



TECHNICAL SPECIFICATIONS SOLICITATION Number RSU-26-18

ABC: PhP608,255.00

QTY: 7489

PROCUREMENT OF OFFICE SUPPLIES & CONSUMABLES

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE
can	Air freshener 200ml	
pc	Antibacterial Hand soap , regular size	
pc	Automatic Voltage Regulator (for Desktop computer)	
pc	Ballpen 0.7mm ballpoint (black)	
pc	Ballpen, 0.7 mm ballpoint (red)	
pc	Battery , size AA, dry cell	
pc	Blackboard eraser	
pc	Broom, Soft (Tambo) , weight: 200g min tiger grass	
pc	Broom, stick (ting-ting)	
pc	Bulb , LED 13watts	
pc	Calculator , Compact 12 digits Two-way power	
pc	Calculator , Scientific FX991ES Plus	
pc	Cartolina , golden yellow	
pc	Cartolina , light blue	
pc	Cartolina , light green	
pc	Cartolina , red	
pc	CD-RW with Case	
pc	Certificate Holder , Legal size 8.5 x 13	
pc	Certificate Holder , Letter size 8.5 x 11	
pc	Chair , Executive with armrest and headrest, Black, revolving (Mesh type for back and headrest)	
pc	Chair , Revolving, Black with side arm (Office Chair)	
box	Chalk , Dustless 100pcs/box	
pc	Class Record 30lvs 5 1/2" x 11"	
box	Clip , Binder, backfold, 1", 12pcs/box	
box	Clip , Binder, backfold, 1-1/4", 12 pcs/box	
box	Clip , Binder, backfold, 1-5/8", 12pcs/box	
box	Clip , Binder, backfold, 2", 12pcs/box	
box	Clip , Binder, backfold, 3/4", 12pcs/box	
pc	Columnar book , 10 Columns 50lvs. 216 x 280	
pc	Columnar book , 3 Columns 50lvs. 216 x 280	
pc	Computer Keyboard USB Connection type	
pc	Computer Mouse , Optical USB connection type	
unit	Computer Table , Metal & Wood frame	
box	Continuous Form 3 Ply , 11 x 9 1/2" 500sheets/box Carbonless	
pc	Cork Board with Frame 2' x 3'	
pc	Correction Fluid , 15ml	
pc	Correction tape (5mm x12m)	
panel	Curtain	
pc	Cutter 6" , heavy duty for paper	
pc	Data File box , made of chipboard, with closed ends (5" x 9" x 15-3/4)	
pc	Dating and Stamping Machine	
bar	Detergent Bar Soap	
pack	Detergent Powder , 1100g	
sachet	Detergent powder , 82g	
set	Dish Drainer & Cabinet Specs: Tubular Steel support for each layer, Additional Drawer for more storage space, Magnetic doors, Key and	



