

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.	ELECTRICAL SUPPLIES	1	lot		
1	Battery 9V	20	pcs		
2	Battery, AA, 1.5V	4	pcs		
3	Battery, dry cell, AA, 2 pieces per blister pack	45	packs		
4	Battery, dry cell, AAA, 2 pieces per blister pack	63	packs		
5	Battery, dry cell, D, 1.5 volts, alkaline	10	pcs		
6	Duct Tape, blue 2" x 25 meters	5	rolls		
7	Duct Tape, black 1.88 x 20 yards	1	roll		
8	Duct Tape, blue 1.88 x 20 yards	14	rolls		
9	Electrical Tape, Big, Assorted Colors	10	rolls		
10	Extension Cord 10 meters with 4 outlets Good Quality	11	pcs		
11	Extension Cord, 5 meters with 4 outlets, Good Quality	34	pcs		
12	LED light Bulb 9 watts	15	pcs		
13	8 meters Measuring Steel Tape, Good Quality	1	roll		
14	Measuring Tape, black and yellow, 5 meter	2	pcs		
15	Paint Brush # 2, Good Quality	2	pcs		
16	Platform Push cart, Heavy Duty Steel, Foldable, 120kg capacity, All-purpose	1	unit		
17	Safety goggles	5	pcs		
18	Tape, Caution, 3" x 300 meters	3	rolls		
19	Tape, Masking 1" x 50m, Good Quality	65	rolls		
20	Tape, Masking 2" x 50m, Good Quality	5	rolls		
21	Tape, Masking 3/4" x 50m, Good Quality	45	rolls		
22	Universal Adaptor, Good Quality	57	pcs		
II.	JANITORIAL SUPPLIES	1	lot		
1	Air Freshener, Aerosol Type, 280ml /150g min	65	cans		
2	Alcohol 70% ethyl	45	gallons		
3	Alcohol Dispenser 500 ml. capacity, table type	18	bottles		
4	Alcohol, 1 Liter 95% ethyl	50	bottles		
5	Alcohol, 250ml 70% Isopropyl	30	bottles		
6	Alcohol, 500ml, 70% ethyl, scented	612	bottles		
7	Alcohol, 70% ethyl, 330ml, Spray	33	bottles		
8	Bath Towels	12	dozens		
9	Bathroom Tissue, 3-ply, 12's	193	packs		
10	Bathroom Tissue Paper, 3-ply, 24's	38	pack		
11	Bathroom Tissue Paper, 3-ply, upsize, 4's	28	packs		

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12	Bathroom Tissue Paper 2-ply, 150 pulls	187	packs		
13	Broom, soft (tambo)	16	pcs		
14	Broom, Stick (TING-TING), usable length: 760mm min	10	pcs		
15	Cleaner, for Glass, anti-bacterial, 500ml	13	bottles		
16	Cleaner, Multi-Purpose, 250g	22	packs		
17	Cleaner, Toilet Bowl and Urinal 900ml-1000ml cap	37	bottles		
18	Cloth for Cleaning	10	pcs		
19	Cloth, Doormat, Standard Size	5	pcs		
20	Deodorizer, for toilet rooms, environment friendly, Small, 12's	5	dozen		
21	Detergent Powder, All Purpose, 1kg	80	packs		
22	Detergent Powder, All Purpose, 500grams	30	packs		
23	Dishwashing Liquid, 500ml, lemon scent	83	bottles		
24	Disinfectant Bleach 900 ml, Color safe	5	bottles		
25	Disinfectant Bleach, 1 liter, Good Quality	77	bottles		
26	Disinfectant Multi-purpose, 1 liter	50	bottles		
27	Disinfectant Spray, Aerosol Type, 400-550 grams	115	cans		
28	Dust Pan, non-rigid plastic, w/ detachable handle	10	pcs		
29	Fabric Conditioner, anti-bac, 1Liter	13	bottles		
30	Floor Mat/Floor Rug, standard size	10	pcs		
31	Floor Wax, Pasted, Red, 450g, Good Quality	6	cans		
32	Garbage bags, black, 940mm x 1016mm, 10's/roll/pack	33	packs		
33	Garbage bags, XXL, Black	465	pcs		
34	Gloves (Clean), 7 1/2, 50's	10	boxes		
35	Gloves, Household Size#8, Good Quality	18	pairs		
36	Insect Repellant, Non-Irritating Spray, 500ml	12	bottles		
37	Insecticide, aerosol type , net content 600 ml	22	cans		
38	Kitchen Towels, Paper	80	rolls		
39	Liquid Hand Soap 500 ml. with pump type dispenser, anti-bacterial	157	bottles		
40	Liquid Hand Soap, 250ml, anti-bacterial	22	bottles		
41	Liquid Hand Soap, Antiseptic, 1L	17	bottles		
42	Mat, rubber, non-slip 3 ft. long x 3 ft. wide	4	pcs		
43	Mop with Spinner Bucket, Good Quality	2	sets		
44	Towel, Face, 12's, Good Quality, White	36	dozens		
45	Towels, white	76	pcs		
46	Trash Can, Big, Good Quality	3	pcs		
47	Waste Bags, plastic, Yellow, Medium	400	pcs		

