

## TECHNICAL SPECIFICATIONS

**Objective:** The Embassy of the Philippines in Seoul intends to purchase office supplies and materials for its daily operations.

**Scope:** To provide the annual office supplies and materials for the official use of the various offices of the Embassy.

### List of Office Supplies & Other Requirements

Item	Estimated number of requirements
<i>Paper Products</i>	
A4 Plain White Paper	150 boxes (5 reams/box)
Legal Size Plain White Paper	15 boxes (5 reams/box)
Legal Size Plain Yellow Paper	5 boxes
Legal Size Plain Pink Paper	5 boxes
A4 Embassy Letter Head	10 boxes
A4 Note Verbale Paper	2,000 sheets
A4 White Letter Envelope with Letter Head	1000 pieces
Certificate Paper	100 packs
Study Card (Large)	5 packs
Study Card (Medium)	5 packs
Study Card (Small)	5 packs
A4 Folder	50 packs (10/pack)
Legal Size Folder	50 packs (10/pack)
Provisional Receipt	250 pads
A4 Brown Envelope	500 pieces
Legal Size Brown Envelope	500 pieces
Letter Envelope	250 pieces
Manila Paper	100 sheets
Spiral Notebook	12
Executive Notebook	10
Formtec No 3108	10 boxes
Formtec No 3109	10 boxes
Post-It (Large)	10 boxes
Post-It (Medium)	10 boxes
Post-It (Small)	10 packs
CD Envelopes	250 pieces
Briefing paper separators	100 pieces
Logbook	10 pieces

<b>Item</b>	<b>Estimated number of requirements</b>
Bubble envelope (145x240)	50 pieces
A4 Pad Paper	10 pieces
Photo Paper	1 pack of 10 sheets
Tabs	10 packs
Queuing Machine Tickets	5 boxes
<i>Pens/Markers/Highlighters</i>	
Blue Signing Pen (Sarasa brand)	250 pieces
Black Signing Pen (Sarasa brand)	50 pieces
Red Signing Pen (Sarasa brand)	50 pieces
Monami Olika Sign Pen (black)	25 pieces
Monami Rolling Pens	100 pieces
Highlighters (various colors)	10 boxes
Black Permanent Marker	2 boxes
Board Marker	1 box
Pencils	10 packs of 12
Blue Ink	15 bottles
<i>Other Office Supplies</i>	
Acrylic Message Holders	10
Certificate Glass Frames	10
A4 Clear Folder	100 pieces
Clear Pocket folder	100 pieces
Briefing Paper Plastic folder	100 pieces
Heavy duty ring binder	10 pieces
Binder clips (large) 51mm	20 boxes
Binder clips (medium) 41mm	20 boxes
Binder clips (small) 25mm	20 boxes
Correction Tape	50 pieces
Correction Tape Refill	50 packs (2/pack)
Rubber Eraser	10 pieces
Rubber Band	50 packs
Staple Wire	25 boxes
Fastener	10 boxes
Scotch Tape (large)	20 pieces
Scotch Tape (medium)	25 pieces
Scotch Tape (small)	25 pieces
Packing Tape (large)	10 pieces
Masking Tape (large)	10 pieces
Glue Stick	10 boxes
Filing boxes	50 pieces
Staple wire remover	10 pieces
Certificate Folder	50 pieces

<b>Item</b>	<b>Estimated number of requirements</b>
Large Paper clips	15 boxes
Small Paper clip	15 boxes
Notarial Red Ribbons	600 rolls
Eyelets	150 boxes
Gold stickers/Notarial seal	50,000 pieces
Wet Tissues	50 pieces
Plastic for umbrellas (long)	4 boxes
Plastic for umbrellas (short)	4 boxes
Paper cups	2000 pieces
Stamp Pads	5 pieces
Scissors	10 pairs
Staplers	10 pieces
Pencil sharpener	10 pieces
Ruler	10 pieces
Paper envelopes for drinking water	5 boxes
File Organizer	20 pieces
In & Out Trays	10 pieces
Laminating Film	1 box
ID Tags (85x54)	100 pieces
Business card holder (400)	3
Business card holder (200)	3
Calculator	2
Dater	
<b>Computer Supplies &amp; Accessories</b>	
HP 1020 (12A)	12 pieces
HP 1200 (15A)	10
HP 17A	10
HP 19A	10
HP Laser 55A	5
HP Laser 94	5
HP 95	5
HP 98	5
HP 35A	5
HP 85	5
HP 470 colored	10
HP 470 black	10
HP 600 (various colors)	4 each color
HP 950	10
HP 951	10
Canon MF4750	10
Canon 328	10
Canon Image LBP 6030/325	10

Item	Estimated number of requirements
Samsung MLT-D111S	5
Ribbon Cartridge LQ590	12
Brother 1030 Correctable Ribbon	12
External Drive 500GB	2
CD Recordable/Rewriteable	1 Pack of 100
DVD Recordable/Rewriteable	2 packs of 50
USB 4GB	5 pieces
USB 8 GB	5 pieces
USB 32GB	5 pieces
CD plastic sleeves	2 boxes of 100
DVD/CD hard plastic cover	50 pieces
Computer mouse	2
Cable ties	5 packs
Wifi Router	1 piece
Computer Speaker	1 piece
Electrical	
Osram Flourescent Light 32W	3 boxes
Long Lite LED 5W	2 boxes
Osram Light 13W	2 boxes
Osram LED light 20	2 boxes
Osram 36 W	3 boxes
A3 Battery	10 packs
2A Battery	10 packs
3A Battery	10 packs
12V Battery for Stylus Pen of Encoding Section	10 pieces
Extension cord	5
Electric tape	2
Toilet & Cleaning Products	
Jumbo Toilet Tissues	50 rolls
Regular Toilet Tissues	50 packs
Paper Towel	100 packs
Large garbage bag	25 packs
Small garbage bag	25 packs
Laundry Soap	20 pieces
Dish Cloth	50 pieces
Rubber Gloves	25 pairs
Naphtalene Balls	10 packs
Hand wash	20 bottles
Toilet cleaning products	30 bottles
Windex	10 bottles

<b>Item</b>	<b>Estimated number of requirements</b>
Glade Air Freshener	25 pieces
Dish washing liquid	10 bottles
Scotch Brite Scrub	15 pieces
Mop Refill	12 pieces
Indoor Sweeper	2
Outdoor Sweeper	2
Pledge Furniture Polisher	5 bottles
Home Disinfectant Spray	5 bottles
Hand sanitizer	20 pieces
Bleach	5 bottles
<b>Official Car Maintenance</b>	
Car Wash Shampoo	5 bottles
Liquid Wax Spray	5 bottles
Carpet Shampoo	2 bottles
Non-abrasive Towel	5 packs
Cleaning Chamois	5 packs
Air Freshener	12 pieces
Duster	5 pieces
<b>Other Requirements</b>	
Printing of Business Cards	
Photo printing	
Name Rubber Stamp	
Tarpaulin Printing	
Note : There may be other office supplies or requirements not included in the list.	

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