

Section VI. Schedule of Requirements

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

Item No.	Description	Quantity	Unit	Delivered, Weeks/Months
3	CLEARBOOK, 20 transparent pockets, A4	110	piece	Sixty (60) calendar days
4	CLEARBOOK, 20 transparent pockets, legal	144	piece	Sixty (60) calendar days
5	ERASER, plastic/ rubber	93	piece	Sixty (60) calendar days
6	SIGN PEN, Black, liquid or gel, 0.5mm	1271	piece	Sixty (60) calendar days
7	SIGN PEN, Blue, liquid or gel, 0.5mm	830	piece	Sixty (60) calendar days
8	SIGN PEN, Red, liquid or gel, 0.5mm	189	piece	Sixty (60) calendar days
9	WRAPPING PAPER, kraft, 50 sheets per pack	8	pack	Sixty (60) calendar days
12	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	190	pack	Sixty (60) calendar days
13	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	144	pack	Sixty (60) calendar days
14	BATTERY, dry cell, size D, Two (2) pieces per blister pack	33	pack	Sixty (60) calendar days
31	INK, for stamp pad, 50mL, violet	26	bottle	Sixty (60) calendar days
34	ACETATE, 50 meters per roll	3	roll	Sixty (60) calendar days
35	CARBON FILM, A4, 100 sheets per box	5	box	Sixty (60) calendar days
36	CARBON FILM, Legal, 100 sheets per box	6	box	Sixty (60) calendar days
39	PHILIPPINE NATIONAL FLAG, (3 x 6 ft)	1	piece	Sixty (60) calendar days
42	GLUE, all-purpose, 200 grams per jar	33	jar	Sixty (60) calendar days
43	STAPLE WIRE, heavy duty (binder type), 23/13	45	box	Sixty (60) calendar days

44	STAPLE WIRE, standard, (26/6)	160	box	Sixty (60) calendar days
45	TAPE, electrical, (3/4" x 66ft)	57	roll	Sixty (60) calendar days
46	TAPE, masking, 24mm	94	roll	Sixty (60) calendar days
47	TAPE, masking, 48 mm	65	roll	Sixty (60) calendar days
48	TAPE, packaging, 48 mm	90	roll	Sixty (60) calendar days
49	TAPE, transparent, 24mm	195	roll	Sixty (60) calendar days
50	TAPE, transparent, 48 mm	124	roll	Sixty (60) calendar days
52	RULER, plastic, 450 mm	32	piece	Sixty (60) calendar days
54	BINDING AND PUNCHING MACHINE, 50mm binding capacity	4	unit	Sixty (60) calendar days
55	CALCULATOR, Compact, with 12 digit.	17	unit	Sixty (60) calendar days
56	CHALK, white enamel, 100 pieces per box	5	box	Sixty (60) calendar days
57	CLIP, backfold, 19mm	107	box	Sixty (60) calendar days
58	CLIP, backfold, 25mm	90	box	Sixty (60) calendar days
59	CLIP, backfold, 32mm	115	box	Sixty (60) calendar days
60	CLIP, backfold, 50mm	117	box	Sixty (60) calendar days
61	CORRECTION TAPE, 8 meters	437	piece	Sixty (60) calendar days
62	CUTTER/UTILITY KNIFE, for general purpose	48	piece	Sixty (60) calendar days
63	DATA FILE BOX, 15" x 12" x 10"	98	piece	Sixty (60) calendar days
64	DATA FOLDER, 8 5/8" x 9 5/8" x 11 3/4"	44	piece	Sixty (60) calendar days
65	DATING AND STAMPING MACHINE	1	piece	Sixty (60) calendar days
66	ENVELOPE, Documentary, A4, 500 pieces per box	3	box	Sixty (60) calendar days
67	ENVELOPE, Documentary, legal, 500 pieces per box	3	box	Sixty (60) calendar days

