

**IB 2023-06– PROCUREMENT OF VARIOUS COMMON OFFICE SUPPLIES,  
PAPER MATERIALS AND SEMI-EXPENDABLE OFFICE EQUIPMENTS**



**SECTION VI –  
SCHEDULE OF  
REQUIREMENTS**

**IB 2023-06– PROCUREMENT OF VARIOUS COMMON OFFICE SUPPLIES,  
PAPER MATERIALS AND SEMI-EXPENDABLE OFFICE EQUIPMENTS**

*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.	<b>ONE LOT SUPPLY AND DELIVERY OF VARIOUS COMMON OFFICE SUPPLIES AND PAPER MATERIALS</b>	1 LOT	30 calendar days from receipt of NTP
1	Ballpen, 0.5MM Ballpoint, Fine <b>(Black)</b>	1,870	
2	Ballpen, 0.5MM Ballpoint, Fine <b>(Blue)</b>	1,175	
3	Ballpen, 0.7MM Ballpoint, Fine <b>(Black)</b>	5	
4	Ballpen, 0.7MM Ballpoint, Fine <b>(Blue)</b>	5	
5	Ballpoint Pen, <b>Blue</b> ; 0.4mm, box of 12	1	
6	Ballpen, 1mm Gel Pen, roller ball, with rubber grip, <b>Black</b>	10	
7	Ballpen, 1mm Gel Pen, roller ball, with rubber grip, <b>Blue</b>	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, <b>2"</b> , <b>Black</b>	4	
11	Book tape, <b>1"</b> , color blue	5	
12	Book tape, <b>2"</b> , color blue	5	
13	CD-RW (Rewritable 7900mb/80 MB)	15	
14	Certificate Holder, <b>Short, color green</b>	260	
15	Certificate Holder, <b>A4, color green</b>	215	
16	Certificate Holder, <b>Long, Color Green</b>	150	
17	Chalk, Colored, Dustless, 12pcs/box	5	
18	Chalk, White, Dustless, 100pcs/box	40	
19	Clip, Backfold, 19mm	50	
20	Clipboard, <b>8"x13"</b> , 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, <b>w/</b> foam, <b>1"</b>	20	
29	Double Sided Tape, <b>w/o</b> foam, <b>1"</b>	457	
30	Double Sided Tape, <b>w/o</b> foam, <b>1/2"</b>	45	
31	Expanding Plstic File Case, File Folder, <b>Long Size</b>	10	
32	Expanding/Portfolio Envelope with Garter <b>Long Size</b>	30	
33	Fastener, Plastic, 70 mm between prongs	15	
34	Fastener, plastic, 50 sets per box	2	
35	Folder, Expanding, <b>Legal Size</b> Documents	1	
36	Folder, L-type, <b>Legal</b> , Plastic, 50pcs/pack, shade of <b>blue color</b>	10	
37	Folder, L-type, Plastic, 12" x 9.45" clear document	4	
38	Folder, Morocco; <b>Pink</b> , legal size	50	
39	Folder, Morocco; <b>Dark Green</b> , legal size	50	
40	Folder, Morocco; <b>Light Green</b> , legal size	50	
41	Highlighter, <b>Blue</b>	20	
42	Laminating Film, <b>Legal</b> , 250 mic, 100s	7	
43	Laminating Film, <b>Legal</b> 225mic	4	
44	Laminating film, 9", 125micron; 100meters	1	
45	Laminating Film, Legal, 125 micron 100pcs/ream	2	
46	MARKER, FLOURESCENT,3 assorted colors per set	6	
47	Marker, Permanent <b>Black</b> (Fine Point)	24	
48	Meter stick, 1 meter, stainless steel metal	3	
49	Metal File Office Organizer 4 layers	1	
50	Padding Glue, 1kg, Authentic, color red	2	
51	Paper Clip, Gem Type, Jumbo, <b>32mm</b> , 100s/box	20	
52	Paper Clip, Gem Type, Jumbo, <b>48mm</b> , 100s/box	20	
53	Protractor Half	10	
54	Push Pin, flat head type, 50's	53	
55	PVC Binding Cover, clear, 200 micron, <b>A4</b> , 100pcs/pack	7	
56	PVC Binding Cover, clear, 200 micron, <b>Legal</b> , 100pcs/pack	16	

