



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 (Repost)**

ITEM NO.	UNIT	ITEM DESCRIPTION	STATEMENT OF COMPLIANCE
College of Business and Accountancy			
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	
RSU San Andres Campus			
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	unit	EXTERNAL HARD DRIVE, any color, USB 3.0 transmission interface, backward compatible with USB 2.0, fast transmission, 2TB capacity, portable	
10	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	
11	box	BALLPEN, ballpoint (Black), 50 pcs per box	
12	box	BALLPEN, ballpoint (Blue), 50 pcs per box	
13	box	BALLPEN, ballpoint (Red), 50 pcs per box	
14	box	BOND PAPER, multicopy, for laser/ink-jet printers, high speed copier, legal	



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		size, 80 gsm., 5 reams/box	
15	roll	CELLULOID plastic cover	
16	piece	CORRECTION TAPE (5mm x12m)	
REDi R&D			
17	Packs	Photo Paper Satin, A4 Size (20 Sheets) 260 gsm	
18	Packs	Specialty Board , Legal Size (10 Sheets) 220 gsm	
19	Packs	Specialty Board Letter Size (10 Sheets) 220 gsm	
20	Bottle	Ink,008, 1 Black (127ml) Inks for Epson L15150	
21	Bottle	Ink,008, 1 Magenta (70 ml) Inks for Epson L15150	
22	Bottle	Ink,008, 1 Cyan (70 ml)Inks for Epson L15150	
23	Bottle	Ink,008, 1 Yellow (70 ml) Inks for Epson L15150	
24	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	
Science Laboratory			
25	ream	Paper, Bond, 8.5 inches x 13 inches, Legal size, subs. 20, Ultra White	
26	ream	Paper, Bond, 8.5 inches x 11 inches, Letter size, subs. 20, Ultra White	
27	box	Ballpen,0.7mm ballpoint (Black)	
28	box	Ballpen,0.7mm ballpoint (RED)	
29	pc	Cutter 6 inches, heavy duty for paper, w/ lock	
30	pc	File folder with lever arm, upward (blue color) legal size	
31	box	Binder Clips, 2 inches width	
32	box	Marker, Permanent, Refillable, Broad (Black), 12pcs/box. Pilot	
33	pc	Brown Envelope 8.5 inches x13 inches, Long	
34	pc	Scissors 6 inches (medium size, Heavy duty)	



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35	box	Disposable gloves, Latex, Large size	
36	pc	Face Shield, Acrylic, Full face	
37	box	Disposable mask, 50 pcs/box	
REDi R&D/ IP- TBM			
38	Piece	Arch File Folder, 2 rings 2" or 3" thick, size: long 14inches L x 11inches W x 3inches Thick, Color: Black	
39	Pieces	Desk file organizer, sturdy, magazine file folder, 4 section, Color: Black, Size : 320 x 295 x 305mm	
40	Pieces	Alcohol, Isopropyl, w/ spray, 300ml, total defense, 5-in-1 protection total defense, 70 percent	
41	Pieces	Cutter, heavy duty, L500 Metal , Medium	
42	Pack	Tissue 2-ply (12 rolls/pack), high quality, eco-friendly, multi-pack	
43	Box	Ballpen, ultra-fine roller ball pen, point 0.3, blue, 12 pcs/box	
44	Box	Ballpen, ultra-fine roller ball pen, point 0.3, black, 12 pcs/box	
45	Pieces	Correction Tape, Size: 10 meters	
46	Reams	Paper, Bond, 8.27 inches x 11.69 inches, A4 Size, Ultra White	
47	Reams	Paper, Bond, 8.5 inches x 11 inches, Letter Size, Ultra White	
48	Reams	Paper, Bond, 8.5 inches x 13 inches, Legal Size, Ultra White	
49	Pieces	Scissor atleast 8 inches, Large Size	
50	Pads	Sticky Note, 1 1/2 inches x 2 inches Color: Yellow and Green	
51	Pieces	Stapler with Remover, number 35	
52	Piece	Calculator, 12 digits, Mx-12B, Size: 147 x106x29mm	
53	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	
54	Pieces	Morocco folder with slide, size: long, color: green, perfect for document presentation and organization	
55	Pieces	Morocco folder with slide, size: long, color: yellow, perfect for document presentation and organization	