68	ENVELOPE, Expanding, Kraft, 100 pieces per box	1	box	Sixty (60) calendar days
69	ENVELOPE, Mailing, 500 pieces per box	1	box	Sixty (60) calendar days
70	ERASER, felt, for blackboard/whiteboard	40	piece	Sixty (60) calendar days
71	FASTENER, metal, non-sharp edges, 50 sets per box	50	box	Sixty (60) calendar days
72	FILE ORGANIZER, expanding, plastic, legal	31	piece	Sixty (60) calendar days
73	FILE TAB/INDEX DIVIDER, bristol board, A4	35	set	Sixty (60) calendar days
74	FILE TAB/INDEX DIVIDER, bristol board, legal	40	set	Sixty (60) calendar days
75	FOLDER, Fancy with slide, A4, 50 pieces per bundle	25	bundle	Sixty (60) calendar days
76	FOLDER, Fancy with slide, legal, 50 pieces per bundle	37	bundle	Sixty (60) calendar days
77	FOLDER, L-type, A4, 50 pieces per pack	6	pack	Sixty (60) calendar days
78	FOLDER, L-type, legal, 50 pieces per pack	22	pack	Sixty (60) calendar days
79	FOLDER, pressboard, 100 pieces per box	27	box	Sixty (60) calendar days
80	FOLDER with tab, A4, 100 pieces per pack	16	pack	Sixty (60) calendar days
81	FOLDER with tab, legal, 100 pieces per pack	15	pack	Sixty (60) calendar days
82	INDEX TAB, self-adhesive, transparent, 5 sets per box	372	box	Sixty (60) calendar days
83	MAGAZINE FILE BOX, Large	50	piece	Sixty (60) calendar days
84	MARKER, Flourescent, 3 colors per set	80	set	Sixty (60) calendar days
85	MARKER, Permanent, Black	237	piece	Sixty (60) calendar days
86	MARKER, Permanent, Blue	183	piece	Sixty (60) calendar days
87	MARKER, Permanent, Red	84	piece	Sixty (60) calendar days

88	MARKER, Whiteboard, Black	299	piece	Sixty (60) calendar days
89	MARKER, Whiteboard, Blue	233	piece	Sixty (60) calendar days
90	MARKER, Whiteboard, Red	103	piece	Sixty (60) calendar days
91	PAPER CLIP, vinly/plastic coated, 33mm	110	box	Sixty (60) calendar days
92	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	92	box	Sixty (60) calendar days
93	PAPER TRIMMER/CUTTING MACHINE, table top	2	unit	Sixty (60) calendar days
94	PENCIL, lead/graphite, with eraser, one (1) dozen per box	175	box	Sixty (60) calendar days
95	PENCIL SHARPENER, manual, single cutter head	13	piece	Sixty (60) calendar days
96	PUNCHER, paper, heavy duty, blue	29	piece	Sixty (60) calendar days
97	RING BINDER, plastic, 32 mm, 10 pieces per bundle	10	bundle	Sixty (60) calendar days
98	RUBBER BAND No. 18, 350g	2	box	Sixty (60) calendar days
99	STAMP PAD, felt, violet	36	piece	Sixty (60) calendar days
100	SCISSORS, symmetrical or asymmetrical	72	pair	Sixty (60) calendar days
101	STAPLER, standard type	63	piece	Sixty (60) calendar days
102	STAPLER, heavy duty (binder type), desktop	4	unit	Sixty (60) calendar days
103	STAPLE REMOVER, plier type, stainless steel	41	piece	Sixty (60) calendar days
104	TAPE DISPENSER, table top	23	piece	Sixty (60) calendar days
105	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	43	pack	Sixty (60) calendar days
106	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box	10	box	Sixty (60) calendar days
107	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets per box	66	box	Sixty (60) calendar days

108	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box	13	box	Sixty (60) calendar days
109	LOOSELEAF COVER, 50 sets per bundle	2	bundle	Sixty (60) calendar days
110	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	111	pad	Sixty (60) calendar days
111	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	131	pad	Sixty (60) calendar days
112	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	76	pad	Sixty (60) calendar days
113	NOTEBOOK, stenographer, 80 leaves	86	piece	Sixty (60) calendar days
114	PAPER, MULTICOPY A4, 500 sheets per ream	961	ream	Sixty (60) calendar days
115	PAPER, MULTICOPY LEGAL, 500 sheets per ream	204	ream	Sixty (60) calendar days
116	PAPER, MULTIPURPOSE A4, 500 sheets per ream	270	ream	Sixty (60) calendar days
117	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	157	ream	Sixty (60) calendar days
118	PAD PAPER, ruled	10	pad	Sixty (60) calendar days
119	RECORD BOOK, 300 PAGES	79	book	Sixty (60) calendar days
120	RECORD BOOK, 500 PAGES	97	book	Sixty (60) calendar days
125	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	40	cart	Sixty (60) calendar days
126	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	12	cart	Sixty (60) calendar days
127	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	12	cart	Sixty (60) calendar days
128	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	12	cart	Sixty (60) calendar days
129	TONER CARTRIDGE, HP CB435A, Black	4	cart	Sixty (60) calendar days
130	TONER CARTRIDGE, HP CE278A, Black	5	cart	Sixty (60) calendar days
131	TONER CARTRIDGE, HP CE285A (HP85A), Black	58	cart	Sixty (60) calendar days

