

## *Section VI. Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Delivered, Weeks/Months</b>
1	BATTERY, dry cell AA, 2 pieces per blister pack	66	pack	Fifteen (15) Calendar Days
2	BATTERY, dry cell AAA, 2 pieces per blister pack	33	pack	
3	ACETATE, gauge #3, 50m per roll	10	roll	
4	CARTOLINA, assorted color, 20 pieces per pack	53	pack	
5	CHALK, white, enamel, 100 pieces per box, dustless	490	box	
6	CLIP, backfold, 19mm, 12 pieces per box	45	box	
7	CLIP, backfold, 25mm, 12 pieces per box	124	box	
8	CLIP, backfold, 32mm, 12 pieces per box	38	box	
9	CLIP, backfold, 50mm, 12 pieces per box	95	box	
10	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	480	piece	
11	DATA FILE BOX, made with chipboard, with closed ends	11	box	
12	ERASER, felt, for blackboard/whiteboard	167	piece	
13	ERASER, plastic or rubber	43	piece	
14	FASTENER, for paper, metal, 50 sets per box	22	box	
15	FILE ORGANIZER, expanding, legal, plastic, assorted colors	15	piece	
16	FILE TAB DIVIDER, A4, five (5) colors per set	22	set	
17	FILE TAB DIVIDER, Legal Size, five(5) colors per set	22	set	
18	FOLDER, Tagboard, Legal size, 100 pieces per pack	3	pack	
19	GLUE, all purpose, 300 grams min.	15	jar	
20	INDEX TAB, self-adhesive, 5 set/box, assorted colors	308	box	
21	MARKER, fluorescent, 3 colors per set	112	set	
22	NOTE BOOK, stenographer's, 40 leaves, spiral	42	piece	
23	PAPER CLIP, gem type, 32mm, 100 pieces per box	114	box	
24	PAPER, Thermal, 216mm x 30m	5	roll	
25	RECORD BOOK, 500 pages, size: 214mm x 278mm min, Official	120	book	
26	RUBBER BAND, 70mm min lay flat length (#18)	2	box	
27	SIGN PEN, black	279	piece	
28	SIGN PEN, blue	142	piece	
29	SIGN PEN, red, 0.07 point	51	piece	
30	STAMP PAD INK, violet, 50mL	11	bottle	
31	STAMP PAD, felt pad, min 60mm x 100mm	5	piece	
32	TAPE, masking, 24mm, 50 meters length	102	roll	
33	TAPE, masking, 48mm, 50 meters length	98	roll	
34	TAPE, transparent, 24mm, 50 meters	157	roll	
35	TAPE, transparent, 48mm, 50 meters	25	roll	
36	TAPE, packaging, 48mm, 50 meters length	13	roll	
37	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	5	tube	
38	CUTTER KNIFE, heavy duty	11	piece	
39	PENCIL SHARPENER, 1 piece in individual plastic case	1	piece	

40	SCISSORS, (6") including handle	10	pair
41	STAPLE REMOVER, plier type	1	piece
42	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	2	box
43	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	5	piece
44	FLASH DRIVE, 16GB, USB 2.0, plug and play	27	piece
45	MOUSE, optical, USB connection type	2	unit
46	INK CART, CANON PG-740, Black	35	cart
47	INK CART, CANON CL-741, Colored	20	cart
48	INK CART, EPSON C13T6664100 (T6641), Black	23	cart
49	INK CART, EPSON C13T664200 (T6642), Cyan	18	cart
50	INK CART, EPSON C13T664300 (T6643), Magenta	18	cart
51	INK CART, EPSON C13T664400 (T6644), Yellow	18	cart
52	INK CART, HP CN692AA, (HP704), Black	31	cart
53	INK CART, HP CN693AA, (HP704), Tri-color	30	cart
54	INK CART, HP CZ107AA, (HP678), Black	5	cart
55	INK CART, HP CZ108AA, (HP678), Tricolor	7	cart
56	INK CART, LEXMARK 10NO217 (#17), Black	4	cart
57	INK CART, LEXMARK 10NO227 (#27), Colored	4	cart
58	TONER CART, HP CB436A, Black	8	cart
59	TONER CART, HP CE278A, Black	2	cart
