



## ABSTRACT OF QUOTATION SOLICITATION Number RSU-26-18

ABC: PhP608,255.00

QTY: 7489

### PROCUREMENT OF OFFICE SUPPLIES & CONSUMABLES

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
can	Air freshener 200ml	33		
pc	Antibacterial Hand soap, regular size	67		
pc	Automatic Voltage Regulator (for Desktop computer)	2		
pc	Ballpen 0.7mm ballpoint (black)	113		
pc	Ballpen, 0.7 mm ballpoint (red)	74		
pc	Battery, size AA, dry cell	54		
pc	Blackboard eraser	25		
pc	Broom, Soft (Tambo), weight: 200g min tiger grass	29		
pc	Broom, stick (ting-ting)	12		
pc	Bulb, LED 13watts	21		
pc	Calculator, Compact 12 digits Two-way power	8		
pc	Calculator, Scientific FX991ES Plus	3		
pc	Cartolina, golden yellow	20		
pc	Cartolina, light blue	20		
pc	Cartolina, light green	20		
pc	Cartolina, red	20		
pc	CD-RW with Case	25		
pc	Certificate Holder, Legal size 8.5 x 13	5		
pc	Certificate Holder, Letter size 8.5 x 11	139		
pc	Chair, Executive with armrest and headrest, Black, revolving (Mesh type for back and headrest)	3		
pc	Chair, Revolving, Black with side arm (Office Chair)	6		
box	Chalk, Dustless 100pcs/box	70		
pc	Class Record 30lvs 5 1/2" x 11"	30		
box	Clip, Binder, backfold, 1", 12pcs/box	12		
box	Clip, Binder, backfold, 1-1/4", 12 pcs/box	12		
box	Clip, Binder, backfold, 1-5/8", 12pcs/box	13		
box	Clip, Binder, backfold, 2", 12pcs/box	9		
box	Clip, Binder, backfold, 3/4", 12pcs/box	16		
pc	Columnar book, 10 Columns 50lvs. 216 x 280	4		
pc	Columnar book, 3 Columns 50lvs. 216 x 280	2		
pc	Computer Keyboard USB Connection type	2		
pc	Computer Mouse, Optical USB connection type	1		
unit	Computer Table, Metal & Wood frame	1		
box	Continuous Form 3 Ply, 11 x 9 1/2" 500sheets/box Carbonless	6		
pc	Cork Board with Frame 2' x 3'	2		
pc	Correction Fluid, 15ml	18		
pc	Correction tape (5mm x12m)	67		
panel	Curtain	12		
pc	Cutter 6", heavy duty for paper	7		
pc	Data File box, made of chipboard, with closed ends (5" x 9" x 15-3/4)	10		
pc	Dating and Stamping Machine	4		
bar	Detergent Bar Soap	16		
pack	Detergent Powder, 1100g	4		