132	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	6	cart	Sixty (60) calendar days
133	TONER CARTRIDGE, SAMSUNG MLT-D105L, Black	4	cart	Sixty (60) calendar days
135	INK REFILL HP SMART TANK (GT52), BLACK	4	piece	Sixty (60) calendar days
136	INK REFILL HP SMART TANK (GT52), YELLOW	4	piece	Sixty (60) calendar days
137	INK REFILL HP SMART TANK (GT52), CYAN	4	piece	Sixty (60) calendar days
138	INK REFILL HP SMART TANK (GT52), MAGENTA	4	piece	Sixty (60) calendar days
139	INK CART, BROTHER DCP-7310 (BT5000) MAGENTA	66	cart	Sixty (60) calendar days
140	INK CART, BROTHER DCP-7310 (BT5000) CYAN	66	cart	Sixty (60) calendar days
141	INK CART, BROTHER DCP-7310 (BT5000) YELLOW	66	cart	Sixty (60) calendar days
142	INK CART, BROTHER DCP-7310 (BTD60) BLACK	76	cart	Sixty (60) calendar days
149	EPSON 003 BT, INK BLACK	14	cart	Sixty (60) calendar days
150	Laid Paper, long, Beige	1	ream	Sixty (60) calendar days
154	Original Ink Cartridge for DCP-J100 Brother, LC535XXL-Black	2	cart	Sixty (60) calendar days
155	Original Ink Cartridge for DCP-J100 Brother, LC535XXL-Magenta	2	cart	Sixty (60) calendar days
156	Original Ink Cartridge for DCP-J100 Brother, LC535XXL-Yellow	2	cart	Sixty (60) calendar days
157	Original Ink Cartridge for DCP-J100 Brother, LC535XXL-Cyan	2	cart	Sixty (60) calendar days
162	Inkjet Glossy Photopaper 20pcs/pack	50	pack	Sixty (60) calendar days
163	EPSON 003 Ink for L5190 Printer, Black	30	cart	Sixty (60) calendar days
164	EPSON 003 Ink for L5190 Printer, Cyan	20	cart	Sixty (60) calendar days
165	EPSON 003 Ink for L5190 Printer, Magenta	20	cart	Sixty (60) calendar days

Schedule of Requirements - Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO (1st Quarter CY 2023)

166	EPSON 003 Ink for L5190 Printer, Yellow	20	cart	Sixty (60) calendar days
167	INK BOTTLE, HP GT51, Black	10	bottle	Sixty (60) calendar days
168	INK BOTTLE, HP GT52, Cyan	5	bottle	Sixty (60) calendar days
169	INK BOTTLE, HP GT52, Magenta	5	bottle	Sixty (60) calendar days
170	INK BOTTLE, HP GT52, Yellow	5	bottle	Sixty (60) calendar days
171	HEAVY DUTY SCISSORS	5	pcs	Sixty (60) calendar days
172	Folder, long white (expanded) 10pcs/pack	2	pack	Sixty (60) calendar days
173	Double Sided tape, 1"	38	roll	Sixty (60) calendar days
174	KYOCERA Toner Kit (Black) TK-1175	5	cart	Sixty (60) calendar days
175	Excellent Writing 0.5mm Gel Ink Pen (blue) Sign Pen 10pcs/pack	2	pack	Sixty (60) calendar days
176	Excellent Writing 0.5mm Gel Ink Pen (black) Sign Pen 10pcs/pack	2	pack	Sixty (60) calendar days
181	Glue Stick, All purpose Glue, 36g	1	pcs	Sixty (60) calendar days
182	Lever Arch File Lateral, made of chipboard, taglia lock, 8 5/8 inches in height (for the front flap), 9 5/8 inches in height (for the back flap) and 11 3/4 inches in width, with plastic pocket for label, RED,	100	pcs	Sixty (60) calendar days
183	Lever Arch File Lateral, made of chipboard, taglia lock, 8 5/8 inches in height (for the front flap), 9 5/8 inches in height (for the back flap) and 11 3/4 inches in width, with plastic pocket for label, BLUE	100	pcs	Sixty (60) calendar days
184	RIBBON, Fujitsu Printer DL 3850+ black (KA02004-C801)	15	ribbon	Sixty (60) calendar days
185	Waterproof File Organizer Document Bag with handle	3	pcs	Sixty (60) calendar days
186	BALLPEN, Fine tips, Black	100	pcs	Sixty (60) calendar days
187	Imaging Drum HP CF 21a 19a laserjet	2	pcs	Sixty (60) calendar days

