

## REQUEST FOR QUOTATION (RFQ)

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee (PMOB-BAC), will undertake **procurement of various ordinary or regular office supplies and equipment not available in the Department of Budget and Management-Procurement Service (DBM-PS) for use of PMO Batangas including TMOs and Commission on Audit (COA) through Shopping** in accordance with **Section 52.1(b) of the 2016 Revised IRR of RA 9184**. The details of the project are the following:
  - a. Name of Project : **Supply/Delivery of Various Ordinary or Regular Office Supplies and Equipment not available in the DBM-PS for use of PMO Batangas including TMOs and Commission on Audit (COA)**
  - b. Reference No. : **BAC-BGS-002I-2023 & BAC-BGS-009J-2023**
  - c. Approved Budget : **Php 583,305.00**  
for the Contract (ABC)
  - d. Source of Fund : **PPA Corporate Funds**
  - e. Item Description : **Please see attached Technical Specifications for Paper (Item Nos. 34-35) and Record Book (Item Nos. 43-44)**

Item No.	Qty.	Unit	Items and Specifications	Cost	
				Unit	Total
1	50	pc	Arch Lever File (Legal), H-35 cm; W-28.5 cm; Thickness -8 cm (Vertical) (25-blue) (25-red)	128.00	6,400.00
2	17	pc	Arch Lever File (Legal), H-24 cm; W-39.5 cm; Thickness -8.5 cm (Horizontal) (Blue)	134.00	2,278.00
3	15	box	Ballpen, Black, retractable (12 pcs per box)	76.00	1,140.00
4	13	box	Ballpen, Blue, retractable (12 pcs per box)	76.00	988.00
5	24	pack	Battery, AAA, 2 pcs. per blister pack	85.00	2,040.00
6	26	pack	Battery, AA, 2 pcs. per blister pack	65.00	1,690.00
7	100	pc	Box, Peerless (Original) 24"x15"x11"	160.00	16,000.00
8	9	box	Clip, Backfold, 19 mm (3/4") 12 pieces per box	15.00	135.00
9	16	box	Clip, Backfold, 25 mm 12 pieces per box	24.00	384.00
10	21	box	Clip, Backfold, 32 mm (1 1/4") 12 pieces per box	36.00	756.00
11	9	box	Clip, Backfold, 41 mm 12 pieces per box	75.00	675.00
12	18	box	Clip, Backfold, 51 mm 12 pieces per box	87.00	1,566.00
13	30	pc	Correction Tape	26.00	780.00
14	2	box	Envelope White long Mailing 500's	382.00	764.00

15	32	box	Fastener, Plastic 70 mm between prongs, 50 sets per box	43.00	1,376.00
16	8	box	Fastener, Metal 70 mm between prongs, 50 sets per box	52.00	416.00
17	2	box	Fastener, Plastic Long	141.50	283.00
18	6	pc	Eraser, Pencil	40.00	240.00
19	1	pack	Folder, Tagboard for A4 size Size documents, 100 pcs /pack	570.00	570.00
20	2	pack	Folder, Pressboard Expandable (Long), 100 pcs/pack (green)	1,683.00	3,366.00
21	32	btl	Glue, 130g. Multi purpose glue	63.00	2,016.00
22	7	pack	Index Tab (Yellow)	136.00	952.00
23	7	cart.	Inked Ribbon Cartridge (Color: Black), for Time Stamping Machine Winner ETP-20 (Original)	1,875.00	13,125.00
24	5	pc	Marker, permanent, bullet type, point: medium. Red	40.00	200.00
25	2	pc	Marker, permanent, bullet type, point: medium, black	40.00	80.00
26	32	pc	Marker, permanent, broad type, point: medium, black	40.00	1,280.00
27	6	pc	Marker, permanent, broad type, point: medium, blue	40.00	240.00
28	13	pc	Marker, Whiteboard Black	50.00	650.00
29	5	pc	Marker , Whiteboard blue	50.00	250.00
30	17	set	Marker Fluorescent, Orange, Green, Yellow (3 colors per set)	80.00	1,360.00
31	18	pad	Note Pad Stick On 2 x 3, 100 sheets per pad	19.00	342.00
32	12	pad	Note Pad Stick On 3 x 3, 100 sheets per pad	23.00	276.00
33	20	pad	Note Pad Stick On 3 x4, 100 sheets per pad	35.00	700.00
34	111	ream	Paper, (Multi Copy) Legal, 216mm x 330mm, 80gsm subs 24 (Please see attached Green Procurement Specifications)	268.00	29,748.00
35	140	ream	Paper, (Multi Copy) A4, 210mm x 297mm, 80gsm subs 24 (Please see attached Green Procurement Specifications)	235.00	32,900.00
36	30	ream	Paper, Multi Purpose 70 gsm, size: 216mm x330mm (Legal)	233.00	6,990.00
37	30	ream	Paper, Multi Purpose, 70 gsm size: 210 mm x 297 mm., A4	205.00	6,150.00
38	20	box	Paper Clip, 33 mm, 100 pieces per box or 52 grams	15.00	300.00
39	24	box	Pencil # 2 (12's)	105.00	2,520.00
40	10	roll	Plastic Twine (approximately 1 kg)	88.00	880.00
41	3	pack	Push Pin	41.00	123.00
42	1	pack	PVC Binding Film, Legal Size (217x331 mm), 100 sheets	620.00	620.00



