

## AGENCY PROCUREMENT REQUEST

ITEM No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK No.	unit
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll
2	BATTERY, dry cell, AA, 2 pieces per blister pack	pack
3	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack
4	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit
5	BROOM, soft (tambo)	piece
6	BROOM, stick (tingting)	piece
7	CALCULATOR, compact, 12 digits	unit
8	CARTOLINA, assorted colors	pack
9	CHAIR, monobloc, beige, with backrest, w/o armrest	piece
10	CHALK, molded, white, dustless, length: 78mm min	box
11	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle
12	CLEANSER, SCOURING POWDER, 350g min./can	can
13	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box
14	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box
15	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box
16	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box
17	CORRECTION TAPE, film base type, UL 6m min	piece
18	CUTTER BLADE, for heavy duty cutter	tube
19	CUTTER KNIFE, for general purpose	piece
20	DATA FILE box, made of chipboard, with closed ends	piece
21	DATA FOLDER, made of chipboard, taglia lock	piece
22	DATING AND STAMPING MACHINE, heavy duty	piece
23	DETERGENT BAR, 140g as packed (-2.5%)	BAR
24	DETERGENT POWDER, all purpose, 1kg	pack
25	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit
26	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can
27	DUST PAN, non-rigid plastic, w/ detachable handle	piece
28	ELECTRIC FAN, orbit type	unit
29	ELECTRIC FAN, wall type	unit
30	ENVELOPE, DOCUMENTARY, for A4 size document	box
31	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces	box
32	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box
33	ENVELOPE, mailing, white, with window, 70 gsm	box
34	ERASER, FELT, for blackboard/whiteboard	piece
35	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece
36	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0, 1 unit in individual	unit
37	FASTENER, METAL, 70mm between prongs	box
38	FILE ORGANIZER, expanding, plastic, 12 pockets	piece
39	FILE TAB DIVIDER, bristol board, for legal	set
40	FLASH DRIVE, 16 GB capacity	piece
41	FLOOR WAX, PASTE, RED	can
42	FOLDER, Fancy, A4, 50s/ bundle	bundle
43	FOLDER, FANCY, for legal size documents	bundle
44	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack

45	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box
46	FOLDER, TAGBOARD, for A4 size documents	pack
47	FOLDER, TAGBOARD, for legal size documents	pack
48	GLUE, all purpose, gross weight: 200 grams min	piece
49	HAND SOAP, Liquid, 500ml	bottle
50	INDEX TAB, self-adhesive, transparent	box
51	INSECTICIDE, aerosol type, net content: 600ml min	can
52	LED Linear tube, 18 watts individually wrapped in carton	tube
53	LOOSELEAF COVER, made of chipboard, for legal	bundle
54	MAGAZINE FILE box, LARGE size, made of chipboard	box
55	MARKER, FLUORESCENT, 3 assorted colors per set	set
56	MARKER, PERMANENT, bullet type, black	piece
57	MARKER, PERMANENT, bullet type, blue	piece
58	MARKER, PERMANENT, bullet type, red	piece
59	MARKER, whiteboard, black, felt tip, bullet type	piece
60	MARKER, whiteboard, blue, felt tip, bullet type	piece
61	MARKER, whiteboard, red, felt tip, bullet type	piece
62	MOPHEAD, made of rayon, weight: 400 grams min	piece
63	MOUSE, optical, USB connection type	unit
64	NITRILE GLOVES	piece
65	NOTE pad, stick on, 50mm x 76mm (2" x 3") min	pad
66	NOTE pad, stick on, 76mm x 100mm (3" x 4") min	pad
67	NOTE pad, stick on, 76mm x 76mm (3" x 3") min	pad
68	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box
69	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit
70	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream
71	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream
72	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream
73	PENCIL SHARPENER, manual, single cutter head	piece
74	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box
75	RAGS, all cotton, 32 pieces per kilogram min	bundle
76	RECORD book, 300 PAGES, size: 214mm x 278mm min	book
77	RECORD book, 500 PAGES, size: 214mm x 278mm min	book
78	RULER, plastic, 450mm (18"), width: 38mm min	piece
79	SCISSORS, symmetrical, blade length: 65mm min	pair
80	STAMP pad INK, purple or violet	bottle
81	STAMP pad, FELT, bed dimension: 60mm x 100mm min	pad
82	STAPLE REMOVER, PLIER-TYPE	piece
83	STAPLE WIRE, for heavy duty staplers, (23/13)	box
84	STAPLE WIRE, STANDARD, (26/6)	box
85	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece
86	TAPE, ELECTRICAL, 18mm x 16M min	roll
87	TAPE, MASKING, width: 24mm (±1mm)	roll
88	TAPE, MASKING, width: 48mm (±1mm)	roll
89	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll
90	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll
91	TWINE, plastic, one (1) kilo per roll	roll
92	WASTEBASKET, non-rigid plastic	piece