



ROMBLON STATE UNIVERSITY

BIDS AND AWARDS COMMITTEE

Community Outreach Center, RSU-Main Campus, Liwanag, Odiongan, Romblon 5505
Telephone: (042) 567-5952
Email: bac@rsu.edu.ph
Website: rsu.edu.ph



Management System
ISO 9001:2015



www.tuv.com
ID 5000018803

RSU Vision

A research-based academic institution committed to excellence and service in nurturing globally competitive workforce towards sustainable development.

RSU Mission

Romblon State University shall nurture an academic environment that provides advanced education, higher technological and professional instruction and technical expertise in agriculture and fisheries, forestry, engineering and technology, education, humanities, sciences and other relevant fields of study and collaborate with other institutions and communities through responsive, relevant and research-based extension services.

RSU Quality Policy

Romblon State University commits to provide higher education through quality instruction, research, production, and communitybased extension services that meet or exceed the requirements and expectations of the university's stakeholders. It will comply with international standards, applicable statutory and regulatory requirements, and continually improve the Quality Management System's effectiveness through periodic monitoring and evaluation toward sustained remarkable outcomes.

RSU Core Values

Stewardship
Competence
Resilience
Integrity
Balance
Excellence
Service

These Core Values serve as our guiding principle in our efforts to make ROMBLON STATE UNIVERSITY a recognized HEI in the region and beyond.

ABSTRACT OF QUOTATION

Solicitation No. RSU-2023-01-002-EPA

ABC: PhP3,086,948.00

QTY: 24,531

Early Procurement of Office, ICT, and Janitorial Supplies for Romblon State University

ITEM NO.	UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	TOTAL ESTIMATED COST
1	box	Ballpen, Black 12pc/box,0.5mm ballpoint	86		
2	box	Ballpen, Blue 12pc/box, 0.5mm ballpoint	72		
3	box	Ballpen, Red 12pc/box, 0.5mm ballpoint	42		
4	tube	Ballpen,0.5mm ballpoint (Blue) (50 pieces/tube)	6		
5	tube	Ballpen,0.5mm ballpoint (red) (50 pieces/tube)	5		
6	tube	Ballpen,0.5mm ballpoint, (Black) (50 pieces/tube)	16		
7	pc	Battery, size AA, dry cell	180		
8	pc	Battery, size AAA, dry cell	280		
9	pc	Calculator, 14 digits	8		
10	pc	Calculator, Compact 12 digits Two-way power	20		
11	box	Carbon Paper, Permafilm Long	1		
12	pack	Cartolina, 100pc, Light Blue	2		
13	pack	Cartolina, 100pc, Light Green	2		
14	pack	Cartolina, 100pc, Light Orange	2		
15	pack	Cartolina, 100pc, Sky Blue	2		
16	pack	Cartolina, 100pc, White	4		
17	pack	Cartolina, 100pc, Yellow Gold	2		
18	pack	Cartolina, Assorted (100pc/pack)	2		
19	pc	Catalog Envelope 9*6 inches	21		
20	pc	CD recordable	30		



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21	pc	CD rewritable	30		
22	roll	Celluloid Plastic Cover, 50 meters/roll, G4	2		
23	pc	Certificate holder, legal size, Green & Black	246		
24	pc	Certificate holder, letter size, Green and Black	364		
25	pc	Certificate holder, A4 size, Green and Black	10		
26	box	Chalk, dustless 100pc/box	12		
27	pc	Class Record 30lvs 5 1/2" x 11"	118		
28	pc	Clearbooks, Organizer, 20 Transparent Pockets, Legal size	200		
29	box	Clip, Binder, backfold, 1-1/4", 12 pcs/box	115		
30	box	Clip, Binder, backfold, 2", 12pcs/box	174		
31	box	Clip, Binder, backfold 1", 12 pcs/box	61		
32	box	Clip, Binder, backfold 1/2" 12 pcs/box	20		
33	box	Clip, Binder, backfold 1-5/8" 12 pcs/box	82		
34	box	Clip, Binder, backfold 3/4" 12 pcs/box	27		
35	ream	Neon Colored Paper, Legal size	17		
36	ream	Neon Colored Paper, Letter size	16		
37	pc	Cork Board, Wooden Frame (120cm x 80cm)	2		
38	box	Correction tape (5mm x12m) (24pc/box)	43		
39	pc	Cutter 6" Heavy Duty for paper w/ lock	45		
40	pc	Data File Box, made of chip board w/ closed ends 5"x9"x 15 3/4	340		
41	pc	Dating and Stamping Machine (Self-ink date) approved and received	5		
42	pc	Document Envelope, Long	600		
43	pc	Document Envelope, short	300		
44	pc	Documentary Tray, 2 layers Legal Size, Aluminum	5		
45	pc	Documentary Tray, 3 Layer, Legal size	25		
46	pc	Documentary Tray, 3 Layer, Letter size	3		
47	pc	DVD, rewritable w/ case	20		



