



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-2022-07-063**

**ABC: PhP673,913.50**

**QTY: 2,917**

**Procurement of Office Equipment and Supplies for the Different Units/  
 Offices/ Campuses of Romblon State University**

ITEM NO.	UNIT	ITEM DESCRIPTION	STATEMENT OF COMPLIANCE
1	liters	Computer Printer (Epson) Ink - black	
2	liters	Computer Printer (Epson) Ink - cyan	
3	liters	Computer Printer (Epson) Ink - magenta	
4	liters	Computer Printer(Epson) Ink - yellow	
5	box	INK, for Printer (Black) Universal 1L/bottle (Refill)	
6	box	INK, for Printer (Cyan) Universal 1L/bottle (Refill)	
7	box	INK, for Printer (Magenta) Universal 1L/bottle (Refill)	
8	box	INK, for Printer (Yellow) Universal 1L/bottle (Refill)	
9	Packs	Photo Paper Satin, A4 Size (20 Sheets) 260 gsm	
10	Packs	Specialty Board , Legal Size (10 Sheets) 220 gsm	
11	Packs	Specialty Board Letter Size (10 Sheets) 220 gsm	
12	Bottle	Ink,008, 1 Black ( 127ml) Inks for Epson L15150	
13	Bottle	Ink,008, 1 Magenta (70 ml) Inks for Epson L15150	
14	Bottle	Ink,008, 1 Cyan (70 ml )Inks for Epson L15150	
15	Bottle	Ink,008, 1 Yellow (70 ml) Inks for Epson L15150	
16	ream	Paper, Bond, 8.5" x 13", Legal size, subs. 20, Ultra White	
17	ream	Paper, Bond, 8.5" x 11", Letter size, subs. 20, Ultra White	
18	box	Ballpen,0.7mm ballpoint (Black)	
19	box	Ballpen,0.7mm ballpoint (RED)	
20	pc	Cutter 6", heavy duty for paper, w/ lock	
21	pc	File folder with lever arm, upward (blue color)	
22	box	Binder Clips, 2" width	
23	box	Marker, Permanent, Refillable, Broad (Black), 12pcs/box.	
24	pc	Brown Envelope "8.5x13", Long	
25	pc	Scissors 6" (medium size, Heavy duty)	
26	box	Disposable gloves	
27	pc	Face Shield, Acrylic, Full face	



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28	box	Disposable mask	
29	Piece	File Folder, made of chipboard, taglia lock	
30	Pieces	Desk file organizer, sturdy, magazine file folder, 4 section	
31	Pieces	Alcohol, Isopropyl, w/ spray, 300ml, total defense, 5-in-1 protection total defense	
32	Pieces	Cutter, heavy duty, L500 Metal	
33	Pack	Tissue 2-ply (12 rolls/pack)	
34	Box	Ballpen, G-Tec, point 0.3, blue, 12 pcs/box	
35	Box	Ballpen, G-Tec, point 0.3, black, 12 pcs/box	
36	Pieces	Correction Tape	
37	Reams	Paper, Bond, 8.27"x 11.69", A4 Size, Ultra White	
38	Reams	Paper, Bond, 8.5" x 11", Letter Size, Ultra White	
39	Reams	Paper, Bond, 8.5"x 13", Legal Size, Ultra White	
40	Pieces	Scissor atleast 8", Large Size	
41	Pads	Sticky Note, 1 1/2" x 2"	
42	Pieces	Stapler with Remover	
43	Piece	Calculator, 12 digits	
44	Piece	64GB Ultra Dual Flash Drive OTG Type, 2 in 1 lash drive with a reversible USB type, compatible mobile device android and computer device with usb type, dimensions 1.75x0.48x0.34inches, Model: SDDD3-0G4G-G46, Hardware interface: USB 3.0, USB 2.0, mounting hardware: Flash drive, data transfer rate: 130 megabytes per second, color: black or metal	
45	unit	EXTERNAL HARD DRIVE, any color, USB 3.0 transmission interface, backward compatible with USB 2.0, fast transmission, 2TB capacity, portable	
46	piece	FLASH DRIVE, Capacity: 32GB(Actual usable storage less), Interface: USB 2.0, Backwards Compatible with USB 1.1, Read Speed: 15 MBps / Write Speed: 10 MBps, System Requirements: Windows XP, Vista, 7, 8 and 10, Mac OS X 10.5 or Later	
47	Pieces	Morocco folder with slide, size: long, color: green, perfect for document presentation and organization	
48	Pieces	Morocco folder with slide, size: long, color:	



