

LIST OF ITEMS FOR 2023 VARIOUS COMMON OFFICE SUPPLIES AND PAPER MATERIALS (1st & 2nd Quarter)

Item No.	Unit	Item/Description	Qty	Unit Cost	Amount	End-User by Sector/Office
A.	1 LOT SUPPLY & DELIVERY OF VARIOUS COMMON OFFICE SUPPLIES AND PAPER MATERIALS				395,396.03	
1	pc	Ballpen, 0.5MM Ballpoint, Fine (Black)	2,356	15.00	35,340.00	OVPRE-1146, ADFIN-803, OVPAA-294, OP-98, OVPAA-AdS-15
2	pc	Ballpen, 0.5MM Ballpoint, Fine (Blue)	1,671	15.00	25,065.00	OVPRE-785, ADFIN-595, OVPAA-250, OP-40, OVPAA-AdS-1
3	box	Ballpen, 0.7MM Ballpoint, Fine (Black)	5	500.00	2,500.00	HERCC-5
4	box	Ballpen, 0.7MM Ballpoint, Fine (Blue)	5	500.00	2,500.00	HERCC-5
5	box	Ballpoint Pen, Blue ; 0.4mm, box of 12	1	1,040.00	1,040.00	OLA-1
6	dozen	Ballpen, 1mm Gel Pen, roller ball, with rubber grip, Black	10	300.00	3,000.00	OP-10
7	dozen	Ballpen, 1mm Gel Pen, roller ball, with rubber grip, Blue	10	300.00	3,000.00	OP-10
8	pc	Battery, 3V Lithium Coin Type battery CR-2032	10	45.00	450.00	CN-10
9	pc	Battery, R2032 R2025 CR2016 CR927 CR1220 Primary Lithium Button Cell Battery 3V	10	35.00	350.00	CN-10
10	pc	Bookbinding Tape, paper cloth, 2" , Black	4	400.00	1,600.00	IPRO-4
11	roll	Book tape, 1" , color blue	5	90.00	450.00	NPRCRTC-5
12	roll	Book tape, 2" , color blue	5	110.00	550.00	NPRCRTC-5
13	pc	CD-RW (Rewritable 7900mb/80 MB)	15	40.00	600.00	PDO-15
14	pc	Certificate Holder, Short, color green	260	44.30	11,518.00	CA-220 ; OES-40
15	pc	Certificate Holder, A4, color green	215	49.34	10,608.10	CAH-20, CA-185, CTE-10
16	pc	Certificate Holder, Long, Color Green	150	50.00	7,500.00	CA-150
17	box	Chalk, Colored, Dustless, 12pcs/box	5	38.88	194.40	CNS-5
18	box	Chalk, White, Dustless, 100pcs/box	40	56.17	2,246.80	CNS-40
19	box	Clip, Backfold, 19mm	50	15.00	750.00	PMO-50
20	pc	Clipboard, 8"x13" , wooden, no cover	30	55.00	1,650.00	OES-10, CSS-15 ; IHFSA-5
21	pc	Clip Board with Cover Black Long 13 1/2 Clipboard Accounting Folder X9-14" with Cover Black	10	115.00	1,150.00	CA-10
22	pc	Cork Board 1200*900mm	4	500.00	2,000.00	CSS-4
23	pc	Cork Board Cuttable	4	250.00	1,000.00	CSS-4
24	pc	Cork Sheet, 1/6 in. x 18 in.	40	195.12	7,804.80	NPRCRTC-3 ; CSAC-5, CAH-12, CTE-20
25	roll	Cork Sheet, Size: 4 X 8 feet X 3/16 thickness, soft, thin	1	2,085.00	2,085.00	IHFSA-1
26	pcs	Cutter dynagrip snap-off knife multipurpose,	2	180.00	360.00	IHFSA-2
27	pack	Daily Time Card for Amanao BX-1500, 200 pcs/pack	1	107.00	107.00	ATBI/IC-1
28	pc	Double Sided Tape, w/ foam, 1"	20	32.42	648.40	GSO-10 ; CAH-10
