



Republic of the Philippines  
**ROMBLON STATE UNIVERSITY**

Odiongan, Romblon  
 Tel No. (042) 567-6281  
 Email: romblonstateu@gmail.com  
 URL: rsu.edu.ph

**BIDS AND AWARDS COMMITTEE**

**TECHNICAL SPECIFICATIONS**

**Solicitation No. RSU-2022-05-039**

**ABC: PhP595,471.00**

**QTY: 2,515**

**Procurement of Office and Janitorial Supplies for the Different Units and Colleges of Romblon State University**

ITEM NO.	UNIT	ITEM DESCRIPTION	QTY	STATEMENT OF COMPLIANCE
1	Box	Ballpen,0.5mm ballpoint (Black)	25	
2	Box	Ballpen,0.5mm ballpoint (red)	18	
3	Box	Ballpen,0.5mm ballpoint (Blue), 12 pcs/box	20	
4	pcs	Battery, size AAA, dry cell	40	
5	pcs	Battery, size AA, dry cell	20	
6	pieces	Box File	20	
7	pieces	Cartolina, red	20	
8	packs	Catalog Envelope Brown 9"x6" (500 pcs/pack)	3	
9	pcs	Certificate Holder, Letter size 8.5 x 11	120	
10	boxes	Clip, Binder, backfold 1", 12 pcs/box	17	
11	boxes	Clip, Binder, backfold 1-1/4" 12 pcs/box	17	
12	boxes	Clip, Binder, backfold 1-5/8" 12 pcs/box	27	
13	boxes	Clip, Binder, backfold 2" 12 pcs/box	27	
14	boxes	Clip, Binder, backfold 3/4" 12 pcs/box	20	
15	boxes	Clip, Binder, backfold 1/2" 12 pcs/box	30	
16	pcs	Correction tape (5mm x12m)	60	
17	pcs	Data File box, chipboard w/ closed ends (15"x 9.5"x4.5" Green)	50	
18	pcs	Dating stamp Machine (Self ink date)	2	
19	pcs	Documentary Tray, 3 Layers, Legal Size, Aluminum	9	
20	packs	Envelope, Brown Legal size (100pcs/pack)	2	
21	packs	Envelope, Brown Letter size	3	
22	pieces	Extension Wire 3 socket, 16mm width, 5 meters long	5	
23	pcs	File Arch w/ lever arm 76mm x 230mm x 380mm, Legal size	40	
24	packs	Folder, white 14 pts. 9" x 14.5", Legal (100 pcs/pack)	20	
25	pcs	Glue gun, Full sized (Big)	4	
26	pcs	Glue, Multi-Purpose 454grams, White 473ml	8	
27	pieces	Highlighter color yellow	50	
28	pcs	Illustration board, double face, (30" x 40")	10	
29	box	Index Tab, Self-adhesive, Clear (Letter Tabbing)5 sets/box	10	
30	liter	Ink for Printer (Black) Universal 1 lit./color (Refill)	6	
31	bottle	Ink for Printer, Epson Genuine (Black) 70ml/bottle	17	
32	bottle	Ink for Printer, Epson Genuine (Cyan) 70ml/bottle	17	
33	bottle	Ink for Printer, Epson Genuine (Magenta) 70ml/bottle	17	
34	bottle	Ink for Printer, Epson Genuine (Yellow) 70ml/bottle	17	
35	ream	Laminating Film (Long 222mm x 337mm)250 microns	5	
36	ream	Laminating Film, Legal Size	2	
37	ream	Laminating Film, Letter Size	2	