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		yellow, perfect for document presentation and organization	
49	Pieces	Morocco folder with slide, size: long, color: blue, perfect for document presentation and organization	
50	Roll	Cord string, 3mm thread, 100% polyester, color yellow, wool type	
51	Roll	Cord string, 3mm thread, 100% polyester, color blue, wool type	
52	Roll	Cord string, 3mm thread, 100% polyester, color green, wool type	
53	Pieces	Folder, long size, white, thick # 14, use for offices	
54	Pack	Sticker paper, A4 size 100 gsm (10 pcs/pack)	
55	box	BALLPEN, ballpoint (Black), 50 pcs per box	
56	box	BALLPEN, ballpoint (Blue), 50 pcs per box	
57	box	BALLPEN, ballpoint (Red), 50 pcs per box	
58	box	BOND PAPER, multicopy, for laser/ink-jet printers, high speed copier, legal size, 80 gsm., 5 reams/box	
59	roll	CELLULOID plastic cover	
60	piece	CORRECTION TAPE (5mm x12m)	
61	box	BALLPEN, 0.7mm ballpoint Black, (12 pcs)	
62	box	BALLPEN, 0.7mm ballpoint Blue, (12 pcs)	
63	box	BALLPEN, 0.7mm ballpoint Red, (12 pcs)	
64	pcs	Calculator 12 digits	
65	pcs	Certificate Holder, Legal Size	
66	pcs	Certificate Holder, Letter Size	
67	pcs	Class Record 5 ½" x13". 30 lvs.	
68	Box	Clip Binder, Backfold, 0.5", 12 pcs/box	
69	Box	Clip Binder, Backfold, 1", 12 pcs/box	
70	pcs	Clip Binder, Backfold, 1 5/8", 12 pcs/box	
71	box	Ballpen, 0.7 mm ballpoint (Black)	
72	box	Ballpen, 0.7 mm ballpoint (Blue)	
73	box	Clip, Binder, backfold, 1", 12 pcs/box	
74	box	Clip, Binder, backfold, 1-1/4", 12 pcs/box	
75	box	Clip, Binder, backfold, 1-5/8", 12 pcs/box	
76	box	Clip, Binder, backfold, 2", 12 pcs/box	
77	box	Clip, Binder, backfold, 3/4", 12 pcs/box	
78	pc	Data File Box, Made of Chipboard, with closed ends (5"x9"x15-3/4")	



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79	pc	Documentary Tray, 2 layers Legal Size, Aluminum	
80	pc	Documentary Tray, 3 layers Legal Size, Aluminum	
81	ream	Paper, Bond, 8.5" x 13", Legal Size, subs. 20, Ultra White	
82	Pc	White board 35*60cm	
83	Pc	File Arch w/ lever arm 3-ring, D-type (2.5") Legal size	
84	box	Ballpen, 0.7 mm ballpoint, black (12 pcs/ pack)	
85	box	Ballpen, 0.7 mm ballpoint, blue (12 pcs/ pack)	
86	box	Ballpen, 0.7 mm ballpoint, red (12 pcs/ pack)	
87	box	Signing Pen	
88	box	Clip, Binder, backfold, 1-1/4", 12 pcs/box	
89	box	Clip, Binder, backfold, 2", 12 pcs/box	
90	pc	Correction Tape (5mm x 12m)	
91	pc	Documentary Tray, 3 layers, legal size aluminum	
92	pc	Envelope, Brown, Legal size	
93	pc	Glue, Multi-purpose 130grams, White	
94	pc	Folder, White 14 pts. 9"x 14.5", Legal	
95	bottle	Ink, whiteboard marker, 30ml, blue	
96	pc	Marker, White Board (Refillable, black)	
97	pc	Marker, White Board (Refillable, blue)	
98	box	Paper clip, big 50mm, vinyl coated	
99	pc	Spiral, Plastic (Ring Binder) 1/2"	
100	pc	Spiral, Plastic (Ring Binder) 1"	
101	roll	Tape, transparent, 24mm (1") width, usable length	
102	roll	Tape, Packaging 48mm (2"), width, usable length	
103	pack	Letter Labels	
104	pcs	Electrical tape (big)	
105	pc	Stapler with remover	
106	set	Extension Wire Universal 5-gang 6 feet	
107	pc	Scissors 6"(Medium size, Heavy duty)	
108	pc	Puncher	
109	Unit	Laminating Machine	
110	Pc	Paper Cutter 18"x15" Metal Base Trimmer (Heavy Duty)	
111	Pc	Steel Measuring Tape	
112	pc	Electric Lamp w/ bulb-50 watt bulb, aluminum	
113	boX	Clip, Binder, backfold, 1", 12pcs/box	
114	box	Clip, Binder, backfold, 1-1/4", 12 pcs/box	
115	bOx	Clip, Binder, backfold, 1-5/8", 12pcs/box	
116	box	Clip, Binder, backfold, 2", 12pcs/box	
117	box	Clip, Binder, backfold, 3/4", 12pcs/box	
118	box	Clip, Binder, backfold, 1", 12pcs/box	
119	box	Clip, Binder, backfold, 1-1/4", 12 pcs/box	
120	box	Ballpen,0.7mm ballpoint (Black)	