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sachet	<b>Detergent powder, 82g</b>	150		
set	<b>Dish Drainer &amp; Cabinet</b> Specs: Tubular Steel support for each layer, Additional Drawer for more storage space, Magnetic doors, Key and Lock for each drawer L:61cm x W:33cm x H:124cm	1		
pc	<b>Dish sponge</b>	12		
bottle	<b>Dishwashing liquid 250ml</b>	20		
bottle	<b>Dishwashing liquid 500ml</b>	26		
can	<b>Disinfectant Spray 400 grams net content</b>	8		
pc	<b>Documentary Tray, 2 Layers, Legal Size, Aluminum</b>	2		
pc	<b>Documentary Tray, 3 Layers, Legal Size, Aluminum</b>	3		
pc	<b>Door Mat, Cotton</b>	19		
gal	<b>Emulsion Wax</b>	12		
pc	<b>Envelope, Brown Legal Size</b>	385		
pc	<b>Envelope, Brown Letter Size</b>	300		
pc	<b>Envelope, Expanding, Kraft, Legal size with garter</b>	124		
pc	<b>Envelope, Expanding, Plastic, Legal size with garter</b>	124		
pc	<b>Envelope, Mailing 80gsm, 105mm x 241mm Long</b>	120		
pc	<b>Eraser, felt, for Blackboard or Whiteboard</b>	10		
pc	<b>Extension Wire, Universal, 3 gang, 6 feet (heavy Duty)</b>	5		
unit	<b>External Drive, DVD/CD ROM 24X</b>	1		
unit	<b>External Hard Drive 1TB, USB 3.0</b>	4		
pc	<b>File Arch with Lever arm 3-ring, D-type (2.5") Legal size</b>	13		
pc	<b>File Arch with Lever arm 3-ring, D-type (2-5") A4 size</b>	13		
pc	<b>File Arch with Lever arm 76mm x 230mm x 380mm, Legal size</b>	25		
pc	<b>File Arch with Lever arm 76mm x 241mm x 380mm, Legal size</b>	50		
pc	<b>File Organizer, expanding, plastic, w/ 12 inside pockets &amp; index tabs, 216mm x 330 (Legal size)</b>	2		
pc	<b>Flash Drive 16GB capacity USB 3.0 Plug and Play</b>	2		
pc	<b>Flash Drive 32GB capacity USB 3.0 Plug and Play</b>	43		
set	<b>Floor Mop with Mop wringler, Tornado 360</b>	5		
pc	<b>Folder, Sliding, Morocco, Legal Size (Green)</b>	100		
pc	<b>Folder, Sliding, Morocco, Letter Size (Green)</b>	120		
pc	<b>Folder, Sliding, Morocco, Letter Size (Orange)</b>	20		
pc	<b>Folder, Sliding, Morocco, Letter Size (Yellow)</b>	20		
pc	<b>Folder, Sliding, Plastic, Legal Size</b>	50		
pc	<b>Folder, Sliding, Plastic, Letter Size</b>	50		
pc	<b>Folder, white 14 pts. 9" x 11.5", Letter</b>	450		
pc	<b>Folder, white 14 pts. 9" x 14.5", Legal</b>	725		
roll	<b>Garbage Bag, Large 10pcs/roll</b>	32		
roll	<b>Garbage Bag, XL 10pcs/roll</b>	20		
pc	<b>Glue gun, Full sized</b>	3		
pc	<b>Glue, Multi-Purpose 130grams, White</b>	7		
pc	<b>Glue, Multi-Purpose 473ml, White</b>	13		
pc	<b>Gun tacker with staple wires</b>	1		
bottle	<b>Hand Soap, Liquid 500ml</b>	15		
pc	<b>HDMI Cable, 3m</b>	10		
pc	<b>Illustration board, double face, (30" x 40")</b>	20		
box	<b>Index Tab, Self-adhesive, Clear (Letter Tabblings, 5 sets/ box)</b>	24		
bottle	<b>Ink for Printer (Black) Universal 1 lit./Color (Refill)</b>	11		
bottle	<b>Ink for Printer (Cyan) Universal 1 lit./Color (Refill)</b>	6		
bottle	<b>Ink for Printer (Magenta) Universal 1 lit./Color (Refill)</b>	6		



