



INVITATION TO BID NO.111 -17 FOR
Purchase of Office Supplies for Various Offices, Roxas City

1. The **Roxas City Government**, through the Appropriation Ordinance intends to apply the sum of **P1,473,342.00** being the Approved Budget for the Contract (ABC) to payments under the contract for **Purchase of Office Supplies for Various Offices, Roxas City**.

. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **Roxas City Government** now invites bids for **Purchase of Office Supplies for Various Offices,, Roxas City**.

. Delivery of the Goods is required **within 120 days after receipt of NTP**. Bidders should have completed, **within 1 year** 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 Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (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 5183 and subject to Commonwealth Act 138.

4. Interested bidders may obtain further information from **Roxas City Government** and inspect the Bidding Documents at the address given below during **Mon-Fri-8-5pm**.

A complete set of Bidding Documents may be purchased by interested Bidders on **October 13, 2017– November 07, 2017** from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of P 5,000.00.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

5. The **Roxas City Government** will hold a **Pre-Bid Conference** on October 23,2017, 2:00 p.m. at BAC Office, 3rd Floor, Roxas City Hall. which shall be open to all interested parties.

6. Bids must be delivered to the address below on or before **November 07, 2017, 3:00pm**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause

Bid opening shall be on **November 07, 2017, 3:00pm at BAC Office, 3rd Floor, Roxas City Hall** . Bids will be opened in the presence of the Bidders’ representatives who choose to attend at the address below. Late bids shall not be accepted.

7. The **Roxas City Government** reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

8. For further information, please refer to:

GILBERT G. TAN
BAC Chairman
Address: Bids and Awards Committee
Secretariat, Roxas City Hall
(036) 6210-500 local 310



Republic of the Philippines
CITY OF ROXAS
 Bids and Awards Committee
 City Hall, Roxas City 5800, Philippines



Date _____
 Quotation No. _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____.

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BAC Chairman

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 2. **DELIVERY PERIOD WITHIN _____ CALENDAR DAYS**
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 4. **PRICE VALIDITY SHALL BE A PERIOD OF _____ CALENDAR DAYS**
 5. **G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION**
 6. **BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.**

ITEM NO.	ITEM & DESCRIPTION	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
	- TRAFFIC MANAGEMENT UNIT-				
1.	Coupon Bond Paper Long	Rms.	28		
2.	Coupon Bond Paper Short	Rms.	26		
3.	Coupon Bond A4	Rms.	28		
4.	Ballpen	Pcs.	216		
	-REGISTER OF DEEDS-				
1.	Coupon Bond Paper Long	Rms.	30		
2.	Coupon Bond Paper Short	Rms.	30		
3.	Coupon Bond A4	Rms.	30		
4.	Ballpem	Pcs.	280		
	-ROXAS CITY POLICE STATION-				
1.	Bond Paper Long Subs. 20	Rms.	100		
2.	Bond Paper Short Subs. 20	Rms.	75		
3.	Bond Paper Short Subs. 20	Rms.	50		
	x-x-x-x-x—x-x-x-x-x				
	- RCCPC-				
1.	Foam (4x36x75 hyper) w/poly Cover	Pcs.	50		
	-CITY BUDGET OFFICE-				
1.	Coupon Bond Short subs.16	Rms.	100		
2.	Coupon Bond Long subs. 16	Rms.	100		
3.	Coupon Bond Short subs. 20	Rms.	150		
4.	Coupon Bond Long subs. 20	Rms.	150		
5.	Folder Long	Pcs.	500		
6.	Computer Cartridge #810	Pcs.	2		
7.	Computer Cartridge #811	Pcs.	2		
8.	Ballpen Black	Pcs.	100		
9.	Staple Remover	Pcs.	5		
10.	Paper Fastener Plastic	Bxs.	10		
11.	Scoth Tape 1"	roll	10		