60	TONER CART, HP CE285A (HP85A), Black	110	cart
61	Battery rechargeable,AAA	9	pcs
62	Battery rechargeable,AAA, 2 pcs/pack	5	pck
63	Battery , size 9 volts 1pc/pck	5	pck
64	Battery AAA, heavy duty	10	pcs
65	Battery AA , heavy duty	5	pcs
66	Battery AA size lithium 2"s	5	pcs
67	Acrylic display/sign holder (sign stand), clear, injection mould produced, A4 size, Portrait	12	pcs
68	Acrylic display/sign holder (sign stand), clear, injection mould produced, Letter size, landscape	2	pcs
69	Acrylic display/sign holder (sign stand), clear, injection mould produced, Letter size Portrait	2	pcs
70	Acrylic display/sign holder (sign stand), clear, injection mould produced, 12 x 3"	5	pcs
71	Access file box, horizontal, legal size	10	pcs
72	Ballpen (black), fine tips	473	pcs
73	Ballpen (blue), fine tips	269	pcs
74	Ballpen (green), fine tips	41	pcs

75	Ballpen (red), fine tips	293	pcs
76	Binder, 3-ring , D-type, A4, 64mm (2.5") with insert clear-view pocket on front, back and spine for label	20	pcs
77	Binder , 3-ring, D-type, legal	20	pcs
78	Binder Clip, medium 1-1/4" wide 5/8" capacity black box of 12	64	box
79	Binder Clip, medium 3/4" wide 5/8" capacity black box of 36	67	box
80	Certificate Holder, A4 size	93	pcs
81	Certificate Frames, 8x11 in.	32	pcs
82	Chalk, colored, dustless	100	box
83	Check Paper for Transcript of Record, 8.5"x14"	10	ream
84	Class Record, New Edition, Yellow color	140	bkIts
85	Clear Sheet, A4 size folder, plastic	300	sheet
86	Clear book, 100leaves with black cover	60	pcs
87	Clear Folder with clip, A4 , hard	40	pcs
88	Clip, backfold, A4, ARCA folder binder	6	boxes
89	Clip, bulldog, 73mm (3")	6	pcs
90	Construction Paper, Assorted colored for Account Card	4	ream
91	Coloured Cardboard, A4, 230 gsm (50 pcs/pck)	20	pck
92	Correction Fluid, 15ml.	37	pck
93	Correction Pen	29	pcs
94	Cutter Blade Handheld, heavy duty, 18 cm	1	pcs
95	Cutter handheld, heavy duty, 6"	10	pcs
96	Envelope, Brown, A4 size	240	pcs
97	Envelope, Brown, legal size	908	pcs
98	Envelope, Brown, short	92	pcs
99	Envelope, accordion	1	pcs
100	Envelope, Expanded, long (Brown, thick)	155	pcs
101	Envelope, expanding with string,legal brown	60	pcs
102	ENVELOPE, expanding, plastic, legal size	125	pcs
103	Envelope, expanding, legal size	268	pcs
104	Envelope, expanded, long , blue, thick	60	pcs
105	Envelope, expanding, legal size, green color	5	pcs
106	Envelope mailing with window	15	pcs
107	Felt Paper, assorted color	32	sheet
108	Folder with tab, green long	61	pcs
109	Folder, white, A4 size, 14 points	200	pcs
110	Folder, morocco/fancy, A4 size, 50s/pck	1	pck
111	Folder, morocco/fancy, legal, size, 50s/pck	1	pck
112	Folder, long, brown	77	pck
113	Folder, long, orange	12	pcs
114	Folder, short, brown	58	pcs
115	Folder, Expandable, long, brown	450	pcs
116	Folder, Expandable, A4, brown	60	pcs
117	Folder, short, 14 points, white	115	pcs
118	Folder lever arch, Long	20	pcs
119	Folder, White, 14 points, long	2137	pcs
120	Folder, A4 size, Clear Cover	200	pcs

121	Folder, Plastic, sliding long	30	pcs
122	General Ledger	20	pcs
123	Glue , All purpose 200ml with applicator	10	btl
124	Glue, All purpose, 130 ml	24	btls
125	Glue, all purpose, 118ml	3	btls