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48	box	Envelope Mailing, Letter 80gsm 500pc/box	3		
49	box	Envelope Mailing, Long 80gsm 500pc/box	7		
50	pc	Envelope, Brown Legal size	8256		
51	pc	Envelope, Brown Letter size	4636		
52	pc	Eraser, felt for Blackboard or Whiteboard	186		
53	pc	Expanded Envelope. Legal, with Garter	802		
54	pc	Expanded Envelope, Letter, with Garter	30		
55	pc	File Arch w/ lever arm 2-ring, D-Type (2.5", Legal size, Black)	100		
56	pc	File Arch w/ lever arm 3-ring, D-type (2.5") Legal size	10		
57	pc	File Binder 3", Legal ,Horizontal with Top Mechanism	95		
58	pc	File Box, made of chipboard single leaf	64		
59	pc	File Folder Document Storage Folder Documents Holder Lever Arch, Long (8.5x13) Box Metal Ring	12		
60	dozen	Filler, G tech C4, Pilot, Black	4		
61	box	Folder Tag Board, White for Legal Size Documents, 5packs/box	1		
62	box	Folder Tag Board, White for Letter Size Documents, 5 packs/box	1		
63	pc	Folder, Letter Brown	100		
64	pc	Folder, Long Brown	100		
65	pack	Folder, white 14 pts. 9" x 11.5", Letter, 100pcs/pack	25		
66	pack	Folder, white 14 pts. 9" x 14.5", Legal, 100pcs/pack	54		
67	pc	Glue Gun, Full sized	17		
68	pc	Glue Multi Purpose 473ml, White	59		
69	pc	Glue, Multi Purpose 130g, White	170		
70	pc	Illustration Board, Double Face 30"x 40"	10		
71	box	Index Tab, Self Adhesive Clear, Letter Tab, 5set/box	10		



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72	btl	Ink White board marker, 30ml, black	6		
73	btl	Ink White board marker, 30ml, blue	2		
74	btl	Ink Permanent marker, 30ml, black	2		
75	btl	Ink, Stamp pad, Black, 50ml	1		
76	btl	Ink, Stamp pad, Blue, 50ml	3		
77	btl	Ink, Stamp pad, Red, 50ml	1		
78	pack	Laminating film (long, 222mm x 337mm) 250mic	10		
79	pack	Laminating film, A4 125 microns (100 pcs/pack)	2		
80	pack	Laminating film, Legal size	1		
81	pack	Laminating film, Letter size	1		
82	roll	Laminating film, (6inchesx100m) 125mic	1		
83	pc	Magazine File Holder A4 Black (single)	20		
84	pc	Manila Paper	200		
85	btl	Marker Liquid Ink, Black	24		
86	btl	Marker Liquid Ink, Blue	12		
87	btl	Marker Liquid Ink, Red	12		
88	box	Marker, Permanent ,Felt Tip, Bullet Type (Black)	15		
89	box	Marker, Permanent ,Felt Tip, Bullet Type (Blue)	5		
90	box	Marker, Permanent ,Felt Tip, Bullet Type (Red)	5		
91	pc	Marker, Permanent ,Refillable (Black) Fine	34		
92	box	Marker, Permanent, Refillable, Broad (Black)	21		
93	box	Marker, Permanent, Refillable, Broad (Blue)	9		
94	box	Marker, Permanent, Refillable, Broad (Red)	1		
95	pc	Marker, White Board ,Felt Tip, Bullet Type (Black)	29		
96	pc	Marker, White Board ,Felt Tip, Bullet Type (Blue)	5		