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38	boxes	Marker, Permanent, Refillable, Broad (Black)	1
39	box	Marker, Whiteboard, Refillable (Blue)	25
40	ream	Neon Colored papers, Legal 8.5" x 13"	4
41	ream	Neon Colored papers, Letter 8.5" x 11"	2
42	ream	Paper, Bond, 8.5" x 13", Legal size, subs. 20, Ultra White	170
43	boxes	Paper Clip, Big 50mm, vinyl coated	20
44	boxes	Paper Clip, Small 28mm, vinyl coated	20
45	box	Paper Fastener, Plastic Coated 50 sets/ box	15
46	box	Paper Highlighter/Marker (yellow)	8
47	pack	Paper, Sticker, A4, Matte 10 sheets/ pack	15
48	bottle	Paste with Spreader, 200g	4
49	box	Pencil #2 with eraser (12 pcs/box)	4
50	pack	Photopaper, Glossy A4 Size 220 gsm (10 pcs/pack)	45
51	pcs	Printer Head, Brother DCP-T500W Original	1
52	pcs	Puncher, 2-hole (Heavy Duty)	1
53	boxes	Push Pins Flat head 100 pcs/box	4
54	pcs	Ruler 12", Plastic (Clear)	15
55	pcs	Scissors 6" (Medium size, Heavy duty)	5
56	pcs	Sharpener, Single cutterhead, heavy duty	1
57	boxes	Sign Pen, black, liquid/gel ink, 0.5mm needle tip (12 pcs/box)	10
58	boxes	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip (12 pcs/box)	20
59	pack	Specialty board paper 8.5" x 11" Letter size, 220 gsm (10 pcs/pack)	30
60	pack	Specialty Board Paper, 8.5" x 13" Legal Size 220 gsm (10 pcs/pack)	40
61	pack	Spiral, Plastic (Ring Binder) 1"	70
62	pcs	Spiral, Plastic (Ring Binder) 1/2"	75
63	pcs	Spiral, Plastic (Ring Binder) 3/4"	25
64	pcs	Stapler with remover (Heavy duty) use 24/6-26/6 staples	4
65	pcs	Stick Glue (Hot Melt Glue)	50
66	pad	Sticky notes 1 1/2" x 2"	60
67	pad	Sticky notes 2" x 2"	55
68	pads	Sticky notes 3" x 3"	50
69	roll	Tape, Double-sided 24mm (1") width	50
70	rolls	Tape, Double-sided 24mm, w/foam big	10
71	roll	Tape, Masking 24mm (1") width, usable length 50m	30
72	roll	Tape, Packaging 48mm (2"), width, usable length 50m	50
73	roll	Tape, Transparent 24mm (1") width, usable length 50m	48
74	roll	Tape, Transparent, 48mm (2") width, usable length 50m	50
75	pcs	USB Flash Drive (UV350 USB 3.2 Gen1 128GB, backward compatible with USB 2.0)	10
76	ream	Vellum Board (100 pcs-white) 230 gsm	20
78	liter	Ink for Printer (Cyan) Universal 1 L/color (Refill)	2
79	liter	Ink for Printer (Magenta) Universal 1 L/color (Refill)	2
80	liter	Ink for Printer (Yellow) Universal 1 L/color (Refill)	2
81	pcs	Spiral, Plastic (Ring Binder) 1 1/2"	60
82	pcs	Spiral, Plastic (Ring Binder) 2"	60



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83	box	Paper, Bond, 8.5"x13", Legal size, (subs 20)	100
84	box	Sign Pen, Hi-tech Point V5, Pilot, Blue (12pcs)	10
85	box	Paper Highlighter/Marker (assorted color)12pc	3
86	box	Correction Tape (5mmx12m)	2
87	unit	Ring Binder (Heavy Duty 24 Holes)	2
88	box	Ballpen,0.7mm ballpoint (Black)	2
89	box	Ballpen,0.7mm ballpoint (Blue)	2
90	pc.	Envelope, Brown Legal size	100
91	pc.	Envelope, Brown Legal size	100
92	pc.	File Tray Rack-3 layer	2
93	packs	Folder, white 14 pts. 9" x 14.5", Legal	2
94	packs	Folder, white, 14 pts 9" x 11.5", Letter	2
95	reams	Paper, Bond, 8.5" x 11", short, subs. 20	5
96	reams	Paper, Bond A4 Size 210mm x 297mm, 70 gsm	2
97	pc.	Paper, Sticker, A4, Matte 10sheets/ pack	20
98	box	Laminating film- 125micx75x105mm	1
99	box	PVC Cover- 217mm x 283mm	2
100	box	PVC Cover- 216mm x 330mm	2
101	pc.	Ink for Printer (Black) Epson 664	10
102	pc.	Ink for Printer (Yellow) Epson 664	10
103	pc.	Ink for Printer (Magenta) Epson 664	10
104	pc.	Ink for Printer (Cyan) Epson 664	10
105	packs	Specialty paper 8.5" x 13" Legal size (10pcs/pack)	10
106	packs	Specialty paper 8.5" x 11" Letter size (10pcs/pack)	10
107	pc.	Spiral, plastic (ring binder) 1/4"	10
108	unit	Portable Speaker-Portable USB 3.5mm Multimedia	2
109	unit	Lateral Steel Cabinet, with Lock 4 drawer Off White color	1
110	bottle	Air freshener 200ml	2
111	pc	Broom, Soft (Tambo) weight 200 mi tiger grass	2
112	pc	Dish Cabinet-52L x 35W x 77H cm	1
113	pc	Dishwashing liquid 500 ml	2
114	dozen	Detergent powder, 1100g	3
115	can	Disinfectant Spray 340 grams net content	2
116	set	Floor Mop with Mop wringler, Tornado 360°	1
117	rolls	Garbage bag, Medium 10pcs/roll (48 x 56 cm)	3
118	bottle	Hand wash liquid	2
119	bottle	Isopropyl Alcohol 500 ml	24
120	pc.	Plastic, dust pan (Medium Size)	1
121	packs	Tissue 2 ply 12 rolls/pack	15
122	pc	Trashbin (Orocan) Swing type, 11 liters	2

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 Name and Signature of the Bidder/Authorized Representative

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 Name of the Company