

## ANNUAL PROCUREMENT PLAN FOR 2015 (UPDATED)

### For Common-Use Supplies and Equipment

Department/Bureau/Office: Department of Agriculture  
 Region: \_\_\_\_\_  
 Address: Gen. Vicente Alvarez St., Zamboanga City  
 \_\_\_\_\_

Contact Person : \_\_\_\_\_  
 Position: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Telephone/Mobile Nos.: 000-0000-0000

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total			
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																	
<b>Cleaning Equipment and Supplies</b>																	
FLOOR MOP WITH HANDLE, plastic type	Pc	0	0	2	0	0	0	0	0	0	0	0	0	0	2	306.00	612.00
<b>SUB TOTAL</b>																<b>612.00</b>	

<b>Common Computer Supplies/Consumables</b>																	
COMPACT DISK RECORDABLE (CD-R), minimum of 700MB,1 x - 52x minimum speed, 80 min. recording time	Pc	0	8	0	50	0	0	50	0	0	0	0	0	0	108	9.98	1,296.00
COMPACT DISK RECORDABLE (CD-RW) branded/good quality w/ paper jacket	Pc	0	0	0	50	0	0	0	0	0	0	0	0	50	25.00	1,250.00	
COMPACT DISK RECORDABLE (DVD-RW) branded/good quality w/ paper jacket	Pc	0	0	0	50	0	0	0	0	0	0	0	0	50	25.00	1,250.00	
COMPUTER CONTINUOUS FORMS, 1 ply, 11"x9 1/2", 2,000 sheets per box	Box	0	0	3	0	0	0	3	0	0	0	0	0	6	586.43	2,472.00	
COMPUTER CONTINUOUS FORMS, 2 ply, 11"x9-1/2", plain, 1000 sets per box	Box	0	0	4	3	0	0	0	0	0	0	0	0	7	656.35	5,536.00	
COMPUTER CONTINUOUS FORMS, 3 ply, 11x9-1/2", plain, 500 sets per box	Box	2	27	15	9	0	14	7	1	24	1	1	0	101	547.33	98,104.50	
ENVELOPE, documentary (10"x15"), 500s/box	Box	5	3	0	0	0	0	0	0	0	0	0	0	8	535.31	3,528.00	
EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0(backward compatible with USB 2.0), 5400 RPM, with dual-color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, Systems Requirements: USB 3.0: Windows XP/Vista/7; MacOSx 10.4 or above, with USB 3.0	Pc	4	1	0	2	0	0	2	1	0	0	0	0	10	3,498.97	41,790.00	
EXTERNAL HARD DRIVE, 500GB, 2.5"HDD, USB 3.0 (backward compatible with USB 2.0), 5400 RPM, with dual-color LED light to indicate USB 3.0/ USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7; MacOSx 10.4 or above, with USB 3	Pc	5	5	0	6	0	0	0	0	0	0	0	0	16	2,485.16	47,488.00	

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
FLASH DRIVE, 16gb capacity	Pc	11	0	0	0	0	0	0	0	0	0	0	0	11	812.00	8,932.00
FLASH DRIVE, 16gb capacity, USB 2.0, plug and play	Pc	33	51	143	47	4	0	3	0	0	3	0	0	284	403.77	134,697.56
INK CARTRIDGE, canon Part No. cl 811, colored	Cart	15	48	5	20	5	2	0	7	29	0	0	0	131	942.49	147,506.00
INK CARTRIDGE, canon Part No. pg 810, black	Cart	15	55	2	26	3	0	0	10	29	0	0	0	140	759.81	126,685.62
INK CARTRIDGE, EPSON T6441, Black, for Epson L100, L110, L200, L210, L300, L350, L355	Cart	3	0	4	3	0	4	6	0	8	0	0	0	28	268.81	8,988.00
INK CARTRIDGE, HP 51645A (HP 45), black, for HP Deskjet 710c, 720c, 820cxi, 830c, 850c, 870cxi, 880c, 890c, 895cxi, 930c, 950c, 960c, 970cxi, 990cxi, 1000cxi, 1120c, 1125c, 1180c, 1220c, 1600c, 1600cm, 6122, 9300, HP Officejet G55, G85, G95, K60, K80, r45	Cart	18	0	0	22	0	0	8	0	13	3	0	0	64	1,382.47	105,664.00
INK CARTRIDGE, HP 920 Black	Pc	10	0	0	10	0	0	10	0	0	15	0	0	45	804.25	68,500.00
INK CARTRIDGE, HP 920 Cyan	Pc	6	0	0	6	0	0	6	0	0	11	0	0	29	603.46	33,700.00
INK CARTRIDGE, HP 920 Magenta	Pc	6	0	0	6	0	0	6	0	0	11	0	0	29	603.46	33,700.00
INK CARTRIDGE, HP C4936A (HP 18 ), black, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	Cart	0	0	0	0	0	0	0	0	0	0	0	0	0	871.18	-
INK CARTRIDGE, HP C4937A (HP 18 ), cyan, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	Cart	0	0	0	12	0	0	14	0	10	0	0	0	36	652.83	28,080.00
INK CARTRIDGE, HP C4938A (HP 18 ), magenta, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	Cart	0	0	0	11	0	0	14	0	11	0	0	0	36	652.83	28,080.00
INK CARTRIDGE, HP C4939A (HP 18 ), yellow, for HP Officejet Pro K5300, K5400dn, K5400dtn, K8600, K8600dn, L7380, L7580, L7590	Cart	0	0	0	12	0	0	14	0	10	0	0	0	36	652.83	28,080.00
INK CARTRIDGE, HP C6578DA (HP 78), original, tri-color, for HP Deskjet model 920C/930C/948C/950C/960C/970Cxi/990Cxi/1180C/1220C/3820/6122/9300, PSC 750/PSC950 All-in-One, Officejet 5110/G55/G85/G95/K60/K80/V40 All-in-One, Photosmart P1000/P1100/P1215/P12	Cart	19	0	0	27	0	0	13	0	18	3	0	0	80	1,536.08	146,365.00
INK CARTRIDGE, HP C6656AA (HP 56), original, black, for HP Deskjet 850C, 845C	Cart	1	3	0	0	0	0	0	0	0	0	0	0	4	921.65	58,303.00
INK CARTRIDGE, HP C6657AA (HP 57), original, tri-color, for HP Deskjet 450 printer series, 5160/5550/5650/5652/ 9650/9680, Officejet 4110/4255/5510/6110 All-in-One, PSC 1110/1210/1315/1350/2110/2210/2310 All-in-One, PSC 2410/2510/ Photosmart All-in-One,	Cart	0	3	0	0	0	0	0	0	0	0	0	0	3	1,536.08	5,505.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
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INK CARTRIDGE, HP C8727AA (HP 27), original, black, for HP Deskjet Printer model 3320/3225/3420/3535/3550/3650/3744/3745/3845/, PSC 1110/1210/1315 All-in-One	Cart	0	0	3	0	0	3	0	0	6	0	0	0	12	844.84	12,108.00
INK CARTRIDGE, HP C8728AA (HP 28), original, tri-color, for HP Deskjet Printer model 3320/3225/3420/3535/3550/3650/3744/3745/3845, Officejet 4110/4255 All-in-One, PSC 1110/1210/ 131 /All5 All-in-One	Cart	0	0	3	0	0	3	0	0	6	0	0	0	12	965.54	13,836.00
INK CARTRIDGE, HP C8767WA (HP 96), black, 21ml, for HP Deskjet 5740/6540/, HP Photosmart 8450/2710, HP Officejet 7210/7410 AIO	Cart	37	13	0	23	28	0	28	14	0	20	2	0	165	1,393.44	272,936.64
INK CARTRIDGE, HP C9351AA (HP 21), original, black, for HP Deskjet Printer model 3920/3940/PSC 1410/1402	Cart	13	41	2	32	18	4	21	19	28	3	2	0	183	661.61	144,056.44
INK CARTRIDGE, HP C9352AA (HP 22), original, tri-color, for HP Deskjet Printer model 3920/3940/PSC 1410/1402	Cart	13	41	2	32	16	4	21	13	28	3	2	0	175	762.55	158,831.20
INK CARTRIDGE, HP C9363WA (HP 97), tri-color, 14ml, for HP Deskjet 5740/6540, 6840, 9800, 9860, 9808, hp Photosmart 2575, 2610, 2710, AIO HP PSC 1610, 2355	Cart	18	13	0	15	15	0	15	14	0	12	2	0	104	1,547.05	190,386.30
INK CARTRIDGE, HP C9392A (HP 88XL), magenta 17 ml, for HP Officejet Pro K550, K550dtn, K5400dn, K5400dtn, K8600, 600dn, HP Officejet Pro L7580, L7590 All-in-One	Cart	0	0	0	10	0	0	10	0	0	0	0	0	20	1,046.73	25,000.00
INK CARTRIDGE, HP C9393A (HP 88XL ), yellow 17 ml, for HP Officejet Pro K550, K550dtn, K5400dn, K5400dtn, K8600, 600dn, HP Officejet Pro L7580, L7590 All-in-One	Cart	0	0	0	10	0	0	10	0	0	0	0	0	20	1,046.73	25,000.00
INK CARTRIDGE, HP C9396A (HP 88XL), black 58.5 ml, for HP Officejet Pro K550, K550dtn, K5400dn, K5400dtn, K8600, 600dn, HP Officejet Pro L7580, L7590 All-in-One	Cart	0	0	0	10	0	0	10	0	0	0	0	0	20	1,547.05	36,960.00
INK CARTRIDGE, HP C9403A (HP 72), Matte Black, for HP-Plotter T770	Cart	0	0	0	1	0	0	0	0	0	1	0	0	2	3,000.00	6,000.00
INK CARTRIDGE, HP CC640WA (HP 60), 4ml, black, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	Cart	20	26	50	7	4	1	0	5	0	1	0	0	114	633.08	85,938.16
INK CARTRIDGE, HP CC643WA (HP 60), tricolor, 13ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	Cart	20	20	35	6	4	0	1	4	0	0	0	0	90	760.36	81,572.36
INK CARTRIDGE, HP CD887AA (HP 703), black deskjet, for HP Deskjet D730 series, HP F735 AIO series	Cart	0	5	0	0	0	0	0	0	0	0	0	0	5	351.10	1,755.50
INK CARTRIDGE, HP CD888AA (HP 703), tricolor deskjet, for HP Deskjet D730, HP F735 AIO	Cart	0	11	5	18	0	0	0	0	0	0	0	0	34	346.72	31,742.00
INK CARTRIDGE, HP CN693AA (HP704), tricolor, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	Cart	22	46	10	42	3	7	15	25	29	2	6	1	208	351.10	87,152.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
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INK CARTRIDGE, HP PART NO. (HP 704) CN692AA, black, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	Cart	23	50	13	48	4	8	16	29	36	2	7	2	238	351.10	99,722.00
MOUSE, optical, USB connection type	Pc	5	18	4	12	0	0	9	0	1	1	0	0	50	500.00	10,557.44
MOUSE, optical, USB connection type	Pc	0	2	0	0	0	0	0	0	0	0	0	0	2	625.00	1,250.00
PAPER (Bond Paper/Book Paper) LONG 8.5"x13.5"	Ream	0	7	165	0	0	15	150	0	30	0	0	0	367	260.00	95,420.00
RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580	Cart	0	12	0	0	0	0	0	0	0	0	0	0	12	128.37	1,836.00
RIBBON CARTRIDGE, Epson Part No. C13SO15632, black for printer LX310	Cart	8	0	0	0	0	0	8	0	0	0	0	0	16	80.10	1,536.00
RIBBON, Epson RN 8750	Cart	0	0	2	0	0	2	0	0	4	0	0	0	8	88.00	704.00
TONER CARTRIDGE, HP CB435A (#35A), black, original, black, for HP Laserjet 1005/1006 Printer Series	Cart	0	0	15	2	0	7	2	0	5	0	0	0	31	2,869.18	104,005.72
TONER CARTRIDGE, HP CB436A (#36A), black, for HP Laserjet P1505 Printer Series	Cart	14	1	11	4	10	2	0	0	4	4	0	0	50	3,145.67	46,707.34
TONER CARTRIDGE, HP CE278A, black, for HP LaserJet P1566, P1606dn, M1536dnf printer	Cart	4	0	0	4	0	0	3	0	0	3	0	0	14	3,238.93	54,152.00
TONER CARTRIDGE, HP CE285A, black, for HP LaserJet P1102, P1102w, printer	Cart	0	3	0	0	0	0	0	0	0	0	0	0	3	2,856.01	10,233.00
TONER CARTRIDGE, HP Q2612A, original, black, for HP Laserjet 1010/1012/ 1015/1018/1020/1022 printer series, 3015/3020/3030/ 3050/3052/3055 All-in-One, M1005 MFP	Cart	3	0	0	1	0	0	3	0	0	1	0	0	8	3,156.98	30,160.00
TONER CARTRIDGE, HP Q5949A, black, for HP Laserjet 1160, 1320 printer series, 3390, 3392 All-in-One	Cart	1	0	0	1	0	0	1	0	0	1	0	0	4	3,724.99	17,796.00
TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500 (ex)	Cart	2	0	0	1	0	0	1	2	0	0	0	0	6	3,058.77	21,918.00
<b>SUB TOTAL</b>																<b>2,834,772.78</b>

**Common Electrical Supplies**

BULB, ELECTRICAL 18 watts CFL	Pc	12	6	0	0	0	0	0	0	0	0	0	0	18	288.00	5,184.00
COMPACT FLOURESCENT LIGHT (CFL), 18 watts	Pc	6	0	0	0	0	0	0	0	0	0	0	0	6	130.00	780.00
FUSE, 30 amperes	Pc	0	1	0	0	0	0	3	0	0	0	0	0	4	30.00	330.00
FUSE, 60 amperes	Pc	6	0	0	0	0	0	0	0	0	0	0	0	6	72.00	1,800.00
STAPLE WIRE, HEAVY DUTY, 23/17, for heavy duty staplers, metal, non-rust, chisel point, 0.60mm thickness, 13mm width, 17mm Leg Length, 100 staples per trip, 1,000 staples per box, 90- 135 sheets of 70 gsm bond paper	Box	0	0	6	0	0	0	0	0	0	0	0	0	6	32.37	234.00
TAPE, Electrical Tape	Roll	10	6	3	12	0	2	0	0	0	0	0	0	33	35.00	2,433.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total			
<b>SUB TOTAL</b>																	<b>10,761.00</b>

**Common Janitorial Supplies**

BATHROOM SOAP, 90 gms as packed, scented	Pc	6	0	0	6	0	0	0	0	0	0	0	0	12	50.00	600.00
BATHROOM SOAP, 90gms.	Pc	11	34	18	6	12	3	6	0	0	6	0	0	96	22.49	2,479.25
BROOM, soft (tambo)	Pc	19	57	16	29	4	7	13	1	10	10	0	0	166	104.23	12,350.07
BROOM, soft (tambo)	Pc	12	0	0	0	0	0	0	0	0	0	0	0	12	157.00	1,884.00
BROOM, stick (tingting)	Pc	12	0	0	12	0	0	0	0	0	0	0	0	24	25.00	600.00
BROOM, stick (tingting)	Pc	10	26	44	10	2	10	36	0	9	10	0	0	157	25.24	4,566.08
CLEANSER, scouring powder, 350gms.	Canister	6	0	14	0	0	14	0	0	0	0	0	0	34	15.19	644.80
DETERGENT BAR	Bar	4	0	0	10	0	0	0	0	0	0	0	0	14	38.00	532.00
DETERGENT BAR, minimum 392 grams net mass, four (4) pieces per bar	Bar	6	20	0	67	0	16	40	3	0	40	0	0	192	18.27	14,102.70
DETERGENT POWDER 475 grams/pack	pack	2	0	0	2	0	0	0	0	0	0	0	0	4	106.00	424.00
DETERGENT POWDER, all purpose, 500 grams	Pouch	57	53	6	53	14	6	30	8	0	10	0	0	237	26.33	7,234.92
DISHWASHING LIQUID, 500ml	Btl	15	0	0	15	0	0	0	0	0	0	0	0	30	200.00	6,000.00
DISINFECTANT SPRAY, 400grams net content	Can	3	6	0	0	0	0	6	0	0	0	0	0	15	120.69	2,019.00
DUST PAN, non-rigid plastic, with detachable handle	Pc	14	24	8	6	0	2	1	0	0	0	0	0	55	38.28	4,118.64
FLOOR WAX, paste, natural, 2kgs.	Can	3	2	0	8	0	0	3	0	0	3	0	0	19	235.90	5,358.00
FLOOR WAX, paste, red, 2kgs.	Can	7	18	7	0	0	2	2	0	0	0	0	0	36	230.41	9,498.69
FURNITURE CLEANER, 300ml/can minimum	Can	0	0	6	0	0	0	0	0	0	0	0	0	6	89.42	642.00
GLASS CLEANER 500ml	Btl	6	0	0	0	0	0	0	0	0	0	0	0	6	200.00	1,200.00
INSECTICIDE, 600ml/can	Can	3	0	0	3	0	0	3	0	0	3	0	0	12	123.98	1,776.00
MOP BUCKET, heavy duty, hard plastic, min: 370mm(L), 475mm(W), 245mm(H); 30L capacity, with 4 wheel ball caster, with squeezer, with precautionary markings	Pc	0	0	1	0	0	0	0	0	0	0	0	0	1	1,974.96	2,359.00
MOPHANDLE, screw type, aluminum handle	Pc	0	0	2	0	0	0	0	0	0	0	0	0	2	131.66	314.00
MOPHEAD, 100% rayon, 400 grams	Pc	0	0	5	0	0	0	0	0	0	0	0	0	5	87.78	525.00
MOPHEAD, made of rayon	Pc	6	0	0	6	0	0	0	0	0	0	0	0	12	94.00	1,128.00
RAG, COTTON, (7") in diameter, assorted colors	Kilo	0	3	0	0	0	0	0	0	0	0	0	0	3	46.08	165.00
SCOURING PAD, economy size	Pack	0	0	27	0	0	13	0	0	24	0	0	0	64	123.81	6,601.05
TOILET BOWL & URINAL CLEANER, 900ml	Btl	21	12	9	1	0	9	11	6	0	1	0	0	70	43.89	3,413.36

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
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TOILET DEODORANT CAKE, deoderizer/moth proofer 50gms, 3 pcs/pack	Box	13	0	16	10	0	4	0	0	4	0	0	0	47	24.69	1,311.28
TRASHBAG, plastic, black, (xl) 100 pcs per pack	Roll	0	8	12	0	0	12	0	0	24	0	0	0	56	528.00	26,800.00
<b>SUB TOTAL</b>																<b>118,646.84</b>
<b>Common Office Devices</b>																
BLADE, heavy duty cutter, 10 pcs./pack	Tube	4	40	2	0	0	6	0	0	6	0	0	0	58	8.18	809.00
CALCULATOR, 12 digits, two-way power source(solar and cell)	Unit	2	0	0	0	0	0	0	0	0	0	0	0	2	625.00	1,250.00
CUTTER, heavy duty	Pc	27	249	28	11	4	0	0	2	0	0	1	0	322	23.04	8,996.16
LASER POINTER, PEN TYPE, metal, for presentation, green and red color, 50mW laser power, beam light, continuous light, single- point, uses 2 x LR6 1.5V AA or AAA batteries, button switch, Sky brand	Pc	12	0	7	0	0	0	0	0	0	0	0	0	19	580.29	11,030.00
PAPER PUNCHER, heavy duty	Pc	52	54	2	27	20	6	8	12	11	0	0	0	192	109.70	10,844.80
SHARPENER, single cutterhead	Pc	13	1	0	0	0	0	0	0	0	0	0	0	14	186.52	3,122.00
STAMPING DATER, self-inking stamp	Pc	3	1	1	0	0	0	0	0	0	0	0	0	5	504.69	2,916.69
STAPLE REMOVER, plier type	Pc	57	12	22	4	50	14	20	4	14	0	0	4	201	18.40	32,300.40
STAPLER, binder type, heavy duty for high volume stapling, 25-153 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable stapler guide	Pc	156	180	0	250	0	0	50	0	0	150	0	0	786	1,118.05	16,670.00
TAPE DISPENSER, heavy duty, for 24mm(1")	Pc	6	0	2	0	0	0	0	0	0	0	0	0	8	500.00	336.00
WASTE BASKET, plastic	Pc	10	5	11	2	0	13	0	0	16	0	0	0	57	28.53	1,554.91
<b>SUB TOTAL</b>																<b>89,829.96</b>

<b>Common Office Equipment</b>																
AIRPOT, 3.8 liters, w/ dispenser	Unit	0	0	2	0	0	0	0	0	0	0	0	0	2	1,316.64	3,144.00
CALCULATOR, compact, electronic, LCD , desktop, display, 12 digits, two-way power source (solar and cell)	Unit	9	1	1	2	0	1	2	0	0	0	0	0	16	156.90	2,961.90
CALCULATOR, desktop, heavy duty printing, 12 digits 2-color print/illuminated display, AC power source, canon brand	Unit	0	0	1	0	0	0	0	0	0	0	0	0	1	2,051.76	2,450.00
CALCULATOR, scientific, 10 digits dot matrix display programmable with case	Unit	6	47	5	7	5	1	0	0	0	0	0	0	71	436.69	36,635.45
DOCUMENT CAMERA, w/ DVI port, four (4), reference points demarcate viewing area, 8 times, (800%) consecutive zoom, PC and Doc Cam VS	Unit	1	0	0	1	0	0	0	0	0	0	0	0	2	26,552.24	63,424.00
ELECTRIC FAN, wall type	Unit	0	0	2	0	3	0	0	0	0	0	0	0	5	985.29	5,885.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
FACSIMILE TRANSCIEVER, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 208mm, document feeder holds 10 pages, with automatic, paper cutter, redial, and fax/tel switchover	Unit	1	0	0	0	0	0	0	0	0	0	0	0	1	3,695.37	4,413.00
MULTIMEDIA PROJECTOR, 3000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	Unit	0	2	3	1	0	0	1	0	0	0	0	0	7	19,639.88	164,192.00
<b>SUB TOTAL</b>																<b>283,105.35</b>

