

**LIST OF ITEM FOR PROCUREMENT OF VARIOUS COMMON OFFICE SUPPLIES**

ITEM	QTY	UNIT	ITEM DESCRIPTION	TOTAL COST
<b>SUPPLY AND DELIVERY OF COMMON OFFICE SUPPLIES</b>				<b>1,109,153.12</b>
<b>A.</b>	<b>1</b>	<b>LOT</b>	<b>COMMON OFFICE SUPPLIES FOR OVPA</b>	<b>378,320.97</b>
1	741	pc	Ballpen, 0.5MM Ballpoint, (Black)	
2	387	pc	Ballpen, 0.5MM Ballpoint, (Blue)	
3	377	pc	Ballpen, 0.5MM Ballpoint, (Red)	
4	3	box	ballpen, black, 0.38, fine and smooth writing, gelpen	
5	8	pack	Battery dry cell, C, Heavy Duty or alkaline (2pcs/pack)	
6	8	pc	BATTERY, 9V size, alkaline	
7	3	box	CLIP, backfold, 1 1/4", black (1 doz/box)	
8	36	ream	Bond Paper, A3, 80 GSM	
9	48	ream	Bond Paper, Short size, 80 GSM	
10	30	roll	Book Tape, Black, 1 inch width x 8 yards	
11	3	unit	Calculator, scientific, 12 digits	
12	50	pc	Card Holder,clear,length 3.50"width 2.40	
13	20	pc	Cartolina, Beige/Cream	
14	10	pc	Cartolina, Dark Blue	
15	10	pc	Cartolina, Dark Green	
16	10	pc	Cartolina, Light blue	
17	10	pc	Cartolina, Light Green	
18	10	pc	Cartolina, Pink	
19	10	pc	Cartolina, Red	
20	10	pc	Cartolina, White	
21	10	pc	Cartolina, Yellow	
22	25	pc	CD-RW (Rewritable 7900MB/80MB min. capacity, 80 mins. Recording time, 4x-10x min speed)	
23	10	pc	Certificate frame with glass cover, size 10.2"x12.2"	
24	141	pc	Certificate Holder (8.5x11) without frame	
25	10	pc	Certificate Holder for Certificate/Diplomas citations of sizes up to 216mmx279mm (CH-3) Landsacpe orientation (8.50"x11.00") color black	
26	15	pc	Certificate Holder for Certificate/Diplomas citations of sizes up to 216mmx330mm (CH-2) Landsacpe orientation (8.50"x13.00") color black	
27	15	pc	Certificate Holder for Certificate/Diplomas citations of sizes up to parchment paper 229mmx305mm(CH-1) Landscape orientation(9"x12.00") color black	
28	15	pc	Certificate Holder, A4	
29	3	pc	Certificate Holder, frame, 8.5" x 11"	
30	3	pc	Certificate Holder, frame, 8.5" x 13"	
31	35	pc	Certificate Holder, plastic, 8.5" x 11"	
32	15	pc	Cetificate, Holder, plastic, 8.5 x 13"	

ITEM	QTY	UNIT	ITEM DESCRIPTION	TOTAL COST
33	20	box	CHALK, colored, dustless, 12 pc/box	
34	11	box	Chalk, White, Dustless, 100pc/box	
35	11	ream	Colored Assorted Paper, 250's, 8.5" x 11"	
36	10	ream	Colored Copy Paper, yellow, fine surface 8.5"x13";80gsm	
37	18	ream	Colored Paper, 80 GSM, Letter size, Blue	
38	18	ream	Colored Paper, 80 GSM, Letter size, Green	
39	18	ream	Colored Paper, 80 GSM, Letter size, Pink	
40	18	ream	Colored Paper, 80 GSM, Letter size, Yellow	
41	1	pack	COLORED PAPER, light red, 8.5" X 13", 80 GSM, 250's	
42	46	pc	Cork Sheet, 1/6 in. x 18 in. x 24 in.	
