

UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villanueva

OFFICE OF THE BIDS AND AWARDS COMMITTEE I

Section VI. Schedule of Requirements

The delivery schedule, expressed in weeks or months, indicates the required delivery date which shall be understood as the date the Goods are to be delivered to the project site.

Item Number	Description	Quantity	Total	Delivery Schedule
LOT 1: COMMON OFFICE SUPPLIES AND EQUIPMENT (P1,759,330.52)				
1	ACETATE, Transparent, thickness: 0.08mm, width: 1.20m, length: 50m per roll	10	roll	Forty-five (45) calendar days
7	BALLPEN, Black, Capped Pen, 0.5mm	190	pc/s	Forty-five (45) calendar days
8	BALLPEN, Blue, Capped Pen, 0.5mm	40	pc/s	Forty-five (45) calendar days
9	BALLPOINT PEN, Fine Tip, Black, capped pen	30	pc/s	Forty-five (45) calendar days
10	BALLPOINT PEN, Medium Tip, Black, Capped Pen	20	pc/s	Forty-five (45) calendar days
11	BATTERY, Dry Cell, AA, 4 pcs per pack	166	pck	Forty-five (45) calendar days
12	BATTERY, Dry cell, AAA, 4 pcs per pack	144	pck	Forty-five (45) calendar days
13	BINDING AND PUNCHING MACHINE, 50mm binding capacity	3	unit	Forty-five (45) calendar days
14	BINDING RING/COMB, Plastic, 32mm, Black, 10 pcs per bundle	2	bndl	Forty-five (45) calendar days
15	BINDING RING/COMB, Plastic, 32mm, Blue, 10 pcs per bundle	4	bndl	Forty-five (45) calendar days
16	BINDING RING/COMB, Plastic, 32mm, White, 10 pcs per bundle	5	bndl	Forty-five (45) calendar days
17	BINDING RING/COMB, Plastic, 51mm, Blue, 10 pcs per bundle	3	bndl	Forty-five (45) calendar days
32	CALCULATOR, Compact, Electronic, 12 digits cap, Solar Powered	6	unit	Forty-five (45) calendar days

Schedule of Requirements – Proposed Procurement of the Supply and Delivery of Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026

33	CARTOLINA, Assorted Color, 20 pcs per pack	7	pck	Forty-five (45) calendar days
34	CERTIFICATE HOLDER, Double Sided, A4, Blue	15	pc/s	Forty-five (45) calendar days
35	CERTIFICATE HOLDER, Single Sided, A4, Blue	140	pc/s	Forty-five (45) calendar days
36	CERTIFICATE PAPER, A4, 200gsm, White, 10 sheets per pack	42	pck	Forty-five (45) calendar days
39	CLEAR CARD CASE, A3, Plastic	10	pc/s	Forty-five (45) calendar days
40	CLEARBOOK, A4, Assorted Color	90	pc/s	Forty-five (45) calendar days
41	CLEARBOOK, Legal, Assorted Color	90	pc/s	Forty-five (45) calendar days
42	CLIP, Backfold, 19mm, 12 pcs per box	272	box	Forty-five (45) calendar days
43	CLIP, Backfold, 25mm, 12 pcs per box	210	box	Forty-five (45) calendar days
44	CLIP, Backfold, 32mm, 12 pcs per box	219	box	Forty-five (45) calendar days
45	CLIP, Backfold, 50mm, 12 pcs per box	205	box	Forty-five (45) calendar days
46	COMPUTER CONTINUOUS FORM, 3-ply, 280mm x 241mm, Carbon, 500 sets per box	12	box	Forty-five (45) calendar days
47	COMPUTER CONTINUOUS FORM, 3-ply, 280mm x 241mm, Carbonless, 500 sets per box	25	box	Forty-five (45) calendar days
48	COMPUTER CONTINUOUS FORM, ply, 280mm x 241mm, Carbon, 500 sets per box	6	box	Forty-five (45) calendar days
52	CONTINUOUS PAPER, 4-ply, 280mm x 241mm, Carbonless, 500 sets per box	30	box	Forty-five (45) calendar days
53	CORRECTION TAPE, 5mm x 8m	497	pc/s	Forty-five (45) calendar days
55	DATA FILE BOX, made of chipboard with closed ends, Assorted Color	142	pc/s	Forty-five (45) calendar days
56	DATA FOLDER, made of chipboard, Taglia Lock, Black	12	pc/s	Forty-five (45) calendar days
57	DATE STAMP, Self-Inking, Text Plate Size: 41mm x 24mm, Date Size: 3mm	7	pc/s	Forty-five (45) calendar days
58	DESK ORGANIZER, 4-tier holder with Mesh, Metal	7	pc/s	Forty-five (45) calendar days
61	DIPLOMA JACKET W/ USTP LOGO, landscape, size: A4, color: midnight	15	pc/s	Forty-five (45) calendar days

Schedule of Requirements – Proposed Procurement of the Supply and Delivery of Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026