43	18	pc	Record Book , 300 pages, size: 214mm X 278mm min. (Please see attached Green Procurement Specifications)	204.00	3,672.00
44	44	pc	Record Book , 500 pages, size: 214mm X 278mm min. (Please see attached Green Procurement Specifications)	230.00	10,120.00
45	3	box	Roller Ball Pen, Black, Retractable Gel Ink, Rollerball 0.7mm (12 pcs per box)	1,075.00	3,225.00
46	14	box	Rubber Band, 70mm, min lay flat length (#18), 350 grams	232.00	3,248.00
47	4	box	Rubber Band, Small # 16, 350 grams	217.00	868.00
48	23	box	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip (12 pcs per box)	268.00	6,164.00
49	21	box	Sign Pen, Black, liquid/gel ink, 0.7mm needle tip (12 pcs per box)	293.00	6,153.00
50	6	box	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip (12 pcs per box)	268.00	1,608.00
51	13	box	Sign Pen, Blue, liquid/gel ink, 0.7mm needle tip (12 pcs per box)	286.00	3,718.00
52	8	btls	Stamp Pad Ink (Black), 60 ml	39.00	312.00
53	1	pc	Stamp Pad, Felt bed dimension: 60 mm x 100 mm	64.00	64.00
54	62	box	Staple Wire, Standard (leg length 6mm) 5000 staples per box	59.00	3,658.00
55	8	pack	Sticker Paper A4 Matt (1 x 10)	48.00	384.00
56	10	roll	Tape, Double Sided , 1/2 inch x 25 yards, transparent	18.00	180.00
57	24	roll	Tape, Masking, Width: 48mm, Usable Length: 50 meters	90.00	2,160.00
58	19	roll	Tape, Packaging, Width: 48mm, Usable Length: 50 meters	38.00	722.00
59	41	roll	Tape, Transparent, Width: 24mm, Usable Length: 50 meters	20.00	820.00
60	8	roll	Tape, Transparent, Width: 48mm, Usable Length: 50 meters	38.00	304.00
61	10	roll	Thermal Paper	110.00	1,100.00
62	20	pc	Long Clipboard Portfolio w/ Spring Clamp Single/Double Strong Clip File Folder Report Cover 35*23 cm (Black)	225.00	4,500.00
63	11	pack	Paper, Specialty Board Color: White, Size: 8 1/2 x 13, 220 GSM	51.00	561.00
64	10	pack	Paper, Laid , Color: White, Size 8 1/2 x 13 , 100 GSM	95.00	950.00
65	24	pc	DVD, Recordable 700mb/80min with case	90.00	2,160.00
66	8	cart	Drum Cartridge, HP Laserjet Imaging Drum 19A CF219A (Original)	2,950.00	23,600.00
67	18	cart	Ink Cartridge, Brother MFC-J3930DW, LC3619XL (Black) (Original)	2,258.00	40,644.00
68	10	cart	Ink Cartridge, Brother MFC-J3930DW, LC3619XL-C (Cyan) (Original)	1,587.00	15,870.00
69	10	cart	Ink Cartridge, Brother MFC-J3930DW, LC3619XL-M (Magenta) (Original)	1,587.00	15,870.00

