



Ateneo de Zamboanga University

Purchasing and Custodian Office

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Subject : Office Supplies Pricelist

Date : as of September 2018

ID	Description	Unit Cost	Unit	Brand
1	Office Supplies			
	BALLPEN, SIGNPEN, and REFILL			
	BP HBW 2000 -Black	6.00	pc	HBW2000
	BP HBW 2000 -Red	6.00	pc	HBW2000
	BP HBW 2000 -Blue	6.00	pc	HBW2000
	BP PANDA Gel Pen-Black	6.00	pc	PANDA
	BP PANDA Gel Pen-Blue	6.00	pc	PANDA
	BP PANDA Gel Pen-Red	6.00	pc	PANDA
	SP PILOT G2 Pen -Black 0.5	65.00	pc	PILOT
	SP PILOT G2 Pen -Black 0.7	65.00	pc	PILOT
	SP PILOT G2 Pen -Blue 0.7	65.00	pc	PILOT
	SP PILOT HI-TECHPOINT V7 -Black	75.00	pc	PILOT
	SP PILOT V7 -Black	55.00	pc	PILOT
	SP PILOT V7 -Blue	55.00	pc	PILOT
	SP PILOT V5 -Red	55.00	pc	PILOT
	SP MYGEL Pen -Black 0.5	25.00	pc	DONG-A
	SP MYGEL Pen -Blue 0.5	25.00	pc	DONG-A
	SP MYGEL Pen -Red 0.5	25.00	pc	DONG-A
	SP MYGEL Pen -Green 0.5	25.00	pc	DONG-A
	SP MYGEL Pen -Violet 0.5	25.00	pc	DONG-A
	SP U-KNOCK	45.00	pc	KNOCK
	SP UNI BALL	65.00	pc	UNI
	SP Refill - MYGEL Black 0.5	15.00	pc	DONG-A
	SP Refill - MYGEL Blue 0.5	15.00	pc	DONG-A
	SP Refill - MYGEL Red 0.5	15.00	pc	DONG-A
	SP Refill - PILOT G2 Black 0.5	45.00	pc	PILOT
	SP Refill - PILOT G2 Black 0.7	45.00	pc	PILOT
	SP Refill - PARKER PEN	85.00	pc	PARKER
	HIGHLIGHTER PEN			
	Highlighter Pen, Stabilo - blue	32.40	pc	Stabilo Boss
	Highlighter Pen, Stabilo - yellow	32.40	pc	Stabilo Boss
	Highlighter Pen - Lilac/violet	32.40	pc	Stabilo Boss
	Highlighter Pen - Green	32.40	pc	Stabilo Boss
	Highlighter Pen - Red	32.40	pc	Stabilo Boss
	Highlighter Pen - Pink	32.40	pc	Stabilo Boss

	Highlighter Pen - Orange	32.40	pc	Stabilo Boss
	MARKER AND REFILL			
	Permanent Marker - Broad (black) - PILOT	32.40	pc	PILOT
	Permanent Marker - Fine (black) - PILOT	32.40	pc	PILOT
	Permanent Marker - Broad (blue) - PILOT	32.40	pc	PILOT
	Permanent Marker - Fine (blue) - PILOT	32.40	pc	PILOT
	Permanent Marker - Broad (red) - PILOT	32.40	pc	PILOT
	Permanent Marker - Fine (red) - PILOT	32.40	pc	PILOT
	Permanent Pen Refill Ink- Black	72.00	pc	PILOT
	White Board Refill Ink - Black	114.00	pc	PILOT
	White Board Refill Ink - Blue	114.00	pc	PILOT
	White Board Marker (Black) - PILOT	75.00	pc	PILOT
	White Board Marker (Blue) - PILOT	75.00	pc	PILOT
	White Board Marker (Red) - PILOT	75.00	pc	PILOT
	PENCIL, SHARPENER			
	Pencil -MONGOL NO.1	7.00	pc	MONGOL
	Pencil -MONGOL NO.2	7.00	pc	MONGOL
	Pencil Sharpener - Desk-type	350.00	unit	TM
	CRAYONS			
	Crayons - 8 COLORS	12.00	box	CRAYOLA
	Crayons - 24 COLORS	55.00	box	KID ART
	CHALK AND ERASER			
	Chalk -Colored (1x12) - VENUS	40.00	box	Venus
	Chalk -Yellow Enamel - VENUS	98.00	box	Venus
	Chalk -Yellow Enamel - VENUS	7,250.00	carton	Venus
	Chalk -Dustless	98.00	box	Venus
	Chalk -Yellow Enamel - Hi	70.00	box	HI
	blackboard Eraser	19.00	pc	
	BOND PAPERS substance 16			
	Bond Paper (LONG) S.16 - ADVANCE	132.00	ream	ADVANCE
	Bond Paper (SHORT) S.16 - ADVANCE	108.00	ream	ADVANCE
	Colored Bond Paper S. 16 - SHORT (Blue)	186.00	ream	COLORAID
	Colored Bond Paper S. 16 - SHORT (Pink)	186.00	ream	COLORAID
	Colored Bond Paper S. 16 - SHORT (Green)	186.00	ream	COLORAID
	Colored Bond Paper S. 16 - SHORT (Yellow)	186.00	ream	COLORAID
	BOOK PAPERS substance 20			
	Book Paper – Extra-long, subs. 20	240.00	ream	Hard Copy
	Book Paper – long, subs. 20	198.00	ream	Hard Copy
	Book Paper – short, subs. 20	168.00	ream	Hard Copy
	Book Paper – A4, subs. 20	180.00	ream	
	BOOK PAPERS substance 24			
	Colored Bond Paper S. 24 - Long (Green)	324.00	ream	MORE
	Colored Bond Paper S. 24 - Long (Peach)	324.00	ream	MORE
	Colored Bond Paper S. 24 - Long (Pink)	324.00	ream	MORE
	Colored Bond Paper S. 24 - Long (Blue)	324.00	ream	MORE
	Colored Bond Paper S. 24 - Short (Peach)	252.00	ream	MORE
	Colored Bond Paper S. 24 - Short (Pink)	252.00	ream	MORE
	Colored Bond Paper S. 24 - Short (Pink)	252.00	ream	NAPPCO