43	5	box	Crayons, 16 pc, durable	
44	3	pc	Desk file Organizer for Document Paper tray, four layer (plastic or metal)	
45	114	roll	Double Sided Tape, with foam, 1"	
46	154	roll	Double Sided Tape, without foam, 1"	
47	20	roll	Double Sided Tape, without foam, 1/2"	
48	10	roll	Duct Tape Green 2"	
49	5	roll	BINDING TAPE, black, 1"	
50	5	roll	BINDING TAPE, black, 2"	
51	3	box	Envelope, Mailing, White, 70 gsm (-5%) (size)	
52	1	box	Envelope, documentary, A4 size	
53	1500	pc	Envelope, Legal size for mailing, white #10	
54	5	pc	Envelope, plastic, accordion, legal	
55	10	box	Fastener, Plastic, 50 set/box	
56	123	box	Fastener, Plastic, 70mm between prongs	
57	1	pack	Felt paper (A4 or legal size)	
58	15	piece	FILE BOX, back end open	
59	350	pc	File magazine box, legal	
60	8	pack	FOLDER, clear plastic, (without slide) A4	
61	20	pack	FOLDER, clear, legal L-type (without slide), long	
62	44	piece	Folder, Clear, L-type, Long	
63	5	ream	Folder, Kraft, Legal size, 100/box, brown4	
64	3	piece	GLUE GUN, medium size	
65	20	piece	GLUE STICK, medium	
66	12	pc	HIGHLIGHTER, (6 pink, 6 green)	
67	30	pc	HIGHLIGHTER, Green	
68	30	pc	HIGHLIGHTER, Pink	
69	30	box	Index Tab, Clear, 5 sets/box	
70	2	roll	Laminating Film, 9" x 100m, 125 microns	
71	1	roll	Laminating Film, 9" x 50m, 250 microns	
72	150	set	Lever Arch File Folder, legal, 3", black with ring binder and metal finger pull	
73	355	pc	Manila Paper	
74	36	pc	Marker, permanent, black, broad	
75	10	pc	Marker, Whiteboard, bullet type, blue	
76	10	pc	Marker, Whiteboard, bullet type, red	
77	10	piece	MARKER,permanent, broad, refillable, black	

ITEM	QTY	UNIT	ITEM DESCRIPTION	TOTAL COST
78	10	piece	MARKER,white board, broad, refillable, black	
79	5	pack	MORROCO PAPER, pre-cut, blue, 13"x8.5", 10 pc/pack	
80	5	pack	MORROCO PAPER, pre-cut, green, 13"x8.5", 10 pc/pack	
81	8	pc	Multi-purpose Glue, glue-all, dries strong safe, non-toxic, dries clear	
82	118	pad	Note Pad, Stick On (3" x 4")	
83	21	box	Paper Clip, Gem Type, Jumbo, 32 mm, 100s/box	
84	45	pc	Paper Clip, Gem Type, Jumbo, 32 mm, 100s/box	
85	1	box	Paper Clip, Gem Type, Jumbo, 48 mm, 100s/box	
86	45	pc	Paper Clip, Gem Type, Jumbo, 48 mm, 100s/box	
87	60	ream	Paper, multicolor, Legal, 80 GSM, Laser printing compatible, 8.5" x 14"	
88	3	ream	Parchment Paper for Diploma, 8.5x14, 80gsm	
89	10	pack	Parchment paper, 100gsm, A4, cream, 100 sheets	
90	33	pack	Photopaper, High Quality 20s/pack (glossy)	
91	35	piece	PICTURE FRAME, for 8.5x11 paper, plain black border w/ holder	
92	1	roll	Plactic cover (gauge 10"	
93	1	roll	PLASTIC COVER, 2.6 gauge, 50 meters	
94	2	rolls	Plastic Cover, thick, gauge 4, magnetic	
95	6	pc	PROMENER,paper,heavy duty. punch up to 40 sheets (80gsm),with two hole guide; hole distance 80mm, handle lock and one side gauge	
96	68	case	Push Pin, Flat Head Type, colored (100's)	
97	4	pack	PVC Book Binding Cover, A4 size, clear, 200 micron thickness, 100 pc/pack	
98	10	box	PVC Acetate (Transparent, size 8.5 x 13"), clear, 200 micron thicknes, 100 pc/pack	
99	2	pc	Ribbon, nylon, for manual typewriter	
100	39	bundle	Ring Binder, Plastic, 1 1/2", Black, 80 Rings, 10 pcs/bundle	
101	40	bundle	Ring Binder, Plastic, 1", 80 rings 10pcs/bundle	
102	15	piece	Ring Binder, Plastic, 1", 80 rings	
103	10	piece	Ring Binder, Plastic, 2", 80 Rings	
104	39	bundle	Ring Binder, Plastic, 2", 80 Rings, 10 pcs/bundle	