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Item/ Lot No.	Description	Qty.	Unit	Total	Delivered, Weeks/ Months
III.	OFFICE SUPPLIES	1	lot		
1	Board Paper 8.5" x 11", 200gsm, Color Pale white, 10's	100	packs		
2	Board Paper 8.5" x 11", 185gsm, Color White, 10's	100	packs		
3	Board Paper 8.5" x 13", 220gsm, Color Blue, 10's	1	pack		
4	Board Paper, 8.5" x 13", 200gsm, Color Cream, 10's	50	packs		
5	Calculator, compact, 12 digits	8	units		
6	Carbon Film, PE, black, size 216mm x 330mm, 100's	2	boxes		
7	Carbonless Paper 8 1/2"x13" plain without perforation 4-Ply (Top White, Pink, Yellow, Bottom Green)	3	pads		
8	Carbonless Paper, Long (Top White, Yellow, Pink, Green)	10	reams		
9	Cartolina, assorted colors, 20's	10	bundles		
10	Certificate holder, A4, Color Blue, Good Quality	80	pcs		
11	Certificate Holder, for 8.5" x 11" size certificate, green Color, Good Quality	80	pcs		
12	Chalk, Colored, 12's	15	dozens		
13	Chalk, dustless 100's per box	20	boxes		
14	Clear File Folder 50 leaves, long	79	pcs		
15	Clip, Backfold, all metal, clamping, 25mm, 12's	13	boxes		
16	Clip, Backfold, all metal, clamping: 32mm, 12's	58	boxes		
17	Clip, Backfold, all metal, clamping: 50mm	55	pcs		
18	Clip, Backfold, all metal, clamping: 50mm, 12's	14	boxes		
19	Colored Bond paper, 8.5" x 11", Subs24, Yellow	30	reams		
20	Colored Bond paper, Legal, Subs24, Pink	15	reams		
21	Colored Bond paper, Legal, Subs24, Yellow	15	reams		
22	Colored paper, 8.5" x 11", Subs24, Light Blue	5	boxes		
23	Combo Ring Binder 1" diameter, black	10	pcs		
24	Combo Ring Binder 1/2" diameter, black	10	pcs		
25	Combo Ring Binder 3/4" diameter, black	10	pcs		
26	Cork board with frame, for wall, 3' x 5'	2	pcs		
27	Correction Fluid, water-based, non-toxic, white opaque, 15 ml/tube	38	pcs		
28	Correction Pen, Fast Drying, Non-Clogging Tip	72	pcs		
29	Correction Tape, film base type, UL 6m min	425	rolls		
30	Cutter Knife, for General Purpose	7	pcs		
31	Data Arch file, Folder, Landscape/Horizontal, Fastener at the top, Blue	22	pcs		