**Common Office Supplies**

AIR FRESHENER, 280ml/can	Can	14	24	0	26	6	0	18	5	12	14	0	0	119	85.98	12,930.00
ALCOHOL, 70% ethyl, 500ml	Btl	0	12	0	0	0	0	0	0	0	0	0	0	12	94.00	1,128.00
ALCOHOL, 70% Isoprophyl, 500ml	Btl	10	6	4	0	0	0	4	0	0	0	0	0	24	94.00	2,256.00
ALCOHOL, 70%, ethyl	Btl	59	174	70	84	32	5	17	23	20	5	7	0	496	39.31	24,925.72
BALLPEN, red, ordinary	Pc	0	12	0	0	0	0	0	0	0	0	0	0	12	6.00	72.00
BATTERY, AA dry cell size , 1.5 volts, Energizer, 2 pcs. per blister pack	Pc	36	0	0	36	0	0	12	24	0	0	0	0	108	16.24	10,800.00
BATTERY, AA dry cell size , 1.5 volts, Energizer, 2 pcs. per blister pack	Pc	0	0	0	12	0	0	12	0	0	12	0	0	36	50.00	1,800.00
BATTERY, AAA dry cell size , 1.5 volts, Energizer, 2 pcs. per blister pack	Pc	12	0	0	0	0	0	0	0	0	0	0	0	12	15.26	1,200.00
BATTERY, AAA dry cell size , 1.5 volts, Energizer, 2 pcs. per blister pack	Pc	0	0	0	20	0	0	20	0	0	20	0	0	60	50.00	3,000.00
CARTOLINA, assorted color, 20s/pack	Pack	5	16	0	7	0	0	0	0	0	0	0	0	28	74.61	2,492.00
CARTOLINA, white, 20s/pack	Pack	0	8	0	0	0	0	0	0	0	0	0	0	8	54.86	528.00
CHALK, white, dustless, 100 pcs/box	Box	2	43	1	2	0	0	2	0	1	2	0	0	53	27.28	24,737.68
CLIP, backfold, 1", 25mm, 12s/box	Box	0	5	0	0	5	0	0	4	0	0	0	0	14	11.52	196.00
CLIP, backfold, 19mm, 12s/box	Box	0	1	0	0	0	0	0	0	0	0	0	0	1	7.68	1,300.00
CLIP, backfold, 2", 50mm, 12 pieces per box	Box	0	25	10	30	5	0	0	4	0	0	0	0	74	41.15	15,597.50
COLUMNAR NOTEBOOK, 12 columns	Pc	0	11	0	0	0	0	0	0	0	0	0	0	11	21.94	286.00
CORRECTION PEN, rolling ball, metal tip, quick dry	Pc	6	0	0	6	0	0	0	0	0	0	0	0	12	94.00	1,128.00
CORRECTION TAPE	Pc	3	0	0	0	0	0	0	0	0	0	0	0	3	37.00	111.00
CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	Pair	23	40	24	26	14	0	6	14	6	6	0	0	159	12.71	4,360.84
DATA FILE BOX, (5"x9"x15-3/4")	Box	20	26	15	30	5	3	0	10	33	0	0	0	142	73.57	11,521.00
ENVELOPE, expanding legal size	Pc	0	0	5	0	0	5	0	0	0	0	0	0	10	12.00	120.00
ENVELOPE, expanding legal size	Pc	0	0	12	0	0	0	0	0	0	0	0	0	12	24.00	288.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
ENVELOPE, expanding legal size	Pc	0	0	0	0	100	0	0	0	0	0	0	0	100	35.00	3,500.00
ENVELOPE, expanding legal size	Pc	125	585	30	365	150	0	215	54	20	65	50	0	1,659	633.93	30,660.00
ENVELOPE, expanding legal sizeAssorted colors	Pc	120	50	0	120	250	0	60	0	0	60	0	0	660	633.93	15,000.00
ENVELOPE, expanding legal sizeexpanding with garter	Pc	0	0	0	150	0	0	0	0	150	0	0	0	300	633.93	15,000.00
ENVELOPE, expanding long, with tie/garter	Pc	24	0	0	0	0	0	0	0	0	0	0	0	24	12.00	288.00
ENVELOPE, expanding, A4, with tie/garter	Pc	24	0	0	0	0	0	0	0	0	0	0	0	24	12.00	288.00
ENVELOPE, expanding, plastic, legal size	Pc	159	75	0	50	0	0	50	0	0	150	0	0	484	30.72	17,908.00
ENVELOPE, mailing white with window, 500s	Box	4	0	3	1	0	1	0	2	2	0	0	0	13	206.10	3,118.20
ENVELOPE, mailing white, 500s/box	Box	5	5	6	3	0	1	5	0	1	0	0	0	26	147.02	8,220.00
ENVELOPE, mailing, white, long, 500 pieces per box	Box	1	0	0	0	0	0	0	0	0	0	0	0	1	262.00	262.00
ERASER, felt, for blackboard/whiteboard	Pc	0	37	3	0	0	1	0	0	0	0	0	0	41	10.40	490.40
ERASER, rubber	Pc	2	0	6	0	0	0	0	0	2	0	0	0	10	2.28	30.00
FLAG PHILIPPINE, 3mx5m	Pc	2	0	0	0	0	0	0	0	0	0	0	0	2	238.00	476.00
FOLDER, clear plastic, L-type, A4 size, 50s/pack	Pack	12	100	0	111	0	0	8	2	0	5	0	0	238	163.48	40,106.00
FOLDER, clear plastic, L-type, legal size, 50s/pack	Pack	19	0	2	14	0	0	13	2	0	13	0	0	63	185.43	13,923.00
FOLDER, expanding w/ tab, long - green	Pc	24	0	0	24	0	0	0	0	0	0	0	0	48	19.00	912.00
FOLDER, plastic, sliding, long, clear	Pc	24	48	0	24	0	0	0	0	0	0	0	0	96	6.00	576.00
FOLDER, pressboard, plain, legal, 100s/box	Pack	5	0	0	0	0	0	0	0	0	0	0	0	5	987.36	5,895.00
GLUE, all purpose, 300 grams min.	Jar	84	54	10	15	5	15	20	1	5	2	1	0	212	50.45	12,720.00
INDEX CARD, 5" x 8",ruled both side, 500s/pack	Pack	10	4	1	0	0	0	0	0	0	0	0	0	15	147.00	2,640.00
LEAD, for mechanical pencil, black, polymer type, 0.5mm, 12 pieces per tube	Tube	0	0	5	0	0	0	5	0	0	0	0	0	10	14.00	140.00
LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	Tube	1	144	0	0	0	0	1	0	0	0	0	0	146	20.70	3,650.00
MANILA PAPER, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves	Sleeve	0	431	0	12	1	12	50	0	12	3	2	0	523	25.98	16,213.00
MAP PIN, round head, 100s/case	Case	2	0	0	0	0	0	2	0	0	0	0	0	4	42.57	204.00
MARKER, flourescent, 3 colors per set(yellow, green,orange)	Set	4	0	0	0	0	0	0	0	0	0	0	0	4	69.00	276.00
MARKER, fluorescent, 3 colors/set	Set	64	17	7	17	31	1	11	14	2	7	1	0	172	34.76	7,224.00
MARKER, permanent, bullet type, black	Pc	60	44	83	58	6	2	0	0	0	58	0	0	311	30.00	4,574.78
MARKER, permanent, bullet type, blue	Pc	48	12	12	30	0	0	0	0	0	10	0	0	112	30.00	1,953.84



Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
MARKER, permanent, bullet type, red	Pc	0	0	12	10	0	0	0	0	0	10	0	0	32	30.00	753.84
MARKER, permanent, chisel type, black	Pc	0	12	0	0	0	0	0	0	0	0	0	0	12	30.00	153.84
MARKER, permanent, chisel type, blue	Pc	0	12	0	0	0	0	0	0	0	0	0	0	12	30.00	180.00
MARKER, permanent, chisel type, red	Pc	0	3	0	0	0	0	0	0	0	0	0	0	3	30.00	45.00
MARKER, waterboard, bullet type, black	Pc	0	0	107	5	0	0	0	0	0	5	0	0	117	30.00	1,684.58
MARKER, waterboard, bullet type, blue	Pc	0	0	0	5	0	0	0	0	0	5	0	0	10	30.00	300.00
MARKER, waterboard, bullet type, red	Pc	0	0	0	5	0	0	0	0	0	5	0	0	10	30.00	300.00
MARKING PEN, permanent, fine, black	Pc	6	0	0	6	0	0	0	0	0	0	0	0	12	38.00	456.00
MARKING PEN, whiteboard, broad, black	Pc	0	24	0	0	0	0	0	0	0	0	0	0	24	52.00	1,248.00
MARKING PEN, whiteboard, bullet type, black	Pc	17	0	0	29	0	0	0	24	12	0	0	0	82	24.00	1,320.00
MARKING PEN, whiteboard, bullet type, blue	Pc	105	3	2	119	0	2	0	2	14	2	0	0	249	24.00	2,835.00
MARKING PEN, whiteboard, bullet type, red	Pc	6	0	0	6	0	0	0	0	0	0	0	0	12	24.00	4,800.00
NOTE PAD, (2"x2"), 400 sheets/pad	Pack	0	0	5	0	0	0	0	0	0	0	0	0	5	104.21	620.00
NOTE PAD, (2"x3"), 100 sheets/pad	Pack	0	0	0	0	0	15	0	0	0	0	0	0	15	32.89	585.00
NOTE PAD, (3"x3"), 100 sheets/pad	Pad	0	0	5	0	0	1	0	0	1	0	0	0	7	40.25	320.50
NOTEBOOK, stenographer\s, 40 leaves, ruled both sides	Pc	130	279	0	145	267	0	60	41	25	60	5	0	1,012	36.00	87,288.00
PAPER , (Bond Paper/ Book Paper) LONG 11" X 17"(big)	Ream	0	0	10	0	0	0	10	0	0	0	0	0	20	480.00	9,600.00
PAPER , (Bond Paper/ Book Paper) Sub. 20 LONG 8.5"x13"	Ream	872	468	275	334	121	62	224	233	71	90	41	25	2,816	180.00	520,722.00
PAPER , (Bond Paper/ Book Paper) Sub. 20 LONG 8.5"x13"	Ream	0	0	0	6	0	0	6	0	0	6	0	0	18	200.00	3,600.00
PAPER , (Bond Paper/ Book Paper) Sub. 20 SHORT 8.5"x11"	Ream	711	465	145	191	53	32	149	89	41	48	8	1	1,933	156.00	321,120.00
PAPER , (Bond Paper/ Book Paper) Sub. 20 SHORT 8.5"x11"SUBSTANCE 20	Ream	0	0	9	0	0	0	0	0	0	0	0	0	9	156.00	1,404.00
PAPER CLIP, gem type, 32mm, 100s/box	Box	13	13	26	8	2	22	11	7	1	4	0	0	107	6.46	856.00
PAPER CLIP, gem type, jumbo, 48mm, 100s/box	Box	16	43	19	9	7	21	13	24	3	4	0	0	159	14.26	3,174.26
PAPER FASTENER, for paper, metal, 50 sets/box	Box	38	0	0	0	0	0	3	0	0	0	0	0	41	69.10	3,403.00
PAPER, bond, Premium Grade, Legal Size	Ream	0	96	0	0	0	0	0	0	0	0	0	0	96	115.00	13,152.00
PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad	Pad	16	121	0	40	0	0	45	0	0	0	0	0	222	18.43	6,552.00
PAPER, thermal., 210mmx30M, 1/2" core	Roll	30	0	0	30	0	0	0	60	0	0	0	0	120	36.98	5,160.00
PENCIL, lead, w/ eraser, one(1) dozen per box	Doz	86	253	20	43	31	12	21	34	17	6	2	0	525	20.70	13,112.10

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
PENCIL, lead, w/ eraser, wood cased	Pc	36	24	7	0	0	7	0	0	12	0	0	0	86	39.00	3,354.00
PUSH PIN, flat head type, assorted colors, 100s/case	Box	64	13	18	13	2	6	5	0	3	5	0	0	129	20.13	13,753.56
RECORD BOOK, 300 pages, smythe sewn	Book	29	77	22	14	10	2	5	2	2	0	2	0	165	57.16	8,496.64
RECORD BOOK, 500 pages, smythe sewn	Book	43	0	0	0	0	0	1	0	0	0	0	0	44	72.00	4,796.00
RING BINDER, 25mm x 1.12m (1"x44"), plastic, 10 pcs/bundle	Pc	4	0	0	4	0	0	0	4	0	0	0	0	12	156.34	1,716.00
RING BINDER, 50mm x 1.12m(2" x 44"), plastic, 10 pcs/bundle	Pc	4	0	0	4	0	0	0	4	0	0	0	0	12	216.15	3,096.00
RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	Box	26	111	19	23	0	0	64	0	0	0	0	0	243	111.67	58,627.02
RULER, plastic, 12", 300mm	Pc	59	70	12	179	0	12	36	24	12	12	5	0	421	2.19	2,403.00
SIGN PEN, black	Pc	465	507	657	203	106	600	149	39	1,263	60	0	0	4,049	46.43	180,993.58
SIGN PEN, blue	Pc	188	18	10	70	6	0	92	12	0	60	0	0	456	46.43	28,446.00
STAMP PAD INK, violet, 50mL	Btl	21	7	8	5	1	0	5	2	2	0	0	0	51	21.94	1,321.94
STAMP PAD, felt pad, min 60mm x 100mm	Pc	5	1	2	0	3	0	2	0	2	0	0	0	15	21.94	377.82
STAPLE WIRE, #35, standard, 5000 pcs/box	Box	70	197	112	77	39	48	160	38	14	21	0	0	776	47.00	36,472.00
STAPLE WIRE, #35, standard, 5000 pcs/box	Box	0	0	0	2	0	0	0	0	0	2	0	0	4	50.00	200.00
TAPE, masking (2"), 48mm	Roll	29	460	17	58	11	0	56	10	2	1	0	0	644	66.00	42,504.00
TAPE, masking, (1"), 24mm, 50 meters lenght	Roll	40	67	12	39	0	30	24	2	17	14	0	0	245	55.96	16,009.88
TAPE, masking, 48mm, 50 meters length	Roll	4	14	0	0	0	0	0	0	0	0	0	0	18	108.62	2,340.00
TAPE, packaging, 48mm, 50 meters length	Roll	12	99	27	40	0	10	51	2	1	0	0	0	242	35.11	10,164.00
TAPE, transparent, (1"), 24mm width, usable length of 50 meters min.	Roll	24	108	25	168	10	12	8	6	9	6	0	0	376	25.00	7,571.03
TAPE, transparent, (2"), 48mm, 50 meters lenght	Roll	30	165	53	62	0	0	61	10	1	0	0	0	382	35.11	15,567.42
TAPE, transparent, (2"), 48mm, 50 meters lenghtARMak	Roll	0	0	4	0	0	0	0	0	0	0	0	0	4	35.11	140.44
TOILET TISSUE, 12 rolls/pack	Pack	25	20	44	14	14	1	86	10	1	8	0	0	223	79.73	19,428.95
TWINE, plastic, one kilo per roll	Roll	1	21	29	1	21	2	1	0	4	1	0	0	81	47.89	4,571.45
<b>SUB TOTAL</b>																<b>1,794,121.81</b>

**Computer Supplies**

FLASH DRIVE, 8gb capacity, USB 2.0, plug-n-play	Pc	18	59	13	24	19	3	6	5	3	0	0	0	150	302.83	51,611.05
INK CARTRIDGE, Epson T6642, bottle ink cyan	Set	3	2	7	3	2	7	6	2	11	0	0	0	43	268.81	13,803.00
INK CARTRIDGE, Epson T6643, bottle ink magenta	Set	3	2	7	3	2	7	6	2	11	0	0	0	43	268.81	13,803.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total			
<b>SUB TOTAL</b>																	<b>79,217.05</b>
<b>Legal Size Paper</b>																	
PAPER, mimeograph, GroundWood, Legal Size	Ream	0	0	6	0	0	0	0	0	0	0	0	0	6	97.55	696.00	
PAPER, mimeograph, Whitewove, Legal Size	Ream	0	0	5	4	0	4	0	0	0	0	0	0	13	119.05	1,639.45	
<b>SUB TOTAL</b>																	<b>2,335.45</b>
<b>Office Supplies</b>																	
BALLPEN, black, good quality	Pc	0	20	10	0	0	10	0	0	0	0	0	0	40	16.00	640.00	
FOLDER, green w/o tab, long	Pc	0	0	50	0	0	50	0	0	0	0	0	0	100	12.00	1,200.00	
FOLDER, morocco/fancy, legal size, 50s/pack	Pack	13	0	0	4	0	0	8	0	0	1	0	0	26	307.22	9,542.00	
PHILIPPINE NATIONAL FLAG, Type I, 1828mm x 914.4mm, 100% cotton	Pc	0	7	1	0	0	1	0	0	0	0	0	0	9	315.99	3,270.98	
RUBBER BAND, #18, approximately 445gms/box	Box	0	0	1	0	0	0	0	0	0	0	0	0	1	162.00	162.00	
STAPLER, heavy duty, applicable staple 23/6-23/24, can staple up to 200 sheets, binding quantity-100 pcs, depth into paper-57mm, color black or silver, long arm design	Pc	0	0	0	2	0	0	0	0	0	0	0	0	2	114.64	4,200.00	
<b>SUB TOTAL</b>																	<b>19,014.98</b>

**B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES**

<b>Cleaning Equipment and Supplies</b>																	
ALBATROSS	Pc	0	3	0	0	6	0	0	3	0	0	0	0	12	25.00	300.00	
ALBATROSS	Pc	15	0	0	3	0	0	3	0	0	3	0	0	24	30.00	720.00	
ALBATROSS	Pc	0	12	12	12	12	12	12	12	12	12	12	12	132	45.00	5,940.00	
ANTIBACTERIAL DETERGENT POWDER	Pack	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	
ANTIBACTERIAL DETERGENT POWDER	Pack	0	0	0	0	0	100	0	0	0	25	0	0	125	20.00	2,500.00	
ANTIBACTERIAL DETERGENT POWDER Tide (1 kg./ pack)	Pack	0	36	0	0	0	0	0	0	0	0	0	0	36	350.00	12,600.00	
ANTIBACTERIAL DETERGENT POWDER Tide Powder 1kg.	Pack	0	24	0	0	0	0	12	0	0	0	0	0	36	250.00	9,000.00	
ANTIBACTERIAL DETERGENT POWDER tide powder 1kg./pack	Pack	0	36	0	0	0	0	0	0	0	0	0	0	36	350.00	12,600.00	
ANTIBACTERIAL DETERGENT POWDER tide powder 1kg./pck	Pack	0	48	0	0	0	0	0	0	0	0	0	0	48	300.00	14,400.00	
ANTIBACTERIAL DETERGENT POWDER1kg/pack	Pack	0	0	2	0	0	2	0	0	2	0	0	0	6	260.00	1,560.00	
CLOROX. disinfectant, 500ml	Btl	31	16	0	22	0	4	16	0	0	16	0	0	105	62.00	6,510.00	
CLOROX. disinfectant, 500mlZonrox	Btl	0	2	0	0	0	0	0	0	0	0	0	0	2	62.00	124.00	

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
DISHWASHING LIQUID, 200ml refill-antibac	Pouch	0	0	40	0	0	120	0	0	0	0	0	0	160	28.00	4,480.00
DISHWASHING LIQUID, 500ml	Btl	18	4	12	22	11	12	13	7	10	6	0	0	115	82.00	9,430.00
DISINFECTANT SPRAY, aerosol type, 510grams minimum net content, scented, kills virus, bacteria, mold & mildew, hospital grade cfc free	Canister	5	102	24	8	0	12	0	6	0	0	0	0	157	440.00	69,080.00
DOORMAT	Pc	4	0	0	0	0	0	4	0	0	0	0	0	8	45.00	360.00
DOORMAT	Pc	0	0	12	0	0	0	0	0	0	0	0	0	12	55.00	660.00
DOORMAT	Pc	0	0	4	0	0	0	2	0	0	0	0	0	6	60.00	360.00
DOORMAT	Pc	0	10	0	0	0	0	0	0	0	0	0	0	10	78.00	780.00
DOORMAT	Pc	25	0	0	0	0	0	25	0	0	0	0	0	50	100.00	5,000.00
DOORMAT	Pc	12	0	0	0	0	0	0	0	0	0	0	0	12	150.00	1,800.00
DOORMAT(cloth big)	Pc	0	0	0	4	0	0	0	0	0	0	0	0	4	65.00	260.00
DOORMAT, rubber	Pc	13	0	2	2	0	0	10	0	2	0	0	0	29	165.00	4,785.00
DOORMATCloth big	Pc	0	0	0	24	0	0	0	0	0	0	0	0	24	65.00	1,560.00
FEATHER DUSTER	Pc	37	0	1	5	3	0	14	2	1	4	0	0	67	26.00	1,742.00
FLOOR MOP WITH HANDLE, plastic type	Pc	0	7	4	8	2	1	5	0	4	0	0	0	31	306.00	9,486.00
FLOOR RUG	Pc	0	6	0	0	0	0	0	0	0	0	0	0	6	66.00	396.00
GLASS CLEANER	Btl	40	20	2	34	7	2	35	19	3	18	1	1	182	220.00	37,290.00
INSECTICIDE, aerosol type, net content 600ml, shrink-wrapped	Canister	0	19	6	0	6	7	3	6	2	0	0	0	49	385.00	18,865.00
MOSQUITO KILLER, spray 300ml	Btl	18	0	0	5	0	0	10	0	0	5	0	0	38	187.00	7,106.00
MURIATIC ACID	Btl	10	0	5	10	0	5	10	0	0	10	0	0	50	50.00	2,500.00
MURIATIC ACID	Gal	0	2	1	1	1	1	1	1	1	1	1	1	12	300.00	3,600.00
MURIATIC ACID	Gal	5	0	0	0	0	0	0	0	0	0	0	0	5	500.00	2,500.00
MURIATIC ACID	Gal	0	0	1	0	0	0	0	0	0	0	0	0	1	650.00	650.00
PAIL, plastic, big size	Pc	0	6	5	0	5	0	0	0	0	0	0	0	16	324.00	5,184.00
PAIL, plastic, medium size, 10 liters capacity	Pc	0	50	13	0	9	0	0	2	0	0	0	0	74	97.00	7,178.00
TELEPHONE CLEANER	Can	3	2	0	0	0	0	3	0	0	0	0	0	8	204.00	1,632.00
TRASH BAG, plastic, black, size -medium (21 in x 23 in) 10 pcs/pack	Pack	0	12	0	20	0	0	0	0	0	0	0	0	32	75.00	2,400.00
TRASH BAG, plastic, black, size-small, (9 in x 9 in x 18 in) 10 pcs/pack	Pack	0	10	0	0	0	0	0	10	0	0	0	0	20	42.00	840.00
TRASHBIN (with cover)	Pc	8	8	1	8	1	0	0	0	0	0	1	0	27	385.00	10,395.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total			
<b>SUB TOTAL</b>																	<b>276,573.00</b>