57	PVC Book Binding Cover, <b>Legal</b> , clear, 250 micron thickness, 100 pcs/box	3	
58	Record Book, 250 pages, green cover, hard cover	10	
59	Ribbon, Amano BX-1500, black,	2	
60	Ribbon nylon for Olympia Typewriter Machine, <b>Black</b>	2	
61	Ring Binder, plastic, 1/2" 10pcs/ bundle - <b>Black</b>	2	
62	Ring Binder, plastic, 3/4" 10pcs/ bundle - <b>Black</b>	2	
63	Ring Binder, plastic, 1", 80 Ring, 10pcs/bundle - <b>Black</b>	7	
64	Ring Binder, Plastic, 1" , 80 Rings, <b>Gold/Yellow</b>	3	
65	Ring binder, plastic, 1 1/4", 80 rings, 10pcs/bundle - <b>Black</b>	7	
66	Ring Binder, Plastic, 1 1/4", 80 Rings, <b>Gold/Yellow</b>	3	
67	Ring Binder, Plastic, 1 1/2", Black, 80 Rings, <b>Black</b>	3	
68	Ring Binder, Plastic, 1 1/2", Black, 80 Rings, <b>Gold/Yellow</b>	2	
69	Ring Binder, Plastic, 2", 80 Rings, <b>GOLD/YELLOW</b>	3	
70	Ring Binder, Plastic, .5" , 80 Rings, <b>Black</b>	2	
71	Ring Binder, Plastic, .5" , 80 Rings, <b>Gold/Yellow</b>	3	
72	Ring Binder, Plastic, .25" , 80 Rings, <b>Black</b>	2	
73	Ring Binder, Plastic, .25" , 80 Rings, <b>Gold/Yellow</b>	3	
74	RING BINDER, 12.7mmX1.12m (1/2"X44"), plastic, Black	20	
75	RING BINDER, 19 mm X 1.12 mm (3/4"x 44"), plastic, Black	20	
76	RING BINDER, 25 mm X 1.12m (1" X 44"), plastic, Black	20	
77	Ruler, 12" long, stainless steel	13	
78	Scientific Calculator FX-991EX	2	
79	Scissor stainless Steel 8 inches	13	
80	Stapler, long reach/arm, with 50-sheet capacitys	8	
81	Sign Pen, <b>0.3mm</b> Ballpoint, with gel ink, microfine (Black)	12	
82	Sign Pen, <b>Black</b> , Liquid Gel, Ball-point <b>0.5mm</b> ;Retractable	25	
83	Sign Pen, <b>Blue</b> , Liquid Gel, Ball-point <b>0.5mm</b> ;Retractable	20	

