
INVITATION TO BID FOR

SUPPLY AND DELIVERY OF OFFICE SUPPLIES IN THREE CAMPUSES OF MINSU

1. The *Mindoro State University (MinSU)* through the FY 2021 *Special Trust Fund* intends to apply the sum of **One Million Seven Hundred Twenty Two Thousand Eight Hundred Pesos (1,722,800.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Supply and Delivery of Office Supplies in Three (3) Campuses of MinSU - ITB 2022-003**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Mindoro State University (MinSU)** now invites bids for **Supply and Delivery of Office Supplies in Three (3) Campuses of MinSU**. Delivery of the Goods is required **thirty (30) calendar days**. Bidders should have completed, within **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizen/sole proprietorships, partnerships or organizations with at least sixty (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from Mindoro State University – Main Campus and inspect the Bidding Documents at the BAC Office, 2nd Floor, Administration Building from 8:00AM to 5:00 PM, Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested Bidders from February 16 - 28, 2022 by downloading the same, free of charge from the website of PhilGEPS and MinSCAT (<http://www.minscat.edu.ph>). Provided, however, that bidders shall pay the applicable fee for bidding documents, pursuant to the Guidelines issued by GPPB, not later than the submission of their bids. The amount of the bidding documents is **One Thousand Seven Hundred Twenty Two Pesos and Eighty Centavos (1,722.80.00)** which should be directly deposited to the account of MinSU only upon coordination to the BAC Secretariat for the details of payment.

6. The Mindoro State University (MinSU) will hold a Conference on **March 2, 2022, 1:30 pm** at BAC Office, 2nd Floor, Administration Building, MinSU, Alcate, Victoria, Oriental Mindoro. Pre-bid Conference shall be done through Google Meet Video Conferencing or other video conferencing applications which shall be announced prior to the pre-bid conference. To facilitate online meeting requirements, prospective bidders shall inform the BAC through the Secretariat, either by sending an email at minsु.bacoffice@gmail.com or communicate with the latter through any mode of communication, of their intention to participate in the Pre-Bid Conference at least one (1) day prior to the date of the conference. Upon receipt of the communication, the secretariat shall send an online meeting link.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both, on or before **1:00 PM of March 18, 2022**.

Bids may also be submitted through registered mail, private courier and personal delivery.

For manual submission or personal delivery to the BAC Office, by way of measures to prevent the spread of COVID-19 virus, minimum health protocol as prescribed by DOH and IATF shall be implemented in MinSU.

Bidders who submitted their bids must notify the BAC through email, cellphone calls and text messaging to confirm that they sent their bids and all documents relative thereto. In the email, the bidder must attaché the proof of sending of the said documents (i.e. actual photo of the envelopes and their official receipt issued by the post office or by the courier).

The bidders must assure that their bids shall be forwarded by the courier to MinSU on the date and time of the bid opening. The bidders have the responsibility to track their documents with the courier. The date of receipt of bids shall be the date of sending of documents, provided that the documents are actually received by the Secretariat. The BAC shall bear no responsibility whatsoever for the delay that the courier may have caused. **Bids sent/or received after the deadline shall be disqualified.**

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **March 18, 2022; 1:00PM** at BAC Office, 2nd Floor, Administration Building, Alcate, Victoria, Oriental Mindoro. Bids will be opened in the presence of the bidder's representatives who choose to attend at the address below. Late bids shall not be accepted.
10. The *Mindoro State University (MinSU)* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to

contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders

Activities	Schedule
Issuance of Bidding Documents	February 17 – March 11, 2022
Pre-Bid Conference	March 2, 2022 @ 1:30PM
Submission/Receipt of Bids	March 18, 2022 @ 1:00 PM
Opening of Bids	March 18, 2022 @ 1:00 PM

For further information, please contact:

Bids and Awards Committee (BAC) Secretariat

2nd Floor Administration Building

MinSU – Main Campus

Alcate, Victoria, Or. Mindoro

Email address : minus.bacoffice@gmail.com

Website : <http://www.minsu.edu.ph>

NEMESIO H. DAVALOS, Ph.D.

