

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item/ Lot No.	Description	Qty.	Unit	Total	Delivered, Weeks/ Months
I	VARIOUS JANITORIAL SUPPLIES	1	LOT		
1	Air Freshener, aerosol 320 gm	125	can		
2	Bath Soap, regular size	186	pc.		
3	Bleach, liquid, color safe, in 1 gal. container	2	gal.		
4	Bleach, liquid, color safe, in 1 lit. container	80	btl.		
5	Broom, ceiling broom	1	pc.		
6	Broom, coco midribs 2" dia.	30	bundle		
7	Broom, soft broom	11	pc.		
8	Cloth, microfiber, assorted colors 4's	20	pack		
9	Deodorizer, for toilet bowl, in solid form	80	pc.		
10	Detergent Powder 1 kg	87	pack		
11	Dishwashing Liquid, antibacterial 500 ml	129	btl.		
12	Disinfectant, aerosol 500 ml	31	can		
13	Doormat, Braided Cloth 12"x20"	56	pc.		
14	Doormat, Rubber 12"x20"	20	pair		
15	Dust pan, plastic, large	22	pc.		
16	Fabric Conditioner 800 ml	33	btl.		
17	Face Mask, earloop type 3 ply; 50 pcs./box	60	box		
18	Face Towel	20	sheet		
19	Feather duster: cleaning, cotton type, washable	3	pc.		
20	Floor wax, liquid, colorless, in 1 gal. container	2	gal.		
21	Garbage Bag, Black 10's, medium	30	pack		
22	Garbage Bag, Black 10's, small	15	pack		
23	Garbage Bag, Black 10's, XXL	144	pack		
24	Glass Cleaner, spray 125 ml	2	btl.		
25	Gloves, Disposable	500	pair		
26	Gloves, for household, size 8	10	pair		
27	Hand Soap, antibacterial, liquid 500 ml	139	btl.		
28	Insecticide, waterbase, aerosol 600 ml	50	can		
29	Mop Bucket, heavy duty, plastic	1	unit		
30	Mop Handle, Plastic, Screw Type	3	pc.		
31	Mop Head, Cotton 400 gm, twine	3	pc.		
32	Mop, spin mop 360°	5	set		
33	Mop, with Aluminum handle and Squeezer	1	set		
34	Mop, with Aluminum Handle, magic mop	8	pc.		
35	Muriatic Acid	70	lit.		
36	Pail, plastic 4 gals. Capacity	5	pc.		
37	Rubber Matting 1 yard	5	pc.		
38	Sack, nylon 100's, brand new	2	pack		
39	Scouring Pad	12	pc.		

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40	Toilet Bowl Cleaner, in 1 lit. bottle	83	btl.		
41	Toilet Bowl Pump, rubber, large	2	pc.		
42	Toothpaste	30	tube		
43	Waste Basket with flip cover 6 lit. capacity	50	pc.		
II.	VARIOUS IT SUPPLIES	1	LOT		
1	Flash Drive 16 GB, USB 2.0	6	unit		
2	Hard Drive, external 2TB	5	unit		
3	HDMI Cable 20 meters	1	pc.		
4	Ink, Epson 001 (Black, Yellow, Magenta, Cyan)	60	set		
5	Ink, Epson 003 (Black)	253	btl.		
6	Ink, Epson 003 (Black, Yellow, Magenta, Cyan)	74	set		
7	Ink, Epson 003 (Cyan)	168	btl.		
8	Ink, Epson 003 (Magenta)	159	btl.		
9	Ink, Epson 003 (Yellow)	157	btl.		
10	Ink, Epson 663 Black	10	btl.		
11	Ink, Epson 663 Light Cyan	15	btl.		
12	Ink, Epson 663 Light Magenta	10	btl.		
13	Ink, Epson 663 Yellow	5	btl.		
14	Ink, Epson T664 (Black, Magenta, Yellow, Cyan)	2	set		
15	Ink, Epson T6641 (Black)	117	btl.		
16	Ink, Epson T6642 (Cyan)	42	btl.		
17	Ink, Epson T6643 (Magenta)	42	btl.		
18	Ink, Epson T6644 (Yellow)	44	btl.		
19	Ink, HP 680 (Black)	10	cartr.		
20	Ink, HP 680 (Colored)	10	cartr.		
21	Keyboard, for desktop computer	1	unit		
22	Laser pointer	1	unit		
23	Mouse Pad	5	pc.		
24	Ribbon, compatible to Epson LQ-590	10	cartr.		
25	Ribbon, Epson C13S015639 for Epson model LQ-310 printer 10m	2	cartr.		
26	Toner, HP 80A Black	3	cartr.		
27	Toner, HP 85A	4	cartr.		
28	Toner, Pantum PC210	2	cartr.		
III.	VARIOUS OFFICE SUPPLIES	1	LOT		
1	Alcohol 70% Ethyl	44	gal.		
2	Alcohol 70% Isopropyl	64	gal.		
3	Alcohol in Spray Bottle 70% Ethyl 330 ml	165	btl.		
4	Ballpen 0.7 Black	140	pc.		
5	Ballpen, Black	608	pc.		
6	Ballpen, Black 12's	13	box		

