



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

SCAN HERE



PPMP-2025-1007-302028

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☐ INDICATIVE ☒ FINAL

Fiscal Year: 2026

End-user or Implementing Unit: Research Office

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (Goods, Infrastructure, Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre-Procurement Conference (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/Implementation Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (Php)		
Construction and Electrical Supplies											
Electrical Tape, Vinyl	Goods	5 rolls * 16	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	400.00	• Technical Specification	
Sub-Total									400.00		
Laboratory Supplies											
Disposable plastic cups	Goods	50 pack * 14	NP - Agency to Agency	No	01/2026	01/2026	05/2026	GF-MOOE	2,100.00	• Technical Specification	
Sub-Total									2,100.00		
Fuel & Lubricants											

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (Goods, Infrastructure, Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre-Procurement Conference (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/Implementation Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (Php)		
Fuel, Diesel	Goods	700 liters * 18	NP -Agency to Agency	No	01/2026	01/2026	02/2026	GF-MOOE	43,400.00	• Technical Specification	
Fuel, Gasoline	Goods	300 liters * 19	NP - Agency to Agency	No	01/2026	01/2026	02/2026	GF-MOOE	19,800.00	• Technical Specification	
Sub-Total									63,200.00		
Office Supplies											
Glue Gun, Big (approx. 7x18x 28cm)	Goods	2 pcs	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	710.00		
Glue Stick, Big, for Glue Gun	Goods	50 pieces	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,250.00		
Sub-Total									1,960.00		
Office Equipment and Appliances											
Paper shredder machine, heavy duty	Goods	2 pieces * 41	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	32,000.00	• Technical Specification	
Sub-Total									32,000.00		
Office Equipment											
Document Scanner, Duplex (2 sided) Sheet-fed	Goods	1 pc * 15	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	35,000.00	• Technical Specification	
Ink, Epson 003, Genuine Black 65mL	Goods	10 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	3,800.00		

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (Goods, Infrastructure, Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre-Procurement Conference (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/Implementation Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (Php)		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	5 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	2,000.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	5 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	2,000.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	5 btl	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	2,000.00		
Portable Trolley 15" Speaker with wireless microphone	Goods	1 unit * 43	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	16,000.00	• Technical Specification	
Professional Heavy Duty Wireless Microphone (for outdoor)	Goods	1 unit * 44	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	35,000.00	• Technical Specification	
Sub-Total									95,800.00		
Food and Services											
Buffet-Style Meals (for Breakfast)	Goods	100 pax * 8	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	22,000.00	• Technical Specification	
Buffet-Style Meals (for Lunch or Dinner)	Goods	3000 pax * 9	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	900,000.00	• Technical Specification	
Snacks	Goods	4500 pax * 47	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	360,000.00	• Technical Specification	
Sub-Total									1,282,000.0		
Accommodation											
Room Accommodation (1)	Goods	40 person * 45	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	60,000.00	• Technical Specification	

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (Goods, Infrastructure, Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre-Procurement Conference (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/Implementation Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (Php)		
Sub-Total									60,000.00		
IT Supplies and Equipment											
CPU – Intel Core i5	Goods	3 unit * 11	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	126,000.00	• Technical Specification	
High-End Monitor – 27" QHD IPS	Goods	1 unit * 23	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	17,000.00	• Technical Specification	
Laptop Computer (Basic Users)	Goods	1 unit * 30	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	40,000.00	• Technical Specification	
Laser Presentation Remote / Wireless Presenter, Black	Goods	1 pcs * 31	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	1,895.00	• Technical Specification	
UPS, 1500 VA	Goods	2 unit * 55	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	28,000.00	• Technical Specification	
Sub-Total									212,895.00		
Miscellaneous Expenses											
Contingency Fund (Budgeting)	Goods	1 unit	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	17,500.00		
Sub-Total									17,500.00		
Common-Use Supplies & Equipment (CSE)											
Air Freshener, Aerosol type	Goods	10 cans * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,950.00	• Technical Specification	

