

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
ANNUAL PROCUREMENT PROGRAM
For the Calendar Year 2013
DOCUMENTS and RECORDS CONTROL UNIT

Item No	Article	Description	Unit	Amount	DaRCU				Total Qty.	Sub-Amount
					1st	2nd	3rd	4th		
I. OFFICE SUPPLIES, MATERIALS, FURNITURE AND EQUIPMENT										
A. Regular Consumables										
	ALCOHOL	rubbing, 70 % isoprophyl, 500 ml.	bottle	39.26	4	4	4	4	16	628
	AIR FRESHENER	aerosol type, 280 ml/can, Glade	can	116.48	2	2	2	2	8	932
	BALLPOINT PEN	fine point, black, Pilot brand	pc	19.00	12	12	12	12	48	912
	BALLPOINT PEN	fine point, blue, Pilot brand	pc	19.00	12	12	12	12	48	912
	BALLPOINT PEN	fine point, red, Pilot brand	pc	19.00	12	12	12	12	48	912
	BATTERY	size AA, alkaline, 2 pcs./packet, Alkaline brand	pack	64.00	2	2	2	2	8	512
	BATTERY	size AA, rechargeable	pack	70.00		4			4	280
	BATTERY	AAA, energizer	pc	35.00	2	2	2	2	8	280
	BATTERY	9V, Energizer	pc	110.00	1	1	1	1	4	440
	BATTERY CHARGER	Model: ULINOV3, input: 220 V ~ 60hz, output: 6V	unit	1,000.00	1				1	1000
	BOND PAPER	for PPC, 210mm x 297mm (A-4), 80 gsm.	ream	195.00	50	50	50	50	200	39000
	BOND PAPER	Legal Size	ream	250.00	2	1	2	1	6	1500
	DIVIDER TABS	Divider tabs with ears (assorted color)	set	17.00	100	50	50	50	250	4245
	CORRECTION FLUID	water based, white opaque, 15 ml./bottle, Forbes	bottle	17.50	1		1		2	35
	CORRECTION TAPE		pc	30.00	5	5	5	5	20	100
	CLIP	vinyl coated paper clip, No. 22, 50 gms per box	box	5.30	1		1		2	11
	CLIP	vinyl coated paper clip, No. 50, 120 gms per box	box	10.85	1		1		2	22
	CLIP	backfold, 1-1/4 inches, 12 pcs. per box	box	9.05	1		1		2	18
	CLIP	backfold, 2 inches, 12 pcs. per box	box	32.35	1		1		2	65
	DOCUMENT BOX	with ring and clear pocket on spine using gamuza material outside and coated paper inside, size 5-1/2" x 11-1/2" and 16	pc	175.00	1		1		2	350
	EASEL PAD	Standard Easel Pad	box	185.00		1			1	185
	ENVELOPE	expanding kraft board, min. of 285gsm for legal size papers/documents, 500 pcs/box	box	589.15	1				1	589
	ENVELOPE	documentary, for A4 size paper/document, kraft, min. weight of 150gsm, 500pcs/box	box	430.06	1				1	430
	ENVELOPE	Brown, long	box	430.06	1				1	430

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	FOLDER	morocco/fancy with plastic grip, A4 size (green & red)	box	300.00	1				1	300
	FOLDER	morocco/fancy with plastic grip, Long size green	box	350.00	1	1	1	1	4	1400
	FOLDER	morocco/fancy with plastic grip, Long size red	box	350.00	1	1	1	1	4	1400
	FOLDER	clear plastic, L-type A 4 size, 210m x 297mm	box	160.00	1				1	160
	FOLDER	clear plastic, L-type Legal size (green)	box	200.00	1	1	1	1	4	800
	FOLDER	clear plastic, L-type Legal size (red)	box	200.00	1	1	1	1	4	800
	FOLDER	tagboard, plain, for legal size papers/documents, 16 points, 100s/box	box	375.00	1				1	375
	RING BINDER	ring Binder	pc	165.00	50	50	50	50	200	33000
	GLUE	Glue stick, leeho, 21 grams	jar	41.50	2				2	83
	SHARPENER	Heavy Duty Pencil Sharpener	pc	300.00	1				1	300
	INSECTICIDE	aerosol type, 600ml/can, Blattanex	can	125	1	1	1	1	4	500
	MARKING PEN	permanent, bullet tip, non-toxic, black, Pentel brand	each	26.00	5	5	5	5	20	520
	MARKING PEN	permanent, bullet tip, non- toxic, blue, Pentel brand	each	26.00	5	5	5	5	20	520
	MARKING PEN	for whiteboard, black, Dong A brand	each	35.00	5	5	5	5	5	175
	MARKING PEN	for whiteboard, blue, Dong A brand	each	35.00	5	5	5	5	5	175
	HIGH LIGHTER PEN	assorted color	set	60.00	5	5	5	5	20	1200
	BOND PAPER	for PPC, 210mm x 297mm (A-4), 80 gsm.	ream	195.00	6	6	6	6	24	4680
	PENCIL	lead, w/ eraser, Mongol #2 brand	box	45.00	1	1	1		3	135
	POST IT NOTEPAD	75mm x 120mm (3"x4"), 3M brand	pad	30.00	5	5	5	5	20	600
	POST IT NOTEPAD	76mm x 76mm (4"x4"), 3M brand	pad	20.00	5	5	5	5	20	400
	RAGS	cotton, approx. 203mm (8") in diameter	kilo	25.10	1		1		2	50
	RECORD BOOK	300 pages, non-blot, 215mm x 275mm, 55gsm., smythe sewn, w/ 'Official Record Book' printing	pc	70.00	1	1	1	1	4	280
	RECORD BOOK	500 pages, non-blot, 215mm x 275mm, 55gsm., smythe sewn, w/ 'Official Record Book' printing	pc	80.00	1	1	1	1	4	320
	RUBBER BAND	#18, transparent, 445 g./box, MO BRAND	box	110.00	1				1	110

