



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No. 2022-02-034
PR No. 2022-01-015, 018, 022-023, 025, 030, 037-
039, 047-049, 053, 055-058, 060, 063, 066

*COMPANY NAME : _____
*BUSINESS ADDRESS : _____
*CONTACT PERSON : _____
*CONTACT NUMBER : _____

Sir/Madam:

The DSWD Regional Office III, through its Procurement Section, hereby requests you to submit price quotations for the following items/services listed in Annex A (Form 04-A)/ Annex B (Form 04-B) for the procurement of;

Title of Project: **PURCHASE OF OFFICE AND CONSUMABLES SUPPLIES FOR TWO (2) MONTHS USE OF PROGRAMS/OFFICES CY 2022.**

Please quote using the business name indicated in your original receipt/sales invoice. Also, your quotation should be accompanied by adequate technical documentation and catalogue(s) and/or other printed materials or pertinent information for each item quoted if applicable.

To assist you in the preparation of your request we include the necessary technical specifications, required quantities and **TERMS AND CONDITIONS:**

- 1. Technical Components:** Interested suppliers are required to submit the following:
 - Valid/Current Mayor's and Business Permit if new Service Provider
 - Accomplished Certificate of Signatory if new Service Provider (template provided)
 - Bank Details - Issuing Bank if new Service Provider (preferably LBP) (template provided)
 - PhilGEPS Registration Number if new Service Provider (if Red)/ PhilGEPS Certificate (if Platinum)
 - Latest Income/Business Tax Return if new Service Provider
- 2. ABC of Project: P 900,874.40**
- 3. Award Basis:** Award shall be made to the supplier(s)/ service provider(s) on per:

☐

Item Basis

☒

Lot Basis
- 4.** The procuring Entity reserves its right to reject bid or if already awarded, automatically cancel such award in case of failure to deliver all the items in its respective quantity and technical specifications in accordance with herein indicated award basis.
- 5. Place of Delivery:** Items/Materials requested shall be delivered at;
DSWD ROIII, Diosdado Macapagal Government Center, Brgy. Maimpis, CSFP
at the expense of the supplier/service provider within the period specified below.
- 6. Delivery Terms:** within **working days** upon receipt of Purchase Order/Job Order/Contract/ Notice to Proceed. If the **supplier/service provider** failed to deliver or perform the services under the contract/PO within ____ days without valid reason acceptable to the procuring entity (DSWD) the contract may be terminated through a notice to be issued by the Head of Procuring Entity (HOPE). The procuring entity shall then proceed to negotiate with the succeeding responsive supplier/s if applicable or any other available valid option subject to the Rules and Regulations of R.A. 9184.
- 7. Deadline of Submission:** The DSWD Regional Office III, through its Procurement Section will receive duly accomplished quotations until _____, 2021. Quotations submitted beyond the deadline will not be accepted.
- 8. Manner of Submission:** Your bid/quotation shall be submitted together with this form in
 - **Mail/Personal** – SEALED ENVELOPE with the following information written on the envelope = PR No., ABC of Project, Name/Title of Project, Supplier/Service Provider's Business Name.
 - **E-mail** – send to **Quotation.fo3@dswd.gov.ph** **ONLY (official email address of the BAC Secretariat)**
- 9. Validity of the Offer:** Standard quotation(s) validity shall be for a minimum period of thirty (30) calendar days from the date of the submission of your bid/quotation thru the following manner to constitute ACCEPTANCE;

➤ If submitted thru Mail/Personal appearance: to be stamped “RECEIVED” by a BAC/Procurement Representative

➤ If submitted thru E-mail: to be acknowledged by a BAC/Procurement Representative

However, should you stipulate your own Offer Validity for the above-mentioned project on the Annex A/B form, the standard requirement above shall be superseded. If the **supplier/service provider** withdraw the quotation during the validity period and/or refuse to accept the award of a contract when and if awarded without an acceptable justification, then the supplier(s)/service provider(s) may be banned from participating with DSWD RO III’s procurement for a minimum period of three (3) months.


