



LIST OF COMMON SUPPLIES and MATERIALS

Various Offices for Academics Affairs

College/Dept./Office:

Item No.	Qty	Unit	Item	ABC
1			Various Janitorial Supplies	
1.1	752	bottle	ALCOHOL, ethyl, 68-70% scented,500ml (5mL)	43,048.60
1.2	43	pc	BROOM, STICK (TING-TING), usable length: 760mm min	1,351.20
1.3	45	canis	CLEANSER (SCOURING POWDER), 350g min, in canister	4,526.00
1.4	106	pc	DETERGENT BAR, 140 grams	1,208.40
1.5	60	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	8,759.90
1.6	17	pc	DUST PAN, non-rigid plastic, w/ detachable handle	566.10
1.7	30	can	INSECTICIDE, aerosol type, net content: 600ml min	5,003.68
1.8	11	pc	MOPHEAD, made of rayon, weight: 400 grams min	1,650.00
1.9	276	pack	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	28,717.50
1.10	73	roll	TRASHBAG, Plastic, transparent	10,392.00
1.11	10	pc	WASTEBASKET, non-rigid plastic	360.00
			SUBTOTAL	105,583.38
2			Common Supplies	
1	170	pack	BATTERY, dry cell, AA, 1.5 volts, alkaline	4,080.00
2	142	pack	BATTERY, dry cell, AAA, 1.5 volts, alkaline	3,450.60
3	1	unit	BINDING AND PUNCHING MACHINE, binding cap:50mm	12,000.00
4	6	unit	CALCULATOR, COMPACT, electronic, 12 digits cap	992.88
5	110	pcs	CLEARBOOK, 20 transparent pockets, for Legal size	1,350.00
6	513	pc	CORRECTION TAPE, disposable, usable, length: 6m min	5,665.75
7	94	tube	CUTTER BLADE, for heavy Duty	1,348.00
8	97	pc	CUTTER KNIFE, for general purpose	3,462.00
9	54	each	DATA FILE BOX, made of chipboard, with closed ends	4,593.60
10	183	pc	DATA FOLDER, made of chipboard, taglia lock	15,302.00
11	8	unit	DIGITAL VOICE RECORDER, Memory:4GB	66,810.72
12	16	box	ENVELOPE, DOCUMENTARY, for legal size document	10,032.95
13	61	pc	ERASER, FELT, for blackboard/whiteboard	866.40
14	120	pc	ERASER, PLASTIC/RUBBER, for pencil draft/writing	1,118.75
15	20	unit	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.1	67,200.00
16	11	box	FASTENER, METAL, 70mm between prongs	1,128.60
17	9	set	FILE TAB DIVIDER, bristol board, for A5	183.42
18	55	pc	FLASH DRIVE, 16GB capacity	19,480.00
19	9	bundl	FOLDER, FANCY, for legal size documents	3,585.60
20	18	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	20,823.98
21	82	jar	GLUE, all purpose, gross weight:200 grams min	4,949.00
22	27	pack	FOLDER, TAGBOARD, for legal size documents	9,209.20
23	19	cart	INK CART, CANON CL-811, Colored	23,944.56
24	26	cart	INK CART, CANON PG-810, Black	24,804.00
25	83	bottle	INK, EPSON C13T664200 (T6642), Cyan	25,636.00
26	83	bottle	INK, EPSON C13T664300 (T6643), Magenta	25,636.00
27	170	bottle	INK, EPSON C1376664100 (T6641), Black	52,000.00
28	83	bottle	INK, EPSON C13T664400 (T6644), Yellow	25,636.00
29	6	bundle	LOOSELEAF COVER, made of chipboard, for legal	4,925.58
30	78	set	MARKER, FLOURESCENT, 3 assorted colors per set	8,178.38
31	278	pc	MARKER, PERMANENT, bullet type, black	3,276.11
32	189	pc	MARKER, PERMANENT, bullet type, blue	2,224.13
33	414	pc	MARKER, whiteboard, bullet type, black	6,070.94

Item No.	Qty	Unit	Item	ABC
34	100	unit	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	16,651.70
35	213	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	11,016.79
36	510	pc	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	7,956.00
37	157	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	1,313.00
38	124	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min	2,220.00
39	3	unit	PAPER TRIMMER/CUTTING MACHINE,max paper size:B5	29,700.00
40	230	pc	PENCIL, lead, w/ eraser, wood cased, hardness: HB	6,470.00
41	15	pc	PENCIL,SHARPENER,manual,single cutter head	3,720.60
42	3	pc	PHILIPPINE NATIONAL FLAG,100% polyester	1,173.60
43	34	pc	PUNCHER,paper,heavy duty,with two hole guide	5,517.00
44	119	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	10,245.05
45	75	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	9,256.00
46	18	box	RUBBER BAND, 70mm min lay flat length (#18)	930.00
47	18	box	RUBBER BAND, 70mm min lay flat length (#18)	2,374.40
48	597	pc	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	35,620.00
49	405	pc	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	24,100.00
50	54	pc	STAMP PAD,FELT,bed dimension:60mm x 100mm min	1,932.00
51	305	box	STAPLE WIRE, STANDARD, (26/6)	7,675.00
52	54	pc	STAPLER REMOVER,PLIER TYPE	1,540.80
53	62	pc	STAPLER, STANDARD TYPE, load cap: 200 staples min	6,814.00
54	8	pc	STAPLER,BINDER TYPE,heavy duty,desktop	8,882.48
55	167	roll	TAPE, MASKING, width: 24 mm (±1mm)	11,225.42
56	128	roll	TAPE, MASKING, width: 48 mm (±1mm)	16,595.25
57	124	roll	TAPE, PACKAGING, width: 48 mm (±1mm)	4,931.61
58	340	roll	TAPE, TRANSPARENT, width: 24 mm (±1mm)	7,068.25
59	231	roll	TAPE, TRANSPARENT, width: 48 mm (±1mm)	7,450.36
60	484	ream	PAPER, MULTI - PURPOSE (COPY), LEGAL, 710gsm, 216x330mm	106,338.00
61	1329	ream	PAPER, MULTICOPY, LEGAL, 80gsm, size: 216mm x 330mm	317,191.00
62	996	ream	PAPER, MULTICOPY, A4, 80 gsm, size: 210mm x 297mm	218,502.00
63	255	ream	PAPER, MULTI-PURPOSE (COPY) A4, 70gsm, 210mm x 297mm	48,018.00
				1,392,393.46
3			Electrical Supplies	
1	24	tube	LINEAR TUBE,LED,18 WATTA	8,251.20
RBB/ALB/STP			GRAND TOTAL	1,506,228.04