84	Sign Pen, <b>Red</b> , Liquid Gel, Ball-point <b>0.5mm</b> ;Retractable	15	
85	Sign Pen, <b>Green</b> , Liquid Gel, Ball-point <b>0.5mm</b> ;Retractable	27	
86	Sign Pen, <b>Violet</b> , Liquid Gel, Ball-point <b>0.5mm</b> ; Retractable	10	
87	Sign Pen, <b>Black</b> , liquid/gel ink, <b>0.5mm</b> needle tip	30	
88	Sign Pen, <b>Blue</b> , liquid/gel ink, <b>0.5mm</b> needle tip	30	
89	Sign Pen, <b>Black</b> , Liquid Gel, Ball-point <b>0.7mm</b> ;Retractable	15	
90	Sign Pen, <b>Blue</b> , Liquid Gel, Ball-point <b>0.7mm</b> ;Retractable	15	
91	Sign Pen, <b>Red</b> , Liquid Gel, Ball-point <b>0.7mm</b> ;Retractable	10	
92	Sign Pen, <b>Black</b> , 0.7-0.8mm, Rollerball	25	
93	Sign Pen, <b>Blue</b> , 0.7-0.8mm, Rollerball	40	
94	Tape, Transparent, <b>12mm</b>	6	
95	Tabs, Strip Tabbing, Clear	25	
96	Thumb Tacks	5	
97	Bond Paper, <b>A4</b> , 80gsm	25	
98	Bond Paper. <b>Long</b> , 80gsm	68	
99	Cartolina, <b>White</b>	25	
100	Colored Paper, <b>Red/Ligh Red</b> , 8.5x13, 250's	1	
101	Manila Paper	40	
102	Note pad, Stick On (3"x4")	10	
103	Note Pad, stick on, 1/2" x 2", 100 sheets per pad w/ Signage (SIGN HERE)	20	
104	Notes Flags, Tabs Page Marker 6 bright colors 80 sheet/pad, 0.5x1.8 (Flag type)	15	
105	<b>Parchment Paper</b> , size 210 x 287mm, 80gsm, 100 sheet per pack	2	
106	Paper, Morocco, <b>Legal Size Gold/Yellow</b> , 100pcs/pack	5	
107	Paper, Multicopy, <b>A4</b> , 80gsm, size: 210mm x 297mm	16	
108	Paper, Multicopy, <b>Legal</b> , 80gsm, size: 216mm x 330mm	26	
109	Paper, Multi-Purpose (COPY) <b>A4</b> , 70gsm, 210mm x 297mm	10	
110	Paper, Multi-Purpose (COPY) <b>Legal</b> , 70gsm, 216mm x 330mm	10	
111	<b>Photopaper</b> , Glossy, <b>A4</b> , 10pcs/pack	26	
112	<b>Photopaper</b> , <b>A4</b> Glossy, 20 sheets per pack	5	

113	<b>Photopaper, A4, Matte,</b> 100sheets/pack	7	
114	<b>Photopaper, Glossy, High Quality,</b> <b>Legal</b> Glossy, 20 sheets/pack	28	
115	Specialty Board Paper, 220gsm, <b>A4</b> 10 sheet/pack	20	
116	Specialty Board, 220gsm, <b>Bright Red,</b> <b>Legal</b>	5	
117	Specialty Board, 220gsm, White, <b>Legal, Anggrek design,</b> 10pcs/pack	60	
118	Specialty Board, 220gsm White/Cream, <b>Legal,</b> 10pcs/pack	50	
119	Specialty Board, 220gsm White/Cream, <b>Short,</b> 10 pcs/pack	30	
120	Specialty Board, 220gsm, White, <b>Short, Anggrek design,</b> 10pcs/pack,	65	
121	Specialty Paper, <b>White/Cream, Legal</b> Size, 500 pcs/ream	30	
122	Specialty Paper, 80gsm, <b>White/Cream,</b> <b>Short,</b> 500pcs/ream	30	
123	Special Paper, 80gsm, <b>A4,</b> 100 sheets/ream	4	
124	Specialty Paper, <b>A4, 80gsm, Pale</b> <b>Cream,</b> 500 pcs/ream	5	
125	Specialty Paper, 80gsm, <b>Legal,</b> 100 sheets/ream	4	
126	Specialty Paper, <b>Legal, 80gsm, Pale</b> <b>Cream,</b> 500 pcs/ream	7	
127	Specialty Paper, <b>Legal,</b> 90-100gsm, watermarked laid paper; <b>Pale</b> <b>Cream/light cream,</b> 500pcs ream	3	
128	Specialty Paper, <b>Legal,</b> 90-100gsm, watermarked laid paper; <b>Pale</b> <b>Yellow/Pastel Yellow,</b> 500pcs ream	1	
129	Specialty Paper, <b>Legal,</b> 90-100gsm, watermarked laid paper; <b>Pale Orange/</b> <b>Light Orange,</b> 500pcs ream	1	
130	Specialty Paper, <b>Legal,</b> 90-100gsm, watermarked laid paper; <b>Pale</b> <b>Pink/Light Pink,</b> 500pcs ream	1	
131	Specialty Paper, <b>Legal,</b> 90-100gsm, watermarked laid paper; <b>Pale</b> <b>Blue/Light Blue,</b> 500pcs ream	1	
132	Specialty Paper, 80gsm, <b>A4</b> 30pcs/bundle	1	
133	Specialty Paper, <b>A4, 100gsm,</b> 10sheets/pack, <b>Pale Cream</b>	30	
134	Specialty Paper, <b>A4, 100gsm,</b> 10sheets/pack, <b>White</b>	20	

