

"ANNEX A"

OFFICE SUPPLIES CY 2018

LOT I - OFFICE SUPPLIES

	Description	Qty.	Unit	Total Amount
1	CLEARBOOK, A4 SIZE	30	piece	397,233.00
2	CLEARBOOK, LEGAL	30	piece	
3	FASTENER, METAL, 70mm between prongs, 50 sets per box	30	box	
4	FILE ORGANIZER, LEGAL	4	piece	
5	GLUE, all purpose, gross weight: 200 grams min	10	jars	
6	INDEX TAB, 5 sets per box	60	box	
7	MARKER, PERMANENT, bullet type, black	12	piece	
8	MARKER, WHITEBOARD, blue	12	piece	
9	PAPER CLIP, 33MM, 100 pieces per box or 52 grams (min.) (net of box)	60	box	
10	PHILIPPINE NATIONAL FLAG	4	piece	
11	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	10	piece	
12	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	20	book	
13	RECORD BOX, with JHMC logo	80	box	
14	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	500	piece	
15	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	20	piece	
16	STAMP PAD INK, purple or violet, 50ml (min.)	10	bottle	
17	STAPLE WIRE, HEAVY DUTY, 23/13	5	box	
18	STAPLER, STANDARD TYPE, load cap: 200 staples min, 1 piece in individual box	10	piece	
19	TAPE DISPENSER, TABLE TOP	10	piece	
20	SENSITIZED FILM, A4	20	pack	
21	BALLPEN, BLUE, ordinary	144	piece	
22	BALLPEN, BLUE, with String	60	piece	
23	Signpen, uniball, blue, 1.0 (12 pcs/box)	20	box	
24	BATTERY 9V	40	piece	
25	BINDER, Ibico, 1"	100	piece	
26	BINDER, Ibico, 1/2"	100	piece	
27	BINDER, Ibico, 3/4"	100	piece	
28	BOND PAPER, A3	10	ream	
29	BOOK STAPLER, Heavy Duty, 210 sheets, front-end jam clearing mechanism, precision staple alignment guide, a full 2-5/8" throat depth	5	unit	
30	CORK BOARD, 4 x 3 with frame	5	piece	

31	CUTTING MAT, Large Format	7	piece
32	FASTENER SCREW, 1"	200	piece
33	FASTENER SCREW, 2"	200	piece
34	Folder, Green, A4, with transparent plastic front	100	piece
35	HARD BOUND FOLDERS for 201 File	500	piece
36	PHOTO PAPER, A4, 10 pcs per pack	40	pack
37	Calculator, compact, electronic, 12 digits cap	5	piece
38	Data File box, made of chipboard, with closed end	100	box
39	Label tape, 12 mm 0.47", black ink, laminated, white tape	40	ea
40	Label tape, 12 mm 0.47", black ink, laminated, yellow tape	10	ea
41	Label tape, fits compact desktop labeller with up to 18 mm width, black ink, laminated, white tape	10	ea
42	Compact Desktop Labeller, up to 18mm label width, 14 fonts, 99 frames, 617 symbols	1	unit
43	Label maker, dimensions: approx. 157 (W) x 150 (D) x 68 (H)mm, print up to 2-lines on labels up to 12mm wide	10	unit
44	Colored paper, 70gsm, blue, long	5	ream
45	Twine	2	rolls
46	Board Paper, short, green (50 pcs per pack)	15	pack
47	Empty sacks	50	pcs
48	Cloth Tape, green	5	rolls
49	File folder with ring, green, long	2	unit

