



REQUEST FOR QUOTATION

PR No. : 0921-022

DATE : _____

JO No. : _____

Name of Company: _____

Address: _____

Business Permit No: _____

TIN No.: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this Request for Quotation. Submit your quotation duly signed by you or your duly authorized representative not later than _____, 2021.

Procurement Assistant A

After having carefully read and accepted the Terms and Conditions below, I/we submit our quotation/s for the item/s as follows:

ITEM #	ITEM DESCRIPTION	Approved Budget of the Contract	OFFER							
			PRICE				Compliance with technical specifications		REMARKS	
			QTY.	UNIT	UNIT PRICE	TOTAL	YES	NO		
	PhP: <u>246,648.00</u>									
1	BALLPEN, BLACK GOOD QUALITY	344.00	pc					<input type="checkbox"/>	<input type="checkbox"/>	
2	BATTERY, RECHARGEABLE SIZE AA	3.00	pc					<input type="checkbox"/>	<input type="checkbox"/>	
3	CALCULATOR, ORD.8-DIGIT,BIG DISPLAY	3.00	pc					<input type="checkbox"/>	<input type="checkbox"/>	
4	CARTRIDGE, RIBBON CARTRIDGE FX2175	3.00	pc					<input type="checkbox"/>	<input type="checkbox"/>	
5	CLEAR, CLEAR BOOK FOLDER (Long)	22.00	pc					<input type="checkbox"/>	<input type="checkbox"/>	
6	COLUMNAR, NOTEBOOK 8 COLUMNS	4.00	PC.					<input type="checkbox"/>	<input type="checkbox"/>	
7	CONTINUOUS, CONTINUOUS 1 PLY, 11" X 9- 1/2	10.00	box					<input type="checkbox"/>	<input type="checkbox"/>	
8	CONTINUOUS, CONTINUOUS FORM 2 PLY 11X14	12.00	box					<input type="checkbox"/>	<input type="checkbox"/>	
9	CONTINUOUS, CONTINUOUS FORM 2 PLY 11X9 1/2	14.00	box					<input type="checkbox"/>	<input type="checkbox"/>	
10	CONTINUOUS, FORM CARBONLESS, 2PLY 11" X 9 1/2MM	8.00	box					<input type="checkbox"/>	<input type="checkbox"/>	
11	CORRECTION, CORRECTION TAPE	124.00	pc					<input type="checkbox"/>	<input type="checkbox"/>	
12	CUTTER, CUTTER HEAVY DUTY(L.0.5 MM, G.0.6MM)	2.00	pc					<input type="checkbox"/>	<input type="checkbox"/>	
13	drive, FLASH 16GB CAPACITY USB	4.00	pc					<input type="checkbox"/>	<input type="checkbox"/>	
14	FOLDER, FOLDER EXECUTIVE GREEN LONG	320.00	pc					<input type="checkbox"/>	<input type="checkbox"/>	
15	FOLDER, FOLDER LONG ORDINARY-BROWN	100.00	pc					<input type="checkbox"/>	<input type="checkbox"/>	
16	GLUE, GLUE	8.00	bots					<input type="checkbox"/>	<input type="checkbox"/>	
17	GLUE, PADDING GLUE ((BIG))	8.00	JAR					<input type="checkbox"/>	<input type="checkbox"/>	
18	INK, INK CANNON 810 (BLACK)	4.00	pc					<input type="checkbox"/>	<input type="checkbox"/>	

TERMS AND CONDITIONS:

- The mode of payment is within six (6) months.
- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any at all times except for one (1) lot requisition.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be dominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (consulting services) which complies with the minimum technical specifications and other terms .
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- The item/s shall be delivered within ~~Seven~~ 7) days from receipt of Purchase Order/Job Order Contract, Notice of Award (NOA) and Notice to Proceed (NTP). The awardee shall notify two (2) days before its delivery of goods and services.
- The MKWD shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.The MKWD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.