	Colored Bond Paper S. 24 - Short (Blue)	252.00	ream	MORE
	Colored Bond Paper S. 24 - Short (Blue)	252.00	ream	NAPPCO
	MIMEOGRAPHING PAPER			
	Mimeo Paper - Groundwood S.18 - (Long)-SATO	144.00	ream	SATO
	Mimeo Paper - Groundwood S.18 - (Short)-SATO	121.20	ream	SATO
	Mimeo Paper - Whitewove S.18 - (Long)-SATO	150.00	ream	SATO
	Mimeo Paper - Whitewove S.18 - (Short)-SATO	126.00	ream	SATO
	FOLDERS			
	File Folder (long) -White 14pt	5.50	pc	
	File Folder (short) -White 14pt	4.50	pc	
	File Folder (long) -assorted color	7.50	pc	
	File Folder (short) -assorted color	6.50	pc	
	Expanding Folder (long) -assorted color	25.50	pc	
	Expanding Folder (short) -assorted color	24.50	pc	
	Expanding Folder w/ metal tab (long) -assorted color	20.00	pc	
	Morocco Folder w/ Slider (long) - Assorted Color	12.00	pc	
	Morocco Folder w/ Slider (short) - Assorted Color	10.00	pc	
	Folder w/ Slider (long) - Plastic, assorted colors	8.00	pc	
	Folder w/ Slider (Short) -Plastic, assorted colors	7.50	pc	
	Hard Plastic Folder (long)-assorted colors	15.50	pc	
	Hard Plastic Folder (short)-assorted colors	15.00	pc	
	ENVELOPES			
	Envelope, brown-long	3.50	pc	
	Envelope, brown-short	2.50	pc	
	Envelope - Payroll 8-1/2	205.00	box	
	Envelop - Plastic w/ lock (Long) Assorted Color	36.00	pc	
	Envelop - Plastic 6x9 for report card cover	14.50	pc	
	Expanding Envelope w/ garter – brown long,	12.50	pc	
	Mailing Envelop Printer's Grade (Long) White No.10 XX	350.00	box	Trojan
	Mailing Envelop (Long) White No.10 XX	230.00	box	Trojan
	Mailing Window Envelop Kraft - short	200.00	box	CLASSIC
	Mailing Window Envelop Kraft - long	290.00	box	CLASSIC
	DATA MAN BOX, STORAGE BOX			
	Box File (Data Man Box)	165.00	pc	
	Storage Box with cover	420.00	pc	
	CLIPS, FASTENER, STAPLES, PINS			
	Bull Dog Clip 1-1/2"	42.00	doz	BEIFA
	Bull Dog Clip 2-1/2"	75.00	doz	BEIFA
	Bull Clip 3"	95.00	doz	
	Binder Clip 3/4	10.00	doz	
	Binder Clip 1"	15.00	doz	
	Binder Clip 2"	50.00	doz	JOY
	Paper Clip -coated (small)	6.00	box	PRINCE
	Paper Clip -coated (big)	14.00	box	PRINCE
	Paper Fastener Metal - Acro	48.00	box	
	Paper Fastener Metal 8"	75.00	box	
	Plastic Fastener - KW Trio	20.00	box	KW TRIO
	Push Pins 100's	25.00	box	TEAMSTAR
	Round Head Pin (Map Pin) 6um	38.00	box	CROWNS

