

**Section VII- Technical Specifications-
PROCUREMENT OF OFFICE & IT SUPPLIES**

101	File box, (3 holes, LD 300)Yellow		
102	File box with cover		
103	File Tab Divider, A4 with index tab, assorted color per set, 10 pcs./set		
104	File Tab Divider, Legal with index tab, assorted color per set, 10 pcs./set		
105	File Organizer		
106	Folder A4,white,pre-punched,14points		
107	Folder, short, white, pre-punched, 14 points		
108	Folder,long,white,pre-punched,14points		
109	Folder, long, white, pre-punched, 14 points		
110	Folder expanding, for legal size doc, white		
111	Folder Expanding, Long, blue		
112	Folder Expanding, Long, red		
113	Folder Expanding, Long, green		
114	Folder Expanding, Long, yellow		
115	Folder L Type Clear A4 (Pink, Blue, White)		
116	Folder Morocco, A4, 14 pts, white		
117	Folder Morocco, A4, blue		
118	Folder Morocco, A4, red		
119	Folder Morocco, A4, green		
120	Folder Morocco, A4, yellow		
121	Folder Morocco, A4, light blue		
122	Folder Morocco, A4, purple		
123	Folder Morocco, Long, white		
124	Folder Morocco, Long, blue		
125	Folder Morocco, Long, red		
126	Folder Morocco, Long, green		
127	Folder Morocco, Long, yellow		
128	Folder Morocco, Long, light blue		
129	Folder Morocco, Long, orange		
130	Folder Morocco, Long, 14 pts, blue		
131	Folder Morocco, Long, 14 pts (dark blue)		
132	Folder Morocco, Long		
133	Folder Morocco Short		
134	Folder Morocco, Short, 14 points, red		
135	Folder Morocco, Short, White		
136	Folder Morocco, Short, light blue		
137	Folder (plastic) sliding		
138	Frixion pen, erasable		
139	Frixion Pen (Erasable pen) blue 0.5		
140	Gelpen Brown 0.5		
141	Glue, 130 gms		
142	Glue 240ml bottle		
143	Glue, multi-purpose, non toxic, liquid 130 gms		
144	Glue all purpose in jar w/ applicator, min. of 200 gms		

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145	Glue Gun, Big	
146	Glue Stick, Big	
147	Highlighter, neon colors	
148	Highlighter, neon green	
149	Highlighter, neon orange	
150	Highlighter, Green	
151	Highlighter, Pink	
152	Highlighter, Yellow	
153	Index tab self-adhesive, yellow	
154	Index tab self-adhesive assorted 3 colors / set	
155	Magfile Closed Horizontal (Blue, Legal)	
156	Manila Paper	
157	Max Staples HD-3LS 10 mm, (1210Fa-H) crowd width 12mm, Leg length 10mm., 1000 pcs.	
158	Max Staples HD-3LS 17 mm, (1217Fa-H) crowd width 12mm, Leg length 17mm., 1000 pcs.	
159	Measuring Tape (100m/330ft 13mm/1/2in)-Metric and English Measurement	
160	Metal Book ends (125mmx190mmx155mm) (Red) Heavy Duty	
161	Notebook, Stenographer, spiral, 40 Leaves	
162	Note pad 3x2	
163	Note pad 3x3	
164	Note pad 3x5	
165	Note pad 4x4	
166	Overhead projector pen	
167	Paper Clip Vinyl Coated 33mm	
168	Paper Clip Vinyl Coated Jumbo	
169	Paper Clip Vinyl Coated Small	
170	Paper cutter, 18-inch rotary paper trimmer, Heavy-duty 36-sheet rotary trimmer with carbide blade, patented rail system, calibrated metal base board, adjustable magnetic guide and storage compartment, A4 dimension	
171	Paper Fastener, plastic, colored, 70mm (2-3/4") centers, 50mm capacity	
172	Paper Trimmer / Cutter	
173	Paper Trimmer, A3 Paper Cutter Heavy Duty Photo Guillotine Craft Machine w/ 15-inch Cut Length Paper Cutting Board, Red	
174	Paper, Multi-Copy paper, A3, white, 80GSM	
175	Paper, MultiCopy Paper, A4, white, hard copy, 70gsm	
176	Paper, Multi-Copy paper, short, white, hard	