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bottle	<b>Ink for Printer (Yellow)</b> Universal 1 lit./Color (Refill)	6		
bottle	<b>Ink for Printer, Epson Genuine (Black)</b> 70ml/bottle	7		
bottle	<b>Ink for Printer, Epson Genuine (Cyan)</b> 70ml/bottle	7		
bottle	<b>Ink for Printer, Epson Genuine (Magenta)</b> 70ml/bottle	7		
bottle	<b>Ink for Printer, Epson Genuine (Yellow)</b> 70ml/bottle	7		
bottle	<b>Ink for Printer, Epson L110 Genuine T6641 (Black)</b> 70ml/bottle	3		
bottle	<b>Ink for Printer, Epson L110 Genuine T6642 (Cyan)</b> 70ml/bottle	2		
bottle	<b>Ink for Printer, Epson L110 Genuine T6643 (Magenta)</b> 70ml/bottle	2		
bottle	<b>Ink for Printer, Epson L110 Genuine T6644 (Yellow)</b> 70ml/bottle	2		
bottle	<b>Ink for Printer, Epson L360 Genuine T664 (Black)</b> 70ml/bottle	3		
bottle	<b>Ink for Printer, Epson L360 Genuine T664 (Cyan)</b> 70ml/bottle	2		
bottle	<b>Ink for Printer, Epson L360 Genuine T664 (Magenta)</b> 70ml/bottle	2		
bottle	<b>Ink for Printer, Epson L360 Genuine T664 (Yellow)</b> 70ml/bottle	2		
bottle	<b>Ink, Permanent marker, Black, 30ml</b>	3		
bottle	<b>Ink, Permanent marker, Red, 30ml</b>	3		
bottle	<b>Ink, Stamp Pad, Purple or Violet, 50ml</b>	2		
bottle	<b>Ink, Whiteboard marker, 30ml, black</b>	5		
bottle	<b>Ink, Whiteboard marker, 30ml, blue</b>	5		
bottle	<b>Ink, Whiteboard marker, 30ml, red</b>	5		
bottle	<b>Isopropyl Alcohol, 500ml</b>	38		
pc	<b>Mag file Double</b> Closed Horizontal Legal size (File box)	2		
pc	<b>Mag file Single</b> Closed Horizontal, Legal size (File box)	2		
pc	<b>Manila Paper</b>	100		
pc	<b>Marker, Permanent, Refillable, Broad (Black)</b>	55		
pc	<b>Marker, Permanent, Refillable, Broad (Blue)</b>	20		
pc	<b>Marker, Permanent, Refillable, Broad (Red)</b>	10		
pc	<b>Marker, Permanent, Refillable, Fine (Black)</b>	27		
pc	<b>Marker, Permanent, Refillable, Fine (Red)</b>	20		
pc	<b>Marker, Whiteboard, Refillable, (Black)</b>	101		
pc	<b>Marker, Whiteboard, Refillable, (Blue)</b>	100		
pc	<b>Marker, Whiteboard, Refillable, (Red)</b>	50		
pc	<b>Mop-handle, Screw Type aluminum</b>	2		
pc	<b>Mop-head, 400grams, cotton</b>	2		
pc	<b>Mouse, Optical</b> USB connection type	4		
liter	<b>Muriatic Acid</b> 1000ml	14		
ream	<b>Neon Colored papers, Legal 8.5" x 13"</b>	2		
ream	<b>Neon Colored papers, Letter 8.5" x 11"</b>	1		
unit	<b>Office Table with drawers and Lock</b> (good quality)	4		
pad	<b>Pad Paper, Yellow</b>	64		
pc	<b>Pail with Metal handle , 24 liters</b>	5		
pc	<b>Pail with Metal handle, 16 liters</b>	2		
box	<b>Paper Clip, Big 50mm, Vinyl Coated</b>	12		
box	<b>Paper Clip, Small 28mm Vinyl Coated</b>	15		
unit	<b>Paper Cutter 18" X 15"</b> metal base trimmer (heavy duty)	1		
pc	<b>Paper Highlighter/Marker (green)</b>	39		



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ream	<b>Paper, Bond, A4 Size, 210mm x 297mm, 70gsm, Ultra White</b>	43		
ream	<b>Paper, Bond, 8.5" x 11", Letter size, subs. 20, ultra white</b>	203		
ream	<b>Paper, Bond, 8.5" x 13", Legal size, subs. 20 ultra-white</b>	203		
ream	<b>Paper, Bond, A3 size, 70gsm</b>	4		
ream	<b>Paper, Book Paper Legal Size (8.5" x 13")</b>	10		
ream	<b>Paper, Book Paper Letter Size (8.5" x 11")</b>	10		
box	<b>Paper, Fastener, non-rust metal, 50 sets/box</b>	7		
box	<b>Paper, Fastener, Plastic Coated, 50 sets/box</b>	36		
ream	<b>Paper, Mimeo, Ground wood, 210mm x 297mm (A-4), 63gsm</b>	3		
ream	<b>Paper, Mimeo, Ground wood, Long 8.5 x 13" Subs. 18</b>	16		
ream	<b>Paper, Mimeo, White wove, 210mm x 279mm (A-4) 63gsm</b>	50		
ream	<b>Paper, Mimeo, White wove, Long 8.5" x 13" Subs. 18</b>	105		
ream	<b>Paper, Mimeo, White wove, Short 8.5" x 11" Subs. 18</b>	69		
pack	<b>Paper, Sticker, A4, Matte 10 sheets/pack</b>	74		
pc	<b>Paste with Spreader, 200g</b>	18		
box	<b>Pencil #2 with Eraser</b>	21		
pack	<b>Photo paper, Glossy A4 Size 220 gsm (10pcs/pack)</b>	63		
pc	<b>Plastic Chairs</b>	5		
roll	<b>Plastic Cover G-4</b>	1		
pc	<b>Plastic Drum, 210 liters capacity (Blue)</b>	3		
pc	<b>Plastic Dust Pan (Medium Size)</b>	12		
pc	<b>Puncher, 2-hole (Heavy Duty)</b>	6		
box	<b>Push Pins Flat head 100pcs/box</b>	9		
pack	<b>PVC Binding Film Letter 217 x 283mm, mic. 250</b>	5		
pack	<b>PVC Binding Film, Legal 217 x 331 mic. 250</b>	10		
kilo	<b>Rags, All cotton</b>	14		
pc	<b>Record Book 300 pages, size 2 14mm x 278mm</b>	38		
pc	<b>Record Book 500 pages</b>	15		
pc	<b>Ribbon, for Printer EPSON FX-2175</b>	10		
box	<b>Rubber Band, Flat No. 18, 350 grams</b>	4		
box	<b>Rubber Band, Small Size</b>	1		
pc	<b>Ruler 12", Plastic (Clear)</b>	14		
pc	<b>Scissors 6" (Medium size, Heavy duty)</b>	10		
pc	<b>Sharpener, Single cutter head, heavy duty</b>	3		
pc	<b>Sign Pen, Black, liquid/gel ink, 0.5mm needle tip</b>	161		
pc	<b>Sign Pen, blue, liquid/gel ink, 0.5mm needle tip</b>	54		
pack	<b>Specialty board paper 8.5" x 11" Letter size, 220 gsm (10 pcs/pack)</b>	26		
pack	<b>Specialty board paper 8.5" x 13" Legal size, 220 gsm (10 pcs/pack)</b>	23		
pack	<b>Specialty paper 8.5" x 11" Letter size (10pcs/pack)</b>	41		
pack	<b>Specialty paper 8.5" x 13" Legal size (10pcs/pack)</b>	41		
pc	<b>Spiral, Plastic (Ring Binder) 1 ½"</b>	5		
pc	<b>Spiral, Plastic (Ring Binder) 1"</b>	65		
pc	<b>Spiral, Plastic (Ring Binder) 1/2"</b>	15		
pc	<b>Spiral, Plastic (Ring Binder) 1/4"</b>	5		
pc	<b>Spiral, Plastic (Ring Binder) 1/8"</b>	5		
pc	<b>Spiral, Plastic (Ring Binder) 2"</b>	65		
pc	<b>Stamp Pad, Violet Ink Felt pad, min 60mm x 100mm</b>	4		