	<i>blue inside: white with royal blue ribbon with gold lining</i>			
65	DOUBLE SIDED TAPE, Foam, 12mm x 10m, Adhesive	8	roll	Forty-five (45) calendar days
66	DOUBLE SIDED TAPE, Foam, 24mm x 10m, Adhesive	25	roll	Forty-five (45) calendar days
67	DOUBLE SIDED TAPE, Tissue, 12mm x 30m	55	roll	Forty-five (45) calendar days
68	DOUBLE SIDED TAPE, Tissue, 24mm x 30m	23	roll	Forty-five (45) calendar days
69	DRUM CARTRIDGE, Brother DR-2355, Black	1	pc/s	Forty-five (45) calendar days
73	ENVELOPE, Documentary, A4, 500 pcs per box	1	box	Forty-five (45) calendar days
74	ENVELOPE, Documentary, Legal, 500 pcs per box	2	box	Forty-five (45) calendar days
75	ENVELOPE, Expanding, Kraft, Long, 100 pcs per box	4	box	Forty-five (45) calendar days
76	ENVELOPE, Mailing with Window, Long, 500 pcs per box	1	box	Forty-five (45) calendar days
77	ENVELOPE, Mailing, No Window, Long, 500 pcs per box	22	box	Forty-five (45) calendar days
79	ERASER, Plastic/Rubber	64	pc/s	Forty-five (45) calendar days
80	EXPANDING FILE FOLDER, Long, Blue	100	pc/s	Forty-five (45) calendar days
81	EXPANDING FILE FOLDER, Short, White	100	pc/s	Forty-five (45) calendar days
90	FASTENER, Metal, Non-sharp Edges, 50 sets per box	20	box	Forty-five (45) calendar days
91	FASTENER, Plastic, 50 sets per box	45	box	Forty-five (45) calendar days
94	FOLDABLE MAGAZINE FILE, Vertical, Legal, Blue	10	pc/s	Forty-five (45) calendar days
95	FOLDER, L-type, Plastic, White, A4, 50 pcs per pack	6	pck	Forty-five (45) calendar days
96	FOLDER, L-type, Plastic, White, Legal, 50 pcs per pack	4	pck	Forty-five (45) calendar days
97	FOLDER, Pressboard, Assorted Color, 100 pcs per box	1	box	Forty-five (45) calendar days
98	FOLDER, White, A4	250	pc/s	Forty-five (45) calendar days
99	FOLDER, White, Legal	347	pc/s	Forty-five (45) calendar days

Schedule of Requirements – Proposed Procurement of the Supply and Delivery of Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026

100	FOLDER WITH TAB, A4, Assorted Color	32	pc/s	Forty-five (45) calendar days
101	FOLDER WITH TAB, A4, Brown, 100 pcs per pack	35	pck	Forty-five (45) calendar days
102	FOLDER WITH TAB, Legal, 100 pcs per pack	42	pck	Forty-five (45) calendar days
103	FOLDER WITH TAB, Legal, Assorted Color	16	pc/s	Forty-five (45) calendar days
104	FOLDER WITH TAB, Legal, Orange, 100 pcs per pack	1	pck	Forty-five (45) calendar days
106	GEL PEN, Extra Fine Tip, Black	14	pc/s	Forty-five (45) calendar days
107	GEL PEN, Extra Fine Tip, Blue	14	pc/s	Forty-five (45) calendar days
108	GEL PEN, Extra Fine Tip, Purple	14	pc/s	Forty-five (45) calendar days
109	GEL PEN, Extra Fine Tip, Red	14	pc/s	Forty-five (45) calendar days
110	GLUE, All Purpose, 130g per jar	53	jar	Forty-five (45) calendar days
111	GLUE GUN, 10w to 20w of power required, for glue stick with 7mm/0.27 diameter	4	unit	Forty-five (45) calendar days
112	GLUE STICK, for Glue Gun, 7mm/0.27inch. diameter, length: 6 inches, 10 pcs per pack	4	pck	Forty-five (45) calendar days
117	IMAGING DRUM, HP Laserjet 19A CF219A	2	pc/s	Forty-five (45) calendar days
118	IMAGING DRUM, HP Laserjet 57A Original	1	unit	Forty-five (45) calendar days
119	INDEX TAB, Self-Adhesive, Transparent, Blue, 5 sets per box	200	box	Forty-five (45) calendar days
120	INK, Brother BTD 100, Black, 108ml per bottle	14	btl	Forty-five (45) calendar days
121	INK, Brother BTD 100, Cyan, 48.8ml per bottle	6	btl	Forty-five (45) calendar days
122	INK, Brother BTD 100, Magenta, 48.8ml per bottle	6	btl	Forty-five (45) calendar days
123	INK, Brother BTD 100, Yellow, 48.8ml per bottle	6	btl	Forty-five (45) calendar days
124	INK, Brother DCP-TW720DW, Black, #BTD60 genuine ink, 108ml per bottle	260	btl	Forty-five (45) calendar days
125	INK, Brother DCP-TW720DW, Cyan, #BT 5000 genuine ink, 48.8ml per bottle	126	btl	Forty-five (45) calendar days

Schedule of Requirements – Proposed Procurement of the Supply and Delivery of Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026

126	INK, Brother DCP-TW720DW, Magenta, #BT 5000 genuine ink, 48.8ml per bottle	126	btl	Forty-five (45) calendar days
127	INK, Brother DCP-TW720DW, Yellow, #BT 5000 genuine ink, 48.8ml per bottle	93	btl	Forty-five (45) calendar days
128	INK, Brother Set DCPT-T710w, (Black, Yellow, Magenta, Cyan), 48.8 ml per bottle	5	set	Forty-five (45) calendar days
129	INK, Epson 001, Black, 127ml per bottle	35	btl	Forty-five (45) calendar days
130	INK, Epson 001, Cyan, 70ml per bottle	10	btl	Forty-five (45) calendar days
131	INK, Epson 001, Magenta, 70ml per bottle	10	btl	Forty-five (45) calendar days
132	INK, Epson 001, Yellow, 70ml per bottle	10	btl	Forty-five (45) calendar days
133	INK, Epson 003, Black, 65ml per bottle	81	btl	Forty-five (45) calendar days
134	INK, Epson 003, Cyan, 65ml per bottle	41	btl	Forty-five (45) calendar days
135	INK, Epson 003, Magenta, 65ml per bottle	41	btl	Forty-five (45) calendar days
136	INK, Epson 003, Yellow, 65ml per bottle	40	btl	Forty-five (45) calendar days
137	INK, Epson 664, Black, genuine ink, 70ml per bottle	17	btl	Forty-five (45) calendar days
138	INK, Epson 664, Cyan, genuine ink, 70ml per bottle	1	btl	Forty-five (45) calendar days
139	INK, Epson 664, Magenta, genuine ink, 70ml per bottle	1	btl	Forty-five (45) calendar days
140	INK, Epson 664, Yellow, genuine ink, 70ml per bottle	1	btl	Forty-five (45) calendar days
141	INK, Epson L121, Code 664, Black, 40ml per bottle	20	btl	Forty-five (45) calendar days
142	INK, Epson L121, Code 664, Cyan, 40ml per bottle	15	btl	Forty-five (45) calendar days
143	INK, Epson L121, Code 664, Magenta, 40ml per bottle	15	btl	Forty-five (45) calendar days
144	INK, Epson L121, Code 664, Yellow, 40ml per bottle	15	btl	Forty-five (45) calendar days
145	INK, Epson L3250, Black, 65ml per bottle	5	btl	Forty-five (45) calendar days
146	INK, Epson L6460, Black, #008 genuine ink, 127ml per bottle	7	btl	Forty-five (45) calendar days

Schedule of Requirements – Proposed Procurement of the Supply and Delivery of Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026



147	INK, Epson L6460, Cyan, #008 genuine ink, 70ml per bottle	9	btl	Forty-five (45) calendar days
148	INK, Epson L6460, Magenta, #008 genuine ink, 70ml per bottle	7	btl	Forty-five (45) calendar days
149	INK, Epson L6460, Yellow, #008 genuine ink, 70ml per bottle	7	btl	Forty-five (45) calendar days
150	INK CARTRIDGE, Brother MFC-J2730DW (LC462), Cyan	2	pc/s	Forty-five (45) calendar days
151	INK CARTRIDGE, Brother MFC-J2730DW (LC462), Magenta	2	pc/s	Forty-five (45) calendar days
152	INK CARTRIDGE, Brother MFC-J2730DW (LC462), Yellow	2	pc/s	Forty-five (45) calendar days
153	INK CARTRIDGE, Epson C13T00V100, Black	5	cart	Forty-five (45) calendar days
154	INK CARTRIDGE, Epson C13T664100 (T6641), Black	1	cart	Forty-five (45) calendar days
155	INK CARTRIDGE, Epson C13T664200 (T6642), Cyan	1	cart	Forty-five (45) calendar days
156	INK CARTRIDGE, Epson C13T664300 (T6643), Magenta	1	cart	Forty-five (45) calendar days
157	INK CARTRIDGE, Epson C13T664400 (T6644), Yellow	1	cart	Forty-five (45) calendar days
158	INK CARTRIDGE, HP Advantage Printer #678, Tri-color (Cyan, Magenta & Yellow), 100ml each color	1	box	Forty-five (45) calendar days
159	INK CARTRIDGE, HP Advantage Printer #680, Black	2	box	Forty-five (45) calendar days
160	INK CARTRIDGE, HP Laserjet P 1006 HP CB 435A, Black	2	unit	Forty-five (45) calendar days
161	INK CARTRIDGE, HP LaserJet Pro P1102 Printer (CE651A), P1102, P1102w, M1132, M1212, M1214, M1417, Black	4	pc/s	Forty-five (45) calendar days
164	KYOCERA MAINTENANCE KIT, genuine	1	unit	Forty-five (45) calendar days
165	KYOCERA TONER TK-1175, genuine	1	unit	Forty-five (45) calendar days
166	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	35	pc/s	Forty-five (45) calendar days
167	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	50	pc/s	Forty-five (45) calendar days