70	10	cart	Ink Cartridge, Brother MFC-J3930DW, LC3619XL-Y (Yellow) (Original)	1,587.00	15,870.00
71	6	cart	Ink Cartridge, HP 680 Black (Original)	610.00	3,660.00
72	4	cart	Ink Cartridge, HP 680 (Colored) (Original)	610.00	2,440.00
73	7	cart	Ink Cartridge, HP CB435A (Original)	3,200.00	22,400.00
74	3	cart	Ink Cartridge, HP C285A (HP 85A) (Original)	4,650.00	13,950.00
75	20	cart	Ink, Epson 003 (Black) (Original)	313.00	6,260.00
76	15	cart	Ink, Epson 003 (Cyan) (Original)	313.00	4,695.00
77	15	cart	Ink, Epson 003 (Magenta) (Original)	313.00	4,695.00
78	15	cart	Ink, Epson 003 (Yellow) (Original)	313.00	4,695.00
79	5	cart	Ribbon Cartridge, for Epson LQ 2190 (Original)	1,056.00	5,280.00
80	20	cart	Ribbon Cartridge, for Epson LX-310 (Original)	185.00	3,700.00
81	20	cart	Ribbon Cartridge, for Epson LQ-310 (Original)	215.00	4,300.00
82	2	cart	Ribbon Cartridge, for Oki Microline Dotmatrix 5721/5791 (Original)	4,278.00	8,556.00
83	3	cart	Toner Cartridge, HP 103AD (Original)	1,950.00	5,850.00
84	3	drum	Imaging Drum HP 104A (Original)	4,862.00	14,586.00
85	9	cart	Toner Cartridge, Samsung MLT-203L (Original)	2,800.00	25,200.00
86	1	cart	Toner Cartridge, HP 49A (Original)	3,500.00	3,500.00
87	6	cart	Toner Cartridge, HP CF217A (HP 17A) (Original)	4,315.00	25,890.00
88	10	cart	Toner Cartridge, Pantum P2500W-(PC-210) (Original)	4,150.00	41,500.00
89	7	cart	Toner Cartridge TN 2360 (for Brother DCP-L2540DW Printer) (Original)	2,345.00	16,415.00
90	4	drum	Drum DR 2355 (for Brother DCP -L2540DW Printer) (Original)	2,995.00	11,980.00
91	2	box	Ballpen, Red, retractable (12 pcs per box)	76.00	152.00
92	20	pc	Folder, Short Morocco, Green Sliding Paper	14.00	280.00
93	1	pc	Cork Board 24"x36	988.00	988.00
94	2	pc	16 GB USB Flash Drive	317.00	634.00
95	8	pc	Personalized signature stamp, 2.7 x 1.1 cm	525.00	4,200.00
96	1	pc	Desk Tray, 2 layers	358.00	358.00
97	6	pc	External Hard Drive (1 TB)	3,800.00	22,800.00
98	3	pc	Cutter, stainless steel, Dim: 6.2 x 1.4 x 0.7 inches, Blade Size: 18mm	232.00	696.00
99	4	unit	Pencil Sharpener, Manual hand crank operation with metal table mount, Large shaving bin and sharpens pencils	483.00	1,932.00



100	3	unit	Puncher, Paper, (Heavy Duty), with two hole guide, Diameter of Hole: 7mm (approx), Punching Capacity: 30 sheets of 70gsm Multipurpose Paper	228.00	684.00
101	1	pc	Ruler, Stainless 24 inch	161.00	161.00
102	1	pc	Ruler, Stainless 12 inch	111.00	111.00
103	2	pc	Ruler , metal , size 12 inch	108.00	216.00
104	7	pc	Scissors, length: 6.5 inches, made from HQ Stainless Steel	155.00	1,085.00
105	15	unit	Stapler with remover , HD50-R	428.00	6,420.00
106	2	pc	Stapler Remover (Heavy Duty), Metal, Plier Type	71.00	142.00
107	3	unit	Tape Dispenser, Table Top, Heavy Duty, Non-skid full rubber base, Holds rolls up to 24mm wide on 75 mm core	280.00	840.00
<b>Total Amount (in Php)</b>					<b>583,305.00</b>

Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.

f. Delivery Site : **PPA Administration Building, Port Access Road, Calicanto, Batangas City**

g. Delivery Period : Within **SEVEN (7)** days upon receipt of a written Notice to Proceed. Administrative penalties pursuant to Sec. 69 of the 2016 Revised IRR of R.A. 9184 shall be imposed for non-delivery without reason.