10. **Alterations:** Any interlineations, erasures or overwriting shall be valid **only if they are signed** by the supplier or any of its duly authorized representative(s).
11. **Evaluation of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the Purchaser will adjust any arithmetical errors as follows:
- where there is a discrepancy between the unit rates and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
 - where there is a miscalculation in the amount/s in figures in the total quoted award basis, the amount of bid as calculated by the BAC will prevail (base on the adjusted line item total per item)
 - If a Supplier refuses to accept the correction, his quotation will be rejected.
12. **Award of Purchase Order/Job Order:** The award shall be made to the bidder offering the lowest evaluated price that is responsive/meets the minimum technical and financial requirements or whatever is deemed most advantageous on the part of DSWD ROIII as determined by the Bids and Awards Committee (BAC).
13. **Liquidated damages/penalty:** In case of failure to make the full delivery within the time specified in the delivery terms, a penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. If the **cumulative amount of liquidated damages** reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances. (2016 Revised IRR of R.A 9184 Annex “I” Guidelines on Termination of Contracts)
14. **Terms of Payment:** Payment shall be made within seven (7) to fifteen (15) working days thru Check (for first time suppliers) or LDDAP, only upon full delivery/performance of the items/materials/services and acceptance by the requisitioning unit and/or the inspection and acceptance committee and presentation & submission of complete documents to Finance Division. For Non-LBP Accounts, LDDAP service charge will be borne by the Supplier/Service Provider – thus encouraged to open Land Bank of the Philippines Account.
15. **Authenticity of Signatures:** The DSWD ROIII requests an accomplished copy of the **Certificate of Signatory Form** from your company to identify your duly authorized representatives and determine their respective signatures for security purposes. If you are a newly registered supplier, please request the form from our office and submit it together with your quotation.
16. **Brands and Model Numbers:** For supplies/goods, all bids must be quoted with a corresponding brand next to its quoted price. If your offer does not have a specific brand, the term “generic” should be stated for Goods/Supplies only. Likewise, all equipment (I.T., Furniture, Appliances, etc.) must have a specified brand offer with corresponding model number. Non-compliance of this provision will automatically disqualify your bid/quotation.

Further information can be obtained from:

Address : DSWD ROIII, DMGC, Brgy. Maimpis, San Fernando, Pampanga
Tele Fax : (045) 861-5630/2413 local 127
E-mail Address : Quotation.fo3@dswd.gov.ph

Please acknowledge the receipt of this request letter which will serve as a formal letter of invitation to bid by affixing your signature below.

Sincerely,

JENNIFER CAMPANG MORALES
Admin. Officer V, Procurement Section 

Concurred by:

SUPPLIER/SERVICE PROVIDER
(Signature over Printed Name)

Remarks:

- ☐ - Supplier/Service Provider *submitted* his/her bid before closing date/ Expressed interest to bid
- ☐ - Supplier/ Service Provider *did not submit* his/her bid before closing date/Expressed disinterest to bid

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III

PRICE QUOTATION FORM

Please quote your lowest price for the package described below stating the shortest time of delivery, subject to the terms and conditions set forth on the Request For Quotation Form, and submit your quotation duly signed by your authorized representative (see letter "N" of Terms and Conditions in the RFQ Form) at Procurement Section, DSWD RO III, Gov't Center, Maimpis, City of San Fernando, Pampanga on or before _____, 2022. The DSWD ROIII reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

JENNIFER C. MORALES
Admin. Officer V, Head - Procurement Section

A. PROJECT DETAILS

TITLE OF PROJECT : PURCHASE OF OFFICE AND CONSUMABLES SUPPLIES FOR TWO (2) MONTHS USE OF PROGRAMS/ OFFICES CY 2022.
ABC OF PROJECT : 900,874.40
REFERENCE PR NO. : 2022-01-015, 018, 022-023, 025, 030, 037-039, 047-049, 053, 055-058, 060, 063, 066
RFQ NO. : 2022-02-035
REQUESTING OFFICE : SLP, IAU, AMOR, HAVEN, THFW, TLC, RHFG, RRCY, RCC, LEGAL, ARDA, ORD, OARDA, HRMD, ACCOUNTING, BUDGET, CASH, FMD DC, PASS, PSD - EPAHP, RSCC

B. QUOTE/OFFER

*NAME OF FIRM/OFFEROR : _____ *DATE : _____
*BUSINESS ADDRESS : _____
*CONTACT PERSON : _____
*CONTACT NUMBER : _____

[please accomplish the required field in red asterisk (" * ")]

Sir/Madam:

After having carefully read and accepted the Terms and Conditions as per attached RFQ, I/We quote you on the items/services at prices hereunder.

