ANNUAL PROCUREMENT PLAN FOR 2018

For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps- philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
   a. DBM Central Office- for entities in the Central Office
   b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

   The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addressess:
   a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
   b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
   c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
   d. app.deped.ps@gmail.com- For primary and secondary schools
   e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017.**
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Office:	DEPARTMENT OF AGRICULTURE - MAIN	Agency Account Code: D001	Contact Person: JOSE JACINTO B. ANTONIO
Region:	IX - Zamboanga Sibugay		Position: Chief, Gen. Services
Address:	Gen. Vicente Alvarez St., Zamboanga City		E-mail : BACDA9Zambo@gmail.com
			Telephone/Mobile Nos: 629913188

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
	COMMON ELECTRICAL SUPPLIES																				
1	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	20	12	7	39	5		2	7	5		2	7			2	2	55	20.28	1,115.40
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack				0				0			40	40				0	40	19.20	767.94
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	10			10	5			5	5			5				0	20	91.94	1,838.72
4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	-
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	75.39	-
6	TAPE, ELECTRICAL, 18mm x 16M min	roll		18	12	30	20			20				0				0	50	18.93	946.40
7																					
	COMMON OFFICE SUPPLIES																				
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				0				0				0	0	766.73	-
2	AIR FRESHENER, aerosol, 280ml/150g min	can	154	53	16	223	68	15	2	85	18		17	35			2	2	345	88.69	30,598.46
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	480	198	195	873	237	150	13	400	30		28	58	4			4	1335	49.73	66,393.29

4	CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0				0	0	205.48	-
5	CARBON FILM, PE, black, size 216mm x 330mm	box			13	13				0				0				0	13	210.91	2,741.86
6	CARTOLINA, assorted colors	pack	50	4		54				0	2			2				0	56	67.06	3,755.32
7	CHALK, molded, white, dustless, length: 78mm min	box	45	2	25	72				0				0				0	72	26.89	1,936.40
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	60	12	58	130	20			20				0				0	150	38.19	5,728.32
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	128	34	197	359	26			26	10			10				0	395	40.47	15,984.23
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	10	50		60		40		40				0				0	100	7.87	787.28
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	12	30	20	62	8		10	18				0				0	80	13.94	1,114.88
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box		6	10	16				0				0				0	16	19.88	318.16
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	12	10	20	42	6		10	16			10	10				0	68	41.10	2,794.85
14	CORRECTION TAPE, film base type, UL 6m min	piece				0				0				0				0	0	18.26	-
15	DATA FILE BOX, made of chipboard, with closed ends	box				0				0			10	10				0	10	72.57	725.71
16	DATA FOLDER, made of chipboard, taglia lock	piece				0				0				0				0	0	71.39	-
17	ENVELOPE, DOCUMENTARY, for A4 size document	box				0				0				0				0	0	424.47	-
18	ENVELOPE, DOCUMENTARY, for legal size document	box				0				0				0				0	0	538.80	-
19	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	7	3	19	29	3		12	15				0				0	44	667.84	29,384.78
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece		12	225	237				0			20	20				0	257	28.71	7,379.60
21	ENVELOPE, MAILING,white, 80gsm (-5%)	box	12	2	1	15	3		11	14	1			1				0	30	341.79	10,253.57
22	ENVELOPE, mailing, white, with window	box	7	3	15	25				0	1			1				0	26	427.23	11,108.03
23	ERASER, FELT, for blackboard/whiteboard	piece	50	4	25	79	3			3				0				0	82	11.55	947.46
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece				0				0				0				0	0	6.23	-
25	FASTENER, METAL, 70mm between prongs	box				0				0				0				0	0	59.37	-
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece		39	24	63		15		15				0				0	78	73.59	5,740.05

27	FILE TAB DIVIDER, bristol board, for A4	set				0				0				0				0	0	12.98	-
28	FILE TAB DIVIDER, bristol board, for legal	set	6			6			10	10				0				0	16	17.31	276.89
29	FOLDER, FANCY, for A4 size documents	bundle				0				0				0				0	0	258.50	-
30	FOLDER, FANCY, for legal size documents	bundle				0				0				0				0	0	302.85	-
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	24	22		46	2		1	3	2		10	12	2			2	63	177.92	11,209.16
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	54	24		78	4		1	5	2			2	2			2	87	222.27	19,337.39
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box		32		32		40		40				0				0	72	776.59	55,914.39
34	FOLDER, TAGBOARD, for A4 size documents	pack	3	3	10	16				0				0				0	16	226.05	3,616.87
35	FOLDER, TAGBOARD, for legal size documents	pack				0				0				0				0	0	208.38	-
36	GLUE, all purpose, gross weight: 200 grams min	jar	20			20				0			10	10				0	30	49.73	1,491.98
37	INDEX TAB, self-adhesive, transparent	box				0				0				0				0	0	53.74	-
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0				0				0	0	676.00	-
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0				0				0				0	0	43.26	-
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	17	14	9	40	2			2	12			12				0	54	36.97	1,996.49
41	MARKER, whiteboard, black, felt tip, bullet type	piece				0				0				0				0	0	10.69	-
42	MARKER, whiteboard, blue, felt tip, bullet type	piece				0				0				0				0	0	10.69	-
43	MARKER, whiteboard, red, felt tip, bullet type	piece				0				0			30	30				0	30	10.69	320.74
44	MARKER, PERMANENT, bullet type, black	piece	57	94	77	228	12	12		24	70		52	122				0	374	10.04	3,753.46
45	MARKER, PERMANENT, bullet type, blue	piece	18	60	60	138	12			12	60			60				0	210	10.04	2,107.56
46	MARKER, PERMANENT, bullet type, red	piece			6	6				0				0				0	6	10.04	60.22
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece		113	280	393	60			60	90			90				0	543	12.52	6,799.23
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				0				0				0				0	0	32.45	-