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7	Ballpen, Black 50's	8	box		
8	Ballpen, Blue	165	pc.		
9	Ballpen, Blue 12's	6	box		
10	Ballpen, Red 12's	12	box		
11	Battery, Size AA, 4's	88	pack		
12	Battery, Size AAA, 4's	43	pack		
13	Binder Machine	2	unit		
14	Calculator, dual power 12 digits	12	unit		
15	Cell Card, Prepaid - Globe (3 pcs - 300) and SMART (3pcs - 300)	6	pc.		
16	Cell Card, Prepaid, Globe w/ PhP100.00 load	70	pc.		
17	Cell Card, Prepaid, Globe w/ PhP300.00 load	5	pc.		
18	Cell Card, Prepaid, Smart w/ PhP300.00 load	8	pc.		
19	Cell Card, Prepaid, TNT w/ PhP100.00 load	12	pc.		
20	Cell Card, Prepaid, TNT w/ PhP300.00 load	4	pc.		
21	Certificate Holder, A4	170	pc.		
22	Combo plastic ring binder 1.20 meters 84 rings 51mm (1.5") diameter, red	15	pc.		
23	Combo plastic ring binder 1.20 meters 84 rings 51mm (2") diameter, black	11	pc.		
24	Construction paper, 8.5' x 13'	10	packs		
25	Cork Board Wooden Frame, 3' x 4'	2	unit		
26	Correction Tape, 20M x 5mm	246	spool		
27	Digi stamp and dater	5	set		
28	Envelope, expandable, Brown, legal	801	pc.		
29	Envelope, Expanding, Brown, with Garter 100's	106	pack		
30	Envelope, Expanding, plastic, long 100's	2	box		
31	Envelope, mailing, long, printer's grade 500's	1	box		
32	Envelope, mailing, short, white 500's	3	box		
33	Envelope, plastic, legal	100	pc.		
34	Envelope, Baronial #6, 25's	17	pack		
35	Eraser, for pencil, soft rubber	10	pc.		
36	Eraser, for whiteboard	11	pc.		
37	File Box 15.5"long x 9" high x 5" wide, w/ cover	30	pc.		
38	File Box with Closed Ends and Finger Ring 15.5"long x 9" high x 5" wide, blue	145	pc.		
39	File Box with Closed Ends and Finger Ring 15.5"long x 9" high x 5" wide, maroon	50	pc.		
40	File Box with Closed Ends and Finger Ring 15.5"long x 9" high x 5" wide, w/ cover	15	pc.		
41	File Box, vertical, long	43	pc.		
42	File Folder, Clear, long, with 20 leaves	98	pc.		
43	File Folder, w/ Mechanism 2 ring D type 2" thick, vertical, plastic, blue A4	19	pc.		