126	Glue, All purpose, 25 ml	5	pcs
127	Glue gun sticks, clear (medium)	150	pc
128	Glue sticks, all purpose 0.77 oz	1	dozen
129	Illustration Board, (30" x 40"), 2 ply	10	pc
130	Index card, 5x8"	12	pack
131	Index card, 3"x5"	1	pck
132	Index card ¼	4	pack
133	Indextab, tabbing (numbers)	45	pad
134	Lever Arch File , long, folder	223	pcs
135	Lever Arch Folder,blue	8	pcs
136	Lever Arch Folder,black	25	
137	Magazine File Box, 112mm x 200mm, with open end	4	pcs
138	Manila Paper	133	pcs
139	Marking Pen, Permanent (black), refillable, fine	168	pcs
140	Marking Pen, Permanent (blue), refillable, fine	71	pcs
141	Marking Pen, Permanent (red), refillable, fine	45	pcs
142	Marking Pen, permanent (Blue) Broad , refillable	11	pcs
143	Marking Pen, permanent (black) broad , refillable	11	pcs
144	Marking Pen, Whiteboard (Black), broad	290	pcs
145	Marking Pen, Whiteboard (Black), refillable, fine	253	pcs
146	Marking Pen, Whiteboard (blue), refillable, fine	499	pcs
147	Marking Pen, Whiteboard (red), refillable, fine	290	pcs
148	Memo cube pad 3" x 3" x 4.5"	2	pad
149	Moroco color: blue size: short	1	ream
150	Page markers, assorted ultra colors, ½" x 2", 100/pad	18	pads
151	Paper Clip, medium, plastic	6	box
152	Paper Fastener, plastic	165	box
153	Paste Big , waterweel	1	pcs
154	Philippine Flag, standard size	5	pcs
155	Pencil Eraser	100	pcs
156	Pencil, No. 2	249	box
157	Picture Frame , A4 size, for certificates	2	pc
158	Plastic index tab A-Z	8	box
159	Plastic combs (ring binder), round back, 1/2", black or blue or red	15	pcs
160	Plastic combs (ring binder), round back, 1", black or blue or red	15	pcs
161	Plastic combs (ring binder), round back, 2", black or blue or red	15	pcs
162	Plastic ring binder, 12mm, A4	2	pcs
163	Plastic ring binder, 16mm, A4	1	pcs
164	Porta file, A4, black, width, 4"	5	pcs
165	Porta file, long, black, width, 4"	160	pcs
166	Porta file, long, blue, width, 4"	110	pcs
167	Porta file, long Dark red, width, 4"	35	pcs
168	Porta file, long, green, width, 4"	45	pcs
169	Porta file, long, red, width, 4"	360	pcs
170	Pressboard Folder, expandable, A4 size, blue	55	pcs
171	Push pin, Hammer head type	23	box
172	Push pin, plastic round head type	2	box

173	Push pin, flat head type, assorted colors, 100/case	12	box
174	PVC cover, 300mm size: A4	2	ream
175	Refill Ink for Permanent Marker Pen black	57	bots
176	Refill Ink for Permanent Marker Pen blue	35	bots
177	Refill Ink for Permanent Marker Pen red	37	bots
178	Refill Ink for Whiteboard Marker, red	34	btls
179	Refill Ink for Whiteboard Marker, black,	235	btls
180	Refill Ink for Whiteboard marker, blue	220	btls
181	Ribbon, Typewriter	1	pcs
182	Ring Binder -1" thick, 1 meter long	10	pcs
183	Rubber Stamp, 3 1/2" x 1 1/2"	1	pcs
184	Ruler, plastic , 12"	6	pcs
185	Ruler, plastic , 18"	5	pcs
186	Sheet Protector A4 (100 sheets/box)	6	box
187	Sign Pen, 0.3 black	45	pcs
188	Sign Pen, 0.2 black	25	pcs
189	Sign Pen, 0.2 blue	25	pcs
190	Sign Pen, 0.2 Red	25	pcs
191	Sign Pen, 0.3 blue	37	pcs
192	Sign Pen, 0.3 red	10	pcs
193	Sign Pen, 0.4 black	40	pcs
194	Sign Pen, 0.4 blue	20	pcs
195	Sign Pen, 0.5 green	10	pcs
196	Sign Pen, 0.7 black	44	pcs
197	Sign Pen, 0.7 blue	5	pcs
