

**ANNEX B**

**LIST OF COMMON OFFICE SUPPLIES FOR 2<sup>nd</sup> Semester of FY 2024 TO BE PURCHASED**

<b>ITEM</b>	<b>UNIT</b>	<b>QUANTITY</b>
Bond Paper A4, 5-ream Box	Box	15
Pen -Gel Pen, Black (0.7mm)	Pcs.	10
Pen -Gel Pen, Blue (0.7mm)	Pcs.	10
Gel Pen ink refill, Black (0.7mm)	Pcs	10
Gel Pen ink refill, Blue (0.7mm)	Pcs	10
Ballpen, Black	Pcs	10
Ballpen, Blue	Pcs	10
Ballpen, Red	Pcs	10
Mechanical Pencil .07mm	Pcs	2
Mechanical Pencil Refill .07mm	Pcs	2
Binder Clips 19mm	Box	5
Binder Clips 25mm	Box	5
Binder Clips 32mm	Box	5
Masking Tape 1"	Pcs	40
Masking Tape 2"	Pcs	20
Scotch Tape 19mm x 33m	Pcs	10
Scotch Tape 19mm x 66m	Pcs	10
Packing Tape 48mm x 66m	Pcs	10
Packing Tape Brown 48mm x 66m	Pcs	2
Paper Clips 24mm	Box	5
Paper Clips 32mm	Box	5
Paper Clips 43mm	Box	5
Correction Tape 7m	Box	5
Correction Fluid	Box	5
Glue Stick 22gms.	Box	5
Stapler Small 24/6	Pcs	3
Stapler Big 26/6	Pcs	3
Staple Wire 26/6	Box	5
Ruler Plastic	Pcs	3
Bubble Wrap 400mm x 5m	Pcs	2
Sticker Labels (10 Columns)	Box	2

Post-it Notes, 76x76mm, 6-Pack	Box	5
Post-it Flags, 43x12mm	Box	5
Parchment Paper	Ream	1
A4 Bond Paper (blue)	Ream	1
Hole Puncher Small	Pcs	2
Hole Puncher Big	Pcs	2
Notebook	Pcs	5
A4 2-Ring File Binder Folder Yellow	Pcs	5
A4 2-Ring Binder Folder Blue	Pcs	10
Plastic L shape folder assorted color	Pack	10
Plastic Folder w/ transparent cover (purple)	Pcs	50
Plastic Folder w/ transparent cover (black)	Pcs	50
Plastic Folder w/ transparent cover (blue)	Pcs	20
Extension Cable 1.5m	Pcs	3
Cable Reels 20m	Pcs	3
Scissors medium	Pcs	5
Memory Card SDXC 256GB	Pcs	3
Ribbon (satin, red) 40mm x 25mm	Roll	2
Ribbon (satin, red) 60mm x 25mm	Roll	1
Ribbon (satin, blue) 40mm x 25mm	Roll	2
Ribbon (satin, blue) 60mm x 25mm	Roll	1
Dater Stamp – English	Pcs	5
Others:		
LED light bulb clear white 60W	Pcs	30
Alcohol 475ml	Bottle	10
Alcohol 100ml	Bottle	20
Dish Washing Liquid, 750ml	Bottle	10
Dish Washer Tablet, all in one, 110 Tablets	Box	4
Towel, C-Fold, 24 per box	Box	4
Toilet Tissue Paper 16-roll/pack	Pack	15
Laundry Detergent, 76-pc box	Box	3
Tissue Box	Box	20
Hand Soap- No Touch Refill	Pcs	10
Serving Napkins, 50-pc Box	Box	3
Rubber Gloves	Pcs	5