



## PROCUREMENT OF SECOND QUARTER (Q2) OFFICE SUPPLIES REQUIREMENT FOR 2022 OF PHILIPPINE GUARANTEE CORPORATION

### 1. Item Descriptions and Specifications:

Item Description	Unit	Quantity
Ballpen Black	piece	100
Ballpen Blue	piece	100
Battery, Dry cell, size AA (2pieces per blister pack)	pack	50
Battery, Dry Cell, size AAA, (2pieces per blister pack)	pack	50
Clip, Backfold (19 mm (3/4"), 12pcs./box)	box	50
Clip, Backfold 25mm (25 mm (1"), 12pcs./box)	box	50
Clip, Backfold 32mm (32mm (1 1/4"), 12pcs./box)	box	50
Clip, Backfold 50mm (50mm (2"), 12pcs./box)	box	50
Computer Continuous Form, 1 ply, 280 X 241mm	box	10
Data File Box	piece	30
Data File Folder	piece	100
Disinfectant Spray	can	50
Folder Divider, Yellow, A4 (5pcs./set)	set	100
Glue, all purpose, (200 grams with spreader)	jar	20
Insecticide, aerosol type, Min. 600ml	can	30
Loose-leaf cover, legal	bundle	5
Marker, Permanent (Black, Bullet Type)	piece	50
Marker, Permanent (Blue, Bullet Type)	piece	50
Marker, Whiteboard, Black	piece	50
Marker, Whiteboard, Blue	piece	50
Notepad-Stick on (2" x 3", 100 sheet per pad)	pad	60
Notepad-Stick on (3" x 4", 100 sheet per pad)	pad	60
Notebook, Stenographer	piece	20
Paper Clip, vinyl/plastic coated, 33mm	box	25
Paper Clip, vinyl/plastic coated, 50mm	box	25
Pencil Sharpener, manual, single cutter head	piece	15
Puncher, Heavy duty	piece	10
Record book (300 pages, 214mm x 278mm min)	book	10
Record book (500 pages, 214mm x 278mm min)	book	10
Rubber Band No. 18	box	10
Staple Remover, all metal, flier type	piece	20
Stapler, Standard Type	piece	20

**2. Terms of Delivery:** 15-30 calendar days upon receipt of approved Purchase Order

**3. Terms of Payment:**

30 days after completed delivery

**4. Approved Budget for the Contract:**

The approved budget for the contract is **One Hundred Twenty Two Thousand Seven Hundred Ninety Four Pesos and 40/100 (₱ 122,794.40)**, inclusive of all applicable taxes chargeable against the Corporate Operating Budget for CY 2022.

**Prepared by**



**JACKIE LOU M. EUGENIO**

Administrative Officer V  
Office Services Division

**Approved by**



**ROSEMARIE N. PRINCIPE**

Vice President  
Facilities and General Services Department