135	Specialty Paper, <b>A4, White</b> , 10 pcs/pack	12	
136	Specialty Paper, <b>Short, 220gsm, Pale Cream</b> , 10 pcs/pack	5	
137	Specialty Paper, <b>Short, 120gsm, Pale Cream</b> , 10 pcs/pack	30	
138	Specialty Paper, <b>Short, 120gsm, White</b> , 10 pcs/pack	20	
139	Specialty Paper, <b>Short, 80gsm</b> , Pale Cream, 10 pcs/pack	25	
140	Specialty Paper, <b>Legal, 80gsm</b> , Pale Cream, 10 pcs/pack	152	
141	Sticker Paper, <b>A4, Matte, White, 80gsm</b> , 10pcs/pack	31	
142	Sticker Paper, strong adhesive, <b>A4</b> size, <b>80 gsm</b> , inkjet friendly, satin, 10sheets/pack	55	
143	Sticker Paper, <b>Legal, Matte, White</b> , 10 pcs/pack	60	
<b>B.</b>	<b>1 LOT SUPPLY &amp; DELIVERY OF VARIOUS SEMI-EXPENDABLE OFFICE EQUIPMENT</b>	<b>1 LOT</b>	
1	<b>Laminating Machine</b> , can laminate up to A3, with Hot and Cold Laminating Process, Suited for 250 microns, 150 microns	2	
2	<b>Paper Shredder</b> with minimum specifications: cutting style: strip cut,particle cut,split; shred size in mm: 5.8   3.9x30   1.9x15   0.78x11; sheet capacity: 4-19 sheets; intake width: 240 mm; shredding speed: 30 sheets/cycle; shredder material: paper,clips,cards and Cds; waste bin capacity: 33 L	4	
3	<b>Extension cord wheel</b> , minimum specifications atleast: 10 meter cord, 2,500W 10A 250V, with built-In circuit breaker and lightning protector, with fire retardant features/materials	5	
4	<b>Socket surge protector extension cable</b> , three universal standard outlets, with surge and overload protection, flame retardant material, integral copper bar, MAX2500W-MAX10A, 250V2, 2 meters	3	
5	<b>Office swivel chair</b> with lumbar support, with arm rest, mesh back rest, adjustable height, can rotate, seat cushion: fabric, metal chrome base, color:black	6	

6	<b>Steel filing cabinet,vertical, 4</b> drawers,color:smooth plain gray, gauge 20, with lock and key, compatible up to legal size files, dimension atleast: 52"H x 36" W x 18" D	1	
7	<b>Extension cord</b> voltage surge protector with line filter, 5 meters , 220 V, 6 universal socket, with switch	2	
8	<b>Steel filing cabinet, vertical, 3 drawer</b> with wheels and lock, color and finish: smooth plain black, with at least the following minimum specification: dimension: 17.1"D x 14.6"W x 23.6"H	1	
9	<b>Paper Shredder</b> , cross-cut, with minimum specifications: shreds 18 sheets of paper per pass into 397 (5/32" x 1-1/2" Security Level P-4) cross-cut particles; shreds staples, credit cards, paper clips, CDs/DVDs, junk mail; Maximum run time: 30 min on / 40 min off. For 1-3 users. Amps: 5; Basket Type Pull-out Bin; 100% Jam Proof System eliminates paper jams and powers through tough jobs; SafeSense Technology stops shredder when hands touch the paper opening; Silent shredder 9-gallon pull-out bin with LED bin-full indicator.9 inch wide paper entry.	1	
10	<b>Ergonomic executive chair</b> , swivel with full arm rest,color: black, gas-lift, adjustable seat height swivel ergonomic design for lumbar support, material: PU leather	5	
11	<b>Steel filing cabinet,vertical, 4</b> drawers,color and finish:smooth plain gray, gauge 20, with lock and key, compatible up to legal size files, Dimension atleast: 52"H x 36" W x 18" D	1	
12	<b>Steel filing cabinet,lateral, 4 drawers</b> , color and finish: smooth plain gray,gauge 20, with lock and key, compatible up to legal sized files, dimension atleast: 90 (w) x 45 (d) x 103 (h) cm	1	
13	<b>Steel filing cabinet,vertical, 4</b> drawers,color and finish:smooth plain gray, gauge 20, with lock and key, compatible up to legal sized files, dimension atleast: 46 (w) x 45 (d) x 134 (h) cm	2	