Schedule of Requirements – Proposed Procurement of the Supply and Delivery of Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026

	11 3/4 inches in width, with plastic pocket for label, Red			
168	MARKER, Fluorescent, 3 Assorted Colors per set	64	set	Forty-five (45) calendar days
170	MARKER, Permanent, Broad Tip, Black	5	pc/s	Forty-five (45) calendar days
171	MARKER, Permanent, Broad Tip, Blue	5	pc/s	Forty-five (45) calendar days
172	MARKER, Permanent, Broad Tip, Red	16	pc/s	Forty-five (45) calendar days
173	MARKER, Permanent, Bullet Tip, Black	65	pc/s	Forty-five (45) calendar days
174	MARKER, Permanent, Bullet Tip, Blue	5	pc/s	Forty-five (45) calendar days
175	MARKER, Permanent, Bullet Tip, Red	5	pc/s	Forty-five (45) calendar days
176	MARKER, Permanent, Fine Tip, Black	51	pc/s	Forty-five (45) calendar days
177	MARKER, Permanent, Fine Tip, Red	5	pc/s	Forty-five (45) calendar days
179	MARKER, Whiteboard, Broad Tip, Black	670	pc/s	Forty-five (45) calendar days
180	MARKER, Whiteboard, Broad Tip, Red	205	pc/s	Forty-five (45) calendar days
188	NOTE PAD, stick on, 2" x 3", Yellow, 100 sheets per pad	297	pad	Forty-five (45) calendar days
189	NOTE PAD, stick on, 3" x 3", Yellow, 100 sheets per pad	240	pad	Forty-five (45) calendar days
190	NOTE PAD, stick on, 3" x 4", Yellow, 100 sheets per pad	197	pad	Forty-five (45) calendar days
193	PAPER, Manila, 10 sheets per pack	11	pck	Forty-five (45) calendar days
194	PAPER, Multicopy, 80gsm, A3, 500 sheets per ream	15	rm	Forty-five (45) calendar days
195	PAPER, Multicopy, 80gsm, Legal, 500 sheets per ream	491	rm	Forty-five (45) calendar days
197	PAPER, Multipurpose, 80gsm, A4, 500 sheets per ream	317	rm	Forty-five (45) calendar days
198	PAPER, Multipurpose, 80gsm, Legal, 500 sheets per ream	211	rm	Forty-five (45) calendar days
199	PAPER, Parchment, 12" x 12", 100 sheets per box	5	box	Forty-five (45) calendar days
200	PAPER, Short, 80gsm, 500 sheets per ream	15	rm	Forty-five (45) calendar days

Schedule of Requirements – Proposed Procurement of the Supply and Delivery of Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026

201	PAPER BOOK, Short, 500 sheets per ream	33	rm	Forty-five (45) calendar days
202	PAPER CLIP, Large, Stainless Steel	3	pc/s	Forty-five (45) calendar days
203	PAPER CLIP, Stainless Steel, 33mm, 100 pcs per box	93	box	Forty-five (45) calendar days
204	PAPER CLIP, Stainless Steel, 50mm, 100 pcs per box	48	box	Forty-five (45) calendar days
205	PAPER CLIP, Vinyl, 33mm, Assorted Color, 100 pcs per box	10	box	Forty-five (45) calendar days
206	PAPER CLIP, Vinyl, 50mm, Assorted Color, 100 pcs per box	10	box	Forty-five (45) calendar days
207	PAPER CUTTER, Wooden Base, 15" x 12"/long size, length: 39cm, width: 5cm, height: 32cm	3	pc/s	Forty-five (45) calendar days
209	PENCIL, Lead/Graphite, with Eraser, 12 pcs per box	26	box	Forty-five (45) calendar days
210	PENCIL SHARPENER, manual hand crank operation with a metal table mount to hold your sharpener firmly in place, large shaving bin and sharpens wood/colored pencil	2	pc/s	Forty-five (45) calendar days
211	PHILIPPINE NATIONAL FLAG, 6ft x 3ft, 100% polyester	10	pc/s	Forty-five (45) calendar days
212	PHOTO PAPER, Glossy Inkjet Paper, A4, 200gsm, 210g/m ² , Double-Sided, Waterproof Series, 20 sheets per pack	10	pc/s	Forty-five (45) calendar days
213	PHOTO PAPER, Glossy, A4, 180gsm, 10 sheets per pack	29	pck	Forty-five (45) calendar days
214	PHOTO PAPER, Matte, A4, 200gsm, 10 sheets per pack	33	pck	Forty-five (45) calendar days
215	PHOTO PAPER, Satin, A4, 200gsm, 20 sheets per pack	40	pck	Forty-five (45) calendar days
216	PHOTO PAPER, Satin, A4, 260gsm, 20 sheets per pack	5	pck	Forty-five (45) calendar days
219	PUNCHER, for Paper, Heavy Duty, Black	8	pc/s	Forty-five (45) calendar days
223	RECORD BOOK, 300 pages per book	97	book	Forty-five (45) calendar days
224	RECORD BOOK, 500 pages per book	77	book	Forty-five (45) calendar days
225	RIBBON, Epson LQ-310	20	pc/s	Forty-five (45) calendar days
226	RIBBON, Epson LQ-380 PRO	9	pc/s	Forty-five (45) calendar days

