b>	5	set		
8	Electrical Extension Cord <b>1.83 meters</b> with 4 gang universal outlet 2500W, 10A	41	set		
9	Electrical Extension Cord, 10 meters with 4 gang	67	set		
10	Electrical Extension Cord, Black/White Wire, <b>10 Meters</b> with <b>3 gang</b> , Heavy duty Moveable Multi-function Converter	18	set		
11	Electrical Outlet 2 gang	20	set		
12	Electrical PVC Moulding 3/4'	50	pcs		
13	Faucet, Gooseneck	10	set		
14	Fluorescent Lamp <b>16w</b> , Daylight - T5 LED	50	set		
15	LED Bulb 9w-Daylight	150	pc.		
16	<b>Handheld Microphone, wired, easy grip with on/off switch, good quality</b>	<b>6</b>	<b>set</b>		
17	TAPE, electrical	31	roll		
	<b>--Nothing Follows--</b>				

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_