198	Specialized/Personalized Continuous Accountable Form No. 51 (Carbonless) (Official Receipts (500 pcs per box)	120	boxes
199	Spring Notebook 50 sheets	5	pcs
200	Staple wire No. 10	9	box
201	Staples MAX-HD-3LS (6mm) or equivalent	5	box
202	Staples MAX-HD-3LS (8mm) or equivalent	5	box
203	Tape, Double sides 1", 300 yards	1	btl
204	Tape, Double sided 1" 5m	56	roll
205	Tape Double sided 2" 5m	10	roll
206	Tape Double sided 3", 5m	1	roll
207	Tape, Double adhesive 1", 5m	17	roll
208	Tape, Double adhesive 2", 5m	5	roll
209	Tape Double sided 1/2", 5m	5	roll
210	Tape Duct, 2", gray	10	roll
211	Tape, Masking , 3",	3	roll
212	Tape, Masking , 3/4"	2	roll
213	Tape, Masking , 5"	25	roll
214	Tape, packaging, 1"	80	roll
215	Tape, packaging, 2"	5	roll
216	Tape, packaging, 3"	11	roll
217	Tape, transparent, (3") 300yards	23	roll
218	Tape, transparent, 4"	3	roll
219	Tape, transparent, 5"	25	roll
220	Tape, transparent , 3/4"	4	roll
221	Thumbtacks, 100pcs/box	45	box
222	Twine Straw for binding	5	roll
223	Trophies, 15"	25	pcs
224	Book End, (5" X 8"). METAL	100	pcs
225	Bulletin Board with Aluminum Frame, 4' x4' feet (48" x 48" inches)	5	pcs

226	Calculator compatible for (Canon AS-120, 12 digits)	2	pcs
227	Corkboard , small, 2' x 3'	2	unit
228	Cork board with Aluminum Frame, 1' x4' feet (48" x 48" inches)	8	unit
229	Extension cord 5m x 3 gang , 3 pong w#10	5	roll
230	Magnetic whiteboard 35.5 cm x 27.5 cm	3	pcs
231	Penlight	1	pc
232	Scissors 6"	1	pcs
233	Scissors, lightweight stainless steel with edge-ground blades, 18" straight handles, black, Tailor	4	pcs
234	Sharpener (small)	100	pcs
235	Scissors, stainless, 7" including plastic handle	11	unit
236	Stapler with remover, 545TM Antimicrobial std. desk black	20	unit
237	Stapler, heavy duty	7	unit
238	Stapler w/ remover,no.35, heavy duty	6	pcs
239	Stapler, long reach, handles up to 20 sheets of paper and up to 12" from edge of sheets	1	pcs
240	Tape dispenser, heavy duty, for 24mm(1")	1	pcs
241	Desk tray, flexible stacker,3 layers, grey	71	pc
242	Ultra Violet bulb, 4 watts	5	pc
243	Cartolina (black), 120 gsm	45	sheet
244	Cartolina (blue), 120 gsm	8	sheet
245	Cartolina (green), 120 gsm	8	sheet
246	Cartolina (pink), 120 gsm	8	sheet
247	Cartolina (red), 120 gsm	10	sheet
248	Cartolina (white), 120 gsm	33	sheet
249	Cartolina, white, 20's/pack, 150 gsm	11	pack
250	Carbonated COMPUTER CONTINUOUS FORMS, 4ply, 11" x9-1/2", 1, 000 sheets/box	10	box
251	Paper, Book, Short size subs 20	36	ream
252	Paper, Book A3L, 70gsm/m2	5	ream
253	Paper, mimeo, Groundwood, 216mmx330mm (8-1/2"x13") Legal size	8	ream
254	Paper, Whitewove, A4 size, subs. 18	8	ream
255	Paper, Whitewove, A4 size, subs. 20	41	ream
256	Paper, Whitewove, long subs. 20	23	ream
257	Mimeographing Paper (Whitewove A4)	15	ream
258	Paper, mimeo, whitewove, A4 size	25	ream
259	Paper special Type, Board (185gsm) at least 10 sheets/pack, Ivory color (for certificates)	40	packs
260	Paper Stationery A4 (white)	2	ream
261	Photo paper, glossy legal size	31	pcks
262	Photo paper matte, long	25	pck
263	Colored paper, Assorted color	5	packs
264	Sticker Paper, A4 size,green,orange,red,blue	12	pack
265	Sticker Paper, (white), A4 high gloss, 10 pcs/pack	69	pack