29	pc	Double Sided Tape, w/o foam, 1"	457	30.10	13,755.70	OVPRE-70, ADFIN-51, OVPAA-306, OP-20, OVPAA-AdS-10
30	pc	Double Sided Tape, w/o foam, 1/2"	45	15.00	675.00	CAH-25, CNS-20
31	pc	Expanding Plstic File Case, File Folder, Long Size	10	300.00	3,000.00	OP-10
32	pc	Expanding/Portfolio Envelope with Garter Long Size	30	50.00	1,500.00	OP-30
33	box	Fastener, Plastic, 70 mm between prongs	15	41.20	618.00	IPRO-5 ; CAH-5, CNS-5
34	box	Fastener, plastic, 50 sets per box	2	80.00	160.00	LRO-2
35	box	Folder, Expanding, Legal Size Documents	1	1,500.00	1,500.00	CSS-1
36	pack	Folder, L-type, Legal , Plastic, 50pcs/pack, shade of blue color	10	290.00	2,900.00	GSO-10
37	pack	Folder, L-type, Plastic, 12" x 9.45" clear document	4	300.00	1,200.00	PDO-4
38	pc	Folder, Morocco; Pink , legal size	50	9.50	475.00	OLA-50
39	pc	Folder, Morocco; Dark Green , legal size	50	9.50	475.00	OLA-50
40	pc	Folder, Morocco; Light Green , legal size	50	9.50	475.00	OLA-50
41	pc	Highlighter, Blue	20	25.00	500.00	GSO-20
42	pack	Laminating Film, Legal , 250 mic, 100s	7	1,000.00	7,000.00	HRDO-2, OES-5
43	roll	Laminating Film, Legal 225mic	4	1,100.00	4,400.00	CA-4
44	roll	Laminating film, 9", 125micron; 100meters	1	1,250.00	1,250.00	CSAC-1

45	ream	Laminating Film, Legal, 125 micron 100pcs/ream	2	650.00	1,300.00	HRMO-2
46	pc	Marker, Permanent Black (Fine Point)	24	60.00	1,440.00	SPMO-24
47	pcs	Meter stick, 1 meter, stainless steel metal	3	250.00	750.00	NPRCRTC-3
48	pc	Metal File Office Organizer 4 layers	1	684.25	684.25	CSS-1
49	kg	Padding Glue, 1kg, Authentic, color red	2	460.00	920.00	CA-2
50	pc	Paper Clip, Gem Type, Jumbo, 32mm , 100s/box	20	14.41	288.20	CNS-20
51	pc	Paper Clip, Gem Type, Jumbo, 48mm , 100s/box	20	21.60	432.00	CNS-20
52	pcs	Protractor Half	10	25.00	250.00	CSS-10
53	box	Push Pin, flat head type, 50's	53	30.56	1,619.68	CAH-20, CNS-10, CSS-10, CSS-Ads-1, CVM-2, ATBI/IC-5, NPRCRTC-3, CIS-AdS-2
54	pack	PVC Binding Cover, clear, 200 micron, A4 , 100pcs/pack	7	785.71	5,499.97	IPRO-4, PMO-2, CF-1
55	pack	PVC Binding Cover, clear, 200 micron, Legal , 100pcs/pack	16	843.75	13,500.00	IPRO-4, CA-1, CSS-3 ; CSS-Ads-1, PMO-2, HRDO-2, CF-1, CVM-2
56	pack	PVC Book Binding Cover, Legal , clear, 250 micron thickness, 100 pcs/box	3	2,500.00	7,500.00	CTE-3
57	pc	Record Book, 250 pages, green cover, hard cover	10	45.00	450.00	CN-10
58	pc	Ribbon, Amano BX-1500, black,	2	425.00	850.00	ATBI/IC-2
59	roll	Ribbon nylon for Olympia Typewriter Machine, Black	2	40.00	80.00	ATBI/IC-2
60	bundle	Ring Binder, plastic, 1/2" 10pcs/ bundle - Black	2	200.00	400.00	CN-1, ISRD-1
