

PROCUREMENT OF FOURTH QUARTER (Q4) OFFICE SUPPLIES NOT AVAILABLE IN PROCUREMENT SERVICE FOR 2023

1. Item Descriptions and Specifications:

	ITEM DESCRIPTION	UNIT	QUANTITY
1	ERASER, Plastic/Rubber	piece	50
2	SIGN PEN, Black, liquid or gel	piece	80
3	SIGN PEN, Blue, liquid or gel	piece	80
4	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	packs	100
5	DISINFECTANT SPRAY, Aerosol type, 400g	can	100
6	FURNITURE CLEANER, Aerosol type, 300ml	can	75
7	LIQUID HAND SOAP, 500ml	bottle	15
8	INK, for stamp pad, 50ml	bottle	10
9	STAPLE WIRE, standard No.35	box	100
10	TAPE, Electrical	roll	15
11	TAPE, Packaging, 48mm	roll	80
12	TAPE, Transparent, 24mm	roll	200
13	TAPE, Transparent, 48mm	roll	80
14	CORRECTION TAPE, 8 meters	piece	150
15	DATA FILE FOLDER, Horizontal	piece	100
16	ENVELOPE, Expanding, kraft 100 pcs per box	box	5
17	FASTENER, metal, non-sharp edges, 50 sets per box	box	100
18	MARKER, Permanent, Black	piece	150
19	PAPER CLIP, vinyl/plastic coated, 33mm	box	100
20	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	box	100
21	PUNCHER, paper, heavy duty	piece	25
22	SCISSORS, symmetrical or asymmetrical	piece	40
23	STAPLE REMOVER, plier type	piece	50
24	TAPE DISPENSER, table top	piece	15
25	NOTEPAD, stick on, 2" x 3", 100 sheets per pad	pad	90
26	NOTEPAD, stick on, 3" x 3", 100 sheets per pad	pad	90
27	NOTEBOOK, stenographer	piece	30
28	RECORD BOOK, 300 pages	book	30
29	RECORD BOOK, 500 pages	book	20
30	BALLPEN, Black	piece	400
31	BALLPEN, Blue	piece	400
32	CLIP, Bulldog 3"	piece	36
33	POST IT, "Please sign here"	packs	60
34	TAPE, Calculator 2 ¼	roll	10
35	BROTHER PRINTER DCP-T720DW INK TANK REFILL SYSTEM BT5000C	bottle	4
36	BROTHER PRINTER DCP-T720DW INK TANK REFILL SYSTEM BT5000M	bottle	4



	ITEM DESCRIPTION	UNIT	QUANTITY
37	BROTHER PRINTER DCP-T720DW INK TANK REFILL SYSTEM BT5000Y	bottle	4
38	BROTHER PRINTER DCP-T720DW INK TANK REFILL SYSTEM BTD60BK	bottle	4
39	FOLDER Divider, Yellow, A4 (5pcs/set)	set	175


2. Terms of Delivery: 15 calendar days upon receipt of approved NTP

Delivery Address: 22ND Floor BPI Philam Life Bldg., 6811 Ayala Avenue, Salcedo Village Brgy. Bel-Air Makati City

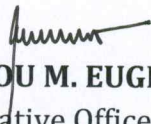
3. Terms of Payment: 30 Calendar days after completed delivery

4. Approved Budget for the Contract: The approved budget for the contract is **One Hundred Sixty Four Thousand Pesos only (₱ 164,000.00)**, inclusive of all applicable taxes chargeable against the Corporate Operating Budget for CY 2023.

Prepared by:


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Reviewed by:


JACKIE LOU M. EUGENIO
Administrative Officer V, OSD

Approved by:


MARVIN ANTHONY C. GALANG
Vice President, FGSD

Conforme:

Printed Name and Signature of Bidder:
Date: