REPUBLIC OF THE PHILIPPINES CITY GOVERNMENT OF TUGUEGARAO City Hall, Carig, Tuguegarao City

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date: March 13, 2021

The City Government of Tuguegarao will undertake a Small Value Procurement in accordance with Section 53.9 of the 2016 Revised IRR of RA No. 9184 for **SUPPLY AND DELIVERY OF OFFICE SUPPLIES (CMO):**

Approved Budget	: Php 441,240.00 (Four Hundred Forty One Thousand Two Hundred Forty Pesos)
Specifications	: Annex "A"
Location	: City Hall, Carig, Tuiguegarao City
Delivery Date	: Thirty (30) working days upon receipt of the Notice To Proceed or a Valid Purchase Order.

Interested suppliers are required to submit their valid and current Mayor's Permit and PhilGeps Registration Certificate, Sworn affidavit that the bidder is not blacklisted and is not related to the Head of the Procuring Entity (HOPE), and Price Quotation (Annex "A").

Submission of quotation and eligibility documents should not be later than 10:00 AM of March 17, 2021, at the BAC Office, 4th Floor, City Hall, Carig, Tuguegarao City.

For inquiry, you may contact us at tel. no. 304-0624.

Very truly yours,

Sgd. JUDE W. SANTOS, DPA/CSEE City Assistant General Services Officer

<u>RFQ-G-2021-033</u>

SUPPLY AND DELIVERY OF OFFICE SUPPLIES (CMO)

QTYUNITARTICLE/MERCHANDISE/SPECIFICATION5PcsFolder Long3PcsFolder Short3PcsFolder (pressboard, plain, legal)200BxsBond paper (premium grade long)200BxsBond paper (premium grade ad)20PcsRecord book, stock no. 85 500 pages3BxsBrown envelope (long)3BxsBirown envelope (short)10BxsSign pen, fine line 0.8-200 black20BxsSign pen fine line 0.8-200 black20BxsSign pen file line 0.8-200 black10BxsSign pen lue10BxsSign pen file line 0.8-200 black10BxsSign pen file line 0.8-200 black10BxsSign pen lue10BxsSign pen ligelpen)10BxsSign pen file line 0.8-200 black11BxsBallpen black12PcsStamp pad ink13PcsStamp pad ink14BxsBallpen red2PcsStamp pad ink10BxsFastener (colored plastic)3PcsNotebook (6x9)5BsPentel pen10BxsFastener (colored plastic)30PcsStick note pad (yellow) 3"30PcsStick note pad (yellow) 3"30PcsStick note pad (yellow) 5"5PcsTape (Transparent, 24mm, 50mtrs)5PcsTape (Transparent, 24mm, 50mtrs	
5 Pcs Folder Short 3 Pcs Folder (pressboard, plain, legal) 200 Bxs Bond paper (premium grade long) 200 Bxs Bond paper (premium grade a4) 200 Pcs Record book, stock no. 85 500 pages 3 Bxs Brown envelope (long) 3 Bxs Brown envelope (short) 10 Bxs Sign pen file line 0.8-200 black 20 Bxs Sign pen blue 10 Bxs Sign pen blue 10 Bxs Ballpen black 10 Bxs Ballpen black 10 Bxs Ballpen ved 2 Pcs Stamp pad ink 10 Bxs Ballpen ved 2 Pcs Yellow pad 10 Bxs Pentel pen 10 Bxs Fastener (colored plastic) 30 Pcs Stick note pad (plue) 3" 30 Pcs Stick note pad (plue) 3" 30 Pcs Stick note pad (plue) 3" 30 Pcs Stocth tape (1 inch)	
3 Pcs Folder (pressboard, plain, legal) 200 Bxs Bond paper (premium grade long) 200 Bxs Bond paper (premium grade a4) 20 Pcs Record book, stock no. 85 500 pages 3 Bxs Brown envelope (long) 3 Bxs Brown envelope (short) 10 Bxs Sign pen, fine line 0.8-200 black 20 Bxs Sign pen blue 10 Bxs Sign pen blue 10 Bxs Sign pen loue 10 Bxs Ballpen red 2 Pcs Stamp pad ink 10 Bxs Marker (yellow, blue, orange) 3 Pcs Yellow pad 10 Pcs Notebook (6x9) 5 Bxs Pentel pen 10 Bxs Fastener (colored plastic) 30 Pcs Stick note pad (yellow) 3" 30 Pcs Stick note pad (yellow) 5" 50 Pcs Correction tape 5 Pcs Tape	
200 Bxs Bond paper (premium grade a4) 20 Pcs Record book, stock no. 85 500 pages 3 Bxs Brown envelope (long) 3 Bxs Brown envelope (short) 10 Bxs Sign pen black 20 Pcs Sign pen black 20 Bxs Sign pen black 10 Bxs Sign pen black 10 Bxs Sign pen black 10 Bxs Ballpen red 2 Pcs Stamp pad ink 10 Bxs Ballpen red 2 Pcs Yellow pad 10 Bxs Fastener (colored plastic) 30 Pcs Stick note pad (yellow) 3" 30 Pcs Stick note pad (yellow) 5" 50 Pcs Correction tape 5 Pcs Correction tape 5 Pcs Masking tape (24mm, 50mtrs) 5 Pcs Scotch tape (1 inch) 10 Pcs Scotch tape (2 inch)	
200 Bxs Bond paper (premium grade a4) 20 Pcs Record book, stock no. 85 500 pages 3 Bxs Brown envelope (long) 3 Bxs Brown envelope (short) 10 Bxs Sign pen, fine line 0.8-200 black 20 Bxs Sign pen blue 10 Bxs Sign pen blue 10 Bxs Sign pen logelpen) 10 Bxs Ballpen black 1 Bxs Ballpen black 1 Bxs Ballpen red 2 Pcs Stamp pad ink 10 Bxs Marker (yellow, orange) 3 Pcs Yellow pad 10 Pcs Notebook (6x9) 5 Bxs Pentel pen 10 Bxs Fastener (colored plastic) 30 Pcs Stick note pad (yellow) 3" 30 Pcs Stick note pad (yellow) 3" 30 Pcs Stick note pad (gram, 50mtrs) 5 Pcs Tape (Transparent, 24mm, 50mtrs	
20 Pcs Record book, stock no. 85 500 pages 3 Bxs Brown envelope (long) 3 Bxs Brown envelope (short) 10 Bxs Sign pen, fine line 0.8-200 black 20 Bxs Sign pen black 10 Bxs Sign pen black 10 Bxs Sign pen (gelpen) 10 Bxs Ballpen black 1 Bxs Ballpen red 2 Pcs Stamp pad ink 10 Bxs Marker (yellow, blue, orange) 3 Pcs Yellow pad 10 Pcs Notebook (6x9) 5 Bxs Pentel pen 10 Pcs Stick note pad (yellow) 3" 30 Pcs Stick note pad (yellow) 3" 30 Pcs Stick note pad (yellow) 5" 50 Pcs Correction tape 5 Pcs Tage (Transparent, 24mm, 50mtrs) 5 Pcs Tage (Transparent, 24mm, 50mtrs) 10 Pcs Scotch tape (1 in	
3BxsBrown envelope (long)3BxsBrown envelope (short)10BxsSign pen, fine line 0.8-200 black20BxsSign pen blue10BxsSign pen blue10BxsSign pen loue10BxsBallpen red2PcsStamp pad ink10BxsBallpen red2PcsStamp pad ink10BxsMarker (yellow, blue, orange)3PcsYellow pad10PcsNotebook (6x9)5BxsPentel pen10BxsFastener (colored plastic)30PcsStick note pad (yellow) 3"30PcsStick note pad (yellow) 3"30PcsStick note pad (yellow) 5"50PcsCorrection tape5PcsMasking tape (24mm, 50mtrs)5PcsStick note pad (yellow) 5"50PcsScotch tape (1 inch)10PcsScotch tape (2 inch)10PcsScotch tape (2 inch)10PcsScotch tape (2 inch)10PcsScotch tape (2 inch)11BxsPaper clip (32mm)12BxsPaper clip (32mm)13BxsPaper clip (48mm)14BxsPaper clip (impo)15BxsPaper clip (impo)15BxsPaper clip (impo)15BxsPaper clip (impo)15BxsPaper clim (medium)15<	
10 Bxs Sign pen, fine line 0.8-200 black 20 Bxs Sign pen black 10 Bxs Sign pen lue 10 Bxs Sign pen (gelpen) 10 Bxs Ballpen black 1 Bxs Ballpen black 1 Bxs Ballpen red 2 Pcs Stamp pad ink 10 Bxs Marker (yellow, blue, orange) 3 Pcs Yellow pad 10 Pcs Notebook (6x9) 5 Bxs Pentel pen 10 Bxs Fastener (colored plastic) 30 Pcs Stick note pad (yellow) 3" 30 Pcs Stick note pad (yellow) 5" 50 Pcs Correction tape 5 Pcs Masking tape (24mm, 50mtrs) 5 Pcs Masking tape (24mm, 50mtrs) 10 Pcs Scotch tape (1 inch) 10 Pcs Scotch tape (1 inch) 10 Pcs Scotch tape (2 inch)	
20 Bxs Sign pen black 10 Bxs Sign pen (gelpen) 10 Bxs Ballpen black 1 Bxs Ballpen black 1 Bxs Ballpen pad ink 10 Bxs Marker (yellow, blue, orange) 3 Pccs Stamp pad ink 10 Bxs Marker (yellow, blue, orange) 3 Pccs Yellow pad 10 Pcs Notebook (6x9) 5 Bxs Pentel pen 10 Bxs Fastener (colored plastic) 30 Pcs Stick note pad (yellow) 3" 30 Pcs Stick note pad (yellow) 5" 50 Pcs Correction tape 5 Pcs Tape (Transparent, 24mm, 50mtrs) 5 Pcs Scotch tape (1 inch) 10 Pcs Scotch tape (2 inch) 10 Pcs Scotch tape (2 inch) 10 Pcs Scotch tape (1 inch) 10 Pcs Scotch tape (1 inch)	
10BxsSign pen blue10BxsSign pen (gelpen)10BxsBallpen red2PcsStamp pad ink10BxsMarker (yellow, blue, orange)3PcsYellow pad10PcsNotebook (6x9)5BxsPentel pen10BxsFastener (colored plastic)30PcsStick note pad (yellow) 3"30PcsStick note pad (yellow) 5"50PcsCorrection tape5PcsCorrection tape5PcsTape (1 inch)10PcsScotch tape (1 inch)10PcsScotch tape (2 inch)10PcsScotch tape (2 inch)10PcsScotch tape (1 inch)10PcsScotch tape (1 inch)10PcsScotch tape (2 inch)10PcsScotch tape (2 inch)11PcsPaer clip (32mm)12BxsPaper clip (48mm)13BxsPaper clip (48mm)14BxsPaper clip (impo)15BxsPaper clip (imgle)15BxsPaper clip (imgle)15BxsPaper clip (imgle)15BxsPaper clump (medium)15BxsPaper clump (large)16DxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (legal size)25PcsCertificate holder (short) <td></td>	
10BxsSign pen (gelpen)10BxsBallpen lack1BxsBallpen red2PcsStamp pad ink10BxsMarker (yellow, blue, orange)3PcsYellow pad10PcsNotebook (6x9)5BxsPentel pen10BxsFastener (colored plastic)30PcsStick note pad (yellow) 3"30PcsStick note pad (blue) 3"30PcsStick note pad (yellow) 5"50PcsCorrection tape5PcsMasking tape (24mm, 50mtrs)5PcsStoch tape (1 inch)10PcsScotch tape (2 inch)10PcsScotch tape (2 inch)10PcsPaper clip (32mm)15BxsPaper clip (48mm)15BxsPaper clip (gene)15BxsPaper clip (umpo)15BxsPaper clip (small)15BxsPaper clip (ismol)15BxsPaper clip (large)5PcsGlue (300 grams min)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
10BxsBallpen black1BxsBallpen red2PcsStamp pad ink10BxsMarker (yellow, blue, orange)3PcsYellow pad10PcsNotebook (6x9)5BxsPentel pen10BxsFastener (colored plastic)30PcsStick note pad (yellow) 3"30PcsStick note pad (yellow) 5"50PcsStick note pad (yellow) 5"50PcsCorrection tape5PcsCorrection tape5PcsTape (Transparent, 24mm, 50mtrs)5PcsTape (Transparent, 24mm, 50mtrs)10PcsScotch tape (1 inch)10PcsScotch tape (2 inch)10PcsPacking tape15BxsPaper clip (32mm)15BxsPaper clip (48mm)15BxsPaper clip (medium)15BxsPaper clump (medium)16bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (legal size)25PcsCertificate holder (legal size)	
1BxsBallpen red2PcsStamp pad ink10BxsMarker (yellow, blue, orange)3PcsYellow pad10PcsNotebook (6x9)5BxsPentel pen10BxsFastener (colored plastic)30PcsStick note pad (yellow) 3"30PcsStick note pad (yellow) 5"50PcsCorrection tape5PcsMasking tape (24mm, 50mtrs)5PcsTape (Transparent, 24mm, 50mtrs)5PcsScotch tape (1 inch)10PcsScotch tape (2 inch)10PcsScotch tape (1 inch)10PcsPacking tape15BxsPaper clip (32mm)15BxsPaper clip (32mm)15BxsPaper clip (medium)15BxsPaper clip (small)15BxsPaper clip (small)15BxsPaper clip (small)15BxsPaper clip (small)15BxsPaper clip (small)15BxsPaper climp (medium)15BxsPaper climp (medium)15BxsPaper climp (medium)15BxsPaper climp (medium)15BxsPencil5PcsGlue (300 grams min)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (legal size)25PcsCertificate holder (short) <td></td>	
2PcsStamp pad ink10BxsMarker (yellow, blue, orange)3PcsYellow pad10PcsNotebook (6x9)5BxsPentel pen10BxsFastener (colored plastic)30PcsStick note pad (yellow) 3"30PcsStick note pad (blue) 3"30PcsStick note pad (blue) 3"30PcsStick note pad (yellow) 5"50PcsCorrection tape5PcsTape (Transparent, 24mm, 50mtrs)5PcsScotch tape (1 inch)10PcsScotch tape (2 inch)10PcsScotch tape (2 inch)10PcsPaer clip (32mm)15BxsPaper clip (32mm)15BxsPaper clip (umpo)15BxsPaper clump (medium)15BxsPaper clump (medium)16bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
10BxsMarker (yellow, blue, orange)3PcsYellow pad10PcsNotebook (6x9)5BxsPentel pen10BxsFastener (colored plastic)30PcsStick note pad (yellow) 3"30PcsStick note pad (blue) 3"30PcsStick note pad (blue) 3"30PcsStick note pad (yellow) 5"50PcsCorrection tape5PcsMasking tape (24mm, 50mtrs)5PcsTape (Transparent, 24mm, 50mtrs)10PcsScotch tape (1 inch)10PcsScotch tape (2 inch)10PcsScotch tape (2 inch)10PcsScotch tape (1 inch)10PcsPacking tape15BxsPaper clip (32mm)15BxsPaper clip (32mm)15BxsPaper clip (a8mm)15BxsPaper clip (umpo)15BxsPaper clim (small)15BxsPaper clump (medium)15BxsPaper clump (large)5BxsPaper clump (medium)15BxsPaper clump (large)5BxsPaper clump (large)5PcsGlue (300 grams min)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (legal size)	
3PcsYellow pad10PcsNotebook (6x9)5BxsPentel pen10BxsFastener (colored plastic)30PcsStick note pad (yellow) 3"30PcsStick note pad (blue) 3"30PcsStick note pad (pllow) 5"50PcsCorrection tape5PcsMasking tape (24mm, 50mtrs)5PcsTape (Transparent, 24mm, 50mtrs)10PcsScotch tape (1 inch)10PcsScotch tape (2 inch)10PcsScotch tape (1 inch)10PcsPaper clip (32mm)15BxsPaper clip (32mm)15BxsPaper clip (1000)15BxsPaper clip (jumpo)15BxsPaper clip (medium)15BxsPaper clump (medium)16bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
10PcsNotebook (6x9)5BxsPentel pen10BxsFastener (colored plastic)30PcsStick note pad (yellow) 3"30PcsStick note pad (blue) 3"30PcsStick note pad (yellow) 5"50PcsCorrection tape5PcsMasking tape (24mm, 50mtrs)5PcsTape (Transparent, 24mm, 50mtrs)10PcsScotch tape (1 inch)10PcsScotch tape (2 inch)10PcsScotch tape (2 inch)10PcsPacking tape15BxsPaper clip (32mm)15BxsPaper clip (48mm)15BxsPaper clip (umpo)15BxsPaper clip (umpo)15BxsPaper clim (medium)15BxsPaper clump (medium)15BxsPaper clump (medium)15BxsPaper clump (medium)15BxsPaper clump (medium)15BxsPaper clump (medium)16bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