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	BIDDER'S SPECIFICATIONS		
				BRAND/ BRAND AND MODEL NUMBER	UNIT COST	TOTAL COST
			LOT 1 - OFFICE SUPPLIES			
1	1	pack	ACETATE FILM, Sensitized film, A4 size, 0.0015" microns, 100sheets/pack			
2	1759	piece	BALLPEN, RETRACTABLE, Ball Point, Black, 0.5mm tip			
3	570	piece	BALLPEN, RETRACTABLE, Ball Point, Blue, 0.5mm tip			
4	10	piece	BALLPEN, RETRACTABLE, Ball Point, Green, 0.5mm tip			
5	60	piece	BALLPEN, RETRACTABLE, Ball Point, Red, 0.5mm tip			
6	20	piece	BINDER FOLDER, 3 RINGS, Black, 2-inch, Legal size			
7	1	pack	CABLE TIE, NYLON, White, 6 inches, 50pcs/pack			
8	15	unit	CALCULATOR, MX-12B, 12 digits cap			
9	5	pack	CARBON FILM PAPER, LEGAL SIZE, Blue, 10 sheets/pack			
10	21	book	CLEARBOOK, REFILLABLE, LEGAL SIZE, 20 Sheets/book			
11	8	ream	COLORED PAPER, size: 8 1/2" x 11", Assorted Colors, 80gsm, 250 sheets/ream			
12	1230	piece	CORRECTION TAPE, disposable, width: 5mm x 10m			
13	7	piece	CUTTER KNIFE, Assorted Color, Blade size: 18mm			
14	1	spindle	DVD+R 16X/4.7gb, 50 pieces per spindle			
15	2	box	ENVELOPE, DOCUMENTARY, for legal size document, 500 pcs./box			
16	86	piece	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size docs			
17	10	piece	ENVELOPE, EXPANDING, PLASTIC, with handle, Transparent, Legal			
18	2	box	ENVELOPE, MAILING, Legal size, 500 pcs./box			
19	45	piece	ENVELOPE, PLASTIC, Legal, Clear, with button			
20	35	piece	ERASER, PENCIL, Rubber, Small			
21	248	box	FASTENER, METAL, Silver, 7cm, 50 sets/box			
22	15	box	FASTENER, PLASTIC, Asstd. Color, 7cm, 50 sets/box			
23	13	piece	FLASH DRIVE, 64gb, Transfer Rate: 3.0			
24	35	pack	FOLDER, COLORED, LEGAL SIZE, GREEN, 10 pieces/pack			
25	8	pack	FOLDER, COLORED, LEGAL SIZE, ORANGE, 10 pieces/pack			
26	18	pack	FOLDER, COLORED, LEGAL SIZE, PINK, 10 pieces/pack			
27	24	pack	FOLDER, COLORED, LEGAL SIZE, RED, 10 pieces/pack			
28	10	pack	FOLDER, COLORED, LEGAL SIZE, YELLOW, 10 pieces/pack			
29	50	piece	FOLDER, PLASTIC, LEGAL SIZE, Hard thick, White			
30	90	piece	FOLDER, PRESSBOARD, GREEN, Legal			
31	50	piece	FOLDER, PRESSBOARD, ORANGE, Legal			
32	500	piece	FOLDER, PRESSBOARD, YELLOW, Legal			
33	5300	piece	FOLDER, TAGBOARD, WHITE, Legal size			
34	3	piece	GLUE GUN, SMALL, Assorted Color			
35	5	piece	GLUE STICK, All-purpose, 15g, non-toxic			
36	5	pack	GLUE STICK, for Glue Gun, Small, 6 sticks/pack			
37	50	bottle	GLUE, MULTI-PURPOSE, gross weight: 130 grams			
38	10	box	INDEX TAB, White, 5 sets per box			
39	66	pack	MANILA PAPER, 36" x 48", pale yellow, 2pcs/pack			
40	22	set	MARKER, FLUORESCENT, CHISEL TIP, 4 Asst. colors per set			