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

 Printed Name/ Signature

 Name of Establishment/Dealer

 Tel. No. / Cellphone No./e-mail address

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ITEM NO.	ITEM & DESCRIPTION	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
12.	Waterwell Paste	Pcs.	10		
13.	Correction Pen	Pcs.	12		
14.	Tissue Paper 4s	pack	12		
15.	Mosquito Spray	can	3		
16.	Powder Soap	Kls.	6		
17.	Car Freshener	can	3		
18.	Doormat	Pcs.	2		
19.	Battery AA	Pcs.	24		
20.	Pentel Pen Black Fine	Pcs.	10		
21.	Bathroom Deodorizer	Pcs.	24		
22.	Dishwashing Liquid 500ml.	Btls.	15		
23.	Toilet Duck	Pcs.	5		
24.	Sando Bag XL	Pck.	10		
25.	Rubbing Alcohol 500ml.	Btls.	12		
26.	Bathroom Cleaner	Btls.	3		
27.	Rubber Bond	Bxs.	2		
28.	Muriatic Acid	Btls.	2		
29.	Diskette	Bxs.	5		
30.	Marken Pen Yellow	Pcs.	10		
31.	Carbon Paper Black Long	Pcs.	10		
32.	Masking Tape 1"	roll	12		
33.	Masking Tape 2"	roll	12		
34.	Cutter Big	Pcs.	12		
35.	Sign Pen	Pcs.	24		
36.	Brown Envelope short	Pcs.	500		
37.	Staple Wire #35	Bxs.	12		
38.	Airfreshener	can	2		
39.	Typewriter Ribbon	Pcs.	6		
40.	Yellow Pad Thick	pad	12		
41.	Record Book 500lvs.	Pcs.	12		
42.	Push Pin 25s	Bxs.	5		
43.	Floor Brushpcs.	Pcs.	2		

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13.	Correction Pen	Pcs.	12		
14.	Tissue Paper 4s	pack	12		
15.	Mosquito Spray	can	3		
16.	Powder Soap	Kls.	6		
17.	Car Freshener	can	3		
18.	Doormat	Pcs.	2		
19.	Battery AA	Pcs.	24		
20.	Pentel Pen Black Fine	Pcs.	10		
21.	Bathroom Deodorizer	Pcs.	24		
22.	Dishwashing Liquid 500ml.	Btls.	15		
23.	Toilet Duck	Pcs.	5		
24.	Sando Bag XL	Pck.	10		
25.	Rubbing Alcohol 500ml.	Btls.	12		
26.	Bathroom Cleaner	Btls.	3		
27.	Rubber Bond	Bxs.	2		
28.	Muriatic Acid	Btls.	2		
29.	Diskette	Bxs.	5		
30.	Marken Pen Yellow	Pcs.	10		
31.	Carbon Paper Black Long	Pcs.	10		
32.	Masking Tasse 1"	roll	12		
33.	Masking Tape 2"	roll	12		
34.	Cutter Big	Pcs.	12		
35.	Sign Pen	Pcs.	24		
36.	Brown Envelope short	Pcs.	500		
37.	Staple Wire #35	Bxs.	12		
38.	Airfreshener	can	2		
39.	Typewriter Ribbon	Pcs.	6		
40.	Yellow Pad Thick	pad	12		
41.	Record Book 500lvs.	Pcs.	12		
42.	Push Pin 25s	Bxs.	5		
43.	Floor Brush	Pcs.	2		

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ITEM NO.	ITEM & DESCRIPTION	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
44.	Eraser	Pcs.	12		
45.	Computer Continous Form short	Bxs.	3		
46.	Photo Paper	pack	20		
47.	Record Book 300lvs.	Pcs.	24		
48.	Record Book 150lvs.	Pcs.	24		
49.	Barbage Bag	pack	18		
50.	Correction Tape	Pcs.	12		
	-LDRRMO-				
1.	Bond Paper Long susbs.20	Rms.	20		
2.	Bond Paper Short subs. 20	Rms.	20		
3.	Notebook	Pcs.	50		
4.	Plastic Envelope w/ Handle	Pcs.	50		
5.	Folder Long Colored	Pcs.	50		
6.	Ballpen	Pcs.	50		
7.	Pentel Pen	Pcs.	20		
8.	Computer Ink-Epson	Btls.	12		
9.	Yellow Pad	pads	12		
10.	Paper Clips Big	Bxs.	10		
11.	Paper Fastener	Bxs.	12		
12.	Whiteout	Pcs.	12		
13.	Scoth Tape 2"	roll	6		
14.	Pencil	Pcs.	70		
15.	Special Paper	packs	20		
16.	Certificate Cover	Pcs.	20		
17.	Folder Short Colored	Pcs.	50		
18.	Stape Wire #35	Bxs.	6		
19.	Manila Paper	Pcs.	20		
20.	Cartolina	Pcs.	20		
21.	Rubbing Alcohol 150ml.	Btls.	10		
22.	Mimeographing Paper Long	Rms.	12		
23.	Mimeographing Paper Short	Rms.	12		