188	Sticky Note size: 3x3 inches bright color self sticks pads easy to post	20	pcs	Sixty (60) calendar days
189	Sticky Note size: 4x6 inches bright color self sticks pads easy to post	20	pcs	Sixty (60) calendar days
190	Sticky Note size: 8x6 inches bright color self sticks pads easy to post	20	pcs	Sixty (60) calendar days
191	SIGN PEN, Green, liquid or gel	17	pcs	Sixty (60) calendar days
192	Calculator with H/M/S MS-170TV	1	pcs	Sixty (60) calendar days
193	Arch File A4 2 Ring Document file	7	pcs	Sixty (60) calendar days
194	PAPER FASTENER, Plastic	5	box	Sixty (60) calendar days
195	Tape, Masking 50mm x 50m	10	roll	Sixty (60) calendar days
196	Packaging tape, transparent (50mm x 100m)	3	roll	Sixty (60) calendar days
197	Packaging tape, brown (50mm x 300m)	9	roll	Sixty (60) calendar days
198	Packaging tape, brown (50mm x 100m)	9	roll	Sixty (60) calendar days
199	Notebook, Hardcover, 80 leaves	3	pcs	Sixty (60) calendar days
200	Sticky Notes .07"x3"	10	pad	Sixty (60) calendar days
201	Glue Stick, All purpose Glue, 22g	1	stick	Sixty (60) calendar days
202	BROTHER LC 3619XL BK (black) Cartridge Ink (Printer: Brother MFC-J2730DW)	2	pcs	Sixty (60) calendar days
203	BROTHER LC 3617Y (yellow) Cartridge Ink (Printer: Brother MFC-J2730DW)	8	pcs	Sixty (60) calendar days
204	BROTHER LC 3617C (cyan) Cartridge Ink (Printer: Brother MFC-J2730DW)	8	pcs	Sixty (60) calendar days
205	BROTHER LC 3617M (magenta) Cartridge Ink (Printer: Brother MFC-J2730DW)	8	pcs	Sixty (60) calendar days
206	Highlighter Pen (yellow, green, orange) 3pcs/pack	9	pack	Sixty (60) calendar days

207	AA Ni-MH Rechargeable Battery 1900mAh (4pcs/pack)	6	pack	Sixty (60) calendar days
208	Double sided foam tape 1"x5m	3	roll	Sixty (60) calendar days
209	Double sided adhesive PE Foam tape 25mmx5m (black)	3	roll	Sixty (60) calendar days
210	Duct Tape rubberized 48mmx10m	8	roll	Sixty (60) calendar days
211	Sticker Paper, A4 MAT	10	pcs	Sixty (60) calendar days
212	Sticker Paper, A4 (105gsm, 50 sheets)	5	sheet	Sixty (60) calendar days
213	Sticker Paper, A4 (105gsm, 20 sheets)	5	sheet	Sixty (60) calendar days
215	PVC Cover Clear (A4-300) (210mm x 297mm) (300micron) (100 pieces)	2	pack	Sixty (60) calendar days
216	Plastic folder with pockets (8.5 x 14 inches)	2	pack	Sixty (60) calendar days
217	Folder, white (for A4 paper) (10 pcs/pack)	2	pack	Sixty (60) calendar days
218	Folder, white (for Legal size paper)(10 pcs.pack)	2	pack	Sixty (60) calendar days
219	Folder, brown (for A4 size paper)(10 pcs/pack)	2	pack	Sixty (60) calendar days
220	Folder, brown (for Legal size paper)(10 pcs/pack)	2	pack	Sixty (60) calendar days
221	Portfolio Expandable Envelope with elastic string (long, brown)	4	pcs	Sixty (60) calendar days
222	Long Brown Envelope	5	pcs	Sixty (60) calendar days
223	Post it sticky note page (1/2 x 2 inches)	3	pcs	Sixty (60) calendar days
224	Sticky notes pads assorted color (3x3 inches)	3	pcs	Sixty (60) calendar days
225	Picture Frame (for A4 paper), assorted color	10	pcs	Sixty (60) calendar days
226	Certificate Holder (8.5mmx11mm)	8	pcs	Sixty (60) calendar days
228	Ink for Epson (L3250) - Cyan	3	bottle	Sixty (60) calendar days