5BxsPentel pen10BxsFastener (colored plastic)30PcsStick note pad (yellow) 3"30PcsStick note pad (blue) 3"30PcsStick note pad (yellow) 5"50PcsCorrection tape5PcsMasking tape (24mm, 50mtrs)5PcsTape (Transparent, 24mm, 50mtrs)10PcsScotch tape (1 inch)10PcsScotch tape (2 inch)10PcsScotch tape (2 inch)10PcsPaer clip (32mm)15BxsPaper clip (48mm)15BxsPaper clip (uppo)15BxsPaper clump (medium)15BxsPaper clump (medium)15BxsPaper clump (medium)15BxsPaper clump (medium)16bxsPaper clump (medium)17BxsPaper clump (medium)18BxsPaper clump (medium)19BxsPaper clump (medium)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
10BxsFastener (colored plastic)30PcsStick note pad (yellow) 3"30PcsStick note pad (blue) 3"30PcsStick note pad (yellow) 5"50PcsCorrection tape5PcsMasking tape (24mm, 50mtrs)5PcsTape (Transparent, 24mm, 50mtrs)10PcsScotch tape (1 inch)10PcsScotch tape (2 inch)10PcsScotch tape (2 inch)10PcsPacking tape15BxsPaper clip (32mm)15BxsPaper clip (48mm)15BxsPaper clip (jumpo)15BxsPaper clump (small)15BxsPaper clump (small)15BxsPaper clump (large)5BxsPencil5PcsGlue (300 grams min)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
30PcsStick note pad (yellow) 3"30PcsStick note pad (blue) 3"30PcsStick note pad (yellow) 5"50PcsCorrection tape5PcsMasking tape (24mm, 50mtrs)5PcsTape (Transparent, 24mm, 50mtrs)10PcsScotch tape (1 inch)10PcsScotch tape (2 inch)10PcsScotch tape (2 inch)10PcsPacking tape15BxsPaper clip (32mm)15BxsPaper clip (48mm)15BxsPaper clip (medium)15BxsPaper clump (medium)15BxsPaper clump (medium)15BxsPaper clump (medium)15BxsPaper clump (medium)16DxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
30PcsStick note pad (blue) 3"30PcsStick note pad (yellow) 5"50PcsCorrection tape5PcsMasking tape (24mm, 50mtrs)5PcsTape (Transparent, 24mm, 50mtrs)10PcsScotch tape (1 inch)10PcsScotch tape (2 inch)10PcsScotch tape (2 inch)10PcsPacking tape15BxsPaper clip (32mm)15BxsPaper clip (48mm)15BxsPaper clip (umpo)15BxsPaper clump (small)15BxsPaper clump (medium)15BxsPaper clump (medium)15BxsPaper clump (medium)15BxsPaper clump (medium)15BxsPaper clump (medium)15BxsPaper clump (medium)16bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
30PcsStick note pad (yellow) 5"50PcsCorrection tape5PcsMasking tape (24mm, 50mtrs)5PcsTape (Transparent, 24mm, 50mtrs)10PcsScotch tape (1 inch)10PcsScotch tape (2 inch)10PcsPacking tape15BxsPaper clip (32mm)15BxsPaper clip (48mm)15BxsPaper clip (jumpo)15BxsPaper clump (small)15BxsPaper clump (medium)15BxsPaper clump (large)5BxsPencil5PcsGlue (300 grams min)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
50PcsCorrection tape5PcsMasking tape (24mm, 50mtrs)5PcsTape (Transparent, 24mm, 50mtrs)10PcsScotch tape (1 inch)10PcsScotch tape (2 inch)10PcsScotch tape (2 inch)10PcsPacking tape15BxsPaper clip (32mm)15BxsPaper clip (32mm)15BxsPaper clip (48mm)15BxsPaper clip (yumpo)15BxsPaper clip (genetic constraint)15BxsPaper clump (small)15BxsPaper clump (medium)15BxsPaper clump (large)5BxsPencil5PcsGlue (300 grams min)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
5PcsMasking tape (24mm, 50mtrs)5PcsTape (Transparent, 24mm, 50mtrs)10PcsScotch tape (1 inch)10PcsScotch tape (2 inch)10PcsPacking tape15BxsPaper clip (32mm)15BxsPaper clip (48mm)15BxsPaper clip (jumpo)15BxsPaper clump (small)15BxsPaper clump (medium)15BxsPaper clump (medium)15BxsPaper clump (medium)15BxsPaper clump (medium)15BxsPaper clump (large)5BxsPencil5PcsGlue (300 grams min)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
