



TECHNICAL SPECIFICATIONS
SOLICITATION Number RSU-13-19
ABC: PhP2,436,432.40
QTY: 27525

PROCUREMENT OF OFFICE SUPPLIES AND CONSUMABLES

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE
pc	2-hole puncher	
ream	Acetate - long	
ream	Acetate - short	
pc	Adding/Changing Dropping Form	
box	Ball pen(Black, Blue & Red 4 Boxes/Color), 0.7mm ball point 12pcs/box	
pc	Ballpen,0.7mm ballpoint (Black)	
box	Ballpen,0.7mm ballpoint (Black) 12pcs/box	
pc	Ballpen,0.7mm ballpoint (Blue)	
box	Ballpen,0.7mm ballpoint (Blue) 12pcs/box	
pc	Ballpen,0.7mm ballpoint (Red)	
box	Ballpen,0.7mm ballpoint (Red)12 pcs/box	
pc	Battery, size AA, dry cell	
pc	Battery, size AAA, dry cell	
box	Binder Clip 1"	
box	Binder Clip 1-1/4"	
box	Binder Clip 2"	
box	Binder Clip 3/4"	
pc	Blackboard eraser	
ream	Bond paper, sub 20, legal size 8.5"x13"	
ream	Bond paper, sub 20, letter size 8.5"x12"	
pc	Brown Envelope Long	
pc	Brown Envelope Short	
unit	Calculator, Scientific FX 991 ES Plus	
unit	Calculator, Compact 12 Digits Two-way power	
pc	Calculator, Scientific FX991ES Plus	
pc	Calculator, Compact 12 digits Two-way power	
pack	Cartolina	
pc	Cartolina, Assorted Colors	
pc	Cartolina, green	
pc	Cartolina, Light Blue	
pc	Cartolina, Light Green	
pc	Cartolina, pink	
pc	Cartolina, red	
pc	Cartolina, White	
pc	CD-RW with Case	
roll	Celluloid jumbo G-4 thick	
pc	Certificate Frame, A4 size	
pc	Certificate Holder, Legal size 8.5 x 14	
box	Certificate Holder, Legal size 8.5"x11"	
box	Certificate Holder, Legal size 8.5"x13"	
pack	Certificate Holder, Letter size 8.5 x 11	



pc	Certificate Holder, Letter Size 8.5" x 11"	
box	Chalk, Dustless, White 100pcs/box	
pc	Class Rerecords 30 lvs 5 1/2" x 11"	
pc	Clear book, legal size, asstd. color	
box	Clip, Binder, back fold, 1" 12pcs/box	
box	Clip, Binder, back fold, 1-1/4", 12 pcs/box	
box	Clip, Binder, back fold, 1-5/8", 12pcs/box	
box	Clip, Binder, back fold, 2" 12pcs/box	
box	Clip, Binder, back fold, 3/4" 12pcs/box	
box	Clip, Binder, black fold. 1" 12pcs/box	
pc	Columnar book, 4 Columns 50lvs. 216 x 280	
pc	Completion Form	
liter	Computer Printer (Epson) Ink - black	
liter	Computer Printer (Epson) Ink - cyan	
liter	Computer Printer (Epson) Ink - magenta	
liter	Computer Printer(Epson) Ink - yellow	
box	Continuous Form 2 Ply, 11 x 9 1/2" 500sheets/box Carbonless	
box	Continuous Form 3 Ply, 11 x 9 1/2" 500sheets/box Carbonless	
ream	Copy Paper (long paper) 80gsm (Hard Copy)	
ream	Copy Paper (Short paper) 80gsm (Hard Copy)	
tubes	Correction Fluid	
pc	Correction Fluid, 15ml	
roll	Correction tape (5mm x12m)	
pc	Correction Tape, 5mmx12mm	
pc	Cutter 6", heavy duty for paper	
pc	Cutter 6", heavy duty for paper w/ lock	
pc	Data File box, made of chipboard, with closed ends (5" x 9" x 15-3/4)	
pc	Dating and Stamping Machine (Self-Ink date) Approved or Received	
pc	Document Envelope (long)	
pc	Document Envelope (short)	
pc	Documentary Tray, 2 Layers, Legal Size, Aluminum	
pc	Documentary Tray, 3 layers, legal size aluminum	
roll	Double Adhesive Tape 24mmx9mm 1"	
pc	DVD-RW with Case	
box	Envelop, Brown Legal size, 100pcs/box	
box	Envelop, Brown Letter size, 100pcs/box	
box	Envelop, Expanding, Kraft legal size w/garter, 50pcs/box	
box	Envelop, Expanding, plastic legal size w/garter, 50pcs/box	
box	Envelop, Mailing, 80gsm, 105mmx241mm long 100pcs/box	
pc	Envelope, Brown Legal size	
pc	Envelope, Brown Letter size	
pc	Envelope, Expanding, plastic, legal size with garter	
pc	Envelope, Expanding, Kraft, Legal size with garter	
pc	Envelope, Mailing, with window, 80gsm, 105mm x 241mm Long	
bottle	Epson ink, T6641 black, 70ml.	
pc	Eraser, Felt, for Blackboard or Whiteboard	
pc	Extension Wire Universal 3-gang 6 feet(Heavy Duty)	
pc	External Hard Drive 1 TB, USB 3.0	
unit	External Hard Drive 1TB, USB 3.0	
box	Fastener (Plastic)	
box	Fastener- Assorted color	