61	bundle	Ring Binder, plastic, 3/4" 10pcs/ bundle - Black	2	285.00	570.00	CN-1, OES-1
62	bundle	Ring Binder, plastic, 1", 80 Ring, 10pcs/bundle - Black	7	655.71	4,589.97	ISRD-1, CSS-2, IPRO-3, OES-1
63	bundle	Ring Binder, Plastic, 1" , 80 Rings, Gold/Yellow	3	655.00	1,965.00	CSS-2, CSS-Ads-1
64	bundle	Ring binder, plastic, 1 1/4", 80 rings, 10pcs/bundle - Black	7	442.84	3,099.88	IPRO-3, CSS-2, CAH-1, CNS-1
65	bundle	Ring Binder, Plastic, 1 1/4", 80 Rings, Gold/Yellow	3	440.00	1,320.00	CSS-2, CSS-Ads-1
66	bundle	Ring Binder, Plastic, 1 1/2", Black, 80 Rings, Black	3	752.23	2,256.69	CAH-1, CSS-2
67	bundle	Ring Binder, Plastic, 1 1/2", Black, 80 Rings, Gold/Yellow	2	752.23	1,504.46	CSS-2
68	bundle	Ring Binder, Plastic, 2", 80 Rings, GOLD/YELLOW	3	582.12	1,746.36	CSS-2, CSS-Ads-1
69	bundle	Ring Binder, Plastic, .5" , 80 Rings, Black	2	555.00	1,110.00	CSS-2
70	bundle	Ring Binder, Plastic, .5" , 80 Rings, Gold/Yellow	3	555.00	1,665.00	CSS-2, CSS-Ads-1
71	bundle	Ring Binder, Plastic, .25" , 80 Rings, Black	2	455.00	910.00	CSS-2
72	bundle	Ring Binder, Plastic, .25" , 80 Rings, Gold/Yellow	3	455.00	1,365.00	CSS-2, CSS-Ads-1
73	pc	RING BINDER, 12.7mmX1.12m (1/2"X44"), plastic, Black	20	12.00	240.00	OES-20
74	pc	RING BINDER, 19 mm X 1.12 mm (3/4"x 44"), plastic, Black	20	20.00	400.00	OES-20
75	pc	RING BINDER, 25 mm X 1.12m (1" X 44"), plastic, Black	20	31.00	620.00	OES-20
76	pc	Ruler, 12" long, stainless steel	13	97.69	1,269.97	CSS-6, NPRCRTC-7
77	pcs	Scientific Calculator FX-991EX	2	2,000.00	4,000.00	IPRO-1, LRO-1
78	pcs	Scissor stainless Steel 8 inches	13	172.30	2,239.90	CSS-5, CSAC-3, GSO-5
79	pc	Stapler, long reach/arm, with 50-sheet capacitys	8	812.50	6,500.00	CSS-3, CSS-Ads-1, HERCC-4
80	pc	Sign Pen, 0.3mm Ballpoint, with gel ink, microfine (Black)	12	90.00	1,080.00	CASHIER-12
81	pc	Sign Pen, Black , Liquid Gel, Ball-point 0.5mm ;Retractable	25	82.20	2,055.00	OUBS-5, ADFIN-10, OLA-10
82	pc	Sign Pen, Blue , Liquid Gel, Ball-point 0.5mm ;Retractable	20	82.75	1,655.00	ADFIN-10, OLA-10
83	pc	Sign Pen, Red , Liquid Gel, Ball-point 0.5mm ;Retractable	15	84.83	1,272.45	ADFIN-10, OLA-10
84	pc	Sign Pen, Green , Liquid Gel, Ball-point 0.5mm ;Retractable	27	74.75	2,018.25	OLA-20, CBOO-7

85	pc	Sign Pen, Violet , Liquid Gel, Ball-point 0.5mm ; Retractable	10	76.50	765.00	OLA-10
86	pc	Sign Pen, Black , liquid/gel ink, 0.5mm needle tip	30	72.00	2,160.00	GSO-30
87	pc	Sign Pen, Blue , liquid/gel ink, 0.5mm needle tip	30	72.00	2,160.00	GSO-30