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			PRICE				Compliance with technical specifications		
			QTY.	UNIT	UNIT PRICE	TOTAL	YES	NO	
	Php: <u>246,648.00</u>								
19	INK, INK CANNON 811 (COLORED)		4.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
20	INK, INK FLOW - BLACK		78.00	bots				<input type="checkbox"/>	<input type="checkbox"/>
21	INK, INK FLOW - CYAN		40.00	bots				<input type="checkbox"/>	<input type="checkbox"/>
22	INK, INK FLOW - MAGENTA		40.00	bots				<input type="checkbox"/>	<input type="checkbox"/>
23	INK, INK FLOW - YELLOW		40.00	BOT				<input type="checkbox"/>	<input type="checkbox"/>
24	PAPER, KRAFT PAPER		1.00	roll				<input type="checkbox"/>	<input type="checkbox"/>
25	MOUSE-, MOUSE- COMPUTER		7.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
26	NOTEBOOK, NOTEBOOK ENGINEERING FIELD		43.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
27	PAPER, CLIP BACKFOLD 19MM		40.00	boxes				<input type="checkbox"/>	<input type="checkbox"/>
28	PAPER, CLIP BACKFOLD 25MM		21.00	box				<input type="checkbox"/>	<input type="checkbox"/>
29	PAPER, CLIP BACKFOLD 32MM		50.00	boxes				<input type="checkbox"/>	<input type="checkbox"/>
30	PAPER, CLIP BACKFOLD 50MM		57.00	boxes				<input type="checkbox"/>	<input type="checkbox"/>
31	PAPER, CLIP BACKFOLD 75 MM		4.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
32	PAPER, CLIP GEM TYPE JUMBO 32MM 100S/BOX		16.00	box				<input type="checkbox"/>	<input type="checkbox"/>
33	PAPER, CLIP GEM TYPE JUMBO 48MM 100S/BOX		37.00	box				<input type="checkbox"/>	<input type="checkbox"/>
34	PAPER, FASTENER METAL NON-SHARP EDGE, 50SETS, HOLE-HOLE 7CM		75.00	box				<input type="checkbox"/>	<input type="checkbox"/>
35	PAPER, NEWSPRINT		12.00	ream				<input type="checkbox"/>	<input type="checkbox"/>
36	PAPER, NOTE PAD (2X3) 100 SHEETS/PAD		24.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
37	PAPER, NOTE PAD (3X3) 100 SHEETS/PAD		13.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
38	PAPER, NOTE PAD (3X4) 100 SHEETS/PAD		15.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
39	PAPER, PAPER BOOK A4 SIZE		215.00	ream				<input type="checkbox"/>	<input type="checkbox"/>

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Republic of the Philippines
METRO KIDAPAWAN WATER DISTRICT
 Landa, Kidapawan City
 Tel nos. (064) 577-1633, 577-1865, Fax # (064) 572-6655
 E-mail Address: metrokidapawan_wd@yahoo.com
 Website: www.metrokidapawanwd.gov.ph
 "Committed to Service, Development and Self-Reliance"



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ITEM #	ITEM DESCRIPTION	Approved Budget of the Contract	OFFER						REMARKS
			PRICE				Compliance with technical specifications		
			QTY.	UNIT	UNIT PRICE	TOTAL	YES	NO	
	PhP: 246,648.00								
40	PAPER, PAPER BOOK LONG (LEGAL SIZE)		210.00	ream				<input type="checkbox"/>	<input type="checkbox"/>
41	RECORD, RECORD BOOK 300 LVS. (7" X 11")		30.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
42	RECORD, RECORD BOOK 500 LVS. (7" X 11")		10.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
43	RUBBER, BOND MULTI-COLOR		47.00	box				<input type="checkbox"/>	<input type="checkbox"/>
44	SIGN, SIGN PEN (BLACK)		180.00	PC.				<input type="checkbox"/>	<input type="checkbox"/>
45	SIGNPEN, SIGNPEN (BLUE)		25.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
46	T, THREAD BALL		4.00	roll				<input type="checkbox"/>	<input type="checkbox"/>
47	TAPE, DUCT TAPE		10.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
48	TAPE, TRANSPARENT (1")24MM WIDTH		75.00	roll				<input type="checkbox"/>	<input type="checkbox"/>
49	STAPLER, STAPLER W/ REMOVER		4.00	pc				<input type="checkbox"/>	<input type="checkbox"/>

GRAND TOTAL: _____

 Signature Over Printed Name:

 Contact Number (Landline/Cellphone)/Email Address

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METRO KIDAPAWAN WATER DISTRICT
 Lanao, Kidapawan City
 Tel nos. (064)577-1533, 577-1865, Fax no. (064) 572-5555
 E-mail Address: metrokidapawan_wd@yahoo.com
 Website: www.metrokidapawanwd.gov.ph
"Committed to Service, Development and Self-Reliance"