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97	pc	Marker, White Board ,Felt Tip, Bullet Type (Red)	5		
98	box	Marker, White Board Refillable Broad (Black)	30		
99	box	Marker, White Board Refillable Broad (Blue)	1		
100	box	Marker, White Board Refillable Broad (Red)	2		
101	pc	Marker, White Board Refillable Round tip (Black)	47		
102	pc	Marker, White Board Refillable Round tip (Blue)	10		
103	pc	Office Paper Cutter Wood, Legal/A4 size	3		
104	box	Paper Clip, Big 50mm, Vinyl Coated	209		
105	box	Paper Clip, Small 28mm Vinyl Coated	132		
106	box	Paper Fastener, Plastic Coated 50 sets/box	202		
107	box	Paper Highlighter/Marker, Assorted	23		
108	box	Paper Highlighter/Marker, Green (12pc)	2		
109	box	Paper Highlighter/Marker, Pink (12pc)	1		
110	box	Paper Highlighter/Marker, Violet(12pc)	1		
111	box	Paper Highlighter/Marker, Yellow	8		
112	pack	Paper Sticker, A4, Matte 10sheets/pack	62		
113	ream	Paper, Bond A3 Size, 70gsm, Ultra White	3		
114	ream	Paper, Bond A4 Size 210mm x 297mm, 70gsm, Ultra White	238		
115	box	Paper, Bond, A4 size, 80gsm, 5 reams/box	8		
116	box	Paper, Bond, Legal size, 80gsm, 5 reams/box	20		
117	box	Paper, Bond, Letter size, 80gsm, 5 reams/box	20		
118	box	Paper, Bond, 8.5 x 11, Letter Size, subs 20 Ultra White, 5 reams/box	25		
119	box	Paper, Bond, 8.5 x 13, Legal Size, subs 20 Ultra White, 5 reams/box	275		
120	ream	Paper, Book 8 1/2 x 11, s-20, 70 gsm	20		



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121	ream	Paper, Book 8 1/2 x 13, s-20, 70 gsm	20		
122	btl	Paste with Spreader	5		
123	box	Pencil #2 with eraser 12pcs/box	82		
124	pc	Personalized Rubber Stamp	5		
125	pack	Photo Paper Glossy, Double Sided A4, 300gsm (50sheet/pack)	3		
126	pack	Photo Paper High Glossy, Double Sided A4, 120gsm (50sheet/pack)	3		
127	pack	Photo Sticker Paper Glossy A4 (20pc/pack)	5		
128	pack	Photopaper, Glossy A4 size220 gsm (10pcs/pack)	26		
129	pack	Photopaper, High Glossy A4 135gsm (100 sheets/pack)	2		
130	pack	Photopaper, RC Woven,Satin, 260gsm A4 Size(20 sheets/pack)	115		
131	pack	PVC Binding Film, (Acetate/PVC) Legal Size	23		
132	pack	PVC Binding Film, (Acetate/PVC) Letter Size	11		
133	pack	PVC Binding Film, (Acetate/PVC) A4 Size	12		
134	pc	Puncher Heavy Duty	7		
135	box	Pushpin Flat head, 100pcs/box	18		
136	pc	Record Book (150lys)	6		
137	pc	Record Book 300 pages, size 214mm x 278mm	43		
138	pc	Record Book 500 pages	16		
139	pair	Scissor 6", Large Size	34		
140	roll	Scotch Tape, White (2")	20		
141	pc	Sharpener, Single Cutterhead, Heavy Duty	13		
142	box	Sign pen - Hi-Techpoint V5 - MyGel (Black),12pcs/box	6		
143	box	Sign pen - Hi-Techpoint V5 - MyGel (Blue),12pcs/box	17		
144	box	Sign Pen, High Tech V5, Black,12 pcs/box	31		