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set	<b>Stand Fan, 18" plastic blade push button switch, good quality</b>	2		
box	<b>Staple wire #35 5000pcs</b>	35		
pc	<b>Stapler with remover (Heavy duty) use 24/6-26/6 staples</b>	9		
pc	<b>Stick Glue (Hot Melt Glue)</b>	62		
pad	<b>Sticky notes 1 ½" x 2"</b>	63		
pad	<b>Sticky notes 2" x 2"</b>	63		
pad	<b>Sticky notes 3" x 3"</b>	63		
pc	<b>Storage Corrugated/Carton Box L 15" x W 12" x H 10"</b>	30		
pc	<b>Tape, Dispenser, Heavy Duty for 1" tape</b>	2		
roll	<b>Tape, Double-sided 24mm (1") width</b>	22		
roll	<b>Tape, electrical, 1" big roll</b>	5		
roll	<b>Tape, Masking 24mm (1") width, usable length 50m</b>	24		
roll	<b>Tape, Masking 48mm (2") width, usable length 50m</b>	41		
roll	<b>Tape, Transparent 24mm (1") width, usable length 50m</b>	55		
roll	<b>Tape, Transparent, 48mm (2") width, usable length 50m</b>	26		
liter	<b>Termites/Chemical Poisoning (Hometrex)</b>	7		
box	<b>Thumbtacks No.1 53, 20g</b>	10		
roll	<b>Tissue 2 ply</b>	296		
bottle	<b>Toilet Bowl and Uniral Cleaner, 900-1000ml cap</b>	47		
pc	<b>Toilet Bowl brush</b>	6		
pc	<b>Toilet deodorizer 50g</b>	23		
box	<b>Toner MP 2501 for xerox machine, box of 6,</b>	2		
unit	<b>UPS, 1500VA</b>	2		
pc	<b>USB Hub, 4 sockets</b>	2		
pc	<b>Utility Can with cover 80 liters capacity</b>	1		
pc	<b>Wall Clock</b>	2		
set	<b>Wall Fan, 16" 3-speed button</b>	1		
pc	<b>Wall Mirror 2 x 4 feet</b>	1		
pc	<b>Waste Basket, Big (Plastic)</b>	4		
pc	<b>Waste Basket, Small (Plastic)</b>	12		
<b>TOTAL</b>	<b>QTY</b>	<b>7489</b>	<b>ESTIMATED COST</b>	