

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

111	Folder Expanding, Long, blue	3	25.47	
112	Folder Expanding, Long, red	3	25.47	
113	Folder Expanding, Long, green	2	25.47	
114	Folder Expanding, Long, yellow	2	25.47	
115	Folder L Type Clear A4 (Pink, Blue, White)	30	12.00	
116	Folder Morocco, A4, 14 pts, white	166	26.14	
117	Folder Morocco, A4, blue	13	26.39	
118	Folder Morocco, A4, red	12	26.39	
119	Folder Morocco, A4, green	12	26.39	
120	Folder Morocco, A4, yellow	13	26.39	
121	Folder Morocco, A4, light blue	10	26.39	
122	Folder Morocco, A4, purple	10	26.39	
123	Folder Morocco, Long, white	30	20.50	
124	Folder Morocco, Long, blue	3	20.50	
125	Folder Morocco, Long, red	2	20.50	
126	Folder Morocco, Long, green	2	20.50	
127	Folder Morocco, Long, yellow	3	20.50	
128	Folder Morocco, Long, light blue	10	20.50	
129	Folder Morocco, Long, orange	10	20.50	
130	Folder Morocco, Long, 14 pts, blue	6	20.50	
131	Folder Morocco, Long, 14 pts (dark blue)	50	20.50	
132	Folder Morocco, Long	3	20.50	
133	Folder Morocco Short	3	18.20	
134	Folder Morocco, Short, 14 points, red	6	18.20	
135	Folder Morocco, Short, White	50	18.20	
136	Folder Morocco, Short, light blue	10	18.20	
137	Folder (plastic) sliding	10	11.50	
138	Frixion pen, erasable	1	90.62	
139	Frixion Pen (Erasable pen) blue 0.5	4	90.62	
140	Gelpen Brown 0.5	5	30.00	
141	Glue, 130 gms	39	163.00	
142	Glue 240ml bottle	6	150.00	
143	Glue, multi-purpose, non toxic, liquid 130 gms	31	63.80	
144	Glue all purpose in jar w/ applicator, min. of 200 gms	2	153.50	
145	Glue Gun, Big	2	182.60	
146	Glue Stick, Big	60	11.00	
147	Highlighter, neon colors	44	44.00	
148	Highlighter, neon green	5	44.00	
149	Highlighter, neon orange	10	44.00	
150	Highlighter, Green	10	44.00	
151	Highlighter, Pink	10	44.00	
152	Highlighter, Yellow	10	44.00	
153	Index tab self-adhesive, yellow	11	83.60	
154	Index tab self-adhesive assorted 3 colors / set	23	83.60	
155	Magfile Closed Horizontal (Blue, Legal)	5	150.00	
156	Manila Paper	25	5.00	

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157	Max Staples HD-3LS 10 mm, (1210Fa-H) crowd width 12mm, Leg length 10mm., 1000 pcs.	3	59.25	
158	Max Staples HD-3LS 17 mm, (1217Fa-H) crowd width 12mm, Leg length 17mm., 1000 pcs.	3	93.10	
159	Measuring Tape (100m/330ft 13mm/1/2in)-Metric and English Measurement	1	3,500.00	
160	Metal Book ends (125mmx190mmx155mm) (Red) Heavy Duty	80	250.00	
161	Notebook, Stenographer, spiral, 40 Leaves	5	15.00	
162	Note pad 3x2	7	135.00	
163	Note pad 3x3	16	140.00	
164	Note pad 3x5	9	165.00	
165	Note pad 4x4	9	175.00	
166	Overhead projector pen	2	1,200.00	
167	Paper Clip Vinyl Coated 33mm	3	38.50	
168	Paper Clip Vinyl Coated Jumbo	39	38.50	
169	Paper Clip Vinyl Coated Small	37	38.50	
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	1	8,500.00	
171	Paper Fastener, plastic, colored, 70mm (2-3/4") centers, 50mm capacity	34	47.15	
172	Paper Trimmer / Cutter	2	1,150.00	
173	Paper Trimmer, A3 Paper Cutter Heavy Duty Photo Guillotine Craft Machine w/ 15-inch Cut Length Paper Cutting Board, Red	1	3,500.00	
174	Paper, Multi-Copy paper, A3, white, 80GSM	16	681.80	
175	Paper, MultiCopy Paper, A4, white, hard copy, 70gsm	661	287.50	
176	Paper, Multi-Copy paper, short, white, hard copy, subs 20, 70gsm	110	258.65	
177	Paper, MultiCopy Paper long white, hard copy, substance 20, 70gsm	840	310.00	
178	Paper, Multi-Copy Premium paper, A3, 100 GSM	3	2,500.00	
179	Paper, Multi-Copy Premium paper, A4, 80 GSM	5	1,250.00	
180	Paper, Multi-Copy paper, short, white, 80GSM	14	261.80	
181	Paper, Multi-Copy Premium paper, Long, 80 GSM	3	1,450.00	