14	<b>Paper Shredder</b> with the following minimum specifications: Shred Capacity: 11 sheets; Shred size: 4x40mm; Can shred: CD/DVD, Paper, Card, Paper Clip, Staple; Continuous run time: 20min; Bin capacity: 25L; Machine noise: maximum of 60dB; Machine power: 240W; 390x302x615mm	1	
15	<b>Steel filing cabinet, lateral</b> , 4 drawers, gauge 20, color and finish: smooth plain enamel gray, compatible up to legal size, with adjustable divider per each drawer, with lock and keys, with label holder, dimension atleast: 52"H x 36" W x 18" D	1	
16	<b>Steel filing cabinet,vertical</b> , 4 drawers,color and finish:wrinkled brown, gauge 20, with adjustable divider per each drawer, with lock and key, compatible up to legal size files, with label holder, dimensions atleast: 52"H x 18.5"W x 26"D	2	
17	<b>Intelligent Check Writer Printer</b> Print payee, date, amount in words and amount in figures at a time, blue LCD display, make data input easy, operates on standard alone mode, connected to computers, adjustable check print position, brand new	1	
18	<b>Rectangular Folding Table</b> , white, 121cm Length, 60.5cm Width, 73.6cm Height, plastic	3	
19	<b>Paper Shredder</b> , with minimum specifications: micro cut 15 sheet capacity, Size: 4 x 10 mm waste container, capacity: 23 liters, input:220V.60Hz working, width: 220mm, material: plastic, shred capacity: 10 sheets 100 sheet auto feed can spread paper and credit card auto, off and reverse function with wheels and overheat indicator	1	
20	<b>Steel filing cabinet,vertical</b> , 4 drawers,color and finish:smooth plain beige, gauge 20, with lock and key, compatible up to legal size files, dimension atleast: 52"H x 36" W x 18" D	1	
21	<b>Paper Shredder</b> , with minimum specifications: 10 Sheets Shred Capacity, 60min working time, 20L Bin Capacity	1	

22	<b>Paper Shredder</b> with minimum specifications: cutting style: strip cut,particle cut,split; shred size in mm: 5.8   3.9x30   1.9x15   0.78x11; sheet capacity: 4-19 sheets; intake width: 240 mm; shredding speed: 30 sheets/cycle; shredder material: paper,clips,cards and Cds; waste bin capacity: 33 L	1	
23	<b>Office swivel chair</b> with lumbar support, with arm rest, mesh back rest, adjustable height, can rotate, seat cushion: fabric, metal chrome base, color:black	1	
24	<b>Laminating Machine</b> with minimum specifications: with hot and cold processor, temperature range: 80 - 180 C, power supply : 220 - 240v /60Hz, power consumption: 620 watts, maximum laminating width: 330mm, can laminate up to A3 size	1	
25	<b>Laminating Machine</b> , can laminate up to A3, with Hot and Cold Laminating Process, Suited for 250 microns, 150 microns	1	

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*Name of Bidder over Printed Name*

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*Date*