

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	Qty.	Unit	Delivered, Weeks/Months
LOT 1 - COMMON OFFICE SUPPLIES (P858,198.39)				
1	ACETATE, thickness: 0.075mm min (gauge #3), 50m/roll	1	roll	Thirty (30) Calendar Days
5	BATTERY, Dry Cell, Size AAA, 2pcs/pack	115	pack	Thirty (30) Calendar Days
6	BATTERY, Dry Cell, Size AA, 2pcs/pack	166	pack	Thirty (30) Calendar Days
7	BINDING AND PUNCHING MACHINE, 50mm Binding Capacity	2	unit	Thirty (30) Calendar Days
8	BINDING RING/COMB, Plastic, 32mm, Blue, 5rolls/bundle	37	bundle	Thirty (30) Calendar Days
9	BLADE, for general purpose cutter/utility knife, 10pcs/tube	24	tube	Thirty (30) Calendar Days
14	CARTOLINA, Assorted Colors, 10pcs/pack	24	pack	Thirty (30) Calendar Days
15	CHALK, White Enamel, 100pcs/box	20	box	Thirty (30) Calendar Days
18	CLEARBOOK, A4, Assorted Colors, 20 Transparent Pockets	29	pcs	Thirty (30) Calendar Days
19	CLEARBOOK, Legal, 20 Transparent Pockets, Assorted Colors	48	pcs	Thirty (30) Calendar Days
20	CLIP, Backfold, Metal, 19mm (-1mm), 12pcs/box	219	box	Thirty (30) Calendar Days
21	CLIP, Backfold, Metal, 25mm (-1mm), 12pcs/box	186	box	Thirty (30) Calendar Days
22	CLIP, Backfold, Metal, 32mm (-1mm), 12pcs/box	151	box	Thirty (30) Calendar Days
23	CLIP, Backfold, Metal, 50mm (-1mm), 12pcs/box	155	box	Thirty (30) Calendar Days
25	CORRECTION TAPE, Film Base, 10m tape length	560	pcs	Thirty (30) Calendar Days
26	CUTTER/UTILITY KNIFE, for general purpose, 17mm, Assorted Colors	48	pcs	Thirty (30) Calendar Days
27	DATA FILE BOX, Made of Chipboard, with closed ends, 15" x 12" x 10"	211	pcs	Thirty (30) Calendar Days
29	DATER STAMP, Self-inking, Text Plate Size: 41 x 24mm, Date Size: 3mm	12	pcs	Thirty (30) Calendar Days
36	ENVELOPE, Documentary, A4, 500pcs/box	17	box	Thirty (30) Calendar Days
37	ENVELOPE, Documentary, Legal, 500pcs/box	19	box	Thirty (30) Calendar Days

38	ENVELOPE, Expanding, Kraft, 100pcs/box	13	box	Thirty (30) Calendar Days
39	ENVELOPE, Expanding, Plastic	58	pcs	Thirty (30) Calendar Days
40	ENVELOPE, Mailing with window, 500pcs/box	18	box	Thirty (30) Calendar Days
45	FASTENER, Metal, Non-sharp edges, 50sets/box	77	box	Thirty (30) Calendar Days
47	FILE TAB DIVIDER, A4, Bristol Board, 5pcs/set	53	set	Thirty (30) Calendar Days
48	FILE TAB DIVIDER, Legal, Bristol Board, 5pcs/set	58	set	Thirty (30) Calendar Days
53	FOLDER, L-type, A4, 50pcs/pack	25	pack	Thirty (30) Calendar Days
55	FOLDER, Pressboard, 100pcs/box	14	box	Thirty (30) Calendar Days
60	INK CARTRIDGE, EPSON C13T664100 (T6641), BLACK	21	cart	Thirty (30) Calendar Days
61	INK CARTRIDGE, EPSON C13T664200 (T6642), CYAN	16	cart	Thirty (30) Calendar Days
62	INK CARTRIDGE, EPSON C13T664300 (T6643), MAGENTA	16	cart	Thirty (30) Calendar Days
63	INK CARTRIDGE, EPSON C13T664400 (T6644), YELLOW	16	cart	Thirty (30) Calendar Days
66	MARKER, Permanent, Bullet Type, Black	187	pcs	Thirty (30) Calendar Days
67	MARKER, Permanent, Bullet Type, Blue	150	pcs	Thirty (30) Calendar Days
68	MARKER, Permanent, Bullet Type, Red	107	pcs	Thirty (30) Calendar Days
69	MARKER, Whiteboard, Bullet Type, Black	405	pcs	Thirty (30) Calendar Days
70	MARKER, Whiteboard, Bullet Type, Blue	406	pcs	Thirty (30) Calendar Days
71	MARKER, Whiteboard, Bullet Type, Red	305	pcs	Thirty (30) Calendar Days
74	NOTEPAD, Stick-on, 2" x 3", 100sheets/pad, Pastel Colors	202	pad	Thirty (30) Calendar Days
75	NOTEPAD, Stick-on, 3" x 4", 100sheets/pad, Pastel Colors	185	pad	Thirty (30) Calendar Days
76	NOTEPAD, Stick-on, 3" x 3", 100sheets/pad, Pastel Colors	172	pad	Thirty (30) Calendar Days
78	PAPER CLIP, Vinyl/Plastic Coated, 33mm, 100pcs/box, Assorted Colors	229	box	Thirty (30) Calendar Days
80	PAPER, MULTICOPY, A4, 80 gsm, 500sheets/ream	1188	ream	Thirty (30) Calendar Days
82	PAPER, Multi-Purpose, 70 gsm (min.), Legal, 500sheets/ream	150	ream	Thirty (30) Calendar Days
83	PAPER, Multi-Purpose, A4, 70 gsm, 500sheets/ream	386	ream	Thirty (30) Calendar Days