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (Goods, Infrastructure, Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre-Procurement Conference (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/Implementation Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (Php)		
Alcohol, Ethyl, 1 Gallon	Goods	7 gallons * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	4,830.00	• Technical Specification	
Binder Clips / Backfold Clips, 1" (approx. 25 mm)	Goods	10 boxes * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	260.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	150 reams * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	41,250.00	• Technical Specification	
Bond Paper, 80 gsm, Long	Goods	5 reams * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,525.00	• Technical Specification	
Broom (Walis Tambo) / Soft Broom	Goods	5 pcs * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,985.00	• Technical Specification	
Masking Tape, 1" x 25 yards	Goods	10 rolls * 32	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	
Masking Tape, 2" x 25 yards	Goods	10 rolls * 33	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,000.00	• Technical Specification	
Note Pad / Sticky Note, 2 x 3	Goods	10 pads * 35	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 3	Goods	10 pads * 36	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	300.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 4	Goods	10 pads * 37	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	350.00	• Technical Specification	

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (Goods, Infrastructure, Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre-Procurement Conference (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/Implementation Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (Php)		
Paper Clip / Clip Paper, 33mm	Goods	30 boxes * 38	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	750.00	• Technical Specification	
Paper Clip / Clip Paper, 50mm	Goods	20 boxes * 39	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	800.00	• Technical Specification	
Staple Remover / Staple Wire Remover	Goods	4 pcs * 48	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	300.00	• Technical Specification	
Sticker Paper, high gloss A4 size, 50 sheets/pack	Goods	10 pack	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	4,000.00		
Toilet Tissue Paper, 2 Ply	Goods	20 packs * 53	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	4,400.00	• Technical Specification	
Transparent Tape / Clear Tape, 1" x 50 yards	Goods	10 rolls * 54	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	450.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Black	Goods	15 pcs * 56	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,125.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Blue	Goods	5 pcs * 57	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	375.00	• Technical Specification	
Sub-Total									67,450.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Bond Paper, 70 gsm, Short	Goods	4 reams * 4	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	940.00	• Technical Specification	

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (Goods, Infrastructure, Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre-Procurement Conference (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/Implementation Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (Php)		
Data Folder / Lever Arch File Folder, Green	Goods	20 pcs * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	6,000.00	• Technical Specification	
Dishwashing Liquid Soap, Refill 350ml	Goods	20 pack * 13	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,000.00	• Technical Specification	
Flash Drive, 128GB, USB 3.0	Goods	3 pcs * 17	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,520.00	• Technical Specification	
Glass Cleaner	Goods	10 btls * 20	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,500.00	• Technical Specification	
Laminating Film, A4	Goods	3 boxes * 28	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,430.00	• Technical Specification	
Laminating Film, Legal	Goods	3 boxes * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,835.00	• Technical Specification	
Note Pad / Sticky Note, 1.5 x 2	Goods	10 pads * 34	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	
Paper Fastener, Plastic	Goods	6 boxes * 40	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	330.00	• Technical Specification	
Permanent Marker / Permanent Pen, Black, Broad	Goods	15 pcs * 42	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	750.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Blue	Goods	4 boxes * 46	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,180.00	• Technical Specification	

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (Goods, Infrastructure, Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre-Procurement Conference (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/Implementation Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (Php)		
Staple Wire, 23/10 mm (3/8")	Goods	5 boxes * 49	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	225.00	• Technical Specification	
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	50 pack * 51	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,750.00	• Technical Specification	
Tape, Double Sided, 1" x 10m	Goods	15 rolls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	675.00		
Sub-Total									26,285.00		
TOTAL BUDGET:									1,861,590.00		

* Please see attached specification

Prepared by: _____

REX D. BESAVILLA
Job Order
RO

Date: _____

Submitted by: _____

IVY C. EMNACE
Professor VI
DFST

Date: _____

Date Generated: **10/07/2025**

Alicia M. Flores

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. Air Freshener, Aerosol type

- net content: at least 300 mL
- clean and refreshing scent

2. Alcohol, Ethyl, 1 Gallon

- 70% (+-2) v/v Ethanol (Ethyl Alcohol)
- Volume: 1 Gallon or at least 3.785 Liters (3,785 mL)
- Colorless clear liquid
- HDPE Plastic container