266	Sticker paper (white matte) 10pcs/pack long	52	pck
267	Sticker paper, A4 size, light blue, 10pcs/pack	5	pack
268	Special paper for certificate, A4, 10pcs/pack	8	pack
269	Special paper for TOR (light green), Long, 10pcs/pack	40	pcks
270	Specialty Board for Certificates, assorted colors	40	pcks
271	PST 13T Continuous Paper 11 x 9 (1 ply)	30	box
272	CD-RW w/ case	70	pcs
273	Drum, INEO 160	4	pcs
274	DVD re-rewritable, 10pcs/ box, 750MB	25	box

275	DVR -R with sleeves	50	pc
276	Diskette, 3.5" 1.44 MB 2HD	10	pcs
277	External hard drive portable, 4TB, 3.5 black, USB 3.0 &nb	2	pc
278	Ink Bottle for EPSON L110 (black)	13	btl
279	Ink Bottle for EPSON L110 (colored), cyan,	5	btl
280	Ink Bottle for EPSON L110 (colored), magenta	5	btl
281	Ink Bottle for EPSON L110 (colored), yellow	5	btl
282	Ink Cartridge for Canon CL-41	2	pcs
283	Ink to EPSON L200	1	btl
284	Ink Bottle for EPSON L210 (black)	18	btl
285	Ink Bottle for EPSON L210 (colored)	16	btl
286	Ink cartridge, for Brother LC40 BLK	4	pcs
287	Ink cartridge, for Brother LC40 Y	4	pcs
288	Ink cartridge, for Brother LC40 C	4	pcs
289	Ink cartridge, for Brother LC40 M	4	pcs
290	Ink Toner for Brother MFC- 7470D, 5 in 1 model	3	cart.
291	Ink Cartridge, for EPSON L350, Black	19	btls
292	Ink Cartridge, for EPSON L350, Cyan	16	btls
293	Ink Cartridge, for EPSON L350, Magenta	16	btls
294	Ink Cartridge, for EPSON L350, Yellow	16	btls
295	Ink Cartridge, for PG 40 (Black) Canon ip 1300	5	pcs
296	Ink Printer for (HP 932 Black)	7	pcs
297	Ink Printer for (HP 933 Magenta XL)	7	pcs
298	Ink Printer for (HP 933 Yellow XL)	7	pcs
299	Ink Printer for (HP 933 Cyan XL)	7	pcs
300	Ink for HP color Laserjet Pro M252dw black	5	pcs
301	Ink for HP color Laserjet Pro M252dw Cyan	5	pcs
302	Ink for HP color Laserjet Pro M252dw Magenta	5	pcs
303	Ink for HP color Laserjet Pro M252dw yellow	5	pcs
304	Laser Pointer, Pen Type, metal, for presentation, green and red color, 50mW Laser power, beam light, continuous light, single-point, uses 2 x LR6 1.5V AA or AAA batteries, button switch	1	pcs
305	Printer Ink to Epson, Continuous Ink System (CIS); (1set:4 bottles @ 4 colors),Universal Ink	5	set
306	Printer Ink to Epson, Balck, Continuous Ink System (CIS);Universal Ink	5	set
307	SD Card, 16G, Class 10	2	pcs
308	Ribbon, for EPSON LQ 300+	20	cart
309	Ribbon, for EPSON LQ 310	41	cart
310	Ribbon, for EPSON LQ 680 Pro	20	cart
311	Ribbon, for EPSON LX 300+II	10	cart
312	Ribbon, for EPSON LX 300+	6	cart
313	Ribbon cartridge for Epson Dotmatrix LQ2190 S015531/S015086 60m/196.8 ft	8	pc
314	Ribbon cartridge for Epson Dotmatrix LQ2190 S015584/S015327 32m/104.9 ft	3	pc
315	Toner, to Brother Toner TN 2280	1	pcs
316	Toner, for KYOCERA MITA digital camera KM-161635	3	tube
317	Toner, for HP Officejet 7200 All-in-One Series Cold	2	tube
318	Toner, for Samsung ML 1640	6	tube
319	Toner, for Samsung ML-D105L	4	tube
320	Toner, for MLT-D105L/SEE samsung ML1915 Printer	3	tube
321	Toner, for TOSHIBA T-1810D	7	pcs
322	Toner cartridge for TN-113, 4518-604, INEO 160	6	pcs

323	USB 8 gb	12	pcs	
324	USB 32gb	10	pcs	
325	Subsidiary Ledger	20	pcs	
326	Printing Press Services (tagboard-Ledger Card)	1	ream	
327	Seminar I.D. Badge	2	pcs	
328	ID holder	75	pcs	