Schedule of Requirements – Proposed Procurement of the Supply and Delivery of Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026

227	RIBBON CARTRIDGE, Epson LX-310	38	cart	Forty-five (45) calendar days
228	RING BINDER/COMB, Plastic, Black, 51mm	100	pc/s	Forty-five (45) calendar days
229	RING BINDER/COMB, Plastic, Blue, 14mm	25	pc/s	Forty-five (45) calendar days
230	RING BINDER/COMB, Plastic, Blue, 20mm	40	pc/s	Forty-five (45) calendar days
231	RING BINDER/COMB, Plastic, Yellow, 32mm, 10 pcs per bundle	5	bndl	Forty-five (45) calendar days
233	RULER, Plastic, 450mm	11	pc/s	Forty-five (45) calendar days
234	RULER, Stainless Steel, 12 inches	2	pc/s	Forty-five (45) calendar days
235	SCISSORS, Symmetrical / Asymmetrical	46	pr	Forty-five (45) calendar days
237	SIGN PEN, Extra Fine Tip, 0.3mm, Black, 12 pcs per box	1	box	Forty-five (45) calendar days
238	SIGN PEN, Extra Fine Tip, 0.3mm, Blue, 12 pcs per box	1	box	Forty-five (45) calendar days
239	SIGN PEN, Extra Fine Tip, 0.7mm, Black	1682	pc/s	Forty-five (45) calendar days
240	SIGN PEN, Extra Fine Tip, 0.7mm, Blue	938	pc/s	Forty-five (45) calendar days
241	SIGN PEN, Extra Fine Tip, 0.7mm, Red	563	pc/s	Forty-five (45) calendar days
242	SIGN PEN, Fine Tip, 0.7mm, Black	940	pc/s	Forty-five (45) calendar days
243	SIGN PEN, Fine Tip, 0.7mm, Blue	618	pc/s	Forty-five (45) calendar days
244	SIGN PEN, Fine Tip, 0.7mm, Red	312	pc/s	Forty-five (45) calendar days
245	SIGN PEN, Medium Tip, 0.7mm, Black	340	pc/s	Forty-five (45) calendar days
246	SIGN PEN, Medium Tip, 0.7mm, Blue	310	pc/s	Forty-five (45) calendar days
247	SIGN PEN, Medium Tip, 0.7mm, Red	160	pc/s	Forty-five (45) calendar days
249	SPECIAL PAPER, Glossy, Printing for the event program, 20 sheets per pack	20	pck	Forty-five (45) calendar days
250	STAMP PAD, Felt, Blue	37	pc/s	Forty-five (45) calendar days
251	STAMP PAD, Ink, Blue, 30ml per bottle	35	btl	Forty-five (45) calendar days

Schedule of Requirements – Proposed Procurement of the Supply and Delivery of Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026

252	STAPLE REMOVER, Plier Type, Stainless Steel	12	pc/s	Forty-five (45) calendar days
253	STAPLE WIRE, No. 0013	5	pc/s	Forty-five (45) calendar days
254	STAPLE WIRE, Standard, 1000 pcs per box	123	box	Forty-five (45) calendar days
255	STAPLER, Binder, Heavy Duty, Black	2	unit	Forty-five (45) calendar days
256	STAPLER, Long-arm Stapler, Heavy Duty, Black	2	unit	Forty-five (45) calendar days
257	STAPLER, Standard Type, Heavy Duty, Black	20	pc/s	Forty-five (45) calendar days
258	STENO NOTEBOOK, 60 leaves, Top Binding	34	pc/s	Forty-five (45) calendar days
260	STICKER PAPER, A4, Fluorescent Green, 10 sheets per pack	5	pck	Forty-five (45) calendar days
261	STICKER PAPER, A4, Fluorescent Pink, 10 sheets per pack	5	pck	Forty-five (45) calendar days
262	STICKER PAPER, A4, Fluorescent Yellow, 10 sheets per pack	5	pck	Forty-five (45) calendar days
263	STICKER PAPER, A4, Matte, 10 sheets per pack	30	pck	Forty-five (45) calendar days
264	STICKY NOTES, 3" x 3", Pastel Colors, 100 sheets per pad	8	pad	Forty-five (45) calendar days
265	STICKY NOTES, 3" x 5", Pastel Colors, 100 sheets per pad	103	pad	Forty-five (45) calendar days
266	STICKY NOTES, Arrow Sign Here, 5 Line Assorted Colors, 25 sheets per pad	15	pad	Forty-five (45) calendar days
267	STICKY NOTES, Film tab, Index Sign Here For Signature, 5 Line Assorted Colors, 25 sheets per pad	60	pad	Forty-five (45) calendar days
268	STICKY NOTES SEPARATOR, Index, Markers, 8 Line Assorted Colors, 25 sheets per pack	10	pck	Forty-five (45) calendar days
269	STORAGE BOX, for Legal Size, Brown	40	pc/s	Forty-five (45) calendar days
270	STORAGE BOX, Plastic, Transparent, 75 liters per piece	1	pc/s	Forty-five (45) calendar days
272	TAG BOARD, Long, Brown, 100 pcs per pack	5	pck	Forty-five (45) calendar days
273	TAPE, Electrical, width: 19mm x 8m	12	roll	Forty-five (45) calendar days
274	TAPE, Masking, 24mm x 50m	115	roll	Forty-five (45) calendar days