<b>Common Computer Supplies/Consumables</b>																	
BATTERY UPS 12V, 7Amp.	Pc	0	0	2	4	0	0	2	2	0	0	0	0	10	1,320.00	13,200.00	
C2S DOUBLE SIDED PAPER	Pc	0	0	0	3,000	1,500	0	1,500	3,000	0	0	0	0	9,000	5.00	45,000.00	
COMPACT DISK REWRITABLE (CD-RW), 700MBminimum capacity, 80 minutes recording time, 4x - 10x minimum speed	Pc	0	20	162	0	0	0	0	0	0	0	0	0	182	22.00	4,004.00	
COMPUTER CONTINUOUS FORMS, 3 ply, 11x9-1/2", plain, 500 sets per box	Box	0	4	9	2	2	4	2	2	2	2	2	2	33	547.33	18,061.89	
COMPUTER CONTINUOUS FORMS, 4 ply, 14x9-1/2"	Box	0	0	11	0	0	11	0	0	22	0	0	0	44	1,045.00	45,980.00	
Computer Ink	Pc	1	0	0	1	0	0	1	0	0	1	0	0	4	2,000.00	8,000.00	
DRUM (Canon Drum NPG32) for XEROX/Photo Copier Machine Canon iR1024	Pc	2	2	0	0	2	0	0	0	0	0	0	0	6	10,500.00	63,000.00	
DVD RECORDABLE, 16X speed, 4.7GB capacity	Pc	0	0	100	0	0	0	50	0	50	0	0	0	200	14.00	2,800.00	
DVD RE-WRITABLE, 4x speed, 4.7GB capacity	Pc	0	50	0	0	0	0	0	0	0	0	0	0	50	27.00	1,350.00	
EPSON LABELWORKS 24 mm. LC-6WBN	Cart	0	0	2	0	0	2	0	0	4	0	0	0	8	875.00	1,600.00	
EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0(backward compatible with USB 2.0), 5400 RPM, with dual-color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, Systems Requirements: USB 3.0: Windows XP/Vista/7; MacOSx 10.4 or above, with USB 3.0	Pc	0	1	0	2	1	0	2	1	0	0	0	0	7	3,498.97	24,492.79	
FLASH DRIVE, 16gb capacity	Pc	11	4	4	0	0	0	0	5	4	0	0	0	28	715.00	20,020.00	
FLASH DRIVE, 4gb capacity	Pc	2	0	0	0	0	0	0	0	0	0	0	0	2	385.00	770.00	
FLASH DRIVE, 8gb capacity	Pc	6	6	12	8	6	12	0	12	12	0	0	0	74	550.00	40,700.00	
INK CARTRIDGE, Canon 811 tri-color	Pc	14	1	8	4	10	2	0	0	4	4	0	0	47	1,043.00	49,021.00	
INK CARTRIDGE, canon Part No. cl 811, colored	Cart	0	42	19	18	3	0	20	0	6	12	0	0	120	942.49	113,098.80	
INK CARTRIDGE, Canon Part No. CL-831, color	Cart	0	2	1	1	1	1	1	1	1	1	1	1	12	1,282.00	15,384.00	
INK CARTRIDGE, canon Part No. pg 810, black	Cart	0	42	19	18	3	0	20	0	6	12	0	0	120	759.81	91,177.20	
INK CARTRIDGE, Canon Part No. PG-830, black	Cart	0	2	1	1	1	1	1	1	1	1	1	1	12	816.81	9,801.72	
INK CARTRIDGE, Canon PG 41 - color	Pc	2	0	0	2	0	0	0	0	0	0	0	0	4	1,210.00	4,840.00	
INK CARTRIDGE, Canon PG40 - black	Pc	2	0	0	2	0	0	0	0	0	0	0	0	4	1,234.00	4,936.00	
INK CARTRIDGE, Epson 210, BLACK	Btl	3	0	0	3	0	0	0	0	0	0	0	0	6	650.00	3,900.00	
INK CARTRIDGE, Epson 210, BLACK	Btl	0	2	0	0	0	0	0	0	0	0	0	0	2	1,500.00	3,000.00	
INK CARTRIDGE, Epson 210, CYAN	Btl	3	0	0	3	0	0	0	0	0	0	0	0	6	650.00	3,900.00	

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
INK CARTRIDGE, Epson 73N - BLACK	Pc	3	0	0	3	0	0	0	0	0	0	0	0	6	605.00	3,630.00
INK CARTRIDGE, Epson 73N - MAGENTA	Pc	3	0	0	3	0	0	0	0	0	0	0	0	6	605.00	3,630.00
INK CARTRIDGE, Epson L100, T6641black	Pc	5	0	0	2	0	0	0	4	0	0	0	0	11	397.00	4,367.00
INK CARTRIDGE, Epson L100, T6642 CYAN	Pc	4	0	0	2	0	0	0	4	0	0	0	0	10	397.00	3,970.00
INK CARTRIDGE, Epson L100, T6643 MAGENTA	Pc	4	0	0	2	0	0	0	4	0	0	0	0	10	397.00	3,970.00
INK CARTRIDGE, Epson L100, T6644 YELLOW	Pc	4	0	0	2	0	0	0	4	0	0	0	0	10	397.00	3,970.00
INK CARTRIDGE, EPSON T6441, Black, for Epson L100, L110, L200, L210, L300, L350, L355	Cart	0	9	0	6	0	0	6	0	0	6	0	0	27	268.81	7,257.87
INK CARTRIDGE, HP 21	Pc	0	0	2	0	0	0	4	0	0	0	0	0	6	760.00	4,560.00
INK CARTRIDGE, HP 22 tri-color	Pc	0	0	2	0	0	0	4	0	0	0	0	0	6	1,072.00	6,432.00
INK CARTRIDGE, HP 45 black	Pc	12	0	1	9	0	1	0	12	2	0	0	0	37	1,973.00	73,001.00
INK CARTRIDGE, HP 51645A (HP 45), black, for HP Deskjet 1125c, 1180c, 1280c	Cart	0	0	0	2	0	0	2	0	0	4	0	0	8	1,400.00	11,200.00
INK CARTRIDGE, HP 60 black	Pc	0	0	14	0	0	11	3	0	22	0	0	0	50	900.00	45,000.00
INK CARTRIDGE, HP 60 tricolor	Pc	0	0	14	0	0	11	3	0	22	0	0	0	50	1,045.00	52,250.00
INK CARTRIDGE, HP 703 black	Pc	0	0	3	0	0	0	3	0	0	0	0	0	6	412.00	2,472.00
INK CARTRIDGE, HP 704 black	Pc	10	0	3	10	0	0	3	4	0	0	0	4	34	490.00	16,660.00
INK CARTRIDGE, HP 704 colored	Pc	10	0	3	4	0	0	3	4	0	0	0	4	28	550.00	15,400.00
INK CARTRIDGE, HP 78 tri-color	Pc	6	0	4	6	0	1	3	10	2	0	0	0	32	2,035.00	65,120.00
INK CARTRIDGE, HP 920 magenta	Pc	5	0	0	5	0	0	5	0	0	5	0	0	20	825.00	16,500.00
INK CARTRIDGE, HP 920 Yellow	Pc	1	0	0	1	0	0	1	0	0	1	0	0	4	300.00	1,200.00
INK CARTRIDGE, HP 920 yellow	Pc	5	0	0	5	0	0	5	0	0	5	0	0	20	825.00	16,500.00
INK CARTRIDGE, HP 932 black	Cart	0	0	2	5	14	3	3	5	0	0	0	0	32	1,200.00	38,400.00
INK CARTRIDGE, HP 932 black	Cart	0	0	3	0	0	0	0	0	0	0	0	0	3	1,235.00	3,705.00
INK CARTRIDGE, HP 96 black	Pc	0	3	0	0	0	3	0	0	3	0	0	0	9	1,772.00	15,948.00
INK CARTRIDGE, HP 97 tri-color	Pc	10	3	0	6	0	3	0	10	3	0	0	0	35	1,947.00	68,145.00
INK CARTRIDGE, HP 98 black	Pc	12	0	0	10	0	0	0	12	0	0	0	0	34	957.00	32,538.00
INK CARTRIDGE, HP C6578DA (HP 78), original, tri-color, for HP Deskjet 1125c, 1180c, 1280c	Cart	0	0	0	2	0	0	2	0	0	4	0	0	8	1,600.00	12,800.00
INK CARTRIDGE, HP C9273A (HP 72), Yellow, for HP-Plotter T770	Cart	0	0	0	1	0	0	0	0	0	1	0	0	2	3,000.00	6,000.00
INK CARTRIDGE, HP C9351AA (HP 21), original, black, for HP Deskjet Printer model 3920/3940/PSC 1410/1402	Cart	0	0	9	5	0	0	37	0	0	0	0	0	51	661.61	33,742.11

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
INK CARTRIDGE, HP C9352AA (HP 22), original, tri-color, for HP Deskjet Printer model 3920/3940/PSC 1410/1402	Cart	0	0	11	5	0	0	30	0	0	0	0	0	46	762.55	35,077.30
INK CARTRIDGE, HP C9370A (HP 72), Photo Black, for HP-Plotter T770	Cart	0	0	0	1	0	0	0	0	0	1	0	0	2	3,000.00	6,000.00
INK CARTRIDGE, HP C9371A (HP 72), Cyan, for HP-Plotter T770	Cart	0	0	0	1	0	0	0	0	0	1	0	0	2	3,000.00	6,000.00
INK CARTRIDGE, HP C9372A (HP 72), Magenta, for HP-Plotter T770	Cart	0	0	0	1	0	0	0	0	0	1	0	0	2	3,000.00	6,000.00
INK CARTRIDGE, HP C9374A (HP 72), Gray, for HP-Plotter T770	Pc	0	0	0	1	0	0	0	0	0	1	0	0	2	3,000.00	6,000.00
INK CARTRIDGE, HP CC640WA (HP 60), 4ml, black, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	Cart	0	0	10	0	0	0	0	0	0	0	0	0	10	633.08	6,330.80
INK CARTRIDGE, HP CC643WA (HP 60), tricolor, 13ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	Cart	0	0	10	0	0	0	0	0	0	0	0	0	10	760.36	7,603.60
INK CARTRIDGE, HP CC660AA (HP 702), black, 20ml for hp oj j3508, j3608, j5508 AIO	Cart	0	0	0	10	0	0	10	0	0	0	0	0	20	1,265.00	25,300.00
INK CARTRIDGE, HP CD887AA (HP 703), black deskjet, for HP Deskjet D730 series, HP F735 AIO series	Cart	0	0	20	10	0	0	50	0	0	0	0	0	80	351.10	28,088.00
INK CARTRIDGE, HP CD888AA (HP 703), tricolor deskjet, for HP Deskjet D730, HP F735 AIO	Cart	0	0	50	0	0	0	30	0	0	0	0	0	80	346.72	27,737.60
INK CARTRIDGE, HP CH561WA (HP 61), black	Cart	0	0	1	0	2	0	1	0	1	0	0	0	5	767.00	3,835.00
INK CARTRIDGE, HP CH562WA (HP 61), color ink	Cart	0	0	1	1	0	0	1	0	1	0	0	0	4	949.00	3,796.00
INK CARTRIDGE, HP CN693AA (HP704), tricolor, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	Cart	0	30	106	3	3	8	74	3	3	3	3	3	239	351.10	83,912.90
INK CARTRIDGE, HP PART NO. (HP 704) CN692AA, black, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	Cart	0	30	104	3	3	8	74	3	3	3	3	3	237	351.10	83,210.70
INK CARTRIDGE,HP 933 cyan	Cart	0	0	0	0	0	0	3	0	0	0	0	0	3	900.00	2,700.00
INK CARTRIDGE,HP 933 cyan	Cart	0	0	1	3	0	0	0	3	0	0	0	0	7	980.00	6,860.00
INK CARTRIDGE,HP 933 cyan	Cart	0	0	0	0	5	0	0	0	0	0	0	0	5	1,200.00	6,000.00
INK CARTRIDGE,HP 933 magenta	Cart	0	0	0	0	0	0	3	0	0	0	0	0	3	900.00	2,700.00
INK CARTRIDGE,HP 933 magenta	Cart	0	0	1	3	0	0	0	3	0	0	0	0	7	980.00	6,860.00
INK CARTRIDGE,HP 933 magenta	Cart	0	0	0	0	5	0	0	0	0	0	0	0	5	1,200.00	6,000.00
INK CARTRIDGE,HP 933 yellow	Cart	0	0	0	0	0	0	3	0	0	0	0	0	3	900.00	2,700.00
INK CARTRIDGE,HP 933 yellow	Cart	0	0	1	3	0	0	0	3	0	0	0	0	7	980.00	6,860.00
INK CARTRIDGE,HP 933 yellow	Cart	0	0	0	0	5	0	0	0	0	0	0	0	5	1,200.00	6,000.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
INK hp C6615d #15 black	Pc	0	0	3	0	0	0	3	0	0	0	0	0	6	1,500.00	9,000.00
INK REFILL	Btl	6	0	9	0	0	5	0	0	4	0	0	0	24	60.00	1,440.00
INK REFILL	Btl	0	0	0	6	0	0	0	0	0	0	0	0	6	100.00	600.00
INK REFILL	Btl	0	0	4	0	0	0	0	0	0	0	0	0	4	200.00	800.00
INK REFILL	Btl	0	0	0	0	10	0	10	0	0	0	0	0	20	400.00	8,000.00
INK REFILL(BLACK)	Btl	0	2	0	2	0	0	1	0	0	0	0	0	5	100.00	500.00
INK REFILL(COMPUTER)	Btl	0	0	1	0	0	0	0	0	0	0	0	0	1	1,000.00	1,000.00
INK REFILL(universal ink-cyan)	Btl	0	0	2	0	0	2	0	0	2	0	0	0	6	100.00	600.00
INK REFILL(universal ink-magenta)	Btl	0	0	2	0	0	2	0	0	2	0	0	0	6	100.00	600.00
INK REFILL(universal ink-yellow)	Btl	0	0	2	0	0	2	0	0	2	0	0	0	6	100.00	600.00
INK REFILL, for Epson L355, black	Btl	0	0	30	0	0	0	0	0	0	0	0	0	30	350.00	10,500.00
INK REFILL, for Epson L355, cyan	Btl	0	0	20	0	0	0	0	0	0	0	0	0	20	350.00	7,000.00
INK REFILL, for Epson L355, magenta	Btl	0	0	20	0	0	0	0	0	0	0	0	0	20	350.00	7,000.00
INK REFILL, for Epson L355, yellow	Btl	0	0	20	0	0	0	0	0	0	0	0	0	20	350.00	7,000.00
INK REFILLBLACK	Btl	3	7	2	2	0	3	0	5	0	0	0	0	22	100.00	2,200.00
INK REFILLblack	Btl	0	0	0	0	0	2	0	0	0	0	0	0	2	120.00	240.00
INK REFILLBLACK	Btl	0	2	0	0	0	0	0	1	0	0	0	0	3	300.00	900.00
INK REFILLBlack	Btl	15	0	0	0	0	0	0	0	0	0	0	0	15	350.00	5,250.00
INK REFILLblue	Btl	0	0	0	0	0	2	0	0	0	0	0	0	2	120.00	240.00
INK REFILLCyan	Btl	10	0	0	0	0	0	0	0	0	0	0	0	10	350.00	3,500.00
INK REFILLFOR HP F4100 series (BLACK)	Btl	0	0	6	0	0	0	6	0	0	0	0	0	12	100.00	1,200.00
INK REFILLfor hP F4100 series (colored)	Btl	0	0	6	0	0	0	6	0	0	0	0	0	12	100.00	1,200.00
INK REFILLMagenta	Btl	10	0	0	0	0	0	0	0	0	0	0	0	10	350.00	3,500.00
INK REFILLred	Btl	0	0	0	0	0	2	0	0	0	0	0	0	2	120.00	240.00
INK REFILLyellow	Btl	0	0	0	0	0	2	0	0	0	0	0	0	2	120.00	240.00
INK REFILLYellow	Btl	10	0	0	0	0	0	0	0	0	0	0	0	10	350.00	3,500.00
INK, Ribbon Catridge, Epson LX300, LX300+, LX300+II	Pc	0	10	0	0	5	12	0	0	0	0	0	0	27	30.00	810.00
INK, Ribbon Catridge, Epson LX300, LX300+, LX300+II	Pc	0	12	0	12	20	10	27	0	0	12	0	0	93	40.00	3,720.00
INK, Ribbon Catridge, Epson LX300, LX300+, LX300+II	Pc	0	0	29	0	0	0	0	0	0	0	0	0	29	50.00	1,450.00



Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
INK, Ribbon Cartridge, Epson LX300, LX300+, LX300+II	Pc	0	3	0	0	3	0	0	3	0	0	0	0	9	65.00	585.00
INK, Ribbon Cartridge, Epson LX300, LX300+, LX300+II	Pc	5	0	0	5	0	0	5	0	0	5	0	0	20	150.00	3,000.00
INK, Ribbon Cartridge, Epson LX300, LX300+, LX300+II	Pc	0	0	0	0	0	0	6	0	6	0	0	0	12	175.00	2,100.00
INK, Ribbon Cartridge, Epson LX300, LX300+, LX300+II	Pc	0	4	0	0	0	8	0	0	6	0	0	0	18	200.00	3,600.00
INK, Ribbon Cartridge, Epson LX300, LX300+, LX300+IIribbon	Pc	0	15	0	10	0	0	5	0	0	0	0	0	30	45.00	1,350.00
INK, Ribbon, Epson LX300, LX300+, LX300+II	Pc	0	51	0	60	0	0	0	6	0	0	0	0	117	30.00	3,510.00
INK, Ribbon, Epson LX300, LX300+, LX300+II	Pc	0	15	24	0	0	0	24	0	0	0	0	0	63	50.00	3,150.00
INK, Ribbon, Epson LX300, LX300+, LX300+II	Pc	0	3	0	0	3	0	0	6	0	0	0	0	12	65.00	780.00
INK, Ribbon, Epson LX300, LX300+, LX300+IIComputer Ribbion, LX300+	Pc	0	0	0	0	5	0	0	0	0	0	0	0	5	50.00	250.00
LAMINATING FILM (Thickness: 250 micron / Size: 100 mm X 100 m) for ID	Box	0	0	5	2	0	0	0	0	0	2	0	0	9	1,520.00	28,580.00
MOUSE, optical, USB connection type	Pc	11	0	2	2	0	0	2	6	0	0	0	0	23	550.00	12,650.00
MOUSE, wireless	Pc	3	0	6	0	0	0	2	0	0	0	0	0	11	990.00	10,890.00
NICROME WIRE,( 800 WATTS)	Pc	50	0	0	50	0	0	0	0	0	0	0	0	100	40.00	4,000.00
PAPER (Bond Paper/Book Paper) Long 8.5"x13"	Ream	10	0	0	0	0	10	0	0	0	0	0	0	20	240.00	4,800.00
PAPER (Bond Paper/Book Paper) LONG 8.5"x13.5"	Ream	68	12	157	39	0	169	12	60	326	13	0	0	856	240.00	205,440.00
PAPER (Bond Paper/Book Paper) LONG 8.5"x13.5"PPC Copy Paper Substance 20	Ream	100	0	0	0	100	0	0	0	0	0	0	0	200	240.00	48,000.00
PAPER (Bond Paper/Book Paper) LONG 8.5"x13.5"SUBSTANCE 20	Ream	6	0	1	6	0	0	0	0	0	0	0	0	13	240.00	3,120.00
PAPER (Bond Paper/Book Paper) SHORT 8.5"x11"	Ream	114	19	209	81	0	181	112	60	330	10	3	0	1,119	230.00	257,370.00
PAPER (Bond Paper/Book Paper) SHORT 8.5"x11"PPC Copy Paper Substance 20	Ream	100	0	0	0	100	0	0	0	0	0	0	0	200	230.00	46,000.00
PAPER (Bond Paper/Book Paper) SHORT 8.5"x11"SUBSTANCE 20	Ream	12	0	3	0	0	0	0	0	0	0	0	0	15	230.00	3,450.00
PAPER, COATED Paper (HP Coated Paper 914mm X 91.4m or 36in. X 300ft.) C6980A	Pack	0	0	0	1	0	0	0	0	0	0	0	0	1	4,000.00	4,000.00
PAPER, COATED Paper (HP Universal Semi-gloss Photo Paper 914mm X 30.5m. or 96in. X 100ft.) A1421A	Pack	0	0	0	1	0	0	0	0	0	0	0	0	1	5,000.00	5,000.00
PAPER, PHOTO Paper (8.5"x11")	Ream	0	0	10	3	0	0	7	0	0	0	0	0	20	800.00	16,000.00
PVC, Digital Imaging Printing Card for ID (50 sets/box)	Pack	0	0	0	2	0	0	0	0	0	2	0	0	4	1,800.00	7,200.00
RIBBON CARTRIDGE, Epson LQ-300 series	Cart	17	0	12	9	0	12	3	6	24	3	0	0	86	185.00	15,910.00
Roting Ink (tube)	Pc	0	0	10	0	0	0	10	0	0	0	0	0	20	50.00	1,000.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
TAPE CARTRIDGE (TZ Tape LC-6WBN/8m Laminated, 1"/24mm, Black on White) for Epson Barcode Labeler LW-700 LabelWork	Cart	0	0	8	9	0	8	5	3	2	5	0	0	40	935.00	37,400.00
TAPE CARTRIDGE (TZ Tape LC-6WRN/8m Laminated, 1"/24mm ,Red on White/ C53S627602) for Epson Barcode Labeler LW-700 LabelWork	Cart	0	0	0	5	0	0	5	0	0	5	0	0	15	1,000.00	15,000.00
TAPE, Double adhesive	Roll	5	0	0	0	0	0	0	0	0	0	0	0	5	30.00	150.00
TAPE, Double adhesive	Roll	0	0	12	0	0	0	0	0	0	0	0	0	12	35.00	420.00
TAPE, Double adhesive	Roll	2	0	0	0	0	0	2	0	0	0	0	0	4	40.00	160.00
TAPE, Double adhesive	Roll	0	0	0	4	0	0	4	0	0	0	0	0	8	70.00	560.00
TAPE, Double adhesive	Roll	5	0	0	5	0	0	5	0	0	5	0	0	20	81.00	1,620.00
TAPE, Double adhesiveScotch Tape	Roll	0	2	0	0	0	0	0	0	0	0	0	0	2	25.00	50.00
TONER 80A / CF280A for Printer LaserJet HP-Pro M400n	Pc	0	2	3	2	0	3	4	0	6	4	0	0	24	3,850.00	92,400.00
TONER CARTRIDGE NP6 28	Pc	3	0	0	0	0	0	0	0	0	0	0	0	3	3,800.00	11,400.00
TONER CARTRIDGE, Brother DCP-7065DN	Cart	6	0	0	0	0	0	0	0	0	0	0	0	6	4,000.00	24,000.00
TONER CARTRIDGE, Canon 312 for Canon Printer LBL 3050	Pc	2	0	0	7	0	0	2	0	5	2	0	0	18	4,500.00	81,000.00
TONER CARTRIDGE, CANON iR1024 for XEROX/Photo Copier Machine Canon iR1024	Pc	6	0	0	0	6	0	0	0	0	0	0	0	12	5,500.00	66,000.00
TONER CARTRIDGE, HP 12A	Cart	5	0	0	0	0	0	0	0	0	0	0	0	5	3,080.00	15,400.00
TONER CARTRIDGE, HP 15A	Cart	0	0	2	0	0	2	0	0	4	0	0	0	8	4,680.00	37,440.00
TONER CARTRIDGE, HP 35A black	Cart	3	0	0	0	0	3	0	0	0	0	0	0	6	3,960.00	23,760.00
TONER CARTRIDGE, HP 36A	Cart	0	0	3	0	0	2	0	0	5	0	0	0	10	3,861.00	38,610.00
TONER CARTRIDGE, HP 56A (HP LaserJet P3015 series Network Printer) CE255A	Cart	0	0	0	1	0	0	1	0	0	1	0	0	3	9,800.00	29,400.00
TONER CARTRIDGE, HP 80A	Pc	2	0	0	1	0	0	0	2	0	0	0	0	5	6,500.00	32,500.00
TONER CARTRIDGE, HP 85A	Cart	24	3	8	8	15	2	6	3	3	0	0	0	72	3,300.00	237,600.00
TONER CARTRIDGE, HP C4096A, original, black, for HP Laserjet model 2100/2200 series printers	Cart	0	3	0	0	0	0	0	0	0	0	0	0	3	6,744.00	20,232.00
TONER CARTRIDGE, HP CE255A, black, for HP LaserJet P3010 printer series	Cart	0	4	0	4	0	0	4	0	0	4	0	0	16	6,704.99	107,279.84
TONER CARTRIDGE, HP CE278A, black, for HP LaserJet P1566, P1606dn, M1536dnf printer	Cart	0	0	3	0	0	3	0	0	6	0	0	0	12	3,238.93	38,867.16
TONER CARTRIDGE, HP CE285A, black, for HP LaserJet P1102, P1102w, printer	Cart	0	0	6	0	0	0	6	0	0	0	0	0	12	2,856.01	34,272.12
TONER CARTRIDGE, HP Q5949A, black, for HP Laserjet 1160, 1320 printer series, 3390, 3392	Cart	0	0	6	0	0	0	6	0	0	0	0	0	12	3,724.99	44,699.88
All-in-One TONER CARTRIDGE, KYOCERA, TK439262067	Tube	0	0	2	0	0	0	0	1	0	0	0	0	3	1,500.00	4,500.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
TONER CARTRIDGE, KYOCERA, TK439262067	Tube	5	0	0	0	0	0	0	0	0	0	0	0	5	3,000.00	15,000.00
TONER CARTRIDGE, KYOCERA, TK439262067	Tube	0	1	0	0	1	0	0	0	0	0	0	0	2	7,500.00	15,000.00
TONER CARTRIDGE, Samsung MLTD101S	Cart	0	9	0	0	0	0	0	9	0	0	0	0	18	3,931.00	70,758.00
TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500 (ex)	Cart	0	0	6	0	0	6	0	0	0	0	0	0	12	3,058.77	36,705.24
TONER HP Catridge CE285A (85A) for HP Printer P1102	Pc	0	57	44	4	4	6	2	0	11	2	0	0	130	4,000.00	366,950.00
TONER, HP 78A	Pc	0	0	4	0	0	0	6	0	0	0	0	0	10	4,620.00	46,200.00
TONER, HP Laserjet M1132 mpp	Pc	0	0	2	0	0	2	0	0	4	0	0	0	8	2,850.00	22,800.00
USB HUB, 4 ports	Pc	0	0	0	0	0	0	0	0	0	0	0	0	0	200.00	-
USB HUB, 4 ports	Pc	3	0	0	0	0	0	0	0	0	0	0	0	3	350.00	1,050.00
<b>SUB TOTAL</b>																<b>3,875,726.52</b>

**Common Electrical Supplies**

ADAPTOR PLUG	Pc	0	0	12	0	0	12	0	0	0	0	0	0	24	48.00	1,152.00
ALEN WRENCH	Set	0	0	1	0	0	0	0	0	0	0	0	0	1	360.00	360.00
BALLAST, 20 watts 220V	Pc	0	0	6	0	0	6	0	0	12	0	0	0	24	105.00	2,520.00
BALLAST, 40 watts	Pc	0	0	6	0	0	6	0	0	12	0	0	0	24	80.36	1,928.64
BATTERY, size AAA,alkaline, 2 pcs/packet	Packet	16	3	0	20	6	0	18	3	2	16	0	0	84	18.00	1,512.00
BATTERY, size D, alkaline, 2 pcs/packet	Packet	0	0	0	0	0	6	0	0	0	0	0	0	6	90.00	540.00
BULB, ELECTRICAL 18 watts CFL	Pc	10	0	0	0	0	0	0	0	0	0	0	0	10	253.00	2,530.00
CAPACITOR	Pc	0	0	5	0	0	0	1	0	0	0	0	0	6	420.00	2,520.00
CIRCUIT BREAKER 100 AMPERES (plug in)	Pc	0	0	4	0	0	4	0	0	0	0	0	0	8	960.00	7,680.00
CIRCUIT BREAKER 15 AMPERES (plug in)	Pc	0	0	4	0	0	4	0	0	0	0	0	0	8	540.00	4,320.00
CIRCUIT BREAKER 20 AMPERES (plug in)	Pc	0	0	4	0	0	4	0	0	0	0	0	0	8	540.00	4,320.00
CIRCUIT BREAKER 30 Amperes	Pc	0	0	6	0	0	6	0	0	12	0	0	0	24	342.00	8,208.00
CIRCUIT BREAKER 30 AMPERES	Pc	0	0	4	0	0	4	0	0	0	0	0	0	8	540.00	4,320.00
CIRCUIT BREAKER 30 AMPERESCircuit breaker switch 30 amp	Pc	0	0	0	1	0	0	0	0	0	0	0	0	1	540.00	540.00
CIRCUIT BREAKER 60 AMPERES (plug in)	Pc	0	0	4	0	0	4	0	0	0	0	0	0	8	732.00	5,856.00
CIRCUIT BREAKER 60 AMPERES with case	Pc	0	0	6	0	0	0	0	0	0	0	0	0	6	540.00	3,240.00
CLAMP TESTER	Unit	0	0	1	0	0	0	0	0	0	0	0	0	1	4,200.00	4,200.00
COMPACT FLOURESCENT LIGHT (CFL), 18 watts	Pc	3	0	25	0	0	25	0	0	50	0	0	0	103	114.17	11,759.51

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
COMPACT FLOURESCENT LIGHT (CFL), 40 watts	Pc	0	0	3	0	0	3	0	0	3	0	0	0	9	120.00	1,080.00
COMPACT FLOURESCENT LIGHT, 18 watts	Pc	0	0	26	0	0	0	0	0	0	0	0	0	26	126.00	3,276.00
DOUBLE POLE, DOUBLE THROW 100 AMPERES	Pc	0	0	3	0	0	0	0	0	0	0	0	0	3	3,000.00	9,000.00
ELECTRICAL RUBBER GLOVE	Pair	0	0	1	0	0	0	0	0	0	0	0	0	1	240.00	240.00
ELECTRICAL RUBBER GLOVERubber gloves	Pair	0	4	0	0	0	0	0	0	0	0	0	0	4	240.00	960.00
ELECTRICAL SCREW DRIVER FLAT (heavy duty)	Pc	0	0	2	0	0	0	0	0	0	0	0	0	2	240.00	480.00
ELECTRICAL SCREW DRIVER STAR (heavy duty)	Pc	0	0	2	0	0	0	0	0	0	0	0	0	2	200.00	400.00
ELECTRICAL SCREW TESTER	Pc	0	0	1	0	0	0	0	0	0	0	0	0	1	60.00	60.00
EPOXY GLUE (A & B) "dura steal"ORIGINAL	Tube	0	0	0	0	0	0	5	0	0	0	0	0	5	50.00	250.00
FEMALE SOCKET WITH ON/OFF SWITCH	Pc	0	0	12	0	0	12	0	0	0	0	0	0	24	72.00	1,728.00
FLASHLIGHT	Pc	0	0	3	0	0	0	3	0	0	0	0	0	6	100.00	600.00
FLASHLIGHT	Pc	6	0	0	0	0	0	0	0	0	0	0	0	6	450.00	2,700.00
FLASHLIGHT WITH BATTERYRECHARGABLE	Pc	2	0	0	0	0	0	0	0	0	0	0	0	2	300.00	600.00
FLAT CORD WIRE	Roll	0	0	1	0	0	0	0	0	0	0	0	0	1	7,358.00	7,358.00
FLEXIBLE CLAMP, ELECTRICAL	Pkg	0	0	1	0	0	0	0	0	0	0	0	0	1	180.00	180.00
FLEXIBLE HOSE, ELECTRICAL	Roll	0	0	1	0	0	0	0	0	0	0	0	0	1	1,080.00	1,080.00
FLOURESCENT LAMP, tubular, 18 watts	Pc	7	0	0	0	0	0	0	0	0	0	0	0	7	45.00	315.00
FLOURESCENT TUBE, 36 watts	Pc	2	0	0	0	0	0	1	0	0	0	0	0	3	40.15	120.45
FLUORESCENT LAMP, tubular, 18 watts	Pc	0	6	36	0	0	36	0	0	24	0	0	0	102	45.00	4,590.00
FLUORESCENT LAMP, tubular, 20 watts (medium size)	Pc	0	0	12	0	0	12	0	0	24	0	0	0	48	72.00	3,456.00
FLUORESCENT LAMP, tubular, 36 watts	Pc	0	0	42	0	0	42	0	0	12	0	0	0	96	46.00	4,416.00
FLUORESCENT LIGHTING FIXTURE 1 x 18w/20w	Pc	0	0	13	0	0	13	0	0	24	0	0	0	50	407.00	20,350.00
FLUORESCENT LIGHTING FIXTURE 1 x 36w/40w	Pc	0	0	13	0	0	13	0	0	24	0	0	0	50	407.00	20,350.00
FUSE 100 AMPERES (replaceable type)	Pc	0	0	4	0	0	4	0	0	0	0	0	0	8	312.00	2,496.00
FUSE 100 AMPERES (replaceable type)for firefly emergency light, replaced busted fuse	Pc	0	0	4	0	0	0	0	0	0	0	0	0	4	312.00	1,248.00
FUSE, 30 amperes	Pc	0	0	6	0	0	6	0	0	0	0	0	0	12	30.00	360.00
FUSE, 30 amperes, 220 volts	Pc	0	0	6	0	0	6	0	0	12	0	0	0	24	11.39	273.36
FUSE, 60 amperes	Pc	0	0	4	0	0	4	0	0	0	0	0	0	8	72.00	576.00
FUSE, 60 amperes, 220 volts	Pc	0	0	6	0	0	6	0	0	12	0	0	0	24	28.03	672.72

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
FUSELINK 20K	Pc	0	0	4	0	0	0	0	0	0	0	0	0	4	180.00	720.00
HEAD LAMP WITH HALOGEN BULB	Pc	0	0	8	0	0	6	0	0	12	0	0	0	26	1,710.00	44,460.00
HEATER WIRE #12	Mtr	10	0	24	10	0	0	0	0	0	0	0	0	44	120.00	5,280.00
JUNCTION BOX	Pc	0	2	24	0	0	0	0	0	0	0	0	0	26	36.00	936.00
LIGHTNING ARRESTER CUT-OUT WITH FUSELINK HOLDER	Set	0	0	2	0	0	0	1	0	0	0	0	0	3	4,800.00	14,400.00
MOULDING, Plastic Moulding (Halfmoon 1" x 8ft.)	Pc	0	0	0	20	0	0	0	0	0	0	0	0	20	200.00	4,000.00
MOULDING, Plastic Moulding (Square 2" x 2" x 8ft.)	Pc	0	0	0	10	0	0	0	0	0	0	0	0	10	350.00	3,500.00
OIL, WUD-40 (lubricant, gen, purpose, 191 mL, 155 g, 6.5 fl. oz)	Can	0	0	0	2	0	0	0	0	0	0	0	0	2	350.00	700.00
OUTLET, (flash type) (wh 113) -2 gang	Pc	0	0	12	0	0	12	0	0	24	0	0	0	48	160.00	7,680.00
OUTLET, Aircon	Pc	0	0	12	0	0	12	0	0	0	0	0	0	24	117.00	2,808.00
OUTLET, CONVINIENCE (surface type) 2 gang	Pc	2	0	0	0	0	0	0	0	0	0	0	0	2	96.00	192.00
PANEL BOARD 12 BRANCHES	Box	0	0	2	0	0	0	0	0	0	0	0	0	2	1,080.00	2,160.00
PDX WIRE # 12	Box	0	0	1	0	0	0	0	0	1	0	0	0	2	2,850.00	5,700.00
PDX WIRE # 14	Pc	0	0	1	0	0	0	0	0	1	0	0	0	2	3,990.00	7,980.00
PINLIGHT BULB 9 watts (plug in type)	Pc	0	0	36	0	0	36	0	0	24	0	0	0	96	144.00	13,824.00
PINLIGHT CASE (Plug in type)	Pc	0	0	12	0	0	12	0	0	0	0	0	0	24	120.00	2,880.00
PINLIGHT CASE (screw type)	Pc	0	0	12	0	0	12	0	0	0	0	0	0	24	120.00	2,880.00
PIPE THREADER (1/2" -2")	Pc	0	0	1	0	0	0	0	0	0	0	0	0	1	2,400.00	2,400.00
PIPE WRENCH (14") Ridgid	Pc	0	0	2	0	0	0	0	0	0	0	0	0	2	480.00	960.00
PLASTIC MOULDING	Pc	0	0	0	0	0	12	0	0	0	0	0	0	12	96.00	1,152.00
PLIERS, DIAGONAL 8"	Pc	0	0	1	0	0	0	0	0	0	0	0	0	1	354.00	354.00
PLIERS, LONG NOSE 8"	Pc	0	0	1	0	0	0	0	0	0	0	0	0	1	354.00	354.00
PRESSURE SWITCH	Pc	0	0	4	0	0	0	0	0	0	0	0	0	4	960.00	3,840.00
RUBBER TAPE	Pc	0	0	1	0	1	4	1	0	1	0	0	0	8	120.00	960.00
SCISSOR (G.I. sheet) (Medium)	Pc	0	0	1	0	0	0	0	0	0	0	0	0	1	600.00	600.00
SOCKET FEMALE	Pc	0	0	13	0	0	13	0	0	24	0	0	0	50	57.00	2,850.00
SOCKET, CEILING	Pc	0	0	24	0	0	24	0	0	0	0	0	0	48	24.00	1,152.00
SOCKET, FEMALE	Pc	0	0	24	0	0	24	0	0	0	0	0	0	48	36.00	1,728.00
SOLDERING SUCKER, Disoldering Pump (jeavy duty)	Pc	0	0	0	2	0	0	0	0	0	0	0	0	2	500.00	1,000.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
SOLDERING, Soldering Gun	Pc	0	0	0	2	0	0	0	0	0	0	0	0	2	500.00	1,000.00
STAPLE, Staple Wire T25; 7/16", 11mm (Arrow, genuine) for Gun Tacker	Box	0	0	0	5	0	0	5	0	0	5	0	0	15	300.00	4,500.00
STARTER, 4-40 watts, for fluorescent lamp, 220-240 volts	Pc	0	0	20	0	0	20	0	0	60	0	0	0	100	6.00	600.00
SWITCH (concealed type) 2 gang	Pc	0	0	20	0	0	4	0	0	0	0	0	0	24	108.00	2,592.00
SWITCH (concealed type) 3 gang	Pc	0	0	12	0	0	12	0	0	0	0	0	0	24	144.00	3,456.00
SWITCH BOX	Pc	0	0	12	0	0	12	0	0	0	0	0	0	24	39.00	936.00
SWITCH, (Concealed type) 1 gang	Pc	0	0	15	0	0	15	0	0	15	0	0	0	45	72.00	3,240.00
SWITCH, PHOTO	Pc	0	0	8	0	0	0	0	0	0	0	0	0	8	600.00	4,800.00
TAPE, ELECTRICAL	Pc	3	0	6	0	0	6	0	0	12	0	0	0	27	51.00	1,377.00
TAPE, Electrical Tape	Roll	0	0	2	0	2	0	2	0	2	0	0	0	8	35.00	280.00
TAPE, Electrical Tape	Roll	0	0	0	10	0	0	10	0	0	10	0	0	30	50.00	1,500.00
TELEPHONE BOX	Pc	0	0	0	0	0	8	0	0	0	0	0	0	8	60.00	480.00
TELEPHONE WIRE	Roll	0	0	1	0	0	0	0	0	0	0	0	0	1	2,400.00	2,400.00
UTILITY BOX	Pc	0	0	0	0	0	24	0	0	0	0	0	0	24	24.00	576.00
WIRE, FLAT CORD #16	Roll	0	0	2	0	0	0	0	0	0	0	0	0	2	4,200.00	8,400.00
WIRE, PDX wire #10	Box	0	0	2	0	0	0	0	0	0	0	0	0	2	5,267.00	10,534.00
WIRE, PDX wire #12	Box	0	0	2	0	0	0	0	0	0	0	0	0	2	3,600.00	7,200.00
WIRE, PDX Wire #14	Box	0	0	2	0	0	0	0	0	0	0	0	0	2	2,772.00	5,544.00
WIRE, THHN #40	Mtr	0	0	100	0	0	0	0	0	0	0	0	0	100	480.00	48,000.00
WIRE, TW #10	Box	0	0	1	0	0	0	0	0	0	0	0	0	1	4,800.00	4,800.00
WIRE, TW #14	Box	0	0	1	0	0	0	0	0	0	0	0	0	1	2,160.00	2,160.00
<b>SUB TOTAL</b>																<b>408,546.68</b>