41	54	piece	MARKER, PERMANENT, BROAD TIP, Black			
42	12	piece	MARKER, WHITEBOARD, Blue			
43	4	piece	MOUSEPAD, With Wrist Foam Support, Black			
44	410	piece	NOTEBOOK, spiral, 80 leaves, Asstd. Colors, 148mm x 200mm			
45	4	piece	NOTEBOOK, STENOGRAPHER, 60 Leaves, 6"x9"			
46	205	pack	NOTEPAD, STICK-ON, Yellow, size: (3"x3") 100 sheets/pack			
47	4	pad	PAD PAPER, INTERMEDIATE, 1/4 size, 80 leaves			
48	30	box	PAPER CLIP, Vinyl/Plastic Coated, 33 mm, Asstd. Colors, 100pcs/bx			
49	47	box	PAPER CLIP, Vinyl/Plastic Coated, 50 mm, Asstd. Colors, 100pcs/bx			
50	5	ream	PAPER, COPY, A4 size, 80 gsm, 500pcs/ream			
51	17	box	PENCIL, WITH ERASER, No. 2, 12 pcs./box			
52	30	pack	PHOTO PAPER, A4 size, Glossy, 180gsm, 10 sheets/pack			
53	11	pack	PHOTO PAPER, A4 size, Matte, 10 sheets/pack			
54	10	roll	PLASTIC COVER, 50 meters, gauge 5			
55	5	piece	PLASTIC STORAGE BOX, 120L capacity, clear, w/ cover & roller			
56	10	piece	PLASTIC STORAGE BOX, 70L capacity, clear, w/ cover & roller			
57	20	piece	PUNCHER, PAPER, heavy duty, two-hole, asstd. color			
58	16	pack	PUSHPIN, Flathead type, assorted colors, 100pins/pack			
59	2	piece	RECORD STORAGE BOX, with Lid, Cardboard, Legal size			
60	11	box	RUBBER BAND, 70mm min lay flat length (#18)			
61	42	piece	RULER, PLASTIC, 12 inches, 1 piece in individual plastic			
62	1449	piece	SIGNPEN, GEL TYPE, Liquid gel/ink , Black, 0.5 mm, needle tip			
63	200	piece	SIGNPEN, GEL TYPE, Liquid gel/ink , Blue, 0.5 mm, needle tip			
64	324	piece	SIGNPEN, GEL TYPE, Liquid gel/ink , Green, 0.5 mm, needle tip			
65	87	piece	SIGNPEN, GEL TYPE, Liquid gel/ink , Red, 0.5 mm, needle tip			
66	71	piece	SIGNPEN, QUICK-DRY, Non-retractable, Rubber Grip, Blue, 0.5 mm, needle tip			
67	343	piece	SIGNPEN, QUICK-DRY, Non-retractable, Rubber Grip, Black, 0.5 mm, needle tip			
68	12	piece	SIGNPEN, QUICK-DRY, Non-retractable, Rubber Grip, Red, 0.5 mm, needle tip			
69	1	pack	SPECIALTY BOARD, A4 size, 200gsm, Pale Cream, 100 sheets/pack			
70	2	pack	SPECIALTY PAPER, LEGAL, 200gsm, White, 10 sheets/pack			
71	49	pack	SPECIALTY PAPER, LETTER, 200gsm, White, 10 sheets/pack			
72	16	bottle	STAMP PAD INK, purple or violet, 30ml			
73	13	piece	STAMP PAD, FELT, Blue, No.2			
74	5	piece	STAMP, SELF-INKING, Standard Size, W/ 2-3 lines format			
75	9	piece	STAPLE REMOVER, Heavy Duty, Metal, Plier Type			
76	122	box	STAPLE WIRE, No.35, 5,000 pcs/box			
77	142	box	STAPLE WIRE, 23/13, 1,000 pcs/box			
78	41	piece	STAPLER W/ REMOVER, HD-50R, Staple #35			
79	15	pack	STICKER PAPER, A4 size, Glossy, 10 sheets/pack			
80	4	pack	STICKER PAPER, A4 size, Matte, 10 sheets/pack			
81	147	pack	STICKY NOTES, FILM MARKER, 20 sheets per color, 7 Asstd Colors/pack			
82	40	roll	TAPE, DOUBLE-SIDED, w/ foam, width: 24mm			
83	58	roll	TAPE, DOUBLE-SIDED, w/out foam, width: 24mm x 10mm			
84	14	roll	TAPE, DUCT, Silver, width: 48mm x 10mm			
85	15	roll	TAPE, PACKAGING, width: 48mm			
86	156	roll	TAPE, TRANSPARENT, width: 24mm			
			LOT 2 - CONSUMABLE SUPPLIES			
1	2	cart	CANON CARTRIDGE, INK #810, BLACK, 9ml			
2	23	bottle	CANON INK BOTTLE G1-790, Black, 135 ml			
3	4	bottle	CANON INK BOTTLE G1-790, Cyan, 70 ml			
4	4	bottle	CANON INK BOTTLE G1-790, Magenta, 70 ml			
5	4	bottle	CANON INK BOTTLE G1-790, Yellow, 70 ml			
6	236	bottle	EPSON INK BOTTLE T6641, Black, 70 ml			
7	75	bottle	EPSON INK BOTTLE T6642, Cyan, 70 ml			
8	75	bottle	EPSON INK BOTTLE T6643, Magenta, 70 ml			
9	75	bottle	EPSON INK BOTTLE T6644, Yellow, 70 ml			
10	1	bottle	EPSON INK BOTTLE 001, Black, 127 ml			
11	164	bottle	EPSON INK BOTTLE 003, Black, 65 ml			
12	39	bottle	EPSON INK BOTTLE 003, Cyan, 65 ml			
13	36	bottle	EPSON INK BOTTLE 003, Magenta, 65 ml			
14	46	bottle	EPSON INK BOTTLE 003, Yellow, 65 ml			
15	3	cart	HP 79A, INK LASERJET TONER CARTRIDGE			
16	6	cart	HP CARTRIDGE INK #678, Black			
17	3	cart	HP CARTRIDGE INK #678, Tri-color			
18	26	cart	HP CARTRIDGE INK #680, Black			
19	22	cart	HP CARTRIDGE INK #680, Tri-color			
20	5	cart	TONER CARTRIDGE, HP 17A, Black			
21	1	cart	TONER CARTRIDGE, HP 19A, Black			
22	3	cart	TONER CARTRIDGE, HP 26A, Black			
23	3	cart	TONER CARTRIDGE, HP 35A			