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146	box	Sign Pen, High Tech V5, Green, 12pcs/box	2		
147	box	Sign Pen, High Tech V5, Red, 12pcs/box	2		
148	pack	Specialty Board GSM 180, White (Long),10sheets/pack	36		
149	pack	Specialty Board Paper, A4 size (10sheets),220gsm	120		
150	pack	Specialty Board Paper, Legal size (10sheets)220gsm	230		
151	pack	Specialty Board Paper, Legal size (10sheets), Green	5		
152	pack	Specialty Board Paper, Letter size (10sheets),220gsm	165		
153	pack	Specialty Board Paper, Letter size (10sheets), Green	10		
154	pack	Specialty Paper White 200 gsm (8.5" x 13")	100		
155	pc	Spiral, Plastic (Ring Binder) 1 1/2"	15		
156	pc	Spiral, Plastic (Ring Binder) 1"	63		
157	pc	Spiral, Plastic (Ring Binder) 1/2"	68		
158	pc	Spiral, Plastic (Ring Binder) 1/4"	63		
159	pc	Spiral, Plastic (Ring Binder) 2"	60		
160	pc	Spiral, Plastic (Ring Binder) 1/8"	10		
161	pc	Stamp Pad	13		
162	btl	Stamp Pad Ink, Blue 30ml	18		
163	btl	Stamp Pad Ink, Purple/Violet 30ml	10		
164	btl	Stamp Pad Ink, Purple/Violet 50ml	7		
165	pc	Stapler w/ staple wire remover	39		
166	box	Staple wire #35 5,000pcs	70		
167	pad	Sticky Note Pad-1 1/2" x 2" (assorted colors)	99		
168	pad	Sticky Note Pad-3" x3" (assorted colors)	126		
169	pc	Storage Document Office Box 9.5 inch x 10 inch x 15 inch HXWKL (black)	10		



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170	pc	Tape Dispenser, Heavy Duty for 1" Tape	4		
171	pc	Tape Dispenser, Heavy Duty for 2" Tape	6		
172	roll	Tape, Double sided 24mm (1")	155		
173	roll	Tape, Double sided 24mm, w/ foam big	13		
174	roll	Tape, Double sided 48mm (2")	94		
175	roll	Tape, Packaging 24mm(1"), width, usable length 50m	1		
176	roll	Tape, Packaging 48mm(2"), width, usable length 50m	36		
177	roll	Tape, Masking 24mm(1") width, usable length 50m	31		
178	roll	Tape, Masking 48mm(2") width, usable length 50m	36		
179	roll	Tape, Transparent 24mm(1") width, usable length 50m	76		
180	roll	Tape, Transparent 48mm(2") width, usable length 50m	80		
181	box	Thumbtacks No. 153, 20g	23		
182	pc	White board 35*60cm	5		
183	pc	White Board with aluminum frame, erase holder and hook holder, 4'x8'	2		
184	pc	White Glue 240 ml	2		
185	pc	Arch File , Legal Size (Black) , 2 covers: Arlin (semi-rough texture) and Buffalo Skin (smooth)	50		
186	pc	Magazine File Holder Desk Organizer (single) for Lever Arch File Storage Rack, color black and blue, with pocket label and finger ring, legal size	35		
187	pc	Magazine File Holder Desk Organizer (double) for Lever Arch File Storage Rack, color black and blue, with pocket label and finger ring, legal size	25		
188	pc	Professional Journals	10		
189	pc	Instant Glue, 3gms	10		
190	ream	Neon Colored Paper, Legal size (3Y,3O,3Green,3 Pink)	12		



