

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 for A4 size	10	box	Sixty (60) calendar days
4	CLEARBOOK, 20 Transparent pockets for Legal size	10	box	Sixty (60) calendar days
5	ERASER, plastic/rubber	110	piece	Sixty (60) calendar days
6	SIGN PEN, Fine Tip, Black, liquid or gel	1039	piece	Sixty (60) calendar days
7	SIGN PEN, Medium Tip, Black, liquid or gel	34	piece	Sixty (60) calendar days
8	SIGN PEN, Fine Tip, Blue, liquid or gel	859	piece	Sixty (60) calendar days
9	SIGN PEN, Medium Tip, Blue, liquid or gel	34	piece	Sixty (60) calendar days
10	SIGN PEN, Fine Tip, Red, liquid or gel	632	piece	Sixty (60) calendar days
11	SIGN PEN, Medium Tip, Red, liquid or gel	24	piece	Sixty (60) calendar days
12	BATTERY, dry cell, size AA, 2 pieces per blister pack	257	pack	Sixty (60) calendar days
13	BATTERY, dry cell, size AAA, 2 pieces per blister pack	42	pack	Sixty (60) calendar days
14	BATTERY, dry cell, size D, 1.5 volts, alkaline	20	pack	Sixty (60) calendar days
26	INK, for stamp pad, violet/purple	4	bottle	Sixty (60) calendar days
31	GLUE, all-purpose, 200 grams min	123	jar	Sixty (60) calendar days
32	STAPLE WIRE, standard, No. 35 (26/6)	350	box	Sixty (60) calendar days
33	TAPE, masking, width: 24mm	45	roll	Sixty (60) calendar days
34	TAPE, masking, width: 48mm	52	roll	Sixty (60) calendar days
35	TAPE, packaging, width: 48mm	39	roll	Sixty (60) calendar days
36	TAPE, transparent, width: 24mm	334	roll	Sixty (60) calendar days

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37	TAPE, transparent, width: 48mm	42	roll	Sixty (60) calendar days
39	RULER, flexible, plastic, 450mm	65	piece	Sixty (60) calendar days
40	BINDING AND PUNCHING MACHINE, 50mm binding capacity	1	unit	Sixty (60) calendar days
41	CALCULATOR, Compact, 12 digits	6	unit	Sixty (60) calendar days
42	CLIP, backfold, all metal, clamping: 19mm (-1mm), 12pcs/box	149	box	Sixty (60) calendar days
43	CLIP, backfold, all metal, clamping: 25mm (-1mm), 12pcs/box	147	box	Sixty (60) calendar days
44	CLIP, backfold, all metal, clamping: 32mm (-1mm), 12pcs/box	170	box	Sixty (60) calendar days
45	CLIP, backfold, all metal, clamping: 50mm (-1mm), 12pcs/box	168	box	Sixty (60) calendar days
46	CORRECTION TAPE, film base type, min 10m	710	piece	Sixty (60) calendar days
47	CUTTER/UTILITY KNIFE, for general purpose	7	piece	Sixty (60) calendar days
48	DATA FILE BOX, made of chipboard, with closed ends, 15" x 12" x 10"	105	piece	Sixty (60) calendar days
49	DATA FOLDER, 8 5/8" x 9 5/8" x 11 3/4"	1	piece	Sixty (60) calendar days
50	ENVELOPE, Documentary, A4, 500 pieces per box	39	box	Sixty (60) calendar days
51	ENVELOPE, Documentary, legal, 500 pieces per box	41	box	Sixty (60) calendar days
52	ENVELOPE, Expanding, Kraft, 100 pieces per box	3	box	Sixty (60) calendar days
53	ENVELOPE, Mailing, 500 pieces per box	11	box	Sixty (60) calendar days
54	ERASER, felt, for blackboard/whiteboard, 5" x 2" x 1"	5	piece	Sixty (60) calendar days
55	FASTENER, metal, non-sharp edges, 50 sets per box	138	box	Sixty (60) calendar days
56	FILE ORGANIZER, expanding, plastic, legal	1	piece	Sixty (60) calendar days
57	FOLDER, L-type, legal, 50 pieces per pack	3	pack	Sixty (60) calendar days
58	FOLDER, pressboard, 100 pieces per box	3	box	Sixty (60) calendar days
59	FOLDER, TAGBOARD, with tab, for A4 size documents, assorted color, 25 pcs/packs	108	pack	Sixty (60) calendar days