			* NOTHING FOLLOWS *			
			APPROVED BUDGET FOR THE CONTRACT		TOTAL (ABC - P)	900,874.40

AWARD BASIS: / / Item Basis / X / Lot Basis

The above-quoted prices are inclusive of all costs and applicable taxes.

*

SUPPLIER/SERVICE PROVIDER
(Signature Over Printed Name)

MARK ANGELO C. BASILIO
Signature of Canvasser

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III

TECHNICAL SPECIFICATIONS

Bidders/Suppliers must state "COMPLY" or "NOT COMPLY" in the column "Statement of Compliance" against each of the individual parameters of each "Specification." Please do not just place check on the SOC portion.

A. PROJECT DETAILS

TITLE OF PROJECT : PURCHASE OF OFFICE AND CONSUMABLES SUPPLIES FOR TWO (2) MONTHS USE OF PROGRAMS/OFFICES CY 2022.

ABC OF PROJECT : 900,874.40

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REQUESTING OFFICE : SLP, IAU, AMOR, HAVEN, THFW, TLC, RHFG, RRCY, RCC, LEGAL, ARDA, ORD, OARDA, HRMD, ACCOUNTING, BUDGET, CASH, FMD DC, PASS, PSD - EPAHP, RSCC

B. QUOTE/OFFER

*NAME OF FIRM/OFFEROR : _____

*BUSINESS ADDRESS : _____

*CONTACT PERSON : _____

*CONTACT NUMBER : _____

[please accomplish the required field in red asterisk (" * ")]

Sir/Madam:

After having carefully read and accepted the Terms and Conditions as per attached RFQ, I/We quote you on the items/services at prices hereunder.