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191	pc	Certificate Holder with Wood Frame, A4 Size	10		
192	pc	Acrylic Suggestion Box 8x5x8 inches, 3mm thickness	1		
193	pack	Sticker, Vinyl, Gloss, 3.5ftx164ft, 200gsm	10		
194	pack	Sticker, Vinyl, Matte, 3.5ftx164ft, 200gsm	10		
195	pack	Sticker, Vinyl, Clear, 4.5ftx164ft, 200gsm	5		
196	pack	Sticker, Satin Paper, 42inchesx600m, 200gsm	1		
197	pc	Bulb, LED, 10 watts	50		
198	pc	Bulb, LED, 13 watts	6		
199	btl	Ink for Printer (Black) HP Smart Tank 515	6		
200	btl	Ink for Printer(Cyan) HP Smart Tank 515	6		
201	btl	Ink for Printer(Magenta) HP Smart Tank 515	6		
202	btl	Ink for Printer(Yellow) HP Smart Tank 515	6		
203	btl	Ink for Printer (Black) Epson L5190	5		
204	btl	Ink for Printer(Cyan) Epson L5190	5		
205	btl	Ink for Printer(Magenta) Epson L5190	5		
206	btl	Ink for Printer(Yellow) Epson L5190	5		
207	btl	Ink for Printer (Black),Liters	15		
208	pc	SSD 480GB 25" SATA GP-GSTFS 3148GND	4		
209	btl	Ink for Printer (Black) Universal, 1Liter, Refill	26		
210	btl	Ink for Printer (Yellow) Universal, 1Liter, Refill	16		
211	btl	Ink for Printer (Magenta) Universal, 1Liter, Refill	16		
212	btl	Ink for Printer (Cyan) Universal, 1Liter, Refill	16		
213	btl	Ink for Printer Epson, Genuine (Black),70ml/bottle	24		
214	btl	Ink for Printer Epson, Genuine (Cyan),70ml/bottle	24		



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A research-based academic institution committed to excellence and service in nurturing globally competitive workforce towards sustainable development.

RSU Mission
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RSU Quality Policy
Romblon State University commits to provide higher education through quality instruction, research, production, and communitybased extension services that meet or exceed the requirements and expectations of the university's stakeholders. It will comply with international standards, applicable statutory and regulatory requirements, and continually improve the Quality Management System's effectiveness through periodic monitoring and evaluation toward sustained remarkable outcomes.

RSU Core Values
 Stewardship
 Competence
 Resilience
 Integrity
 Balance
 Excellence
 Service

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215	btl	Ink for Printer Epson, Genuine (Magenta), 70ml/bottle	24		
216	btl	Ink for Printer Epson, Genuine (Yellow), 70ml/bottle	24		
217	btl	Ink for Epson (L3110) Printer, Black 65ml	10		
218	btl	Ink for Epson (L3110) Printer, Cyan 65ml	3		
219	btl	Ink for Epson (L3110) Printer, Magenta 65ml	3		
220	btl	Ink for Epson (L3110) Printer, Yellow 65ml	3		
221	btl	Computer Ink, Brother, BT5000 Cyan	15		
222	btl	Computer Ink, Brother, BT5000 Magenta	15		
223	btl	Computer Ink, Brother, BT5000 Yellow	15		
224	btl	Computer Ink, Brother, BT5000 Black	15		
225	btl	Computer Ink, Canon G2010 Black, 135ml	4		
226	btl	Computer Ink, Canon G2010 Cyan, 70ml	4		
227	btl	Computer Ink, Canon G2010 Magenta, 70ml	4		
228	btl	Computer Ink, Canon G2010 Yellow, 70ml	4		
229	btl	Computer Ink, Epson No. 003, Black, 70ml	45		
230	btl	Computer Ink, Epson No. 003, Cyan, 70ml	30		
231	btl	Computer Ink, Epson No. 003, Magenta, 70ml	30		
232	btl	Computer Ink, Epson No. 003, Yellow, 70ml	30		
233	btl	Computer Ink, Epson No. T6641, Black, 70ml	40		
234	btl	Computer Ink, Epson No. T6642, Magenta, 70ml	25		
235	btl	Computer Ink, Epson No. T6643, Cyan, 70ml	25		
236	btl	Computer Ink, Epson No. T6644, Yellow, 70ml	25		
237	btl	Computer Ink, Epson L3150, Black, 70ml	10		
238	btl	Computer Ink, Epson L3150, Magenta, 70ml	10		
239	btl	Computer Ink, Epson L3150, Cyan, 70ml	10		



ROMBLON STATE UNIVERSITY

BIDS AND AWARDS COMMITTEE

Community Outreach Center, RSU-Main Campus, Liwanag, Odiongan, Romblon 5505
 Telephone: (042) 567-5952
 Email: bac@rsu.edu.ph
 Website: rsu.edu.ph