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	-CITY TOURISM OFFICE-				
1.	Coupon Bond short subs. 16	Rms.	50		
2.	Coupon Bond Long subs. 16	Rms.	50		
3.	Coupon Bond short subs.20	Rms.	50		
4.	Coupon Bond Long subs.20	Rms.	50		
5.	Folder Long	Pcs.	100		
6.	Computer Cartridge #810	Pcs.	2		
7.	Computer Cartridge #811	Pcs.	2		
8.	Ballpen Black	Pcs.	100		
9.	Staple Remover	Pcs.	5		
10.	Paper Fastener Plastic	Bxs.	10		
11.	Scotch Tape 1"	roll	10		
12.	Waterwell Paste	Pcs.	10		
13.	Correction Pen	Pcs.	12		
14.	Tissue Paper 4s	pack	12		
15.	Mosquito Spray	can	3		
16.	Powder Soap	Kls.	6		
17.	Car Freshener	can	3		
18.	Dorrmat	Pcs.	2		
19.	Battery AA	Pcs.	24		
20.	Pentel Pen Black Fine	Pcs.	10		
21.	Bathroom Deodorizer	Pcs.	24		
22.	Dishwashing Liquid 500ml.	Btls.	15		
23.	Toilet Duct	Pcs.	5		
24.	Sando Bag XL	pack	10		
25.	Rubbing Alcohol 500ml.	Btls.	12		
26.	Bathroom Cleaner	Btls.	3		
27.	Rubber Bond	Bxs.	2		
28.	Muriatic Acid	Btls.	2		
29.	Diskette	Bxs.	5		
30.	Marker Pen Yellow	Pcs.	10		
31.	Carbon Paper Black Long	Pcs.	10		

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32.	Masking Tape 1"	roll	12		
33.	Masking Tape 2"	roll	12		
34.	Cutter Big	Pcs.	12		
35.	Sign Pen	Pcs.	24		
36.	Brown Envelope short	Pcs.	500		
37.	Staple Wire #35	Bxs.	12		
38.	Air Freshener	can	2		
39.	Typewriter Ribbon	Pcs.	6		
40.	Yellow Pad thick	pad	12		
41.	Record Book 500lvs.	Pcs.	12		
42.	Push Pin 25s	Bxs.	5		
43.	Floor Brush	Pcs.	2		
44.	Eraser	Pcs.	12		
45.	Computer Continous Form Short	Bxs.	3		
46.	Photo Paper	pack	20		
47.	Record Book 300lvs.	Pcs.	24		
48.	Record Book 150lvs.	Pcs.	24		
49.	Garbage Bag	pack	18		
	-CITY AGRICULTURE'S OFFICE-				
1.	Coupon Bond Long subs. 20	Rms.	50		
2.	Coupon Bond short subs. 20	Rms.	50		
3.	Brown Envelope Long	Pcs.	100		
4.	Brown Envelope short	Pcs.	50		
5.	Folder Long	Pcs.	200		
6.	Ballpen Black & Blue	Pcs.	120		
7.	Pencil #2	Bxs.	12		
8.	Pentel Pen Broad tip, Black 50s	Pcs.	4		
9.	Paper Fastener Plastic	Bxs.	10		
10.	Scotch Tape 1" Big Roll	roll	12		
11.	Masking Tape 1" Big roll	roll	12		
12.	Record Book 300's	Pcs.	20		

