



Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	15	125.00		1,875.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
2	Certificate Holder (A4)	pcs	50	65.00		3,250.00
3	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	10	30.00		300.00
4	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	20.00		200.00
5	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLACK	boxes	5	250.00		1,250.00
6	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	boxes	10	250.00		2,500.00
7	Envelope, Document, Brown, 150 lbs, Long	pc	40	7.00		280.00
8	Envelope, Expanding, with garter tie, brown, short	pc	20	20.00		400.00
9	Folder, Expanded, Long (Light Blue)	pcs	50	30.00		1,500.00
10	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
11	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	5	78.00		390.00
12	Index Tab, transparent, self- adhesive, transparent, 5sets/box	boxes	2	90.00		180.00
13	Ink, Refill, for Whiteboard Marker, Blue, 30mL	btls	5	165.00		825.00
14	Paper, Bond, A4, S-24, 80 gsm	reams	40	289.00		11,560.00
Specification:						

bright white, high premium quality

15	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	2	250.00		500.00
16	Pen, Ball, red	pieces	25	10.00		250.00
17	Pen, Whiteboard Marker, blue,	pieces	20	50.00		1,000.00
18	Pencil, Lead, #2, w/ eraser	pieces	60	10.00		600.00
19	Push Pins	boxes	5	40.00		200.00
20	Staple Wire, #35	boxes	4	35.00		140.00
21	Stapler, HD No.35	pc	2	400.00		800.00
22	Sticky Note, 2 x 3, Yellow	pads	5	79.00		395.00
23	Tape, Double Sided, 1" x 10m	rolls	10	45.00		450.00
24	Tape, Masking, 1" x 25 yards	rolls	5	48.00		240.00
25	Tape, Transparent, 12mm x 50m	rolls	10	68.00		680.00
TOTAL						30,765.00

Purpose: for office use

Checked by:		Funds Available:	
 VIVIAN V. BALBARINO		 ALICIA M. FLORES	
TWG - Office Supplies <i>On 10/9/24</i>		HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
	 CHARMAGNE FAITH F. CAPUNO	 MOISES NEIL V. SERINO	 PROSE IVY G. YEPES
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			