



Republic of the Philippines  
**ROMBLON STATE UNIVERSITY**  
 Odiongan, Romblon  
 Tel No. (042) 567-6281  
 Email: romblonstateu@gmail.com  
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**BIDS AND AWARDS COMMITTEE**

**TECHNICAL SPECIFICATIONS**

**Solicitation No. RSU-2022-06-048**

**ABC: PhP317,910.00**

**QTY: 1,057**

**Procurement of Office Supplies for the Business Affairs and Income  
 Generating Office of Romblon State University**

ITEM NO.	UNIT	ITEM DESCRIPTION	STATEMENT OF COMPLIANCE
1.	box	Ballpen,0.7mm ballpoint (Black), 12 pcs/box	
2.	box	Ballpen,0.7mm ballpoint (Blue), 12 pcs/box	
3.	box	Ballpen,0.7mm ballpoint (Red), 12 pcs/box	
4.	box	Sign Pen, Hi-tech Point V5, Pilot, Black(12pcs)	
5.	box	Sign Pen, Hi-tech Point V5, Pilot, Blue (12pcs)	
6.	box	Sign Pen, Hi-tech Point V5, Pilot, Red (12pcs)	
7.	box	Clip, Binder, backfold 1-5/8' 12 pcs/ box	
8.	box	Clip, Binder, Backfold 2' 12 pcs/box	
9.	box	Correction Tape (5mmx12m)	
10.	Pc	Cutter 6", heavy duty for paper with lock	
11.	box	Documentary Tag 3 Layers, Legal Size	
12.	box	Envelope, Brown Legal size	
13.	box	Folder, white 14 pts. 9"x14.5", Legal	
14.	pc	Glue, Multi Purpose 473 mL, white	
15.	bottle	Ink, Whiteboard Marker 30ml (Black)	
16.	bottle	Ink, Whiteboard Marker 30ml (Blue)	
17.	pad	Letter Labels	
18.	pc	Marker Whiteboard, Refillable (Black) Roundtip	
19.	pc	Marker, Permanent ,Refillable (Black) Fine	
20.	box	Paper Clip, Big 50mm, vinyl coated	
21.	box	Paper Clip, Small 28mm, vinyl coated	
22.	box	Paper, Bond, A4 size, 210mmx297mm,70gsm	
23.	box	Paper, Bond, 8.5"x11", Letter size, (subs 20)	
24.	ream	Paper, Bond, 8.5"x13", Legal size, (subs 20)	
25.	box	Pencil #2 with eraser	
26.	pc	Puncher	
27.	pack	PVC Binding Film, A4	
28.	pc	Record book (150 lys)	
29.	pc	Scissors	
30.	pc	Spiral, Plastic (Ring Binder) 1"	
31.	pc	Spiral, Plastic (Ring Binder) 1/2"	
32.	pc	Spiral, Plastic (Ring Binder) 1/4"	
33.	pc	Spiral, Plastic (Ring Binder) 2"	
34.	bottle	Stamping Pad Ink (Purple/Violet), 30 ml	



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35	pc	Stamping Pad	
36	box	Staple wire #35 (5,000 pcs)	
37	pc	Stapler with remover	
38	pack	Sticker, Vinyl, Mate, 3.5ftx164ft, 200gsm	
39	pack	Sticker, Vinyl, Clear, 4.5ftx164ft, 200gsm	
40	pack	Sticker, Satin Paper, 42inx600m, 200 gsm	
41	pc	Sticky notes 3"x3"	
42	pc	Tape Dispenser, Heavy duty for 1" tape	
43	roll	Tape, Double-sided 48mm , (2") width	
44	roll	Tape, Masking 24mm(1") width, usable length 50m	
45	roll	Tape, Masking 24mm(1") width, usable length 50m	
46	rolls	Tape, Masking 48mm(2") width, usable length 50m	
47	rolls	Tape, Packaging 48mm (2") width, usable length 50m	
48	rolls	Tape, Transparent 24mm (1") width, usable length 50m	
49	pc	Thumbtacks # 153, 20g	
50	bottle	Isopropyl Alcohol 500 ml	

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Name and Signature of the Bidder/Authorized Representative

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Name of the Company