BAC Chairperson

Section VI. Schedule of Requirements

The delivery schedule is thirty (30) calendar days upon receipt of Notice to Proceed

Unit	Item Description	Quantity	Statement of Compliance with Technical Specifications	
			Comply	Not comply

OFFICE SUPPLIES				
Pc	Assorted Cartolina assorted	25		
box	Ballpen, black	3		
box	Ballpen (black) 12's/box	11		
box	Ballpen- (I Gel GL 165) blk (12's)	14		
box	Ballpen- (I Gel GL 165) red/blue	3		
box	Ballpen, black (RT ballpen)	9		
pc	Ballpoint pen (black)	504		
Pc	Ballpoint pen (blue)	170		
Pc	Ballpoint pen (red)	100		
pack	Battery AA	56		
pack	Battery AA 4pcs/pack (Heavy Duty)	8		
box	Binder Clip ¾	101		
box	Binder Clip (1 5/8")	101		
box	Binder Clip (1")	103		
box	Binder Clip (1.25")	96		
box	Binder Clip (2")	116		
pc	Binding element .25" round	7		
pc	Binding element Combo (6mm)	120		
pc	Binding element .5" round	7		
pc	Binding element combo ¾	121		
pc	Binding element 1 ¼	114		
pc	Binding Element combo (16mm)	19		
pc	Binding element 1 ½	145		
pc	Binding element 1" flat	117		
pc	Binding Element Black combo 1"	150		
pc	Binding element combo 2"	120		
pc	Binding element 2" flat	11		
pc	Blade (A3 Ream cutter)	2		
ream	Bond Paper A3	2		
ream	Bond paper (substance 20), A4	1261		
ream	Bond paper (substance 20), long	1828		
ream	Bond paper (substance 20), short	706		

pair	Book ends	10		
ream	Brown Envelope, Long	500		
ream	Brown Envelope, Short	248		
pc	Calculator 12 digit, two way power	1		
box	Carbon paper (film carbon) long, blue	5		
pc	CD-RW w/ case	83		
pc	Certificate holder (Short) green	40		
pc	Certificate Holder A4	84		
pc	Clear folder – long green	1563		
pc	Clear folder (Short) green	590		
pack	Coated Glossy Paper (long)	21		
ream	Colored paper assorted color	15		
pc	Correction tape	291		
pc	Cutter, heavy duty-small	16		
pc	Cutter, heavy duty-big	7		
pc	Document holder 3 layers	3		
pc	Double side tape ½"	13		
pc	Double sided tape 1"	55		
pc	Expanded envelop long green	892		
pc	Expanded folder (green) long	169		
pc	File folder (70mm top mechanism)	59		
pc	File Folder 14 points	20		
pc	Flash drive (64Gb, OTG)	6		
pc	Flash drive 32GB, OTG	26		
box	Frixion pen 0.4 black	1		
box	Gel pen (Black)(12's)	12		
box	Gel pen (Blue)(12's)	12		
box	Gel pen (Green) (12's)	10		
box	Gel pen (red) (12's)	10		
bottle	Glue (130 mL)	120		
bottle	Glue 240g	5		
pcs	glue gun- big	8		
pcs	glue stick big	123		
box	highlighter (asstd colors)	3		
pc	Highlighter (yellow-green)	27		
pc	Highlighter Pen (yellow)	62		
pc	Highlighter (neon yellow)	23		
pack	Index Card (3x5)	4		
box	Index tabs (5 pcs/bx) Clear	88		
pc	Ink 810 black	11		
bottle	Ink HP GT 52 Original Ink Bottle (Black)	4		
bottle	Ink HP GT 52 Original Ink (Cyan)	3		
bottle	Ink HP GT 52 Original Ink (Magenta)	3		