49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	68	65	30	163	6	30		36	16			16				0	215	44.32	9,529.83
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad				0				0				0				0	0	59.49	-
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	55	5	31	91				0	10			10				0	101	18.99	1,918.03
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	15			15			16	16				0				0	31	6.91	214.07
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box				0				0				0				0	0	14.04	-
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream		6	10	16				0				0				0	16	137.66	2,202.64
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0	160.94	-
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				0				0				0				0	0	119.09	-
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream				0				0				0				0	0	123.08	-
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0				0				0				0	0	95.18	-
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll			6	6				0			15	15				0	21	34.29	720.06
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box				0				0				0				0	0	20.40	-
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0				0				0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	69	29	55	153	60			60	5			5				0	218	62.73	13,675.75
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	52	11	102	165	32			32	16		24	40				0	237	97.34	23,070.53
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0				0				0				0	0	267.14	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0				0				0				0	0	97.04	-
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	11	4		15				0			10	10				0	25	16.10	402.48
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	244	292	82	618	78	30	84	192	232		78	310				0	1120	35.99	40,313.73
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	224	132	56	412	24		60	84	120		36	156				0	652	35.99	23,468.35
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	6	6		12				0				0				0	12	35.99	431.93
70	STAMP PAD INK, purple or violet	bottle	21	41	6	68				0	12			12				0	80	25.62	2,049.22

71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	15	19	8	42	2	12		14	7			7				0	63	28.77	1,812.28
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	4		10	14				0				0				0	14	21.51	301.10
73	STAPLE WIRE, STANDARD, (26/6)	box		10		10				0				0				0	10	19.68	196.77
74	TAPE, MASKING, width: 24mm (±1mm)	roll				0				0				0				0	0	57.32	-
75	TAPE, MASKING, width: 48mm (±1mm)	roll	98		305	403	24			24	6			6				0	433	109.24	47,301.61
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	20	73		93	20	45		65	10			10				0	168	29.08	4,885.17
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	486	74	3	563	45		10	55	33			33	3		3	6	657	11.36	7,461.42
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	105	28	52	185	25		2	27	20		2	22				0	234	27.58	6,453.91
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	42	27	50	119	62	20		82	7		20	27				0	228	70.30	16,029.31
80	TWINE, plastic, one (1) kilo per roll	roll	23	6		29	26			26				0				0	55	51.92	2,855.42
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0				0				0				0	0	133.99	-
82	Airline Travel	ticket				0				0				0				0	0	0.00	-
	COMMON OFFICE DEVICES																				
1	CUTTER BLADE, for heavy duty cutter	tube		35	6	41		30		30				0				0	71	10.22	725.85
2	CUTTER KNIFE, for general purpose	piece	298	38	159	495				0	3		10	13				0	508	20.55	10,439.60
3	DATING AND STAMPING MACHINE, heavy duty	piece			1	1				0				0				0	1	497.52	497.52
4	PENCIL SHARPENER, manual, single cutter head	piece	22	9	4	35	10		1	11				0				0	46	194.69	8,955.65
5	PUNCHER, paper, heavy duty, with two hole guide	piece	35	41	6	82	12			12	13			13				0	107	123.42	13,205.60
6	SCISSORS, symmetrical, blade length: 65mm min	pair				0				0				0				0	0	14.28	-
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece				0				0				0				0	0	85.45	-
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	2		8	10				0				0				0	10	913.95	9,139.52
9	STAPLE REMOVER, PLIER-TYPE	piece				0				0			10	10				0	10	18.91	189.07

