

## PROCUREMENT OF FOURTH QUARTER (Q4) OFFICE SUPPLIES REQUIREMENT FOR 2022 OF PHILIPPINE GUARANTEE CORPORATION

### 1. Item Descriptions and Specifications:

Item Description	Unit	Quantity
INSECTICIDE, aerosol type, 400grams minimum	can	24
COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	box	3
NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	40
NOTE PAD, stick on, 3" x 3"	pad	40
NOTEBOOK, stenographer	piece	20
BATTERY, dry Cell, size AA (2 pieces/ Blister pack)	pack	50
BATTERY, dry Cell, size AAA (2 pieces/ Blister pack)	pack	50
TAPE, masking, 24mm	roll	75
TAPE, MASKING, 48mm	roll	20
TAPE, packaging, 48mm	roll	50
TAPE, transparent, 24mm	roll	75
TAPE, transparent, 48mm	roll	50
DISINFECTANT SPRAY, aerosol type	can	60
Folder Divider, Yellow A4 (5pieces/set)	Set	100
FURNITURE CLEANER, aerosol type	can	36
CLIP, backfold, 19mm	box	50
CLIP, backfold, 25mm	box	50
CLIP, backfold, 32mm	box	50
CLIP, backfold, 50mm	box	50
DATA FILE BOX	piece	30
FASTENER, metal, non-sharp edges	box	25
MARKER, whiteboard, black	piece	25
MARKER, whiteboard, blue	piece	25
PAPER CLIP, vinyl/plastic coated, 33mm	box	50
PAPER CLIP, vinyl/plastic coated, 50mm	box	50
RUBBER BAND, No. 18	box	10
PUNCHER, paper, heavy duty	piece	10
Paper Bulldog clip 3"	pieces	18


**2. Terms of Delivery:** 7-15 calendar days upon receipt of approved Purchase Order  
 Delivery Address: #335 Jade Bldg., Jupiter St., Brgy. Bel Air  
 Makati City

**3. Terms of Payment:** 30 Calendar days after completed delivery

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

The approved budget for the contract is **One Hundred Thousand Three Hundred Forty Nine Pesos and 19/100 (₱ 100,349.19)**, inclusive of all applicable taxes chargeable against the Corporate Operating Budget for CY 2022.

**Prepared by:**

  
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Administrative Officer V

**Approved by:**

  
**MARVYN ANTHONY C. GALANG**  
Acting Department Head, FGSD