bottle	Ink HP GT 52 Original Ink (Yellow)	3		
bottle	Ink refill 500 ml Black	6		
bottle	Ink refill 500 ml Cyan	7		
bottle	Ink refill 500 ml Magenta	7		
bottle	Ink refill 500 ml Yellow	7		
set	Ink refill #003 B/M/C/Y	42		
set	Ink refill #664 B/M/C/Y	28		
pc	Ink cartridge BT 5100 black	6		
crtg	Ink for CP6132	2		
bottle	Ink refill cyan 100ml	27		
bottle	Ink refill magenta 100ml	27		
bottle	Ink refill yellow 100ml	27		
bottle	Ink refill black 100ml	67		
bottle	Ink Refill Black 1L	10		
bottle	Ink Refill Cyan 1L	4		
bottle	Ink Refill Magenta 1L	4		
bottle	Ink Refill Yellow 1L	4		
box	Jumbo Paper clip (50mm)	2		
pc	Krafted Folder (A4)	79		
pc	Krafted Folder (long)	149		
pc	Krafted Folder (short)	80		
packs	Laid Board, 5" x 13" (long)	49		
pcs	Lever Arc File Folder (3" long, green)	99		
piece	Looseleaf folder (with shoe lace)HD	200		
pc	Magazine Box (Green, Big)	187		
pc	Mailing envelope white	182		
pc	Manila Paper	35		
pc	Masking tape, small	30		
pc	Masking tape, big	33		
roll	Master roll for CP5123	2		
pack	Mimeo Bond Paper (Long)	50		
pack	Mimeo Bond Paper (Short)	20		
pc	Ordinary short folder	30		
roll	Packaging tape transparent	12		
roll	Packaging tape, big	12		
box	Paper clips- big	116		
box	Paper Clips , (small)	98		
pc	Paper cutter (wood A3)	2		
box	Paper fasteners	90		
pc	Paper tray for office, 2 rack, metal black	1		
box	Pencil #2	45		
pc	Pencil sharpener, rotary w/ clamp	5		
pc	Pencil sharpener hd, table type	2		

box	Pentel pen black	13		
bottle	Pentel pen ink black	18		
box	Permanent marker, black	3		
bottle	Permanent marker ink, black	3		
pack	Photo Paper (A3,230gsm, Plain Back)	40		
pack	Photo Paper (A4, Plain Back)	65		
packs	Photo paper, long	30		
roll	Plastic cover #6	3		
box	Press folder green-long	3		
pc	Puncher	2		
box	Push pins	92		
pc	Record book 200 leaves	10		
pc	Record book 300 leaves	12		
pc	Record book 500 leaves	31		
box	Rubber band , big	4		
pc	Ruler	36		
pc	Ruler 24 inches , heavy duty	2		
pc	Scissor	40		
pc	Scotch Tape (1")	70		
pc	Scotch Tape (2")	80		
pc	Scotch Tape 1/2"	11		
pair	Shoe lace	100		
pc	Short Ordinary Folder (white)	20		
pack	Short white glossy specialty paper	21		
pack	Short White Specialty Board papers (unscented)	10		
pc	Sign Pen (hi-techpoint)	124		
pc	Sign pen 0.5 pen (gel pen)	2		
box	Sign Pen-UM153S black	2		
box	Sign Pen-UM153S blue	1		
box	Sign Pen-UM153S red	1		
pc	Signing pen #8 black pigment ink, water and fade proof	7		
box	Stabilo/highlighter yellow-green	12		
set	Stainless blade set	14		
bottle	Stamp pad ink	3		
pc	Stamp pad, felt pad	2		
box	Staple wire #35	139		
pc	Stapler w/ remover	33		
pack	Sticker Paper (long, white)	81		
pack	Sticker paper A4 Matt (10's)	15		
pack	Sticker paper white gloss	70		
pack	Sticker paper, long (white), glossy	7		

CONFORMITY WITH TECHNICAL SPECIFICATIONS

Unit	Item Description	Quantity	Statement of Compliance with Technical Specifications	
			Comply	Not comply

OFFICE SUPPLIES				
Pc	Assorted Cartolina assorted	25		
box	Ballpen, black	3		
box	Ballpen (black) 12's/box	11		
box	Ballpen- (I Gel GL 165) blk (12's)	14		
box	Ballpen- (I Gel GL 165) red/blue	3		
box	Ballpen, black (RT ballpen)	9		
pc	Ballpoint pen (black)	504		
Pc	Ballpoint pen (blue)	170		
Pc	Ballpoint pen (red)	100		
pack	Battery AA	56		
pack	Battery AA 4pcs/pack (Heavy Duty)	8		
box	Binder Clip ¾	101		
box	Binder Clip (1 5/8")	101		
box	Binder Clip (1")	103		
box	Binder Clip (1.25")	96		
box	Binder Clip (2")	116		
pc	Binding element .25" round	7		
pc	Binding element Combo (6mm)	120		
pc	Binding element .5" round	7		
pc	Binding element combo ¾	121		
pc	Binding element 1 ¼	114		
pc	Binding Element combo (16mm)	19		
pc	Binding element 1 ½	145		
pc	Binding element 1" flat	117		
pc	Binding Element Black combo 1"	150		
pc	Binding element combo 2"	120		
pc	Binding element 2" flat	11		
pc	Blade (A3 Ream cutter)	2		
ream	Bond Paper A3	2		
ream	Bond paper (substance 20), A4	1261		
ream	Bond paper (substance 20), long	1828		
ream	Bond paper (substance 20), short	706		
pair	Book ends	10		
ream	Brown Envelope, Long	500		

ream	Brown Envelope, Short	248		
pc	Calculator 12 digit, two way power	1		
box	Carbon paper (film carbon) long, blue	5		
pc	CD-RW w/ case	83		
pc	Certificate holder (Short) green	40		
pc	Certificate Holder A4	84		
pc	Clear folder – long green	1563		
pc	Clear folder (Short) green	590		
pack	Coated Glossy Paper (long)	21		
ream	Colored paper assorted color	15		
pc	Correction tape	291		
pc	Cutter, heavy duty-small	16		
pc	Cutter, heavy duty-big	7		
pc	Document holder 3 layers	3		
pc	Double side tape ½"	13		
pc	Double sided tape 1"	55		
pc	Expanded envelop long green	892		
pc	Expanded folder (green) long	169		
pc	File folder (70mm top mechanism)	59		
pc	File Folder 14 points	20		
pc	Flash drive (64Gb, OTG)	6		
pc	Flash drive 32GB, OTG	26		
box	Frixion pen 0.4 black	1		
box	Gel pen (Black)(12's)	12		
box	Gel pen (Blue)(12's)	12		
box	Gel pen (Green) (12's)	10		
box	Gel pen (red) (12's)	10		
bottle	Glue (130 mL)	120		
bottle	Glue 240g	5		
pcs	glue gun- big	8		
pcs	glue stick big	123		
box	highlighter (asstd colors)	3		
pc	Highlighter (yellow-green)	27		
pc	Highlighter Pen (yellow)	62		
pc	Highlighter (neon yellow)	23		
pack	Index Card (3x5)	4		
box	Index tabs (5 pcs/bx) Clear	88		
pc	Ink 810 black	11		
bottle	Ink HP GT 52 Original Ink Bottle (Black)	4		
bottle	Ink HP GT 52 Original Ink (Cyan)	3		
bottle	Ink HP GT 52 Original Ink (Magenta)	3		
bottle	Ink HP GT 52 Original Ink (Yellow)	3		
bottle	Ink refill 500 ml Black	6		
bottle	Ink refill 500 ml Cyan	7		