Schedule of Requirements – Proposed Procurement of the Supply and Delivery of Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026

275	TAPE, Masking, 48mm x 50m	41	roll	Forty-five (45) calendar days
276	TAPE, Packaging, 48mm x 200m	18	roll	Forty-five (45) calendar days
277	TAPE, Packaging, 60mm x 50m	20	roll	Forty-five (45) calendar days
278	TAPE, Transparent, 24mm x 100m	176	roll	Forty-five (45) calendar days
279	TAPE, Transparent, 48mm x 100m	181	roll	Forty-five (45) calendar days
280	TAPE DISPENSER, Table Top, Black	13	unit	Forty-five (45) calendar days
284	TONER CARTRIDGE, Brother JTN 2380	8	pc/s	Forty-five (45) calendar days
285	TONER CARTRIDGE, HP CE285A (HP85A), Black	19	cart	Forty-five (45) calendar days
286	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	1	cart	Forty-five (45) calendar days
287	TONER CARTRIDGE, LASER 107A	5	cart	Forty-five (45) calendar days
288	TONER CARTRIDGE, Laser Inkjet Printer, 136A, Black	5	unit	Forty-five (45) calendar days
294	VELLUM BOARD PAPER, 180gsm, 100 pcs per pack	119	pck	Forty-five (45) calendar days
295	VELLUM BOARD PAPER, A3, 200gsm, 10 sheets per pack	5	pck	Forty-five (45) calendar days
296	VELLUM BOARD PAPER, A4, 200gsm, 10 sheets per pack	90	pck	Forty-five (45) calendar days

LOT 2: ICT SUPPLIES AND EQUIPMENT (P1,022,639.03)

2	ADAPTER, Outlet/Universal Socket	5	pc/s	Forty-five (45) calendar days
3	ADAPTER, USB 3.0 to HDMI 1080P	2	pc/s	Forty-five (45) calendar days
19	BRANDED COMPUTER MONITOR, Display: 23.8in; Panel Type: VA (Vertical Alignment); Brightness: 250 nits (cd/m2); Maximum Resolution: 1920 x 1080 @ up to 165Hz Response Time: 1ms (VRB); Adaptive Contrast Management: 100 million:1 max (ACM); Viewing Angles: 178°(H), 178°(V) 16.7 million; Ports: 2xHDMI 1xDisplayport SPK Audio out ; Power: 100 - 240 V Internal Adapter; Vesa Compatible: 100 x 100 mm Technology:- AMD Radeon FreeSync	1	unit	Forty-five (45) calendar days

Schedule of Requirements – Proposed Procurement of the Supply and Delivery of Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026