LOT II - ICT supplies

	Description	Qty.	Unit	Amount
1	DIGITAL VOICE RECORDER, memory: 4GB (expandable), 1 unit in individual box	7	unit	412,233.00
2	ELECTRIC TYPEWRITER INK CARTRIDGE	6	cart	
3	ELECTRIC TYPEWRITER LIFT-OFF TAPE, 6pcs per box	1	piece	
4	INK CART, CANON 88, Black	40	cart	
5	INK CART, CANON 98, Black	40	cart	
5	Ink Cart, HP CN692AA, (HP704), Black	20	ea	
6	Ink Cart, HP CN693AA, (HP704), Tri-color	10	ea	
7	Toner Cartridge, HP CF400A (HP201A) Black LaserJet	6	ea	
8	Toner Cartridge, HP CF401A (HP201A) Cyan LaserJet	3	ea	
9	Toner Cartridge, HP CF402A (HP201A) Yellow LaserJet	3	ea	
10	Toner Cartridge, HP CF403A (HP201A) Magenta LaserJet	3	ea	
11	Toner Cart, Brother (TN 261) Black	6	ea	
12	Toner Cart, Brother (TN 261) Cyan	3	ea	
13	Toner Cart, Brother (TN 261) Yellow	3	ea	
14	Toner Cart, Brother (TN 261) Magenta	3	ea	
15	Ink Cart, HP C8767WA, (HP96), Black	20	ea	
16	Ink Cart, HP C9363WA, (HP97), Tri-color	10	ea	
17	Ink Cart, HP CD887AA, (HP703), Black	20	ea	
18	Ink Cart, HP CD888AA, (HP703), Tri-color	10	ea	
19	Ink Cart, HP CD975AA, (HP 920XL), Black	10	ea	
20	Ink Cart, HP CD974AA, (HP 920XL), Yellow	5	ea	
21	Ink Cart, HP CD972AA, (HP 920XL), Cyan	5	ea	
22	Ink Cart, HP CD973AA, (HP 920XL), Magenta	5	ea	
23	Ink Cart, Canon 88, Black	30	ea	
24	Ink Cart, Canon 98, Tri-Color	20	ea	
25	Epson Ink Refill, Black	60	ea	

LOT III - Furniture and Fixture

	Description	Qty.	Unit	Total Amount
1	Highback leatherette chair with armrest - chrome	5	unit	250,000.00
2	Conference tables, 8-seaters 241Lx120Wx75Hcm) MFC finish laminates	2	unit	
3	Computer Table - 120W x 60D x 75Hcm	8	unit	
4	Wall shelf 120-Black 120x23.5x3.8 cm	20	pc	
5	Filing cabinet, steel, lateral, 2 layers, with keys (W90 cm x D45 cm x H74 cm)	5	unit	
6	Stainless steel wall shelf corner brackets L-Shaped Right angle braces - 12 inch	20	pair	

LOT IV - OTHER SUPPLIES

	Description	Qty.	Unit	Total Amount
1	CLEANER, TOILET BOWL AND URINAL, , 900ml-1,000ml cap	24	bottle	197,636.00
2	CLEANSER, SCOURING POWDER, 350g min./can	10	can	
3	COFFEE, 3 in 1 (12/pk)	120	pk	
4	GROUND COFFEE, 1 kl / pack	70	pack	
5	RAGS, ALL COTTON, 32 pieces per kilo per bundle	5	bundle	
6	TRASHBAG, plastic, gusseted type, transparent, 10 pcs per roll/pack	80	roll	
7	Tissue paper, 2-ply, 12 rolls per pack	100	pack	
8	Tissue paper, facial tissue, 1-ply, 150 pulls interfolded	70	box	
9	CHOCOLATE DRINK, kg	110	pack	
10	CLOTH BINDING TAPE, Black, 1", 25 meters, set of 3	10	piece	
11	CLOTH BINDING TAPE, Black, 2", 25 meters, set of 3	10	piece	
12	Medicine Kit	5	set	
13	CREAMER, 200G	150	piece	
14	DISWASHING LIQUID	50	gallon	
15	MEFENAMIC ACID, 500G	160	capsule	
16	MULTIVITAMINS with IRON bottles	20	bottle	
17	ANTIHISTAMINE (anti-allergy)	100	tablet	
18	LOPERAMIDE	84	capsule	
19	PARACETAMOL (biogesic)	120	tablet	