bottle	Ink refill 500 ml Magenta	7		
bottle	Ink refill 500 ml Yellow	7		
set	Ink refill #003 B/M/C/Y	42		
set	Ink refill #664 B/M/C/Y	28		
pc	Ink cartridge BT 5100 black	6		
crtg	Ink for CP6132	2		
bottle	Ink refill cyan 100ml	27		
bottle	Ink refill magenta 100ml	27		
bottle	Ink refill yellow 100ml	27		
bottle	Ink refill black 100ml	67		
bottle	Ink Refill Black 1L	10		
bottle	Ink Refill Cyan 1L	4		
bottle	Ink Refill Magenta 1L	4		
bottle	Ink Refill Yellow 1L	4		
box	Jumbo Paper clip (50mm)	2		
pc	Krafted Folder (A4)	79		
pc	Krafted Folder (long)	149		
pc	Krafted Folder (short)	80		
packs	Laid Board, 5" x 13" (long)	49		
pcs	Lever Arc File Folder (3" long, green)	99		
piece	Looseleaf folder (with shoe lace)HD	200		
pc	Magazine Box (Green, Big)	187		
pc	Mailing envelope white	182		
pc	Manila Paper	35		
pc	Masking tape, small	30		
pc	Masking tape, big	33		
roll	Master roll for CP5123	2		
pack	Mimeo Bond Paper (Long)	50		
pack	Mimeo Bond Paper (Short)	20		
pc	Ordinary short folder	30		
roll	Packaging tape transparent	12		
roll	Packaging tape, big	12		
box	Paper clips- big	116		
box	Paper Clips , (small)	98		
pc	Paper cutter (wood A3)	2		
box	Paper fasteners	90		
pc	Paper tray for office, 2 rack, metal black	1		
box	Pencil #2	45		
pc	Pencil sharpener, rotary w/ clamp	5		
pc	Pencil sharpener hd, table type	2		
box	Pentel pen black	13		
bottle	Pentel pen ink black	18		
box	Permanent marker, black	3		
bottle	Permanent marker ink, black	3		

pack	Photo Paper (A3,230gsm, Plain Back)	40		
pack	Photo Paper (A4, Plain Back)	65		
packs	Photo paper, long	30		
roll	Plastic cover #6	3		
box	Press folder green-long	3		
pc	Puncher	2		
box	Push pins	92		
pc	Record book 200 leaves	10		
pc	Record book 300 leaves	12		
pc	Record book 500 leaves	31		
box	Rubber band , big	4		
pc	Ruler	36		
pc	Ruler 24 inches , heavy duty	2		
pc	Scissor	40		
pc	Scotch Tape (1")	70		
pc	Scotch Tape (2")	80		
pc	Scotch Tape 1/2"	11		
pair	Shoe lace	100		
pc	Short Ordinary Folder (white)	20		
pack	Short white glossy specialty paper	21		
pack	Short White Specialty Board papers (unscented)	10		
pc	Sign Pen (hi-techpoint)	124		
pc	Sign pen 0.5 pen (gel pen)	2		
box	Sign Pen-UM153S black	2		
box	Sign Pen-UM153S blue	1		
box	Sign Pen-UM153S red	1		
pc	Signing pen #8 black pigment ink, water and fade proof	7		
box	Stabilo/highlighter yellow-green	12		
set	Stainless blade set	14		
bottle	Stamp pad ink	3		
pc	Stamp pad, felt pad	2		
box	Staple wire #35	139		
pc	Stapler w/ remover	33		
pack	Sticker Paper (long, white)	81		
pack	Sticker paper A4 Matt (10's)	15		
pack	Sticker paper white gloss	70		
pack	Sticker paper, long (white), glossy	7		
pack	Sticky flag	46		
pack	Sticky Arrow Flags (0.5")	15		
pad	Sticky Note (3x3") (light colors)	364		
pad	Sticky note 3'x5"	25		
pc	Tape dispenser	1		

pack	Vellum board- long (100's)	60		
ream	Vellum board- long (100's)	6		
ream	Vellum board short	7		
pack	Vellum Paper (short, white)	52		
pack	Vellum paper (long, white	24		
pc	White Board marker (blue)	20		
pc	White Board marker (red)	20		
pack	White board paper, long	12		
pc	White folder (long)	1113		
ream	White folder long	11		
ream	White folder short	2		
pack	White Specialty Board Papers (unscented) long	9		
pc	White, long envelope, pack of 10	3		
box	Whiteboard marker blue	4		
bottle	Whiteboard marker ink, black	72		
box	Whiteboard marker, black	3		
pad	Yellow paper	8		
pc	air freshener	6		
	XX			