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ITEM NO.	ITEM & DESCRIPTION	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
13.	Laid Paper Short	pack	50		
14.	Laid Paper Long	pack	50		
15.	Expanding Envelope Long	Pcs.	50		
16.	Photo Paper 20's	pack	4		
17.	Yellow Pad	pad	10		
18.	Penlight Battery	Pcs.	40		
20.	Tissue Paper Jumbo	rolls	50		
21.	Rubbing Alcohol, Big	Btls.	20		
22.	Computer Paper 14x11 7/8 3-Ply	Bxs.	10		
23.	White Glue Big	Btls.	10		
24.	Expanding Folder Long	Pcs.	50		
25.	Softbroom	Pcs.	5		
26.	Correction Fluid, Pen	Pcs.	50		
27.	Clip Folder Long	Pcs.	10		
28.	Computer Ribbon FX-2175	Pcs.	10		
29.	DTR	Pcs.	1,000		
30.	Staple Wire #35	Bxs.	10		
31.	Ink Printer Epson L210	Pcs.	2		
32.	Plastic Envelope Long	Pcs.	50		
33.	Expanding Plastic Envelope Long	Pcs.	40		
34.	White Board Market	Pcs.	20		
35.	Ledger Notebook 4 Columns	Pcs.	10		
36.	Plastic Bag 4x4x7	Pcs.	150		
37.	Plastic bag 2x2x3	Pcs.	10,000		
38.	Rolled Bag 20x30	Pcs.	1,000		
39.	Rolled Bag 16x24	Pcs.	1,000		

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ITEM NO.	ITEM & DESCRIPTION	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
	- CMO(911)-				
1.	Record Boor 500lvs.	Pcs.	10		
2.	Record Book 300lvs.	Pcs.	10		
3.	Ballpen	Pcs.	100		
4.	Stamp Ink 30ml.	Btls.	4		
5.	Bond Paper Long subs. 20	Rms.	15		
6.	Bond Paper Short subs. 20	Rms.	15		
7.	Folder Long	Pcs.	100		
8.	Folder short	Pcs.	100		
9.	Pencil	Pcs.	36		
10.	Paper Fastener Tin	Bxs.	5		
11.	Paper Fastener Plastic	Bxs.	5		
12.	Air Freshener	can	5		
13.	Sign Pen	Pcs.	24		
14.	White Board Pen	Pcs.	18		
15.	Carbon Paper	Bxs.	9		
16.	Penlight Battery	Pcs.	6		
17.	Pentel Pen	Pcs.	6		
18.	Hoghlighter Marker	Pcs.	6		
19.	Correction Fluid	Btls.	6		
20.	Staple Wire #35	Bxs.	6		
21.	Yellow Pad	pad	6		
22.	Eraser	Pcs.	9		
23.	Ruler	Pcs.	9		
24.	Glue	Btls.	9		
25.	Rubbing Alcohol	Btls.	18		
26.	DTR Forms	Rms.	9		
27.	Soft Broom	Pcs.	9		
28.	Tissue Paper 2-Ply	rolls	30		
29.	Columnar Notebook	Pcs.	27		

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 10. **G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION**
 11. **BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.**

ITEM NO.	ITEM & DESCRIPTION	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
30.	Fork	Doz.	2		
31.	Glasses	Pcs.	24		
32.	Extension Wire	Pcs.	2		
33.	Dish Organizer	Pcs.	1		
34.	Wall Clock	Pcs.	3		
35.	Trash Can	Pcs.	4		
36.	Feather Duster	Pcs.	3		
37.	Mug	Pcs.	12		
38.	Spoon	Doz.	2		
39.	Plates	Pcs.	24		
40.	Face Towel	Pcs.	36		
	-CITY ADMINISTRATOR'S OFFICE-				
1.	Coupon Bond Long	Rms.	10		
2.	Coupon Bond short	Rms.	10		
3.	Ballpen Blue	Bxs.	10		
4.	Toner Blue	Btls.	10		
5.	Elmers Glue Big	Btls.	10		
6.	Folder Long	Pcs.	80		
7.	Pentel Pen Black/Blue	box	9		
8.	Sign pen Pilot	box	8		
9.	Carbon Paper Long	box	8		
10.	Record Book 300 pages	Pcs.	10		
11.	Staple Wire #35	box	15		
	x-x-x-x-x-x-x-x-x-x-xx				

