*Procuring Entity: City Government of Tabaco City*

*Contract ID No.: 006-02-2019-GOODS*

*Name of the Project: Supply & Delivery of School Supplies for the Libreng Gamit sa Eskwela*

*Location of the Project: City Mayor’s Office, Tabaco City*

# Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

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| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Qty** | **Approved Budget per Item**  **(Php)** | **Delivery**  **(Days/Weeks/ Months)** | **Place of Delivery** |
| **I.** | Photoshoot: Minimum of 5 places / events (scenic spot / tourist spot in Tabaco City) |  |  | **Within 3 working days after receipt of Notice To Proceed** | **CITY HALL, LGU-TABACO CITY** |
| **II.** | Digital Layout & Presentation of Design |  |  | **Within 3 working days after photoshoot** |  |
| **III.** | Supply & delivery of the following School Supplies for the “Libreng Gamit sa Eskwela Project”: |  |  | **Within 30 calendar days upon receipt of the Notice to Proceed** |  |
|  | Writing Notebook for Day Care, Kinder, Grade 1, 2 and 3 with personalized front cover, inside front cover, back cover & inside back cover; full coat 12, full colors with UV lamination;  Inside pages: Bond, substance 16, at least 80 leaves  Cover Design: With photography and layout concept of at least 5 layout design. | 30,200 pcs | 709,700.00 |  |
|  | Writing Notebook for Grade 4, 5 and 6 with personalized front cover, inside front cover, back cover & inside back cover; full coat 12, full colors with UV lamination;  Inside pages: Bond, substance 16, at least 80 leaves  Cover Design: With photography and layout concept of at least 5 layout design | 37,200 pcs | 874,200.00 |  |
|  | Pad paper for Day Care, Kinder, Grade 1, 2, and 3;  Bond Substance 16, at least 80 leaves | 24,500 pcs | 330,750.00 |  |
|  | Pad paper for Grade 4; Bond substance 16, at least 80 leaves | 9,800 pcs | 132,300.00 |  |
|  | Pad paper for Grade 5 and 6; Bond substance 16, at least 80 leaves | 22,700 pcs | 454,000.00 |  |
|  | Pencil, jumbo | 11,500 pcs | 115,000.00 |  |
|  | Pencil No. 2 | 6,000 pcs | 54,000.00 |  |
|  | Crayons, double, 16 colors per set | 6,700 set | 284,750.00 |  |
|  | Personalized Coloring Book for Day Care and Kinder (assorted), full coat 12, full color with UV lamination;  Inside pages: Black and white print, at least 16 pages;  Paper type: book #50; size: 8.5” x 11”  Cover Design and Inside Pages: with concept, layout and design | 5,300 pcs | 212,000.00 |  |
|  | Plastic Clear envelope, long size, without handle | 3,000 pcs | 25,500.00 |  |
|  | Ballpen, colors: Red, Blue, Black; 15,000 pcs. per color | 45,000 pcs | 303,750.00 |  |
|  | Personalized Knapsack bag, with foam and with printed city logo | 6,900 pcs | 1,690,500.00 |  |

I hereby certify to comply and deliver all the above requirements:

Name of the Company/Bidder Signature over Printed Name Date

of Authorized Representative