TECHNICAL SPECIFICATIONS

Unit	Item Description	Quantity	Statement of Compliance with Technical Specifications	
			Comply	Not comply

OFFICE SUPPLIES				
Pc	Assorted Cartolina assorted	25		
box	Ballpen, black	3		
box	Ballpen (black) 12's/box	11		
box	Ballpen- (I Gel GL 165) blk (12's)	14		
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pc	Ballpoint pen (black)	504		
Pc	Ballpoint pen (blue)	170		
Pc	Ballpoint pen (red)	100		
pack	Battery AA	56		
pack	Battery AA 4pcs/pack (Heavy Duty)	8		
box	Binder Clip ¾	101		
box	Binder Clip (1 5/8")	101		
box	Binder Clip (1")	103		
box	Binder Clip (1.25")	96		
box	Binder Clip (2")	116		
pc	Binding element .25" round	7		
pc	Binding element Combo (6mm)	120		
pc	Binding element .5" round	7		
pc	Binding element combo ¾	121		
pc	Binding element 1 ¼	114		
pc	Binding Element combo (16mm)	19		
pc	Binding element 1 ½	145		
pc	Binding element 1" flat	117		
pc	Binding Element Black combo 1"	150		
pc	Binding element combo 2"	120		
pc	Binding element 2" flat	11		
pc	Blade (A3 Ream cutter)	2		
ream	Bond Paper A3	2		
ream	Bond paper (substance 20), A4	1261		
ream	Bond paper (substance 20), long	1828		
ream	Bond paper (substance 20), short	706		
pair	Book ends	10		
ream	Brown Envelope, Long	500		
ream	Brown Envelope, Short	248		

pc	Calculator 12 digit, two way power	1		
box	Carbon paper (film carbon) long, blue	5		
pc	CD-RW w/ case	83		
pc	Certificate holder (Short) green	40		
pc	Certificate Holder A4	84		
pc	Clear folder – long green	1563		
pc	Clear folder (Short) green	590		
pack	Coated Glossy Paper (long)	21		
ream	Colored paper assorted color	15		
pc	Correction tape	291		
pc	Cutter, heavy duty-small	16		
pc	Cutter, heavy duty-big	7		
pc	Document holder 3 layers	3		
pc	Double side tape ½"	13		
pc	Double sided tape 1"	55		
pc	Expanded envelop long green	892		
pc	Expanded folder (green) long	169		
pc	File folder (70mm top mechanism)	59		
pc	File Folder 14 points	20		
pc	Flash drive (64Gb, OTG)	6		
pc	Flash drive 32GB, OTG	26		
box	Frixion pen 0.4 black	1		
box	Gel pen (Black)(12's)	12		
box	Gel pen (Blue)(12's)	12		
box	Gel pen (Green) (12's)	10		
box	Gel pen (red) (12's)	10		
bottle	Glue (130 mL)	120		
bottle	Glue 240g	5		
pcs	glue gun- big	8		
pcs	glue stick big	123		
box	highlighter (asstd colors)	3		
pc	Highlighter (yellow-green)	27		
pc	Highlighter Pen (yellow)	62		
pc	Highlighter (neon yellow)	23		
pack	Index Card (3x5)	4		
box	Index tabs (5 pcs/bx) Clear	88		
pc	Ink 810 black	11		
bottle	Ink HP GT 52 Original Ink Bottle (Black)	4		
bottle	Ink HP GT 52 Original Ink (Cyan)	3		
bottle	Ink HP GT 52 Original Ink (Magenta)	3		
bottle	Ink HP GT 52 Original Ink (Yellow)	3		
bottle	Ink refill 500 ml Black	6		
bottle	Ink refill 500 ml Cyan	7		
bottle	Ink refill 500 ml Magenta	7		