STAPLE AND STAPLE WIRE				
Stapler HD 35 MAX 50/R WITH REMOVER	350.00	box	MAX	
Stapler MAX HD 10	45.00	box	MAX	
Staple Wire No.10 - MAX	60.00	box	MAX	
Staple Wire No.35 - MAX	30.00	box	MAX	
Thumb Tacks	9.00	box	ARROW	
RUBBER BAND				
Rubber Band 50gms	25.00	box	Everlasting/Flex	
Rubber Band 225gms	145.00	box	ARROW	
RULER, SCISSORS, REMOVER , DISPENSER				
Ruler 18" - Steel	115.00	pc	JOY	
Scissor 6.5" - Metal	85.00	pair	HBW	
Staple Remover (ordinary)	7.50	pc	SNOWMAN	
Tape Dispenser 1" HD - UK	50.00	pc	UK	
CUTTER, BLADE AND MATS				
Cutting Mat 298mm x 419mm	195.00	pc	A3	
Cutter Blade - small	10.00	tube	SIRICH	
Cutter Blade - big	20.00	tube	SIRICH	
NT Cutter -Big	395.00	pc		
NT Cutter -Small	150.00	pc		
TAPES/ADHESIVES				
Magic Tape 1"x50	180.00	roll	3M	
Masking Tape 1/2"	12.50	roll	Croco	
Masking Tape 1"	22.00	roll	Croco	
Masking Tape 1-1/2"	26.00	roll	Croco	
Masking Tape 2"	45.00	roll	Croco	
Packaging Tape "	50.00	roll		
Transparent/Scotch Tape 3/4" - CROCO	9.00	roll	CROCO	
Transparent/Scotch Tape 1" - CROCO	12.00	roll	CROCO	
Transparent/Scotch Tape 2" - CROCO	25.00	roll	CROCO	
Double Sided Tape 1/2" w/out Foam	18.00	roll	Croco	
Double Sided Tape 1' w/out Foam	45.00	roll	Croco	
Double Sided Tape 1/2" w/ Foam	45.00	roll	Croco	
Double Sided Tape 3/4" w/ Foam	55.00	roll	Croco	
GLUE/PASTE				
Elmer's Glue 40g	19.50	bot	ELMER'S	
Elmer's Glue 130g	55.00	bot	ELMER'S	
Elmer's Glue 473ML	300.00	bot	ELMER'S	
Padding Glue, red 1/2 kl	150.00	jar	JAR	
CLEARBOOK AND REFILL				
Clear Book - (Long)-assorted color	65.00	pc		
Clear Book - (Short)-assorted color	55.00	pc		
Clear Book - Long, REFILL	30.00	pc		
Clear Book - SHORT, REFILL	25.00	pc		
SPECIALTY PAPER				
Parchment Paper 8-1/2 x 13 (Long)	3.50	pc	VECO	
Parchment Paper 8-1/2 x 11 (Short)	3.00	pc	VECO	
Parchment Paper A4	3.00	pc	VECO	
Photopaper A4 High Gloss 260gsm VECO	220.00	pack	VECO	

	Photopaper A4 High Gloss 240gsm VECO	70.00	pack	
	VELLUM			
	Vellum Paper - 8.5 x 11 (Short)	3.00	pc	
	Vellum Paper - A4	3.00	pc	
	Vellum Paper - 8.5 x 13 (Long)	4.00	pc	
	STICKER PAPER			
	Sticker Paper - short - Non-glossy	6.00	pc	
	Sticker Paper - A4 - Non-glossy	7.00	pc	
	Sticker Paper - long - Non-glossy	8.00	pc	
	CONTINUOUS PAPER			
	Continious Form 11 x 9-1/2 (2ply) S. 20	1,320.00	box	FORMS
	Continious Form 11 x 9-1/2 (2ply) S. 20	1,196.40	box	FORMS
	Continious Form 11 x 14-7/8 (2ply) S. 20	1,518.00	box	INSTANT
	CORRECTION PEN, FLUID AND TAPE			
	Correction Pen 7ML	114.00	pc	Papermate
	Correction Fluid	31.20	bot	Magic Touch
	Correction Tape - MR. WHIPHER	114.00	pc	Mr Whipper
	STAMP PAD AND INK REFILL			
	Stamp Pad Ink - Black	39.00	bot	Everyday
	Stamp Pad Ink - Purple (946 ml)-big	85.00	bot	REDSTONE
	Stamp Pad - small	25.00	bot	JOY
	Stamp Pad - big	45.00	bot	JOY
	RECORD BOOK, NOTEBOOK, PAD PAPER			
	Record Book 150pp	40.00	pc	
	Record Book 200pp	50.00	pc	
	Record Book 300pp	68.00	pc	
	Record Book 500pp	85.00	pc	
	Notebook - Spiral 80leaves	12.00	pc	
	Spiral Notebook 90shts - GREEN APPLE	60.00	pc	GREEN APPLE
	Spiral Notebook 50shts - GREEN APPLE	40.00	pc	GREEN APPLE
	Yellow Pad Paper	30.00	pad	SUPREME
	STICKY NOTE			
	Sticky Note -2x2	35.00	pck	
	Sticky Note -2x3	40.00	pck	
	Sticky Note -2x4	45.00	pck	
	Sticky Note -3x3	30.00	pck	
	Sticky Note -3x4	45.00	pck	
	Sticky Note -3x5	60.00	pck	
	BINDER			
	Ring Binder (plastic) 2"	72.00	pc	
	Ring Binder (plastic) 1-1/2"	60.00	pc	
	Ring Binder (plastic) 1-1/4"	55.00	pc	
	Ring Binder (plastic) 1"	40.00	pc	
	Ring Binder (plastic) 3/4"	25.00	pc	
	Ring Binder (plastic) 1/2"	12.00	pc	
	ID CASE			
	ID CASE B3	7.00	pc	
	OTHER OFFICE MATERIALS			
	Illustration Board (1 whole size)	46.00	pc	

