Philippine Ports Authority
PMO-Masbate
Brgy. Bapor, Port Area, Masbate City

DATE _____

SUPPLY AND DELIVERY OF COMMONLY USED OFFICE SUPPLIES

BILL OF QUANTITIES					
	GENERAL DESCRIPTION	**QUANTITY**	**UNIT**	**UNIT COST**	**BID AMOUNT**
A. Routine					
	Ballpen (black), good quality	200	piece		
	Ballpen (red), good quality	30	piece		
	Ballpen (blue), good quality	250	piece		
	Signpen black .05, good quality	120	piece		
	Signpen blue .05, good quality	60	piece		
	Sign Pen, .Black,07, good quality	120	piece		
	Sign Pen, blue, .07, good quality	50	piece		
	Battery, AA, heavy duty, Alkaline,4's	20	pack		
	Battery, AAA, heavy duty, 4's	20	pack		
	Clip binder/double, large, 32mm	30	box		
	Paper Clip, vinyl coated, small	50	box		
	Paper Clip, vinyl coated, jumbo	50	box		
	Clipboard, short	12	piece		
	Correction Tape, roller type	50	piece		
	Brown Envelope, long	120	piece		
	Brown Envelope, A4	200	piece		
	Expanding Envelope, colored	150	piece		
	Expanding Envelope, brown	200	piece		
	Philippine flag, Standard	40	piece		
	Expanding Folder, w/out Tab (green)	500	piece		
	Tagboard Folder, long	500	piece		
	Tagboard Folder, A4	500	piece		
	Folder with Clear window, Long	50	piece		
	Archive Creative File Long, legal size, 3 inches thcikness, Royal Blue, Chipboard, Taglia Lock, vertical (black)	40	piece		
	130 ml, heavy duty glue	20	piece		
	Paper Paste, big	10	bottle		
	Marker flourescent, green	50	piece		
	Marker flourescent, yellow	50	piece		
	Marker flourescent, orange	50	piece		
	Marker permanent, black fine	50	piece		
	Marker permanent, fine, blue	50	piece		

	Marker permanent, fine, red	50	piece		
	whiteboard Marker, black	10	piece		
	whiteboard Marker, blue	5	piece		
	whiteboard Marker, red	5	piece		
	steno notebook, 40s	50	piece		
	A3 book paper sub 20, Hardcopy	10	ream		
	A4 bond paper sub 24, hardcopy	50	ream		
	Long bond paper sub 24, hardcopy	40	ream		
	Sticker Paper, matte, 10s	20	pack		
	Manila paper	50	piece		
	PAPER FASTENER LONG FL-7085, SIZE: 70mm x 8 1/2 inches, 50sets/box, assorted color	50	box		
	Pencil Mongol No. 2, lead w/eraser: HB	30	box		
	Photo Paper A4	20	pack		
	Plastic Twine,Straw	10	roll		
	Post-it Note 3 x 3	120	pad		
	Post-it Note 2 x 2	120	pad		
	Post-it Strip 2 x 3	120	pad		
	Post-it Strip 2 x 3 sign here	120	pad		
	Push Pin/Cork Board Pin (50s), flat head type, assorted color	23	box		
	PVC Cover, A4, 300 microns	2	box		
	PVC Cover, Long, 300 microns	2	box		
	Rubber Band small	30	box		
	Rubber Band big	20	box		
	Stamp Pad, #2	10	piece		
	Stamp Pad Ink Violet (30ml)	30	bottle		
	Stamp Pad Ink Black (30ml)	30	bottle		
	Stamp Pad Ink Blue (30ml)	30	bottle		
	Staplewire No. 35	42	box		
	double-sided tape, 1"	10	roll		
	Masking Tape 1"	20	roll		
	Masking Tape 2"	20	roll		
	Packaging Tape 2" x 100m	24	roll		
	Transparent 1"	20	roll		
	Transparent 2"	20	roll		
B. Computer Supplies					
	Epson 644, black	45	cart		
	Epson 644, cyan	20	cart		
	Epson 644, magenta	20	cart		
	Epson 644, yellow	20	cart		
	Epson L1690 Ink, Black	25	bot		
	Epson L1690 Ink, Cyan	25	bot		

	Epson L1690 Ink, Magenta	25	bot		
	Epson L1690 Ink, Yellow	25	bot		
	Epson L3210 Ink, Black	100	bot		
	Epson L3210 Ink, Cyan	86	bot		
	Epson L3210 Ink, Magenta	86	bot		
	Epson L3210 Ink, Yellow	86	bot		
	EPSON L5290 Ink, 003, Black	100	bot		
	EPSON L5290 Ink, 003, Cyan	86	bot		
	EPSON L5290 Ink, 003, Magenta	86	bot		
	EPSON L5290 Ink, 003, Yellow	86	bot		
	Ribbon Cartridge, Epson LQ680 (Pro)	34	cart		
	Maintenance Box for EPSON L6190	1	piece		
	RJ 45	100	piece		
	UTP cable, Cat 6	100	meter		
	Duct Tape 2"	20	roll		
	Sharp AR-6023NV	5	cart		
	Iwata Time Stamp RIbbon	2	cart		
TOTAL BID AMOUNT IN FIGURES:				**Php**	
TOTAL BID AMOUNT IN WORDS:					

Name and Signature of Bidder: _____

Address: _____

Telephone No.: _____