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121	box	Ballpen,0.7mm ballpoint (Blue)	
122	box	Ballpen, 0.7mm ballpoint (Red)	
123	pack	Envelope, Brown Legal size (50pcs/pack)	
124	pack	Envelope, Brown Letter size (50pcs/pack)	
125	Bundle	Envelope, Mailing, with window, 80gsm, 105mm x 241mm Long (50pcs/ Bundle)	
126	pack	Folder, white 14 pts. 9"x 14.5", Legal	
127	pack	Folder, white, 14 pts 9" x 11.5", Letter	
128	box	Paper Clip, Big 50mm, Vinyl Coated	
129	box	Paper Clip, Small 28mm Vinyl Coated	
130	bottle	Paste with Spreader, 200g	
131	box	Pencil #2 with eraser	
132	pack	Photopaper, Glossy A4 Size 220 gsm (10pcs/pack)	
133	pc	Puncher, 2-hole (Heavy Duty)	
134	box	Sign Pen,black, liquid/gel ink, 0.5mm needle tip	
135	box	Sign Pen,blue, liquid/gel ink, 0.5mm needle tip	
136	box	Staple wire # 35 5,000pcs	
137	pc	Scissors 6"(Medium size, Heavy duty)	
138	pc	Tape Dispenser, Heavy duty for 1" tape	
139	pc	Magnetic Whiteboard and Cork Board Combination Board 18 inches X 24	
140	pc	File Box	
141	ream	Neon Art Paper Assorted color Legal Size	
142	pc	Heavy Duty Pencil Sharpener	
143	pad	Sticky Noted pad	
144	pcs	Accession Record Book	
145	pcs	Movable TV Stand Specs: Color. Black Material: Cold rolled steel - Aluminum alloy Size: LXWXH 35.4x25.2x67 inch TV Mount Height Adjustable: 42.5-59 inch	
146	pcs	4 layer Vertical Filing Cabinet 20"X 52	
147	pcs	Book End heavy Duty	
148	pcs	Steel Double Sided Book Cart Shelves	
149	pcs	Double Sided Bookshelves	
150	pcs	Book stand display (Small, Medium and Large) Assorted	
151	pcs	Cabinets for files and /or reagents with free delivery and installation FC-4D Jersey Filing Cabinet (Assembled) Ergonomic Vertical Filing Cabinet, 4 drawer vertical filing cabinet Color: Beige Size: 62x46x133 cm Assembled	
152	unit	Water Dispenser (Model: HF SWD-800), 230 V, 60 Hz, heating power-500W, cooling power/current-85 W/0.8 A	



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153	tank	Fire Extinguisher Type ABC 10 LBS with free wall bracket, dry chemical, ISO Certified	
154	Unit	Paper Shredder (Heavy Duty) Specification Security Level: P4 Sheet Capacity: 16 Wastebasket Capacity: 31 L Run Time: 30 min Cut Size: 4x40mm	
155	Unit	Binding Machine 24 Holes 450 sheets binding capacity 22 sheets (80g) punching capacity 24 holes For A4 and Long size paper Paper Margin: 2.5/3.5/4.5/5.5 mm Distance between holes: 14.3mm Dimension:57.4x32x41.3 cm	

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Name and Signature of the Bidder/Authorized Representative

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Name of the Company