

**TECHNICAL SPECIFICATION FOR:**

**UPLB-S-099-10-19, SUPPLY AND DELIVERY OF BRANDED AND BRAND NEW OFFICE SUPPLIES FOR BIOTECH**

**DATE OF PREBID CONFERENCE:**  
**DEADLINE FOR SUBMISSION OF BIDS:**  
**OPENING OF BIDS:**

\_\_\_\_\_  
 Wednesday, 16 October 2019 10:30 AM  
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 Wednesday, 30 October, 2019 1:15 PM  
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 Will follow shortly after the deadline of the submission of bids  
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LOT #	ITEM #	REQUIRED SPECIFICATIONS	OFFERED SPECIFICATIONS (write down detailed offered specifications)	REFERENCES (include supporting documents)	COMMENTS/ REMARKS (clarify inclusion/ exclusion)	EVALUATION	
1	1	BROWN PAPER					
		1m x 50 meter per roll					
		good quality paper					
	2	ACETATE FILM					
		A4					
		0.1mm thickness					
		100 sheets/ pack					
	3	ADHESIVE TAPE					
		18mmx21mm x 50 meter					
		Clear					
	4	BALLPEN, BALLPOINT					
		Pen S-Fine					
		Black					
		.5mm					
			14.5 cm in length				



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	7	BALLPEN, BALLPOINT				
		0.5mm				
		fine point				
		black				
		writes smooth, clean lines				
		ribbed finger grip for writing comfort				
		12pcs/box				
	8	BALLPEN, BALLPOINT				
		0.5mm				
		fine point				
		blue				
		writes smooth, clean lines				
		ribbed finger grip for writing comfort				
		12pcs/box				
	9	BALLPEN, BALLPOINT				

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		0.5mm				
		fine point				
		red				
		writes smooth, clean lines				
		ribbed finger grip for writing comfort				
		12pcs/box				
	10	BALLPEN, BALLPOINT				
		fine point				
		black				
		writes smooth, clean lines				
		ribbed finger grip for writing comfort				
		12 pieces per box				
	11	BALLPEN				
		0.4				
		black				
		writes smooth, clean lines				

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	12	ribbed finger grip for writing comfort					
		12 pcs./ box					
		BALLPEN					
		0.4					
		blue					
			writes smooth, clean lines				
	13		ribbed finger grip for writing comfort				
			12 pcs./ box				
		BALLPEN					
		0.4					
red							
		writes smooth, clean lines					
14		ribbed finger grip for writing comfort					
		12 pcs./ box					
	BATTERY, DOUBLE A						

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	15	heavy duty				
		can last a year after date of delivery				
		4pc/pck				
		BATTERY, DRY CELL AA				
		can last two years after the date of delivery				
	16	2 pieces per blister pack				
		BATTERY, DRY CELL AAA				
		can last two years after the date of delivery				
		2 pieces per blister pack				
17	BATTERY, TRIPLE A					
	heavy duty					
	can last one year after the date of delivery					
	4pc/pck					
18						
	PAPER, MULTICOPY, 80gsm					

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		size: 210mm x 297mm				
		Substance 24				
		Size: A4)				
		500pcs/ream				
	19	PAPER, MULTICOPY, 80gsm				
		size: 216mm x 330mm				
		Substance 24				
		Size:LEGAL				
		500pcs./ream				
	20	PAPER, MULTICOPY, 80gsm				
		size:Letter size				
		Substance 24				
		500pcs./ream				
	21	PAPER, MULTICOPY, 70gsm				
		size: 210mm x 297mm				

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	22	Substance 18				
		Size: A4)				
		500pcs/ream				
		COPY PAPER				
		colored, green				
	size:legal (8 1/2" x 13")					
	80gsm					
	substance 24					
	500 pcs./ream					
	23	COPY PAPER				
colored , blue						
A4 ,80gsm						
substance 24						
500 pcs./ream						
24	COPY PAPER					



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		colored , green				
		A4				
		80gsm				
		substance 24				
		500 pcs./ream				
	25	COPY PAPER				
		colored, pink				
		A4				
		80gsm				
		substance 24				
		500 pcs./ream				
	26	COPY PAPER				
		colored , Yellow				
		A4				
		80gsm				
		substance 24				