105	15	piece	RING BINDER, plastic, black, 80 rings, 1 1/2"	
106	10	piece	RING BINDER, plastic, black, 80 rings, 1/2"	
107	1	bundle	Ring Binder, Plastic, spines, 1", 80 Rings 10pcs/bundle	
108	1	bundle	Ring Binder, Plastic, spines, 1/2", 80 Rings 10pcs/bundle	
109	1	bundle	Ring Binder, Plastic, spines, 1/4", 80 Rings 10pcs/bundle	
110	1	bundle	Ring Binder, Plastic, spines, 3/4", 80 Rings 10pcs/bundle	
111	10	box	Rubber Band #16, 50 grams/box	
112	2	pc	Scissor w/ Stainless blade (200mm, 8", soft grip handle)	
113	10	piece	SCISSORS, ergonomic handles, stainless steel, 8 inches, curved tip for safety	
114	20	box	Sign Pen, liquid gel, 0.5 needle tip, 12/pc box, black,	
115	15	pack	Specialty Board Paper (assorted color),8"x11", 12pc/pack	

ITEM	QTY	UNIT	ITEM DESCRIPTION	TOTAL COST
116	9	ream	Specialty Paper, A4, 220gsm, pale cream, 500 pc/ream	
117	5	pack	Specialty Paper, A4, 80 gsm white 10pc/pack, cream	
118	10	pack	Specialty paper, legal, 220 gsm, 100 sheets/pack, cream	
119	7	ream	Specialty Paper, Legal, 80gsm, 500 pc/ream, cream	
120	35	pack	Specialty Paper, Legal, 80gsm, 10 pc/pack, cream	
121	11	ream	Specialty Paper, Legal, 80gsm, 500 pc/ream, white	
122	3	btl	Stamp Pad ink refill, black	
123	3	btl	Stamp Pad ink refill, blue	
124	3	btl	Stamp Pad ink refill, red	
125	3	btl	Stamp Pad ink refill, violet	
126	20	pc	Stamp Pad, felt, violet/black/blue No.3	
127	4	box	Staple Wire, Standard, (23/10)	
128	1	unit	STAPLER ,for book binding,heavy duty, can accept staples 10 1/4" 3/8" 5/8" length	
129	2	pc	Stapler, Portable durable metal desktop stapler	
130	10	pack	STAPLER,standard type,load cap 200 staples min	
131	1	pc	Staples/Staple wire, SF4 premium, 5000/box	
132	33	pack	Sticker Paper, A4	
133	200	pack	Sticker Paper, A4, 80 gsm white 10pc/pack	
134	85	pack	Sticker Paper, Legal, Matte, White, 10 pc/pack	
135	1	pack	STICKER PAPER, water proof, printable, A4 size, white, 10 pc/pack	
136	1	pack	STICKER PAPER, water proof, printable, legal size, white, 10 pc/pack	
137	69	box	INDEX Tabs, Clear	
138	30	roll	Tape, masking, 2 in or 5 cm	
139	15	box	Thumb Tacks	
140	2	pc	Whiteboard with aluminum frame, 18" x 24"	
<b>B.</b>	<b>1</b>	<b>LOT</b>	<b>COMMON OFFICE SUPPLIES FOR OP</b>	<b>107,538.33</b>
1	50	box	Ball pen, 0.5 mm, Black	

ITEM	QTY	UNIT	ITEM DESCRIPTION	TOTAL COST
2	182	pc	Ballpen, 0.5MM Ballpoint, (black)	
3	62	pc	Ballpen, 0.5MM Ballpoint, (blue)	
4	20	pc	Ballpen, 0.5MM Ballpoint, (green)	
5	17	pc	Ballpen, 0.5MM Ballpoint, (red)	
6	6	pack	BATTERY, dry cell, AA, 1.5 volts, alkaline (2pcs/pack)	
7	6	pack	BATTERY, dry cell, AAA, 1.5 volts, alkaline (2pcs/pack)	
8	15	box	CLIP BACKFOLD 3"	
9	1	pc	BINDING MACHINE, heavy duty,Maximum punching capacity:25 sheets (80gsm/20lbs).punching margin control:2mm-5mm.binding	
10	10	ream	Bond Paper, A3, 80 GSM	
11	15	ream	Bond paper, short, 8"x11", 80gsm	
12	10	pc	CD-RW (Rewritable 7900MB/80MB min. capacity, 80 mins. Recording time, 4x-10x min speed)	
13	20	pc	Certificate holder, A4	
14	1	pc	Self - inking Stamp - Certified Photocopy of the Original Copy	
15	10	pc	CLEARBOOK,20 transparent pockets, for Legal size colop 30	
16	4	box	CLIP BACKFOLD, 19mm	
17	4	box	CLIP BACKFOLD, 25mm	
18	4	box	CLIP BACKFOLD, 32mm	
19	4	box	CLIP BACKFOLD, 50mm	
20	5	pc	Clipboard Folder with cover long	
21	3	pc	Clipboard, legal size	
22	8	ream	Colored Paper (long) (7 green, 1 purple)	
23	22	pc	Cork Sheet, 1/6 in. x 18 in.	