- Addition to the above-mentioned required documents, interested supplier must submit a Certificate of Green Procurement for Item Nos. 34, 35, 43 and 44. Non-submission shall be a ground for disqualification for Item Nos. 34, 35, 43 and 44.
- The duly accomplished **Price Quotation Form (Annex "A")** together with the **CERTIFIED TRUE COPY** of the following documents: a) Valid Mayor's / Business permit; and b) Valid PhilGEPS Registration / Registration Number, shall be submitted in a sealed envelope by mail, courier or hand carried to the PMOB-BAC on or before **9:00 a.m. of 19 December 2023** at the **Legal Unit, 6/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

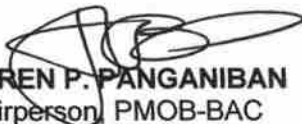
**COMPANY:** (Indicate the name of the Company)  
**NAME OF PROJECT:** (Indicate the name of the Project)

**JEFREN P. PANGANIBAN**  
Chairperson, PMOB-BAC  
Philippine Ports Authority  
Port Management Office of Batangas  
PPA Administration Building,  
Port Access Road, Calicanto,  
Batangas City 4200

Failure to comply with the instructions and to submit the required documents shall be ground for disqualification.

- Prospective bidder shall be a duly licensed Filipino citizens/sole proprietorship; partnerships, organizations, cooperatives duly organized under laws of the Philippines or a joint venture with at least sixty percent (60%) interest or outstanding capital stock belongs to Filipino Business partner.*

4. All quotations shall be inclusive of the applicable Value Added Tax (VAT) and shall be valid for a period of ninety (90) calendar days from the deadline of submission of quotations
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative/s.
6. The project shall be awarded to the winning supplier determined to be the Single or Lowest Calculated and Responsive Quotation.
7. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. The PPA may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.
8. A warranty security shall be required from the winning bidder for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring entity of the delivered supplies. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period. Provided, however, that the supplies delivered are free from patent and latent defects.
9. The contractor/service provider must have a functional OSH policy and program as provided in pertinent rules and regulations.
10. For the information, you may contact **Genesis Arn A Bool**, Head, BAC Secretariat at Telephone No. **(043) 723-7214**.

  
**JEFREN P. PANGANIBAN**  
Chairperson, PMOB-BAC



## **SCOPE**

---

Copying paper for multi-purpose use. This encompasses unprinted paper for writing, printing and copying purposes sold in sheets or reels.

## **THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH**

---

The key environmental impacts of multicolor paper are:

- Forest destruction and potential loss of biodiversity related to the pulp production;
- Energy and water consumption during production of multicolor paper;
- Harmful emissions to air and water during pulp and paper production;
- Chemical consumption during production;
- Waste generation and packaging.

The GPP approach should cover therefore:

- Purchase products with a low energy and resource use during processing;
- Purchase products which avoid harmful substances in paper production and bleaching;
- Purchase products with high recycled content;
- Purchase products from legally and sustainably harvested wood.

## **PRODUCT SPECIFICATIONS**

---

- The supplier shall supply products which are made out of raw materials from at least 50% recycled fibre.
- The supplier shall supply paper which is at least Elementary Chlorine Free (ECF).
- Any paper wrapping and carton box packing must be made from 100% recycled fibre.

### Future criteria (1.1.2019):

- Recycled fibre must contain not less than 10% post-consumer fibre.
- The supplier shall supply paper which is Totally Chlorine Free (TCF).

Post-consumer recycled fibres may come from consumers, offices, printing houses, bookbinders or similar. Fibres from paper mill broke shall not be considered recycled fibres. Recycled paper fibres include both post-consumer recycled fibres and pre-consumer recycled fibres from paper mills, also known as broke.