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		500 pcs./ream				
	27	BROWN ENVELOPE				
		10" x 15'				
		legal size				
		pointed flap				
	28	BROWN ENVELOPE				
		size - short				
		thick paper materials				
	29	CHAIR, MONOBLOCK				
		Single				
		no armchair				
		stackable				
	30	CLEAR BOOK				
		A4 in size				

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		100 pages				
	31	CLIP, BACKFOLD				
		all metal,				
		clamping 15mm min.				
		12 pcs per box				
	32	CLIP, BACKFOLD				
		all metal,				
		clamping 19mm (3/4") min.				
		12 pcs per box				
	33	CLIP, BACKFOLD				
		all metal,				
		clamping 25mm min.				
		12 pcs per box				
	34	CLIP, BACKFOLD				

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	35	all metal,				
		clamping 32mm (1-1/4") min.				
		12 pcs per box				
		CLIP, BACKFOLD				
	36	all metal				
		clamping 41mm min.				
		12 pcs per box				
		CLIP, BACKFOLD				
	37	metal				
		clamping 50mm min.				
		12 pcs per box				
		CLIP, BACKFOLD				
		metal				
		clamping 51mm min.				
		12 pcs per box				

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	38	CORRECTION TAPE				
		roller				
		5mmx10mm				
	39	CUTTER BLADE				
		heavy duty cutter				
		10 pieces per tube				
	40	CUTTER KNIFE BLADE				
		for general purpose				
	41	CUTTER KNIFE				
		for general purpose				
		heavy duty				
		with metal grip				
		auto lock				

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	42	DATA FILE BOX					
		made with chipboard					
		with closed ends					
	43	DESK FILE TRAY					
		made with plastic					
		3 TIER					
	44	EASY BOX					
		50L capacity					
		plastic materials					
	45	ENVELOPE, DOCUMENTARY					
		for A4 size document					
		500 pieces per box					
46	ENVELOPE, DOCUMENTARY						
	for Legal size document						

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		500 pieces per box				
	47	ENVELOPE, EXPANDING				
		kraftboard				
		for legal size documents				
		100 pieces per box				
	48	ENVELOPE, EXPANDING				
		plastic				
		0.50mm thickness minimum				
	49	ENVELOPE, MAILING				
		white, 500 pieces per box				
		80 gsm				
	50	ERASER				
		felt				
		for blackboard/whiteboard				

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	51	ERASER				
		plastic or rubber				
		for pencil draft/writing				
	52	EXPANDING FOLDER				
		legal size				
	53	EXPANDING ENVELOPE				
		Long				
	54	EXPANDING ENVELOPE				
		long				
		plastic				
		with divider				
	55	FASTENER				
		for paper				



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		ALL metal				
		70mm between prongs				
		50 sets per box				
	56	FILE ORGANIZER				
		expanding				
		legal				
		plastic				
		assorted colors				
		12 pockets				
	57	FILE RACK				
		plastic				
		12.25"H x 3.88"W x 9.75"D				
	58	FILING CABINETS				
		3 lateral				
		made of steel,				

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		dimension - 45 x 90x 102 cm (LWH)				
	59	FILE FOLDER				
		Brown				
		legal size				
		tugboard (pc)				
	60	FINE POINT MARKER (DUAL)				
	61	FOLDER				
		Type: Paper				
		Size: A4				
		Color White				
	62	FOLDER				
		long				
		kraft				
		14 pts				

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	63	FOLDER				
		Paper				
		Long				
	64	FOLDER				
		Paper				
		for short bond paper				
	65	FOLDER				
		letter size				
		100 pieces per pack				
	66	FOLDER				
		long				
	67	FOLDER				
		L-type				

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	68	plastic					
		A4					
		50 pieces pack					
		FOLDER					
	69	L-type					
		plastic					
		Legal size					
		50 pieces per pack					
	70	FOLDER					
		Plastic					
		A4					
		FOLDER					
		Plastic					
		Long					

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	71	FOLDER					
		Pressboard					
		size 240mm x 370mm					
		100s/box					
	72	FOLDER					
		Pressboard					
		size 240mm x 370mm					
		100s/box					
		color red					
	73	FOLDER					
Tagboard							
A4							
100 pieces per pack							
74	FOLDER						
	Tagboard						