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44	File Folder, w/ mechanism 3 ring D type 1" thick, vertical, plastic, dark blue 8.5" x 13"	7	pc.		
45	File Organizer Tray 3-Layers	20	pc.		
46	Film, laminating 9" x 12.25"	20	pc.		
47	Folder, A4, 14 pts. tagboard, beige 100's	8	pack		
48	Folder, long, 14 pts. tagboard, beige	100	pc.		
49	Folder, long, 14 pts. tagboard, beige	1250	pc.		
50	Folder, long, 14 pts. tagboard, beige 100's	25	pack		
51	Folder, long, 14 pts. tagboard, blue	550	pc.		
52	Glue 40 mL/ 130g	81	tube		
53	Ink, for digi stamp 5 cc black	6	btl.		
54	Ink, for stamp pad, with applicator 30 ml, black/violet	10	btl.		
55	Marking Pen, Fine Tip 12's, black	1	box		
56	Notarial Seal, Gold, Globe #24, 50's	6	box		
57	Note Sticker 3" X 3" assorted pastel colors 100's	121	pad		
58	Note Sticker, "SIGN HERE" 100's	171	pack		
59	Note Sticker/Page Marker 100's	40	pack		
60	Number Stamp 12 digits	9	pc.		
61	Paper Bag, 25cm x 30cm	40	pc.		
62	Paper Clip, Binder/Two Fold Type, Large 12's 25mm	30	box		
63	Paper Clip, Binder/Two Fold Type, Large 12's 32mm	8	box		
64	Paper Clip, Binder/Two Fold Type, Large 12's 51mm	37	box		
65	Paper Clip, Clamp Type 24's 2" (50mm)	2	box		
66	Paper Clip, Clamp Type 24's 3"	8	box		
67	Paper Clip, Gem Type, Vinyl/Plastic Coated 24mm 100's	24	box		
68	Paper Clip, Gem Type, Vinyl/Plastic Coated 33mm 100's	96	box		
69	Paper Clip, Gem Type, Vinyl/Plastic Coated 50mm 100's	10	box		
70	Paper Clip, Gem Type, Vinyl/Plastic Coated, Jumbo 100's	105	box		
71	Paper Clip, Gem Type, Vinyl/Plastic Coated, Jumbo, 100's	20	box		
72	Paper Cutter Blade, large	1	tube		
73	Paper Cutter, mechanical, large	25	pc.		
74	Paper Cutter, w/ board, for sizes B5/A4/B6/B7	1	unit		
75	Paper Fastener 6 inches, metal	10	box		
76	Paper Fastener, Metal, Non-sharp Edge and Non-rust 50's	8	box		
77	Paper Sticker, A4 glossy, white	30	pc.		
78	Paper Sticker, A4 glossy, yellow	301	pc.		
79	Paper, Bondpaper, Pink 8.5" x 13"	16	ream		
80	Paper, Bondpaper, Yellow 8.5" x 11"	15	ream		
81	Paper, Bondpaper, Yellow 8.5" x 13"	16	ream		
82	Paper, Bookpaper 8.5" x 11", 70gsm	20	ream		
83	Paper, Bookpaper 8.5" x 13", 70 gsm	407	ream		

