



ABSTRACT OF QUOTATION
SOLICITATION Number: RSU-2020-073
ABC: PhP1,040,420.00
QTY: 5,950

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED COST	TOTAL COST
box	Ballpen,0.7mm ballpoint (Black), 12pc/box	14		
box	Ballpen,0.7mm ballpoint (Blue), 12pc/box	10		
box	Ballpen,0.7mm ballpoint (Red), 12pc/box	10		
pc	Calculator, Compact 12 digits Two-way power	2		
pc	Clear book, Refillable, Legal Size, 20sheets	3		
box	Clip, Binder, backfold, 1", 12pcs/box	2		
box	Clip, Binder, backfold, 1-1/4", 12 pcs/box	2		
box	Clip, Binder, backfold, 1-5/8", 12pcs/box	2		
box	Clip, Binder, backfold, 2", 12pcs/box	2		
box	Clip, Binder, backfold, 3/4", 12pcs/box	2		
pc	Correction tape (5mm x12m)	9		
pc	Cutter 6", Heavy Duty for paper, w/ lock	2		
pc	Data File box, made of chipboard, with closed ends (5" x 9" x 15-3/4)	10		
pc	Dating and Stamping Machine(Self ink date)approved or received	3		
pc	Documentary Tray, 3 Layers, Legal Size, Aluminum	6		
pc	Envelope, Brown Legal size	209		
pc	Envelope, Brown Letter size	208		
pc	File Arch w/ lever arm 3-ring, D- type(2.5") Legal size	30		
pc	File Arch w/ lever arm 76mm x 230mm x 380mm, Legal size	100		
pc	File Organizer, expanding, plastic, w/ 12 inside pockets & index tabs, 216mm x 330 (legal size)	7		
pc	Flash Drive 32GB capacity USB 3.0 Plug and Play	3		
pc	Folder, white, 14 pts 9" x 11.5", Letter	200		
pc	Folder, white 14 pts. 9" x 14.5", Legal Size, 100pc/pack	350		
box	Gun Tacker Staple Wire, 8mm x 11.3mm x 0.7mm	90		
bottle	Ink for Printer(Black) Universal 1 lit./color(Refill)	31		
bottle	Ink for Printer(Cyan) Universal 1 lit./color(Refill)	31		
bottle	Ink for Printer(Magenta) Universal 1 lit./color(Refill)	31		
bottle	Ink for Printer(Yellow) Universal 1 lit./color(Refill)	31		
roll	Laminating Film Fill12", 100m, 250 micron	1		
pc	Magfile Double Closed Horizontal Legal size(File box)	5		
box	Marker, Permanent, Refillable, Broad(Black)	1		
pc	Marker, Permanent, Refillable, Broad(Black)	3		
pc	Marker, Permanent, Refillable, Broad(Blue)	3		
ream	Neon Colored Papers, Assorted, Legal 8.5" x 13"	1		
box	Paper Clip, Big 50mm, Vinyl Coated	12		
box	Paper Clip, Small 28mm Vinyl Coated	12		
box	Paper Fastener, Plastic Coated 50 sets/ box	4		
box	Paper Highlighter/Marker	2		



ream	Paper, Bond, 8.5" x 11", Letter size, subs. 20, Ultra White	2540		
ream	Paper, Bond, 8.5" x 13", Legal size, subs. 20, Ultra White	1095		
ream	Paper, Bond, A4 Size, 210mm x 297mm, 70gsm	39		
bottle	Paste with Spreader, 200g	2		
box	Pencil #2 with eraser	9		
pack	Photo paper, Glossy A4 Size 220 gsm(10pcs/pack)	5		
pc	Puncher, 2-hole(Heavy Duty)	6		
box	Push Pins Flat head 100pcs/box	2		
box	PVC Binding Film Letter 217 x 283mm, mic. 250	3		
box	PVC Binding Film, Legal 217mm x 331mm mic. 250	4		
pc	Record Book 500 pages	8		
box	Rubber Band, Flat No. 18, 350 grams	1		
pc	Scissors 6"(Medium size, Heavy Duty)	4		
pc	Sharpener, Single cutter head, Heavy Duty	1		
pc	Sign Pen BL-GC4 GTEC, 0.4 Needle Tip, Blue	40		
box	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	3		
box	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	2		
box	Sign Pen, Green, liquid/gel ink, 0.5mm needle tip	1		
pack	Specialty Board Paper 8.5" x 11" Letter size, 220 gsm(10pcs/pack)	375		
pack	Specialty Board Paper, 8.5" x 13" Legal Size 220 gsm(10pcs/pack)	20		
pack	Specialty Paper 8.5" x 11" Letter size (10pcs/pack)	4		
pack	Specialty Paper 8.5" x 13" Legal size (10pcs/pack)	4		
pc	Spiral, Plastic (Ring Binder) 1"	40		
pc	Spiral, Plastic(Ring Binder) 1 1/2"	20		
pc	Spiral, Plastic(Ring Binder) 1/2"	85		
pc	Spiral, Plastic(Ring Binder) 1/4"	35		
pc	Spiral, Plastic(Ring Binder) 2"	10		
pc	Stamp Pad, Violet Ink felt pad, min 60mm x 100mm	1		
unit	Staple Gun Tacker, Stainless Steel, 0.7mm x 11.3mm x 4-14mm	27		
box	Staple wire #35 5,000pcs	39		
pc	Stapler with remover(Heavy Duty) use 24/6-26/6 staples	39		
pad	Sticky notes 1 1/2" x 2"	2		
pad	Sticky notes 2" x 2"	2		
pad	Sticky notes 3" x 3"	2		
pc	Tape Dispenser, Heavy Duty for 1" tape	3		
roll	Tape, Double-sided 24mm(1") width	5		
roll	Tape, Masking 24mm(1") width, usable length 50m	4		
roll	Tape, Masking 48mm(2") width, usable length 50m	4		
roll	Tape, Transparent 24mm(1") width, usable length 50m	13		
roll	Tape, Transparent, 48mm(2") width, usable length 50m	7		
TOTAL		QTY 5950	ESTIMATED COST	