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56	Pieces	Morocco folder with slide, size: long, color: blue, perfect for document presentation and organization	
57	Roll	Japanese Cord string, 3mm thread, 100% polyester, color yellow, wool type	
58	Roll	Japanese Cord string, 3mm thread, 100% polyester, color blue, wool type	
59	Roll	Japanese Cord string, 3mm thread, 100% polyester, color green, wool type	
60	Pieces	Folder, long size, white, thick # 14, use for offices	
61	Pack	Sticker paper, A4 size 100 gsm (10 pcs/pack)	
CAFF			
62	box	Ballpen, 0.7 mm ballpoint, black (12 pcs/pack)	
63	box	Ballpen, 0.7 mm ballpoint, blue (12 pcs/pack)	
64	box	Ballpen, 0.7 mm ballpoint, red (12 pcs/pack)	
65	box	Sign Pen, black, ball point	
66	box	Clip, Binder, backfold, 1-1/4 inches, 12 pcs/box	
67	box	Clip, Binder, backfold, 2 inches, 12 pcs/box	
68	pc	Correction Tape (5mm x 12m)	
69	pc	Documentary Tray, 3 layers, legal size aluminum	
70	pc	Envelope, Brown, Legal size	
71	pc	Glue, Multi-purpose 130grams, White	
72	pc	Folder, White 14 pts. 9 inches x 14.5 inches, Legal	
73	bottle	Ink, whiteboard marker, 30ml, blue	
74	pc	Marker, White Board (Refillable, black)	
75	pc	Marker, White Board (Refillable, blue)	
76	box	Paper clip, big 50mm, vinyl coated	
77	pc	Spiral, Plastic (Ring Binder) 1/2 inches	
78	pc	Spiral, Plastic (Ring Binder) 1 inches	
79	roll	Tape, transparent, 24mm (1 inches) width, usable length	
80	roll	Tape, Packaging 48mm(2 inches), width, usable length	
81	pack	Letter Labels – index tab transparent, premium plastic, alphabet letter and number stickers	
82	pcs	Electrical tape (big), color: black	
83	pc	Stapler with remover, Big	
84	set	Extension Wire Universal 5-gang 6 feet	



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85	pc	Scissors 6"(Medium size, Heavy duty)	
86	pc	Puncher: Regular Size	
87	Unit	Laminating Machine, Hot and cold laminating settling. Quick warm up time: 3-5 mins. Power ready & preheating light, with reverse switch-Entry width 320mm- Best used with 125- 250 micron films. Speed: 660mm/min Dimension: (LXWXH) 2.6inches x 19.6inches x 3.9 inches	
88	Pc	Paper Cutter 18 inches x15 inches Metal Base Trimmer (Heavy Duty)	
89	Pc	Steel Measuring Tape, size: 50 meters, length	
90	pc	Electric Lamp w/ bulb-50 watt bulb, aluminum	
RSU San Agustin			
91	box	Clip, Binder, backfold, 1inch, 12pcs/box	
92	box	Clip, Binder, backfold, 1-1/4 inches, 12 pcs/box	
93	box	Clip, Binder, backfold, 1-5/8 inches, 12pcs/box	
94	box	Clip, Binder, backfold, 2 inches, 12pcs/box	
95	box	Clip, Binder, backfold, 3/4 inches, 12pcs/box	
96	box	Clip, Binder, backfold, 1 inch, 12pcs/box	
97	box	Clip, Binder, backfold, 1-1/ inches, 12 pcs/box	
98	box	Ballpen,0.7mm ballpoint (Black)	
99	box	Ballpen,0.7mm ballpoint (Blue)	
100	box	Ballpen, 0.7mm ballpoint (Red)	
101	pack	Envelope, Brown Legal size (50pcs/pack)	
102	pack	Envelope, Brown Letter size (50pcs/pack)	
103	Bundle	Envelope, Mailing, with window, 80gsm, 105mm x 241mm Long (50pcs/ Bundle)	
104	pack	Folder, white 14 pts. 9 inches x 14.5 inches, Legal	
105	pack	Folder, white, 14 pts 9 inches x 11.5 inches, Letter	
106	box	Paper Clip, Big 50mm, Vinyl Coated	
107	box	Paper Clip, Small 28mm Vinyl Coated	
108	bottle	Paste with Spreader, 200g	
109	box	Pencil #2 with eraser	
110	pack	Photopaper, Glossy A4 Size 220 gsm(10pcs/pack)	
111	pc	Puncher, 2-hole(Heavy Duty)	
112	box	Sign Pen,black, liquid/gel ink, 0.5mm	