### Justification:

Paper production from recycled paper is far less environmentally damaging. It avoids destruction of natural forests, reduces water consumption, energy consumption (between 40% and 64%) as well as emissions of chemical substances to the air (74%) and to the water (35%).

Recycling quotas adapted to local market.

Conventional bleaching using elemental chlorine produces and releases into the environment large amounts of chlorinated organic compounds, including chlorinated dioxins. Dioxins are highly toxic, and health effects on humans include reproductive, developmental, immune and hormonal problems. The

use of elemental chlorine in the delignification process has been substantially reduced and replaced with ECF (Elemental Chlorine Free) and TCF (Totally Chlorine Free) bleaching processes. ECF bleaching can substantially reduce but not fully eliminate chlorinated organic compounds, including dioxins, from effluent.

## **EVIDENCE**

---

The supplier must provide evidence that these specifications are met. Especially concerning the origin of raw materials certification schemes or evidence of recycled materials must be provided. Any appropriate means of proof demonstrating that the criteria are met will be accepted, such as a technical dossier from the manufacturer or a test report from a recognised body showing compliance.

## **VERIFICATION**

---

High quality recycled paper may look identical to conventional paper. Be aware that especially on the Philippine market you are likely to encounter paper made from recycled fibre which neither has an official label nor a product mark indicating the recycled content.

Independent testing can be carried out by the Forest Product Research and Development Institute (c/o DOST). No tests for post-consumer content or TCF available so far. [Testing on ECF has yet to be clarified.]

## **REFERENCES**

---

New Zealand Ecolabelling Trust. 2015. License Criteria for Office Paper and Stationery.  
<http://www.environmentalchoice.org.nz/assets/Specifications/ec-26-15-office-paper-and-stationery-specification.pdf>

UNEP. 2010. Sustainable Procurement Guidelines. Stationery. Paper (general office use). Product Sheet.  
[http://www.unep.org/resourceefficiency/Portals/24147/scp/sun/facility/reduce/procurement/PDFs/UNSP\\_Product%20Sheet\\_Stationery\\_Paper\\_basic%20and%20advanced\\_all%20regions.pdf](http://www.unep.org/resourceefficiency/Portals/24147/scp/sun/facility/reduce/procurement/PDFs/UNSP_Product%20Sheet_Stationery_Paper_basic%20and%20advanced_all%20regions.pdf)

EPD. 2014. Paper for printing and photocopying.  
[http://www.epd.gov.hk/epd/english/how\\_help/green\\_procure/green\\_procure1.html](http://www.epd.gov.hk/epd/english/how_help/green_procure/green_procure1.html)

Department of Housing and Public Work (HPW). 2014. Procurement guidance: Sustainable procurement product guide – Office paper. State of Queensland.  
<http://www.hpw.qld.gov.au/SiteCollectionDocuments/ProductGuidePaper.pdf>



## **SCOPE**

---

Record books as stationery paper products.

## **THE KEY ENVIRONMENTAL IMPACT AND GPP APPROACH**

---

The key environmental impacts of record books are:

- Forest destruction and potential loss of biodiversity related to the pulp production;
- Energy and water consumption during production of toilet paper;
- Harmful emissions to air and water during pulp and paper production;
- Chemical consumption during production;
- Waste generation and packaging.

The GPP approach should cover therefore:

- Purchase products with a low energy and resource use during processing;
- Purchase products which avoid harmful substances in paper production and bleaching;
- Purchase products with high recycled content;
- Purchase products from legally and sustainably harvested wood.

## **PRODUCT SPECIFICATIONS**

---

- The supplier shall supply products which are made out of raw materials from at least 50% recycled fibre.
- The supplier shall supply paper which is at least Elementary Chlorine Free (ECF).
- Any paper wrapping and carton box packing must be made from 100% recycled fibre.

### Future criteria (1.1.2019):

- Recycled fibre must contain not less than 10 % post-consumer fibre.
- The supplier shall supply paper which is Totally Chlorine Free (TCF).

Post-consumer recycled fibres may come from consumers, offices, printing houses, bookbinders or similar. Fibres from paper mill broke shall not be considered recycled fibres.

Recycled paper fibres include both post-consumer recycled fibres and pre-consumer recycled fibres from paper mills, also known as broke.