pc	Felt Pen (Black)	
pc	File Arch w/ lever arm 3-ring, D- type(2.5") Legal size	
pc	File Arch w/ lever arm 76mm x 230mm x 380mm, Legal size	
pc	File Arch w/ lever arm, 3-ring, D- type(2.5") A4 size	
pc	File Folder, Size 8.5"x14"	
pc	File Organizer, expanding plastic w/ 12 inside pockets & index tabs, 216mmx330(legal size)	
pc	Files Systems	
pc	Filing Tray (2 layers)	
pc	Flash Drive 16GB capacity USB 3.0 Plug and Play	
pc	Flash Drive 32GB capacity USB 3.0 Plug and Play	
ream	Folder long14 pts.	
pc	Folder, White 14 pts. 9" x 14.5" legal size	
box	Folder, white 14pts, 19"x11.5, letter, 100pcs/box	
box	Folder, white 14pts, 19"x14.5, legal, 100pcs/box	
pc	Folder, Sliding, Plastic, Legal Size	
pc	Folder, Sliding, Plastic, Letter Size	
pc	Folder, white 14 pts. 9" x 14.5", Legal	
pack	Folder, white 14 pts. 9" x 14.5", Legal(100pcs/pack)	
pc	Folder, white, 14 pts 9" x 11.5", Letter	
pack	Folder, white, 14 pts 9" x 11.5", Letter(100pcs/pack)	
pc	Glue gun, Full sized (big)	
pc	Glue stick, full size (medium size)	
pc	Glue, Multi-Purpose 130grams, White 118ml	
pc	Glue, Multi-Purpose 473ml,White	
pc	Glue, Multipurpose 454 grms White 473ml	
bottle	Glue, Multi-Purpose 473ml, white	
pc	HDMI connector	
doz	Highlighter/Marker (Green)	
doz	Highlighter/Marker (Pink)	
doz	Highlighter/Marker (Violet)	
doz	Highlighter/Marker (Yellow)	
pc	I.D. Holder with lace	
box	Index Tab, Self-adhesive, Clear(Letter Tabbing's)5 sets/box	
cart.	Ink cartridge, HP #680, Black	
cart.	Ink cartridge, HP #680, Tricolor	
pc	Ink Cartridge, HP #704 Black	
pc	Ink Cartridge, HP #704 Tricolor	
bottle	Ink for Printer(Black) Universal 1 lit./color(Refill)	
liter	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)	
liter	Ink for Printer, (Cyan) Universal 1 Liter/color (refill)	
liter	Ink for Printer, (Magenta) Universal 1 Liter/color (refill)	
liter	Ink for Printer, (Yellow) Universal 1 liter/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, HP Deskjet GT 5810 Genuine (Black) 100ml/bottle	