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		needle tip	
113	box	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip	
114	box	Staple wire # 35 5,000pcs	
115	pc	Scissors 6 inches (Medium size, Heavy duty)	
116	pc	Tape Dispenser, Heavy duty for 1 inch tape	
117	pc	Magnetic Whiteboard and Cork Board Combination Board 18 inches X 24	
118	pc	File Box	
119	ream	Neon Art Paper Assorted color Legal Size	
120	pc	Heavy Duty Pencil Sharpener	
121	pad	Sticky Noted pad	
Main Campus & Other Campuses			
122	pcs	<p>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</p> 	
123	pcs	4 layer Vertical Filing Cabinet 20 inches X 52	
124	pcs	Book End heavy Duty	
125	pcs	Steel Double Sided Book Cart Shelves	
126	pcs	Double Sided Bookshelves	



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		 <p>Double Sided Book Shelf</p>	
127	pcs	Book stand display (Small, Medium and Large) Assorted	
128	pcs	<p>Accession Record Book</p>  	
RSU Santa Fe/ San Jose, Romblon			
129	unit	Water Dispenser (Model: HF SWD-800), 230 V, 60 Hz, heating power-500W, cooling power/current-85 W/0.8 A	
130	tank	Fire Extinguisher Type ABC 10 LBS with free wall bracket, dry chemical, ISO Certified	
College of Education			
131	box	Ballpen, 0.7 mm ballpoint (Black)	
132	box	Ballpen, 0.7 mm ballpoint (Blue)	
133	box	Clip, Binder, backfold, 1 inches, 12 pcs/box	
134	box	Clip, Binder, backfold, 1-1/4 inches, 12 pcs/box	
135	box	Clip, Binder, backfold, 1-5/8 inches, 12 pcs/box	
136	box	Clip, Binder, backfold, 2 inches, 12 pcs/box	
137	box	Clip, Binder, backfold, 3/4 inches, 12 pcs/box	
138	pc	Data File Box, Made of Chipboard, with	



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		closed ends (5 inches x9 inches x15-3/4 inches)	
139	pc	Documentary Tray, 2 layers Legal Size, Aluminum	
140	pc	Documentary Tray, 3 layers Legal Size, Aluminum	
141	ream	Paper, Bond, 8.5 inches x 13 inches, Legal Size, subs. 20, Ultra White	
142	Pc	White board 35 x 60cm	
143	Pc	File Arch w/ lever arm 3-ring, D-type (2.5 inches) Legal size	
Extension and Technical Advisory Services Office			
144	box	BALLPEN, 0.7mm ballpoint Black, (12 pcs)	
145	box	BALLPEN, 0.7mm ballpoint Blue, (12 pcs)	
146	box	BALLPEN, 0.7mm ballpoint Red, (12 pcs)	
147	pcs	Calculator 12 digits	
148	pcs	Certificate Holder, Legal Size	
149	pcs	Certificate Holder, Letter Size	
150	pcs	Class Record 5 ½" x13". 30 lvs.	
151	Box	Clip Binder, Backfold, 0.5", 12 pcs/box	
152	Box	Clip Binder, Backfold, 1", 12 pcs/box	
153	pcs	Clip Binder, Backfold, 1 5/8", 12 pcs/box	
Administration/ Accounting			
154	Unit	Paper Shredder (Heavy Duty For A4 and Long size paper 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	

 Name and Signature of the Bidder/Authorized Representative

 Name of the Company



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