

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. REGULAR					
	Ballpen (black)	340	piece		
	Ballpen (red)	20	piece		
	Ballpen (blue)	238	piece		
	Battery, AA, heavy duty	114	piece		
	Battery, AAA, heavy duty	108	piece		
	Battery, AA, heavy duty, Rechargeable	6	piece		
	Carbon Paper 100s (blue)	1	box		
	Clip binder/double, small, 19mm	43	piece		
	Clip binder/double, medium, 25mm	156	piece		
	Clip binder/double, large, 32mm	96	piece		
	Paper Clip, vinyl coated, small	57	box		
	Paper Clip, vinyl coated, jumbo	69	box		
	Bull Dog Clip, 3"	70	piece		
	Clipboard, A4	45	piece		
	Clipboard, Long	45	piece		
	Correction Tape, roller type	123	piece		
	Data File Box, blue, 5 inches	10	piece		
	Data File Box, green, 6 Inches	186	piece		
	Data File Box with cover	63	piece		
	Brown Envelope, long	465	piece		
	Brown Envelope, A4	365	piece		
	Expanding Envelope, colored	160	piece		
	Expanding Envelope, brown, L	245	piece		
	Mailing Envelope, Long	1	box		
	Rubber eraser, High Quality	31	piece		
	Philippine flag	10	piece		
	Loose Leaf Folder	145	piece		
	Expanding Folder, w/out Tab (green)	350	piece		
	Folder with tab, long	500	piece		
	Folder with tab, A4	175	piece		
	Folder with Clear window, long,	20	piece		
	Archive Creative File Long, vertical (black)	10	piece		
	Archive Creative File Long, vertical (blue)	40	piece		
	130 ml, heavy duty glue	39	piece		
	Paper Paste, big	17	piece		
	Plastic ID Holder	33	piece		
	Laminating film A4	3	piece		

	Laminating film Long	2	box		
	Laminating film ID Size	1	box		
	Record Book 150 pages	27	piece		
	Record Book 500 pages	35	piece		
	Record Book 300 pages	46	piece		
	Cash Book	8	piece		
	Marker flourescent, green	33	piece		
	Marker flourescent, yellow	33	piece		
	Marker flourescent, orange	33	piece		
	Marker permanent, black	30	piece		
	Marker permanent, blue	32	piece		
	Marker permanent, red	32	piece		
	whiteboard Marker , black	18	piece		
	whiteboard Marker, blue	18	piece		
	whiteboard Marker, red	8	piece		
	Marker Pen fine, black, .07/.05	18	piece		
	Maintenance Box for EPSON L6190	2	piece		
	steno notebook, 40s	47	piece		
	Multi-colored Paper, Long, S28, 90gsm	24	ream		
	Multi-colored Paper, A4, S28, 90gsm	22	ream		
	A3 book paper sub 20, Hardcopy	4	ream		
	A4 bond paper sub 20, Hardcopy	180	ream		
B. COMPUTER SUPPLIES					
	Epson 001, L6190 Ink, Black 127 ml	12	bot		
	Epson 001, L6190 Ink, Cyan 70 ml	6	bot		
	Epson 001, L6190 Ink, Magenta 70ml	6	bot		
	Epson 001, L6190 Ink, Yellow 70ml	6	bot		
	Epson 003, L3210 Ink, Black 127 ml	50	bot		
	Epson 003, L3210 Ink, Cyan 70 ml	26	bot		
	Epson 003, L3210 Ink, Magenta 70ml	26	bot		
	Epson 003, L3210 Ink, Yellow 70ml	26	bot		
	Epson 644, black, 70ML	72	bot		
	Epson 644, cyan, 70ML	33	bot		
	Epson 644, magenta, 70ML	33	bot		
	Epson 644, yellow, 70ML	33	bot		
	Epson LQ310 Ribbon	80	cart		
TOTAL BID AMOUNT IN FIGURES:				Php	
TOTAL BID AMOUNT IN WORDS:					

Name and Signature of Bidder: _____

Address: _____

Telephone No.: _____