

Section VI. Schedule of Requirements

The delivery schedule, expressed in weeks or months, indicates the required delivery date which shall be understood as the date the Goods are to be delivered to the project site.

| Item Number | Description | Quantity | UoM | Delivery Schedule |
|---|--|------------|-------|--|
| Lot 1 - Paper and Paper Products | | | | |
| 1 | Paper – Multipurpose, A4 Size | 80,000 | Ream | Partial/staggered delivery 1 st Delivery – 25% Within sixty (60) calendar days from receipt of Notice to Proceed (NTP) and Purchase Order (PO) 2 nd Delivery – 25% Within sixty (60) calendar days after the completion of the 1 st delivery 3 rd Delivery – 25% Within sixty (60) calendar days after the completion of the 2 nd delivery 4 th Delivery – 25% Within sixty (60) calendar days after the completion of the 3 rd delivery |
| 2 | Paper – Multipurpose, Legal Size | 120,000 | Ream | |
| 3 | Folder - A4 size | 905 | C | |
| 4 | Carbon film, Legal | 685 | Box | |
| 5 | Envelope - Document, 10x15 | 5,000 | C | |
| 6 | Envelope - Window #10 Not Registered Quezon City | 240 | Box | |
| 7 | Envelope – Expanding Kraftboard for Legal Docs (100 pcs/box) | 5,000 | Box | |
| 8 | Looseleaf Cover | 1,671 | Set | |
| 9 | Folder, Legal Size, 36 mm thick (14 pts) | 7,253 | C | |
| 10 | Paper - Adding Machine Tape, 2-1/4 | 2,270 | Roll | |
| Lot 2 – IT Supplies | | | | |
| 1 | Drum for Brother HL 5450 Printer Brother DR3355 | 82 | Car | Partial/staggered delivery 1 st Delivery – 25% Within sixty (60) calendar days from receipt of Notice to Proceed (NTP) and Purchase Order (PO) 2 nd Delivery – 25% Within sixty (60) calendar days after the completion of the 1 st delivery 3 rd Delivery – 25% Within sixty (60) calendar days after the completion of the 2 nd delivery |
| 2 | Drum HL-L5100DN Brother: DR3455 Black | 110 | Car | |
| 3 | Drum HL-L8360CDW Brother DR451-CL Black | 5 | Car | |
| 4 | LTO Ultrium 7, 7.15TB | 42 | Unit | |
| 5 | Ribbon - ERC-31 for TMU-950 (Epson) | 3,000 | Piece | |
| 6 | Ribbon Tally Dascom 1330 99007 | 700 | Piece | |
| 7 | Thermal Paper for BQMS (57mmx30m) | 3,847 | Piece | |
| 8 | Toner for Samsung M3820ND MLT-D203E | 497 | Unit | |
| 9 | Toner for Samsung M3820ND MLT-D203L | 0 | Unit | |