60	FOLDER, TAGBOARD, with tab, for legal size documents, assorted color, 25pcs/packs	107	pack	Sixty (60) calendar days
61	INDEX TAB, self-adhesive, blue, 5 set/box	240	box	Sixty (60) calendar days
62	MARKER, Fluorescent, 3 assorted colors per set	116	set	Sixty (60) calendar days
63	MARKER, Permanent, Black, Bullet type	139	piece	Sixty (60) calendar days
64	MARKER, Permanent, Blue, Bullet type	112	piece	Sixty (60) calendar days
65	MARKER, Permanent, Red, Bullet type	95	piece	Sixty (60) calendar days
66	MARKER, Whiteboard, Black, Felt tip, Bullet type	158	piece	Sixty (60) calendar days
67	MARKER, Whiteboard, Blue, Felt tip, Bullet type	113	piece	Sixty (60) calendar days
68	MARKER, Whiteboard, Red, Felt tip, Bullet type	95	piece	Sixty (60) calendar days
69	PAPER CLIP, vinly/plastic coated, 33mm min, 100pcs/box	136	box	Sixty (60) calendar days
70	PAPER CLIP, vinly/plastic coated, jumbo, 50mm min, 100pcs/box	140	box	Sixty (60) calendar days
71	PAPER SHREDDER, heavy duty	1	unit	Sixty (60) calendar days
72	PAPER TRIMMER/CUTTING MACHINE, table top	1	unit	Sixty (60) calendar days
73	PENCIL, lead/graphite, with eraser, 12pcs/box	122	box	Sixty (60) calendar days
74	PENCIL SHARPENER, manual, single cutter head, Heavy Duty	21	piece	Sixty (60) calendar days
75	PUNCHER, paper, heavy duty, with two hole guide, blue	6	piece	Sixty (60) calendar days
76	BINDING RING/COMB, plastic, 32 mm	4	piece	Sixty (60) calendar days
77	SCISSORS, symmetrical/asymmetrical, blade length: 65mm min, Blue	8	pair	Sixty (60) calendar days
78	STAPLER, standard type, heavy duty, load cap: 200 staples min, Blue	25	piece	Sixty (60) calendar days
79	STAPLER, for heavy duty staplers, (23/13), binder type	1	unit	Sixty (60) calendar days
80	STAPLE REMOVER, plier-type, Stainless Steel	58	piece	Sixty (60) calendar days
81	TAPE DISPENSER, table top, for 24mm width tape, blue	24	piece	Sixty (60) calendar days

82	CARTOLINA, assorted colors, 10 pcs/pack	2	pack	Sixty (60) calendar days
83	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, carbonless, 450 Cuts/pages	73	box	Sixty (60) calendar days
84	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box	12	box	Sixty (60) calendar days
85	NOTEPAD, stick-on, 50mm x 76mm, 100 sheets/pad	124	pad	Sixty (60) calendar days
86	NOTEPAD, stick-on, 76mm x 100mm, 100 sheets/pad	126	pad	Sixty (60) calendar days
87	NOTEPAD, stick-on, 76mm x 76mm, 100 sheets/pad	127	pad	Sixty (60) calendar days
88	NOTEBOOK, Stenographer, Spiral, 40 leaves	108	piece	Sixty (60) calendar days
89	PAPER, MULTICOPY A4, 80 gsm, size: 210mm x 297mm, 500 sheets/Ream	869	ream	Sixty (60) calendar days
90	PAPER, MULTICOPY LEGAL, 80gsm, size: 216mm x 330mm, 500 sheets/Ream	539	ream	Sixty (60) calendar days
91	PAPER, MULTIPURPOSE A4, 70 gsm, size: 210mm x 297mm, 500 sheets/Ream	87	ream	Sixty (60) calendar days
92	PAPER, MULTIPURPOSE LEGAL, 70gsm, size: 216mm x 330mm, 500 sheets/Ream	69	ream	Sixty (60) calendar days
93	RECORD BOOK, 8.5" x 11", 300 PAGES	152	book	Sixty (60) calendar days
94	RECORD BOOK, 8.5" x 11", 500 PAGES	142	book	Sixty (60) calendar days
99	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	1	book	Sixty (60) calendar days
100	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	5	cart	Sixty (60) calendar days
101	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	5	cart	Sixty (60) calendar days
102	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	5	cart	Sixty (60) calendar days
103	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	5	cart	Sixty (60) calendar days
104	RIBBON CARTRIDGE, EPSON C13S015531 (S015086)	5	cart	Sixty (60) calendar days
105	TONER CARTRIDGE, HP CB435A, Black	5	cart	Sixty (60) calendar days
106	TONER CARTRIDGE, HP CE285A (HP85A), Black	25	cart	Sixty (60) calendar days