**Common Janitorial Supplies**

AIR FRESHENER, 280ml	Can	16	2	26	9	0	23	11	12	35	0	0	4	138	148.00	20,424.00
AIR FRESHENER(SCENTED GEL - Glade) "Hanging"	Pc	0	0	0	5	0	0	5	0	0	5	0	0	15	150.00	2,250.00
AIR FRESHNER, aerosol spray canister, net content 400 grams scented cfc free	Canister	48	14	24	12	33	3	43	1	7	12	5	0	202	150.00	24,596.00
BATHROOM SOAP, 90 gms as packed, scented	Pc	6	0	0	6	0	0	0	0	0	0	0	0	12	44.00	528.00
BATHROOM SOAP, 90gms.	Pc	0	9	0	0	0	0	9	0	0	0	0	0	18	22.49	404.82
BLEACH STAIN REMOVER (sodium hypochlorite), 1 gal.	Gal	0	0	24	0	0	24	0	0	48	0	0	0	96	385.00	36,960.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
BROOM, soft (tambo)	Pc	0	2	6	18	0	2	8	0	2	0	0	0	38	104.23	3,960.74
BROOM, soft (tambo)	Pc	6	9	17	0	0	17	0	0	34	0	0	0	83	138.00	11,454.00
BROOM, stick (tingting)	Pc	5	0	17	0	0	17	2	0	34	0	0	0	75	22.00	1,650.00
BROOM, stick (tingting)	Pc	0	24	3	0	3	0	3	0	3	0	0	0	36	25.24	908.64
BRUSH, toilet	Pc	2	0	0	0	0	0	1	0	0	0	0	0	3	71.00	213.00
DETERGENT BAR	Bar	12	0	0	12	0	0	0	0	0	0	0	0	24	33.00	792.00
DETERGENT POWDER 475 grams/pack	pack	16	0	78	12	0	78	2	0	153	0	0	0	339	94.00	31,866.00
DETERGENT POWDER, all purpose, 500 grams	Pouch	0	6	28	36	4	4	4	6	4	0	0	0	92	26.33	2,422.36
DIPPER, HD	Pc	5	0	0	0	0	0	0	0	0	0	0	0	5	38.50	192.50
DISHWASHING LIQUID, 500ml	Btl	9	0	10	6	0	10	0	0	16	0	0	0	51	176.00	8,976.00
DISHWASHING SCRUB W/ FOAM	Pc	6	0	0	6	0	0	0	0	0	0	0	0	12	44.00	528.00
DISINFECTANT SPRAY, aerosol type	Can	8	0	0	5	0	0	0	0	0	0	0	0	13	297.00	3,861.00
DRAIN CLEANER, 1 li.	Liter	3	0	0	3	0	0	0	0	0	0	0	0	6	165.00	990.00
DUST PAN, non-rigid plastic, with detachable handle	Pc	0	0	2	0	0	1	0	0	0	0	0	0	3	38.28	114.84
DUST PAN, with detachable handle, large	Pc	3	0	6	6	0	6	0	0	12	0	0	0	33	44.00	1,452.00
FLOOR WAX, paste type, red, non-toxic odor, min 2.0 kilograms per can or plastic containers	Can	2	0	24	2	0	24	0	0	48	0	0	0	100	353.71	35,371.00
FLOOR WAX, paste, red, 2kgs.	Can	0	0	5	0	0	5	0	0	0	0	0	0	10	230.41	2,304.10
GLASS CLEANER 500ml	Btl	6	0	2	0	0	2	0	4	2	0	0	0	16	176.00	2,816.00
INSECTICIDE SPRAY, 500ml.	Btl	6	0	4	0	4	0	4	2	0	0	0	0	20	352.00	7,040.00
INSECTICIDE, aerosol type, 600ml (420g) per can, shrink wrapped	Can	13	0	15	10	0	14	0	4	26	0	0	4	86	157.69	13,561.34
MOPHANDLE, wooden	Pc	3	3	12	0	0	12	0	0	24	0	0	0	54	102.00	5,508.00
MOPHEAD, made of rayon	Pc	3	0	0	0	0	0	3	0	0	0	0	0	6	83.00	498.00
MOSQUITO KILLER, spray 600ml	Canister	0	0	17	6	0	0	11	0	0	6	0	0	40	350.00	14,000.00
PAIL, platic, with cover, 40 liters cap.	Pc	0	10	0	0	0	0	0	0	0	0	0	0	10	187.00	1,870.00
RAG, big cotton	Pc	12	0	0	12	0	0	0	0	0	0	0	0	24	55.00	1,320.00
TISSUE (Toilet Paper)	Pc	0	0	0	6	0	0	6	0	0	8	0	0	20	25.00	500.00
TOILET BOWL AND URINAL CLEANER, 500ml	Btl	3	0	30	3	0	30	0	0	60	0	0	0	126	143.00	18,018.00
TOILET BOWL BRUSH	Pc	0	0	5	0	0	5	0	0	15	0	0	0	25	74.00	1,850.00
TOILET CLEANER, 500ml (bleach)	Btl	6	0	0	6	0	0	0	0	0	0	0	0	12	143.00	1,716.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
TOILET DEODORANT CAKE, deoderizer/moth proofer 50gms, 3 pcs/pack	Box	0	0	24	0	0	0	0	0	0	0	0	0	24	24.69	592.56
TOILET DEODORIZER	Pc	6	0	11	6	0	11	0	0	21	0	0	0	55	44.00	2,420.00
TOILET PAPER 2-ply	Roll	108	0	0	24	60	0	0	0	0	0	0	0	192	13.00	2,496.00
TOILET, PAPER big size	Roll	6	0	10	6	0	10	0	0	20	0	0	0	52	110.00	5,720.00
TRASH CAN	Pc	0	0	2	0	0	2	0	0	4	0	0	0	8	50.00	400.00
TRASH CAN	Pc	6	0	0	0	0	0	0	6	0	0	0	0	12	100.00	1,200.00
TRASH CAN	Pc	2	0	0	0	0	0	0	0	0	0	0	0	2	150.00	300.00
TRASHBAG, plastic	Roll	6	0	0	0	0	0	0	0	0	0	0	0	6	100.00	600.00
WAX PAPERS	Pc	0	0	20	0	0	0	20	0	0	0	0	0	40	50.00	2,000.00
<b>SUB TOTAL</b>																<b>276,644.90</b>
<b>Common Office Devices</b>																
BOARD CUTTER	Unit	1	1	0	0	0	0	0	0	1	0	0	0	3	1,140.00	3,420.00
CALCULATOR, 12 digits, two-way power source(solar and cell)	Unit	11	4	5	1	0	0	3	0	4	0	0	0	28	550.00	15,400.00
CALCULATOR, printing, heavy duty	Unit	0	0	1	0	0	0	0	0	0	0	0	0	1	2,294.00	2,294.00
CUTTER, for general purpose, heavy duty	Pc	0	9	2	0	0	2	0	0	4	0	0	0	17	30.00	510.00
CUTTER, heavy duty	Pc	0	0	2	245	0	0	0	0	0	0	0	0	247	23.04	5,690.88
FILING TRAY	Pc	5	0	0	0	5	0	0	0	0	0	0	0	10	300.00	3,000.00
PAPER PUNCHER, adjustable, 2 holes	Pc	0	0	1	0	0	0	1	0	0	0	0	0	2	1,210.00	2,420.00
PAPER PUNCHER, heavy duty	Pc	0	6	33	0	3	0	15	1	0	0	0	0	58	109.70	6,362.60
PAPER PUNCHER, heavy duty	Pc	10	2	1	1	0	0	0	2	2	0	0	0	18	160.00	2,880.00
PENCIL SHARPENER, heavy duty	Pc	3	2	0	0	0	0	0	1	2	0	0	0	8	451.00	3,608.00
SCISSOR, (7")	Pair	10	9	0	1	0	0	0	6	4	0	0	0	30	25.00	750.00
SHARPENER, Pencil Desk	Pc	2	4	5	0	0	2	2	0	0	0	0	0	15	1,000.00	3,600.00
SHARPENER, Pencil Desk(heavy duty & good quality)	Pc	0	0	0	1	0	0	0	0	0	0	0	0	1	1,000.00	1,000.00
STAMPING DATER, heavy duty, self-inking	Pc	5	0	3	0	0	1	0	0	4	0	0	0	13	504.00	6,552.00
STAPLER, with remover #35, heavy duty	Pc	13	8	12	5	0	4	2	2	6	0	0	0	52	308.00	16,016.00
TAPE DISPENSER, heavy duty, for 24mm (1")	Pc	3	0	0	0	0	0	0	0	0	0	0	0	3	54.00	162.00
<b>SUB TOTAL</b>																<b>73,665.48</b>

**Common Office Equipment**



Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
BINDING MACHINE, Heavy Duty	Pc	0	0	1	0	0	0	0	0	0	0	0	0	1	5,000.00	5,000.00
BINDING MACHINE, Heavy Duty	Pc	1	0	0	0	0	0	0	0	0	0	0	0	1	12,000.00	12,000.00
BINDING MACHINE, Heavy Duty, 24 HOLES	Pc	0	0	1	0	0	0	0	0	0	0	0	0	1	15,000.00	15,000.00
CALCULATOR, desktop, heavy duty printing, 12 digits 2-color print/illuminated display, AC power source, canon brand	Unit	0	2	0	0	0	0	0	0	0	0	0	0	2	2,051.76	4,103.52
ELECTRONIC TIME RECORDER, (bundy clock), electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts	Unit	0	0	1	0	0	0	0	0	0	0	0	0	1	3,851.00	3,851.00
<b>SUB TOTAL</b>																<b>39,954.52</b>