### Justification:

Paper production from recycled paper is far less environmentally damaging. It avoids destruction of natural forests, reduces water consumption, energy consumption (between 40% and 64%) as well as emissions of chemical substances to the air (74%) and to the water (35%).

Recycling quotas adapted to local market.

Conventional bleaching using elemental chlorine produces and releases into the environment large amounts of chlorinated organic compounds, including chlorinated dioxins. Dioxins are highly toxic, and health effects on humans include reproductive, developmental, immune and hormonal problems. The use of elemental chlorine in the delignification process has been substantially reduced and replaced

with ECF (Elemental Chlorine Free) and TCF (Totally Chlorine Free) bleaching processes. ECF bleaching can substantially reduce but not fully eliminate chlorinated organic compounds, including dioxins, from effluent.

## **EVIDENCE**

---

The supplier must provide evidence that these specifications are met. Especially concerning the origin of raw materials certification schemes or evidence of recycled materials must be provided. Any other appropriate means of proof demonstrating that the criteria are met will be accepted, such as a technical dossier from the manufacturer or a test report from a recognised body showing compliance.

## **VERIFICATION**

---

High quality recycled paper may look identical to conventional paper. Be aware that especially on the Philippine market you are likely to encounter paper made from recycled fibre which neither has an official label nor a product mark indicating the recycled content.

Independent testing can be carried out by the Forest Product Research and Development Institute (c/o DOST). No tests for post-consumer content or TCF available so far. [Testing on ECF has yet to be clarified.]

## **REFERENCES**

---

New Zealand Ecolabelling Trust. 2015. License Criteria for Office Paper and Stationery. <http://www.environmentalchoice.org.nz/assets/Specifications/ec-26-15-office-paper-and-stationery-specification.pdf>

UNEP. 2010. Sustainable Procurement Guidelines. Stationery. Paper (general office use). Product Sheet. [http://www.unep.org/resourceefficiency/Portals/24147/scp/sun/facility/reduce/procurement/PDFs/UNSP\\_Product%20Sheet\\_Stationery\\_Paper%20consumables\\_basic%20and%20advanced\\_all%20regions.pdf](http://www.unep.org/resourceefficiency/Portals/24147/scp/sun/facility/reduce/procurement/PDFs/UNSP_Product%20Sheet_Stationery_Paper%20consumables_basic%20and%20advanced_all%20regions.pdf)



## Price Quotation Form

Date: \_\_\_\_\_

**JEFREN P. PANGANIBAN**

Chairperson, PMOB-BAC  
 Philippine Ports Authority  
 Port Management Office of Batangas  
 PPA Administration Building,  
 Port Access Road, Calicanto,  
 Batangas City 4200

Dear Mr. Panganiban,

We hereby submit our quotation for the procurement of the project, entitled: **Supply/Delivery of Various Ordinary or Regular Office Supplies and Equipment not available in the DBM-PS for use of PMO Batangas including TMOs and Commission on Audit (COA) to wit:**

Item No.	Qty.	Unit	Items and Specifications	Cost	
				Unit	Total
1	50	pc	Arch Lever File (Legal), H-35 cm; W-28.5 cm; Thickness -8 cm (Vertical) (25-blue) (25-red)		
2	17	pc	Arch Lever File (Legal), H-24 cm; W-39.5 cm; Thickness -8.5 cm (Horizontal) (Blue)		
3	15	box	Ballpen, Black, retractable (12 pcs per box)		
4	13	box	Ballpen, Blue, retractable (12 pcs per box)		
5	24	pack	Battery, AAA, 2 pcs. per blister pack		
6	26	pack	Battery, AA, 2 pcs. per blister pack		
7	100	pc	Box, Peerless (Original) 24"x15"x11"		
8	9	box	Clip, Backfold, 19 mm (3/4") 12 pieces per box		
9	16	box	Clip, Backfold, 25 mm 12 pieces per box		
10	21	box	Clip, Backfold, 32 mm (1 1/4") 12 pieces per box		
11	9	box	Clip, Backfold, 41 mm 12 pieces per box		
12	18	box	Clip, Backfold, 51 mm 12 pieces per box		
13	30	pc	Correction Tape		
14	2	box	Envelope White long Mailing 500's		
15	32	box	Fastener, Plastic 70 mm between prongs, 50 sets per box		
16	8	box	Fastener, Metal 70 mm between prongs, 50 sets per box		
17	2	box	Fastener, Plastic Long		
18	6	pc	Eraser, Pencil		
19	1	pack	Folder, Tagboard for A4 size Size documents, 100 pcs /pack		
20	2	pack	Folder, Pressboard Expandable (Long), 100 pcs/pack (green)		
21	32	btl	Glue, 130g. Multi purpose glue		
22	7	pack	Index Tab (Yellow)		
23	7	cart.	Inked Ribbon Cartridge (Color: Black), for Time Stamping Machine Winner ETP-20 (Original)		
24	5	pc	Marker, permanent, bullet type, point: medium. Red		