107	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	5	cart	Sixty (60) calendar days
108	Inkjet Glossy Photopaper 20pcs/pack, A4	13	pack	Sixty (60) calendar days
109	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	154	pcs	Sixty (60) calendar days
110	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	125	pcs	Sixty (60) calendar days
111	Sticky Note size: 3x3 inches bright color self sticks pads easy to post	22	pcs	Sixty (60) calendar days
112	Sticky Note size: 4x6 inches bright color self sticks pads easy to post	22	pcs	Sixty (60) calendar days
113	Sticky Note size: 8x6 inches bright color self sticks pads easy to post	20	pcs	Sixty (60) calendar days
114	SIGN PEN, Green, Liquid or Gel, 0.5mm	10	pcs	Sixty (60) calendar days
115	Notebook, Hardcover, 80 leaves	15	pcs	Sixty (60) calendar days
116	PVC Cover Clear (A4-300) (210mm x 297mm) (300micron) (100 pieces)	4	pack	Sixty (60) calendar days
118	Pen Holder, Metal, Cylinder, Color: Black	8	piece	Sixty (60) calendar days
119	Sticker Paper, Color: White, 20pcs/pack, Legal	20	pack	Sixty (60) calendar days
120	RING BINDER, 6mm (1/4)	10	pcs	Sixty (60) calendar days
121	RING BINDER, 8mm (5/6)	10	pcs	Sixty (60) calendar days
122	RING BINDER, 10mm (3/8)	10	pcs	Sixty (60) calendar days
123	RING BINDER, 11mm (7/16)	10	pcs	Sixty (60) calendar days
124	RING BINDER, 12mm	7	pcs	Sixty (60) calendar days
125	RING BINDER, 16mm	7	pcs	Sixty (60) calendar days
126	RING BINDER, 24mm	7	pcs	Sixty (60) calendar days
127	Stamp Pad Red	2	pc	Sixty (60) calendar days
128	Stamp Pad Violet	2	pc	Sixty (60) calendar days

Schedule of Requirements – Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2024)

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129	Fastener, Plastic, Assorted Color, 50 pcs/box	23	box	Sixty (60) calendar days
130	Ribbon Cartridge, Epson S015639/S015634	7	cart	Sixty (60) calendar days
131	Epson T984 Ink Pack for WF C5790/C5290 (Standard Black)	1	set	Sixty (60) calendar days
132	TONER CARTRIDGE, Kyocera TK-1175, Black	4	pcs	Sixty (60) calendar days
133	Heavy duty, 6 Digit Automatic Numbering Machine	1	pcs	Sixty (60) calendar days
134	Numbering Machine Ink	3	btl	Sixty (60) calendar days
137	Ink for DCP-T426W (set) (Black, Cyan, Yellow, Magenta)	5	set	Sixty (60) calendar days
138	Ink, Genuine, black - Brother DCPT-T720DW	2	pcs	Sixty (60) calendar days
139	Ink, Genuine, cyan - Brother DCPT-T720DW	2	pcs	Sixty (60) calendar days
140	Ink, Genuine, magenta - Brother DCPT-T720DW	2	pcs	Sixty (60) calendar days
141	Ink, Genuine, yellow - Brother DCPT-T720DW	2	pcs	Sixty (60) calendar days
142	HP Laserjet 107A Black original, Laser Toner Cartridge	3	cart	Sixty (60) calendar days
143	FOLDER, L-type, legal, 50 pieces per pack (Color green)	3	pack	Sixty (60) calendar days
144	Ballpen, Black, Fine tips	123	pcs	Sixty (60) calendar days
147	Ribbon, Epson LX 300 + II	15	pcs	Sixty (60) calendar days
148	Ribbon, Epson LX 310	15	pcs	Sixty (60) calendar days
149	Laserjet Imaging Drum 32A CF232A	1	drum	Sixty (60) calendar days
150	COMPUTER CONTINUOUS FORM, 4 ply, 280mm x 241mm, carbonless	8	drum	Sixty (60) calendar days
151	Mailing Envelope, (white, 63/4, for legal size)	17	box	Sixty (60) calendar days
152	Porta File, Color: Yellow, Long size	35	pcs	Sixty (60) calendar days
153	Folder, ordinary, White, for Legal Documents 50 pcs/bundle	8	bundle	Sixty (60) calendar days
154	Dot Matrix EPSON LQ 680 Pro Ribbon	21	pcs	Sixty (60) calendar days

