BILL OF QUANTITIES

OFFICE SUPPLIES	GENERAL DESCRIPTION	UNIT	QUANTITY	BID AMOUNT
1 Routine				
a. Office Supplies				
Ballpen	Ballpen (black)	pieces	100	
Ballpen	Ballpen (red)	pieces	12	
Ballpen	Ballpen (blue)	pieces	72	
Battery	Battery, AA, heavy duty	pieces	20	
Battery	Battery, AAA, heavy duty	pieces	20	
Binder Ring	Binder Ring, 1/2", black	pieces	5	
Binder Ring	Binder Ring, 3/4", black	pieces	5	
Binder Ring	Binder Ring, 1", black	pieces	5	
Binder Ring	Binder Ring, 1 1/4", black	pieces	5	
Carbon Paper	Carbon Paper 100s (black)	boxes	1	
Carbon Paper	Carbon Paper 100s (blue)	boxes	1	
Clip	Bulldog 3", clamping, metal	pieces	24	
Clip	Bulldog 2", clamping, metal	pieces	24	
Clip	Clip binder/double, small	pieces	24	
Clip	Clip binder/double, medium	boxes	24	
Clip	Clip binder/double, large	boxes	24	
Clip	Paper Clip, vinyl coated, small	boxes	25	
Clip	Paper Clip, vinyl coated, jumbo	boxes	25	
Correction Pen	Corrrection Pen	pcs	1	
Correction Tape	Correction Tape, roller type heavy duty, 10-piece per	pcs	30	
Cutter Blade	tube cutter blade	tubes	1	
Data Filer	Data File Box	pc	25	
Data Filer with cover	Data File Box with cover	pc	8	
Envelope	Brown Envelope, long	pcs	150	
Envelope	Brown Envelope, A4	pcs	150	
Envelope	Expanding Envelope, colored	pcs	20	
Envelope	Expanding Envelope, brown	pcs	20	
Eraser	Rubber eraser	pc	8	
Eraser	whiteboard eraser	pc	3	
Flag	Philippine flag	pc	6	
Folder	Expanding Folder, w/out Tab (green)	pcs	50	
Folder	Tagboard Folder, long	pcs	150	
Folder	Tagboard Folder, A4	pcs	150	
Folder	Archive Creative File Long, vertical (black)	pcs	1	
Glue	130 ml, heavy duty glue	bots	12	
Paste	Paper Paste, big	bots	12	
Glue Stick	Glue Stick Big	pcs	12	
Index Card	Index Card	pcs	100	
Ink	Numbering Machine Ink (black)	bots	1	

Ink	Numbering Machine Ink (blue)	bots	1	
Ink	Numbering Machine Ink (red)	bots	1	
Laminating film	Laminating film A4	box	1	
Laminating film	Laminating film Long	box	1	
Laminating film	Laminating film ID Size	box	1	
Logbook	Official Record Book, 150 pages, 8.5" x 11"	pcs	10	
Logbook	Official Record Book, 500 pages, 8.5" x 11"	pcs	10	
Logbook	Official Record Book, 300 pages, 8.5" x 11"	pcs	10	
Marker	Marker flourescent, green	pcs	6	
Marker	Marker flourescent, yellow	pc	6	
Marker	Marker flourescent, orange	pc	6	
Marker	Marker permanent, black	pcs	12	
Marker	Marker permanent, blue	pcs	12	
Marker	Marker permanent, red	pcs	5	
Marker	whiteboard Marker , black	pcs	12	
Marker	whiteboard Marker, blue	pcs	12	
Marker	whiteboard Marker, red	pcs	5	
Maintenance Box	Maintenance Box for EPSON L6190	pcs	1	
Name Pen	Name Pen 700(fine 1.0mm)red	pcs	3	
Notebook	steno notebook, 40s	pcs	12	
Multi-colored paper	Multi-colored Paper, Long	ream	1	
Multi-colored paper	Multi-colored Paper, A4	ream	1	
Special paper	concorde, 8.5 x 11 90 gsm	packs	12	
Special paper	concorde, 8.5 x 11 220 gsm	packs	12	
Paper	A3 book paper sub 20	reams	1	
Paper	A4 bond paper sub 20	reams	200	
Paper	Long book paper sub 20	reams	100	
Paper	A4 book paper sub 24	reams	30	
Paper	Long book paper sub 24	reams	30	
Paper	Sticker Paper, matte	packs	20	
Paper	Cartolina, assorted colors	pcs	50	
Paper	Manila paper	pcs	50	
Paper Fastener	Metal Fastener, Long	bxs	25	
Paper Fastener	Binder Max/Apple Metal Fastener	bxs	50	
Pencil	Pencil Mongol No. 2, lead w/eraser: HB	pcs	30	
Photo Paper	Photo Paper A4	packs	2	
Plastic Twine	Plastic Twine,Straw	rolls	3	
Post-It	Post-it Note 3 x 3	pads	20	
Post-It	Post-it Note 2 x 2	pads	20	
Post-It	Post-it Strip 2 x 3	pads	20	
Post-It	Post-it Strip 2 x 3 sign here	pads	30	
Post-It	Post-it Strip 1 1/2 x 2	pads	30	
Push Pin	Push Pin/Cork Board Pin (50s), flat head type, assorted color	bxs	3	
PVC Cover	PVC Cover, A4	bxs	1	
PVC Cover	PVC Cover, Long	pcs	1	
Rubber Band	Rubber Band small	bxs	25	