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 Printed Name/ Signature

 Name of Establishment/Dealer

 Tel. No. / Cellphone No./e-mail address

 Date



Republic of the Philippines
CITY OF ROXAS
 Bids and Awards Committee
 City Hall, Roxas City 5800, Philippines



Date _____
 Quotation No. _____

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GILBERT G. TAN
 BAC Chairman

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ITEM NO.	ITEM & DESCRIPTION	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
	- CSWDO -				
1.	Brown Envelope Long & short	dozens	2		
2.	Columnar Pad 16 Columns	Pcs.	3		
3.	Columnar Pad 12 Columns	Pcs.	3		
4.	Computer Ink (Black & Colored)	Btls.	6		
5.	Folder Long	dozens	4		
6.	Folder Short	dozens	2		
7.	Ballpen (Black & Blue)	Bxs.	2		
8.	Mailing Envelope (Long & short)	Pcs.	100		
9.	Sign Pens (Black & Blue)	dozen	1		
10.	Stamping Pad with Stamper	Pcs.	3		
11.	Stamping Pad Ink	Btls.	2		
12.	Alcohol Big	Btls.	6		
13.	Air Freshener (Big Spray)	Btls.	10		
14.	Air Freshener	dozens	3		
15.	Baby Powder (Big)	dozen	1		
16.	Baby's Clothes	sete	6		
17.	Diaper (Children) (S,M,L)	dozens	3		
18.	Mittens	dozens	1		
19.	New Born Baby's Clothes	dozen	1		
20.	Bath Soap (Assorted)	dozen	10		
21.	Bath Towel (Assorted Color)	dozen	1		
22.	Canned Goods (Sardines)	Bxs.	3		
23.	Canned Goods (Meat Loaf)	Bxs.	3		
24.	Chlorine (Big)	Btls.	6		
25.	Clip (Clothes)	dozen	5		
26.	Comb (for lice)	Pcs.	5		
27.	Cotton (Big)	packs	10		
28.	Cotton Buds	dozen	2		
29.	Dishwashing Paste	dozen	2		
30.	Deodorant (sachets) (boy & girls)	dozen	2		

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ITEM NO.	ITEM & DESCRIPTION	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
	- CSWDO -				
31.	Fabric Conditioner (sachet)	dozens	2		
32.	Feeding Bottles	Pcs.	6		
33.	Hanger	dozen	3		
34.	Insecticide Spray (Big)	Btls.	6		
35.	Waste w/ Cover (plastic)	Pcs.	10		
36.	Ice Bags (hot & cold Compress)	Pcs.	5		
37.	Laundry Powder	dozen	6		
38.	Laundry Soap	dozens	6		
39.	Alcaborado (Big)	Btls.	2		
40.	Aqua Oxinada (Big)	Btls.	2		
41.	Aceite de Mansanilla (Big)	Btls.	2		
42.	Band Aid	Bxs.	5		
43.	Betadine (Big)	Btls.	2		
44.	Paracetamol (Syrup Tempura)	Btls.	5		
45.	Extra Strenght Efficascent Oil (Big)	Btls.	5		
46.	Loperamide	dozen	1		
47.	Paracetamol (Biogesic) Tabletd	dozen	2		
48.	Vicks Vaporab (Big)	Pcs.	5		
49.	Muriatic Acid (Big) White	galloons	6		
50.	Nail Cutter	Pcs.	6		
51.	Powder Milk (for Infant Big)	Bxs.	6		
52.	Scissor (Plain for Hair Cutting) Big	Pcs.	3		
53.	Sanitary Napkins (packs)	dozen	1		
54.	Shampoo (sachet)	Dozens	10		
55.	Slippers (Different sizes)	pairs	12		
56.	Sponge (Washing Dishes)	dozens	1		
57.	Thermometer	Pcs.	2		
58.	Toothbrush	dozens	3		
59.	Toothpaste (sachet)	dozens	5		
60.	Toilet Bowl Cleaner (Big)	Btls.	5		