155	Ink for Brother DCP-T310, Set BT 5000 (Magenta, Cyan, Yellow, Black)	3	set	Sixty (60) calendar days
156	INK CART, Brother DCP-7310 (BT5000) Cyan	33	cart	Sixty (60) calendar days
157	INK CART, Brother DCP-7310 (BT5000) Magenta	28	cart	Sixty (60) calendar days
158	INK CART, Brother DCP-7310 (BT5000) Yellow	28	cart	Sixty (60) calendar days
159	INK CART, Brother DCP-7310 (BT5000) Black	31	cart	Sixty (60) calendar days
160	Waterproof File Organizer Document Bag with Handle long (green)	3	pcs	Sixty (60) calendar days
161	Waterproof File Organizer Document Bag with Handle long (blue)	1	pcs	Sixty (60) calendar days
164	Ink Bottles Epson EcoTank L3110 All-In-One (Ink Tank)	5	set	Sixty (60) calendar days
165	Ink Brother DCP-T710W (Multi-color BT5000)	5	set	Sixty (60) calendar days
166	Ink Brother DCP-T710W (BT D60)	5	set	Sixty (60) calendar days
167	Paper, Book Paper, Long subs. 20	55	reams	Sixty (60) calendar days
168	Paper, Book Paper, A4 size subs. 20	55	reams	Sixty (60) calendar days
169	Ink Brother, BT D60BK, 108.0ml	2	btl	Sixty (60) calendar days
174	Porta File, Color: Black, Long size	20	pcs	Sixty (60) calendar days
175	INK CART, Epson L3110, 003 Black	5	cart	Sixty (60) calendar days
176	INK CART, Epson L3110, 003 Cyan	3	cart	Sixty (60) calendar days
177	INK CART, Epson L3110, 003 Magenta	3	cart	Sixty (60) calendar days
178	INK CART, Epson L3110, 003 Yellow	3	cart	Sixty (60) calendar days
185	INK BOTTLE, BROTHER Model DCP-T420W (Black, Yellow, Blue, Magenta)	29	btl	Sixty (60) calendar days
186	PAPER, Multi-purpose, A3, 80gsm	6	reams	Sixty (60) calendar days
187	TAPE, masking, 50mm x 50mm	5	roll	Sixty (60) calendar days
188	TAPE, Electrical 1710	20	roll	Sixty (60) calendar days
189	TAPE, electrical, (3/4" x 66ft)	20	roll	Sixty (60) calendar days

190	PACKAGING TAPE, Transparent (50mm x 100 meters)	10	roll	Sixty (60) calendar days
191	PACKAGING TAPE, Brown (50mm x 300meters)	10	roll	Sixty (60) calendar days
192	Double Sided Tape, 1"	8	roll	Sixty (60) calendar days
193	Duct Tape, rubberized 48mm x 10m	22	roll	Sixty (60) calendar days
194	Glue, all purpose, STICK, (22g)	2	stick	Sixty (60) calendar days
195	Porta File, Color: Red, Long size	20	pcs	Sixty (60) calendar days
196	Porta File, Color: Blue, Long size	8	pcs	Sixty (60) calendar days
197	Porta File, Color: Green, Long size	8	pcs	Sixty (60) calendar days
198	Special Paper, A5, 200gsm, 10 pcs/pack	13	pack	Sixty (60) calendar days
199	Refill Ink, EPSON 003, Black	8	bottle	Sixty (60) calendar days
200	Refill Ink, EPSON 003, Magenta	8	bottle	Sixty (60) calendar days
201	Refill Ink, EPSON 003, Yellow	8	bottle	Sixty (60) calendar days
202	Refill Ink, EPSON 003, Cyan	8	bottle	Sixty (60) calendar days
***** Nothing Follows*****				

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2