bottle	Ink for Printer, HP Deskjet GT 5810 Genuine (Cyan) 100ml/bottle	
bottle	Ink for Printer, HP Deskjet GT 5810 Genuine (Magenta) 100ml/bottle	
bottle	Ink for Printer, HP Deskjet GT 5810 Genuine (Yellow) 100ml/bottle	
bottle	Ink, Permanent marker, Black, 30ml	
bottle	Ink, Stamp Pad, Purple or Violet, 50 ml	
bottle	Ink, Whiteboard Marker, 30ml, blue	
bottle	Ink, Whiteboard Marker, 30ml, red	
bottle	Ink, Stamp Pad, Purple or Violet, 50ml	
pc	Ink, Stamp Pad, Purple or Violet, 50ml	
bottle	Ink, Whiteboard marker, 30ml, black	
bundles	Mailing Envelop long	
pc	Manila Paper	
box	Marker, permanent, broad (black), 12pcs/box	
box	Marker, permanent, fine (black), 12pcs/box	
bottle	Marker, Permanent, Refillable, fine (Black)	
box	Marker, Permanent, Refillable, Broad(Black)	
pc	Marker, Permanent, Refillable, Broad(Black)	
pc	Marker, Permanent, Refillable, Broad(Red)	
box	Marker, whiteboard, refillable (black), 12pcs/box	
box	Marker, whiteboard, refillable (blue), 12pcs/box	
pc	Marker, Whiteboard, Refillable(Black)	
pc	Marker, Whiteboard, Refillable(Blue)	
pc	Marker, Whiteboard, Refillable(Red)	
pc	Marker, Permanent, Refillable, Fine (Red)	
box	Marker, Permanent, Refillable, Fine (Black)	
pc	Marker, Permanent, Refillable, Fine (Black)	
roll	Masking Tape 2" w	
ream	Mimeo Paper, Ground wood long	
pc	Monobloc Chairs w/ arm / study chair	
ream	Neon Colored papers, legal 8.5" x 13"	
ream	Neon Colored papers, Letter 8.5" x 11'	
ream	Neon Paper-Assorted colors, Letter 8.5"x11' 50pcs	
unit	office table with drawers and lock (good quality)	
pc	Official Record Book 500 pages	
roll	Packaging Tape 48mm (2") width, usable length 50m	
roll	Packing Tape	
pad	Pad paper, yellow	
ream	Paper Bond, ("8.5x11") Letter size, subs. 20 Ultra White	
ream	Paper Bond, ("8.5x13")Legal size, subs. 20 Ultra White	
ream	Paper Bond, long/legal size, s-20/70GSM	
ream	Paper Bond, short, S-20/70GSM	
ream	Paper Bond, Subs. 20, 8.5"x 11 Letter size	
box	Paper Clip, Big 50mm, Vinyl Coated	
box	Paper Clip, Small 28mm, vinyl coated, 100pcs/box	
pc	Paper Cutter - big (Plastic)	
unit	Paper Cutter 18" X 15" metal base trimmer (heavy duty)	
box	Paper fastener, non-rust metal, 50sets/box	
box	Paper Fastener, plastic coated, 50 sets/box	
box	Paper Highlighter/ marker (blue)	
box	Paper Highlighter/ marker (green)	
pc	Paper Highlighter/Marker	



pc	Paper Highlighter/Marker (green)	
box	Paper Highlighter/Marker, 12pcs/box	
ream	Paper, Bond 8.5"x13, Legal size, subs. 20	
ream	Paper, Bond 8.5"x11", letter size, subs. 20, ultra white	
ream	Paper, Bond 8.5"x13", legal size, subs. 20, ultra white	
ream	Paper, Bond, A4 Size,210mm x 297mm, 70gsm	
ream	Paper, Bond, 8.5" x 11", Letter size, subs. 20	
ream	Paper, Bond, 8.5" x 11", Letter size, subs. 20 Ultra White	
box	Paper, Bond, 8.5" x 11", Letter size, subs. 20, Ultra White	
ream	Paper, Bond, 8.5" x 13", Legal size, subs. 20	
box	Paper, Bond, 8.5" x 13", Legal size, subs. 20, Ultra White	
ream	Paper, Bond, 8.5" x 13", Legal size, subs. 20, Ultra White	
ream	Paper, Bond, 8.5"x 11", Letter size, subs.20	
ream	Paper, Book Paper Legal Size(8.5" x 13")	
ream	Paper, Book Paper Letter size(8.5" x 11")	
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, Long 8.5" x 13" Subs. 18	
ream	Paper, Mimeographing paper, ground wood,8-1/2x 13, s-18	
ream	Paper, Mimeo, White wove, Short 8.5x11"	
box	Parchment paper 210mm x 297mm 80 GSM 100 sheets/box	
pc	Paste with Spreader, 200g	
bottle	Paste with spreader, 200g	
box	Paste, with spreader, 200g	
pc	Pencil #1 w/ eraser	
pc	Pencil #2 with eraser	
box	Pencil #2 with eraser 12pcs/box	
box	Pencil Mongol	
pc	Pencil Sharpener	
box	Pentel Pen	
box	Permanent Marker - Black	
pc	Philippine National Flag 3"x6" (Satin)	
sets	Photo Paper	
box	Photo paper, Glossy A4 size 220 gsm (10pcs/pack)	
pack	Photo paper, Glossy A4 Size 220 gsm(10pcs/pack)	
roll	Plastic Cover G-4	
unit	Power Point Presentation Pointer with laser and Bluetooth	
bottle	Printer Ink - black(epson) 1 liter	
bottle	Printer Ink - magenta (epson) 1 Liter	
bottle	Printer Ink -cyan (epson) 1 liter	
bottle	Printer Ink -yellow (epson) 1 liter	
pc	Puncher, 2-hole(Heavy Duty)	
pc	Puncher, Heavy Duty,25 sheets capacity/punch, 7cm distance hole	
box	Push Pins Flat head 100pcs/box	
ream	PVC Binding Film, Legal 217 x 331 mic. 250 100pcs/ream	
pack	PVC Binding Film, Legal 217 x 331 mic. 253	
box	PVC Blinding Film, Legal 217x331 mic. 250	
pc	Record Book 300 pages, size 214mm x 278mm	
pc	Record Book 500 pages, size 214 mm x 278 mm	
pc	Record Book, 300pages, size 2014mmx278mm	