10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	32	10	3	45	11			11	2			2				0	58	51.57	2,991.27
11	WASTEBASKET, non-rigid plastic	piece		29		29				0	5			5				0	34	25.96	882.59
	COMMON JANITORIAL SUPPLIES																				
1	BROOM, soft (tambo)	piece	205	22	51	278	105	12	8	125	1		12	13				0	416	91.94	38,245.38
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	190	22	136	348	100	12	32	144			10	10				0	502	24.88	12,488.15
3	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	176	20	10	206	9	10		19	6		20	26	6			6	257	43.26	11,118.85
4	CLEANSER, SCOURING POWDER, 350g min./can	can	6			6	6			6				0				0	12	24.88	298.52
5	DETERGENT POWDER, all purpose, 1kg	pouch				0				0				0				0	0	38.93	-
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	116	10	33	159	112			112			10	10				0	281	125.20	35,179.85
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	26	10	12	48	32	10		42			2	2				0	92	28.12	2,587.19
8	FLOOR WAX, PASTE, RED	can	13	20	13	46	13			13				0				0	59	280.13	16,527.93
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can		6	7	13				0				0				0	13	90.85	1,181.11
10	INSECTICIDE, aerosol type, net content: 600ml min	can				0				0				0				0	0	142.77	-
11	MOP BUCKET, heavy duty, hard plastic	piece	6		6	12				0				0				0	12	1,987.44	23,849.28
12	MOPHANDLE, heavy duty, aluminum, screw type	piece			20	20				0				0				0	20	148.18	2,963.58
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	3	6	30	39	18			18				0				0	57	110.32	6,288.42
14	RAGS, all cotton, 32 pieces per kilogram min	bundle				0				0				0				0	0	51.68	-
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0				0				0				0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll				0				0				0				0	0	145.48	-
17	DETERGENT BAR, 140 grams as packed	bar				0				0				0				0	0	7.57	-

	COMMON OFFICE EQUIPMENT																				
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0				0				0				0	0	10,816.00	-
2	CALCULATOR, compact, 12 digits	unit				0				0				0				0	0	140.61	-
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
4	CHAIR,monobloc, white, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0				0				0				0	0	6,828.14	-
6	DOCUMENT CAMERA, 3.2M pixels	unit				0				0				0				0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0				0				0				0	0	1,091.33	-
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0				0				0				0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit				0				0				0				0	0	1,046.65	-
10	ELECTRIC FAN, WALL type, plastic blade	unit				0				0				0				0	0	782.00	-
11	FACSIMILE MACHINE, uses thermal paper	unit				0				0				0				0	0	3,642.83	-
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0				0				0				0	0	1,123.78	-
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0				0	0	5,191.68	-
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0				0				0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0				0				0				0	0	8,411.60	-
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit				0				0				0				0	0	5,927.17	-
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0				0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0				0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit				0				0				0				0	0	744.14	-
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-

22	Desktop Computer, branded	unit				0				0				0				0	0	35,887.49	-
23	Laptop Computer, branded	unit				0				0				0				0	0	36,587.28	-
	COMMON COMPUTER SUPPLIES																				
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0				0				0	0	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0				0				0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0				0				0	0	796.06	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0				0				0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0				0				0				0	0	620.67	-
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0				0				0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	200			200				0	100			100				0	300	22.66	6,798.48
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece				0				0				0				0	0	3,152.86	-
9	FLASH DRIVE, 16 GB capacity	piece	113	35	10	158	11		18	29	31			31		4		4	222	261.75	58,107.88
10	MOUSE, optical, USB connection type	unit				0				0				0				0	0	140.39	-
	HANDBOOK ON PROCUREMENT																				
1	HANDBOOK (RA 9184), 7th Edition	piece				0				0				0				0	0	48.13	-

	CONSUMABLES																				
1	DRUM CART, BROTHER DR-3455	cart				0				0				0				0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart				0				0				0				0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart	44	2	15	61	5		1	6	3			3				0	70	1,070.78	74,954.88
4	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart	52	2	25	79	8		3	11	5			5				0	95	811.20	77,064.00
6	INK CART, EPSON C13T664100 (T6641), Black	cart	213	52	16	281	33		14	47	59		11	70	2		1	3	401	264.99	106,261.79
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	154	46	16	216	51		14	65	79		11	90	2		1	3	374	264.99	99,107.01
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	154	51	16	221	33		14	47	79		11	90	2		1	3	361	264.99	95,662.11
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	153	31	16	200	51		14	65	58		11	69	2		1	3	337	264.99	89,302.30
10	INK CART, HP C2P04AA (HP62) Black	cart				0				0				0				0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0				0				0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0				0				0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0				0				0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0				0				0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0				0				0	0	0.00	-
19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0				0				0				0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0				0	0	0.00	-
21	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	665.18	-

22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0				0				0				0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0				0				0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0				0				0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0				0				0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0				0				0				0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart			17	17				0				0				0	17	379.64	6,453.91
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart			6	6				0				0				0	6	379.64	2,277.85
43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	380.72	-

44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0				0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0				0	0	0.00	-
49	INK CART, HP L0S51AA (HP955) Cyan Original	cart				0				0				0				0	0	0.00	-
50	INK CART, HP L0S54AA (HP955) Magenta Original	cart				0				0				0				0	0	0.00	-
51	INK CART, HP L0S57AA (HP955) Yellow Original	cart				0				0				0				0	0	0.00	-
52	INK CART, HP L0S60AA (HP955) Black Original	cart				0				0				0				0	0	0.00	-
53	INK CART, HP L0S63AA (HP955XL) Cyan Original	cart				0				0				0				0	0	0.00	-
54	INK CART, HP L0S66AA (HP955XL) Magenta Original	cart				0				0				0				0	0	0.00	-
55	INK CART, HP L0S69AA (HP955XL) Yellow Original	cart				0				0				0				0	0	0.00	-
56	INK CART, HP L0S72AA (HP955XL) Black Original	cart				0				0				0				0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0				0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0				0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0				0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0				0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0				0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0				0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0				0				0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0				0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart	80		38	118				0				0				0	118	79.82	9,418.76