25	2	pc	Marker, permanent, bullet type, point: medium, black		
26	32	pc	Marker, permanent, broad type, point: medium, black		
27	6	pc	Marker, permanent, broad type, point: medium, blue		
28	13	pc	Marker, Whiteboard Black		
29	5	pc	Marker , Whiteboard blue		
30	17	set	Marker Fluorescent, Orange, Green, Yellow (3 colors per set)		
31	18	pad	Note Pad Stick On 2 x 3, 100 sheets per pad		
32	12	pad	Note Pad Stick On 3 x 3, 100 sheets per pad		
33	20	pad	Note Pad Stick On 3 x4, 100 sheets per pad		
34	111	ream	Paper, (Multi Copy) Legal, 216mm x 330mm, 80gsm subs 24 (Please see attached Green Procurement Specifications)		
35	140	ream	Paper, (Multi Copy) A4, 210mm x 297mm, 80gsm subs 24 (Please see attached Green Procurement Specifications)		
36	30	ream	Paper, Multi Purpose 70 gsm, size: 216mm x330mm (Legal)		
37	30	ream	Paper, Multi Purpose, 70 gsm size: 210 mm x 297 mm., A4		
38	20	box	Paper Clip, 33 mm, 100 pieces per box or 52 grams		
39	24	box	Pencil # 2 (12's)		
40	10	roll	Plastic Twine (approximately 1 kg)		
41	3	pack	Push Pin		
42	1	pack	PVC Binding Film, Legal Size (217x331 mm), 100 sheets		
43	18	pc	Record Book , 300 pages, size: 214mm X 278mm min. (Please see attached Green Procurement Specifications)		
44	44	pc	Record Book , 500 pages, size: 214mm X 278mm min. (Please see attached Green Procurement Specifications)		
45	3	box	Roller Ball Pen, Black, Retractable Gel Ink, Rollerball 0.7mm (12 pcs per box)		
46	14	box	Rubber Band, 70mm, min lay flat length (#18), 350 grams		
47	4	box	Rubber Band, Small # 16, 350 grams		
48	23	box	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip (12 pcs per box)		
49	21	box	Sign Pen, Black, liquid/gel ink, 0.7mm needle tip (12 pcs per box)		
50	6	box	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip (12 pcs per box)		
51	13	box	Sign Pen, Blue, liquid/gel ink, 0.7mm needle tip (12 pcs per box)		
52	8	btls	Stamp Pad Ink (Black), 60 ml		
53	1	pc	Stamp Pad, Felt bed dimension: 60 mm x 100 mm		
54	62	box	Staple Wire, Standard (leg length 6mm) 5000 staples per box		
55	8	pack	Sticker Paper A4 Matt (1 x 10)		
56	10	roll	Tape, Double Sided , 1/2 inch x 25 yards, transparent		
57	24	roll	Tape, Masking, Width: 48mm, Usable Length: 50 meters		