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Item/ Lot No.	Description	Qty.	Unit	Total	Delivered, Weeks/ Months
32	Data Archive Folder 2" dark blue	15	pcs		
33	Data Archive Folder 3" dark blue	15	pcs		
34	Data Archive Folder 3" dark blue	15	pcs		
35	Data Archive Folder 3" x 9" x 15", Landscape/Horizontal, Any Color	15	pcs		
36	Data Binder, Archfile 15" x 9" x 3", Blue, Horizontal	70	pcs		
37	Data File box with closed ends and finger ring, 127mm x 229mm x 400mm (5"x9"x15-3/4")	25	pcs		
38	Data File Box, made of chipboard, with closed ends	5	pcs		
39	Data Filer 3" thick; 13" long; 10" wide, any color	12	pcs		
40	Data Lever Arch Filer Folder, 76mm x 230mm x 380mm, color red	54	pcs		
41	Date Stamp w/ "PAID"	5	pcs		
42	Dater with word RECEIVED	2	pcs		
43	DigiStamps (Pls. see attached details)	5	pcs		
44	Envelope, brown, for legal size documents	679	pcs		
45	Envelope, brown, for legal size documents, 100's	8	boxes		
46	Envelope, brown, for Short size documents	540	pcs		
47	Envelope, brown, for Short size documents, 100's	5	boxes		
48	Envelope, Card, 5" x 6", 10's	100	packs		
49	Envelope, Expanded, Brown, Legal Size	212	pcs		
50	Envelope, Expanding, Kraftboard, for legal size, 100's	31	boxes		
51	Envelope, Expanding, Plastic, 0.50mm thickness min	100	pcs		
52	Envelope, Mailing ,white, 80gsm, Legal Size, 500's	21	boxes		
53	Envelope, Pay, 2 1/2 x 4 1/4, 500's, Color Brown	8	boxes		
54	Eraser felt, for blackboard/whiteboard	100	pcs		
55	Eraser, for pencil, Large	5	pcs		
56	Eraser, plastic/rubber, for pencil draft/writing	20	pcs		
57	Filing Box 5"x 9" x 15", any color	30	pcs		
58	Filing Box with cover, for Long Folders and Envelopes, Red Color	143	pcs		
59	Filing Box, no cover, for Long Folders and Envelopes, Green Color	65	boxes		
60	Flag Tape, cellulose with label of Please SIGN, 100's, 20's/color	35	packs		
61	Glue Gun for Glue Stick size: 11mm	7	pcs		
62	Glue Stick Big, 11mm x 150mm	130	pcs		
63	Glue stick, all purpose glue, 15 grams	34	pcs		
64	Glue, all purpose, gross weight: 200gms	74	tubes		
65	Index Tab, self-adhesive, transparent	4	boxes		

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66	Ink for digi stamp, color black, 5cc	4	tubes		
67	Ink for digi stamp, color blue, 5cc	2	tubes		
68	Ink for digi stamp, color violet, 5cc	6	tubes		
69	Ink/Refill for Whiteboard Marker (black/colored)	4	bottles		
70	Laminating film size: 250mic. 1/ 12 228mm 50mm 1's 800	10	roll		
71	Laminating Film, A4 size	60	pcs.		
72	Laminating Machine, heavy duty, standard size	3	units		
73	Manila Paper, 25's	3	packs		
74	Microphone with Cord	12	pcs		
75	Microphone, Wireless	5	units		
76	Monoblock Chair, Color White, Good Quality	20	pcs		
77	Notarial Seal, Gold, Globe #24, 50's	2	boxes		
78	Notarial Seal, self adhesive No. 24 (2" dia.) 40's	50	boxes		
79	Note pad, stick on, 50mm x 76mm (2" x 3") min	60	pads		
80	Note pad, stick on, 76mm x 100mm (3" x 4") min	13	pads		
81	Note pad, stick on, 76mm x 76mm (3" x 3") min	30	pads		
82	Notebook, Stenographer, spiral, 40 leaves	210	pcs		
83	Number Band Stamp, size No. 3-12	10	sets		
84	Office Tray 3 Layers, Good Quality	7	pcs		
85	Paper Clip 3" bulldog type	200	pcs		
86	Paper Clip, Vinyl/plastic coat, length: 33mm, 50gms	94	boxes		
87	Paper Clip, Vinyl/plastic coat, length: 50mm, 120gms	96	boxes		
88	Paper Cutter, Large, Heavy Duty	1	piece		
89	Paper Fastener, 6 inches long, metal, non-rust, 50's	12	boxes		
90	Paper Fastener, Metal, 70mm between prongs, non-rust, 50's	11	boxes		
91	Paper Fastener, Plastic, Good Quality, 50's	218	boxes		
92	Paper Folder, A4, white, 100's	3	packs		
93	Paper Folder, Expanded, for legal size documents, Any Color	350	pcs		
94	Paper Folder, Expanded, for legal size documents, Blue	30	pcs		
95	Paper Folder, Expanded, Long, Green	115	pcs		
96	Paper Folder, long, Brown	100	pcs		
97	Paper Folder, long, Color Blue, 100's	3	packs		
98	Paper Folder, long, Color Pink, 100's	1	pack		
99	Paper Folder, long, Color Royal Blue	124	pcs		
100	Paper Folder, Tagboard, for legal size documents, 100's	15	packs		

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Item/ Lot No.	Description	Qty.	Unit	Total	Delivered, Weeks/ Months
101	Paper Folder, long, white	243	pcs		
102	Paper Folder, long, white, 100's	40	packs		
103	Paper Folder, L-Type, Plastic, 20's, For A4 Size Documents	20	packs		
104	Paper Folder, L-Type, Plastic, 20's, For Legal Size Documents	3	packs		
105	Paper Mechanical Cutter, big	3	pcs		
106	Paper Mechanical Cutter, small	4	pcs		
107	Paper, sticker, A4, fluorescent, blue, 5's	5	packs		
108	Paper, sticker, A4, fluorescent, pink, 5's	5	packs		
109	Paper, sticker, A4, fluorescent, violet, 5's	5	packs		
110	Paper, sticker, A4, Matte, 10's, White	75	packs		
111	Pen, Ballpoint, Black, 50's, Good Quality	30	boxes		
112	Pen, Ballpoint, Fine, Black, Good Quality	626	pcs		
113	Pen, Ballpoint, Fine, Blue, Good Quality	99	pcs		
114	Pen, Ballpoint, Fine, Red, Good Quality	30	pcs		
115	Pen, Highlighter, Assorted, 3's	28	packs		
116	Pen, Highlighter, Neon Green	10	pcs		
117	Pen, Marker, for CD/DVD, Black	36	pcs		
118	Pen, Marker, Permanent, Broad Type, Black	42	pcs		
119	Pen, Marker, Permanent, Broad Type, Blue	108	pcs		
120	Pen, Marker, Permanent, Broad Type, Red	80	pcs		
121	Pen, Marker, Permanent, Bullet Type, Black	100	pcs		
122	Pen, Marker, Permanent, Bullet Type, Black, 12's	3	boxes		
123	Pen, Marker, Permanent, Fine Point, Blue, 12's	11	boxes		
124	Pen, Marker, Permanent, Namepen, Finepoint, Red	10	pcs		
125	Pen, Marker, Permanent, Refillable, Bullet Type, Black	50	pcs		
126	Pen, Marker, Whiteboard, black, felt tip, bullet type	43	pcs		
127	Pen, Marker, Whiteboard, blue, felt tip, bullet type	19	pcs		
128	Pen, Marker, Whiteboard, fine point, refillable, Black	69	pcs		
129	Pen, Marker, Whiteboard, fine point, refillable, Blue	65	pcs		
130	Pen, Marker, Whiteboard, red, felt tip, bullet type	15	pcs		
131	Pencil Sharpener, manual, single cutter head	1	piece		
132	Pencil Sharpener, Table-Installed, Heavy Duty	19	pcs		
133	Pencil, Lead with eraser, No. 1, 12's	4	dozens		
134	Pencil, Lead with eraser, No. 2, 12's	89	dozens		
135	Pencil, lead, w/ eraser, wood cased, hardness: HB	40	dozens		