bottle	Ink refill 500 ml Yellow	7		
set	Ink refill #003 B/M/C/Y	42		
set	Ink refill #664 B/M/C/Y	28		
pc	Ink cartridge BT 5100 black	6		
crtg	Ink for CP6132	2		
bottle	Ink refill cyan 100ml	27		
bottle	Ink refill magenta 100ml	27		
bottle	Ink refill yellow 100ml	27		
bottle	Ink refill black 100ml	67		
bottle	Ink Refill Black 1L	10		
bottle	Ink Refill Cyan 1L	4		
bottle	Ink Refill Magenta 1L	4		
bottle	Ink Refill Yellow 1L	4		
box	Jumbo Paper clip (50mm)	2		
pc	Krafted Folder (A4)	79		
pc	Krafted Folder (long)	149		
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pc	Manila Paper	35		
pc	Masking tape, small	30		
pc	Masking tape, big	33		
roll	Master roll for CP5123	2		
pack	Mimeo Bond Paper (Long)	50		
pack	Mimeo Bond Paper (Short)	20		
pc	Ordinary short folder	30		
roll	Packaging tape transparent	12		
roll	Packaging tape, big	12		
box	Paper clips- big	116		
box	Paper Clips , (small)	98		
pc	Paper cutter (wood A3)	2		
box	Paper fasteners	90		
pc	Paper tray for office, 2 rack, metal black	1		
box	Pencil #2	45		
pc	Pencil sharpener, rotary w/ clamp	5		
pc	Pencil sharpener hd, table type	2		
box	Pentel pen black	13		
bottle	Pentel pen ink black	18		
box	Permanent marker, black	3		
bottle	Permanent marker ink, black	3		
pack	Photo Paper (A3,230gsm, Plain Back)	40		

pack	Photo Paper (A4, Plain Back)	65		
packs	Photo paper, long	30		
roll	Plastic cover #6	3		
box	Press folder green-long	3		
pc	Puncher	2		
box	Push pins	92		
pc	Record book 200 leaves	10		
pc	Record book 300 leaves	12		
pc	Record book 500 leaves	31		
box	Rubber band , big	4		
pc	Ruler	36		
pc	Ruler 24 inches , heavy duty	2		
pc	Scissor	40		
pc	Scotch Tape (1")	70		
pc	Scotch Tape (2")	80		
pc	Scotch Tape 1/2"	11		
pair	Shoe lace	100		
pc	Short Ordinary Folder (white)	20		
pack	Short white glossy specialty paper	21		
pack	Short White Specialty Board papers (unscented)	10		
pc	Sign Pen (hi-techpoint)	124		
pc	Sign pen 0.5 pen (gel pen)	2		
box	Sign Pen-UM153S black	2		
box	Sign Pen-UM153S blue	1		
box	Sign Pen-UM153S red	1		
pc	Signing pen #8 black pigment ink, water and fade proof	7		
box	Stabilo/highlighter yellow-green	12		
set	Stainless blade set	14		
bottle	Stamp pad ink	3		
pc	Stamp pad, felt pad	2		
box	Staple wire #35	139		
pc	Stapler w/ remover	33		
pack	Sticker Paper (long, white)	81		
pack	Sticker paper A4 Matt (10's)	15		
pack	Sticker paper white gloss	70		
pack	Sticker paper, long (white), glossy	7		
pack	Sticky flag	46		
pack	Sticky Arrow Flags (0.5")	15		
pad	Sticky Note (3x3") (light colors)	364		
pad	Sticky note 3'x5"	25		
pc	Tape dispenser	1		
pack	Vellum board- long (100's)	60		

ream	Vellum board- long (100's)	6		
ream	Vellum board short	7		
pack	Vellum Paper (short, white)	52		
pack	Vellum paper (long, white)	24		
pc	White Board marker (blue)	20		
pc	White Board marker (red)	20		
pack	White board paper, long	12		
pc	White folder (long)	1113		
ream	White folder long	11		
ream	White folder short	2		
pack	White Specialty Board Papers (unscented) long	9		
pc	White, long envelope, pack of 10	3		
box	Whiteboard marker blue	4		
bottle	Whiteboard marker ink, black	72		
box	Whiteboard marker, black	3		
pad	Yellow paper	8		
pc	air freshener	6		
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