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84	Paper, bookpaper 8.5" x 13", 70 gsm 5's	30	box		
85	Paper, Bookpaper 8.5" x 13", 80 gsm	770	ream		
86	Paper, bookpaper, A4, 70 gsm	1179	ream		
87	Paper, bookpaper, A4, 70 gsm 5's	30	box		
88	Paper, Bookpaper, A4, 80 gsm	290	ream		
89	Paper, Bookpaper, Legal 70 gsm	48	ream		
90	Paper, Carbonless (Top white, middle pink, middle yellow, bottom green) 500's	1	box		
91	Paper, Construction paper, long	30	set		
92	Paper, Photo, A4 180 gsm 20's, glossy, white	156	pack		
93	Paper, Special Paper 8.5" x 11" 200 gsm, Cream 10's	30	pack		
94	Paper, Special Paper 8.5" x 11" 200 gsm, White 10's	370	pack		
95	Paper, Special Paper 8.5" x 13", 85 gsm, Ivory 20's	32	pack		
96	Paper, Special Paper, A4, 220gsm, Cream 10's	295	pack		
97	Paper, Special Paper, A4, 220gsm, white 10's	301	pack		
98	Pen Holder, Metal, mesh	3	pc.		
99	Pen, Highlighter, neon green/yellow/blue	101	set		
100	Pen, Marker, Permanent , Felt Tip, broad, Black	12	pc.		
101	Pen, Marker, Permanent , Felt Tip, Fine, Black	139	pc.		
102	Pen, Marker, Permanent , Felt Tip, Fine, Blue	24	pc.		
103	Pen, Marker, Whiteboard , Felt Tip, Fine, Black	88	pc.		
104	Pen, Paint marker 1.2mm, black	24	pc.		
105	Pen, Paint marker 1.2mm, white	24	pc.		
106	Pen, Sign pen, Gel Type, Black	184	pc.		
107	Pen, Sign pen, Gel Type, Blue	102	pc.		
108	Pen, Sign pen, Gel Type, Red	60	pc.		
109	Pen, White board marker (black)	114	pc.		
110	Pen, White board marker (blue)	40	pc.		
111	Pen, White board marker (red)	32	pc.		
112	Pencil eraser, soft, white, large	40	pc.		
113	Pencil eraser, soft, white, large 10's	28	box		
114	Pencil sharpener, full metal, heavy duty	14	unit		
115	Pencil, Lead with eraser, 12's	66	box		
116	Plastic Cover Gauge No. 6	2	roll		
117	Plastic Fastener 8 1/2" 7 cm 50's set	88	box		
118	Puncher 2-Hole, Heavy Duty	3	unit		
119	Push pins 100's	15	box		
120	Record Book 500 pages	30	bk		
121	Record Book, 300 pages	20	pc.		
122	Rubber Band, Large 75g	1	box		

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Item/ Lot No.	Description	Qty.	Unit	Total	Delivered, Weeks/ Months
123	Ruler, Transparent Plastic, Flexible, 12 inches or 220 centimetre	38	pc.		
124	Scissors, Stainless Steel 7"	37	pair		
125	Sign Pen .5 mm point, gel type ink, blue 12's	97	box		
126	Sign Pen .5mm point, gel type, black 12's	110	box		
127	Sign Pen .5mm point, gel type, green 12's	3	box		
128	Stamp moistener	5	pc.		
129	Stamp pad	6	pc.		
130	Stamp pad ink, green, blue, red	12	btl.		
131	Staple Wire No. 10, 12's	20	box		
132	Staple Wire No. 35	137	box		
133	Staple Wire Remover, Plier type	9	pc.		
134	Stapler No. 10	70	pc.		
135	Stapler No. 35 Short Handle with Staple Wire Remover	37	pc.		
136	Steno Notebook	400	pc.		
137	Sticker Paper, A4 White 10's	162	pack		
138	Storage Box, plastic 155 Liters capacity	20	pc.		
139	Tape Dispenser, Table Top for 24mm width Tape	5	unit		
140	Tape Flag, Multi-color, 1/2", 100's	15	pack		
141	Tape, Masking tape 1/2''	10	roll		
142	Tape, Masking tape 1''	59	roll		
143	Tape, Masking tape 2''	37	roll		
144	Tape, Packaging, 2" x 50m	61	roll		
145	Tape, Transparent 2" x 100m	14	roll		
146	Tape, transparent, 1" x 50m	195	roll		
147	Tape, two sides adhesive with foam 24 mm x 10 m	120	roll		
148	Tissue Paper 3 ply 12's	201	pack		
149	Tissue Paper, interfolded	89	pack		
	--Nothing Follows--				

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____