24	50	pc	CORRECTION TAPE, disposable, usable, length: 6m min	
25	4	pc	CUTTER KNIFE, for general purpose	
26	12	roll	Double Sided Tape, with foam, 1"	
27	7	roll	Double Sided Tape, without foam, 1"	
28	2	box	Envelop, Mailing, White, 70 gsm (-5%)	
29	50	pc	Envelope, brown, expanding, long	
30	50	pc	Envelope, brown, short	
31	40	pc	ERASER, rubber pencil draft/writing	
32	29	box	Fastener Plastic, 70mm between prongs	
33	60	pc	Folder Expanding, long	
34	100	pc	Folder with plastic tab, expanding, legal size, green	
35	3	box	Folder, Kraft, legal size, 100s/box	
36	40	pc	Folder, legal size (long)	
37	40	pc	Folder, letter size (short)	
38	12	pc	Folder, Legal size, expanding with tab, green	

ITEM	QTY	UNIT	ITEM DESCRIPTION	TOTAL COST
39	40	pc	Folder, Morocco, blue, rough texture 8.5"x11	
40	1	btl	Glue, 100ml	
41	8	pc	Highlighter, (green and blue)	
42	13	pc	LEVER ARCH FILE folder landscape presentation, legal size	
43	100	pc	Manila paper	
44	6	pc	MARKER, PERMANENT, bullet type, black	
45	6	pc	MARKER, PERMANENT, bullet type, blue	
46	6	pc	MARKER, whiteboard, bullet type, black	
47	2	pc	MARKER, whiteboard, bullet type, blue	
48	4	pc	Mouse pad, about 8.5"x6"	
49	36	pad	Note Pad Stick On (3"x4")	
50	10	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	
51	8	pc	Paper Clip, Gem Type, Jumbo, 32 mm, 100s/box	
52	8	pc	Paper Clip, Gem Type, Jumbo, 48 mm, 100s/box	
53	4	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	
54	4	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min	
55	5	box	Paper clip, vinyl/plastic coat, length:33mm	
56	30	pc	Pay Slip Envelope, brown, 19cm x 10cm	
57	24	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	
58	1	pc	PENCIL,SHARPENER>manual,single cutter head	
59	10	pack	Photopaper, high quality, glossy, 20s/pack	
60	18	pack	Post it flags assorted colors 76mmx51mm (100sheets)	
61	3	case	Push Pin, Flat Head Type	
62	40	pc	PVC Book Binding Cover, 200 mic, A4	
63	15	pack	PVC Cover, Pre-Cut, Purple, Legal, 100's	
64	1	roll	PVC Transparent Clear Plastic Sheet Cover Roll 50 Meters	
65	10	pc	Record Book, 150 pages, size: 11.5"x7"	
66	6	pc	Ring Binder, Plastic, 1/2", Black, 80 Rings	
67	2	bundle	Ring Binder, Plastic, 1 1/2", Black, 80 Rings 10pcs/bundle	
68	21	pc	Ring Binder, Plastic, 1 1/2", Black, 80 Rings	
69	8	bundle	Ring Binder, Plastic, 1", Black, 80 Rings 10pcs/bundle	
70	20	pc	Ring Binder, Plastic, 2", Black, 80 Rings	
71	6	pc	Ring Binder, Plastic, 3/4", Black, 80 Rings	
72	3	pc	SCISSORS, symmetrical, blade length: 65mm	
73	12	pc	SIGN PEN, Black color, ballpoint gelpen, 0.6 mm	
74	20	pc	Sign pen, black ink color, 1.0mm, rubber grip, water proof, fade proof ink	
75	20	pc	Sign pen, black office gel ink pen, 1.0mm	
76	56	pc	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	
77	76	pc	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	
78	10	pc	SIGN PEN, green, retractable, gel ink, .4mm needle tip	

ITEM	QTY	UNIT	ITEM DESCRIPTION	TOTAL COST
79	57	pc	SIGN PEN, red, liquid/gel ink, 0.5mm needle tip	
80	10	pc	SIGN PEN, Violet, retractable, gel ink, .4mm needle tip	
81	1	ream	SPECIALTY PAPER, 80 GSM, Color light blue, 8.5"x13"	
82	1	ream	SPECIALTY PAPER, 80 GSM, Color light green, 8.5"x13"	
83	1	ream	SPECIALTY PAPER, 80 GSM, Color light pink, 8.5"x13"	
84	1	ream	SPECIALTY PAPER, 80 GSM, Color light yellow, 8.5"x13"	
85	3	ream	SPECIALTY PAPER, 90 GSM, watermarked laid paper, Cream, 8.5"x13"	
86	3	ream	Specialty paper, A4, 220gsm, pale cream, 500pc/ream	
87	6	pack	Specialty Paper, Legal, 220gsm, pale cream, 10pc/pack	
88	4	ream	Specialty paper, legal, 80gsm, 500 pc/ream, cream	
