

October 13, 2021

Re: Stationery Supplies Q3/1

NO	DESCRIPTION	AMOUNT
1.	Letter Size Paper A4	5 Boxes
2.	Pencils Stud Mark No.2 HB	3 Boxes
3.	Calculator Tapes	12
4.	File Folders IxL	20
5.	Black Pens	5 Boxes
6.	Red Pens	2 Boxes
7.	Blue Pens	2 Boxes
8.	Alstep Manilla File Folder Cream Letter 8.5" * 11" AL-08511MFL	400
9.	Alstep Manilla File Folder Cream Legal 8.5" * 14" AL-08511MFL	400
10.	Alstep Manilla File Folder Cream Small	200
11.	Aron Self-Seal Envelopes 10.5cm*24.1cm 100pcs	300
12.	Writing Note Pads (Small & Medium)	12 each
13.	Markers – Blue, Black & Red	
14.	V5 Precise Needlepoint Rolling Pen Red & Blue	2 Boxes each
15.	Masking Tape 2"	6
16.	Paper Clips (Small & large)	4 Bxs each
17.	Binder Clips- Medium 1 1/2"	5 Bxs
18.	Clear Tape 2 "	6
19.	Carbon- Double sided 100/21 x 33cm (8 1/4 x13")	20
20.	Sticky Notes- Small & Large	6 pks Each
21.	Sticky Flags 5x25 sheets	4 pks
22.	Staples 26/6 (5000 pieces)	10
23.	Stamp Pad Ink - Blue	4
24.	Post-it Flags	6
25.	8 Quire Note Books	4

MARAD Procurement Team