	Illustration Board (1/2 size)	25.00	pc	
	Manila Paper	5.00	pc	
	Cartolina -assorted colors	7.00	pc	
	Clip Board - Plastic (Assorted Color)	45.00	pc	
	DVR - RW w/ Case	48.00	pc	Imation
	Fax Paper 210 x 30	48.00	roll	ADVANCE
	Index Card 4 x 6	18.00	pck	VECO
	Notarial Seal #23	35.00	pck	GLOBE
	Dater Stamp	45.00	pc	
	Steel Filing Tray 3-layers	450.00	pc	
	Cork Board with Aluminum Frame 2x3	750.00	pc	
	Cork Board with Aluminum Frame 3x4	1,495.00	pc	
	White Board with Aluminum Frame 3x5	2,150.00	pc	
	Calculator CASIO HL-122	595.00	pc	
	Puncher - 2Holes	165.00	pc	TM
	Tape Dispenser - big	85.00	pc	
	Computer Ink Cartridges & Toners			
	Hewlett Packard Brand -HP			
	HP Inkjet No. 678 BLACK	420.00	cartridge	HP
	HP Inkjet No. 678 COLORED	420.00	cartridge	HP
	HP Inkjet No. 21 Black	795.00	cartridge	HP
	HP Inkjet No. 22 Colored	795.00	cartridge	HP
	HP Inkjet No. 704 Black	460.00	cartridge	HP
	HP Inkjet No. 704 Colored	460.00	cartridge	HP
	HP Laser Jet Toner 85A	3,650.00	toner	HP
	HP Laser Jet Toner 78A	4,450.00	toner	HP
	EPSON Brand			
	Epson 8750 ribbon -ink cartridge (FOR LX-300)	110.00	pc	EPSON
	Epson Cartridge Aculaser M1200	3,950.00	toner	EPSON
	Epson Developer Cartridge EPL 6200L/6200	3,850.00	toner	EPSON
	Epson Ink T6641 black	312.00	bot	EPSON
	Epson Ink T6642 cyan	312.00	bot	EPSON
	Epson Ink T6643 magenta	312.00	bot	EPSON
	Epson Ink T6644 yellow	312.00	bot	EPSON
	BROTHER Brand			
	Brother LC37 – Black	730.00	cartridge	BROTHER
	Brother LC37 – Cyan	510.00	cartridge	BROTHER
	Brother LC37 – Magenta	510.00	cartridge	BROTHER
	Brother LC37 – Yellow	510.00	cartridge	BROTHER
	Brother LC67 – Black	820.00	cartridge	BROTHER
	Brother LC67 – Cyan	745.00	cartridge	BROTHER
	Brother LC67 – Magenta	745.00	cartridge	BROTHER
	Brother LC67 – Yellow	745.00	cartridge	BROTHER

	SAMSUNG Brand			
	Samsung Toner ML – 1610D2	3,380.00	toner	
	Canon Brand			
	Canon Ink no.PG40 - black	1,250.00	cartridge	CANON
	Canon Ink no.PG41 - colored	1,450.00	cartridge	CANON
	Canon Ink no. 810 black	850.00	cartridge	CANON
	Lexmark Brand			
	Lexmark ink 16/17 - black	1,050.00	cartridge	LEXMARK
	Lexmark ink 26/27 - colored	1,280.00	cartridge	LEXMARK
	Universal Ink Refill 100ML (Black/Cyan/Magenta/Yellow)	120.00	bot	

Prepared by:

Noted:

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