Management System
 ISO 9001:2015



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240	btl	Computer Ink, Epson L3150, Yellow, 70ml	10		
241	btl	Computer Ink, HP GT51XL, Black	4		
242	btl	Computer Ink, HP GT52, Cyan	4		
243	btl	Computer Ink, HP GT52, Magenta	4		
244	btl	Computer Ink, HP GT52, Yellow	4		
245	pc	Flash Drive, 64GB	5		
246	set	Ink for Epson L6170, Genuine (CMYB)	5		
247	set	Ink for Epson L15150, Genuine, (CMYB)	5		
248	pc	Mouse, Wireless	3		
249	btl	Ink for Printer, Epson Genuine (Black) / 1 Liter	2		
250	btl	Ink for Printer, Epson Genuine (Cyan) / 1 Liter	1		
251	btl	Ink for Printer, Epson Genuine (Magenta) / 1 Liter	1		
252	btl	Ink for Printer, Epson Genuine (Yellow) / 1 Liter	1		
253	pc	Ink, Latex, 831b, 775ml, Magenta	4		
254	pc	Ink, Latex, 831b, 775ml, Light Magenta	4		
255	pc	Ink, Latex, 831b, 775ml, Light Cyan	4		
256	pc	Ink, Latex, 831b, 775ml, Cyan	4		
257	pc	Optimizer, 831b, 775ml	4		
258	pc	Ink, Latex, 831b, 775ml, Yellow	4		
259	pc	Ink, Latex, 831b, 775ml, Black	4		
260	set	Printhead, Latex, Cyan/Black, CZ677A	2		
261	set	Printhead, Latex, Yellow/Magenta, CZ678A	2		
262	set	Printhead, Latex, Magenta/Light Cyan, CZ679A	2		
263	set	Printhead, Latex, Optimizer, CZ680A	4		
264	can	Air freshener 200ml	31		
265	pc	Antibacterial Hand soap, Regular size	104		
266	bar	Detergent Bar Soap	25		



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267	dozen	Detergent Powder, 110g	5		
268	btl	Dishwashing liquid 500ml	35		
269	can	Disinfectant Spray 510grams net content	41		
270	pc	Doormat, cotton, Black/Gray color	24		
271	btl	Hand Soap liquid 500ml	26		
272	pack	Tissue 3 ply ,12rolls/pack, 100% Virgin Pulp	131		
273	pc	Toilet deodorizer 50g	63		
274	pack	Detergent Soap Powder 1kg	27		
275	btl	Toilet Bowl and Urinal Cleaner 1000ml	60		
276	btl	70% Isoprophyl Alcohol 500 ml	32		
277	gal	70% Isoprophyl Alcohol	23		
278	pc	Floor mop w/ mop wringler, tornado 360	6		
279	pc	Toilet bowl brush	13		
280	can	Multi-Insect Killer, 500ml	18		
281	roll	Garbage Bag,. 10pcs/roll, Large Size	79		
282	roll	Garbage Bag,. 10pcs/roll, X-Large Size	8		
283	kilo	Rags, All Cotton	16		
284	can	Air freshener, Sray, 320ml	10		
285	pc	Air Freshener, Scented Gel, 180g	10		
286	pc	Antibacterial Bar soap, Regular size	5		
287	gal	Bleach (disinfectant) 1 gallon	18		
288	btl	Dishwashing liquid 1000ml	25		
289	box	Tissue Paper (box)	12		
290	btl	Muriatic Acid 1 liter	6		
291	pc	Scrub Sponge 75mmx75mmx30mm Heavy Duty	20		
292	pc	Premium Utility Pail	6		
293	pc	Pail Big (300 Liters)	2		
294	pc	Plastic Dustpan (Medium Size)	2		
295	pc	Trash Bin with Pedal 7L	2		



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296	pc	Dipper (Big)	2		
297	pc	Alcohol Non-Contact Dispenser	2		
298	pc	Alcohol Isopropyl w/ spray, 300ml, total defense 5-in-1	8		
299	pc	Multi-purpose cleaner	10		
300	pc	Detergent Powder 4000g/bag	10		
301	pc	Glass Cleaning Solution	2		
302	pc	Hand Sanitizer, w/ moisturizer, 500ml	30		
303	pc	Rotatable Scraper/Mop Broom for Glass windows	4		
304	pc	Mop w/ Bucket Cutting Squeeze for Wash Floor	2		
TOTAL			24,531		

 Name and signature of the Bidder/Authorized Representative

 Name of the company