TERMS OF REFERENCE

PURPOSE	PROCUREMENT OF OFFICE SUPPLIES FOR THE REMAINING MONTHS OF 2021		
PARTICULARS	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	0921-022	Date: 10-Sep-21

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
ITEM 1 Office Supplies SPECIFICATIONS: 1 good quality 2 see attached list and detailed specifications 3 4	ITEM 2 SPECIFICATIONS: 1 2 3 4
ITEM 3 SPECIFICATIONS: 1 2 3	ITEM 4 SPECIFICATIONS: 1 2 3
ITEM 5 SPECIFICATIONS: 1 2 3	ITEM 6 SPECIFICATIONS: 1 2 3

Note: For more than 6 items attach separate TOR Form. For More specifications attach necessary supporting document/s.

SOURCE OF FUND	APP/PPMP Item No.: 755
	Account No.: 755

MODES AND TERMS OF PAYMENT	within (180) days after delivery
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REQUIRED SERVICES	
<input checked="" type="checkbox"/> Free Delivery <input type="checkbox"/> Free Product Demonstration <input type="checkbox"/> Free Installation	Others specify:

REQUIRED CERTIFICATIONS/ PERMITS	BUSINESS PERMIT PhilGEPS Registration
QUALIFICATIONS	N/A

AREA OF DELIVERY	MKWD MAIN OFFICE
DATE OF DELIVERY	MONDAY - FRIDAY
TIME OF DELIVERY	8:00 AM - 3:00PM
WARRANTY PERIOD	N/A
RETENTION	Amount: N/A Duration: N/A
TAX INCLUSIVE	YES IF APPLICABLE

OTHER CONDITIONS AND CONSTRAINTS
RETURN ITEM IN CASE OF NON COMPLIANCE

Prepared by: <div style="text-align: center;">GUILERMO B. BACLAYON Requisitioner</div>	Reviewed by: <div style="text-align: center;">MYRNA R. VICTORIA, MBA Department Manager A</div>
Noted by: <div style="text-align: center;">WILSPER LISANDRO M. ALQUEZA, CE/RMP/MBA Material Standards Committee Chairman</div>	Approved/Disapproved by: <div style="text-align: center;">STELLA M. GONZALES, MPS General Manager <i>09-A-201</i></div>



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ISO 9001:2015
 Certified
 Cert. No. 66478