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		Legal size				
		100 pieces per pack				
	75	GLUE				
		all purpose				
		200 grams min				
	76	HEAVY DUTY SHARPENER				
		Original				
		quality sharpener				
	77	HEAVY DUTY STAPLER WIRE				
		70-100 sheet capacity				
	78	STICKY NOTE				
		Index tab (sign here note)				
		50x2 sheets				
		44*25mm				

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	79	KEYBOARD DUST CLEANER				
		dirt remover				
	80	RUBBING ALCOHOL				
		70% solution				
		Antiseptic				
		Disinfectant				
		500 ml/btl				
	81	MAGAZINE CASE FILE				
		Rack				
		Ordinary				
	82	MAGAZINE FILE BOX				
		112mm x 200mm x 240mm				
		with open end				

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	83	MAGAZINE FILE BOX				
		large				
		made of chipboard				
	84	WHITE BOARD				
		Magnetic				
		calendar white board and cork board				
		17"x23"				
	85	MAGNETIC PINS				
	86	MAILING ENVELOPE				
	87	MARKER				
		Permanent				
		Broad				
		Black				
		12pcs/box				



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	88	MARKER				
		Permanent				
		Fine				
		Black				
		12pcs/box				
	89	MARKER				
		Fluorescent				
		3 colors per set				
	90	MARKER				
		Fluorescent				
		3pcs per set				
		yellow color				
	90	MARKER				
		Permanent				

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		bullet type				
		black				
	92	MARKER				
		Permanent				
		bullet type				
		blue				
	93	MARKER				
		Permanent				
		bullet type				
		red				
	94	MARKER				
		Whiteboard				
		felt tip				
		bullet type				
		black				

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	95	MARKER					
		Whiteboard					
		felt tip					
		bullet type					
		blue					
	96	MARKER					
		Whiteboard					
		felt tip					
		bullet type					
		red					
	97	MASKING TAPE					
		188mmX30 meters					
98	MASKING TAPE						
	1" width						

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		Natural				
	99	MASKING TAPE				
		18mmx25 yards				
	100	Refill Needle tip				
		black& blue				
	101	NOTEBOOK				
		stenographer's				
		40 leaves				
		Spiral				
	102	NOTE PAD				
		High-quality				
		stick-on				
		2"x2" / 50mm x 50mm				
		100 sheets per pad				

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	103	NOTE PAD				
		High-quality				
		stick-on				
		2"x3" / 50mm x 76mm				
		100 sheets per pad				
	104	NOTE PAD				
		3"x3"				
		multi color				
		100 sheets per pad				
	105	NOTE PAD				
		stick-on				
		3"x4" / 76mmx 100mm				
100 sheets per pad						
106	PAD PAPER					

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	107	Ruled					
		216mmx330mm					
	108	PAPER CLIP					
		30mm					
		80pcs/box					
	109	PAPER CLIP					
		50mm					
		Colored					
		vinyl coated					
		118g					
		PAPER CLIP					
		vinyl/plastic coat					
		32mm					
		100 pieces per box					

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	110	PAPER CLIP				
		vinyl/plastic coat				
		48mm				
		100 pieces per box				
	111	PAPER CUTTER				
		heavy duty				
	112	PAPER FASTENER				
		Colored				
		70 mm between prong				
		Plastic				
		100 pieces per pack				
113	PAPER TOWEL					
	Interfolded					
	180 Pulls					
	200mm X 200mm					

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	114	PARCHMENT PAPER				
		size 8.5" x 11"				
		80 gsm				
		20 sheets per pack				
	115	PARCHMENT PAPER				
		size 210 x 287mm				
		80 gsm				
		100 sheets per pack				
	116	MARKER PEN				
		Marking DVD/OHP				
		fine tip				
		black				
	117	MARKER PEN				
		Permanent				



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118		non-dry				
		felt tip				
		fine point				
		black				
		MARKER PEN				
		Whiteboard				
		Fine				
		Black				
		high quality				
119		MARKER PEN				
		Whiteboard				
		Fine				
		Blue				
		high quality				
120		PENCIL				