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	SCISSORS	size 12", stainless	pc	100.00	1	1	1	1	4	400
	STAPLER	Long-arm, staples up to 25 sheets of paper	unit	600.00	1		1		2	1200
	STAPLE WIRE	standard, #35, 5000s/box, Joy brand	box	36.00	4	4	4	4	16	576
	SIGN PEN	high tech pen, 0.5mm needle point extra fine, black, Energel, Pentel brand	pc	49.50	4			4	8	396
	SIGN PEN	high tech pen, 0.5mm needle point extra fine, blue, Energel, Pentel brand	pc	49.50		4	4		8	396
	TAPE	masking, 24mm (1") width, usable length of 50M	roll	15.00	3	3	3	3	12	180
	TAPE	transparent, 24mm (1") width, usable length of 50M	roll	15.00	5	5	5	5	20	300
	TAPE	packaging, 48mm width, approx. 50M length	roll	20.00	5	5	5	5	20	400
	TAPE DISPENSER	Heavy duty for 24mm (1") width transparent tape, Prince brand	pc	38.90	1		1		2	78
	TOILET TISSUE	250 twin-ply sheets, 12 rolls/package	pack	80.10	3	3	3	3	12	961
Regular Consumables Sub-total									106,957.57	
B. Computer Supplies, Accessories and Equipment										
B.1. Ink/ Toner										
	INK CARTRIDGE	HP Inkjet cartridge # 704, tri-colour, for HP 2060	pc	935.00	5	5	5	5	20	18700
	INK CARTRIDGE	HP Inkjet cartridge #704, black, for HP 2060	pc	1,200.00	5	5	5	5	20	24000
	INK CARTRIDGE	HP laserjet CE285A	pc	1,200.00	1	1	1	1	4	4800
Computer Supplies, Accessories and Equipment									47500	
B.2. Accessories and Equipment										
	Digital Camera		unit	15,000.00	1				1	15000
	Binding Machine		unit	8,000.00	1				1	8000
	Paper Trimmer		unit	2,000.00	1				1	2000
	Push Cart	Heavy Duty	unit	5,600.00	1				1	5600
	Back UP USB	1 TB Back UP Plus USB 3.0 HDD	pc	6,450.00	2				2	12900
	Keyboard	Keyboard	pc	500.00	2				2	1000
	Executive Chair		pc	5,000.00	20				20	100000
	Mouse	USB mouse	pc	300.00	3				3	900

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	USB	16 GB	pc	1,400.00	2		2		4	5600
	Memory card	SD card 8gb	pc	1,000.00	2				2	2000
	Scientific Calculator	EL 506XVL . 469 function	pc	1,500.00	2				2	3000
	Speaker	2.1 Channel Speaker System	set	2,000.00	2				2	4000
	UPS	Uninterrupted Power Supply	unit	450.00	2				2	900
	Laptop		unit	30,000.00	1				1	30000
	Projector	with USB Plug and Play	unit	30,000.00	1				1	30000
	Sandwich Maker		unit	1,500.00	1				1	1500
	Microwave Oven		unit	9,000.00	2				2	18000
	Kitchen Utensils	Cups, saucers, spoons, forks, teaspoons	set	3,000.00	1					3000
Accessories and Equipment										264,120.00
GRAND TOTAL										418,577.57