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	BIDDER'S SPECIFICATIONS
				BRAND/ BRAND AND MODEL NUMBER
			LOT 1 - OFFICE SUPPLIES	
			ACETATE FILM, Sensitized film, A4 size, 0.0015" microns, 100sheets/pack	
			BALLPEN, RETRACTABLE, Ball Point, Black, 0.5mm tip	
			BALLPEN, RETRACTABLE, Ball Point, Blue, 0.5mm tip	
			BALLPEN, RETRACTABLE, Ball Point, Green, 0.5mm tip	
			BALLPEN, RETRACTABLE, Ball Point, Red, 0.5mm tip	
			BINDER FOLDER, 3 RINGS, Black, 2-inch, Legal size	
			CABLE TIE, NYLON, White, 6 inches, 50pcs/pack	
			CALCULATOR, MX-12B, 12 digits cap	
			CARBON FILM PAPER, LEGAL SIZE, Blue, 10 sheets/pack	
			CLEARBOOK, REFILLABLE, LEGAL SIZE, 20 Sheets/book	
			COLORED PAPER, size: 8 1/2" x 11", Assorted Colors, 80gsm, 250 sheets/ream	
			CORRECTION TAPE, disposable, width: 5mm x 10m	
			CUTTER KNIFE, Assorted Color, Blade size: 18mm	
			DVD+R 16X/4.7gb, 50 pieces per spindle	
			ENVELOPE, DOCUMENTARY, for legal size document, 500 pcs./box	
			ENVELOPE, EXPANDING, KRAFTBOARD, for legal size docs	
			ENVELOPE, EXPANDING, PLASTIC, with handle, Transparent, Legal	
			ENVELOPE, MAILING, Legal size, 500 pcs./box	
			ENVELOPE, PLASTIC, Legal, Clear, with button	
			ERASER, PENCIL, Rubber, Small	
			FASTENER, METAL, Silver, 7cm, 50 sets/box	
			FASTENER, PLASTIC, Asstd. Color, 7cm, 50 sets/box	
			FLASH DRIVE, 64gb, Transfer Rate: 3.0	
			FOLDER, COLORED, LEGAL SIZE, GREEN, 10 pieces/pack	
			FOLDER, COLORED, LEGAL SIZE, ORANGE, 10 pieces/pack	
			FOLDER, COLORED, LEGAL SIZE, PINK, 10 pieces/pack	
			FOLDER, COLORED, LEGAL SIZE, RED, 10 pieces/pack	
			FOLDER, COLORED, LEGAL SIZE, YELLOW, 10 pieces/pack	
			FOLDER, PLASTIC, LEGAL SIZE, Hard thick, White	
			FOLDER, PRESSBOARD, GREEN, Legal	
			FOLDER, PRESSBOARD, ORANGE, Legal	
			FOLDER, PRESSBOARD, YELLOW, Legal	
			FOLDER, TAGBOARD, WHITE, Legal size	
			GLUE GUN, SMALL, Assorted Color	
			GLUE STICK, All-purpose, 15g, non-toxic	
			GLUE STICK, for Glue Gun, Small, 6 sticks/pack	