OFFICE OF THE ASSISTANT GENERAL MANAGER FOR ADMIN. & FINANCE

Office Supplies Specification

No.	ITEM DESCRIPTION	MEASUREMENT	Specifications
1	BALLPEN BALLPEN- BLUE	piece	Good quality, ink: Blue
2	BALLPEN BALLPEN- RED	piece	Good quality, ink: Red
3	BALLPEN BLACK GOOD QUALITY	piece	Good quality, ink: Black
4	BATTERY ALKALINE SIZE D	piece	Size/Type: D Size; Heavy duty
5	BATTERY BATTERY AAA (TRIPLE A)	pair	Size/Type: Triple A (AAA), Heavy duty
6	BATTERY BATTERY ALKALINE AA	pair	Size/Type: Double A (AA), Heavy duty
7	BATTERY BATTERY CHARGER FOR AA	pair	Good quality; 220V-50Hz 5W
8	BATTERY RECHARGEABLE SIZE AA	pair	Size/Type: Double A (AA), Heavy duty
9	BOARD CHIP BOARD	Sheet	Good Quality
10	CALCULATOR ORD.8-DIGIT BIG DISPLAY	piece	Extra Large Display, 12 digits, Plastic Keys, Battery or Solar Compatible
11	CALCULATOR SCIENTIFIC	piece	252 Functions, Easy Menu function, Battery Compatible, Model: Fx-350ES Plus
12	CARTRIDGE LX310	piece	Type: LX -310, 17.7meters/58.0 ft, Epson
13	CARTRIDGE RIBBON CARTRIDGE FX2175	piece	Type: FX -2175, 32.0meters/104.9 ft, Epson
14	CLEAR CLEAR BOOK - SHORT	piece	Size: A4, any color (Cover)
15	CLEAR CLEAR BOOK FOLDER (Long)	piece	Size: Long, any color (Cover)
16	COLUMNAR COLUMNAR NOTEBOOK - 12 COLUMN	piece	Type: 12 Columns
17	COLUMNAR COLUMNAR NOTEBOOK - 24 COLUMN	piece	Type: 24 Columns
18	COLUMNAR COLUMNAR NOTEBOOK - 36COLUMN	piece	Type: 36 Columns
18	COLUMNAR columnar pad -14 columns	piece	Type: 14 Columns
19	COLUMNAR NOTEBOOK 8 COLUMNS	piece	Type: 8 Columns
20	CONTINUOUS CONTINUOUS 1 PLY 11`` X 9- 1/2	piece	Size:11`` X 9- 1/2, Ply: 1, Form: Tabulating Stock Form, Paper Type: STD Bond Plain with Side Perf
21	CONTINUOUS CONTINUOUS FORM 1 PLY 11X14 7/8	piece	Size:11X14 7/8, Ply: 1, Form: Tabulating Stock Form, Paper Type: STD Bond Plain with Side Perf
22	CONTINUOUS CONTINUOUS FORM 2 PLY 11X14	piece	Size:11X14 7/8, Ply: 2, Form: Tabulating Stock Form, Paper Type: STD Bond Plain with Side Perf
23	CONTINUOUS CONTINUOUS FORM 2 PLY 11X9 1/2	piece	Size:11`` X 9- 1/2, Ply: 2, Form: Tabulating Stock Form, Paper Type: STD Bond Plain with Side Perf
24	CONTINUOUS FORM CARBONLESS 2PLY 11``X 9 1/2MM	piece	Size:11`` X 9- 1/2, Ply: 2, Form: Tabulating Stock Form, Paper Type: Carbonless
25	CORRECTION CORRECTION TAPE	piece	Pure white tape, Size: 5mm x 10m
26	CUTTER CUTTER BLADE	piece	Good Quality
27	CUTTER CUTTER HEAVY DUTY(L0.5 MM CUTTER)	piece	Good Quality
28	drive FLASH 16GB CAPACITY USB	piece	Any color, 16GB Capacity USB
29	ENVELOP ENVELOP DOCUMENTARY LEGAL	piece	Envelope type, Brown, Size: Legal/ Long

Office Supplies Specification

No.	ITEM DESCRIPTION	MEASUREMENT	Specifications
30	ENVELOP ENVELOP DOCUMENTARY A4	piece	Envelope type, Brown, Size: A4
31	ENVELOP ENVELOP EXPANDABLE LONG	piece	Envelope type, Brown, Size: Legal/ Long
32	ENVELOP EXPANDABLE SHORT	piece	Envelope type, Brown, Size: A4
33	ENVELOP MAILING WHITE (LONG)	box	Ordinary White, Long, Qty: 500pcs / Box
34	ERASER ERASER (SMALL) RUBBER	piece	Good Quality, Type: Rubber
35	ERASER ERASER BLACKBOARD/WHITEBOARD	piece	Good Quality, Type: Blackboard/ Whiteboard compatible, Size: Thin
36	FOLDER FOLDER EXECUTIVE GREEN LONG	piece	Type: Executive Folder, Color: Green, Size: long/legal
37	FOLDER FOLDER EXECUTIVE GREEN SHORT	piece	Type: Executive Folder, Color: Green, Size: Short
38	FOLDER FOLDER LONG ORDINARY-BROWN	piece	Type: Folder, Color: Brown, Size: long/legal
39	FOLDER LONG ORDINARY RED	piece	Type: Executive Folder, Color: Red, Size: long/legal
40	FOLDER LONG ORDINARY YELLOW	piece	Type: Executive Folder, Color: Yellow, Size: long/legal
41	FOLDER LONG WITH METAL TAB	piece	Type: Executive Folder with Metal Tab, Color: Green, Size: long/legal
41	FOLDER ORDINARY WHITE WITH PLASTIC COVER	piece	Type: Folder with Plastic Cover, Color: White, Size: long/legal
42	GLUE GLUE	piece	Multi-purpose, Safe, Non-toxic, 130g
43	GLUE PADDING GLUE	piece	Big, Net: 1KG
44	INK INK CANNON 810 (BLACK)	piece	Color: Black, Model: 810, Net: 9ML
45	INK INK CANNON 811 (COLORED)	piece	Color: Color, Model: 811, Net: 9ML
46	INK INK FLOW - BLACK	piece	Type: Universal type for (EP. CN. BRO. HP), Qty: 100ML, Color Black
47	INK INK FLOW - CYAN	piece	Type: Universal type for (EP. CN. BRO. HP), Qty: 100ML, Color Cyan/ Blue
48	INK INK FLOW - MAGENTA	piece	Type: Universal type for (EP. CN. BRO. HP), Qty: 100ML, Color: Magenta/ Red
49	INK INK FLOW - YELLOW	piece	Type: Universal type for (EP. CN. BRO. HP), Qty: 100ML, Color: Yellow
50	INK INK HP 704 BLACK	piece	Type: HP Deskjet Ink Advantage, Color: Black
51	INK INK HP 704 COLORED	piece	Type: HP Deskjet Ink Advantage, Color: Tricolour
52	KRAFT PAPER	ROLL	Good Quality; roll
53	KEYBOARD COMPUTER KEYBOARD USB TYPE	piece	12 Composite function keys; interface: USB type; keystroke Drawing Force: >= 1.5KG, Keystroke lifetime: >= 10million times, anycolor
54	MARKER flourescent (highlighter)	piece	Anycolor, 2mm/5mm, Anti-dry-out, refillable
55	MARKER MARKER WHITEBOARD BLUE	piece	Color: Blue, Dry-wipe type
56	MARKER MARKER WYTEBOARD	piece	Color: Black, Dry-wipe type
57	MARKER PERMANENT (RED)	piece	Color: Red, Type: Broad/Fine, Permanent type
58	MARKER WHITEBOARD RED	piece	Color: REd, Dry-wipe type
59	Molar molar file	piece	Good Quality
60	MOUSE- MOUSE- COMPUTER	piece	USB-Type
61	NOTEBOOK NOTEBOOK ENGINEERING FIELD	piece	Good Quality