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182	Paper, photo, A4, Dual Sided Glossy (220 GSM) 20 sheets/pk	48	142.65	
183	Puncher, Heavy Duty with Gauge 3 hole guide	1	1,210.00	
184	Puncher, Heavy Duty with gauge,2 holes	1	275.00	
185	Paper, sticker, white, long, inkjet friendly, glossy, 10 sheets/pack	8	71.35	
186	Paper, sticker, white, A4, inkjet friendly, glossy, 10 sheets/pack	12	71.35	
187	Pencil #1 (Fine, exact point, soft, non-smudge eraser)	85	9.70	
188	Pencil #2 (Fine, exact point, soft, non-smudge eraser)	282	9.70	
189	Pencil Sharpener, HD, single cutterhead, one hole guide	14	418.00	
190	Permanent Marker (Assorted)	10	104.50	
191	Permanent Marker, Black, fine, water resistant	7	104.50	
192	Permanent Marker, Blue, fine, water resistant	6	104.50	
193	Permanent Marker, Black broad, water resistant)	8	104.50	
194	Permanent Marker, Red broad (water resistant)	5	104.50	
195	Permanent Marker (Black)	7	104.50	
196	Permanent Marker (Blue)	7	104.50	
197	Permanent Marker (Red)	7	104.50	
198	Puncher, Heavy Duty with gauge,2 holes	17	275.00	
199	Puncher, Heavy Duty with Gauge 3 hole guide	7	1,210.00	
200	PVC Cover 200mic (plastic Cover Long)	18	1,033.55	
201	PVC Cover 200mic, (plastic cover, short)	4	987.39	
202	PVC Cover 200mic (plastic Cover A4)	10	979.00	
203	Record Book 200 pages w/ printed "Official Record Book" Printing	38	165.00	
204	Record Book 300 pages w/ printed "Official Record Book" Printing	28	181.50	
205	Record Book 500 pages w/ printed "Official Record Book" Printing	24	214.50	
206	Ring Binder (1/2" x 1.2 m") black	15	11.00	
207	Ring Binder (1/2" x 44")Plastic, black	20	34.10	
208	Ring Binder (3/4" x 44")Plastic, black	33	58.00	
209	Ring Binder (1" x 44")Plastic, black	106	66.45	
210	Ring Binder (1 1/2" x 44")Plastic, black	28	88.25	
211	Rubber Band Jumbo, all purpose, transparent size 18	12	200.00	
212	Ruler Plastic 12"	28	9.70	
213	Ruler Plastic 18"	14	23.50	
214	Scissors,symmetrical,158 mm min. Overall length for office use	39	93.50	

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215	Scissors SP19004-B / 8" / Stainless steel with Plastic Handle / Black	5	67.00	
216	Scissors SP23006-B / 8 1/4" / Stainless steel with Plastic Handle / Black	5	89.00	
217	Self-Inking Date Stamp Dater, 4810, 12-year band, until 2029, 3mm print, break-proof with black inked pad	1	750.00	
218	Sign Pen Black Liquid/gel Ink 0.5 mm needle tip with non-slip grip	85	36.25	
219	Sign Pen Blue Liquid/gel Ink 0.5 mm needle tip with non-slip grip	320	36.25	
220	Sign Pen Green Liquid/gel Ink 0.5 mm needle tip with non-slip grip	18	36.25	
221	Sign Pen Red Liquid/gel Ink 0.5 mm needle tip with non-slip grip	2	36.25	
222	Sign Pen, Refill black, liquid/Gel ink, 0.5mm needle tip with non-slip grip	36	27.75	
223	Sign Pen, Refill blue, liquid/Gel ink, 0.5mm needle tip with non-slip grip	99	27.75	
224	Sign Pen, Refill red, Liquid/Gel ink 0.5 mm needle tip with non Slip grip	2	27.75	
225	Special paper A4 (board) (white)	5	60.50	
226	Special Paper A4 (board) (220 gsm, cream)	7	60.50	
227	Special paper (10's), 220 gsm A4, (cream)	3	60.50	
228	Special paper (10's), 220 gsm A4, (Flesh)	9	60.50	
229	Special paper (10's), 90 gsm long	22	69.00	
230	Special paper (10's), 90 gsm long (white)	5	69.00	
231	Special paper, (10's), 90gsm long, pale white	10	69.00	
232	Special paper (10's), 90 gsm long (cream)	2	69.00	
233	Special paper (10's), 220 gsm long	67	69.00	
234	Special paper (10's), 220 gsm long, cream	14	69.00	
235	Special paper (10's), 220 gsm long, (White)	41	69.00	
236	Special paper, 10's, 90 gsm, short (pale white)	10	60.50	
237	Special paper (board) short (white)	5	60.50	
238	Special paper (10's), 220 gsm short	8	60.50	
239	Special paper (10's), 220 gsm short, cream	7	60.50	
240	Special paper (10's), 220 gsm short (white)	19	60.50	
241	Specialty Paper A4 (board), 10pcs/pack, white	25	60.50	
242	Specialty Paper short (board)	4	71.50	
243	Specialty paper short board, white	54	71.50	