tubes	Redstone Paste	
pc	Ring Binder, 12.7mmx 1.12 meters,(1/2" x44") plastic, 80 rings asstd. Color	
pc	Ring Binder, 19mmx 1.12 meters,(3/4" x44") plastic, 80 rings asstd. Color	
pc	Ring Binder, 25mmx 1.12 meters,(1/2" x44") plastic, 80 rings asstd. Color	
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)	
pair	Scissors 8"(Medium size, Heavy duty)	
pc	Scissors, 6" (Medium size, Heavy Duty)	
roll	Scotch tape, 1"	
pc	Sharpener, Single cutter head, heavy duty	
doz	Sign pen - black	
box	Sign pen, Blue, liquid/gel ink, .5mm needle tip 12/per box	
box	Sign Pen, black, liquid/gel ink, 0.5mm needle tip	
pc	Sign Pen, black, liquid/gel ink, 0.5mm needle tip	
pc	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip	
pc	Slide Transparent folder (long)	
pc	Slide Transparent folder (short)	
pc	Specialty BOARD Paper 8.5"x11" Letter size	
pack	Specialty Board paper, 8.5"x11" 220gsm (10pcs/pacl)	
pack	Specialty Board paper, 8.5"x13" 220gsm (10pcs/pacl)	
pack	Specialty paper 8.5" x 11" Letter size (10pcs/pack) White	
pack	Specialty paper 8.5" x 13" Legal size(10pcs/pack)	
pack	Specialty Paper long GSM 180 - Light Green	
pack	Specialty Paper long GSM 180 - Light pink	
pack	Specialty Paper long GSM 180 - Light Violet	
pack	Specialty Paper long GSM 180 - Whitet	
pack	Specialty Paper long GSM 180 - Yellow	
pack	Specialty paper short	
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 1/2"	
pc	Spiral, Plastic(Ring Binder) 1/8"	
pc	Spiral, Plastic(Ring Binder) 2"	
pc	Spiral, Plastic(Ring Binder) 3/4"	
pc	Stamp Pad	
pc	Stamp Pad Ink	
pc	Stamp Pad, Violet Ink felt pad, min 60mm x 100mm	
pc	Staple wire #35, 5000pcs	
box	Staple wire#10	
box	Staple wire, #35, 5000pcs/box	
pc	Stapler with remover (heavy duty use) 24/ 6-26/ 6 staples	
unit	Steel Cabinet (4-layer filing cabinet with lock; H-138 cm, W-62 cm, L-46 cm, Wt. 73.5 kg.)	
pc	Stick Glue	
pc	Stick Glue (Hot melt glue)	
pad	Sticky Notes 1 1/2" x3	
pad	Sticky Notes 2" x2"	
pad	Sticky notes 3" x 3"	



pc	Storage Corrugated/Carton Box L 15" x W 12" x H 10"	
roll	Tape Transparent 24mm (1") width, usable length 50	
pc	Tape, Dispenser, Heavy Duty for 1 tape	
roll	Tape, Double-sided 24mm(1") width	
roll	Tape, Masking 24mm(1") width, usable length 50m	
roll	Tape, Masking 48mm(2") width, usable length 50m	
roll	Tape, Packaging 24mm (1"), width, usable length 50m	
roll	Tape, Packaging 48mm (2"), width, usable length 50m	
roll	Tape, Transparent 48mm(1") width, usable length 50m	
roll	Tape, Transparent 58mm(2") width, usable length 50m	
roll	Tape, Transparent 12mm(1/2") width, usable length 50m	
pc	Tape, Transparent 24mm(1") width, usable length 50m	
pc	Tape, Transparent, 48mm(2") width, usable length 50m	
roll	Tape, Transparent, 48mm(2") width, usable length 50m	
roll	Tarpaulin Canvass 4 width	
box	Thumbtacks No.153, 20g	
pc	Toner, MP 2501	
roll	Transparent Tape 1" w	
pc	USB 16 G	
pc	USB Connector-10 m	
box	Venus Enameled Chalk	
pc	Wall Clock	
box	White Board Marker	
doz	White board marker	
pc	White Board Marker (Refillable)	
box	White Board Marker, (Black) 12 pcs/box	
pc	White board with frame	
box	Whiteboard marker, Refillable (black)	
doz.	Whiteboard Pen, refillable, Black	