

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 frontline and backroom operations of the Embassy.

List of Office Supplies & Other Requirements

Item	Estimated number of requirements
<i>Paper Products</i>	
A4 Plain White Paper (Milk brand)	100 boxes (5 reams/box)
Legal Size Plain White Paper	5 boxes (5 reams/box)
Legal Size Plain Yellow Paper	2 boxes (5 reams/box)-5000 sheets
Legal Size Plain Pink Paper	2 boxes (5 reams/box)-5000 sheets
A4 Embassy Letter Head	10,000 sheets
A4 Note Verbale Paper	2,000 sheets
White Letter Envelope with Letter Head	1000 pieces
Certificate Paper	500 sheets (1ream)
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)
Consular Provisional Receipt	1000 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	15 boxes
Formtec No 3109	15 boxes
Post-It (Large)	3 boxes
Post-It (Medium)	3 boxes
Post-It (Small)	10 packs
CD Envelopes	500 pieces
Briefing paper separators	100 pieces
Logbook	10 pieces
Bubble envelope (145x240)	50 pieces

Item	Estimated number of requirements
A4 Pad Paper	10 pieces
Photo Paper	1 pack of 10 sheets
<i>Pens/Markers/Highlighters</i>	
Blue Signing Pen (Sarasa brand)	200 pieces
Black Signing Pen (Sarasa brand)	100 pieces
Red Signing Pen (Sarasa brand)	50 pieces
Monami Olika Sign Pen (black)	20 pieces
Monami Rolling Pens (for Consular applicants' use)	50 pieces
Highlighter (green)	1 box
Highlighter (blue)	1 box
Highlighter (orange)	
Black Permanent Marker	1 box
Board Marker	1 box
Ambassador's Signing Pen	5 pieces
Pencils	10 packs of 12
Blue Ink	15 bottles
<i>Other Office Supplies</i>	
Wifi Router	1 piece
Computer Speaker	1 piece
A4 Clear Folder	100 pieces
Clear Pocket folder	100 pieces
Briefing Paper Plastic folder	100 pieces
Heavy duty ring binder	10
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	20 packs (2/pack)
Rubber Eraser	10 pieces
Rubber Band	50 packs
Staple Wire	25 boxes
Fastener	10 boxes
Scotch Tape (large)	15
Scotch Tape (medium)	15
Scotch Tape (small)	15
Packing Tape (large)	10
Masking Tape (large)	5
Glue Stick	2 boxes of 30 pieces
Filing boxes	10 pieces
Staple wire remover	5

Item	Estimated number of requirements
Certificate Folder	10
Large Paper clips	10 boxes
Small Paper clip	10 boxes
Notarial Red Ribbons	400 rolls
Eyelets	150 boxes
Gold stickers/Notarial seal	1200 pieces
Wet Tissues	50 pieces
Rubbing Alcohol	25 bottles
Plastic for umbrellas (long)	4 boxes
Plastic for umbrellas (short)	4 boxes
Paper cups	1000 pieces
Stamp Pads	5 pieces
Scissors	5 pieces
Two-hole Puncher	3 pieces
Staplers	5 pieces
Pencil sharpener	5 pieces
Ruler	5 pieces
Paper envelopes for drinking water	2 boxes
File Organizer	20 pieces
In & Out Trays	10 pieces
Laminating Film	1 box
ID Tags (85x54)	100 pieces
Business card holder (400)	1
Business card holder (200)	1
Computer Supplies	
HP 1020 (12A)	12 pieces
HP 1200	10
HP Laser 55A	10
HP Laser 94	10
HP 95	10
HP 98	10
HP 35A	10
HP 85	10
HP 600 (various colors)	4 each color
Canon MF4750	10
Canon 328	10
Samsung MLT-D111S	5
Ribbon Cartridge LQ590	12
External Drive 500GB	2
CD Recordable	2Pack of 100
CD Rewriteable	2 packs of 100
DVD Recordable	4 packs of 200

Item	Estimated number of requirements
DVD Rewriteable	100 pieces
USB 4GB	5 pieces
USB 8 GB	5 pieces
USB 32GB	5 pieces
CD paper/ plastic sleeves	3 boxes of 100
DVD/CD hard plastic cover	50 pieces
Computer mouse	2
Cable ties	5 packs
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	2
Electric tape	2
Toilet & Cleaning Products	
Jumbo Toilet Tissues	15 packs of 4
Regular Toilet Tissues	50 packs of 10
Paper Towel	15 packs of 10
Large garbage bag	200 pieces
Small garbage bag	50 packs of 10
Laundry Soap	20 pieces
Dish Cloth	20 pieces
Rubber Gloves	10 pieces
Naphtalene Balls	50 pieces
Hand wash	20 bottles
Toilet cleaning products-Homesta	25 bottles
Windex	15 bottles
Glade Air Freshener	50 pieces
Dish washing liquid	10 bottles
Scotch Brite Scrub	30 pieces
Mop Refill	5
Indoor Sweeper	1
Outdoor Sweeper	1
Pledge Furniture Polisher	5

Item	Estimated number of requirements
Home Disinfectant Spray	50 pieces
Hand sanitizer	100 pieces
Bleach	50 bottles
Official Car Maintenance	
Car Wash Shampoo	5 bottles
Liquid Wax Spray	5 bottles
Carpet Shampoo	5 bottles
Non-abrasive Towel	50 pieces
Cleaning Chamois	25 pieces
Air Freshener	50 pieces
Duster	10 pieces
Other Requirements	
Printing of Business Cards	
Photo printing	
Name Rubber Stamp	
Tarpaulin Printing	
Note: Some supplies not included in the list may be purchased when the need arises.	

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