

**IBA**  
**Purchase Department**

**RFQ**  
**Stationery Items**

<b>S.#.</b>	<b>ITEMS</b>	<b>QTY</b>	<b>Brand</b>
1	Duplicating Paper (Foolscap) 68 gsm	150 Packets	APS
2	Duplicating Paper (A4) 68 gsm	50 Packets	APS
3	Pencil with Rubber Tip Printed with Log & Institute of Business Administration	1000 Packets	Dollar
4	Pencil Sharpener (Small)	05 Packets	German made
5	Pencil Sharpener (Hand machine) at the time Tetra (three) Hole pencil sharpening	08 units	SDI Company
6	Sticker Sheets A-4 Size, label cutting, 2 columns (Sample attached)	20 Packets	MYCO
7	Laser Printer Paper A-4 Size	50 Packets	AA Brand
8	Laser Printer Paper A-3 Size (Legal)	50 Packets	AA Brand
9	Stop Watch	50 units	Q & Q
9	Ball Point (Red)	15 Packets	Dollar Clipper
10	Ball Point (Black)	25 Packets	Dollar Clipper
11	Ball Point (Blue)	50 Packets	Dollar Clipper
12	Calculator (Digital) DJ-120	10 units	CASIO
13	Pen Pointer Blue 0.5 mm	10 Packets	DUX
14	Pen Pointer Black 0.5 mm	10 Packets	DUX
15	Eraser	02 Packets	Pelikan AL 30
16	Scotch tape (2")	10 Packets	Johnson
17	Scotch tape (1")	03 Packets	Johnson
18	Paper Cutter	03 Packets	APS
19	Scissor Small	24 units	Singer
20	Scissor Medium	24 units	Singer
21	UHU Gum Stick (Medium)	24 units	UHU
22	A-4 Size Color Paper (Five Colors) 80 gsm	06 Packets each	APS

**Note:** Quotations be provided to Purchase Department latest by March 24, 2010.