

***Section VI. Schedule of Requirements***

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**Section VI- SCHEDULE OF REQUIREMENTS-**  
**PROCUREMENT OF OFFICE & IT SUPPLIES**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

| Item Number | Description   | Qty | Unit Price | Delivered, Weeks/Months |
|-------------|---|-----|------------|-------------------------|
| 1           | A3 Paper, 100gms,500 sheets                           | 3   | 585.00     |                         |
| 2           | Abaca Handmade Folder                                 | 100 | 50.00      |                         |
| 3           | Acetate cover gauge 6                                 | 7   | 825.00     |                         |
| 4           | Air freshener, aerosol, 320 ml, 5 in 1                | 50  | 308.00     |                         |
| 5           | Alcohol Big (70% isopropyl) 500 ml                    | 122 | 107.60     |                         |
| 6           | Arc File Folder 2 hole short, blue                    | 14  | 291.33     |                         |
| 7           | Arc File Folder, 3 hole, long 3"                      | 78  | 319.10     |                         |
| 8           | Arc File Folder, 3 hole, long 3" (red)                | 5   | 319.10     |                         |
| 9           | Arc File Folder, 3 hole, long 3" (blue)               | 45  | 319.10     |                         |
| 10          | Ballpen Ballpoint Black                               | 107 | 7.30       |                         |
| 11          | Ballpen Ballpoint Blue                                | 522 | 7.30       |                         |
| 12          | Ballpen Ballpoint Red                                 | 25  | 7.30       |                         |
| 13          | Ballpen, ballpoint, oil gel, black                    | 30  | 7.30       |                         |
| 14          | Ballpen, ballpoint, oil gel, blue                     | 165 | 7.30       |                         |
| 15          | Ballpen, roller ballpen, ultra fine, .04 black        | 50  | 90.50      |                         |
| 16          | Ballpen, roller ballpen, ultra fine, .04 blue         | 63  | 90.50      |                         |
| 17          | Ballpen, roller ballpen, ultra fine, .04 refill black | 25  | 66.50      |                         |
| 18          | Ballpen, roller ballpen, ultra fine, .04 refill blue  | 30  | 66.50      |                         |
| 19          | Battery Size AA, Alkaline                             | 38  | 63.80      |                         |
| 20          | Battery Size AAA, Alkaline                            | 7   | 63.80      |                         |
| 21          | Battery double A, pack of 4, heavy duty               | 2   | 200.00     |                         |
| 22          | Binder Clip 0.5"wide (12/Box)                         | 5   | 30.00      |                         |
| 23          | Binder Clip 3/4" wide (12's/bx)                       | 49  | 30.80      |                         |
| 24          | Binder Clip 1" wide (12's/bx)                         | 48  | 39.60      |                         |
| 25          | Binder Clip 1 1/4" wide (12's/bx)                     | 35  | 41.80      |                         |
| 26          | Binder Clip 1.5"wide (12/box)                         | 5   | 80.00      |                         |
| 27          | Binder Clip 2" wide (12's/bx)                         | 32  | 99.11      |                         |
| 28          | Binder, round 3"                                      | 8   | 25.30      |                         |
| 29          | Book Binding Cloth (Blue,Brown)                       | 10  | 110.00     |                         |
| 30          | C2S-Board 300gms (8.5x13)                             | 137 | 30.80      |                         |
| 31          | Calculator (ordinary)                                 | 9   | 385.00     |                         |
| 32          | Calculator (standard)                                 | 6   | 500.00     |                         |
| 33          | Calculator (scientific)                               | 7   | 685.50     |                         |
| 34          | Cardboard,whole                                       | 1   | 60.44      |                         |
| 35          | Cartolina (Assorted Colors)                           | 32  | 8.50       |                         |
| 36          | Cartolina (red, blue)                                 | 8   | 8.50       |                         |
| 37          | Cartolina, White                                      | 5   | 8.50       |                         |
| 38          | Cartolina, purple                                     | 5   | 8.50       |                         |
| 39          | Cartolina, pink                                       | 5   | 8.50       |                         |
| 40          | Cartolina, light blue                                 | 3   | 8.50       |                         |
| 41          | Cartolina, yellow                                     | 11  | 8.50       |                         |

