



PROCUREMENT OF SECOND QUARTER (Q2) OFFICE SUPPLIES NOT AVAILABLE IN
PROCUREMENT SERVICE FOR 2023

1. Item Descriptions and Specifications:

ITEM	UNIT	QUANTITY
AIR FRESHENER, Aerosol type, 150g	can	60
ALCOHOL, Ethyl, 500 mL	bottle	200
Ballpen Black	piece	350
Ballpen Blue	piece	350
Ballpen Red	piece	100
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
CLIP, backfold, 19mm	box	100
CLIP, backfold, 25mm	box	100
CLIP, backfold, 32mm	box	100
CLIP, backfold, 50mm	box	50
COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets per box	box	10
CORRECTION TAPE, 8 meters	piece	150
DATA FILE BOX	piece	50
ERASER, plastic/ rubber	piece	50
FASTENER, metal, non-sharp edges, 50 sets per box	box	90
Flash Drive 16GB	piece	35
Folder Divider, White, A4 (5 pcs./set)	set	75
Folder Divider, Yellow, A4 (5 pcs./set)	set	100
FOLDER, GREEN pressboard, 100 pieces per box	box	10
FURNITURE CLEANER, Aerosol type, 300mL	can	75
INDEX TAB, self-adhesive, transparent, 5 sets per box	box	10
INK, for stamp pad, 50mL	bottle	10
INSECTICIDE, 600mL	can	48
LIQUID HAND SOAP, 500mL	bottle	15
MARKER, Flourescent, 3 colors per set	set	50
MARKER, Permanent, Black	piece	75
MARKER, Whiteboard, Black	piece	100
Multipurpose (wipeout)	can	5
NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	60
NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	60
NOTEBOOK, stenographer	piece	30
Paper bond 11' x 17'	reams	5
PAPER CLIP, vinyl/plastic coated, 33mm	box	125
PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	box	100
Post it "Please sign here"	pack	60
PUNCHER, paper, heavy duty	piece	10
RECORD BOOK, 500 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
STAPLE WIRE, heavy duty (binder type), 23/13	box	10
STAPLE WIRE, standard	box	100
STAPLER, heavy duty (binder type), desktop	unit	5
STAPLER, standard type	piece	20

TAPE DISPENSER, table top	piece	15
TAPE, masking, 24mm	roll	80
TAPE, masking, 48 mm	roll	60
TAPE, packaging, 48 mm	roll	96
TAPE, transparent, 24mm	roll	150
TAPE, transparent, 48 mm	roll	96
TWINE, plastic	roll	5

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

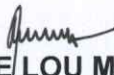
4. Approved Budget for the Contract:

The approved budget for the contract is **Two Hundred Seventy One Thousand Six Hundred Pesos only (P 271,600.00)**, inclusive of all applicable taxes chargeable against the Corporate Operating Budget for CY 2023.

Prepared by:


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 Administrative Officer II, OSD

Reviewed by:


JACKIE LOU M. EUGENIO
 Administrative Officer V, OSD

Approved by:


MARWYN ANTHONY C. GALANG
 Vice President, FGSD

Conforme:

Printed Name and Signature of Bidder:
 Date: