

**IB 2023-06A– PROCUREMENT OF VARIOUS COMMON OFFICE SUPPLIES
AND PAPER MATERIALS**



**SECTION VI –
SCHEDULE OF
REQUIREMENTS**

**IB 2023-06A– PROCUREMENT OF VARIOUS COMMON OFFICE SUPPLIES
AND PAPER MATERIALS**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<i>Item Number</i>	<i>Description</i>	<i>Quantity</i>	<i>Delivered Weeks/ Months</i>
A.	ONE LOT SUPPLY AND DELIVERY OF VARIOUS COMMON OFFICE SUPPLIES AND PAPER MATERIALS	1 LOT	30 calendar days from receipt of NTP
1	Ballpen, 0.5MM Ballpoint, Fine (Black)	2,356	
2	Ballpen, 0.5MM Ballpoint, Fine (Blue)	1,671	
3	Ballpen, 0.7MM Ballpoint, Fine (Black)	5	
4	Ballpen, 0.7MM Ballpoint, Fine (Blue)	5	
5	Ballpoint Pen, Blue; 0.4mm, box of 12	1	
6	Ballpen, 1mm Gel Pen, roller ball, with rubber grip, Black	10	
7	Ballpen, 1mm Gel Pen, roller ball, with rubber grip, Blue	10	
8	Battery, 3V Lithium Coin Type battery CR-2032	10	
9	Battery, R2032 R2025 CR2016 CR927 CR1220 Primary Lithium Button Cell Battery 3V	10	
10	Bookbinding Tape, paper cloth, 2", Black	4	
11	Book tape, 1", color blue	5	
12	Book tape, 2", color blue	5	
13	CD-RW (Rewritable 7900mb/80 MB)	15	
14	Certificate Holder, Short, color green	260	
15	Certificate Holder, A4, color green	215	
16	Certificate Holder, Long, Color Green	150	
17	Chalk, Colored, Dustless, 12pcs/box	5	
18	Chalk, White, Dustless, 100pcs/box	40	
19	Clip, Backfold, 19mm	50	
20	Clipboard, 8"x13", wooden, no cover	30	
21	Clip Board with Cover Black Long 13 1/2 Clipboard Accounting Folder X9-14" with Cover Black	10	
22	Cork Board 1200*900mm	4	
23	Cork Board Cuttable	4	
24	Cork Sheet, 1/6 in. x 18 in.	40	
25	Cork Sheet, Size: 4 X 8 feet X 3/16 thickness, soft, thin	1	
26	Cutter dynagrip snap-off knife multipurpose,	2	
27	Daily Time Card for Amanao BX-1500, 200 pcs/pack	1	

28	Double Sided Tape, w/ foam, 1"	20	
29	Double Sided Tape, w/o foam, 1"	457	
30	Double Sided Tape, w/o foam, 1/2"	45	
31	Expanding Plastic File Case, File Folder, Long Size	10	
32	Expanding/Portfolio Envelope with Garter Long Size	30	
33	Fastener, Plastic, 70 mm between prongs	15	
34	Fastener, plastic, 50 sets per box	2	
35	Folder, Expanding, Legal Size Documents	1	
36	Folder, L-type, Legal, Plastic, 50pcs/pack, shade of blue color	10	
37	Folder, L-type, Plastic, 12" x 9.45" clear document	4	
38	Folder, Morocco; Pink, legal size	50	
39	Folder, Morocco; Dark Green, legal size	50	
40	Folder, Morocco; Light Green, legal size	50	
41	Highlighter, Blue	20	
42	Laminating Film, Legal, 250 mic, 100s	7	
43	Laminating Film, Legal 225mic	4	
44	Laminating film, 9", 125micron; 100meters	1	
45	Laminating Film, Legal, 125 micron 100pcs/ream	2	
46	Marker, Permanent Black (Fine Point)	24	
47	Meter stick, 1 meter, stainless steel metal	3	
48	Metal File Office Organizer 4 layers	1	
49	Padding Glue, 1kg, Authentic, color red	2	
50	Paper Clip, Gem Type, Jumbo, 32mm, 100s/box	20	
51	Paper Clip, Gem Type, Jumbo, 48mm, 100s/box	20	
52	Protractor Half	10	
53	Push Pin, flat head type, 50's	53	
54	PVC Binding Cover, clear, 200 micron, A4, 100pcs/pack	7	
55	PVC Binding Cover, clear, 200 micron, Legal, 100pcs/pack	16	
56	PVC Book Binding Cover, Legal, clear, 250 micron thickness, 100 pcs/box	3	
57	Record Book, 250 pages, green cover, hard cover	10	
58	Ribbon, Amano BX-1500, black,	2	
59	Ribbon nylon for Olympia Typewriter Machine, Black	2	
60	Ring Binder, plastic, 1/2" 10pcs/ bundle - Black	2	

61	Ring Binder, plastic, 3/4" 10pcs/ bundle - Black	2	
62	Ring Binder, plastic, 1", 80 Ring, 10pcs/bundle - Black	7	
63	Ring Binder, Plastic, 1" , 80 Rings, Gold/Yellow	3	
64	Ring binder, plastic, 1 1/4", 80 rings, 10pcs/bundle - Black	7	
65	Ring Binder, Plastic, 1 1/4", 80 Rings, Gold/Yellow	3	
66	Ring Binder, Plastic, 1 1/2", Black, 80 Rings, Black	3	
67	Ring Binder, Plastic, 1 1/2", Black, 80 Rings, Gold/Yellow	2	
68	Ring Binder, Plastic, 2", 80 Rings, GOLD/YELLOW	3	
69	Ring Binder, Plastic, .5" , 80 Rings, Black	2	
70	Ring Binder, Plastic, .5" , 80 Rings, Gold/Yellow	3	
71	Ring Binder, Plastic, .25" , 80 Rings, Black	2	
72	Ring Binder, Plastic, .25" , 80 Rings, Gold/Yellow	3	
73	RING BINDER, 12.7mmX1.12m (1/2"X44"), plastic, Black	20	
74	RING BINDER, 19 mm X 1.12 mm (3/4"x 44"), plastic, Black	20	
75	RING BINDER, 25 mm X 1.12m (1" X 44"), plastic, Black	20	
76	Ruler, 12" long, stainless steel	13	
77	Scientific Calculator FX-991EX	2	
78	Scissor stainless Steel 8 inches	13	
79	Stapler, long reach/arm, with 50-sheet capacity	8	
80	Sign Pen, 0.3mm Ballpoint, with gel ink, microfine (Black)	12	
81	Sign Pen, Black, Liquid Gel, Ball-point 0.5mm;Retractable	25	
82	Sign Pen, Blue, Liquid Gel, Ball-point 0.5mm;Retractable	20	
83	Sign Pen, Red, Liquid Gel, Ball-point 0.5mm;Retractable	15	
84	Sign Pen, Green, Liquid Gel, Ball-point 0.5mm;Retractable	27	
85	Sign Pen, Violet, Liquid Gel, Ball-point 0.5mm; Retractable	10	
86	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	30	
87	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	30	
88	Sign Pen, Black, Liquid Gel, Ball-point 0.7mm;Retractable	15	

89	Sign Pen, Blue, Liquid Gel, Ball-point 0.7mm;Retractable	15	
90	Sign Pen, Red, Liquid Gel, Ball-point 0.7mm;Retractable	10	
91	Sign Pen, Black, 0.7-0.8mm, Rollerball	25	
92	Sign Pen, Blue, 0.7-0.8mm, Rollerball	40	
93	Tape, Transparent, 12mm	6	
94	Tabs, Strip Tabbing, Clear	25	
95	Thumb Tacks	5	
96	Bond Paper, A4, 80gsm	25	
97	Bond Paper. Long, 80gsm	84	
98	Cartolina, White	25	
99	Colored Paper, Red/Ligh Red, 8.5x13, 250's	1	
100	Manila Paper	40	
101	Note Pad, stick on, 1/2" x 2", 100 sheets per pad w/ Signage (SIGN HERE)	20	
102	Notes Flags, Tabs Page Marker 6 bright colors 80 sheet/pad, 0.5x1.8 (Flag type)	15	
103	Parchment Paper, size 210 x 287mm, 80gsm, 100 sheet per pack	2	
104	Paper, Morocco, Legal Size Gold/Yellow, 100pcs/pack	5	
105	Paper, Multicopy, A4, 80gsm, size: 210mm x 297mm	16	
106	Paper, Multicopy, Legal, 80gsm, size: 216mm x 330mm	26	
107	Paper, Multi-Purpose (COPY) A4, 70gsm, 210mm x 297mm	10	
108	Paper, Multi-Purpose (COPY) Legal, 70gsm, 216mm x 330mm	10	
109	Photopaper, Glossy, A4, 10pcs/pack	26	
110	Photopaper, A4 Glossy, 20 sheets per pack	5	
111	Photopaper, A4, Matte, 100sheets/pack	7	
112	Photopaper, Glossy, High Quality, Legal Glossy, 20 sheets/pack	29	
113	Specialty Board Paper, 220gsm, A4 10 sheet/pack	20	
114	Specialty Board, 220gsm, Bright Red, Legal	5	
115	Specialty Board, 220gsm, White, Legal, Anggrek design, 10pcs/pack	60	
116	Specialty Board, 220gsm White/Cream, Legal, 10pcs/pack	50	
117	Specialty Board, 220gsm White/Cream, Short, 10 pcs/pack	30	
118	Specialty Board, 220gsm, White, Short, Anggrek design, 10pcs/pack,	65	
119	Specialty Paper, White/Cream, Legal Size, 500pcs/ream	30	

120	Specialty Paper, White/Cream, Short, 10pcs/pack	30	
121	Special Paper, 80gsm, A4,100 sheets/ream	4	
122	Specialty Paper, A4, 80gsm, Pale Cream, 500 pcs/ream	5	
123	Specialty Paper, 80gsm, Legal, 100 sheets/ream	4	
124	Specialty Paper, Legal, 80gsm, Pale Cream, 500 pcs/ream	7	
125	Specialty Paper, Legal, 90-100gsm, watermarked laid paper; Pale Cream/light cream, 500pcs ream	3	
126	Specialty Paper, Legal, 90-100gsm, watermarked laid paper; Pale Yellow/Pastel Yellow, 500pcs ream	1	
127	Specialty Paper, Legal, 90-100gsm, watermarked laid paper; Pale Orange/Light Orange, 500pcs ream	1	
128	Specialty Paper, Legal, 90-100gsm, watermarked laid paper; Pale Pink/Light Pink, 500pcs ream	1	
129	Specialty Paper, Legal, 90-100gsm, watermarked laid paper; Pale Blue/Light Blue, 500pcs ream	1	
130	Specialty Paper, 80gsm, A4 30pcs/bundle	1	
131	Specialty Paper, A4, 100gsm, 10sheets/pack, Pale Cream	30	
132	Specialty Paper, A4, 100gsm, 10sheets/pack, White	20	
133	Specialty Paper, A4, White, 10 pcs/pack	12	
134	Specialty Paper, Short, 220gsm, Pale Cream, 10 pcs/pack	5	
135	Specialty Paper, Short, 120gsm, Pale Cream, 10 pcs/pack	30	
136	Specialty Paper, Short, 120gsm, White, 10 pcs/pack	20	
137	Specialty Paper, Short, 80gsm, Pale Cream, 10 pcs/pack	25	
138	Specialty Paper, Legal, 80gsm, Pale Cream, 10 pcs/pack	152	
139	Sticker Paper, A4, Matte, White, 80gsm, 10pcs/pack	31	
140	Sticker Paper, strong adhesive, A4 size, 80 gsm, inkjet friendly, satin, 10sheets/pack	55	
141	Sticker Paper, Legal, Matte, White, 10 pcs/pack	60	

Name of Bidder over Printed Name

Date