88	pc	Sign Pen, Black , Liquid Gel, Ball-point 0.7mm ; Retractable	15	89.00	1,335.00	ADFIN-15
89	pc	Sign Pen, Blue , Liquid Gel, Ball-point 0.7mm ; Retractable	15	89.00	1,335.00	ADFIN-15
90	pc	Sign Pen, Red , Liquid Gel, Ball-point 0.7mm ; Retractable	10	89.00	890.00	ADFIN-10
91	pc	Sign Pen, Black , 0.7-0.8mm, Rollerball	25	89.00	2,225.00	OLA-25
92	pc	Sign Pen, Blue , 0.7-0.8mm, Rollerball	40	89.00	3,560.00	OLA-40
93	roll	Tape, Transparent, 12mm	6	20.00	120.00	LRO-6
94	box	Tabs, Strip Tabbing, Clear	25	117.94	2,948.50	CAH-20, CNS-5
95	box	Thumb Tacks	5	50.00	250.00	NPRCRTC-5
96	ream	Bond Paper, A4 , 80gsm	25	312.00	7,800.00	CNS-AdS-10, CNAS-AdS-5, CCA-10
97	ream	Bond Paper. Long , 80gsm	84	296.19	24,879.96	HRMO-34, CCA-10, CNAS-AdS-10, PDO-20, CNS-AdS-10
98	pcs	Cartolina, White	25	15.00	375.00	CN-25
99	pack	Colored Paper, Red/Ligh Red , 8.5x13, 250's	1	288.00	288.00	CAH-1
100	pc	Manila Paper	40	11.52	460.80	IHFSA-20 ; CAH-30
101	pad	Note Pad, stick on, 1/2" x 2", 100 sheets per pad w/ Signage (SIGN HERE)	20	28.00	560.00	GSO-20
102	pad	Notes Flags, Tabs Page Marker 6 bright colors 80 sheet/pad, 0.5x1.8 (Flag type)	15	60.00	900.00	PDO-15
103	pack	Parchment Paper , size 210 x 287mm, 80gsm, 100 sheet per pack	2	120.00	240.00	HERCC-2
104	pack	Paper, Morocco, Legal Size Gold/Yellow , 100pcs/pack	5	600.00	3,000.00	CSS-5
105	ream	Paper, Multicopy, A4 , 80gsm, size: 210mm x 297mm	16	263.52	4,216.32	CSS-10 ; CSS-AdS-6
106	ream	Paper, Multicopy, Legal , 80gsm, size: 216mm x 330mm	26	288.72	7,506.72	CSS-20 ; CSS-AdS-6
107	ream	Paper, Multi-Purpose (COPY) A4 , 70gsm, 210mm x 297mm	10	228.96	2,289.60	CSS-10
108	ream	Paper, Multi-Purpose (COPY) Legal , 70gsm, 216mm x 330mm	10	266.40	2,664.00	CSS-10
109	pack	Photopaper , Glossy, A4 , 10pcs/pack	26	80.00	2,080.00	OQAA-15, CA-11
110	pack	Photopaper , A4 Glossy, 20 sheets per pack	5	220.00	1,100.00	OP-5
111	pack	Photopaper , A4 , Matte, 100sheets/pack	7	400.00	2,800.00	CNAS-2, CCA-5
112	pack	Photopaper , Glossy, High Quality, Legal Glossy, 20 sheets/pack	29	207.27	6,010.83	OQAA-10, CA-5, IPRO-2, NPRCRTC-5 ; HRMO-2 ; CAH-5
113	pack	Specialty Board Paper, 220gsm, A4 10 sheet/pack	20	35.00	700.00	CNAS-20
114	pack	Specialty Board, 220gsm, Bright Red, Legal	5	50.00	250.00	CN-5
115	pack	Specialty Board, 220gsm, White, Legal, Anggrek design , 10pcs/pack	60	47.00	2,820.00	CA-60
116	pack	Specialty Board, 220gsm White/Cream, Legal , 10pcs/pack	50	43.00	2,150.00	OVPRE-30 , CNAS-20
117	pack	Specialty Board, 220gsm White/Cream, Short , 10 pcs/pack	30	50.00	1,500.00	OVPRE-30