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		12 pcs./box				
	121	PENCIL SHARPENER				
		manual				
		single cutter head				
	122	PENCIL SHARPENER				
		with desk clamp				
		durable sharpening mechanism				
		color black				
	123	PENCIL				
		#2				
		12pc/box				
	124	PENCIL				
		Lead				
		w/eraser				

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	125	wood cased hardness					
		HB					
		One(1) dozen per box					
		MARKER					
	126	Broad tip					
		Black					
		MARKER					
		Broad tip					
	127	Blue					
		MARKER					
		Fine tip					
		Black					
128	MARKER						
	Fine tip						

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		Blue				
	129	PHOTO PAPER				
		glossy materials				
		A4 size				
		10 sheet per pack				
	130	PHOTO PAPER				
		high-glossy				
		A4 size				
		230gsm				
		20 sheets per pack				
	131	PLASTIC CABINET				
		6 drawers				
		made of polypyrolene materials				
	132	FOLDER				

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		Press board				
		Long				
	133	PAPER PUNCHER				
		heavy duty				
		with two hole guide				
		1 piece in individual box				
	134	PUSH PINS				
		50 pieces per box				
	135	RECORD BOOK				
		300 pages				
		size: 214mm x 278mm min				
	136	RECORD BOOK				
		500 pages				
		size: 214mm x 278mm min				

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	137	RECORD BOOK				
		small				
		200 pages				
	138	RECORD BOOK				
		300 pp				
		width: 190-215mm				
		length:295 mm				
		with numbered pages				
		hardbound				
	139	RUBBER BAND				
		Flat				
		brown color				
		350grams per box				
	140	RUBBER BAND				

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		Multicolor				
		50g per box				
	141	RUBBER BAND				
		70mm min lay flat length (#18)				
	142	RULER				
		Plastic				
		450mm (18")				
		1 piece in individual plastic				
	143	SCIENTIFIC CALCULATOR				
		10 digit				
		240 scientific functions				
		thick design				
		slide case Included (Anti-press Protector)				
		battery powered				

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	144	SCISSORS				
		Big				
		stainless steel				
		10 inches				
	145	SCISSORS				
		Stainless				
		high quality				
		6 inches in length				
	146	SCISSORS				
		symmetrical blade				
		8 inches in length				
	147	SCISSORS				
symmetrical blade						
length 65mm min						



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	148	TAPE					
		Transparent					
		1" x 50 meters					
	149	SHEET PROTECTOR					
		A4 sleeves					
		100 pieces per pack					
	150	SIGN PEN					
		liquid/ gel ink					
		0.5mm needle tip					
		Black					
	151	SIGN PEN					
		liquid/ gel ink					
		0.5mm needle tip					
		Blue					

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	152	SIGN PEN					
		liquid/ gel ink					
		0.5mm needle tip					
		Red					
	153	SIGN PEN					
		ballpoint 0.5mm					
		fine point					
		blue					
		12pcs/box					
	154	SLIDING FOLDER					
		Long					
Plastic materials							
155	SLIDING FOLDER						
	Plastic						
	Transparent						

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		A4				
	156	SPECIALTY BOARD PAPER				
	157	SPECIALTY BOARD PAPER				
		200 gsm				
		10 pieces per pack				
	158	STAMP PAD INK				
		BLACK				
		50mL				
	159	STAMP PAD INK				
		Violet				
		50mL				
	160	STAMP PAD				
		felt pad				

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		min 60mm x 100mm				
	161	STAPLE REMOVER				
		plier type				
		Heavy Duty				
		Comfort Handle				
		Remover for staples 24/6, 26/6 23/6 to 23/13				
		Size: 145mm x 87mm				
		made of high quality material				
	162	STAPLE WIRE				
		#10				
	163	STAPLE WIRE				
		#35				
	164	STAPLE WIRE				
		for Heavy duty staplers				

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		23/6~23/23				
	165	STAPLE WIRE				
		heavy duty				
		#23/13				
		for use with heavy duty staplers				
		metal				
		non-rust				
		100 staples per strip				
		1,000 staples per box				
		100 sheets of 70gsm bond paper capacity				
	166	STAPLE WIRE				
		heavy duty				
		#23/17				
		for use with heavy duty staplers				
		metal				
		non-rust				

