

## Bill of Materials

Items Description	unit	Quantity
ACETATE, thickness: 0.075mm min (gauge #3)	roll	15
BATTERY, dry cell, AA, 2 pieces per blister pack	pack	256
BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	220
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	217
CALCULATOR, compact, 12 digits	unit	62
CARBON FILM, PE, black, size 216mm x 330mm	box	20
CLEARBOOK, 20 transparent pockets, for A4 size	piece	78
CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	102
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	102
CORRECTION TAPE, film base type, UL 6m min	piece	293
CUTTER BLADE, for heavy duty cutter	piece	110
CUTTER KNIFE, for general purpose	piece	73
DATING AND STAMPING MACHINE, heavy duty	piece	7
DATA FILE BOX, made of chipboard, with closed ends	piece	211
DATA FOLDER, made of chipboard, taglia lock	piece	169
ENVELOPE, DOCUMENTARY, for A4 size document	box	38
ENVELOPE, DOCUMENTARY, for legal size document	box	56
ENVELOPE, mailing, white, 70gsm	box	32
ENVELOPE, mailing, white, with window	box	5
ERASER, FELT, for blackboard/whiteboard	piece	11
ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	119
FASTENER, METAL, 70mm between prongs	box	58
FILE ORGANIZER, expanding, plastic, 12 pockets	piece	79
FILE TAB DIVIDER, bristol board, for A4	set	21
FILE TAB DIVIDER, bristol board, for legal	set	25

FLASH DRIVE, 16 GB capacity	piece	15
White Folder (Long) White	piece	500
FOLDER, FANCY, for A4 size documents	bundle	41
FOLDER, FANCY, for legal size documents	bundle	41
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	66
FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	66
FOLDER, TAGBOARD, for A4 size documents	pack	51
FOLDER, TAGBOARD, for legal size documents	pack	81
INDEX TAB, self-adhesive, transparent	box	30
MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	77
MARKER, FLUORESCENT, 3 assorted colors per set	set	68
MARKER, whiteboard, black, felt tip, bullet type	piece	70
MARKER, whiteboard, blue, felt tip, bullet type	piece	45
MARKER, whiteboard, red, felt tip, bullet type	piece	25
MARKER, PERMANENT, bullet type, black	piece	105
MARKER, PERMANENT, bullet type, blue	piece	95
MARKER, PERMANENT, bullet type, red	piece	95
MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	unit	15
MOUSE, WIRELESS, USB	unit	16
NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	212
NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	182
NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	175
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	35
PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	180
PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	170
PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	160
PENCIL SHARPENER, manual, single cutter head	piece	26
PUNCHER, paper, heavy duty, with two hole guide	piece	16

RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	39
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	121
RING BINDER, plastic, 32mm, 84 rings	bundle	13
RULER, plastic, 450mm (18"), width: 38mm min	piece	61
SCISSORS, symmetrical, blade length: 65mm min	pair	17
STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	20
STAMP PAD INK, purple or violet, 50ml	bottle	55
STAPLE REMOVER, PLIER-TYPE	piece	101
STAPLE WIRE, for heavy duty staplers, (23/13)	box	57
STAPLE WIRE, STANDARD, (26/6)	box	166
STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	20
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	17
TAPE, ELECTRICAL, 18mm x 16M min	roll	87
TAPE, MASKING, width: 24mm ( $\pm 1$ mm)	roll	134
TAPE, MASKING, width: 48mm ( $\pm 1$ mm)	roll	157
TAPE, PACKAGING, width: 48mm ( $\pm 1$ mm)	roll	100
TAPE, TRANSPARENT, width: 24mm ( $\pm 1$ mm)	roll	59
TAPE, TRANSPARENT, width: 48mm ( $\pm 1$ mm)	roll	164
TWINE, plastic, one (1) kilo per roll	roll	19
GLUE, all purpose, gross weight: 200 grams min	piece	170
Computer Printer Epson L3150	piece	5
Paper Shredder	piece	12