**Common Office Supplies**

ABSORBENT GAUZE36" x 100 yds- 2 ply /40s 20 x 12 mesh	Roll	0	0	1	0	0	0	0	0	0	0	0	0	1	350.00	350.00
AGRIBUSINESS DIRECTORYColored picture, glossy paper	Pad	0	1,000	0	0	0	0	0	0	0	0	0	0	1,000	200.00	200,000.00
AIR FRESHENER, 280ml/can	Can	0	6	0	6	0	0	0	0	0	0	0	0	12	85.98	1,031.76
AIR FRESHERNER, 280ml/150 G min. in can, aerosol type/spray mist, shrink, wrapped assorted scents.	Canister	0	18	36	0	0	0	24	18	0	0	0	0	96	250.00	24,000.00
ALCOHOL, 40%-70%,isoprophyl, colorless clear liquid, fully miscible in water, 500ml, scented,in plastic bottle	Btl	0	11	29	0	0	2	0	0	2	0	0	0	44	176.00	7,744.00
ALCOHOL, 40%-70%,isoprophyl, colorless clear liquid, fully miscible in water, 500ml, scented,in plastic bottle	Btl	0	0	0	5	0	0	5	0	0	5	0	0	15	180.00	2,700.00
ALCOHOL, 70% ethyl, 500ml	Btl	54	5	7	38	10	7	0	14	14	0	0	4	153	82.00	12,546.00
ALCOHOL, 70% Isoprophyl, 500ml	Btl	3	4	27	2	0	31	0	0	51	2	0	4	124	82.00	10,168.00
ALCOHOL, 70%, ethyl	Btl	0	0	30	6	0	0	10	0	6	0	0	0	52	39.31	2,044.12
Ballpen, Black, best quality	Doz	0	1	0	0	0	0	1	0	0	0	0	0	2	120.00	240.00
Ballpen, Blue, Best quality	Doz	0	1	0	0	0	0	1	0	0	0	0	0	2	115.00	230.00
Ballpen, Red, good quality	Doz	0	1	0	0	0	0	1	0	0	0	0	0	2	100.00	200.00
BALLPEN, red, ordinary	Pc	0	12	25	0	0	37	0	0	62	0	0	0	136	6.00	816.00
BATTERY RECHARGEABLE, 12 V 7Ah(for UPS, Regulated Sealed LEad-Acid type)	Pc	0	2	0	0	0	0	0	0	0	0	0	0	2	1,300.00	2,600.00
BATTERY RECHARGEABLE, 9 volts	Pc	0	0	0	4	0	0	4	0	0	0	0	0	8	150.00	1,200.00
BATTERY, AA 9volts, dry cell size, Energizer, 1pc. per blister pack	Pc	0	0	0	10	0	0	0	0	0	10	0	0	20	80.00	1,600.00
BATTERY, AAAA dry cell size , 1.5 volts, Energizer, 2 pcs. per blister pack	Pc	0	0	0	6	0	0	0	0	0	6	0	0	12	90.00	1,080.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
BATTERY, drycell, size AA, 1.5 volts, alkaline	Pc	35	3	12	6	25	2	14	0	5	0	0	0	102	77.00	7,854.00
BATTERY, drycell, size AAA,1.5 volts, alkaline, two (2) pieces per packet	Packet	37	0	10	3	25	0	10	0	0	0	0	0	85	126.00	10,710.00
BLADE, for heavy duty cutter,18mm width, 10 pieces per tube	Tube	0	2	10	0	0	2	10	0	2	0	0	0	26	60.00	1,560.00
Bond Paper Substance 16 8.5 x 13	Ream	0	0	5	0	2	3	2	0	8	0	0	0	20	204.00	4,080.00
Bond Paper Substance 16 Short 8.5 x 11	Ream	0	0	8	3	2	6	2	3	8	0	0	0	32	186.00	5,952.00
CARBON FILM, polyethylene, 210mm x 297mm , A4, 100s/box	Box	0	0	0	0	0	0	2	0	0	0	0	0	2	282.00	564.00
CARBON FILM, polyethylene, 216mm x 330mm, black, 100s/box	Box	0	0	0	0	0	2	0	0	0	0	0	0	2	267.89	535.78
CARBON PAPER, black, 100 sheets per box	Box	3	0	17	3	0	17	2	0	34	2	0	0	78	384.38	29,981.64
CARTOLINA (White)	Pc	0	0	20	0	0	0	20	0	0	0	0	0	40	8.00	320.00
CARTOLINA, (green), bristol board, 572mm 724mm, 78gsm (min), 0.11mm (min) thickness, non-bleed and non-blot, 20pcs/pack	Pack	0	60	0	40	0	0	45	0	0	0	0	0	145	92.00	13,340.00
CARTOLINA, assorted color, 20s/pack	Pack	0	0	0	50	0	0	0	0	0	0	0	0	50	74.61	3,730.50
CARTOLINA, ASSORTED colors, 20s/pack	Pack	0	0	2	0	0	0	2	0	0	0	0	0	4	66.00	264.00
CHALK, white, dustless, 100 pcs/box	Box	0	0	0	49	0	0	0	0	0	0	0	0	49	27.28	1,336.72
CLIP, backfold, 3/4", 19mm, all metal, 12 pieces per box	Box	0	0	2	0	0	2	0	0	4	0	0	0	8	8.69	69.52
COLUMNAR NOTEBOOK, 10 columns	Pc	0	0	0	2	0	0	0	0	0	0	0	0	2	30.00	60.00
COLUMNAR NOTEBOOK, 10 columns	Pc	0	3	0	0	3	0	0	3	0	0	3	0	12	80.00	960.00
COLUMNAR NOTEBOOK, 18 columns, 50 gsm min.	Pc	0	0	2	0	0	2	0	0	3	0	0	1	8	72.00	576.00
COMPUTER RIBBON	Pc	0	10	0	0	0	0	0	0	0	0	0	0	10	33.00	330.00
CORRECTION FLUID, water based, 15ml.	Btl	17	4	5	8	0	4	6	0	4	0	0	0	48	18.00	864.00
CORRECTION PEN, rolling ball, metal tip, quick dry	Pc	38	5	74	16	20	79	3	15	157	4	0	3	414	82.00	33,948.00
CORRECTION TAPE	Pc	12	4	28	15	0	7	25	24	7	0	0	0	122	32.00	3,904.00
CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	Pair	0	24	0	16	0	0	4	0	16	0	0	0	60	12.71	762.60
DATA FILE BOX, (5"x9"x15-3/4")	Box	0	11	231	34	0	20	48	24	0	0	0	0	368	73.57	27,073.76
DATA FOLDER, top clip, 2 holes, 3 inches	Pc	0	0	10	0	0	0	10	0	0	0	0	0	20	165.00	3,300.00
ENVELOPE, brown, A4, ordinary	Pc	336	0	60	12	300	60	24	0	30	12	0	20	854	2.25	1,921.50
ENVELOPE, brown, long, ordinary	Pc	624	36	160	224	300	60	300	36	30	112	0	20	1,902	2.50	4,755.00
ENVELOPE, Doc, kraft, legal	Doz	2	0	0	2	0	0	2	0	0	2	0	0	8	120.00	960.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
ENVELOPE, Doc, kraft, legal	Pc	0	0	100	0	0	100	0	0	0	0	0	0	200	4.20	840.00
ENVELOPE, Doc, kraft, legal	Pc	100	0	0	0	0	0	0	0	0	0	0	0	100	10.00	1,000.00
ENVELOPE, Doc, kraft, short	Doz	1	0	0	1	0	0	1	0	0	1	0	0	4	100.00	400.00
ENVELOPE, Doc, kraft, short	Pc	0	0	80	0	0	100	0	0	0	0	0	0	180	3.60	648.00
ENVELOPE, documentary, A4 size, brown (500 pieces per box)	Box	0	0	40	0	0	40	0	0	80	0	0	0	160	748.22	119,715.20
ENVELOPE, documentary, legal size, brown (500 pieces per box)	Box	0	0	40	0	0	41	0	0	80	0	0	0	161	707.41	113,893.01
ENVELOPE, expanding 8.5"x11"	Pc	0	168	0	0	0	0	0	0	0	0	0	0	168	5.00	840.00
ENVELOPE, expanding 8.5"x11"	Pc	0	24	0	0	0	0	0	0	0	0	0	0	24	18.00	432.00
ENVELOPE, expanding 8.5"x11"	Pc	0	20	0	0	0	0	0	0	0	0	0	0	20	55.00	1,100.00
ENVELOPE, expanding 8.5"x11"	Pc	0	0	10	0	0	0	0	0	0	0	0	0	10	60.00	600.00
ENVELOPE, expanding 8.5"x11"(with garter)	Pc	0	24	0	0	0	0	0	0	0	0	0	0	24	15.00	360.00
ENVELOPE, expanding legal size	Pc	0	0	1	0	0	0	0	0	0	0	0	0	1	633.93	633.93
ENVELOPE, expanding long, with tie/garter	Pc	18	66	94	236	0	104	20	18	154	0	0	0	710	11.00	7,810.00
ENVELOPE, expanding, A4, with tie/garter	Pc	0	150	20	0	0	20	0	0	20	0	0	0	210	10.00	2,100.00
ENVELOPE, expanding, kraft, legal size, 100s/box	Box	73	2	2	4	0	0	3	0	0	2	0	0	86	757.00	65,102.00
ENVELOPE, expanding, plastic, legal size	Pc	0	0	44	0	0	0	100	0	0	0	0	0	144	30.72	4,423.68
ENVELOPE, expanding, plastic, legal size	Pc	0	24	20	0	0	24	0	0	0	0	0	0	68	62.37	4,241.16
ENVELOPE, mailing white with window, 500s	Box	0	0	0	0	0	0	10	0	0	0	0	0	10	206.10	2,061.00
ENVELOPE, mailing white, 500s/box	Box	0	2	29	0	0	0	15	0	0	0	0	0	46	147.02	6,762.92
ENVELOPE, mailing, white w/ window, long, 500 pieces per box	Box	4	0	0	4	0	0	0	4	0	0	0	4	16	352.00	5,632.00
ENVELOPE, mailing, white, long, 500 pieces per box	Box	5	0	6	4	1	4	1	3	9	0	0	3	36	231.00	8,316.00
ENVELOPE, ordinary long, transparent	Pc	0	0	100	0	0	0	100	0	0	0	0	0	200	6.33	1,266.00
ENVELOPE, plastic w/ handle, legal size	Pc	62	29	0	12	50	24	0	0	0	0	0	0	177	53.90	9,540.30
ERASER, felt, for blackboard/whiteboard	Pc	0	0	0	50	0	0	0	0	0	0	0	0	50	10.40	520.00
ERASER, for blackboard/whiteboard	Pc	0	2	0	0	0	0	0	0	0	0	0	0	2	15.00	30.00
FLAG PHILIPPINE, 3mx5m	Pc	0	0	12	0	0	12	0	0	24	0	0	0	48	209.00	10,032.00
FLORAL TAPE	Roll	0	10	0	0	0	0	0	0	0	0	0	0	10	50.00	500.00
FLORAL WIRE	Mtr	0	1	0	0	0	0	0	0	0	0	0	0	1	150.00	150.00
FOLDER MOROCCO, fancy letter size	Pc	0	12	36	0	0	48	0	0	84	0	0	0	180	14.00	2,520.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
FOLDER, expanding w/ tab, long - green	Pc	200	24	380	17	200	304	100	0	537	20	0	0	1,782	16.50	29,403.00
FOLDER, expanding, green, short	Pc	6	0	0	6	0	0	0	0	0	0	0	0	12	20.00	240.00
FOLDER, expanding, long - brown	Pc	200	29	100	200	0	0	100	0	0	0	0	0	629	10.00	6,290.00
FOLDER, expanding, long - green	Pc	200	24	0	0	200	24	0	0	12	0	0	0	460	10.00	4,600.00
FOLDER, Paper/Card Folder LONG (14"x9.5", plain white or brown)	Pc	0	0	35	0	0	0	0	0	0	0	0	0	35	15.00	525.00
FOLDER, Paper/Card Folder LONG (14"x9.5", plain white or brown)	Pc	0	0	0	20	0	0	20	0	0	0	0	0	40	20.00	800.00
FOLDER, Paper/Card Folder SHORT (11.5"x9.5", plain white or brown)	Pc	0	0	0	120	0	0	0	0	0	0	0	0	120	15.00	1,800.00
FOLDER, Paper/Card Folder SHORT (11.5"x9.5", plain white or brown)	Pc	0	0	0	20	0	0	20	0	0	0	0	0	40	20.00	800.00
FOLDER, plain, white short 8.5" x 11"	Pc	624	24	152	12	500	146	12	0	234	112	0	0	1,816	2.00	3,632.00
FOLDER, plain, white, long	Pc	148	24	335	12	0	229	212	24	380	100	0	20	1,484	6.00	8,904.00
FOLDER, Plastic Folder LONG (14"x9.5", plain white w/ plastic holder)	Pc	0	0	53	0	0	0	50	0	0	0	0	0	103	15.00	1,545.00
FOLDER, Plastic Folder LONG (14"x9.5", plain white w/ plastic holder)	Pc	0	0	0	20	0	0	20	0	0	0	0	0	40	20.00	800.00
FOLDER, Plastic Folder LONG (14"x9.5", plain white w/ plastic holder)	Pc	0	0	5	0	0	0	0	0	0	0	0	0	5	35.00	175.00
FOLDER, Plastic Folder SHORT (11.5"x9.5", plain white w/ plastic holder)	Pc	0	200	25	200	0	0	0	0	0	0	0	0	425	15.00	6,375.00
FOLDER, Plastic Folder SHORT (11.5"x9.5", plain white w/ plastic holder)	Pc	0	0	0	20	0	0	20	0	0	0	0	0	40	20.00	800.00
FOLDER, plastic, sliding, A4, clear	Pc	136	0	0	112	0	0	100	0	0	0	0	0	348	9.00	3,132.00
FOLDER, plastic, sliding, long, clear	Pc	12	10	0	12	0	10	0	0	0	0	0	0	44	6.00	264.00
GLUE, (GEL) 118ml.	Btl	0	0	0	0	0	0	0	0	0	1	0	0	1	44.00	44.00
GLUE, all purpose, 130 grams	Jar	4	9	17	1	0	17	5	4	23	0	0	0	80	54.00	4,320.00
GLUE, all purpose, 300 grams min.	Jar	0	17	4	0	0	12	3	0	12	0	0	0	48	50.45	2,421.60
ID JACKET, with sling, good quality	Pc	0	162	0	200	0	12	0	0	12	0	0	0	386	10.45	4,033.70
ILLUSTRATION BOARD, (30"x40"), 2 ply	Pc	0	0	0	0	0	0	12	0	0	0	0	0	12	49.00	588.00
INDEX CARD, 5" x 8",ruled both side, 500s/pack	Pack	0	0	2	0	0	0	0	2	0	0	0	0	4	147.00	588.00
INK CARTRIDGE, LEXMARK # 17 black	Pc	3	0	3	0	0	3	3	0	6	0	0	0	18	899.00	16,182.00
INK CARTRIDGE, LEXMARK #27, colored	Pc	3	0	3	0	0	3	3	0	6	0	0	0	18	940.00	16,920.00
JOB ORDER FOR FABRICATED CURTAIN ROD	Pc	1	0	0	0	0	0	0	0	0	0	0	0	1	3,600.00	3,600.00
LAID BOARD PAPER, legal size	Pack	0	4	60	50	4	0	0	54	0	0	2	0	174	50.00	8,700.00
LAID BOARD PAPER, short size, 8-1/2X11"	Pack	4	0	50	50	0	0	0	50	0	0	0	0	154	53.00	8,162.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
LAID PAPER, legal size, 8.5X13"	Ream	2	43	27	23	44	1	5	1	8	0	1	0	155	1,150.00	157,900.00
LAID PAPER, legal size, 8.5X13"MINT GREEN	Ream	0	3	0	0	3	0	0	2	0	2	0	0	10	1,150.00	11,500.00
LAID PAPER, SHORT SIZE, 8,1/2X11"	Ream	0	24	11	4	44	0	0	0	0	0	0	0	83	-	64,350.00
LAID PAPER, SHORT SIZE, 8,1/2X11"	Ream	0	0	0	20	0	0	0	0	0	0	0	0	20	120.00	2,400.00
LAID PAPER, SHORT SIZE, 8,1/2X11"	Ream	0	0	5	0	0	0	0	0	0	0	0	0	5	500.00	2,500.00
LAID PAPER, SHORT SIZE, 8,1/2X11"	Ream	0	0	1	0	0	0	0	0	0	0	0	0	1	550.00	550.00
LAID PAPER, SHORT SIZE, 8,1/2X11"	Ream	0	0	0	2	0	0	0	0	0	0	0	0	2	1,150.00	2,300.00
LAID PAPER, SHORT SIZE, 8,1/2X11"Cream color	Ream	0	1	0	0	0	0	0	0	0	0	0	0	1	1,100.00	1,100.00
LAID PAPER, short size, 8-1/2X11"	Pack	0	31	0	0	0	6	0	0	6	0	0	0	43	39.60	1,702.80
LAID PAPER, short size, 8-1/2X11"	Pack	2	189	3	0	0	0	0	0	0	0	0	0	194	46.00	8,924.00
LIQUID PAPER PEN (Wipe-Out)	Pc	0	0	0	5	0	0	0	0	0	5	0	0	10	120.00	1,200.00
Long Folder	Doz	2	0	0	2	0	0	2	0	0	2	0	0	8	125.00	1,000.00
MAGIC TAPE	Pc	7	6	0	0	0	0	0	0	0	0	0	0	13	55.00	715.00
MANILA PAPER, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves	Sleeve	0	20	25	4,400	20	8	0	0	13	0	0	0	4,486	25.98	116,546.28
MARKER, fluorescent, 3 colors per set(yellow, green,orange)	Set	4	0	7	5	0	7	2	6	10	0	0	0	41	60.00	2,460.00
MARKER, fluorescent, 3 colors/set	Set	0	10	2	0	0	0	0	0	0	0	0	0	12	34.76	417.12
MARKER, WATERPROOF	Pc	0	0	26	0	0	14	0	0	38	0	0	0	78	50.00	3,900.00
MARKER, WATERPROOF WHITE INK	Pc	3	0	0	3	0	0	0	0	0	0	0	0	6	30.00	180.00
MARKING PEN, permanent, broad, blue	Pc	23	4	0	3	20	4	0	0	4	0	0	0	58	33.00	1,914.00
MARKING PEN, permanent, fine, black	Pc	26	4	5	6	20	4	10	12	4	0	0	0	91	33.00	3,003.00
MARKING PEN, permanent, fine, blue	Pc	26	4	0	6	20	4	0	12	4	0	0	0	76	33.00	2,508.00
MARKING PEN, permanent, fine, red	Pc	20	4	0	0	20	4	0	0	4	0	0	0	52	33.00	1,716.00
MARKING PEN, whiteboard, broad, black	Pc	3	0	5	0	0	0	5	0	0	0	0	0	13	46.00	598.00
MARKING PEN, whiteboard, bullet type, black	Pc	21	97	54	54	22	24	116	13	0	6	0	0	407	24.00	9,768.00
MARKING PEN, whiteboard, bullet type, blue	Pc	8	0	58	8	0	0	3	0	0	3	0	0	80	24.00	1,920.00
MARKING PEN, whiteboard, bullet type, red	Pc	0	0	0	0	0	0	29	0	0	0	0	0	29	24.00	696.00
MARKING PEN, whiteboard, fine, black	Pc	15	0	17	0	15	12	5	0	12	0	0	0	76	46.00	3,496.00
MARKING PEN, whiteboard, fine, blue	Pc	18	0	0	0	15	0	0	0	0	0	0	0	33	46.00	1,518.00
MARKING PEN, whiteboard, fine, red	Pc	15	0	0	0	15	0	0	0	0	0	0	0	30	46.00	1,380.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
MEASURING TAPE MEASURING TAPE (50 METERS)	Pc	0	0	2	0	0	0	2	0	0	0	0	0	4	1,500.00	6,000.00
NOTE PAD, (2"x2"), stick on, 50mm x 50mm	Pack	3	0	0	0	0	0	0	0	0	0	0	0	3	130.00	390.00
NOTE PAD, (2"x3"), 100 sheets/pad	Pack	0	0	4	0	0	0	0	0	0	0	0	0	4	32.89	131.56
NOTE PAD, (2"x3"), stick-on, 50mm x 75mm	Pack	0	0	0	2	0	0	0	0	0	0	0	0	2	36.00	72.00
NOTE PAD, (3"x 4"), 72 gsm. min	Pad	30	0	0	0	20	0	0	0	0	0	0	0	50	63.00	3,150.00
NOTE PAD, (3"x3"), 75mm x 75mm, 75 gsm.	Pad	30	0	4	0	20	0	0	0	0	0	0	0	54	44.00	2,376.00
NOTEBOOK ORDINARY 100 LEAVES	Pc	0	275	0	0	0	0	0	0	0	0	0	0	275	18.00	4,950.00
NOTEBOOK, stenographer, spiral, 40 leaves	Pc	60	0	0	24	60	0	12	0	24	0	0	0	180	16.00	2,880.00
NOTEBOOK, stenographer's, 40 leaves, ruled both sides	Pc	0	200	0	0	100	0	0	0	0	0	0	0	300	36.00	10,800.00
PAD PAPER, ruled, GSP bond, 55 gsm., 216mm x 330mm, yellow or white color, 90 sheets per pad	Pad	5	0	9	0	5	0	0	0	0	0	0	0	19	22.00	418.00
PAPER (YELLOW PAD)	Pad	0	0	0	0	3	0	0	2	0	0	0	0	5	15.00	75.00
PAPER (YELLOW PAD)	Pad	5	0	0	0	0	0	0	0	0	0	0	0	5	20.00	100.00
PAPER (YELLOW PAD)	Pad	10	0	0	0	0	0	0	0	0	0	0	0	10	23.00	230.00
PAPER (YELLOW PAD)	Pad	0	6	6	49	0	6	0	6	6	0	0	6	85	25.00	2,125.00
PAPER (YELLOW PAD)	Pad	0	3	3	0	0	3	0	3	3	0	0	0	15	27.00	405.00
PAPER (YELLOW PAD)	Pad	3	39	80	7	4	0	3	0	0	3	0	0	139	30.00	4,170.00
PAPER (YELLOW PAD)	Pad	0	0	0	0	0	0	0	0	0	0	0	0	0	35.00	-
PAPER (YELLOW PAD)	Pad	9	0	0	3	0	0	4	0	0	3	0	0	19	36.00	684.00
PAPER (YELLOW PAD)	Pad	0	0	60	0	10	10	60	0	0	0	0	0	140	40.00	5,600.00
PAPER (YELLOW PAD)	Pad	1	15	11	6	2	1	4	3	2	1	1	1	48	50.00	2,400.00
PAPER , (Bond Paper/ Book Paper) LONG 11" X 17"(big)	Ream	0	20	0	20	10	0	108	0	0	20	0	0	178	480.00	85,440.00
PAPER , (Bond Paper/ Book Paper) Sub. 20 LONG 8.5"x13"	Ream	12	0	395	41	50	0	170	50	0	25	0	0	743	180.00	133,740.00
PAPER , (Bond Paper/ Book Paper) Sub. 20 SHORT 8.5"x11"	Ream	0	159	295	113	38	34	465	14	35	74	14	24	1,265	156.00	197,340.00
PAPER , (Bond Paper/ Book Paper) Sub. 20 SHORT 8.5"x11"	Ream	0	0	0	6	0	0	6	0	0	6	0	0	18	180.00	3,240.00
PAPER CLIP, 33mm min., plastic	Box	0	3	3	0	0	6	0	0	6	0	0	0	18	10.00	180.00
PAPER CLIP, gem type, 32mm, 100s/box	Box	0	50	62	50	0	0	70	0	0	0	0	0	232	6.46	1,498.72
PAPER CLIP, gem type, jumbo, 48mm, 100s/box	Box	0	50	56	0	20	0	0	0	0	0	0	0	126	14.26	1,796.76
PAPER CLIP, gem type,jumbo, 48mm, 100s/box	Box	62	14	12	11	20	0	44	0	6	0	0	0	169	17.00	2,873.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
PAPER CLIP, jumbo, 48mm min.plastic coated	Box	52	16	32	18	25	33	16	16	35	1	0	0	244	18.00	4,392.00
PAPER FASTENER, vinyl or plastic	Box	23	0	26	5	0	26	0	16	48	0	0	4	148	30.00	4,440.00
PAPER YELLOW	Pad	10	5	0	0	0	0	5	0	0	10	0	0	30	33.00	990.00
PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	Ream	0	30	50	30	0	0	30	0	0	80	0	0	220	123.00	27,060.00
PAPER, mimeograph, WhiteWove, 210mm x 297mm (A4), 70 gsm., 480 sheets per ream	Ream	0	0	5	4	0	4	0	0	0	0	0	0	13	118.00	1,534.00
PAPER, MULTI-PURPOSE (mimeo) long subs. 20	Ream	6	0	0	0	0	0	6	0	0	0	0	0	12	165.00	1,980.00
PAPER, MULTI-PURPOSE (mimeo), A4, subs. 20	Ream	6	0	0	0	0	0	6	0	0	0	0	0	12	165.00	1,980.00
PAPER, ruled pad	Pad	0	0	3	0	0	3	0	0	6	0	0	0	12	27.00	324.00
PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad	Pad	0	10	0	0	0	0	0	0	0	0	0	0	10	18.43	184.30
PAPER, thermal, 216mmx30M, 1/2" core, in roll, 55 gsm	Roll	100	0	0	100	0	0	100	0	100	0	0	0	400	43.78	17,512.00
PAPER, TRACING	Roll	0	0	1	0	0	0	1	0	0	0	0	0	2	800.00	1,600.00
PENCIL	Doz	0	0	0	1	0	0	0	0	0	0	0	0	1	60.00	60.00
PENCIL, lead, w/ eraser, one(1) dozen per box	Doz	0	3	270	128	6	3	56	1	1	0	0	0	468	20.70	9,687.60
PENCIL, lead, w/ eraser, wood cased	Pc	110	2	36	48	50	38	12	12	62	12	0	0	382	8.00	3,056.00
PENCIL, mechanical, for 0.5mm lead	Pc	1	0	0	0	0	0	1	0	0	0	0	0	2	29.00	58.00
PENCIL, mechanical, push-type, for 0.5mm lead	Pc	0	0	4	0	0	4	0	0	2	0	0	2	12	198.00	2,376.00
PENCIL, Wood Pencil #2 Mongol w/ eraser	Box	0	0	5	0	0	5	0	0	0	0	0	0	10	120.00	1,200.00
PENCIL, Wood Pencil #2 Mongol w/ eraser	Box	0	24	73	0	0	0	50	0	0	0	0	0	147	300.00	44,100.00
PENCIL, Wood Pencil #2 Mongol w/ eraser"ORIGINAL"	Box	0	0	0	1	0	0	0	0	0	1	0	0	2	300.00	600.00
PHOTOPAPER, glossy, A4 size (20s/pack)	Pack	0	4	10	0	0	4	10	0	4	0	0	0	32	126.00	4,032.00
PUSH PIN, flat head type, assorted colors, 100 pieces per case	Box	13	0	7	6	10	2	10	0	7	0	0	1	56	38.39	2,149.84
PUSH PIN, flat head type, assorted colors, 100s/case	Box	0	1	45	10	0	5	10	0	10	0	0	0	81	20.13	1,630.53
RECORD BOOK, 300 pages	Book	31	2	27	6	25	27	0	6	45	0	0	0	169	74.00	12,506.00
RECORD BOOK, 300 pages, smythe sewn	Book	0	0	2	0	0	0	8	0	0	0	0	0	10	57.16	571.60
RECORD BOOK, 500 pages	Book	64	0	19	6	0	19	0	56	33	0	0	6	203	108.00	21,924.00
RECORD BOOK, 500 pages, smythe sewn	Book	18	51	136	29	33	26	144	14	10	10	0	0	471	72.00	33,912.00
REFILL FOR PARKER PEN	Pc	0	0	6	0	0	1	10	0	1	0	0	0	18	138.00	2,484.00
REIMBURSEMENT PAD	Pad	0	0	20	0	0	0	0	0	0	0	0	0	20	20.00	400.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
REIMBURSEMENT PAD	Pad	0	6	0	0	0	0	0	0	0	0	0	0	6	25.00	150.00
REIMBURSEMENT PAD	Pad	5	17	3	5	4	3	5	4	9	0	0	0	55	30.00	1,650.00
REIMBURSEMENT PAD	Pad	0	7	0	0	0	0	0	1	0	0	0	0	8	35.00	280.00
REIMBURSEMENT PAD	Pad	0	0	0	5	0	0	0	0	0	0	0	0	5	40.00	200.00
REIMBURSEMENT PAD	Pad	0	24	0	0	4	0	0	4	0	0	0	0	32	50.00	1,600.00
REIMBURSEMENT PAD	Pad	0	0	1	0	0	0	0	0	0	0	0	0	1	100.00	100.00
RIBBON, for manual typewriter	Spool	10	0	6	3	0	6	0	0	12	0	0	0	37	20.00	740.00
RIBBON, nylon, manual typewriter	Spool	0	0	3	0	3	0	3	0	3	0	0	0	12	17.01	204.12
RIBBONS(1.5" SATIN, BLUE)	Roll	0	1	0	0	0	0	0	0	0	0	0	0	1	150.00	150.00
RIBBONS(1.5" SATIN, GOLDEN YELLOW)	Roll	0	1	0	0	0	0	0	0	0	0	0	0	1	150.00	150.00
RIBBONS(1.5" SATIN, GREEN)	Roll	0	1	0	0	0	0	0	0	0	0	0	0	1	150.00	150.00
RIBBONS(1.5" SATIN, RED)	Roll	0	1	0	0	0	0	0	0	0	0	0	0	1	150.00	150.00
RIBBONS (1.5" SATIN, PINK)	Roll	0	1	0	0	0	0	0	0	0	0	0	0	1	150.00	150.00
RING BINDER , 3"X44	Pc	4	0	0	0	0	0	0	0	0	0	0	0	4	375.00	1,500.00
RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	Pc	4	0	0	4	0	0	0	4	0	0	0	0	12	67.00	804.00
RING BINDER, 19mm x 1.12m(3/4"x44"), plastic, 10 pcs/ bundle	Pc	4	0	0	4	0	0	0	4	0	0	0	0	12	126.00	1,512.00
RING BINDER, 4"X44	Pc	4	0	0	4	0	0	0	4	0	0	0	0	12	500.00	6,000.00
RUBBER BAND, 1.0mm (min) thickness, 350	Box	3	0	5	1	0	5	0	1	10	0	0	1	26	146.00	3,796.00
RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	Box	0	70	0	40	0	0	0	0	0	0	0	0	110	111.67	12,283.70
RULER, plastic, 12", 300mm	Pc	0	0	2	0	0	0	0	0	0	0	0	0	2	2.19	4.38
RULER, plastic, 12", 300mm, non-rigid, transparent/clear	Pc	0	4	0	0	0	0	0	0	4	0	0	0	8	4.79	38.32
RULER, plastic, 18", 450mm	Pc	6	11	21	3	2	12	16	0	0	0	0	0	71	18.00	1,278.00
RULER, plastic, 18", 450mm, non-rigid, transparent/clear	Pc	12	4	0	0	0	0	0	0	4	0	0	0	20	32.01	640.20
Short Folder	Doz	1	0	0	1	0	0	1	0	0	1	0	0	4	100.00	400.00
SIGN PEN, #4 black (G-Tec-C4)	Pc	0	0	25	10	13	0	0	0	12	10	0	0	70	50.00	3,500.00
SIGN PEN, #4 blue (G-Tec-C4)	Pc	0	0	0	10	0	0	0	0	0	10	0	0	20	50.00	1,000.00
SIGN PEN, black	Pc	0	24	5	0	0	0	0	0	0	0	0	0	29	46.43	1,346.47
SIGN PEN, black 0.5mm	Pc	92	6	48	18	50	42	12	12	78	0	0	0	358	31.00	11,098.00
SIGN PEN, black, 0.4mm	Pc	74	0	12	24	50	0	0	0	12	0	0	0	172	31.00	5,332.00



Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
SIGN PEN, blue, 0.4mm	Pc	50	0	0	0	50	0	0	0	0	0	0	0	100	31.00	3,100.00
SIGN PEN, blue, 0.7mm	Pc	0	0	5	0	0	5	0	0	5	0	0	5	20	31.00	620.00
SIGN PEN, green, 0.5mm	Pc	50	0	0	0	50	0	0	0	0	0	0	0	100	31.00	3,100.00
SIGN PEN, Parker	Pc	6	0	0	6	0	0	6	0	0	6	0	0	24	30.00	720.00
SIGN PEN, Parker	Pc	0	7	0	0	4	0	0	4	0	0	0	0	15	330.00	4,950.00
SIGN PEN, Parker	Pc	0	0	12	0	0	0	12	0	0	0	0	0	24	500.00	12,000.00
SIGN PEN, red, 0.4mm	Pc	0	0	1	0	0	0	0	0	0	0	0	0	1	31.00	31.00
SIGN PEN, REFILL	Pc	0	0	10	0	0	0	10	0	0	0	0	0	20	45.00	900.00
STAMP PAD INK, purple or violet, 50ml, with applicator	Btl	15	0	9	2	6	4	5	8	7	0	0	2	58	33.00	1,914.00
STAMP PAD INK, violet, 50mL	Btl	0	0	92	2	0	0	33	0	0	0	0	0	127	21.94	2,786.38
STAMP PAD, felt pad	Pc	7	0	2	2	0	0	0	2	0	0	0	0	13	28.82	374.66
STAMP PAD, felt pad, min 60mm x 100mm	Pc	0	0	43	0	0	2	16	0	3	0	0	0	64	21.94	1,404.16
STAPLE WIRE # 35 COPPER STANDARD WIRE	Box	52	5	29	12	30	29	0	10	56	0	0	4	227	36.00	8,172.00
STAPLE WIRE, HEAVY DUTY, 23/13, for use with heavy duty staplers, metal, non-rust, chisel point. 0.60mm thickness, 13mm width, 13mm leg length, 100 staples per strip, 1,000 staples per box, 40-90 sheets of 70gsm bond paper	Box	0	0	0	0	0	0	35	0	0	0	0	0	35	30.00	1,050.00
STAPLER, with remover, #35	Pc	18	60	52	19	10	17	26	5	4	6	1	0	218	102.00	23,646.00
STAPLER, with remover, #35	Pc	0	5	0	0	0	0	0	0	0	0	0	0	5	150.00	750.00
STAPLER, with remover, #35	Pc	0	0	0	0	1	0	0	0	0	0	0	0	1	400.00	400.00
STEADLER ERASER	Pc	0	0	12	0	0	0	12	0	0	0	0	0	24	50.00	1,200.00
STEADLER ERASER (BIG)	Pc	0	0	1	0	0	0	0	0	0	0	0	0	1	50.00	50.00
TAPE (Scotch Tape) Transparent, (1"), 24mm width, usable length of 50 meters min.	Roll	0	0	0	6	0	0	6	0	0	8	0	0	20	25.00	500.00
TAPE, DOUBLE ADHESIVE w/out foam 1"	Roll	8	0	1	7	0	1	4	6	1	0	0	0	28	26.00	728.00
TAPE, DOUBLE ADHESIVE, outdoor type	Roll	0	0	1	0	0	1	0	0	1	0	0	0	3	525.00	1,575.00
TAPE, masking (2")	Roll	0	0	0	6	0	0	6	0	0	6	0	0	18	66.00	1,188.00
TAPE, masking (2"), 48mm	Roll	5	0	8	305	0	0	10	0	0	0	0	0	328	66.00	21,648.00
TAPE, masking, (1")	Roll	35	6	22	10	25	18	20	8	30	0	0	0	174	16.00	2,784.00
TAPE, masking, (1"), 24mm, 50 meters lenght	Roll	0	0	0	20	0	24	0	0	24	0	0	0	68	55.96	3,805.28
TAPE, masking, (1/2")	Roll	6	0	0	6	0	0	0	0	0	0	0	0	12	40.00	480.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
TAPE, masking, (2")	Roll	35	0	1	12	25	1	0	0	1	0	0	0	75	66.00	4,950.00
TAPE, masking, 48mm, 50 meters length	Roll	0	0	0	0	0	0	3	0	0	0	0	0	3	108.62	325.86
TAPE, packaging, (2")	Roll	46	16	14	13	25	20	2	12	32	1	0	0	181	38.00	6,878.00
TAPE, packaging, 48mm, 50 meters length	Roll	0	25	10	0	0	0	10	0	0	0	0	0	45	35.11	1,579.95
TAPE, transparent, (1")	Roll	41	6	32	12	25	28	20	4	46	0	0	0	214	22.00	4,708.00
TAPE, transparent, (2")	Roll	36	24	2	6	25	2	0	82	2	0	0	0	179	38.00	6,802.00
TIME CARD, office brand	Pc	200	0	0	0	0	0	0	0	0	0	0	0	200	3.30	660.00
TONER CARTRIDGE, Samsung ML - 2240 (MLT - D1085/SEE.)	Pc	2	5	0	6	0	0	8	0	0	6	0	0	27	3,936.00	106,272.00
TWINE, plastic, one kilo per roll	Roll	0	0	0	0	5	0	0	0	0	0	0	0	5	47.89	239.45
TWINE, plastic, one kilo per roll	Roll	0	0	22	0	0	2	17	0	4	0	15	0	60	69.00	4,140.00
WINDOW CURTAINS	Pc	2	0	10	0	0	0	0	0	0	0	0	0	12	228.00	2,736.00
<b>SUB TOTAL</b>																<b>2,314,722.44</b>
<b>Common Photocopier Supplies</b>																
Fax Paper	Mtr	2	0	0	0	0	0	0	0	0	0	0	0	2	406.00	812.00
TONER CARTRIDGE, T-1640D, Toshiba Studio 163	Pc	5	0	0	5	0	0	5	0	0	0	0	0	15	2,500.00	37,500.00
TONER, KYOCERA KM1500 TK-100	Unit	2	0	0	2	0	0	0	4	0	0	0	0	8	4,073.00	32,584.00
TONER, AR-208FT, for Sharp Copier AR-203E	Pc	6	0	0	0	6	0	0	0	0	0	0	0	12	7,150.00	85,800.00
TONER, TN116 for Develop Ineo 164	Pc	2	0	1	1	0	1	0	2	2	0	0	0	9	5,095.00	45,855.00
<b>SUB TOTAL</b>																<b>202,551.00</b>