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167		100 staples per strip				
		1,000 staples per box				
		160 sheets of 70gsm bond paper capacity				
		STAPLE WIRE				
		heavy duty				
		#23/8				
		for use with heavy duty staplers				
		metal				
		non-rust				
		100 staples per strip				
		1,000 staples per box				
		50 sheets of 70gsm bond paper capacity				
168		STAPLE WIRE				
		Standard 26/6				
		5000'S PER BOX				

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	169	STAPLER				
		Big				
	170	STAPLER				
		binder type				
		desktop				
		heavy duty				
	171	STAPLER				
		binder type				
		desktop				
		heavy duty				
		23/6~23/23				
		210 sheets				
	172	STAPLER				
		standard load cap:200 staples min				

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**DEADLINE FOR SUBMISSION OF BIDS:**  
**OPENING OF BIDS:**

\_\_\_\_\_  
 Wednesday, 16 October 2019 10:30 AM  
 \_\_\_\_\_  
 Wednesday, 30 October, 2019 1:15 PM  
 \_\_\_\_\_  
 Will follow shortly after the deadline of the submission of bids  
 \_\_\_\_\_

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		no.35				
		full strip				
		selectable permanent and temporary clinch				
		color black				
	173	STAPLER				
		use no. 35 staples				
		heavy duty				
		with remover				
	174	STICKER PAPER				
		10 sheets/ pack				
		A4				
	175	STICKER PAPER				
		Matte				
		A4 size				
		Inkjet friendly				



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		100 sheets/ream				
	176	STICKY NOTE				
		1.5 inc x 2.0 inc				
	177	STICKY NOTE				
		sign here				
	178	STICKY NOTE				
		with lines				
		notepad				
	179	STICKY NOTE				
		diff. Sizes				
	180	STORAGE BOX				
		plastic				
		12 liters capacity,				

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		dimensions (L x W x H): 39 x 29 x 19 cm.				
	181	STORAGE BOX				
		plastic				
		50 liters capacity				
		dimensions (L x W x H) : 55 x 38 x 33				
		colors – transparent				
	182	TAPE DISPENSER				
		table top				
		for 24mm width tape				
	183	TAPE				
		Masking				
		24mm				
		50 meters length				
	184	TAPE				

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	185	Masking				
		48mm				
		50 meters length				
		TAPE				
	186	Packaging				
		48mm				
		50 meters length				
		TAPE				
	187	Transparent				
		24mm (1") width				
		usable length of 50 mtr				
		TAPE				
	Transparent					
	1/2" x 50meters					
	good quality adhesive					

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	188	TAPE				
		Transparent				
		2"x 50meters				
		good quality adhesive				
	189	TOILET TISSUE				
		2ply sheet				
		150 pulls				
		12 rolls per pack				
	190	TROLLEY CART				
		Folding				
		platform type				
		150 kg capacity				
		easy to maneuver				
		made of good steel materials				

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	191	TWINE					
		Plastic					
		one kilo per roll					
	192	USB FLASHDRIVE					
		16GB					
		retractable caps					
	193	WINDOW BLINDS					
		Venetian					
		color beige, roller blind					
		pleated (vertical),					
		dimension 120 cm x 160 cm.					
194	VINYL STICKERS						
	A4 size						
	fully waterproof						
	tough durability						

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		excellent color perspective				
		for water-based pigment dye/ink				
		20sheets/pack				
	195	WASTE BASKET				
		non-rigid plastic				
		5x9x10 inches in dimension				
	196	WHITE BOARD WITH CORK BOARD				
	197	WRAPPING PAPER				
		light brown color				
		made of good quality materials				
	198	PAD PAPER				
		Yellow				
		Class A				

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	199	LABEL MAKER				
		Embossing				
		with tape				
	200	DESK TRAY				
		3 layers				
		steel materials				
		black color				

**Note:** Please fill-up applicable columns.

End-user:

\_\_\_\_\_  
 Signature over Printed Name

Signature of Representative: \_\_\_\_\_  
 Name of Representative: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone/ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_