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|    |  |     |        |  |
|----|--|-----|--------|--|
| 42 | CD-RW with Case  | 22  | 39.60  |  |
| 43 | CD-R with slim case, high quality  | 59  | 39.86  |  |
| 44 | Certificate Frame, short   | 70  | 120.89 |  |
| 45 | Certificate Frame, Acrylic frame short size desktop clear  | 11  | 250.00 |  |
| 46 | Certificate Holder/Frame (glass/short size)  | 30  | 120.89 |  |
| 47 | Certificate Frame, long  | 5   | 120.89 |  |
| 48 | Certificate Frame A4   | 6   | 120.89 |  |
| 49 | Clear Book, Long   | 25  | 55.00  |  |
| 50 | Clip 3"Wide  | 15  | 25.30  |  |
| 51 | Clip Paper No.2 33mm 53.2 Triangular Vinyl Asstd. Color  | 10  | 25.00  |  |
| 52 | Clip Paper No.3 33mm 53.2g Triangular Vinyl Asstd. Color   | 10  | 25.00  |  |
| 53 | Cloth envelop with holder  | 11  | 132.00 |  |
| 54 | Colored Paper, Assorted colors, long, subs 20, 80gsm   | 23  | 241.78 |  |
| 55 | Colored Paper, long, 80 gsm, subs. 24 (assorted neon color, 10 pcs per color)  | 1   | 241.78 |  |
| 56 | Colored Paper, yellow, long, 80 gsm  | 6   | 241.78 |  |
| 57 | Colored Paper, Assorted colors, short, 80 gsm, subs. 24  | 13  | 220.00 |  |
| 58 | Colored Paper, short, 80 gsm, subs. 24 (assorted neon color, 10 pcs per color)   | 1   | 220.00 |  |
| 59 | Colored Paper, Assorted Colors, A4   | 3   | 235.00 |  |
| 60 | Columnar Notebook, 24 columns  | 5   | 350.00 |  |
| 61 | Cork Board (Bulletin board, aluminum frame 12" x 18"   | 1   | 900.00 |  |
| 62 | Cork Board with Frame (2"X3")  | 1   | 929.25 |  |
| 63 | Cork Pin/push pin,30s  | 1   | 34.50  |  |
| 64 | Cork Pin/push pin,50s  | 13  | 38.65  |  |
| 65 | Correction Fluid   | 3   | 35.00  |  |
| 66 | Correction Tape 5mm x 10m  | 22  | 45.00  |  |
| 67 | Correction Tape 6m x 5mm   | 138 | 60.50  |  |
| 68 | Customized Rubber Stamp  | 7   | 540.00 |  |
| 69 | Cutter Blade, for heavy duty cutter, (L:500), 10 pcs./pack   | 14  | 160.00 |  |
| 70 | Cutter, heavy duty, plastic molded body for office use   | 19  | 132.00 |  |
| 71 | Dating & Stamping Machine, heavy duty, Self-inking stamp, with removal and refillable ink pad, steel and plastic four band date and 12-year band, single color | 8   | 715.00 |  |
| 72 | Document File Holder / Office Desktop Sorter Rack, 4 Tier Black Metal Wire Mesh Vertical Trays, Dimension (in inches): 13.75 W x 15.75 H x 9.75                | 3   | 450.00 |  |
| 73 | Desk File Organizer (Document Paper Tray) 3 Layer  | 3   | 280.00 |  |

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|     |  |      |          |  |
|-----|--|------|----------|--|
| 74  | Desk Stapler, high quality, all metal construction   | 1    | 2,242.00 |  |
| 75  | Drawing pen, black, 0.5  | 3    | 120.00   |  |
| 76  | Drawing pen, blue, 0.5   | 6    | 120.00   |  |
| 77  | Duct Tape  | 16   | 93.44    |  |
| 78  | Envelope, Brown, 200 lbs, A4   | 40   | 6.10     |  |
| 79  | Envelope, Brown, 200 lbs, Long   | 497  | 6.10     |  |
| 80  | Envelope, Brown Long   | 40   | 160.00   |  |
| 81  | Envelope, Brown Short  | 87   | 6.10     |  |
| 82  | Envelope, white (#10, Legal)   | 50   | 15.00    |  |
| 83  | Eraser, plastic/rubber, for pencil/draft writing, rectangular, dimension 58mm x 18mm x 8mm min. of volume: 8.352 mm min. | 33   | 27.75    |  |
| 84  | Expanding Envelope   | 20   | 23.73    |  |
| 85  | Expanding Envelope (Hard Plastic)  | 38   | 22.00    |  |
| 86  | Expanding Envelope (Hard Plastic) (Green)  | 20   | 22.00    |  |
| 87  | Expanding Envelope Long with Garter, brown   | 196  | 21.00    |  |
| 88  | Expanding Envelope (long with Garter) green  | 20   | 21.00    |  |
| 89  | Expandable Folder Long, Green (Imported)   | 50   | 32.00    |  |
| 90  | Felt Paper   | 12   | 28.95    |  |
| 91  | Felt Paper Blue  | 16   | 28.72    |  |
| 92  | Felt Paper Red   | 6    | 28.95    |  |
| 93  | Felt Paper White   | 10   | 28.72    |  |
| 94  | Felt Paper Yellow  | 15   | 28.72    |  |
| 95  | File box (3 holes, LD 300)   | 12   | 154.00   |  |
| 96  | File box (3 holes LD 300) Blue   | 118  | 154.00   |  |
| 97  | File box, (3 holes, LD 300)Dark Blue   | 9    | 154.00   |  |
| 98  | File box (3 holes, LD 300), green  | 14   | 154.00   |  |
| 99  | File box , (3 holes, LD 300)dark green   | 20   | 154.00   |  |
| 100 | File box,(3 holes, LD 300) Red   | 3    | 154.00   |  |
| 101 | File box, (3 holes, LD 300)Yellow  | 3    | 154.00   |  |
| 102 | File box with cover  | 5    | 150.00   |  |
| 103 | File Tab Divider, A4 with index tab, assorted color per set, 10 pcs./set   | 10   | 90.00    |  |
| 104 | File Tab Divider, Legal with index tab, assorted color per set, 10 pcs./set  | 10   | 90.00    |  |
| 105 | File Organizer   | 3    | 350.00   |  |
| 106 | Folder A4,white,pre-punched,14points   | 601  | 8.50     |  |
| 107 | Folder, short, white, pre-punched, 14 points   | 387  | 7.30     |  |
| 108 | Folder,long,white,pre-punched,14points   | 1765 | 8.50     |  |
| 109 | Folder, long, white, pre-punched, 14 points  | 10   | 400.00   |  |
| 110 | Folder expanding, for legal size doc, white  | 730  | 15.40    |  |