			GLUE, MULTI-PURPOSE, gross weight: 130 grams	
			INDEX TAB, White, 5 sets per box	
			MANILA PAPER, 36" x 48", pale yellow, 2pcs/pack	
			MARKER, FLUORESCENT, CHISEL TIP, 4 Asst. colors per set	
			MARKER, PERMANENT, BROAD TIP, Black	
			MARKER, WHITEBOARD, Blue	
			MOUSEPAD, With Wrist Foam Support, Black	
		LOT 1	NOTEBOOK, spiral, 80 leaves, Asstd. Colors, 148mm x 200mm	
			NOTEBOOK, STENOGRAPHER, 60 Leaves, 6"x9"	
			NOTEPAD, STICK-ON, Yellow, size: (3"x3") 100 sheets/pack	
			PAD PAPER, INTERMEDIATE, 1/4 size, 80 leaves	
			PAPER CLIP, Vinyl/Plastic Coated, 33 mm, Asstd. Colors, 100pcs/bx	
			PAPER CLIP, Vinyl/Plastic Coated, 50 mm, Asstd. Colors, 100pcs/bx	
			PAPER, COPY, A4 size, 80 gsm, 500pcs/ream	
			PENCIL, WITH ERASER, No. 2, 12 pcs./box	
			PHOTO PAPER, A4 size, Glossy, 180gsm, 10 sheets/pack	
			PHOTO PAPER, A4 size, Matte, 10 sheets/pack	
			PLASTIC COVER, 50 meters, gauge 5	
			PLASTIC STORAGE BOX, 120L capacity, clear, w/ cover & roller	
			PLASTIC STORAGE BOX, 70L capacity, clear, w/ cover & roller	
			PUNCHER, PAPER, heavy duty, two-hole, asstd. color	
			PUSHPIN, Flathead type, assorted colors, 100pins/pack	
			RECORD STORAGE BOX, with Lid, Cardboard, Legal size	
			RUBBER BAND, 70mm min lay flat length (#18)	
			RULER, PLASTIC, 12 inches, 1 piece in individual plastic	
			SIGNPEN, GEL TYPE, Liquid gel/ink , Black, 0.5 mm, needle tip	
			SIGNPEN, GEL TYPE, Liquid gel/ink , Blue, 0.5 mm, needle tip	
			SIGNPEN, GEL TYPE, Liquid gel/ink , Green, 0.5 mm, needle tip	
			SIGNPEN, GEL TYPE, Liquid gel/ink , Red, 0.5 mm, needle tip	
			SIGNPEN, QUICK-DRY, Non-retractable, Rubber Grip, Blue, 0.5 mm, needle tip	
			SIGNPEN, QUICK-DRY, Non-retractable, Rubber Grip, Black, 0.5 mm, needle tip	
			SIGNPEN, QUICK-DRY, Non-retractable, Rubber Grip, Red, 0.5 mm, needle tip	
			SPECIALTY BOARD, A4 size, 200gsm, Pale Cream, 100 sheets/pack	
			SPECIALTY PAPER, LEGAL, 200gsm, White, 10 sheets/pack	
			SPECIALTY PAPER, LETTER, 200gsm, White, 10 sheets/pack	
			STAMP PAD INK, purple or violet, 30ml	
			STAMP PAD, FELT, Blue, No.2	
			STAMP, SELF-INKING, Standard Size, W/ 2-3 lines format	
			STAPLE REMOVER, Heavy Duty, Metal, Plier Type	
			STAPLE WIRE, No.35, 5,000 pcs/box	
			STAPLE WIRE, 23/13, 1,000 pcs/box	
			STAPLER W/ REMOVER, HD-50R, Staple #35	
			STICKER PAPER, A4 size, Glossy, 10 sheets/pack	
			STICKER PAPER, A4 size, Matte, 10 sheets/pack	
			STICKY NOTES, FILM MARKER, 20 sheets per color, 7 Asstd Colors/pack	
			TAPE, DOUBLE-SIDED, w/ foam, width: 24mm	
			TAPE, DOUBLE-SIDED, w/out foam, width: 24mm x 10mm	
			TAPE, DUCT, Silver, width: 48mm x 10mm	
			TAPE, PACKAGING, width: 48mm	
			TAPE, TRANSPARENT, width: 24mm	
			LOT 2 - CONSUMABLE SUPPLIES	
			CANON CARTRIDGE, INK #810, BLACK, 9ml	
			CANON INK BOTTLE G1-790, Black, 135 ml	
			CANON INK BOTTLE G1-790, Cyan, 70 ml	
			CANON INK BOTTLE G1-790, Magenta, 70 ml	
			CANON INK BOTTLE G1-790, Yellow, 70 ml	
			EPSON INK BOTTLE T6641, Black, 70 ml	
			EPSON INK BOTTLE T6642, Cyan, 70 ml	
			EPSON INK BOTTLE T6643, Magenta, 70 ml	
			EPSON INK BOTTLE T6644, Yellow, 70 ml	
			EPSON INK BOTTLE 001, Black, 127 ml	
			EPSON INK BOTTLE 003, Black, 65 ml	
		LOT 2	EPSON INK BOTTLE 003, Cyan, 65 ml	
			EPSON INK BOTTLE 003, Magenta, 65 ml	

			EPSON INK BOTTLE 003, Yellow, 65 ml	
			HP 79A, INK LASERJET TONER CARTRIDGE	
			HP CARTRIDGE INK #678, Black	
			HP CARTRIDGE INK #678, Tri-color	
			HP CARTRIDGE INK #680, Black	
			HP CARTRIDGE INK #680, Tri-color	
			TONER CARTRIDGE, HP 17A, Black	
			TONER CARTRIDGE, HP 19A, Black	
			TONER CARTRIDGE, HP 26A, Black	
			TONER CARTRIDGE, HP 35A	
			* NOTHING FOLLOWS *	

I hereby certify to comply with all the above Technical Specification/s.

*
DEALER/SUPPLIER
(Signature Over Printed Name)