Office Supplies Specification

No.	ITEM DESCRIPTION	MEASUREMENT	Specifications
62	NOTEBOOK NOTEBOOK stenographer's, 40 leaves, spiral	piece	Good Quality, 40 Leaves
63	PAPER canon (long) blue	ream	Size: 8 1/2 x 13 (legal), Content: 500 lvs/ ream, GSM: 85, Color: Powdered Blue/Blue
64	PAPER CLIP BACKFOLD 19MM	box	Size: 3/4" or 19mm, Qty: 12pcs per Box
65	PAPER CLIP BACKFOLD 25MM	box	Size: 1" or 25mm, Qty: 12pcs per Box
66	PAPER CLIP BACKFOLD 32MM	box	Size: 1 1/4" or 32mm, Qty: 12pcs per Box
67	PAPER CLIP BACKFOLD 50MM	box	Size: 2" or 50mm, Qty: 12pcs per Box
68	PAPER CLIP BACKFOLD 75 MM	box	Size: 3" or 75mm, Qty: 12pcs per Box
69	PAPER CLIP GEM TYPE JUMBO 32MM 100S/BOX	box	Size: 32mm, Qty: Approx. 100pc/ box
70	PAPER CLIP GEM TYPE JUMBO 48MM 100S/BOX	box	Size: 48mm, Qty: Approx. 100pc/ box
71	PAPER FASTENER METAL NON-SHARP EDGE 50SETS HOLE-HOLE 7CM	box	Size: 50mm Capacity, 70mm center, Type: Metal
72	PAPER FASTENER PLAST-NON-SHARP EDGE 50SETS HOLE-HOLE 7CM	piece	Size: 50mm Capacity, 70mm center, Type: Plastic, Qty: 50Sets per box
73	PAPER NEWSPRINT	piece	Type: News Print, Size: legal (216mm x 330mm), Qty: 500 sheets/ream
74	PAPER NOTE PAD (2X3) 100 SHEETS/PAD	piece	Qty: 100sheets/ pad, Size: 2" x 3", Any colour
75	PAPER NOTE PAD (3X3) 100 SHEETS/PAD	piece	Qty: 100sheets/ pad, Size: 3" x 3" (76mm x 76mm), Any colour
76	PAPER NOTE PAD (3X4) 100 SHEETS/PAD	piece	Qty: 100sheets/ pad, Size: 3" x 4" (101 x 76mm), Any colour
77	PAPER PAPER BOOK A4 SIZE	ream	Size: 210mm x 297mm (A4), Content: 500 lvs/ ream, GSM: 70
78	PAPER PAPER BOOK A3 SIZE	ream	Size: 297mm x 420mm (A3), Content: 500 lvs/ ream, GSM: 70
79	PAPER PAPER BOOK LONG (LEGAL SIZE)	ream	Size: 216mm x 330mm (legal), Content: 500 lvs/ ream, GSM: 70
80	PAPER PAPER FILM CARBON(Long)	piece	
81	PAPER paper LAID A4	ream	Size: 210mm 297mm (A4), Content: 500 lvs/ ream, GSM: 85, Color: Ivory/ cream
82	PAPER PAPER LAID LEGAL	ream	Size: 8 1/2 x 13 (legal), Content: 500 lvs/ ream, GSM: 85, Color: Ivory/ cream
83	PAPER Paper Thermal 57mm x 15m POS	piece	Size: 57mm x 15m POS, Maximum Diameter 38-40 mm, Glossy paper, Printout withstand/month
84	PAPER PAPER YELLOW	pad	Good Quality
85	PASTE PASTE TUBE	piece	Big, Good Quality
86	PENCIL PENCIL MECHANICAL LEAD	box	Mechanical Lead, Good Quality
87	PENCIL PENCIL W/ ERASER	box	Woodclined Complastic Lead, Model #2
88	PENTEL PENTEL PEN BLACK	piece	Color: Black, Type: Broad/Fine, Permanent type
89	PENTEL PENTEL PEN BLUE	piece	Color: Blue, Type: Broad/Fine, Permanent type