84	PAPER, Parchment, 100sheets/box	14	box	Thirty (30) Calendar Days
85	PENCIL SHARPENER, Manual, Single Cutter Head, Heavy Duty, Assorted Color	11	pcs	Thirty (30) Calendar Days
87	PHILIPPINE NATIONAL FLAG, 100% Polyester, 3 x 5 ft	22	pcs	Thirty (30) Calendar Days
89	PUNCHER, Paper, Heavy Duty, Two Hole Guide, Blue	13	pcs	Thirty (30) Calendar Days
93	RUBBER BAND, No. 18, 350grams/box	17	box	Thirty (30) Calendar Days
97	SIGN PEN, Extra Fine Tip, 0.2mm, Gel Type, Black	1160	pcs	Thirty (30) Calendar Days
98	SIGN PEN, Extra Fine Tip,0.2mm, Gel Type, Blue	1025	pcs	Thirty (30) Calendar Days
99	SIGN PEN, Extra Fine Tip, 0.2mm, Gel Type, Red	482	pcs	Thirty (30) Calendar Days
100	STAMP PAD, Felt, Bed Dimension: 60mm x 100mm min., Violet/Purple	56	pcs	Thirty (30) Calendar Days
103	STAPLE WIRE, Heavy Duty, (23/13), Binder type	41	box	Thirty (30) Calendar Days
104	STAPLE WIRE, Standard No. 35 (26/6), 5000staples/box	245	box	Thirty (30) Calendar Days
105	STAPLER, Heavy Duty (Binder Type)	8	unit	Thirty (30) Calendar Days
106	STAPLER, Standard Type, Heavy Duty, Load Cap: 200 staples min, Blue	120	pcs	Thirty (30) Calendar Days
107	Stenographer Notebook, Spiral, 40 leaves	24	pcs	Thirty (30) Calendar Days
108	TAPE DISPENSER, Table Top, 24mm width tape, Blue	13	unit	Thirty (30) Calendar Days
109	TAPE, Masking, 24mm	171	roll	Thirty (30) Calendar Days
110	TAPE, Masking, 48mm	151	roll	Thirty (30) Calendar Days
111	TAPE, Packaging, 48mm	144	roll	Thirty (30) Calendar Days
112	TAPE, Transparent, 24mm	330	roll	Thirty (30) Calendar Days
113	TAPE, Transparent, 48mm	211	roll	Thirty (30) Calendar Days
116	TONER CARTRIDGE, HP CB435A, Black	6	cart	Thirty (30) Calendar Days
118	TONER CARTRIDGE, HP CF217A (HP17A), Black	7	cart	Thirty (30) Calendar Days
122	WRAPPING PAPER, Kraft, 50sheets/pack	5	pack	Thirty (30) Calendar Days
LOT 2 - ICT EQUIPMENT (P214,800.84)				
44	EXTERNAL HARD DRIVE, 1 TB	8	unit	Thirty (30) Calendar Days

73	MULTIMEDIA PROJECTOR, 4000 min, 3LCD, 3-chip technology, 1280 x 800 (WXGA)	10	unit	Thirty (30) Calendar Days
88	PRINTER, Laser, Monochrome	2	unit	Thirty (30) Calendar Days
LOT 3 - JANITORIAL SUPPLIES (P152,495.54)				
4	ALCOHOL, Ethyl	121	gal	Thirty (30) Calendar Days
10	BROOM (Walis Tambo)	24	pcs	Thirty (30) Calendar Days
16	CLEANER, Toilet and Urinal, 1000ml/bottle	86	bottle	Thirty (30) Calendar Days
17	CLEANSER, Scouring Powder, 350g/can	26	can	Thirty (30) Calendar Days
31	DISINFECTANT SPRAY, Aerosol, 400g/can	130	can	Thirty (30) Calendar Days
49	FIRE EXTINGUISHER, Dry Chemical, 10lbs/unit	3	unit	Thirty (30) Calendar Days
58	HAND SOAP, LIQUID, 500ml/bottle	126	bottle	Thirty (30) Calendar Days
64	INSECTICIDE, Aerosol Type, 600ml/can	103	can	Thirty (30) Calendar Days
72	MOP BUCKET, Heavy Duty, Hard Plastic	2	unit	Thirty (30) Calendar Days
90	RAGS, Microfiber cloth, 30x30cm	65	bundle	Thirty (30) Calendar Days
114	TISSUE, Interfolded Paper Towel, 175 pulls/pack	262	pack	Thirty (30) Calendar Days
115	TOILET TISSUE PAPER, 2 ply, 12rolls/pack	197	pack	Thirty (30) Calendar Days
119	TRASHBAG, XXL size, 25bags/pack	71	pack	Thirty (30) Calendar Days
LOT 4 - OFFICE EQUIPMENT (P19,680.25)				
33	ELECTRIC FAN, Ceiling Mount, orbit type, 16" ceiling orbit fan, 16" precision angled blade, 3 speed dial control, Tilting head with oscillation	8	unit	Thirty (30) Calendar Days
35	ELECTRIC FAN, Wall Mount, 3-speed rotary switch with pull string, Tilting head with oscillation	9	unit	Thirty (30) Calendar Days
***** Nothing Follows*****				

I hereby verify to comply with all the above requirements.

Signature over printed name of the authorized representative

Company name

Date