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136	Photopaper, A4, Glossy, 20's	109	packs		
137	Plastic Cover, Transparent, 48" x 50m, Gauge 3	11	rolls		
138	Plastic Storage Box, 120L, Opaque White	20	pcs		
139	POS Thermal Paper 80mmx70mm (Cash Reg)	20	rolls		
140	Post-it Page Markers, 1/2 in x 1 3/4 in, Assorted Bright Colors, 50's, 10 Pads/Pack	11	packs		
141	Post-it, Paper, Sticky, Highlighter index, small, 5 colors, 100's/color	16	packs		
142	Prepaid Cell Card, Globe (100)	35	pcs		
143	Prepaid Cell Card, Globe (300)	42	pcs		
144	Prepaid Cell Card, Smart (100)	5	pcs		
145	Prepaid Cell Card, Smart (300)	20	pcs		
146	Prepaid Cell Card, TNT (300)	32	pcs		
147	Prepaid Cell Card, TNT (100)	11	pcs		
148	Puncher, paper, heavy duty, with two hole guide	39	units		
149	Push Pin, assorted colors	5	boxes		
150	RECORD BOOK, 150 leaves, Plasticbound	6	books		
151	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	2	books		
152	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	2	books		
153	Refillable ink for Pentel pen, black	2	bottles		
154	Ring Binder, 2", black	15	pcs		
155	Rubber Band, Large	15	boxes		
156	Rubber Band, nylon, small	41	box		
157	Ruler, plastic, 300mm (12"), width: 28mm, min	22	pcs		
158	Scissor, 8", Stainless Steel, Heavy duty	55	pairs		
159	Scissors, symmetrical, blade length: 65mm min	2	pcs		
160	Sign pen, 0.4mm, Black, 10's	4	boxes		
161	Sign pen, black, liquid/gel ink, 0.5mm needle tip	190	pcs		
162	Sign pen, black, liquid/gel ink, 0.5mm needle tip, 12's	34	boxes		
163	Sign pen, blue, liquid/gel ink, 0.5mm needle tip	345	pcs		
164	Sign pen, blue, liquid/gel ink, 0.5mm needle tip, 12's	57	boxes		
165	Sign pen, red, liquid/gel ink, 0.5mm needle tip	126	pcs		
166	Specialty Paper 8.5" x 13" subs20, 10's, Color White	6	packs		
167	Specialty Paper 8.5" x 13", 200gsm., 10's, Color White	30	packs		
168	Specialty Paper, 8.5" x 11", Cream, 10's	292	packs		
169	Specialty Paper, 8.5" x 11", Cream, 10's	60	pcs		
170	Specialty Paper, 8.5" x 13", 10's, Cream, Subs20	10	packs		

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Item/ Lot No.	Description	Qty.	Unit	Total	Delivered, Weeks/ Months
171	Specialty Paper, 8.5" x 13", 10's, White, 200gsm	50	packs		
172	Specialty Paper, fine board, 8.5" x 11", 10's, Color Cream	50	packs		
173	Specialty Paper, Laid, 8.5" x 11", 85 gsm, Cream	40	pack		
174	Specialty Paper, Laid, 8.5" x 13", 85 gsm, Ivory	16	reams		
175	Specialty Paper, Laid, 8.5" x 13", 85 gsm, Powder Blue	10	reams		
176	Stamp Pad 3" x 35", Felt	3	pcs		
177	Stamp Pad Ink, Purple or Violet, 30ml	3	botls		
178	Staple Remover, Plier Type	26	pcs		
179	Staple Wire No. 17	5	boxes		
180	Staple Wire No. 35	123	boxes		
181	Stapler No. 35 w/ short handle and staple wire remover	4	pcs		
182	Stapler Wire, No. 10, 12's	71	boxes		
183	Stapler, Heavy Duty, No. 10	19	pcs		
184	Stapler, Heavy Duty, No. 35	25	pcs		
185	Sticker Paper A4 Size, Color white	1090	pcs		
186	Sticker Paper, 8.5" x 11", 10's, Color White	147	packs		
187	Sticky Tabs, Assorted Colors, 5 colors, 100's/color	5	packs		
188	Tape Dispenser: Heavy Duty, Desktop, Weighted, Non-slip, Includes 1"	39	pcs		
189	Tape, Double Sided adhesive, 1" x 50m	151	rolls		
190	Tape, Double Sided adhesive, 1/2" x 50m	5	rolls		
191	Tape, Flag, Multi-color, 1/2 inch, 100's	15	packs		
192	Tape, Packaging, 2" x 50m, Good quality, Brown	5	rolls		
193	Tape, Transparent 1" x 50m, Good Quality	426	rolls		
194	Tape, Transparent 2" x 50m, Good Quality	80	rolls		
195	Thermal paper for queuing machine, 80mm.	24	roll		
196	Vacuum Cleaner, all purpose, wet & dry 6-10 gal cap	1	unit		
197	Wall clock, 24 inches, any color	1	unit		
198	Water Dispenser, Hot & Cold	1	unit		
	--Nothing Follows--				

Name of Bidder: _____

Submitted by: _____

Designation: _____

Date: _____