3. Binder Clips / Backfold Clips, 1" (approx. 25 mm)

- 12 pcs/box
- all metal
- binding capacity: at least 9.5mm

4. Bond Paper, 70 gsm, Short

- 500 sheets/ream
- lint-free, bright white paper
- acid-free
- manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified

5. Bond Paper, 80 gsm, A4

- 500 sheets/ream
- lint-free, bright white paper
- acid-free

- manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified

6. Bond Paper, 80 gsm, Long

- 500 sheets/ream
- lint-free, bright white paper
- acid-free
- manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified

7. Broom (Walis Tambo) / Soft Broom

- Gross Weight (max): 500 grams
- Handle: cylindrical, wood, smooth finish, plastic coated
- Must be suitable for hanging
- Diameter of handle (min): 19 mm
- Length of handle (min): 510 mm
- Dry Weight of Tiger Grass (min): 220 grams
- Length of Tiger Grass: 300 mm
- with durable stitching

8. Buffet-Style Meals (for Breakfast)

- at least 1 serving of egg
- at least 2 of any but not limited to the following breakfast menu: ham, tocino, hotdog, chorizo, dried fish, bangus daing, sausage, corned beef, longganisa, meat loaf, bacon
- at least 1 serving of rice
- at least 1 serving of drinks
- with complete basic catering set-up

9. Buffet-Style Meals (for Lunch or Dinner)

- at least 1 serving of rice
- at least a combination of 2 main dishes of pork/beef/chicken/seafoods
- at least 1 serving of vegetables
- at least 1 serving of fruits or dessert
- at least 1 serving of drinks
- with complete basic catering set-up

10. Contingency Fund (Budgeting)

11. CPU – Intel Core i5

- Intel Core i5, 12th Gen or higher (?6C/12T)
- Intel UHD Graphics
- 16GB DDR4 RAM (expandable)
- 512GB SSD + 1TB HDD
- Intel B660/H670 Chipset or higher
- PSU: 80+ Bronze Certified
- Mid-Tower with cooling
- Licensed **Windows 11 Pro**
- Licensed **Microsoft Office 2021 Home & Business** (or O365 equivalent)
- Green Procurement: DOE-compliant, recyclable components
- Warranty: 1 year parts & service

12. Data Folder / Lever Arch File Folder, Green

- at least 2.5" thick
- 9.5" x 15" dimension
- Horizontal (orientation)
- with all steel lever arch file mechanism and taglia lock
- spine with finger ring and clear plastic pocket for the insert

13. Dishwashing Liquid Soap, Refill 350ml

- Concentrated Dishwashing Liquid
- Antibacterial
- at least 350ml

14. Disposable plastic cups

12 oz plastic cups

15. Document Scanner, Duplex (2 sided) Sheet-fed

- **Scanner Type:**A4 sheet-fed, one-pass duplex colour scanner
- **Sensor Type:**Colour Contact Image Sensor
- **Scanning Method:**Fixed carriage and moving document
- **Light Source:**RGB LED**Optical Resolution:**600 x 600 dpi

- **Output Resolution:** 50 - 1,200 dpi (1 dpi increments)
- **Bit Depth:** Each colour (RGB): 10 bit input / 8 bit output
- **Output File Formats:** JPEG, TIFF, Multi-TIFF, PDF, Searchable PDF, BMP, PNG
Document Capture Pro (Win): JPEG, BMP, PDF, Searchable PDF, TIFF, Multi-TIFF, PNG, DOCX, XLSX, PPTX
- **ADF Capacity:** 50 sheets (80g/m2)
- **Daily Scan Volume:** Up to 4,000 pages / day
- **Multi-feed Detection:** Ultrasonic Sensor and Length Detection
- **Supported OS:** Windows XP / Vista / 7 / 8 / 8.1 / 10 / Server 2003 / Server 2008 / Server 2012 / Server 2016
Mac OS X 10.6.8 or later
- **Scanner Driver Compatibility:** TWAIN, SANE, WIA, ICA, ISIS

