

**PROCUREMENT OF FIRST QUARTER (Q1) OFFICE SUPPLIES NOT AVAILABLE IN
PROCUREMENT SERVICE FOR 2023**

1. Item Descriptions and Specifications:

| ITEMS | | |
|--|--------|-----|
| NOTE PAD, stick on, 3" x 3", 100 sheets per pad | pad | 60 |
| Ballpen Black | Piece | 350 |
| Battery 9 volts | Piece | 10 |
| BATTERY, dry cell, size AA, Two (2) pieces per blister pack | pack | 30 |
| BATTERY, dry cell, size AAA, Two (2) pieces per blister pack | pack | 30 |
| BROTHER INK Refill DCP-T720DW BT5000C | bottle | 4 |
| BROTHER INK Refill DCP-T720DW BT5000M | bottle | 4 |
| BROTHER INK Refill DCP-T720DW BT5000Y | bottle | 4 |
| BROTHER INK Refill DCP-T720DW BTD60BK | bottle | 4 |
| CORRECTION TAPE, 8 meters | piece | 150 |
| DISINFECTANT SPRAY, Aerosol type, 400g | can | 90 |
| ERASER, plastic/ rubber | piece | 50 |
| Flash Drive 16GB | Piece | 35 |
| Folder Divider, White, A4 (5 pcs./set) | set | 75 |
| Folder Divider, Yellow, A4 (5 pcs./set) | set | 100 |
| FOLDER, pressboard, 100 pieces per box (white) | box | 15 |
| FURNITURE CLEANER, Aerosol type, 300mL | can | 75 |
| GLUE, all-purpose, 200 grams | jar | 30 |
| INSECTICIDE, 600mL | can | 48 |
| MARKER, Flourescent, 3 colors per set | set | 50 |
| MARKER, Whiteboard, Black | piece | 80 |
| Multipurpose (wipeout) | can | 5 |
| Post it "Please sign here" | pack | 60 |
| RECORD BOOK, 300 PAGES | book | 20 |
| SCISSORS, symmetrical or asymmetrical | pair | 40 |
| SIGN PEN, Black, liquid or gel | piece | 80 |
| SIGN PEN, Blue, liquid or gel | piece | 80 |
| STAPLE REMOVER, plier type | piece | 50 |
| Sticker Paper A4 | pack | 50 |
| Tape Calculator 2 1/4 | rolls | 8 |
| Tape calculator, 2-3/4 | rolls | 8 |
| TAPE DISPENSER, table top | piece | 15 |
| TAPE, masking, 24mm | roll | 50 |
| TAPE, packaging, 48 mm | roll | 96 |
| TAPE, transparent, 24mm | roll | 100 |
| TAPE, transparent, 48 mm | roll | 96 |
| Tranparency Film A4 | box | 3 |

2. Terms of Delivery: 7-15 calendar days upon receipt of approved Purchase Order

Delivery Address: 22ND Floor BPI Philam Life Bldg., 6811 Ayala Avenue, Salcedo Village 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 **Two Hundred Twenty Five Thousand Four Hundred Pesos only (₱ 225,400.00)**, inclusive of all applicable taxes chargeable against the Corporate Operating Budget for CY 2023.

Prepared by:


JACKIE LOU M. EUGENIO
Administrative Officer V

Approved by:


MARLYN ANTHONY C. GALANG
Vice President, FGSD