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	Lock for each drawer L:61cm x W:33cm x H:124cm	
pc	Dish sponge	
bottle	Dishwashing liquid 250ml	
bottle	Dishwashing liquid 500ml	
can	Disinfectant Spray 400 grams net content	
pc	Documentary Tray, 2 Layers, Legal Size, Aluminum	
pc	Documentary Tray, 3 Layers, Legal Size, Aluminum	
pc	Door Mat, Cotton	
gal	Emulsion Wax	
pc	Envelope, Brown Legal Size	
pc	Envelope, Brown Letter Size	
pc	Envelope, Expanding, Kraft, Legal size with garter	
pc	Envelope, Expanding, Plastic, Legal size with garter	
pc	Envelope, Mailing 80gsm, 105mm x 241mm Long	
pc	Eraser, felt, for Blackboard or Whiteboard	
pc	Extension Wire, Universal, 3 gang, 6 feet (heavy Duty)	
unit	External Drive, DVD/CD ROM 24X	
unit	External Hard Drive 1TB, USB 3.0	
pc	File Arch with Lever arm 3-ring, D-type (2.5") Legal size	
pc	File Arch with Lever arm 3-ring, D-type (2-5") A4 size	
pc	File Arch with Lever arm 76mm x 230mm x 380mm, Legal size	
pc	File Arch with Lever arm 76mm x 241mm x 380mm, Legal size	
pc	File Organizer, expanding, plastic, w/ 12 inside pockets & index tabs, 216mm x 330 (Legal size)	
pc	Flash Drive 16GB capacity USB 3.0 Plug and Play	
pc	Flash Drive 32GB capacity USB 3.0 Plug and Play	
set	Floor Mop with Mop wringler, Tornado 360	
pc	Folder, Sliding, Morocco, Legal Size (Green)	
pc	Folder, Sliding, Morocco, Letter Size (Green)	
pc	Folder, Sliding, Morocco, Letter Size (Orange)	
pc	Folder, Sliding, Morocco, Letter Size (Yellow)	
pc	Folder, Sliding, Plastic, Legal Size	
pc	Folder, Sliding, Plastic, Letter Size	
pc	Folder, white 14 pts. 9" x 11.5", Letter	
pc	Folder, white 14 pts. 9" x 14.5", Legal	
roll	Garbage Bag, Large 10pcs/roll	
roll	Garbage Bag, XL 10pcs/roll	
pc	Glue gun, Full sized	
pc	Glue, Multi -Purpose 130grams, White	
pc	Glue, Multi-Purpose 473ml, White	
pc	Gun tacker with staple wires	
bottle	Hand Soap, Liquid 500ml	
pc	HDMI Cable, 3m	
pc	Illustration board, double face, (30" x 40")	
box	Index Tab, Self-adhesive, Clear (Letter Tabbing), 5 sets/ box)	
bottle	Ink for Printer (Black) Universal 1 lit./Color (Refill)	
bottle	Ink for Printer (Cyan) Universal 1 lit./Color (Refill)	
bottle	Ink for Printer (Magenta) Universal 1 lit./Color (Refill)	
bottle	Ink for Printer (Yellow) Universal 1 lit./Color (Refill)	
bottle	Ink for Printer, Epson Genuine (Black) 70ml/bottle	
bottle	Ink for Printer, Epson Genuine (Cyan) 70ml/bottle	
bottle	Ink for Printer, Epson Genuine (Magenta) 70ml/bottle	
bottle	Ink for Printer, Epson Genuine (Yellow) 70ml/bottle	
bottle	Ink for Printer, Epson L110 Genuine T6641 (Black) 70ml/bottle	
bottle	Ink for Printer, Epson L110 Genuine T6642 (Cyan) 70ml/bottle	
bottle	Ink for Printer, Epson L110 Genuine T6643 (Magenta) 70ml/bottle	
bottle	Ink for Printer, Epson L110 Genuine T6644 (Yellow) 70ml/bottle	
bottle	Ink for Printer, Epson L360 Genuine T664 (Black) 70ml/bottle	
bottle	Ink for Printer, Epson L360 Genuine T664 (Cyan) 70ml/bottle	



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bottle	Ink for Printer, Epson L360 Genuine T664 (Magenta) 70ml/bottle	
bottle	Ink for Printer, Epson L360 Genuine T664 (Yellow) 70ml/bottle	
bottle	Ink, Permanent marker, Black , 30ml	
bottle	Ink, Permanent marker, Red , 30ml	
bottle	Ink, Stamp Pad , Purple or Violet, 50ml	
bottle	Ink, Whiteboard marker , 30ml, black	
bottle	Ink, Whiteboard marker , 30ml, blue	
bottle	Ink, Whiteboard marker , 30ml, red	
bottle	Isopropyl Alcohol , 500ml	
pc	Mag file Double Closed Horizontal Legal size (File box)	
pc	Mag file Single Closed Horizontal, Legal size (File box)	
pc	Manila Paper	
pc	Marker, Permanent , Refillable, Broad (<i>Black</i>)	
pc	Marker, Permanent , Refillable, Broad (<i>Blue</i>)	
pc	Marker, Permanent , Refillable, Broad (<i>Red</i>)	
pc	Marker, Permanent , Refillable, Fine (<i>Black</i>)	
pc	Marker, Permanent , Refillable, Fine (<i>Red</i>)	
pc	Marker, Whiteboard , Refillable, (<i>Black</i>)	
pc	Marker, Whiteboard , Refillable, (<i>Blue</i>)	
pc	Marker, Whiteboard , Refillable, (<i>Red</i>)	
pc	Mop-handle , Screw Type aluminum	
pc	Mop-head , 400grams, cotton	
pc	Mouse, Optical USB connection type	
liter	Muriatic Acid 1000ml	
ream	Neon Colored papers , Legal 8.5" x 13"	
ream	Neon Colored papers , Letter 8.5" x 11"	
unit	Office Table with drawers and Lock (good quality)	
pad	Pad Paper , Yellow	
pc	Pail with Metal handle , 24 liters	
pc	Pail with Metal handle , 16 liters	
box	Paper Clip , Big 50mm, Vinyl Coated	
box	Paper Clip , Small 28mm Vinyl Coated	
unit	Paper Cutter 18" X 15" metal base trimmer (heavy duty)	
pc	Paper Highlighter/Marker (green)	
ream	Paper, Bond , A4 Size, 210mm x 297mm, 70gsm, Ultra White	
ream	Paper, Bond , 8.5" x 11", Letter size, subs. 20, ultra white	
ream	Paper, Bond , 8.5" x 13", Legal size, subs. 20 ultra- white	
ream	Paper, Bond , A3 size, 70gsm	
ream	Paper, Book Paper Legal Size (8.5" x 13")	
ream	Paper, Book Paper Letter Size (8.5" x 11")	
box	Paper, Fastener , non-rust metal, 50 sets/box	
box	Paper, Fastener , Plastic Coated, 50 sets/box	
ream	Paper, Mimeo, Ground wood , 210mm x 297mm (A-4), 63gsm	
ream	Paper, Mimeo, Ground wood, Long 8.5 x 13" Subs. 18	
ream	Paper, Mimeo, White wove , 210mm x 279mm (A-4) 63gsm	
ream	Paper, Mimeo, White wove , Long 8.5" x 13" Subs. 18	
ream	Paper, Mimeo, White wove , Short 8.5" x 11" Subs. 18	
pack	Paper, Sticker , A4, Matte 10 sheets/pack	
pc	Paste with Spreader , 200g	
box	Pencil #2 with Eraser	
pack	Photo paper, Glossy A4 Size 220 gsm (10pcs/pack)	
pc	Plastic Chairs	
roll	Plastic Cover G-4	
pc	Plastic Drum , 210 liters capacity (<i>Blue</i>)	
pc	Plastic Dust Pan (Medium Size)	
pc	Puncher, 2-hole (Heavy Duty)	
box	Push Pins Flat head 100pcs/box	
pack	PVC Binding Film Letter 217 x 283mm, mic. 250	
pack	PVC Binding Film , Legal 217 x 331 mic. 250	