66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	753.88	-
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart				0				0				0				0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0				0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	3,009.01	-
78	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0				0				0				0	0	7,024.99	-

88	TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				0				0				0				0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0				0				0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0				0				0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0				0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart	7			7				0	2			2				0	9	0.00	-
101	TONER CART, HP CF280XC	cart				0				0				0				0	0	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0				0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0				0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0				0				0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0				0				0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0				0				0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0				0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0				0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0				0	0	0.00	-

110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0				0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0				0				0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0				0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0				0				0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0				0				0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0				0				0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0				0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0				0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0				0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0				0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0				0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0				0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0				0				0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0				0				0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0				0				0	0	0.00	-

125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0				0				0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0				0				0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				0				0				0				0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0				0				0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0				0				0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0				0				0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0				0				0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0				0				0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0				0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0				0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,802.30	-

147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0				0				0				0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				0				0				0	0	13,935.33	-
B. OTHER ITEMS NOT AVALABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
COMMON ELECTRICAL SUPPLIES																					
1	BALLAST,for 1-36 watts flourescent lamp, pre-heat, normal power factor	pcs	20			20				0				0				0	20	89.00	1,780.00
2	FLUORESCENT LAMP, tubular, 36 watts	pcs	130			130	30			30				0				0	160	46.00	7,360.00
3	STARTER, Fs 4, 40 watts	pcs		24		24				0				0				0	24	15.90	381.60
4	FUSE, 30 amperes	pcs		12		12				0				0				0	12	28.00	336.00
5	COMPACT FLOURESCENT LIGHT, 18 watts,	pcs	20	22		42	20	12		32				0				0	74	126.00	9,324.00
6	COMPACT FLUORESCENT LAMP, 18 watts	pcs	23			23				0				0				0	23	143.00	3,289.00
7	CIRCUIT BREAKER 20 AMPERES (plug in)	pcs	20			20				0				0				0	20	594.00	11,880.00
8	STAPLE WIRE #1	roll	60			60				0				0				0	60	22.00	1,320.00
9	PINLIGHT BULB 9 watts (plug in type)	pcs	60			60				0				0				0	60	97.00	5,820.00
10	SOLDERING LEAD (for electronic)	roll	5			5				0				0				0	5	350.00	1,750.00
11	SWITCH (concealed type) 3 gang	pcs	50			50				0				0				0	50	158.00	7,900.00
12	CIRCUIT BREAKER 15 AMPERES (plug in)	pcs	15			15				0				0				0	15	594.00	8,910.00
13	SWITCH, KNIFE	pcs	20			20				0				0				0	20	91.00	1,820.00
14						0				0				0				0	0		-
15						0				0				0				0	0		-
16						0				0				0				0	0		-
COMMON OFFICE EQUIPMENT																					
1	CALCULATOR, scientific, 10 digits dot matrix display programmable with case	unit	26	15	3	44		15		15				0				0	59	570.00	33,630.00
2	CALCULATOR, compact, electronic, LCD , desktop, display, 12 digits, two-way power source (solar and cell)	unit	36	12	16	64				0	8			8				0	72	516.00	37,152.00
3	TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit		2	6	8				0				0				0	8	2,712.00	21,696.00
4	CALCULATOR, desktop, heavy duty printing, 12 digits 2-color print/illuminated display, AC power source, canon brand	unit		1		1				0				0				0	1	6,000.00	6,000.00
5						0				0				0				0	0		-