89	5	box	STAPLE WIRE, STANDARD, (26/6)	
90	5	pc	STAPLER REMOVER,PLIER TYPE	
91	21	pc	Sticker paper, A5	
92	22	pack	Sticker paper, legal, matte, white, 10 pc/pack	
93	35	box	INDEX TABS, letter tabbings, clear	
94	1	pc	TAPE DISPENSER, TABLE TOP, for 24mm width tape	
95	12	roll	Tape, double sided, 1" 50m	
96	3	roll	TAPE, MASKING, width: 24 mm (±1mm)	
97	3	roll	TAPE, PACKAGING, width: 48 mm (±1mm)	
98	3	roll	TAPE, TRANSPARENT, width: 24 mm (±1mm)	
99	3	roll	TAPE, TRANSPARENT, width: 48 mm (±1mm)	
100	10	box	Transparent and Purple Index Tabs, X Five Feet per box	
101	6	pad	Yellow Paper	
<b>C.</b>	<b>1</b>	<b>LOT</b>	<b>COMMON OFFICE SUPPLIES FOR OVPADF</b>	<b>146,205.14</b>
1	40	pc	Arch File Folder-Long size Horizontal/Landscape Orientation	
2	720	pc	Ballpen, 0.5MM Ballpoint, (Black)	
3	454	pc	Ballpen, 0.5MM Ballpoint, (Blue)	
4	48	pc	Ballpen, 0.5MM Ballpoint, (Red)	
5	5	pc	Battery AAA, 1.5 Rechargeable, Alkaline	
6	5	pack	Battery, rechargeable AA, 2pc/pack	
7	25	ream	Bond Paper, A3, 80gsm	
8	3	ream	Bond Paper, A3, subs 20	
9	7	ream	Bond Paper, Short, 8"x11", 80 GSM	
10	2	ream	Bond Paper, Short, subs 20	
11	6	roll	Book tape, black, 48mm x 8 yards	
12	10	roll	Book Tape, black, 48mm x 8 yds	
13	10	roll	Book Tape, yellow, 48mm x 8 yds	
14	3	pc	Calculator, Scientific Fraction calculations Combination and permutation Statistics (List-based STAT data editor, standard deviation, regression analysis) 9 variables Table function Comes with new slide-on hard case	
15	8	pc	Cartolina, Beige/Cream	
16	140	pc	CD-RW (Rewritable 7900MB/80MB)	

ITEM	QTY	UNIT	ITEM DESCRIPTION	TOTAL COST
17	2	pack	Clear Folder, Long (20 pc/pack)	
18	5	ream	Colored Assorted Paper, 250's	
19	3	pc	Cork Sheet, 1/6 in. x 18 in.	
20	21	roll	Double Sided Tape, w/ foam, 1"	
21	34	roll	Double Sided Tape, w/o foam, 1"	
22	8	box	Envelope, Mailing, White, 70 gsm (-5%)	
23	42	box	Fastener, Plastic, 70mm between prongs	
24	1	box	Folder, Pressboard with Insertable Metal Tab, Size: 240mm x 370mm (-5mm), heavy duty	
25	6	pc	Glue Gun, Medium Size	
26	50	pc	Glue Stick, Medium	
27	5	btl	Glue, Multi-purpose, 40 gram	
28	16	pc	Highlighter, green & pink color	
29	10	pc	Highlighter, Blue	
30	10	pc	Highlighter, Pink	
31	5	pc	Ink, for Stamp Pad, Black	
32	20	pc	INDEX TAB, 5 in 1 color green	
33	30	pc	INDEX TAB, 5 in 1 color white	
34	50	set	Lever Arc Folder, Long 3",black with Ring Binder and Metal Finger Pull	
35	5	pc	Manila Paper	
36	100	roll	Multi-purpose Plastic Cover ( 1 yard x 50 yards, 150 mic)	
37	97	pads	Note Pad, Stick On (3" x 4")	
38	10	pc	Office Warehouse Storage Bankers Box Kraft, 12 x 16	
39	7	pc	Office Warehouse Storage Box w/Lid Black, Legal	
40	24	pc	Overhead Projector (OHP) Marker, 0.5mm	
41	87	box	Paper Clip, Gem Type, Jumbo, 32 mm, 100s/box	
42	87	pc	Paper Clip, Gem Type, Jumbo, 48 mm, 100s/box	
43	1	pack	Parchment Paper, Long, Cream, 5 pack/box	
44	3	pc	Permanent Marker Regular CD Dual Tip	
45	2	pack	Photopaper, A4 Size Glossy, 20 sheets/pack	
46	16	pack	Photopaper,A4, Glossy, High Quality 20s/pack	
47	10	case	Push Pin, Colored Plastic Head Type, 100s/case	
48	20	pack	PVC Binding Covers (Legal 216mm"330mm)	
49	5	ream	PVC Bookbinding Cover, Clear A4	
50	5	ream	PVC Bookbinding Cover, Clear Legal Size	
51	1	pc	Rechargeable AA and AAA Battery Charger with Four (4) AA NiMH Rechargeable Batteries	
52	1	roll	Ribbon, 1", Maroon	
53	2	roll	Ribbon, Gloss, H-1"xW-1", Color Green	
54	2	roll	Ribbon, Gloss, H-2"xW-2", Color White	
55	2	roll	Ribbon, Gloss, H-2"xW-2", Color Yellow	
56	1	bundle	Ring Binder, 1"x44", Plastic 10pcs/bundle	
57	1	bundle	Ring Binder, 2"x44", Plastic 10pcs/bundle	