118	pack	Specialty Board, 220gsm, White, Short, Anggrek design , 10pcs/pack,	65	47.00	3,055.00	CA-65
119	ream	Specialty Paper, White/Cream, Legal Size, 500pcs/ream	30	220.00	6,600.00	OVPRE-30
120	pack	Specialty Paper, White/Cream, Short , 10pcs/pack	30	45.00	1,350.00	OVPRE-30
121	ream	Special Paper, 80gsm, A4 , 100 sheets/ream	4	350.00	1,400.00	ISR-4
122	ream	Specialty Paper, A4 , 80gsm, Pale Cream , 500 pcs/ream	5	490.68	2,453.40	HERCC-4, IPRO-1
123	ream	Specialty Paper, 80gsm, Legal , 100 sheets/ream	4	350.00	1,400.00	OVPRE-4
124	ream	Specialty Paper, Legal , 80gsm, Pale Cream , 500 pcs/ream	7	453.17	3,172.19	HERCC-5, IPRO-1, CAH-1
125	ream	Specialty Paper, Legal , 90-100gsm, watermarked laid paper; Pale Cream/light cream , 500pcs ream	3	998.00	2,994.00	OLA-3

126	ream	Specialty Paper, Legal , 90-100gsm, watermarked laid paper; Pale Yellow/Pastel Yellow , 500pcs ream	1	998.00	998.00	OLA-1
127	ream	Specialty Paper, Legal , 90-100gsm, watermarked laid paper; Pale Orange/ Light Orange , 500pcs ream	1	998.00	998.00	OLA-1
128	ream	Specialty Paper, Legal , 90-100gsm, watermarked laid paper; Pale Pink/Light Pink , 500pcs ream	1	998.00	998.00	OLA-1
129	ream	Specialty Paper, Legal , 90-100gsm, watermarked laid paper; Pale Blue/Light Blue , 500pcs ream	1	998.00	998.00	OLA-1
130	bundle	Specialty Paper, 80gsm, A4 30pcs/bundle	1	200.00	200.00	CF-1
131	pack	Specialty Paper, A4 , 100gsm, 10sheets/pack, Pale Cream	30	80.00	2,400.00	HRDO-30
132	pack	Specialty Paper, A4 , 100gsm, 10sheets/pack, White	20	80.00	1,600.00	HRDO-20
133	pack	Specialty Paper, A4, White , 10 pcs/pack	12	90.00	1,080.00	CSS-10 ; CSS-AdS-2
134	pack	Specialty Paper, Short, 220gsm, Pale Cream , 10 pcs/pack	5	38.57	192.85	HERCC-5
135	pack	Specialty Paper, Short, 120gsm, Pale Cream , 10 pcs/pack	30	75.00	2,250.00	HRDO-30
136	pack	Specialty Paper, Short, 120gsm, White , 10 pcs/pack	20	75.00	1,500.00	HRDO-20
137	pack	Specialty Paper, Short, 80gsm , Pale Cream, 10 pcs/pack	25	38.57	964.25	HERCC-5 ; CAH-20
138	pack	Specialty Paper, Legal, 80gsm , Pale Cream, 10 pcs/pack	152	41.49	6,306.48	HERCC-5, IPRO-5, OES-80, UPAO-5, CSAC-15 ; CAH-20, CSS-10, CSS-AdS-2, IAS-10
139	pack	Sticker Paper, A4, Matte, White, 80gsm , 10pcs/pack	31	102.90	3,189.90	OVPRE-10, OES-10, HRMO-1, NPRCRTC-5 ; CAH-5
140	pack	Sticker Paper, strong adhesive, A4 size, 80gsm , inkjet friendly, satin, 10sheets/pack	55	72.72	3,999.60	SPMO-50 ; CA-5
141	pack	Sticker Paper, Legal, Matte, White , 10 pcs/pack	60	93.14	5,588.40	UPAO-5, CAH-5, CSS-5, HRMO-1, NPRCRTC-5, OES-10, CA-29