<b>Computer Supplies</b>																
A3 PAPER, (297 x 420 mm), sub-24, 80gsm	Ream	10	0	0	0	0	0	0	0	0	0	0	0	10	385.00	3,850.00
ANTI-VIRUS SCANNER, latest edition	Pc	0	0	5	0	0	0	0	0	0	0	0	0	5	1,507.00	7,535.00
CABLE, UTP Cable #1583A Cat5 "Belden"	Box	0	0	0	3	0	0	3	0	0	0	0	0	6	8,000.00	48,000.00
CHROME COATED PAPER, cartolina size (for hp plotter)	Pc	0	0	0	0	10	0	0	0	0	0	0	0	10	24.00	240.00
CIS INK CARTRIDGE, for Epson L110, black	Cart	5	0	0	0	0	0	0	0	0	0	0	0	5	500.00	2,500.00
CIS INK CARTRIDGE, for Epson L110, cyan	Cart	5	0	0	0	0	0	0	0	0	0	0	0	5	-	2,500.00
CIS INK CARTRIDGE, for Epson L110, magenta	Cart	5	0	0	0	0	0	0	0	0	0	0	0	5	500.00	2,500.00
CIS INK CARTRIDGE, for Epson L110, yellow	Cart	13	0	0	0	0	0	0	0	0	0	0	0	13	500.00	6,500.00
COMPUTER CONTINUOUS FORMS, 3 ply, 13"x9-1/2", 2000 sheets/box	Box	0	0	16	7	4	18	4	2	24	0	0	0	75	1,375.00	103,125.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
COMPUTER KEYBOARD, usb	Pc	7	2	3	0	0	0	4	0	0	0	0	0	16	429.00	6,864.00
COMPUTER SET COVER, vinyl material or breathable fabric (cpu, keyboard, monitor at least 17" lcd), good quality	Set	5	5	0	0	0	0	0	0	0	0	0	0	10	121.00	1,210.00
FLASH DRIVE, 32gb, USB 2.0 plug and play	Pc	27	12	0	0	0	0	7	0	0	0	0	0	46	1,000.00	70,344.00
FLASH DRIVE, 32gb, USB 2.0 plug and play	Pc	0	0	0	3	0	0	0	0	0	0	0	0	3	1,500.00	4,500.00
FLASH DRIVE, 4gb capacity, USB 2.0, plug-n-play	Pc	0	0	0	15	0	0	0	0	0	0	0	0	15	500.00	7,500.00
FLASH DRIVE, 8gb capacity, USB 2.0, plug-n-play	Pc	0	0	120	0	0	0	0	0	0	0	0	0	120	302.83	36,339.60
FLASH DRIVE, 8gb capacity, USB 2.0, plug-n-play	Pc	0	0	0	15	0	0	0	0	0	0	0	0	15	500.00	7,500.00
FLASH DRIVE, 8gb capacity, USB 2.0, plug-n-play(for Biometric Machines to different DA9-Stations)	Pc	0	0	15	0	0	0	0	0	0	0	0	0	15	500.00	7,500.00
GLOSSY PHOTOPAPER, A4 size	Pack	4	4	0	4	0	0	6	0	2	0	0	0	20	539.00	10,780.00
INK CARTRIDGE, (1509B002), Canon PGI-35 black	Pc	0	0	0	2	0	0	0	0	0	0	0	0	2	693.00	1,386.00
INK CARTRIDGE, canon pg-40, black	Cart	1	0	0	1	0	0	0	0	0	0	0	0	2	1,311.00	2,622.00
INK CARTRIDGE, Epson T6641, bottle ink black	Set	0	5	5	4	2	9	2	6	4	2	2	0	41	324.00	13,284.00
INK CARTRIDGE, Epson T6642, bottle ink cyan	Set	0	11	2	10	0	6	8	4	0	8	0	0	49	268.81	13,171.69
INK CARTRIDGE, Epson T6643, bottle ink magenta	Set	0	11	2	10	0	4	8	4	0	8	2	0	49	268.81	13,171.69
INK CARTRIDGE, Epson T6644, bottle ink yellow	Set	3	13	9	13	2	11	14	6	13	8	2	0	94	321.00	30,174.00
INK CARTRIDGE, Lexmark, black #100	Cart	0	0	2	0	0	0	0	0	0	0	0	0	2	1,100.00	2,200.00
INK CARTRIDGE, Lexmark, cyan #100	Cart	0	0	2	0	0	0	0	0	0	0	0	0	2	1,100.00	2,200.00
INK CARTRIDGE, Lexmark, magenta #100	Cart	0	0	2	0	0	0	0	0	0	0	0	0	2	1,100.00	2,200.00
INK CARTRIDGE, Lexmark, yellow #100	Cart	0	0	1	0	0	0	0	0	0	0	0	0	1	1,100.00	1,100.00
INK CARTRIDGE, Lexmark, yellow #100A	Cart	0	0	1	0	0	0	0	0	0	0	0	0	1	1,100.00	1,100.00
MINI DVD-RW, 10 pcs/pack, 8cm	Box	0	0	0	10	0	0	5	0	5	0	0	0	20	385.00	7,700.00
MOUSE PAD, standard size	Pc	5	6	0	0	0	0	0	0	0	0	0	0	11	22.00	242.00
MOUSE, wireless	Pc	6	14	6	0	0	0	0	0	0	0	0	0	26	660.00	17,160.00
NETWORK STRUCTURELocal Area Network (LAN) Structure & Rehabilitation of Internet Connectivity, Server Room, CCTV (Surveillance Camera) w/ Labor and Materials for RFU-Pagadian	Pkg	0	0	0	0	0	1	0	0	0	0	0	0	1	650,000.00	650,000.00
POWER BANK (20 Mah)	Unit	6	0	0	0	0	0	0	0	0	0	0	0	6	2,000.00	12,000.00
POWER BANK (20 Mah)	Unit	0	0	0	2	0	0	2	0	0	0	0	0	4	5,000.00	20,000.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
POWER BANK (20 Mah)	Unit	0	0	4	0	0	0	0	0	0	0	0	0	4	6,000.00	24,000.00
POWER BANK (9000 Mah)	Unit	0	3	0	0	0	0	0	0	0	0	0	0	3	3,500.00	10,500.00
PROJECTOR SCREEN	Unit	0	0	1	0	0	0	0	0	0	0	0	0	1	5,000.00	5,000.00
PROJECTOR SCREENPROJECTOR DISPLAY WITH STAND	Unit	0	1	0	0	0	0	0	0	0	0	0	0	1	5,000.00	5,000.00
RIBBON, for Epson FX 2175 S015584	Cart	0	0	0	1	0	0	1	0	1	0	0	0	3	800.00	2,400.00
RJ-45 Connector for (LAN)	Pc	0	0	0	500	0	0	500	0	0	500	0	0	1,500	15.00	22,500.00
SD CARD, 32gb	Unit	0	0	0	1	0	0	0	0	0	0	0	0	1	1,320.00	1,320.00
TONER CARTRIDGE, for laser canon lbp-2900	Cart	1	0	0	0	0	0	1	0	0	0	0	0	2	3,300.00	6,600.00
TONER CARTRIDGE, HP laserjet (#85A) for p1002/p1102 CA285A	Cart	28	31	12	5	1	0	4	0	4	5	0	0	90	3,575.00	321,750.00
TONER CARTRIDGE, kyocera tk 1147 (ex)	Cart	7	2	35	3	0	5	2	0	10	0	0	0	64	6,696.00	428,544.00
TONER, for konica minolta #1600W	Cart	4	0	0	0	0	0	0	0	0	0	0	0	4	3,362.00	13,448.00
TRANSPARENCY FILM, for ohp/ppc, A-4, for plain paper copier/ overhead projector, size 8-1/4" x 11-3/4" (A4), 100 sheets per box	Box	0	10	0	0	0	0	0	0	0	0	0	0	10	1,100.00	11,000.00
TZ TAPE, 24mm (0.94") laminated, TZe-251, black on white	Cart	0	0	0	0	0	6	0	0	0	0	0	0	6	935.00	5,610.00
USB HUB, minimum of 4 usb ports	Pc	10	0	0	0	0	0	0	0	0	0	0	0	10	495.00	4,950.00
<b>SUB TOTAL</b>																<b>1,981,620.98</b>

**Electrical Components & Supplies**

BALLAST, 40 watts, 200 volts normal power factor	Pc	0	0	4	0	4	0	4	0	4	0	0	0	16	80.00	1,280.00
BULB	Pc	0	0	0	0	96	0	0	0	0	0	0	0	96	200.00	19,200.00
BULB (18 WATTS)	Pc	0	12	0	0	0	0	0	0	0	0	0	0	12	200.00	2,400.00
BULB (50 watts)Spiral Bulb 20 watts	Pc	30	0	0	20	0	0	0	0	0	0	0	0	50	100.00	5,000.00
BULB(CFL Bulb 25W)	Pc	0	0	15	0	15	0	15	0	15	0	0	0	60	180.00	10,800.00
BULB(head light) SEM-593	Pc	0	0	0	0	0	0	2	0	0	0	0	0	2	9,000.00	18,000.00
BULB(HEAD LIGHT)SFN-574	Pc	0	0	0	0	0	0	2	0	0	0	0	0	2	9,000.00	18,000.00
BULB, CFL25W	Pc	0	0	20	0	0	15	0	0	15	0	0	0	50	200.00	10,000.00
BULBDAY LIGHT BULB 24 WATTS	Pc	0	4	0	0	0	0	0	0	0	0	0	0	4	130.00	520.00
BULBDAYLIGHT BULB 15 WATTS	Pc	0	4	0	0	0	0	0	0	0	0	0	0	4	100.00	400.00
BULBdaylight bulb 50W	Pc	0	0	25	0	25	0	25	0	25	0	0	0	100	50.00	5,000.00
BULBOrdinary (watts)firefly	Pc	0	0	0	0	24	0	0	0	0	0	0	0	24	200.00	4,800.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
BULBYELLOW BULB 100 WATTS	Pc	0	4	0	0	0	0	0	0	0	0	0	0	4	100.00	400.00
CIRCULAR TUBE, 32 watts	Pc	6	0	0	0	0	0	0	0	0	0	0	0	6	99.00	594.00
COMFACT FLOURESCENT LIGHT, 26 watts	Pc	20	0	0	0	0	0	0	0	0	0	0	0	20	116.00	2,320.00
ELECTRICAL WIRE#12	Box	0	0	0	200	0	0	0	0	0	0	0	0	200	40.00	8,000.00
EXTENSION WIRE, heavy duty, 30 meters	Pc	2	1	34	0	1	2	30	1	1	0	0	0	72	434.00	31,248.00
EXTENSION WIRE, with 5 sockets 6 ft	Pc	0	1	0	0	0	0	0	0	0	0	0	0	1	300.00	300.00
FLOURESCENT	Tube	0	12	0	0	0	0	0	0	0	0	0	0	12	400.00	4,800.00
FLOURESCENT TUBE, 60 watts	Pc	0	24	0	0	0	0	0	0	0	0	0	0	24	400.00	9,600.00
FLOURESCENT TUBE, 60 watts	Pc	0	0	1	0	0	0	0	0	0	0	0	0	1	950.00	950.00
FLOURESCENT(circular tube 18W)	Tube	0	0	4	0	4	0	4	0	4	0	0	0	16	80.00	1,280.00
FLOURESCENT(Circular tube 30W)	Tube	0	0	4	0	4	0	4	0	4	0	0	0	16	90.00	1,440.00
FLOURESCENT(Circular tube 40W)	Tube	0	0	4	0	4	0	4	0	4	0	0	0	16	120.00	1,920.00
FLOURESCENTTUBE 40W	Tube	0	0	8	0	0	8	0	8	0	8	0	0	32	120.00	3,840.00
FUSE, 200A (250v)	Pc	0	0	6	0	0	0	0	0	0	0	0	0	6	252.00	1,512.00
LED BULB, wecl-7w/e27, white	Pc	0	0	15	0	15	0	15	0	15	0	0	0	60	539.00	32,340.00
MALE PLUG, rubber	Pc	5	0	30	5	6	24	6	0	6	0	0	0	82	33.00	2,706.00
MIGHTY BOND, Instant Glue(pioneer/bulldog) ORIGINAL & good quality	Tube	0	0	0	18	0	0	0	0	0	0	0	0	18	50.00	900.00
OUTLET, (flash type) w/ plate (wh115) 3 gang	Pc	0	0	24	0	0	24	0	0	0	0	0	0	48	160.00	7,680.00
RECEPTACLE, duplex, tamper & water resistant, 200v	Pc	0	0	8	0	8	5	8	0	13	0	0	0	42	38.00	1,596.00
RUGBY GLUE, adhesive, all purpose	Btl	0	56	12	6	0	0	10	0	0	0	0	0	84	77.00	6,468.00
SOLDERING LEAD (for electronic soldering)	Roll	0	0	0	2	0	0	0	0	0	2	0	0	4	500.00	2,000.00
STAPLE WIRE, #23/24	Box	0	0	0	5	0	0	0	0	0	0	0	0	5	440.00	2,200.00
SWITCH, (surface)	Pc	0	0	24	0	0	24	0	0	0	0	0	0	48	30.00	1,440.00
<b>SUB TOTAL</b>																<b>220,934.00</b>

**Office Supplies**

AIR FRESHNER, gel type	Pc	0	3	0	0	3	0	0	3	0	0	0	0	9	85.00	765.00
AIR FRESHNER, gel typeused for toilet	Pc	0	50	0	0	0	0	0	0	0	0	0	0	50	50.00	2,500.00
BALLPEN, black, best quality	Pc	117	57	8	127	62	7	57	7	14	5	5	0	466	50.00	21,140.00
BALLPEN, black, good quality	Pc	1,988	1,249	775	362	257	68	424	124	144	270	84	0	5,745	16.00	91,920.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
BALLPEN, black, good quality(For SWISA training)	Pc	0	0	100	0	0	0	0	0	0	0	0	0	100	16.00	1,600.00
BALLPEN, black, ordinary	Pc	1,101	3,262	481	2,084	487	126	445	130	224	39	24	24	8,427	10.00	82,520.00
BALLPEN, blue, best quality	Pc	1	1	0	12	0	0	1	0	12	0	0	0	27	50.00	1,350.00
BALLPEN, blue, good quality	Pc	246	110	20	60	112	0	122	24	0	60	0	0	754	16.00	12,064.00
BALLPEN, blue, ordinary	Pc	585	266	0	162	0	12	18	6	150	0	0	0	1,199	10.00	10,680.00
BALLPEN, green, best quality	Pc	50	0	0	0	50	0	0	0	0	0	0	0	100	32.00	3,200.00
BALLPEN, green, good quality	Pc	0	60	0	0	0	0	0	0	0	0	0	0	60	16.00	960.00
BALLPEN, red, good quality	Pc	124	0	0	0	100	0	0	0	0	0	0	0	224	16.00	3,584.00
BALLPEN, red, ordinary	Pc	12	0	0	0	0	12	0	0	0	0	0	0	24	5.00	120.00
BALLPEN, violet, good quality	Pc	24	0	0	0	24	0	0	0	0	0	0	0	48	16.00	768.00
BALLPEN/PENCIL HOLDER	Pc	0	0	12	0	0	0	0	0	0	0	0	0	12	50.00	600.00
BATTERY RECHARGEABLE NIMH AA	Pc	0	0	2	3	0	4	0	0	0	0	0	0	9	550.00	4,950.00
BATTERY RECHARGEABLE NIMH AAA	Pc	0	0	0	3	0	0	0	0	0	0	0	0	3	550.00	1,650.00
BATTERY, dry cell size AA, 1.5 volts, alkaline two(2) pcs per blister pack	Packet	29	26	10	26	7	0	30	9	3	20	0	0	160	108.00	17,280.00
BATTERYAA size	Pc	0	0	10	0	10	0	10	0	10	0	0	0	40	20.00	800.00
BATTERYDouble A (SONY)	Pc	0	0	4	0	0	0	0	0	0	0	0	0	4	150.00	600.00
BOARD PAPER, A4 size, blue color	Pack	0	0	100	0	0	0	100	0	0	0	0	0	200	5.00	1,000.00
BOARD PAPER, A4 size, blue color	Pack	0	0	0	0	0	0	8	0	0	0	0	0	8	60.00	480.00
BOARD PAPER, long size, green color	Pack	0	0	100	0	0	0	0	0	0	0	0	0	100	5.00	500.00
BOARD PAPER, long size, green color	Pack	0	0	0	50	0	0	0	0	0	0	0	0	50	25.00	1,250.00
BOARD PAPER, long size, green color	Pack	0	0	0	0	0	0	0	20	0	0	0	0	20	45.00	900.00
BOOK PAPER, ansi B white A4 size sub-20	Ream	63	20	39	60	4	0	55	0	0	55	0	0	296	187.00	55,352.00
BOOK PAPER, ansi B white, 11x17	Ream	6	0	0	0	0	0	0	0	0	0	0	0	6	451.00	2,706.00
CARBON PAPER, letter size (8.5 x 11 in)	Box	0	0	1	0	0	1	0	0	1	0	0	1	4	200.00	800.00
CARBON PAPER, letter size (8.5 x 11 in)	Box	0	0	1	0	0	0	0	0	0	0	0	0	1	300.00	300.00
CARBON PAPER, ordinary, legal size, 100s/box	Box	7	1	45	4	0	1	44	0	1	2	0	1	106	148.00	15,688.00
CD-RW, 80min/700MB	Pc	0	0	0	50	0	0	0	0	50	0	0	0	100	35.00	3,500.00
CLEARBOOK, plastic	Pc	0	20	0	0	0	0	0	0	0	0	0	0	20	72.00	1,440.00
CLEARFILE RING BINDER, big	Pc	0	20	0	0	0	0	0	0	0	0	0	0	20	103.00	2,060.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
COLUMNAR PAD, 4 columns, 355mm x 214mm, 50 gsm non-blot, lines and columns numbered, 50 sheets per pad	Pad	4	0	0	0	0	0	0	0	0	0	0	0	4	25.00	100.00
COMBO BINDER, 0.5"	Roll	0	0	0	1	0	0	0	0	0	0	0	0	1	18.00	18.00
COMBO BINDER, 1.0"	Roll	0	11	0	0	0	0	0	0	0	0	0	0	11	46.00	506.00
CORRECTION FLUID, water based, white opaque, no obnoxious odor, min. 15ml per bottle	Btl	61	33	14	9	5	1	11	0	2	0	0	0	136	16.00	2,176.00
CORRECTION PEN	Pc	49	24	1	27	14	12	28	3	5	9	0	0	172	-	16,566.00
CORRECTION PEN	Pc	50	0	0	5	0	0	0	5	0	0	0	0	60	20.00	1,200.00
CORRECTION PEN	Pc	1	0	0	1	0	0	1	0	0	1	0	0	4	25.00	100.00
CORRECTION PEN	Pc	0	4	0	0	0	0	0	0	0	0	0	0	4	45.00	180.00
CORRECTION PEN	Pc	0	5	4	3	8	0	0	8	0	0	0	0	28	52.00	1,456.00
CORRECTION PEN	Pc	0	0	0	8	0	0	0	0	0	0	0	0	8	54.00	432.00
CORRECTION PEN	Pc	0	0	8	0	2	0	0	0	0	0	0	0	10	57.00	570.00
CORRECTION PEN	Pc	0	20	60	0	6	0	46	0	0	0	0	0	132	62.00	8,184.00
CORRECTION PEN	Pc	5	28	0	14	10	5	6	5	0	10	0	0	83	80.00	6,640.00
CORRECTION PEN	Pc	0	12	3	0	6	3	0	14	3	0	0	0	41	82.00	3,362.00
CORRECTION PEN	Pc	0	1	0	0	0	0	0	0	0	0	0	0	1	100.00	100.00
COTTON, big	Pc	0	22	4	0	0	0	0	0	0	0	0	0	26	66.00	1,716.00
COTTON, big, 400g	Roll	4	132	16	11	7	15	3	0	5	13	0	0	206	182.00	37,492.00
CRAYON, double	Box	0	175	0	245	0	0	0	0	0	0	0	0	420	28.00	11,760.00
DESK ORGANIZER	Pc	2	0	0	0	0	0	0	0	0	0	0	0	2	150.00	300.00
DESK ORGANIZER 3 layer (metal)	Pc	4	0	0	0	0	0	0	0	0	0	0	0	4	450.00	1,800.00
DOUBLE ADHESIVE TAPE, #1	Roll	10	0	0	0	0	0	0	0	0	0	0	0	10	81.00	810.00
ENVELOPE, brown, long, 11x13"	Pc	1,640	1,091	1,091	496	213	39	622	346	207	175	10	0	5,930	7.00	33,330.00
ENVELOPE, brown, long, 11x13"	Pc	0	0	40	0	0	0	0	0	0	0	0	0	40	10.00	400.00
ENVELOPE, brown, long, 11x13"	Pc	0	10	0	0	0	0	0	0	0	0	0	0	10	12.00	120.00
ENVELOPE, brown, long, 11x13"	Pc	0	0	0	20	0	0	20	0	0	0	0	0	40	20.00	800.00
ENVELOPE, brown, short, 11x8-1/2"	Pc	1,150	1,036	874	473	280	24	711	138	292	175	5	0	5,158	6.00	25,244.00
ENVELOPE, brown, short, 11x8-1/2"	Pc	0	0	40	0	0	0	0	0	0	0	0	0	40	8.00	320.00
ENVELOPE, brown, short, 11x8-1/2"	Pc	0	0	0	20	0	0	20	0	0	0	0	0	40	20.00	800.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
ENVELOPE, expanding, plastic, 0.50mm, min plastic thickness, with elastic strap, 380mm x 260mm, min. size, 30mm, min. expansion, assorted colors	Pc	0	30	100	0	0	0	0	0	0	0	0	0	130	46.00	5,980.00
ENVELOPE, plastic w/ handle, legal size	Pc	0	1,440	0	450	5	0	470	0	150	0	0	0	2,515	60.00	150,900.00
ENVELOPE, plastic w/out handle, legal size	Pc	0	0	15	0	0	0	0	0	0	0	0	0	15	63.00	945.00
FOLDER ORGANIZER, with clip as lock binder style with center clip & pocket inside, height 13.25", width 10.5", thickness 2", front cloth-leatherette & inside is pollyrubber color black	Pc	14	0	0	0	0	0	0	0	0	0	0	0	14	526.00	7,364.00
FOLDER, expanding, plain (white)	Pc	0	0	100	0	0	0	0	0	0	0	0	0	100	15.00	1,500.00
FOLDER, fancy, for A4 size paper/document, with embossed border design on the front cover, for A4 size paper/document, 225mm x 320mm min, 0.24mm minimum thickness, with plastic grip of 13.0mm min., assorted colors, fifty(50) pieces per bundle per color	Bndl	0	0	1	0	0	0	0	0	0	0	0	0	1	280.00	280.00
FOLDER, green w/ tab, long, 8.5x13"	Pc	626	0	0	162	200	0	12	124	0	84	0	0	1,208	12.00	14,496.00
FOLDER, green w/ tab, short, 8.5x11"	Pc	136	0	0	100	0	0	36	0	0	100	0	0	372	10.00	3,720.00
FOLDER, green w/o tab, long	Pc	278	0	125	90	0	149	62	0	250	134	0	0	1,088	12.00	17,456.00
FOLDER, morocco/fancy, A4 size, 50s/pack	Pack	14	0	0	63	0	0	7	45	0	1	0	0	130	248.87	19,915.00
FOLDER, plain, white, long	Pc	936	7,059	431	2,658	232	70	360	194	48	24	10	0	12,022	15.00	180,330.00
FOLDER, plain, white, long, 11x13"	Pack	30	0	132	5	33	77	54	0	163	0	0	0	494	385.00	190,190.00
FOLDER, plain, white, short, 11x8-1/2"	Pc	506	492	1,092	222	415	127	401	166	30	0	5	0	3,456	4.00	13,824.00
FOLDER, plastic w/ slider, long	Pc	0	0	12	0	0	0	0	0	0	0	0	0	12	5.50	66.00
FOLDER, plastic w/ slider, long	Pc	0	10	0	0	10	0	0	0	0	0	0	0	20	6.00	120.00
FOLDER, plastic w/ slider, long	Pc	500	0	100	0	0	0	0	0	0	0	0	0	600	7.00	4,200.00
FOLDER, plastic w/ slider, long	Pc	0	32	0	0	20	0	0	10	0	0	10	0	72	8.00	576.00
FOLDER, plastic w/ slider, long	Pc	0	0	0	0	48	0	0	0	0	0	0	0	48	9.00	432.00
FOLDER, plastic w/ slider, long	Pc	60	0	0	195	0	0	60	0	60	0	40	0	415	10.00	4,150.00
FOLDER, plastic w/ slider, long	Pc	0	48	15	0	0	0	5	0	0	0	0	0	68	12.00	816.00
FOLDER, plastic w/ slider, long	Pc	24	50	50	0	50	50	24	0	0	0	0	0	248	15.00	3,720.00
FOLDER, plastic w/ slider, long	Pc	0	72	0	0	12	12	12	12	0	0	0	0	120	16.00	1,920.00
FOLDER, plastic w/ slider, long	Pc	0	12	0	199	12	36	12	12	150	0	25	0	458	20.00	9,160.00
FOLDER, plastic w/ slider, long	Pc	0	0	24	0	0	24	0	0	48	0	0	0	96	25.00	2,400.00



Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
FOLDER, plastic w/ slider, short	Pc	100	0	62	0	0	0	0	0	0	0	0	0	162	5.00	810.00
FOLDER, plastic w/ slider, short	Pc	0	10	0	0	68	0	0	10	0	0	10	0	98	6.00	588.00
FOLDER, plastic w/ slider, short	Pc	0	12	0	0	0	0	0	0	0	0	0	0	12	7.00	84.00
FOLDER, plastic w/ slider, short	Pc	60	0	36	60	24	24	60	24	60	24	48	0	420	8.00	3,360.00
FOLDER, plastic w/ slider, short	Pc	0	48	0	0	0	10	0	0	0	0	0	0	58	10.00	580.00
FOLDER, plastic w/ slider, short	Pc	0	62	0	0	50	0	0	0	0	0	0	0	112	12.00	1,344.00
FOLDER, plastic w/ slider, short	Pc	0	0	0	20	0	0	20	0	0	0	0	0	40	14.00	560.00
FOLDER, plastic w/ slider, short	Pc	24	12	50	0	0	0	24	62	0	0	0	0	172	15.00	2,580.00
FOLDER, plastic w/ slider, short	Pc	0	72	0	12	12	12	12	0	0	0	0	0	120	16.00	1,920.00
FOLDER, plastic w/ slider, short	Pc	0	48	0	150	0	0	0	0	150	0	0	0	348	18.00	6,264.00
FOLDER, plastic w/ slider, short	Pc	0	0	24	25	12	60	12	0	48	0	25	0	206	20.00	4,120.00
FOLDER, plastic w/ slider, short	Pc	0	0	30	0	0	0	0	0	0	0	0	0	30	21.00	630.00
FOLDER, tagboard/carrierboard, for legal size paper/document, 240mm x 365mm Leaf Dimension, 100 pieces per pack	Pack	2	0	0	0	0	0	0	0	0	0	0	0	2	502.00	1,004.00
GLUE GUN	Pc	1	156	2	0	0	0	2	0	0	0	0	0	161	58.00	9,338.00
GLUE STICK	Stk	20	272	0	0	0	0	0	0	0	0	0	0	292	3.00	876.00
GLUE, white-craft, 188ml	Btl	4	196	66	135	7	0	68	17	3	0	0	0	496	86.00	42,656.00
HOLDERID HOLDER WITH LEI	Pc	0	150	0	50	100	0	0	50	0	20	50	0	420	20.00	8,400.00
ID JACKET, 3" x 4", with clip	Pc	0	275	0	1,470	0	0	0	0	0	0	0	0	1,745	6.00	10,470.00
ID JACKET, 3" x 4", with string	Pc	150	2,160	2,000	290	0	0	2,320	0	0	150	0	0	7,070	13.00	91,910.00
ID JACKET, with sling/leis , good quality	Pc	120	100	265	540	250	13	210	0	174	60	0	0	1,732	20.00	32,140.00
ILLUSTRATION BOARD, 20x30	Pc	0	0	0	0	0	0	40	0	0	0	0	0	40	44.00	1,760.00
INK FOR MARKER PEN, 30ml	Btl	0	176	2	102	0	2	0	0	0	0	0	0	282	66.00	18,612.00
INK FOR WHITEBOARD PEN	Btl	0	0	0	3	0	0	0	3	0	0	0	0	6	88.00	528.00
LEI	Pc	0	0	0	0	0	0	0	40	0	0	0	0	40	85.00	3,400.00
LEVER ARCH FILE76 mm FC LEGAL SIZE(BLUE ,RED,BLACK)	Box	0	10	0	0	0	0	0	0	0	0	0	0	10	180.00	1,800.00
MARKER PEN, broad, jumbo	Pc	0	0	6	0	0	0	0	0	0	0	0	0	6	136.00	816.00
MARKER PEN, fine	Pc	0	27	0	0	0	0	0	25	0	0	0	0	52	25.00	1,300.00
MARKER PEN, fine	Pc	3	0	0	3	0	0	0	0	0	0	0	0	6	35.00	210.00
MARKER PEN, fine	Pc	0	0	50	12	0	0	0	0	12	0	0	0	74	60.00	4,440.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
MARKER PEN, fine, permanent black	Pc	0	0	0	12	0	0	0	0	12	0	0	0	24	70.00	1,680.00
MARKER PEN, fine, permanent blue	Pc	0	0	0	12	0	0	0	0	12	0	0	0	24	70.00	1,680.00
MARKER PEN, fineBLACK	Pc	0	0	0	3	0	0	0	0	0	0	3	0	6	60.00	360.00
MARKER PEN, fineBLACK AND BLUE	Pc	0	0	0	5	0	0	0	5	0	0	0	0	10	25.00	250.00
MARKER PEN, fineblack color	Pc	0	2	0	0	4	0	0	2	0	0	2	0	10	54.00	540.00
MARKER PEN, fineBlue color	Pc	0	2	0	0	4	0	0	2	0	0	2	0	10	54.00	540.00
MARKER PEN, permanent, broad, black	Pc	86	508	141	739	55	8	77	69	20	74	3	0	1,780	54.00	96,120.00
MARKER PEN, permanent, broad, blue	Pc	16	5	11	15	7	12	18	9	3	9	0	0	105	54.00	5,670.00
MARKING PEN, for transparency, fine point, 6 colors per set	Set	1	0	8	0	0	6	7	0	0	0	0	0	22	352.00	7,744.00
MASK	Pc	0	0	25	0	0	0	0	0	0	0	25	0	50	25.00	1,250.00
MASK	Pc	0	0	0	10	0	0	0	0	0	0	0	0	10	50.00	500.00
MASK	Pc	0	0	0	20	0	0	0	0	0	0	0	0	20	100.00	2,000.00
MASK(medium size)	Pc	7	0	0	0	0	0	0	0	0	0	0	0	7	20.00	140.00
MASKmedium size	Pc	0	6	0	0	0	0	0	0	0	0	0	0	6	20.00	120.00
MULTI-PURPOSE CLEANER, 250ml	Btl	15	0	0	0	0	0	15	0	0	0	0	0	30	132.00	3,960.00
NOTEBOOK, apple green color, 50 leaves, 152mm x 216mm non-spring	Pc	0	12	10	0	0	0	0	0	0	0	0	0	22	33.00	726.00
NOTEBOOK, executive	Pc	0	0	20	0	0	0	20	0	0	0	0	0	40	86.00	3,440.00
NOTEBOOK, executive, pocket type with cover	Pc	0	0	4	0	0	0	0	0	0	0	0	0	4	110.00	440.00
NOTEBOOK, office, spring, soft bound	Pc	0	0	60	0	0	0	0	0	0	0	0	0	60	51.00	3,060.00
NOTEBOOK, ordinary, 50 leaves, 75mm x 102mm	Pc	0	508	96	420	134	24	352	50	150	0	0	0	1,734	29.00	50,286.00
NOTEBOOK, small, ordinary, 40's	Pc	1,420	1,170	435	220	0	0	150	0	0	0	50	0	3,445	8.00	27,560.00
NOTEBOOK, small, ordinary, 40s	Pc	3,500	1,120	0	1,560	0	0	120	0	0	0	0	0	6,300	8.00	50,400.00
NOTEBOOK, small, ordinary, 40s(For SWISA training)	Pc	0	0	100	0	0	0	0	0	0	0	0	0	100	8.00	800.00
PAPER CLIP, 33mm min. length of clip, gem-pattern type, vinyl/plastic coated	Box	48	57	38	11	23	4	25	35	5	0	0	0	246	24.00	5,904.00
PAPER CUTTER	Pc	0	0	1	0	0	0	0	0	0	0	0	0	1	1,500.00	1,500.00
PAPER CUTTERHEAVY DUTY	Pc	0	0	10	0	0	0	0	0	0	0	0	0	10	100.00	1,000.00
PAPER FASTENER, plastic, 8"	Box	59	160	92	21	14	9	40	13	5	0	2	0	415	36.00	52,283.00
PAPER TRAY, steel, 4 layers	Pc	6	11	25	0	0	0	12	0	0	0	0	0	54	495.00	26,730.00
PAPER TRAY3 COMPARTMENTS (PLASTIC)	Pc	0	0	0	2	0	0	0	0	0	0	2	0	4	500.00	2,000.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
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PAPER TRAYDocumentary tray 3 layers	Pc	0	1	0	0	0	0	0	0	0	0	0	0	1	150.00	150.00
PAPER TRAYE COMPARTMENTS	Pc	0	1	0	0	0	0	0	1	0	0	0	0	2	300.00	600.00
PAPER, fastener, plastic	Box	8	59	32	3	13	6	11	13	5	3	4	0	157	28.00	4,396.00
PASTE, solid, with water well, 200gms	Jar	5	3	0	0	2	2	0	2	0	0	0	0	14	25.00	350.00
PHILIPPINE NATIONAL FLAG, Type I, 1828mm x 914.4mm, 100% cotton	Pc	0	2	0	2	0	0	2	0	2	0	0	0	8	315.99	2,527.92
PLASTIC ENVELOPE, ordinary (11x13), transparent	Pc	20	0	0	0	0	0	0	0	0	0	0	0	20	6.00	120.00
PLASTIC ENVELOPE, with handle, transparent, legal size	Pc	0	105	100	0	0	0	0	0	0	0	0	0	205	55.00	11,275.00
POST-IT-NOTES, 3"x3"	Pad	8	45	27	0	39	10	83	27	10	0	0	0	249	33.00	8,217.00
RECORD BOOK, 150 pages	Book	6	156	9	49	0	0	0	0	0	0	0	0	220	44.00	9,680.00
RECORD BOOK, 200 pages	Book	13	0	0	0	0	0	0	0	0	0	0	0	13	37.00	481.00
REFILL FOR MARKER PEN (black)	Btl	0	3	1	0	0	0	0	0	0	0	0	0	4	55.00	220.00
REFILL FOR PARKER PEN	Pc	0	15	3	0	13	0	3	12	3	0	0	0	49	101.00	4,949.00
RING BINDER, 12mmx1.2m (1/2"x44"), plastic	Pc	0	0	0	5	0	0	0	0	5	0	0	0	10	55.96	70.00
RUBBER BAND, #18, approximately 445gms/box	Box	3	39	7	98	0	0	0	0	5	0	0	0	152	162.00	24,624.00
RUBBER BAND, small	Box	1	76	35	3	1	10	54	0	1	2	0	0	183	165.00	30,195.00
SCISSOR (heavy duty)	Pc	12	100	49	14	8	6	14	2	0	0	3	0	208	50.00	10,400.00
SCISSOR, (7")	Pair	10	181	0	248	4	10	0	0	3	0	0	0	456	50.00	22,800.00
SCISSOR, 158mm min. length, symmetrical metal	Pc	22	213	17	8	0	4	7	0	0	0	0	0	271	60.00	20,200.00
SCISSORS, (6")	Pair	6	0	3	0	0	3	3	0	6	0	0	0	21	16.38	420.00
STABILO	Pc	12	0	0	0	0	0	0	0	0	0	0	0	12	10.00	120.00
STABILO	Pc	0	0	1	0	0	1	0	0	0	0	0	0	2	15.00	30.00
STABILO	Pc	0	10	0	0	3	0	0	6	0	0	0	0	19	25.00	475.00
STABILO	Pc	0	4	0	4	0	1	0	1	0	0	0	0	10	60.00	600.00
STABILO	Pc	0	0	10	0	12	12	0	0	0	0	0	0	34	82.00	2,788.00
STABILOassorted colors	Pc	0	0	24	5	0	0	0	24	3	0	0	0	56	20.00	1,120.00
STABILOgreen/ yellow/ orange/ blue	Pc	0	0	4	0	0	0	0	0	0	0	0	0	4	40.00	160.00
STABILOyellow	Pc	0	2	0	0	0	0	0	0	0	0	0	0	2	45.00	90.00
STAPLE WIRE #10	Box	3	0	0	3	0	0	3	0	0	3	0	0	12	20.00	240.00
STAPLE WIRE #10	Box	0	2	1	1	1	1	1	1	1	1	1	1	12	40.00	480.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
STAPLE WIRE, #1	Box	0	0	24	0	0	0	24	0	0	0	0	0	48	44.00	2,112.00
STAPLER, heavy duty, applicable staple 23/6-23/24, can staple up to 200 sheets, binding quantity-100 pcs, depth into paper-57mm, color black or silver, long arm design	Pc	0	0	0	0	0	0	10	0	0	0	0	0	10	114.64	1,146.40
STAPLER, with remover, medium size	Pc	14	7	5	5	5	0	5	0	0	0	0	0	41	160.00	6,560.00
STICK ON NOTE PAD	Pad	0	3	0	0	0	0	0	0	0	0	0	0	3	15.00	45.00
STICK ON NOTE PAD	Pad	0	9	0	0	9	0	0	9	0	0	9	0	36	20.00	720.00
STICK ON NOTE PAD	Pad	0	2	0	0	2	0	0	2	0	0	2	0	8	30.00	240.00
STICK ON NOTE PAD	Pad	12	0	0	12	0	0	12	0	12	0	0	0	48	34.00	1,632.00
STICK ON NOTE PAD	Pad	6	0	0	6	0	0	6	0	0	6	0	0	24	35.00	840.00
STICK ON NOTE PAD	Pad	0	24	0	0	15	0	0	0	0	0	0	0	39	36.00	1,404.00
STICK ON NOTE PAD	Pad	0	3	0	3	0	0	3	0	3	0	0	0	12	40.00	480.00
STICK ON NOTE PAD	Pad	16	0	0	6	0	0	0	12	0	0	0	0	34	50.00	1,700.00
STICK ON NOTE PAD	Pad	0	0	0	6	0	0	0	0	0	0	0	0	6	58.00	348.00
STICK ON NOTE PAD3X3 AND 3X4	Pad	0	0	0	2	0	0	0	0	0	0	2	0	4	75.00	300.00
STICK ON NOTE PAD3X4 INCHES	Pad	0	2	0	0	0	0	0	1	0	0	0	0	3	20.00	60.00
STICKER PAPER, 8 x 11"	Pack	0	2	0	6	0	0	0	0	6	0	0	0	14	110.00	1,540.00
TAPE, masking, (1/2") usable length of 50 meters	Roll	0	0	10	0	0	0	0	0	0	0	0	0	10	16.00	160.00
TAPE, packaging, #3	Roll	51	26	30	24	10	0	35	0	2	13	0	0	191	77.00	164,553.00
THUMBTACKS	Box	0	175	0	0	0	0	0	0	0	0	0	0	175	13.00	2,275.00
THUMBTACKS	Box	0	0	5	0	0	5	0	0	0	0	0	0	10	20.00	200.00
THUMBTACKS	Box	0	0	0	49	0	0	0	0	0	0	0	0	49	25.00	1,225.00
<b>SUB TOTAL</b>																<b>2,082,470.32</b>
<b>Paper Materials &amp; Products</b>																
PAPER (Felt Paper)Assorted Color (Green/ Red/ Blue)	Pc	0	24	0	0	0	0	0	0	0	0	0	0	24	60.00	1,440.00
<b>SUB TOTAL</b>																<b>1,440.00</b>

<b>Photocopier Supplies</b>																
TONER CARTRIDGE (photocopier) for kyocera TK-4109 taskalfa 1800	Cart	0	0	0	1	0	0	1	0	0	0	0	0	2	4,000.00	8,000.00
TONER CARTRIDGE (photocopier) for kyocera TK-4109 taskalfa 1800	Cart	0	0	2	0	0	0	0	0	0	0	0	0	2	6,695.00	13,390.00

Item & Specifications	Unit of Measure	Quantity Requirement													Price	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
TONER CARTRIDGE (photocopier) for kyocera TK-4109 taskalfa 1800	Cart	0	0	3	0	0	0	0	0	4	0	0	0	7	6,944.00	48,608.00
TONER, for kyocera digital copier fs-1135mfp (ex)	Cart	0	0	2	0	0	2	0	0	4	0	0	0	8	6,776.00	54,208.00
TONER, TK-439	Pc	4	0	0	0	0	0	0	0	0	0	0	0	4	8,333.00	33,332.00
TONER, TK-439(KYOCERA)	Pc	0	2	0	0	0	0	0	0	0	0	0	0	2	8,333.00	16,666.00
TONER, TN114, for Copylandia Develop Ineo 163 (exclusive distributor)	Tube	0	6	0	6	0	5	3	3	0	2	0	0	25	3,438.00	85,950.00
TONER, TN116, for Copylandia Develop Ineo 164	Cart	4	0	0	0	0	0	0	0	0	0	0	0	4	3,781.00	15,124.00
<b>SUB TOTAL</b>																<b>275,278.00</b>

<b>*** GRAND TOTAL -----</b>	<b>17,262,545.06</b>
<b>TOTAL W/ 10 % ADDITIONAL PROVISION FOR INFLATION -----</b>	<b>1,726,254.51</b>
<b>APPROVED BUDGET -----</b>	<b>18,988,799.57</b>

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipments has been included in or is within our approved budget for the year.

Prepared By:  
  
 \_\_\_\_\_  
 JOSE JACINTO B. ANTONIO  
 Chief, Gen. Service Sec. & BAC / AO-V

Certified Funds Available/  
 Certified Appropriate Funds Available:  
  
 \_\_\_\_\_  
 FE B. FABIAN  
 Budget Officer III

Approved:  
  
 \_\_\_\_\_  
 CONSTANCIO G. ALAMA  
 OIC-Regional Director

Date Prepared :  
  
 \_\_\_\_\_  
 21-Apr-2015