	Technology- VESA Wallmount Support- 1ms Visual Response Boost for blur free gaming - BlueLightShield & flicker-less technology to reduce fatigue			
20	BRANDED DESKTOP COMPUTER, All-in-one, white, Processor: Intel Core? Ultra 5 processor 125U; Intel AI Boost NPU 12 MB cache, 2 P-core/8 E-core/2 LPE-core/14 thread, 15 W, Display: 23.8? FHD (1920 x 1080) IPS Borderless Display (Non-Touch), Operating System: Windows 11 Home Memory: 8GB DDR5 5600MHz (Upgradeable up to 32 GB of DDR5 5600MHz) Storage: 512GB PCIe Gen4 SSD Graphics: Intel Graphics Wireless Keyboard & Mouse Integrated 5.0 MP HD webcam with 2 stereo microphones WLAN: 802.11ax/ac/a/b/g/n, Wi-Fi 6E and Bluetooth® 5 LAN: Gigabit Ethernet Battery: 3-pin 65 W AC adapter Dimensions: 540.4 (W) x 37.3 (D) x 405.24 (H) mm Design ErgoStand Design Tilttable display -5° to 25° Height adjustable stand 120mm Swivel ±30 Front/Side I/O connectors Card reader: N USB 2.0 Type A port(s): 1 Rear I/O connectors HDMI-out port(s): 1 LAN port(s): 1 Audio jack(s): 1 USB 3.2 Gen1 5Gbps Type A port(s): 2 USB 3.2 Gen2 10Gbps Type A port(s): 1 USB 3.2 Gen2 10Gbps Type C port(s): 1 M.2 slot (for SSD): 1 M.2 slot (for WLAN): 0"	5	unit	Forty-five (45) calendar days
21	BRANDED DESKTOP COMPUTER, for Basic Users; intel i3 9100, 9th gen, 3.6Hz, 8gb ddr4, upgradable to 32 gb 2 x memory slots, 1tb sata3 7200 rpm, 19.5" led monitor, 1920 x 1080 pixel, standard I/O ports: front - 2 usb 3.1 gen 1 ports, 2 usb 3.1 gen 2 ports, 1 headphone/speaker/jack, 1 microphone-in jack; rear - 1 vga port, 1 display port, 1 hdmi port, 1 ethernet rj-45 port, audio jacks, 4 usb 2.0 ports, windows 10 professional 64 bit, with mouse and keyboard	1	unit	Forty-five (45) calendar days
22	BRANDED DESKTOP COMPUTER, for Mid-Range Users; intel i7 8700, 8th gen, 3.2Hz to 4.6GHz, 16gb ddr4, upgradable to 32 gb 2 x memory slots,	2	unit	Forty-five (45) calendar days

Schedule of Requirements – Proposed Procurement of the Supply and Delivery of Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026

	256 m.2 ssd + 1tb sata3 7200 rpm, 21.5" led monitor, 1920 x 1080 pixel, standard I/O ports: front - 2 usb 3.1 gen 1 ports, 2 usb 3.1 gen 2 ports, 1 headphone/speaker/ jack, 1 microphone-in jack; rear - 1 vga port, 1 display port, 1 hdmi port, 1 ethernet rj-45 port, audio jacks, 4 usb 2.0 ports, windows 10 professional 64 bit, with mouse and keyboard			
23	BRANDED DIGITAL VOICE RECORDER, memory: 4GB (expandable), 1 unit in individual box; built-in memory: 4gb (expandable); channel: stereo; recording & playback format: MP3, WMA, etc.; earphone jack; built-in microphone; usb connectivity; functionality: voice-operated recording or equivalent, noise cut filter, low cut filter, digital pitch control, usb charge; battery life: 20hours (min) (recording mode)	1	unit	Forty-five (45) calendar days
24	BRANDED DOCUMENT SCANNER, speed: 30ppm/60ipm (duplex); adf capacity: 20sheets; connectivity: wireless (wi-fi) or USB connect	1	pc/s	Forty-five (45) calendar days
25	BRANDED LAPTOP, Mid-Range; i5 13420H processor, 16gb ram, 512gb ssd, 16inch full hd display, windows 11 home, webcam, backlit keyboard	1	unit	Forty-five (45) calendar days
26	BRANDED MULTIMEDIA PROJECTOR, 4000 min; 1024x768 XGA resolution, integrated speaker, 4000 lumens brightness	9	unit	Forty-five (45) calendar days
27	BRANDED PRINTER, A3, Wi-Fi Duplex, All-in-One Tank Printer; inkjet printer; function: print, scan, copy; print speed: up to 28.0 (mono) / 28.0 (color) ipm, FPOT: 4.4 (mono) / 4.6 (color) seconds; printing width: A3: 291mm/297mm (with border/ borderless); maximum paper capacity: up to 250 sheets of 80gsm plain paper; print resolution: up to 1200 x 4800 dpi	1	unit	Forty-five (45) calendar days
28	BRANDED PRINTER, All-in-one tank printer compact integrated tank design, Hih yield ink bottles, spill-free, error-free refilling, borderless printing up to 4R, Print, Scan and Copy. Colored printer	2	unit	Forty-five (45) calendar days

Schedule of Requirements – Proposed Procurement of the Supply and Delivery of Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026