Office Supplies Specification

No.	ITEM DESCRIPTION	MEASUREMENT	Specifications
90	PUNCHER PUNCHER	piece	Heavy Duty; Two (2) hole punch
91	PUSH PUSH PINS	pack	Good Quality, 30pc/ pack
92	RECORD RECORD BOOK 300 LVS. (7" X 11")	piece	Content: 300 pages/ piece, Size: (7" X 11")
93	RECORD RECORD BOOK 500 LVS. (7" X 11")	piece	Content: 500 pages/ piece, Size: (7" X 11")
94	RIBBON RIBBON COMPUTER	piece	Good Quality
95	RUBBER BOND MULTI-COLOR	piece	Appox. Gr. Wt. 50grams/ multi-color
96	RULER RULER	piece	Plastic/ Transparent
97	SCISSORS SCISSORS 158MM LENGHT	piece	Size: 7"
98	SCOTCH TAPE DISPENSER	piece	Heavy Duty
99	SIGN SIGN PEN (BLACK)	piece	Color: Black;Size: 0.5mm, Good quality
100	SIGNPEN SIGNPEN (BLUE)	piece	Color: Blue; Size: 0.5mm, Good quality
101	SIGNPEN SIGNPEN (RED)	piece	Color: Red; Size: 0.5mm, Good quality
102	STAMP STAMP PAD FELT PAD	piece	type: Big
103	STAMP STAMP PAD INK	bot.	Color: Violet, Content: 30MI
104	STAPLE STAPLE WIRE NO. 35	box	Qty: 5000pcs/ Box; Size/ No.: 35
105	STAPLER STAPLER W/ REMOVER	piece	Heavy Duty
106	T T-BALLTHREAD	piece	Ball Thread (standard legth/ roll)
107	TAPE DUCT TAPE	piece	Heavy Duty: Size: 2" x 10 meters
108	TAPE TAPE MASKING (1"WIDTH)	piece	Heavy Duty: Size: 1 inch
109	TAPE TAPE MASKING (2" WIDTH)	piece	Heavy Duty: Size: 2 Inches
110	TAPE TAPE PACKING (2") 48MM WIDTH	piece	Heavy Duty: Size: 2 Inches
111	TAPE TRANSPARENT (1")24MM WIDTH	piece	Heavy Duty: Size: 1 inch
112	TAPE TRANSPARENT (2")48MM WIDTH	piece	Heavy Duty: Size: 2 Inches
113	TIME TIME CARD-BUNDY CLOCK	pack	Good quality, Content: 100/ pack
114	TONER KYOCERA (TK-479)	piece	tonner code: TK -479, Black tonner Cartridge
115	TONER kyocera TK-1147	piece	tonner code: TK - 1147, Black tonner Cartridge
116	TONER TONER KYOCERA TK -1175	piece	tonner code: TK - 1175, Black tonner Cartridge
117	TONNER TONER KYOCERA 4109	piece	tonner code: TK - 4109, Black tonner Cartridge
118	TONNER TONER CARTRIDGE- KYOCERA 439	piece	tonner code: TK - 439, Black tonner Cartridge