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ITEM NO.	ITEM & DESCRIPTION	Units of Issue	QTY.	UNIT PRICE	TOTAL PRICE
	- CSWDO -				
61.	Tissue Paper	Dozens/packs	3		
62.	Undies (Brief & Panties different sizes)	dozens	4		
63.	Powdered Milk (sachet)	dozens	4		
64.	Chocolate Milk (Milo) (sachet)	dozens	5		
	x-x-x-x-x-x-x-x-x-x-x-x				
	CITY MAYOR'S OFFICE-				
1.	Toner AR-M205	tube	1		
2.	Computer Ink (HP #21)	Bxs.	5		
3.	Computer Ink (HP#22)	Box	5		
4.	Continous Ink Cyan, Black, Magenta, yellow	sets	20		
5.	Computer Cartridge HP61 (Black)	Pcs.	5		
6.	Computer Cartridge HP61 (Colored)	Pcs.	5		
7.	Computer Ribbon FX2175	Bxs.	10		
8.	Flash drive 8GB	Pcs.	20		
9.	Computer Paper 11x14-7/8 3-Ply	box	5		
10.	Computer Paper 11x9- 1/2"-3 Ply	box	5		
11.	Coupon Bond subs 20 Long	rms	60		
12.	Coupon Bond subs. 20 short	Rms.	60		
13.	Coupon Bond subs. 18 Long	Rms.	60		
14.	Coupon Bond subs. 18 short	Rms.	60		
15.	Record Book 500 pages	Pcs.	50		
16.	Record Book 300 pages	Pcs.	50		
17.	Staple Wire #35	box	50		
18.	Ballpen Black	box	20		
19.	Ballpen Blue	box	20		
20.	Wyteboard Marker 12's Assorted	Box.	2		
21.	Plastic Bag Large (50's)	Pcks.	50		
22.	Disposal Sanitary Gloves (100's)	box	20		
23.	Empty sacks (Used Dait)	Pcs.	1000		

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	-CITY PLANNING DEV'T. OFFICE-				
1.	Coupon Bond subs. 20 Long	Rms.	19		
2.	Coupon Bond short 20 short	Rms.	24		
3.	Ballpen Black (18 Black, 6 Blue)	dozens	2		
4.	Ballpen Pilot)6 red, 6 blue,6 Black)	Pcs.	18		
5.	Staple Wire Big #35	box	5		
6.	Correction Pen/Whiteout	tubes	12		
7.	Alcohol Big	Bots.	5		
8.	Scotch Tape (1 inch)	pads	4		
9.	Water Well Base Paste	Pcs.	2		
10.	Typewriter Ribbon	box	30		
11.	Epson Ink L110 (2 Black, 2 Magenta, 2 Yellow & 2 Blue)	Bots.	8		
12.	Epson Ink L120 (2 Black, 1 Cyan, 1 Magenta & 1 yellow)	Bots.	5		
13.	Computer Paper Long Continuous	box	1		
14.	Carbon paper (Plastic foil)	box	1		
15.	Yellow Pad	pads	10		
16.	Canon Computer Ink 810 (Black)	Pcs.	4		
17.	Canon Computer Ink 811 (Colored)	Pcs.	2		
18.	Pentel pen (2 Black, 2 Blue, 1 Red)	Pcs.	5		
19.	Plastic Paper Fastener	box	4		
20.	Plastic paper Clips Big Assorted	box	4		
21.	Wyteboard Pen (1 Blue, 1 Black & 1 Red)	Pcs.	3		
22.	Push Pin	Bxs.	2		
23.	Rizo Ink	Pc.	1		
24.	Master Roll	roll	1		
25.	Powder Soap	sachert	24		
26.	Pencil	Bxs.	2		
27.	Folder Long (white)	dozen	2		
28.	Folder Short 9white)	dozen	1		
29.	Extended Folder Long (Green)	dozen	1		
30.	Expanded Envelope Long	dozen	1		
31.	Masking Tape (2 inches)	roll	1		
32.	Steadler Eraser	Pcs.	2		
X-X-X-X					

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