58	7	bundle	Ring Binder, Plastic 1 1/2", Black, 80 Rings 10pcs/bundle	
59	10	pc	Ring Binder, Plastic 1 1/2", Black, 80 Rings	
60	8	bundle	Ring Binder, Plastic, 1", 80 Rings 10pcs/bundle	
61	6	bundle	Ring Binder, Plastic, 2", 80 Rings 10pcs/bundle	
62	14	box	Rubber Band #16, 50 grams/box	
63	5	pc	Ruler, Stainless 12", Width:38mm	
64	2	pc	Ruler, Stainless 18", Width:38mm	



ITEM	QTY	UNIT	ITEM DESCRIPTION	TOTAL COST
65	4	pc	Calculator Scientific Fraction calculations Combination and permutation Statistics (List-based STAT data editor, standard deviation, regression analysis) 9 variables Table function Comes with new slide-on hard case	
66	5	pc	Scissors, 8 inches, plastic handle, metal blade	
67	3	pc	Self Ink Dater, Mini, 5x7x12 cm	
68	2	pc	Self Inking Dater Stamp	
69	14	pc	Sign Pen, Blue 0.3	
70	5	box	Sign Pen, Violet, 0.5 mm	
71	1	ream	Specialty Paper, A4, 220gsm, pale cream, 500 pc/ream	
72	20	pack	Specialty Paper, Legal, 80gsm, 10 pc/pack, cream	
73	3	ream	Specialty paper, legal, 80gsm, 500 pc/ream, cream	
74	1	box	Staple Wire for Binder Type Stapler, 23/13	
75	4	box	Staple Wire, 26/13	
76	10	box	Stapler Wire, 1.2mm x x10mm, 100 pc per box	
77	2	pc	Stapler, Long Arm #35, heavy duty; Paper Capacity: 20 sheets	
78	1	pack	Sticker Paper, A4	
79	35	pack	Sticker Paper, Legal, Matte, White, 10 pc/pack	
80	11	box	INDEX Tabs, Clear	
81	3	roll	Tape, Double sided, 1 inch	
82	15	roll	Tape, Transparent, 1" width	
<b>D.</b>	<b>1</b>	<b>LOT</b>	<b>COMMON OFFICE SUPPLIES FOR OVPRE</b>	<b>477,088.68</b>
1	5	box	Ballpen, 0.5MM Ballpoint, (Black)	
2	4	cylinder	Ballpen, 0.5MM Ballpoint, (Black) 50pc/cylinder	
3	1264	pc	Ballpen, 0.5MM Ballpoint, (Black)	
4	5	box	Ballpen, 0.5MM Ballpoint, (Blue)	
5	4	cylinder	Ballpen, 0.5MM Ballpoint, (Blue) 50pc/cylinder	
6	392	pc	Ballpen, 0.5MM Ballpoint (Blue)	
7	276	pc	Ballpen, 0.5MM Ballpoint (Red)	
8	6	box	Ballpen, black, 0.38, fine and smooth writing, gelpen	
9	6	box	Ballpen, blue, 0.38, fine and smooth writing, gelpen	
10	36	pc	Ballpen, retractable, 0.4 mm, black	
11	36	pc	Ballpen, retractable, 0.4 mm, blue	
12	36	pc	Ballpen, retractable, 0.4 mm, red	
13	15	pc	Battery, 23A, alkaline	
14	40	pc	Battery, 9V, alkaline	
15	36	pc	Battery, 9V, alkaline	
16	20	pc	BATTERY, dry cell, AA, 1.5 volts, alkaline	
17	20	pc	BATTERY, dry cell, AAA, 1.5 volts, alkaline	
18	20	box	CLIP, backfold, 15mm, 12 pc/box	
19	5	box	CLIP, backfold, 2", 12pc/box	
20	5	box	CLIP, backfold, 3/4", 12 pc/box	
21	20	box	CLIP, backfold, 41mm, 12 pc/box	
22	15	roll	Binding Tape, 1", Black	
23	10	roll	BINDING TAPE, 1", Green/White	
24	10	roll	Binding Tape, 2", black	

ITEM	QTY	UNIT	ITEM DESCRIPTION	TOTAL COST
25	5	roll	Binding tape, 2", black, green, white clear	
26	10	roll	BINDING TAPE, 2", Green	
27	50	roll	BINDING TAPE, 2", Green/White	
28	5	roll	Binding tape, 3", black,green, white	
29	15	roll	BINDING TAPE, 2", Blue/Green	
30	18	ream	Bond Paper, A3, 80 GSM	
31	10	ream	Bond paper, long, 80gsm	
32	540	ream	Bond Paper, Short, 8"x11", 80 GSM	
33	2	set	Calculator, Scientific	
34	30	pc	Cartolina, Beige/Cream	
35	30	pc	Cartolina, Dark Blue	
36	30	pc	Cartolina, Dark Green	
37	30	pc	Cartolina, Red	
38	30	pc	Cartolina, White	
39	1	pack	CD, 700MB, 12X rewritable CD RW, pack of 10	
40	45	pc	CD-RW (Rewritable 7900MB/80MB min. capacity, 80 mins. Recording time, 4x-10x min speed)	
41	100	piece	Certificate Cover, 8.5"x11"	
42	125	piece	Certificate Holder, 8.5"x11", without frame	
43	2	boxes	Chalk, white, dustless, 100pc/box	
44	15	pc	Clip board, wood, long	
45	5	ream	Colored Assorted Paper, 250's	
46	22	pc	Cork sheet, 1/6in.x18in.	