229	Ink for Epson (L3250) - Magenta	3	bottle	Sixty (60) calendar days
230	Ink for Epson (L3250) - Yellow	3	bottle	Sixty (60) calendar days
231	Ink for Epson (L3250) - Black	3	bottle	Sixty (60) calendar days
233	Porta file (RED), 15" x 12" x 10"	292	pcs	Sixty (60) calendar days
234	BALLPEN, Fine tips, Green, 0.5 mm	12	pcs	Sixty (60) calendar days
241	Paper, Book, A4	26	ream	Sixty (60) calendar days
242	Dot Matrix EPSON LQ 680 PRO Ribbon	12	pcs	Sixty (60) calendar days
243	Continuous Form 4 ply 280X24 1mm, carbonless	12	box	Sixty (60) calendar days
244	Mailing Envelope (white, 63/4-x-Marine Brand - for legal size)	20	box	Sixty (60) calendar days
245	INK CART, EPSON L31 10, 003 Cyan	10	cart	Sixty (60) calendar days
246	INK CART, EPSON L31 10, 003 Magenta	9	cart	Sixty (60) calendar days
247	INK CART, EPSON L31 10, 003 Yellow	9	cart	Sixty (60) calendar days
248	Pen Holder, metal, assorted color	9	pcs	Sixty (60) calendar days
249	Document Metal Desk Organizer Tray Filling Organizer Three (2) Layer	5	piece	Sixty (60) calendar days
250	Double Sided Tape Strong Adhesive For Office School Supplies Powerful Stationery Scrapbooking Masking Tape Paper Paste	1	piece	Sixty (60) calendar days
251	Branded STAPLER with REMOVER HEAVY DUTY GOOD QUALITY Max	10	pcs	Sixty (60) calendar days
252	Paper, Specialty work type, A4 (for certificates), 90 gsm. Cream color	2	pcs	Sixty (60) calendar days
253	Ink, Genuine, Black - Brother DCPT-T720DW	150	pcs	Sixty (60) calendar days
259	Ink, Genuine, Cyan - Brother DCPT-T720DW	5	cart	Sixty (60) calendar days
260	Ink, Genuine, Magenta - Brother DCPT-T720DW	3	cart	Sixty (60) calendar days

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261	Ink, Genuine, Yellow - Brother DCPT-T720DW	3	cart	Sixty (60) calendar days
262	CLIP, Bulldog, 75mm	3	cart	Sixty (60) calendar days
263	Ribbon, Epson LX 310	25	box	Sixty (60) calendar days
264	Ribbon, Epson LX 300 + II	10	piece	Sixty (60) calendar days
265	Sticker Paper, color: white, 20pcs/pack, LEGAL	10	piece	Sixty (60) calendar days
266	Sticker Paper, color: blue, 20pcs/pack, LEGAL	20	pack	Sixty (60) calendar days
267	CONSTRUCTION COLORED PAPER, A4	20	pack	Sixty (60) calendar days
269	STICKER PAPER, Matte	20	pack	Sixty (60) calendar days
270	LAMINATING FILM, A4	20	pack	Sixty (60) calendar days
272	PUSH PINS, 100's/box, assorted colors	10	box	Sixty (60) calendar days
273	PHOTOPAPER, A4, 10's/pack	20	pack	Sixty (60) calendar days
274	CERTIFICATE PAPER, A4, 100 GSM	20	pack	Sixty (60) calendar days
275	CERTIFICATE PAPER, A4, 100 GSM	20	pack	Sixty (60) calendar days
276	SPECIAL PAPER, A5 200 GSM	30	pack	Sixty (60) calendar days
278	RING BINDER, 6mm (1/4)	10	pieces	Sixty (60) calendar days
279	RING BINDER, 8mm (5/6)	10	pieces	Sixty (60) calendar days
280	RING BINDER, 10mm (3/8)	10	pieces	Sixty (60) calendar days
281	RING BINDER, 11mm (7/16)	10	pieces	Sixty (60) calendar days
282	Brown Envelope A4	1	box	Sixty (60) calendar days
282	Brown Envelope Legal	1	box	Sixty (60) calendar days
284	Index Tab 5 Ft. clear	10	pc	Sixty (60) calendar days
285	Index Tab 5 Ft. red	10	pc	Sixty (60) calendar days

286	Index Tab 5 Ft. yellow	10	pc	Sixty (60) calendar days
287	Ink for Stamp Pad Red	25	bottle	Sixty (60) calendar days
288	Stamp Pad, Red	20	pc	Sixty (60) calendar days
***** Nothing Follows*****				

Joel

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