16. Electrical Tape, Vinyl

- **Material:** Flexible PVC with aggressive rubber adhesive
- **Features:**
 - Flame retardant
 - Compatible with plastic cable and wire harness insulations
 - Primary electrical insulation for wire and cable splices rated up to 600 volts
- **Dimensions:** 19mm width x 16m length x 0.155mm thickness
- **Type:** Heavy Duty
- **Certification:** ASTM approved

17. Flash Drive, 128GB, USB 3.0

- at least 128 GB capacity
- connector: USB-A, USB-C
- interface: USB 3.2 Gen 1
- sequential read performance: 400 MB/s

18. Fuel, Diesel

- good quality

19. Fuel, Gasoline

- green color
- good quality

20. Glass Cleaner

- 500mL/btl
- spray type

21. Glue Gun, Big (approx. 7x18x 28cm)**22. Glue Stick, Big, for Glue Gun****23. High-End Monitor – 27” QHD IPS**

- Screen Size: 27 inches
- Resolution: QHD (2560×1440)
- Panel Type: IPS (sRGB 99% color accuracy)
- Refresh Rate: 144Hz (adaptive sync supported)
- Response Time: 1–4ms
- Ports: HDMI, DisplayPort, USB-C
- Stand: Height, tilt, swivel adjustable
- Power: Energy-efficient with Eco mode
- Green Procurement: DOE-compliant, recyclable materials
- Warranty: 1 year

24. Ink, Epson 003,Genuine Black 65mL**25. Ink, EPSON 003,Genuine Cyan 65mL****26. Ink, EPSON 003,Genuine Magenta 65mL****27. Ink, EPSON 003,Genuine Yellow 65mL****28. Laminating Film, A4**

- 100 pcs/box
- Thickness: 125 microns
- Size: 216 x 303 mm (A4)

29. Laminating Film, Legal

- 100 pcs/box
- Thickness: 125 microns
- Size: 222 x 337 mm (Legal)

30. Laptop Computer (Basic Users)

Specifications:

- Processor: Intel Core i3 (11th/12th Gen) or AMD Ryzen 3 equivalent
- Memory: 8GB DDR4 RAM (expandable)
- Storage: 256GB SSD (NVMe preferred)
- Display: 14" HD/Full HD, anti-glare
- Graphics: Integrated (Intel UHD / AMD Vega)
- Keyboard: Standard, spill-resistant
- Camera: Built-in HD webcam with microphone
- Connectivity: Wi-Fi, Bluetooth, LAN (via adapter if needed)
- Ports: Min. 2xUSB, 1xHDMI/VGA, Audio combo jack
- Battery: 76 hours operation
- Operating System: Licensed Windows 11 Pro (64-bit)
- **Productivity Suite: Licensed Microsoft Office (latest version, perpetual or 365 government license)**
- Warranty: 1 year parts & service

31. Laser Presentation Remote / Wireless Presenter, Black

- red laser pointer
- intuitive controls
- up to 15 m range
- battery indicator
- plug and play wireless receiver

32. Masking Tape, 1" x 25 yards

- 24 mm (1") width
- usable length: 25 yards

33. Masking Tape, 2" x 25 yards

- 48 mm (2") width
- usable length: 25 yards

34. Note Pad / Sticky Note, 1.5 x 2

- 1.5 x 2 inches (38 x 50 mm)
- 100 sheets/pad

35. Note Pad / Sticky Note, 2 x 3

- 2 x 3 inches (50 x 76 mm)
- 100 sheets/pad

36. Note Pad / Sticky Note, 3 x 3

- 3 x 3 inches (76 x 76 mm)
- 100 sheets/pad

37. Note Pad / Sticky Note, 3 x 4

- 3 x 4 inches (76 x 100 mm)
- 100 sheets/pad

38. Paper Clip / Clip Paper, 33mm

- vinyl/plastic coated
- size: 33mm
- assorted colors
- 100 pcs/box

39. Paper Clip / Clip Paper, 50mm

- vinyl/plastic coated
- size: 50mm
- assorted colors
- 100 pcs/box

40. Paper Fastener, Plastic

- 50 sets/box

- plastic
- size: 7 cm
- assorted colors

41. Paper shredder machine, heavy duty

- **Shred Type:** Cross Cut
- **Maximum Sheet Capacity (70 gsm):** 10 sheets
- **Waste Container Capacity:** 21 liters
- **Power Source:** 220 - 240 VAC