47	4	pc	Cork Sheet, 3 feet x 6 feet	
48	10	pc	CUTTER, heavy duty	
49	1	pack	Cutting Mats for disk cutter Carl DC230	
50	25	pc	Data folder, color black, legal size	
51	65	roll	Double Sided Tape, w foam, 1"	
52	122	roll	Double Sided Tape, w/o foam, 1"	
53	5	roll	Duct tape, 48 mmx20m	
54	1	pack	DVD-RW 4.7GB, 120 min, 50/pack, spindle 4x Branded	
55	2	box	Envelope, Mailing, White, 70 gsm (-5%)	
56	31	box	Fastener, Plastic, 70mm between prongs	
57	10	piece	File Folder Rack and Holder	
58	3	pack	FOLDER, clear plastic, L-type, legal size, 50s/pack	
59	3	pack	Folder, clear, L-type, long	
60	20	pc	Folder, Expanding, blue, 8.5"x13"	
61	20	pc	Folder, Expanding, green, 8.5"x13"	
62	15	pc	Frames for certificate with glass cover (8.5x11")	
63	3	piece	Glue Gun, medium size	
64	30	piece	Glue Stick, medium	
65	10	piece	Glue, Multi Purpose, 40ml	
66	1	pc	BINDING MACHINE, heavy duty,Maximum punching capacity:25 sheets (80gsm/20lbs),punching margin control:2mm-5mm,binding capacity-max comb size:51mm (2") max document 450 sheets,Maximum width of paper:A4 ,letter & legal ,punching slot:24	
67	1	box	Heavy Duty Staple Wire, 13mm, 1000pc/box	
68	1	box	Heavy Duty Staple Wire, 6mm, 1000pc/box	
69	11	pc	Highlighter, assorted colors	

ITEM	QTY	UNIT	ITEM DESCRIPTION	TOTAL COST
70	12	piece	Highlighter, assorted colors (pink/ blue/ green/ yellow/ orange)	
71	150	pc	ID holder , 3x5" with ID Lace, color green	
72	500	pc	Kraft envelope, long, ordinary	
73	10	packs	Laminating film, legal size	
74	1	unit	LAMINATING MACHINE (A3 photo, 240v, 600w, 4rollers, thermal hot cold film)	
75	435	sheet	Manila Paper	
76	50	sheet	Manila Paper	
77	56	pc	Marker, Permanent, broad, black	
78	20	piece	Marker, whiteboard, bullet type, black	
79	20	piece	Marker, whiteboard, bullet type, blue	
80	20	piece	Marker, whiteboard, bullet type, red	
81	118	pad	Notepad, stick on (3" x 4")	
82	59	box	Paper Clip, Gem Type, Jumbo, 32 mm, 100s/box	
83	31	box	Paper Clip, Gem Type, Jumbo, 48 mm, 100s/box	
84	5	pack	Paper Specialty Paper certificates parchment, cream	
85	35	pack	Paper, board,long cream or white	
86	2	ream	Parchment Paper for Diploma, 8.5x13	
87	5	pack	Parchment Paper, long, cream, 5 pack/box	
88	5	pack	Parchment Paper, short, cream, 5 pack/box	
89	4	piece	Pen Holder	
90	10	box-	Pencil No. 2	
91	12	pc	Permanent Marker, Black	
92	15	pack	PHOTO PAPER, A4 size, glossy, 20's/pack	
93	15	pack	PHOTO PAPER, legal size, glossy, 20shees/pack	
94	7	pack	Photopaper, glossy, A4, 20 sheets/pack	
95	18	pack	Photopaper, High Quality 20s/pack	
96	2	rolls	Plastic cover	
97	8	box	Pre-cut PVC book binding cover, size: 8.5x13", clear, 200micron thickness,100pc/box	
98	1	box	Pre-cut PVC cover/short (8.5"x11")200mic, 100pc	
99	28	box	PUSH PIN, flat head type, assorted colors, 100s/case	
100	9	pack	PVC Book binding cover,size:8.5"x13",clear,250 micron thickness,100 pieces/box	
101	10	packs	PVC cover, pre-cut, legal size	
102	5	pack	PVC cover,A4,200mic,100 pc	
103	5	pack	PVC,8.5"X11",clear,100 pc/pack	
104	20	pc	Record Book, 150 pages	
105	35	piece	Ring binder, plastic, 2", 80 rings	
106	20	piece	Ring Binder, 1/2", 80 rings, plastic	
107	15	pc	Rind binder, (1.5" x 44"), plastic	
108	15	pc	Ring binder, 12.7mm x 1.12m (1/2" x 44"), plastic	