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kilo	Rags, All cotton	
pc	Record Book 300 pages, size 2 14mm x 278mm	
pc	Record Book 500 pages	
pc	Ribbon , for Printer EPSON FX-2175	
box	Rubber Band , Flat No. 18, 350 grams	
box	Rubber Band , Small Size	
pc	Ruler 12" , Plastic (Clear)	
pc	Scissors 6" (Medium size, Heavy duty)	
pc	Sharpener , Single cutter head, heavy duty	
pc	Sign Pen , Black, liquid/gel ink, 0.5mm needle tip	
pc	Sign Pen , blue, liquid/gel ink, 0.5mm needle tip	
pack	Specialty board paper 8.5" x 11" Letter size, 220 gsm (10 pcs/pack)	
pack	Specialty board paper 8.5" x 13" Legal size, 220 gsm (10 pcs/pack)	
pack	Specialty paper 8.5" x 11" Letter size (10pcs/pack)	
pack	Specialty paper 8.5" x 13" Legal size (10pcs/pack)	
pc	Spiral, Plastic (Ring Binder) 1 ½"	
pc	Spiral, Plastic (Ring Binder) 1"	
pc	Spiral, Plastic (Ring Binder) 1/2"	
pc	Spiral, Plastic (Ring Binder) 1/4"	
pc	Spiral, Plastic (Ring Binder) 1/8"	
pc	Spiral, Plastic (Ring Binder) 2"	
pc	Stamp Pad , Violet Ink Felt pad, min 60mm x 100mm	
set	Stand Fan , 18" plastic blade push button switch, good quality	
box	Staple wire #35 5000pcs	
pc	Stapler with remover (Heavy duty) use 24/6-26/6 staples	
pc	Stick Glue (Hot Melt Glue)	
pad	Sticky notes 1 ½" x 2"	
pad	Sticky notes 2" x 2"	
pad	Sticky notes 3" x 3"	
pc	Storage Corrugated/Carton Box L 15" x W 12" x H 10"	
pc	Tape, Dispenser , Heavy Duty for 1" tape	
roll	Tape, Double-sided 24mm (1") width	
roll	Tape, electrical , 1" big roll	
roll	Tape, Masking 24mm (1") width, usable length 50m	
roll	Tape, Masking 48mm (2") width, usable length 50m	
roll	Tape, Transparent 24mm (1") width, usable length 50m	
roll	Tape, Transparent, 48mm (2") width, usable length 50m	
liter	Termites/Chemical Poisoning (Hometrex)	
box	Thumbtacks No.1 53, 20g	
roll	Tissue 2 ply	
bottle	Toilet Bowl and Uniral Cleaner , 900-1000ml cap	
pc	Toilet Bowl brush	
pc	Toilet deodorizer 50g	
box	Toner MP 2501 for xerox machine, box of 6,	
unit	UPS , 1500VA	
pc	USB Hub , 4 sockets	
pc	Utility Can with cover 80 liters capacity	
pc	Wall Clock	
set	Wall Fan , 16" 3-speed button	
pc	Wall Mirror 2 x 4 feet	
pc	Waste Basket , Big (Plastic)	
pc	Waste Basket , Small (Plastic)	