	COMMON OFFICE SUPPLIES																			
1	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	5			5				0				0				0	5	39.00	195.00
2	MAP PIN, round head, 100s/case	case		14	1	15		12		12				0				0	27	76.00	2,052.00
3	COLUMNAR PAD, 16 cols, 50 gsm min.	pad		6		6				0				0				0	6	60.00	360.00
4	PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	107	56	177	340	19	20	5	44	55		13	68				0	452	26.00	11,752.00
5	RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	23	32	35	90	2	15		17	2		3	5				0	112	214.00	23,968.00
6	COLUMNAR NOTEBOOK, 12 columns	pcs	6	36	91	133	16	30	1350	1396				0				0	1529	30.00	45,870.00
7	MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	pcs	25	30		55	20			20	24			24				0	99	114.00	11,286.00
8	MARKING PEN, whiteboard, bullet type, blue	pcs	12	12	4	28	12		4	16	6		4	10	6		4	10	64	31.00	1,984.00
9	CARTOLINA, (green), bristol board, 572mm 724mm, 78gsm (min), 0.11mm (min) thickness, non-bleed and non-blot, 20pcs/pack	pack			2	2				0				0				0	2	144.00	288.00
10	ENVELOPE, documentary (10"x15"), 500s/box	box	1	2		3	1			1	1			1				0	5	900.00	4,500.00
11	LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube	12	24		36				0	24			24				0	60	25.00	1,500.00
12	TAPE, masking, 48mm, 50 meters length	roll	404	70	3	477	80	30		110	36		10	46				0	633	77.00	48,741.00
13	MARKER, permanent, chisel type, blue	pcs		60		60				0	60			60				0	120	31.00	3,720.00
14	CARBON Paper, letter size (8.5x 11 inches)	box	10			10				0				0				0	10	231.00	2,310.00
15	NOTE PAD, (3"x3"), 100 sheets/pad	pad	12	29		41				0				0				0	41	24.00	984.00
16	NOTE PAD, (2"x2"), 400 sheets/pad	pad	24	20	40	84				0			60	60				0	144	53.00	7,632.00
17	SIGN PEN-ENERGEL 0.5mm BALL NEEDLE POINT	pcs	50		6	56	30		6	36			31	31			6	6	129	70.00	9,030.00
18	BATTERY, size AAA,alkaline, 2 pcs/packet	packet	6	29	6	41	6			6	7			7				0	54	79.00	4,266.00
19	PENCIL, lead, w/ eraser, one (1) dozen per box	doz	384	118	90	592	52		10	62	17		12	29	8			8	691	94.00	64,954.00
20	PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream		1		1				0				0				0	1	300.00	300.00
21	RULER, plastic, 12", 300mm	pcs		35	20	55		30		30				0				0	85		-
22	PUSH PIN, flat head type, assorted colors, 100s/case	box	22	23	5	50	32	24	1	57	2		11	13			1	1	121		-
23	MANILA PAPER, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves	sleeve	120	124	125	369				0				0				0	369	30.00	11,070.00
24	COLUMNAR PAD, 14 cols, 50 gsm min.	pad		12		12				0				0				0	12	60.00	720.00
25	STAPLE WIRE, #35, standard, 5000 pcs/box	box	228	82	77	387	37	30		67	26		1	27	5			5	486	38.00	18,468.00
26	PAPER CLIP, gem type, 32mm, 100s/box	box	105	70	21	196	20	60	1	81	35		2	37				0	314	10.00	3,140.00
27	DATA FOLDER, w/ finger ring, (3" x 9" x 15")	pcs	50	12	30	92				0				0				0	92	108.00	9,936.00
28	MARKING PEN, whiteboard, bullet type, red	pcs		6		6				0	6			6	6			6	18	31.00	558.00
29	MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	pcs			12	12				0				0				0	12	114.00	1,368.00
30	PAPER, mimeograph, WhiteWove, 210mm x 297mm (A4), 70 gsm., 480 sheets per ream	ream			10	10				0				0				0	10	129.00	1,290.00
31	DATA FILE BOX, (5"x9"x15-3/4")	box	23	12	27	62			2	2	15			15	2			2	81	114.00	9,234.00
32	RIBBON, nylon, manual typewriter	spool	14			14				0				0				0	14	23.00	322.00