5PcsTape (Transparent, 24mm, 50mtrs)10PcsScotch tape (1 inch)10PcsScotch tape (2 inch)10PcsPacking tape15BxsPaper clip (32mm)15BxsPaper clip (48mm)15BxsPaper clip (jumpo)15BxsPaper clip (jumpo)15BxsPaper clump (small)15BxsPaper clump (medium)15BxsPaper clump (medium)15BxsPaper clump (large)5BxsPencil5PcsGlue (300 grams min)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
10PcsScotch tape (1 inch)10PcsScotch tape (2 inch)10PcsPacking tape15BxsPaper clip (32mm)15BxsPaper clip (48mm)15BxsPaper clip (jumpo)15BxsPaper clump (small)15BxsPaper clump (medium)15BxsPaper clump (medium)15BxsPaper clump (large)5BxsPencil5PcsGlue (300 grams min)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
10PcsScotch tape (2 inch)10PcsPacking tape15BxsPaper clip (32mm)15BxsPaper clip (48mm)15BxsPaper clip (jumpo)15BxsPaper clump (small)15BxsPaper clump (medium)15BxsPaper clump (medium)15BxsPaper clump (large)5BxsPencil5PcsGlue (300 grams min)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
10PcsPacking tape15BxsPaper clip (32mm)15BxsPaper clip (48mm)15BxsPaper clip (jumpo)15BxsPaper clump (small)15BxsPaper clump (medium)15BxsPaper clump (medium)15BxsPaper clump (large)5BxsPencil5PcsGlue (300 grams min)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
15BxsPaper clip (32mm)15BxsPaper clip (48mm)15BxsPaper clip (jumpo)15BxsPaper clump (small)15BxsPaper clump (medium)15BxsPaper clump (large)5BxsPencil5PcsGlue (300 grams min)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
15BxsPaper clip (48mm)15BxsPaper clip (jumpo)15BxsPaper clump (small)15BxsPaper clump (medium)15BxsPaper clump (large)5BxsPencil5PcsGlue (300 grams min)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
15BxsPaper clip (jumpo)15BxsPaper clump (small)15BxsPaper clump (medium)15BxsPaper clump (large)5BxsPencil5PcsGlue (300 grams min)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
15BxsPaper clump (small)15BxsPaper clump (medium)15BxsPaper clump (large)5BxsPencil5PcsGlue (300 grams min)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
15BxsPaper clump (medium)15BxsPaper clump (large)5BxsPencil5PcsGlue (300 grams min)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
15BxsPaper clump (large)5BxsPencil5PcsGlue (300 grams min)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
5BxsPencil5PcsGlue (300 grams min)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
5PcsGlue (300 grams min)10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
10bxsStaple wire25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
25PcsCertificate holder (legal size)25PcsCertificate holder (short)	
25 Pcs Certificate holder (short)	
25 Pcs Type writer ribbon (black)	
3 Bxs Rubber band	
20 Pcs Clip board	
5 Pcs Data filer (box)	
8 Pcs Desk organizer (file tray)	
20 Packs Laid board paper (8 ½ brilliant white)	
20 Packs Laid board paper (8 ½ powder blue)	
20 Packs Laid board paper (8 ½ cornfield cream)	
20 Packs Laid board paper (8 ½ natural)	
2 Pcs Extension wire	
20 Pad Parchment paper long	
20 Pad Parchment paper short	
1 Bxs Envelope with print (long)	
1 Bxs Envelope with print (short)	
3 Pcs Stamp pad	
8 Bxs Tabbing	
2 Pcs Tape dispenser	
2 Bxs White envelope	

1	Pcs	Sharpener (heavy duty)
1	Pcs	Puncher (heavy duty)
5	Pcs	Scissors 6"
5	Pcs	Stapler with remover (heavy duty)
5	Pcs	External hard drive 1 tb
3	Pcs	Flash drive 32gb
3	Pcs	Flash drive 64gb
15	Packs	Battery (AAA)
30	Packs	Battery (AA)
30	Pcs	Epson ink l110 (Black T6641)
30	Pcs	EPSON INK L110 (CYAN T66642)
30	Pcs	EPSON INK L110 (Magenta T6643)
30	Pcs	Epson ink L1110 (Yellow t6644)
30	Pcs	Epson inl L805 (Black #673)
30	Pcs	Epson ink L805 (Cyan #673)
30	Pcs	Epson Ink L805 (Light Cyan #673)
30	Pcs	Epson ink L805 (Magenta #673)
		XXXXXXXXXX