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	copy, subs 20, 70gsm	
177	Paper, MultiCopy Paper long white, hard copy, substance 20, 70gsm	
178	Paper, Multi-Copy Premium paper, A3, 100 GSM	
179	Paper, Multi-Copy Premium paper, A4, 80 GSM	
180	Paper, Multi-Copy paper, short, white, 80GSM	
181	Paper, Multi-Copy Premium paper, Long, 80 GSM	
182	Paper, photo, A4, Dual Sided Glossy (220 GSM) 20 sheets/pk	
183	Puncher, Heavy Duty with Gauge 3 hole guide	
184	Puncher, Heavy Duty with gauge, 2 holes	
185	Paper, sticker, white, long, inkjet friendly, glossy, 10 sheets/pack	
186	Paper, sticker, white, A4, inkjet friendly, glossy, 10 sheets/pack	
187	Pencil #1 (Fine, exact point, soft, non-smudge eraser)	
188	Pencil #2 (Fine, exact point, soft, non-smudge eraser)	
189	Pencil Sharpener, HD, single cutterhead, one hole guide	
190	Permanent Marker (Assorted)	
191	Permanent Marker, Black, fine, water resistant	
192	Permanent Marker, Blue, fine, water resistant	
193	Permanent Marker, Black broad, water resistant)	
194	Permanent Marker, Red broad (water resistant)	
195	Permanent Marker (Black)	
196	Permanent Marker (Blue)	
197	Permanent Marker (Red)	
198	Puncher, Heavy Duty with gauge, 2 holes	
199	Puncher, Heavy Duty with Gauge 3 hole guide	
200	PVC Cover 200mic (plastic Cover Long)	
201	PVC Cover 200mic, (plastic cover, short)	
202	PVC Cover 200mic (plastic Cover A4)	
203	Record Book 200 pages w/ printed "Official Record Book" Printing	
204	Record Book 300 pages w/ printed "Official Record Book" Printing	
205	Record Book 500 pages w/ printed "Official Record Book" Printing	
206	Ring Binder (1/2" x 1.2 m") black	

**Section VII- Technical Specifications-
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207	Ring Binder (1/2" x 44")Plastic, black	
208	Ring Binder (3/4" x 44")Plastic, black	
209	Ring Binder (1" x 44")Plastic, black	
210	Ring Binder (1 1/2" x 44")Plastic, black	
211	Rubber Band Jumbo, all purpose, transparent size 18	
212	Ruler Plastic 12"	
213	Ruler Plastic 18"	
214	Scissors,symmetrical,158 mm min. Overall length for office use	
215	Scissors SP19004-B / 8" / Stainless steel with Plastic Handle / Black	
216	Scissors SP23006-B / 8 1/4" / Stainless steel with Plastic Handle / Black	
217	Self-Inking Date Stamp Dater, 4810, 12- year band, until 2029, 3mm print, break- proof with black inked pad	
218	Sign Pen Black Liquid/gel Ink 0.5 mm needle tip with non-slip grip	
219	Sign Pen Blue Liquid/gel Ink 0.5 mm needle tip with non-slip grip	
220	Sign Pen Green Liquid/gel Ink 0.5 mm needle tip with non-slip grip	
221	Sign Pen Red Liquid/gel Ink 0.5 mm needle tip with non-slip grip	
222	Sign Pen, Refill black, liquid/Gel ink, 0.5mm needle tip with non-slip grip	
223	Sign Pen, Refill blue, liquid/Gel ink, 0.5mm needle tip with non-slip grip	
224	Sign Pen, Refill red, Liquid/Gel ink 0.5 mm needle tip with non Slip grip	
225	Special paper A4 (board) (white)	
226	Special Paper A4 (board) (220 gsm, cream)	
227	Special paper (10's), 220 gsm A4, (cream)	
228	Special paper (10's), 220 gsm A4, (Flesh)	
229	Special paper (10's), 90 gsm long	
230	Special paper (10's), 90 gsm long (white)	
231	Special paper, (10's), 90gsm long, pale white	
232	Special paper (10's), 90 gsm long (cream)	
233	Special paper (10's), 220 gsm long	
234	Special paper (10's), 220 gsm long, cream	
235	Special paper (10's), 220 gsm long, (White)	
236	Special paper, 10's, 90 gsm, short (pale white)	
237	Special paper (board) short (white)	
238	Special paper (10's), 220 gsm short	
239	Special paper (10's), 220 gsm short, cream	
240	Special paper (10's), 220 gsm short (white)	
241	Specialty Paper A4 (board), 10pcs/pack, white	