109	15	pc	Ring binder, 19mm x 1.12m (3/4" x 44") plastic	
110	15	pc	Ring binder, 25mm x 1.12m (1" x 44"), plastic	
111	32	bundle	Ring Binder, Plastic, 1 1/2", Black, 80 Rings 10pcs/bundle	
112	16	bundle	Ring binder, plastic, 1", 80 rings 10pcs/bundle	
113	21	bundle	Ring Binder, Plastic, 2", 80 Rings 10pcs/bundle	
114	1	piece	Rolling Slicer, paper cutter and trimmer, heavy duty, 18" cut length, 7 sheet capacity	

ITEM	QTY	UNIT	ITEM DESCRIPTION	TOTAL COST
115	2	piece	Calculator Scientific Fraction calculations Combination and permutation Statistics (List-based STAT data editor, standard deviation, regression analysis) 9 variables Table function Comes with new slide-on hard case	
116	4	pack	Scissor symetrical blade, length, 66mm	
117	20	pc	Sign Pen, 0.4 pt, black	
118	20	pc	Sign Pen, 0.4 pt, blue	
119	6	piece	SIGN PEN, black ink color, office gel pen 1.0 mmgel ink, 0.5mm needle tip	
120	2	box	Sign Pen, Black, 12pc/box	
121	48	pc	Sign pen, black, gel ink, 0.5mm needle tip	
122	2	box	Sign Pen, Blue, 12 pc/box	
123	48	pc	Sign pen, blue, gel ink, 0.5mm needle tip	
124	1	ream	Special Paper for certificate	
125	10	pack	Specialty Board Paper, White/Cream, 8.5x11, 10pc/pack	
126	10	pack	Specialty Board Paper, White/Cream, 8.5x13, 10pc/pack	
127	10	pack	Specialty Board Paper, White/Cream, A4, 10pc/pack	
128	12	pack	Specialty Paper, 80 gsm, cream, 8.5" x 11", 12pc/pack	
129	12	ream	Specialty Paper, 80 gsm, cream, 8.5" x 13", 100pc/ ream	
130	29	reams	Specialty paper, A4, 220gsm, pale cream, 500pc/ream	
131	17	packs	Specialty Paper, Legal, 80gsm, 10 pc/pack, cream	
132	14	reams	Specialty Paper, Legal, 80gsm, 500 pc/ream, cream	
133	6	pack	Specialty Paper, Legal, 80gsm, 80 pc/pack, cream	
134	2	ream	Specialty Paper, Short, 80gsm, 500 pc/ream, cream	
135	10	pack	Specialty paper,A4,200 gsm,pale cream,10 pieces/ream	
136	7	pack	Specialty paper,pale cream,8.5X13;200gsm,10 sheets per pack	
137	6	box	Staple wire, 12mmx20mm	
138	10	boxes	STAPLE WIRE, no. 24/6-23-24	
139	2	box	STAPLE WIRE, standard, 5000 pc/box	
140	3	piece	Stapler (Heavy Duty) 24/6 Rotating Nailboard Metal Shell Order 25 Pages the Stapling	
141	2	box	Stapler Wire, Standard (26/6)	
142	1	pc	Stapler, long arm,up to 15 sheets capacity, throat depth adjustable up to 12.5" (317 mm) use 24/6 and 26/6 staples	
143	1	piece	Stapler, Long reach, up to 25 sheets capacity	
144	42	pack	Sticker Paper, short, Matte, White, 10 pc/pack	
145	34	pack	Sticker Paper, Legal, Matte, White, 10 pc/pack	
146	3	pack	Sticker paper, white with blue back, letter size, 100 pc/pack	
147	20	piece	Stick-On Note Pad, 3"x4"	
148	3	pc	Storage Box, 100 liters Capacity	
149	3	pc	Storage Box, 50 liters Capacity	
150	43	box	INDEX Tabs, Clear	
151	5	roll	TAPE, masking, 24mm, 50 meters length	
152	5	roll	TAPE, masking, 48mm, 50 meters length	
153	5	roll	TAPE, packaging, 48mm, 50 meters length	
154	5	roll	TAPE, transparent, 24mm, 50 meters	

ITEM	QTY	UNIT	ITEM DESCRIPTION	TOTAL COST
155	5	roll	TAPE, transparent, 48mm, 50 meters	
156	1	pc	T-square Material: plastic Color: transparent Size: approx. 330*150*3mm	
157	12	roll	Vinyl tape, green 0.75" x 36 yards	
158	1	pc	White Board, w/ stand, movable 4X8 ft.	
159	2	box	Whiteboard marker, chisel type, 12 pc/box	
160	25	pad	Yellow Paper	