33	CLIP, bulldog, 73mm (3")	pcs				0	12			12				0				0	12	16.00	192.00
34	MARKING PEN, whiteboard, bullet type, black	pcs	22	36	66	124	33		9	42	16		54	70	6		4	10	246	31.00	7,626.00
35	PAPER, bond, Premium Grade, 210mm x 297mm (A4) 70 gsm	ream	300	40	195	535	39		50	89	50		20	70				0	694	192.00	133,248.00
36	NOTE PAD, (3"x4"), 100 sheets/ pad	pad		20		20				0				0				0	20	32.00	640.00
37	GLUE, all purpose, 250 grams minimum	jar	41	47	88	176	17	20	5	42	15		8	23	2			2	243	70.00	17,010.00
38	MARKER, permanent, chisel type, red	pcs		24	10	34				0	24			24				0	58	34.00	1,972.00
39	MARKER, permanent, chisel type, black	pcs	90	60		150	30			30	60			60				0	240	31.00	7,440.00
40	CARBON FILM, polyethylene, 216mm x 330mm, blue 100s/ box	box	2			2				0				0				0	2	726.00	1,452.00
41	NOTE PAD, (2"x3"), 100 sheets/pad	pad	10	34		44		30		30	10			10				0	84	19.00	1,596.00
42	INDEX CARD BOX, 4-3/8"x5-5/8" x4"(3"x5")	pack		2		2				0				0				0	2	228.00	456.00
43	ERASER, rubber, small	pcs	6	32		38				0				0				0	38	3.00	114.00
44	BATTERY, size AA, alkaline, 2 pcs/packet	packet	22	16		38	10			10	10			10				0	58	79.00	4,582.00
45	ILLUSTRATION BOARD, (30"x40"), 2ply	pcs		2		2				0				0				0	2	53.00	106.00
46	PAPER, thermal, 210mmx30, 1/2" core	roll	200			200	21			21				0				0	221	72.00	15,912.00
47	BALLPEN, GEL TYPEBest quality - 0.5 mm, Color: Black	pcs	24	100	4	128	54		4	58	24		34	58	24		4	28	272	28.00	7,616.00
48	PAPER CUTTER, HEAVY DUTY	pcs		5		5				0				0				0	5	1,500.00	7,500.00
49	SIGN PEN, G-TECH 0.4 , blue	pcs		20	68	88				0				0				0	88	70.50	6,204.00
50	CANON LAID PAPER, LONG CREAM	ream	2		1	3	2			2	2			2				0	7	1,000.00	7,000.00
51	FILING TRAY, 4 LAYERS	pcs		10		10				0				0				0	10	330.00	3,300.00
52	WHITE FOLDER, SHORT	pcs	20	200	100	320	30			30	20		100	120	20			20	490	4.00	1,960.00
53	BOND PAPER, 8.5" x 13" (LONG) S. 20	ream	330	171	324	825	85	10	20	115	164		112	276	15			15	1231	500.00	615,500.00
54	BOND PAPER, 8.5" x 11" (SHORT) S. 20	ream	84	175	98	357	84	31	10	125	84		2	86	50			50	618	230.00	142,140.00
55	SIGN PEN, G-TECH #4 black	pcs	194		116	310				0	74		24	98				0	408	50.00	20,400.00
56	NOTEBOOK, STENO, 80 leaves	pcs	1350			1350				0				0				0	1350	25.00	33,750.00
57	Plastic Strainer Tray Size LXW (L-16 W-12)	pcs	50			50				0				0				0	50	250.00	12,500.00
58	CANON 312	cart	2			2				0	2			2				0	4	5,500.00	22,000.00
59	FILING TRAY, 3 LAYERS	pcs	10	3	5	18				0	15			15				0	33	400.00	13,200.00
60	HP 49A	cart	2			2				0	2			2				0	4	2,500.00	10,000.00
61	BALLPEN BLACK ORDINARY@48pcs/box	box	54		3	57			10	10				0				0	67	350.00	23,450.00
62	hand tower	pcs	50			50	50			50				0				0	100	20.00	2,000.00
63	PAPER (Book Paper 8.5x11) short	ream	24		19	43				0				0				0	43	230.00	9,890.00
64	SIGN PEN, BLACK (1 X 12)	box	5	1	6	12	8			8				0				0	20	50.00	1,000.00
65	TRASH CAN *Soft Cover Closing Technology *Stainless Steel Trash Bin *With Plastic black Trash Basket Inside *Tough And Design for Long Use *Product Dimension:LxWxH (21cmx21cmx28cm)	pcs	20			20	20			20				0				0	40	1,000.00	40,000.00
66	PERMANENT PILOT PEN, FINEColor: Black and Blue	pcs		90	3	93	16			16			4	4				0	113	70.00	7,910.00
67	STEEL RULER, 24"	pcs	4	9		13				0				0				0	13	150.00	1,950.00
68	TONER CARTRIDGE, HP C4096A black	cart		10		10				0	10			10				0	20	5,400.00	108,000.00
69	Paper, (Book Paper/Sub. 20) Long 8.5" x 13"Cactus substance 20	ream	50			50	10			10				0				0	60	250.00	15,000.00
70	EXPANDED FOLDER, LONG	pcs	120	110		230	10			10	10			10	5			5	255	70.00	17,850.00
71	SIGNPEN (black), preferably G-tec C4 0.4mm	pcs	24			24				0				0				0	24	80.00	1,920.00
72	PAPER (bond paper/sub 20) A4	ream	326	87	102	515	57			57	285		30	315	30			30	917	198.00	181,566.00
73	LAID PAPER, SHORT	ream			3	3				0				0				0	3	190.00	570.00