| Item Number | Description | Quantity | UoM | Delivery Schedule |
|--------------------------------------|--|----------|--------|---|
| 10 | Toner HL-L5100DN Brother TN 3428 Black | 190 | Unit | 4 th Delivery – 25% Within sixty (60) calendar days after the completion of the 3 rd delivery |
| 11 | Toner HL-L8360CDW Brother TN456 Black | 26 | Unit | |
| 12 | Toner HL-L8360CDW Brother TN456 Cyan | 20 | Unit | |
| 13 | Toner HL-L8360CDW Brother TN456 Magenta | 20 | Unit | |
| 14 | Toner HL-L8360CDW Brother TN456 Yellow | 20 | Unit | |
| 15 | Toner, HP M401D | 14 | Unit | |
| Lot 3 – TSF and Printed Forms | | | | |
| 1 | Daily Time records 14 pts. Tagboard | 600 | C | <u>Partial/staggered delivery</u> 1 st Delivery – 50% Within sixty (60) calendar days from receipt of Notice to Proceed (NTP) and Purchase Order (PO) 2 nd Delivery – 50% Within sixty (60) calendar days after the completion of the 1 st delivery |
| 2 | REL-9 REP 25 sets/pad 4 Ply (Carbonless) | 2,903 | Pad | |
| 3 | TSF - 11x10-5/8 1 ply 2000 sheets/box | 255 | M | |
| 4 | TSF - 11x14-7/8 1 ply 2000 sheets/box | 230 | M | |
| 5 | TSF - 11x8-1/2 1 ply 2000 sheets/box | 135 | M | |
| Lot 4 – Supplies Others | | | | |
| 1 | Alcohol, Ethyl, 68%-72% | 12,110 | Bottle | <u>Partial/staggered delivery</u> 1 st Delivery – 25% Within sixty (60) calendar days from receipt of Notice to Proceed (NTP) and Purchase Order (PO) 2 nd Delivery – 25% Within sixty (60) calendar days after the completion of the 1 st delivery 3 rd Delivery – 25% Within sixty (60) calendar days after the completion of the 2 nd delivery 4 th Delivery – 25% Within sixty (60) calendar days after the completion of the 3 rd delivery |
| 2 | Ballpoint Pen, black | 10,000 | Piece | |
| 3 | Ballpoint Pen, blue | 10,000 | Piece | |
| 4 | Ballpoint Pen, red | 5,000 | Piece | |
| 5 | Binder Clip 1 1/4" | 1,000 | Box | |
| 6 | Binder Clip 1" | 1,300 | Box | |
| 7 | Binder Clip 2" | 1,200 | Box | |
| 8 | Binder Clip 3/4" | 1,500 | Box | |
| 9 | Correction Tape | 19,291 | Piece | |
| 10 | Corrugated Box | 41,420 | Set | |
| 11 | Empty Cartons | 22,615 | Piece | |
| 12 | File Organizer, Legal | 1,124 | Piece | |
| 13 | Ink Stamp Pad, Violet | 2,000 | Bottle | |
| 14 | Ink Stamp Pad, Black | 2,389 | Bottle | |
| 15 | Ink for Trodat Dater, Black 28ml/bottle | 2,518 | Bottle | |

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|---|---|----------|-------|-------------------|--|
| 16 | Marker - Fluorescent (Hi-lighter) | 5,811 | Piece | | |
| 17 | Marking Pen, black | 1,500 | Piece | | |
| 18 | Marking Pen, blue | 2,000 | Piece | | |
| 19 | Marking Pen, red | 500 | Piece | | |
| 20 | Paper Clip, Big | 3,000 | Box | | |
| 21 | Paper Fastener | 12,500 | Box | | |
| 22 | Paste - Solid w/ waterwell and applicator | 1,064 | Piece | | |
| 23 | Plastic Envelope, 10 x 15 Gauge no. 5 | 48,000 | Piece | | |
| 24 | Rag - Camiseta | 2,500 | Kilo | | |
| 25 | Record Book, 300 pages | 1,300 | Piece | | |
| 26 | Record book, 500 pages | 1,000 | Piece | | |
| 27 | Rubber Band – Multicolor, 450 grams | 1,100 | Box | | |
| 28 | Rubber Band – Transparent, 445 grams | 2,000 | Bag | | |
| 29 | Ruler - Plastic | 1,056 | Piece | | |
| 30 | Sign Pen | 4,100 | Piece | | |
| 31 | Stamp Pad - Big 3-7/16 x 5-5/8 | 2,170 | Piece | | |
| 32 | Staple wire | 8,000 | Box | | |
| 33 | Tape – Masking, 1” | 6,511 | Roll | | |
| 34 | Tape – Transparent, 1” | 10,000 | Roll | | |
| 35 | Tape – Transparent, 2” | 3,525 | Roll | | |
| Lot 5 – Tissue Jumbo Roll, 2-ply | | | | | |
| 1 | Tissue Jumbo Roll, 2-ply | 20,384 | Roll | | <p>1st Delivery – 25% Within sixty (60) calendar days from receipt of Notice to Proceed (NTP) and Purchase Order (PO)</p> <p>2nd Delivery – 25% Within sixty (60) calendar days after the completion of the 1st delivery</p> <p>3rd Delivery – 25% Within sixty (60) calendar days after the completion of the 2nd delivery</p> |

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|-------------|-------------|----------|-----|---|
| | | | | 4 th Delivery – 25% Within sixty (60) calendar days after the completion of the 3 rd delivery |

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____