Rubber Band	Rubber Band big	bxs	15	
Signpen	Signpen black .05	pcs	50	
Signpen	Signpen blue .05	pcs	50	
Signpen	Sign Pen black, high quality	pcs	50	
Stamp Pad	Stamp Pad (big)	pcs	10	
Stamp Pad Ink	Stamp Pad Ink Violet (big)	bots	20	
Stamp Pad Ink	Stamp Pad Ink Black (big)	bots	6	
Stamp Pad Ink	Stamp Pad Ink Blue (big)	bots	6	
Stapler	Swingline	pcs	30	
Staplewire	Staplewire No. 35	bxs	30	
Tape	double-sided tape	rolls	20	
Tape	Masking Tape 1"	rolls	24	
Tape	Masking Tape 2"	rolls	24	
Tape	Packaging Tape 2" x 100m	rolls	25	
Tape	Transparent 1"	rolls	50	
Tape	Transparent 2"	rolls	25	
Time Stamp Ribbon	Iwata Time Stamp RIbbon	cart	2	
White Board	White Board with wheels 4 ft.X 8 ft.	pc	1	
b. Computer Supplies				
Computer Ink	Epson 644, black	cart	14	
Computer Ink	Epson 644, cyan	cart	7	
Computer Ink	Epson 644, magenta	cart	7	
Computer Ink	Epson 644, yellow	cart	7	
Computer Ink	Epson L1690 Ink, Black	set	3	
Computer Ink	Epson L1690 Ink, Cyan			
Computer Ink	Epson L1690 Ink, Magenta			
Computer Ink	Epson L1690 Ink, Yellow			
Computer Ink	Epson L3110 Ink, Black	set	3	
Computer Ink	Epson L3110 Ink, Cyan			
Computer Ink	Epson L3110 Ink, Magenta			
Computer Ink	Epson L3110 Ink, Yellow			
Toner	Toner, Sharp AR-6023N	cart	3	
Computer Ribbon	Epson LQ310	cart	12	
Computer Ribbon	Epson FX2190	cart	3	
RJ 45	RJ 45	pcs	50	
UTP Cable	UTP cable, Cat 6	meters	1	
c. Electrical Supplies				
Extension chord	Extension wire, 5 ms	pcs	2	
Flourescent lamp	F lamp, 40 watts	pcs	15	
Flourescent lamp	F lamp, 20 watts	pcs	10	
LED bulb	LED bulb, 20 watts	pcs	10	
Electrical tape	Electrical Tape Big	pcs	4	
d. Janitorial Supplies/Cleaning Materials				
Powder soap	Powdered Soap, sachet	pcs	75	
Air freshener	Air Freshener/Disinfectant, 280 ml	pcs	5	
Toilet bowl cleaner	Toilet bowl cleaner	gal	6	
Deodorant cake	Toilet Deodorant (albatross)	pcs	75	
Dishwashing liquid soap	Diswashing Liquid	blts	12	
Rugs	Rugs, small cloth	pcs	25	
Mosquito spray	Mosquito Spray,175 gms	pcs	6	
Garbage bag	Garbage bag Big/100	pack	2	
Garbage bag	Garbage bag Small/100	pack	2	
Toilet bowl brush	Toilet Bowl brush, Big	pcs	6	

	Scouring pad	Scouring pad	pcs	10	
	All purpose cleaner	All purpose cleaner Gal	galon	12	
	Glass cleaner	Glass Cleaner	galon	2	
	Fabric conditioner	Fabric conditioner	galon	10	
	Soft broom	Native Soft broom	pcs	10	
	Stick broom	Stick Coconut midrib broom	pcs	5	
	Mop	Complete set, wooden	pcs	8	
	Liquid handsoap	Liquid handsoap	gal	10	
	Doormat	doormat, big	pcs	10	
	Doormat	doormat, big	pcs	10	
	Doormat	Rubberized doormat, big	pcs	5	
	Doormat	Rubberized doormat, small	pcs	5	
	Bleaching Solution	Bleaching Solution	galon	10	
	Dustpan	Dustpan	pcs	8	
	Muriatic Acid	Muriatic Acid	bot	15	
	Trash can	Plastic (small) with cover	pcs	30	
	Rubber Gloves	Industrial Latex	pair	12	
	GRAND TOTAL				

NAME OF BIDDER: _____

SIGNATURE: _____

ADDRESS: _____