74	BROWN ENVELOP, SHORT	pcs		200	500	700		100		100				0				0	800	2.00	1,600.00
75	AIR FRESHENER(SCENTED GEL)"Hanging"	pcs	52		24	76	6			6	6			6				0	88	242.00	21,296.00
76	CORRECTION FLUID, water based, white opaque, no obnoxious odor, min 15ml. per bottle					0				0				0				0	0		-
77	STAPLER, with remover, medium size, #35, heavy duty	pcs	26	17	1	44	2			2				0				0	46	450.00	20,700.00
78	CANON LAID PAPER, SHORT CREAM	ream	2			2	2			2	2			2				0	6	1,000.00	6,000.00
79	BOND PAPER, 8.5" x 11" (SHORT) S. 20Cactus Substance 20	ream				0	10			10				0				0	10	200.00	2,000.00
80	DOUBLE CLIP, 2"	box		5		5				0				0				0	5	250.00	1,250.00
81	CANON LAID PAPER, LONGColor : Light green	ream		1		1				0				0				0	1	550.00	550.00
82	Toner Cartidge HP CB436A, BLACK	cart	8			8				0				0				0	8	3,630.00	29,040.00
83	BINDER, 3 ring, A4, 1.5 inch D-type, with insert clear-view pocket on front, back and spine for label	pcs			30	30				0				0				0	30	250.00	7,500.00
84	SIGN PEN, G-TECH,0.4 , red	pcs			20	20				0				0				0	20	50.00	1,000.00
85	DOUBLE CLIP, 1"	box		5		5				0				0				0	5	200.00	1,000.00
86	CIRCUIT BREAKER, 30 amperes, ac 30 amperes, ac 460v 5ka, ac 220v 10ka, 3 phase	pcs	10			10				0				0				0	10	540.00	5,400.00
87	PLASTIN STRAINER TRAY RECTANGULAR SIZE LXW (L-17 W-14)	pcs	50			50				0				0				0	50	300.00	15,000.00
88	TONER CARTRIDGE, kyocera task TK-4109 toner	cart		5		5				0	5			5				0	10	3,500.00	35,000.00
89	CANON LAID PAPER, LONG	ream	95	20		115	50			50	60			60				0	225	200.00	45,000.00
90	BALLPEN BLUE ORDINARY	box	749	259	103	1111	134	125	1387	1646	84		52	136	75			75	2968	385.00	1,142,680.00
91	HIGHLIGHTER PEN assrtd color	pcs	17	10	3	30	20		3	23	17		3	20			3	3	76	55.00	4,180.00
92	PAPER (Book Paper 8.5x11) short- cactus	ream	50			50				0				0				0	50	180.00	9,000.00
93	Folder, expanding w/ tab long- green	pcs	326	30	55	411				0	100		40	140				0	551	18.00	9,918.00
94	CARBONLESS Computer Continuous Paper 3 ply 13" x 91/2"1000 sheets/box	box			20	20				0				0				0	20	1,500.00	30,000.00
95	STEEL RULER, 12"	pcs	5			5				0				0				0	5	150.00	750.00
96	CANON LAID PAPER, SHORT COLOR : Ecro, beige, light green	ream		8		8				0				0				0	8	500.00	4,000.00
97	BALLPEN, GEL TYPEBest quality - 0.5 mm, Color: Blue	pcs		50		50				0				0				0	50	30.00	1,500.00
98	YARN cotton ROLL (katsha type) 2kilo	pcs	10			10	10			10				0				0	20	750.00	15,000.00
99	DOUBLE CLIP, 1/2"	box		5		5				0				0				0	5	200.00	1,000.00
100	CANON LAID PAPER, LONG , MINT GREEN	ream				0	3			3				0				0	3	1,500.00	4,500.00
101						0				0				0				0	0		-
102						0				0				0				0	0		-
103						0				0				0				0	0		-
104						0				0				0				0	0		-
105						0				0				0				0	0		-
106						0				0				0				0	0		-
	COMMON JANITORIAL SUPPLIES																				
1	DETERGENT BAR, minimum 392 grams net mass, four (4) pieces per bar	bar	202	212	3	417	200	250	3	453			13	13				0	883	31.00	27,373.00
2	BATHROOM SOAP, 90gms.	pcs	180	37	21	238	180	25		205	6			6				0	449	70.00	31,430.00
3	FLOOR WAX, paste, natural, 2kgs.	can	12	24	8	44		20		20				0				0	64	474.00	30,336.00
4	RAG, COTTON, (7") in diameter, assorted colors	kilo	9		2	11	24		2	26			2	2				0	39	114.00	4,446.00
5	DETERGENT POWDER, all purpose, 500 grams	pouch	63	108	14	185	74	90	4	168			14	14			4	4	371	66.00	24,486.00

6	TOILET DEODORANT CAKE, deoderizer/moth proofer 50gms, 3 pcs/pack	box	60	10	25	95	30			30				0				0	125	108.00	13,500.00
7	INSECTICIDE, 500mL/can	can	144	34	9	187	120		1	121			9	9				0	317	395.00	125,215.00
8	TRASHBAG, plastic, black, (xl) 10 pcs per pack per roll	roll	303		2	305	100		2	102			12	12				0	419	48.00	20,112.00
9	SCOURING PAD, economy size	pack	50	16		66	50	5		55				0				0	121	174.00	21,054.00
10	MOPHANDLE, screw type, wooden handle	pack	6	12		18				0				0				0	18	114.00	2,052.00
11						0				0				0				0	0		-
12						0				0				0				0	0		-
13						0				0				0				0	0		-
14						0				0				0				0	0		-
	CONSUMABLES																				
1	INK CARTRIDGE, HP PART NO. (HP 704) CN692AA, black, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a)	Cart	30	35		65	10		30	40				0				0	105	503.00	52,815.00
2	INK CARTRIDGE, HP CD888AA (HP 703), tricolor deskjet, for HP Deskjet D730, HP F735 AIO	Cart	10			10				0	10			10				0	20	492.00	9,840.00
3	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		12		12				0				0				0	12	2,400.00	28,800.00
4	TONER CARTRIDGE, Samsung MLTD101S	cart		15		15				0				0				0	15	4,717.00	70,755.00
5	TONER CARTRIDGE, Samsung ML-2950 ND MLT-D103L,Black	cart	5			5			3	3				0				0	8	5,100.00	40,800.00
6	INK CARTRIDGE, HP CN693AA (HP 704), tricolor, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart		32		32	10	30		40				0				0	72	503.00	36,216.00
7	INK CARTRIDGE, HP CC640WA (HP 60), 4ml, black, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart	10			10				0	10			10				0	20	984.00	19,680.00
8	TONER CARTRIDGE, HP CE285A, black, for HP LaserJet P1102, P1102w, printer	cart	14	48	1	63	3		2	5	13		1	14				0	82	4,093.00	335,626.00
9	INK CARTRIDGE, HP C8767WA (HP 96), black, 21ml, for HP Deskjet 5740/6540/, HP Photosmart 8450/2710, HP Officejet 7210/7410 AIO	cart		12		12				0				0				0	12	2,136.00	25,632.00
10	TONER CARTRIDGE, HP CB435A (#35A), black, original, black, for HP Laserjet 1005/1006 Printer Series	cart			7	7				0			7	7				0	14	4,112.00	57,568.00
11	TONER, HP LASERJET MII32 MPP	Cart			3	3				0				0				0	3	3,000.00	9,000.00
12	INK CARTRIDGE Canon PGI, 35 black	cart	10			10				0	10			10				0	20	1,350.00	27,000.00
13	BOTTLE INK, CISS ink compatibility complete color (cyan, magenta, yellow and black), 100mL per bottle, ink Precision Technology feature or finest high-quality ink or equivalent	set				0			5	5				0				0	5	1,200.00	6,000.00
14						0				0				0				0	0		-
15						0				0				0				0	0		-
16						0				0				0				0	0		-

