

**TECHNICAL SPECIFICATIONS**

**SUPPLY AND DELIVERY VARIOUS OFFICE SUPPLIES FOR THE THIRD QUARTER OF 2021**

**A. SPECIFICATIONS**

- See attached office supplies' specifications

**B. OTHER TERMS AND CONDITIONS**

**1. APPROVED BUDGET OF CONTRACT:**

P86,000.00 **INCLUSIVE** of delivery or shipping cost and applicable government taxes

**2. DELIVERY:**



<b>Delivery Address</b>	<b>Unit</b>
DBP DAVAO BRANCH Ground Floor, DBP Building, C.M. Recto Street, Brgy. 38-D, Davao City	1

- Period: within 15 working days from receipt of Purchase Order (PO).
- Corresponding penalties shall apply for late delivery.
  - For every day delay, 1/10 of 1% of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the items on time.

**3. PAYMENT**

A one-time full payment shall be made after complete delivery of the supplies or as what is indicated in the Purchase Order.

Prepared by:


  
SM JEMMA H. IRENEA  
Branch Head 

**THE REGIONAL BIDS AND AWARDS COMMITTEE – SOUTHERN MINDANAO**


Recommended by:

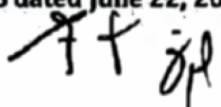
**The Technical Working Group**

  
AM ARTHUR ELENO L. VAQUILAR  
Team Head, PACIFT – Tagum

  
MGR. SEAN C. COLLANTES  
Head, PACIFT – Southern Mindanao

Approved by:

  
SVP GEORGE S. INOCENCIO  
OIC, Branch Banking Sector  
Per Office Order No. 216 dated June 22, 2021



**OFFICE SUPPLIES TECHNICAL SPECIFICATIONS:**

ITEM	UNIT	DESCRIPTION	QTY
1	gallon	Alcohol	10
2	piece	Ballpen, Black	60
3	piece	Ballpen, Blue	60
4	ream	Bond Paper , Multicopy, A4	60
5	ream	Bond Paper , Multicopy, Legal	30
6	piece	CD-RW	10
7	piece	Correction Tape	60
8	piece	Cutter	3
9	piece	EDP File Folder/Computer Binder, Small, Color Red	20
10	piece	EDP File Folder/Computer Binder, Big	20
11	box	Envelope, Brown, A4	1
12	box	Envelope, Brown, Legal	2
13	box	Envelope, Brown, Expanding	1
14	box	Envelope, Mailing, Window	3
15	box	Envelope, Mailing, Non-window	3
16	box	Fastener, Plastic coated	10
17	box	Fastener, Plastic coated, Long	10
18	box	Folder, A4, Cream	1
19	box	Folder, Long, Cream	1
20	box	Folder, Expanded, Long, Blue	1
21	box	Folder, Expanded, Long, Green	1
22	piece	Highlighter	30
23	piece	Journal Tape, Adding Machine	10
24	piece	Logbook, 150 pages	5
25	piece	Logbook, 300 pages	5
26	piece	Logbook, 500 pages	5
27	piece	Marker/Pentel Pen, Permanent, Blue	24
28	piece	Marker/Pentel Pen, Permanent, Black	24
29	pcs	Sign Pen, Blue	60
30	pcs	Sign Pen, Black	60
31	box	Stapler	3
32	box	Staple Wire	10
33	roll	Tape, Transparent	10
34	roll	Tape Musking	10
35	roll	Tape Packaging	10
36	roll	Toilet Tissue, 2 ply	60
37	ream	Yellow Paper, A4	1
38	ream	Yellow Paper, Legal	1
39	box	Computer paper, w/side perf subs. #20 11 x 9 1/2, 1 ply	30
40	box	Computer paper, w/side perf subs. #20 11 x 9 1/2, 2 ply	10
41	box	Computer paper, w/side perf subs. #20 11 x 9 1/2, 3 ply	5
42	box	Computer paper, w/side perf subs. #20 11 x 14 7/8, 1 ply	3