29	BRANDED PRINTER, Ink Tank Printer, 3 in 1 tank printer with A4 wifi all in one with free ink cartridge; inkjet printer; function: print, scan, copy; print speed: up to 16.0 (mono)/ up to 9.0 (colour) ipm; paper type: plain, inkjet (coated paper), glossy paper, recycled paper; maximum paper capacity: up to 150 sheets of 80 gsm plain paper; resolution: up to 1200 x 6000 dpi (windows only); width: up to 213.9mm (8.42") length: up to 295 mm (11.61")	5	unit	Forty-five (45) calendar days
30	BRANDED PRINTER, Laser, Monochrome; A4 print speed up to 34 ppm (black), auto 2-sided (duplex) printing, 1-line LCD, wifi, airprint, Mopria, WiFi Direct, USB 2.0, yield up to 1200 pages (black)	5	unit	Forty-five (45) calendar days
49	COMPUTER KEYBOARD, USB Wired	3	unit	Forty-five (45) calendar days
50	COMPUTER MOUSE, USB Wired	2	pc/s	Forty-five (45) calendar days
51	COMPUTER MOUSE, Wireless	23	unit	Forty-five (45) calendar days
82	EXTENSION CORD, 15 meters, heavy duty, 4 gang	1	pc/s	Forty-five (45) calendar days
83	EXTENSION CORD, 25 meters, industrial type: 4 universal or T-slot outlets, and built-in thermal overall protection, 2,500w to 3,500w capacity	1	pc/s	Forty-five (45) calendar days
84	EXTENSION CORD, 4meters, 4 gang	8	pc/s	Forty-five (45) calendar days
85	EXTENSION CORD, 5 meters, 4 gang	15	pc/s	Forty-five (45) calendar days
86	EXTENSION CORD, 8 meters, 4 gang	2	pc/s	Forty-five (45) calendar days
87	EXTENSION CORD, Extension Wire US Plug, 5 meters, 3000W Power Strip with USB Power Socket Protector Extension cord	2	pc/s	Forty-five (45) calendar days
88	EXTERNAL HARD DRIVE, 1 TB	9	unit	Forty-five (45) calendar days
89	EXTERNAL HARD DRIVE, 2 TB	3	unit	Forty-five (45) calendar days
92	FLASH DRIVE, 128 GB	2	pc/s	Forty-five (45) calendar days

*Schedule of Requirements – Proposed Procurement of the Supply and Delivery of Pooled Common Supplies and Equipment
for USTP-CDO Campus CY 2026*

93	FLASH DRIVE, 64 GB	21	unit	Forty-five (45) calendar days
115	HDMI CABLE, 20 meters	1	pc/s	Forty-five (45) calendar days
116	HDMI TO VGA ADAPTER, 1080P	2	pc/s	Forty-five (45) calendar days
181	MEMORY NON-ECC UNBUFFERED SODIMM, 16GB DDR4 3200MT/s	4	pc/s	Forty-five (45) calendar days
182	MICRO SD CARD, 64 GB	2	pc/s	Forty-five (45) calendar days
187	MOUSE PAD, 250mm x 210mm x 2mm, material: fabric + rubber base	4	pc/s	Forty-five (45) calendar days
208	PAPER SHREDDER, 8 sheets per feed, 13L bin capacity, shred type: crosscut	4	unit	Forty-five (45) calendar days
218	PROFESSIONAL WIRELESS HEADSET, Connectivity: USB-A plug-and-play; Audio: Stereo sound; Microphone: Adjustable boom microphone with noise reduction or noise-cancelling feature; Controls: In-line volume control and microphone mute; Speaker Frequency Response: 20 Hz–20 kHz or equivalent; Microphone Frequency Response: 100 Hz–10 kHz or equivalent; Cable Length: Minimum 1.8 meters; Comfort: Adjustable headband with cushioned ear pads suitable for extended use	3	unit	Forty-five (45) calendar days
259	STEREO USB HEADSET, wired usb headset, Connectivity: USB-A; Microphone: Noise-reducing boom microphone; Controls: In-line volume and microphone mute; Comfort: Adjustable headband with cushioned ear pads	1	pc/s	Forty-five (45) calendar days
297	VINYL ELECTRICAL 1710	50	roll	Forty-five (45) calendar days
299	WEBCAM with Microphone, C960 Web Camera, 2 Mics Streaming Webcam, 90° View Computer Camera, Plug and Play USB Webcam for Online Calling/Conferencing, Zoom/Skype/Facetime/Youtube, Laptop/Desktop)	2	pc/s	Forty-five (45) calendar days
300	WIFI ROUTER, 5GHz	1	unit	Forty-five (45) calendar days

Schedule of Requirements – Proposed Procurement of the Supply and Delivery of Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026

301	WIRELESS PRESENTER, Presentation Remote Clicker Laser Pointer, 2.4GHz USB Powerpoint PPT Pen for Office Mac Window Multi-Function Laser Pointer for Presentation, rechargeable type, 100m control distance, 100m bright red laser distance, one-click hyperlink, long standby time, 360 degree remote control, connects to a computer via USB and can be controlled by a wireless remote, compatible: windows/ mac OS/ Linux, supported software: ppt/excel/ word/ lync/ access/ project/ info path/ outlook/ publisher/ visio/ onenote	1	unit	Forty-five (45) calendar days
302	WIRELESS PRESENTER, Wireless Connectivity: 2.4 GHz USB receiver; Controls: Next/Previous slide, Start/End slideshow, and Black Screen; Wireless Range: Minimum 10 meters	2	unit	Forty-five (45) 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