58	19	roll	Tape, Packaging, Width: 48mm, Usable Length: 50 meters		
59	41	roll	Tape, Transparent, Width: 24mm, Usable Length: 50 meters		
60	8	roll	Tape, Transparent, Width: 48mm, Usable Length: 50 meters		
61	10	roll	Thermal Paper		
62	20	pc	Long Clipboard Portfolio w/ Spring Clamp Single/Double Strong Clip File Folder Report Cover 35*23 cm (Black)		
63	11	pack	Paper, Specialty Board Color: White, Size: 8 1/2 x 13, 220 GSM		
64	10	pack	Paper, Laid , Color: White, Size 8 1/2 x 13 , 100 GSM		
65	24	pc	DVD, Recordable 700mb/80min with case		
66	8	cart	Drum Cartridge, HP Laserjet Imaging Drum 19A CF219A (Original)		
67	18	cart	Ink Cartridge, Brother MFC-J3930DW, LC3619XL (Black) (Original)		
68	10	cart	Ink Cartridge, Brother MFC-J3930DW, LC3619XL-C (Cyan) (Original)		
69	10	cart	Ink Cartridge, Brother MFC-J3930DW, LC3619XL-M (Magenta) (Original)		
70	10	cart	Ink Cartridge, Brother MFC-J3930DW, LC3619XL-Y (Yellow) (Original)		
71	6	cart	Ink Cartridge, HP 680 Black (Original)		
72	4	cart	Ink Cartridge, HP 680 (Colored) (Original)		
73	7	cart	Ink Cartridge, HP CB435A (Original)		
74	3	cart	Ink Cartridge, HP C285A (HP 85A) (Original)		
75	20	cart	Ink, Epson 003 (Black) (Original)		
76	15	cart	Ink, Epson 003 (Cyan) (Original)		
77	15	cart	Ink, Epson 003 (Magenta) (Original)		
78	15	cart	Ink, Epson 003 (Yellow) (Original)		
79	5	cart	Ribbon Cartridge, for Epson LQ 2190 (Original)		
80	20	cart	Ribbon Cartridge, for Epson LX-310 (Original)		
81	20	cart	Ribbon Cartridge, for Epson LQ-310 (Original)		
82	2	cart	Ribbon Cartridge, for Oki Microline Dotmatrix 5721/5791 (Original)		
83	3	cart	Toner Cartridge, HP 103AD (Original)		
84	3	drum	Imaging Drum HP 104A (Original)		
85	9	cart	Toner Cartridge, Samsung MLT-203L (Original)		
86	1	cart	Toner Cartridge, HP 49A (Original)		
87	6	cart	Toner Cartridge, HP CF217A (HP 17A) (Original)		
88	10	cart	Toner Cartridge, Pantum P2500W-(PC-210) (Original)		
89	7	cart	Toner Cartridge TN 2360 (for Brother DCP-L2540DW Printer) (Original)		
90	4	drum	Drum DR 2355 (for Brother DCP -L2540DW Printer) (Original)		
91	2	box	Ballpen, Red, retractable (12 pcs per box)		
92	20	pc	Folder, Short Morocco, Green Sliding Paper		
93	1	pc	Cork Board 24"x36		
94	2	pc	16 GB USB Flash Drive		
95	8	pc	Personalized signature stamp, 2.7 x 1.1 cm		
96	1	pc	Desk Tray, 2 layers		

97	6	pc	External Hard Drive (1 TB)			
98	3	pc	Cutter, stainless steel, Dim: 6.2 x 1.4 x 0.7 inches, Blade Size: 18mm			
99	4	unit	Pencil Sharpener, Manual hand crank operation with metal table mount, Large shaving bin and sharpens pencils			
100	3	unit	Puncher, Paper, (Heavy Duty), with two hole guide, Diameter of Hole: 7mm (approx), Punching Capacity: 30 sheets of 70gsm Multipurpose Paper			
101	1	pc	Ruler, Stainless 24 inch			
102	1	pc	Ruler, Stainless 12 inch			
103	2	pc	Ruler , metal , size 12 inch			
104	7	pc	Scissors, length: 6.5 inches, made from HQ Stainless Steel			
105	15	unit	Stapler with remover , HD50-R			
106	2	pc	Stapler Remover (Heavy Duty), Metal, Plier Type			
107	3	unit	Tape Dispenser, Table Top, Heavy Duty, Non-skid full rubber base, Holds rolls up to 24mm wide on 75 mm core			
<b>Total Amount (in Php)</b>						

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
*Name / Position / Signature of Authorized Representative Over Printed Name*

\_\_\_\_\_  
*Name of Company*

\_\_\_\_\_  
*Company Address*

\_\_\_\_\_  
*Contact Number*

\_\_\_\_\_  
*Email Address*