42. Permanent Marker / Permanent Pen, Black, Broad

- chisel tip
- xylene free
- refillable

43. Portable Trolley 15" Speaker with wireless microphone

- **Speaker Type:** 15" 2-Way Powered Portable Sound System
- **Power Output:** 480 Watts
- **Cabinet Material:** Plastic
- **Power Supply:**
 - AC: 220V
 - DC: 12V (Built-in Rechargeable Batteries)
- **Wireless Microphones:** 2 included
- **Microphone Inputs:**
 - XLR: 1
 - PL55: 1
- **Additional Inputs:**
 - **Guitar Input:** Shares with Mic 2 input
 - **FM Radio**
 - **Bluetooth**
 - **USB Port**
 - **SD Port**
 - **Aux / Line In**
 - **Line Out**
- **Features:**
 - **5 Band Equalizer**
 - **LCD Display**

- **Remote Control**
- **Handle and Wheel** for portability

44. Professional Heavy Duty Wireless Microphone (for outdoor)

Type: Handheld Wireless Microphone System

Connectivity: UHF Wireless, includes receiver

Frequency Response: 50 Hz – 15 kHz

Features:

Industry-standard SM58 capsule

Up to 150 or 200 meters range (line-of-sight)

Easy setup with automatic frequency scanning

Professional-grade sound quality

Power Supply: AA Batteries

Warranty: 1 year manufacturer warranty

Remarks: Durable and trusted by professionals for outdoor use

45. Room Accommodation (1)

Deluxe Room

46. Sign Pen, Extra Fine Tip, Blue

- 12 pcs/box
- type: liquid or gel
- 0.5 mm, needle or conical tip
- with non-slip grip
- with metal/plastic clip

47. Snacks

- one (1) serving of snacks
- one (1) serving of drinks
- packed in biodegradable materials

48. Staple Remover / Staple Wire Remover

- heavy-duty staple remover
- type: plier
- material: metal
- spring-loaded level handle
- removes standard and heavy-duty staples up to 60 sheets at a time
- color: silver

49. Staple Wire, 23/10 mm (3/8")

- Chisel pointed
- 1,000 staples/box
- for heavy-duty stapler, for binding
- approx. binds 50-70 sheets

50. Sticker Paper, high gloss A4 size, 50 sheets/pack

51. Sticky Sheets Flags & Tabs / Sign Here Sticky Flags

- with 5 different colored tabs
- durable & adhesive
- PET material
- waterproof transparent
- 20 flags/color
- 45 mm x 12 mm
- package dimensions: L 6cm x W 0.2cm x H 12.7cm

52. Tape, Double Sided, 1" x 10m

53. Toilet Tissue Paper, 2 Ply

- 12 rolls/pack
- laminated
- at least 400 sheets/roll (200 pulls)

- sheet size: at least 110 x 105 mm
- embossed design, chlorine-free
- unscented

54. Transparent Tape / Clear Tape, 1" x 50 yards

- 24 mm (1") width
- usable length: 50 yards
- base material: biaxially-oriented polypropylene

55. UPS, 1500 VA

- Topology: Line-Interactive (true sine output preferred)
- Capacity: 1500 VA (?900–1050 W)
- Battery: VRLA, replaceable pack
- Runtime: 15–40 min depending on load
- Features: Surge & overload protection, AVR, LCD status, cold-start, optional network card slot
- Ports: USB/RS-232 for monitoring
- Green Note: Battery recycling/disposal plan
- Warranty: 1 year (unit), 6–12 months (battery)

56. Whiteboard Marker / Whiteboard Pen, Black

- Tip: Bullet
- low odor
- xylene free
- alcohol based ink
- writing width: 1.80 mm - 2.20 mm
- tip size: 4.0 mm

57. Whiteboard Marker / Whiteboard Pen, Blue

- Tip: Bullet
- low odor
- xylene free
- alcohol based ink
- writing width: 1.80 mm - 2.20 mm
- tip size: 4.0 mm