17						0				0				0				0	0		-
18						0				0				0				0	0		-
19						0				0				0				0	0		-
20						0				0				0				0	0		-
21						0				0				0				0	0		-
22						0				0				0				0	0		-
23						0				0				0				0	0		-
24						0				0				0				0	0		-
25						0				0				0				0	0		-
26						0				0				0				0	0		-
27						0				0				0				0	0		-
28						0				0				0				0	0		-
29						0				0				0				0	0		-
30						0				0				0				0	0		-
Office Equipment and Accessories																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		
Office Supplies																					
1	HP GT52 (MOH 56AA), Yellow	btl	10			10				0				0				0	10	400.00	4,000.00
2	STICKY NOTES, 1.5x3 in pack	pack		36		36				0	30			30				0	66	82.00	5,412.00
3	DOUBLE ADHESIVE TAPE, #1, foam type, 5 mtrs	roll	14	32	30	76	18			18	6		10	16				0	110	95.00	10,450.00
4	BATTERY RECHARGEABLE NIMH AAA	pcs	15	75	4	94	3	75		78				0				0	172	288.00	49,536.00
5	STICKY NOTES, 1 inch x1.5inch (25, 4mm x 38, 1mm	pack	2	10	12	24				0	10			10				0	34	244.00	8,296.00
6	HP GT52 (MOH 56AA), Cyan	btl	10			10				0				0				0	10	400.00	4,000.00
7	FOLDER, plain, white, legal size	pcs	3890	420	1991	6301	280		50	330	310	100	130	540	100			100	7271	5.00	36,355.00
8	FOLDER, long, green	pcs	825	74	150	1049	136		50	186	25		100	125				0	1360	20.00	27,200.00
9	STICKER PAPER, neon 20 pcs/pack 8.5"x11"	pack		30		30		20	5	25				0				0	55	104.00	5,720.00
10	NOTEBOOK, executive	pcs		6	20	26	24			24				0				0	50	118.00	5,900.00
11	BALLPEN, red, good quality	pcs	36	48	80	164	4			4	72			72	20			20	260	19.00	4,940.00
12	DATA FILE BOX (XL), without cover	pcs	10	5	26	41	7			7				0				0	48	195.00	9,360.00
13	PHOTO PAPER	pack	30			30	80			80	50			50	50			50	210	140.00	29,400.00
14	STEEL TAPE, 8 meters (heavy duty), 7.5 meters	pcs		1		1				0				0				0	1	1,020.00	1,020.00
15	CLIPBOARD, big size, durable clip	pcs	12			12				0				0				0	12	94.00	1,128.00
16	CUSTOMIZED NOTEBOOK/PLANNER, 100 leaves, board cover, ring-bound, best quality paper	pcs		5	45	50				0				0				0	50	500.00	25,000.00
17	GLUE STICK, standard	stk	90	104	90	284	100	100		200				0				0	484	4.00	1,936.00
18	BOND PAPER (USM), legal size	ream	582		98	680	16			16				0				0	696	345.00	240,120.00
19	REIMBUREMENT EXPENSE RECEIPT (RER)	pad	10			10	5			5				0	5			5	20	25.00	500.00
20	COTTON, big, 400g	roll	12	20	31	63	132	20		152				0				0	215	216.00	46,440.00

21	GLOSSY PHOTOPAPER, A4 size, 50 pcs per pack	pack	10	166	20	196				0	155			155				0	351	222.00	77,922.00
22	LAID PAPER, legal size, 20 sheets per pack	pack		5		5				0	5			5				0	10	43.00	430.00
23	DUCT TAPE, white/clear, 2"	roll	15	20	30	65	10			10				0				0	75	95.00	7,125.00
24	SCISSOR, size 8", heavy duty, stainless blades for a sharp edge	pcs	3	5		8				0				0				0	8	100.00	800.00
25	ILLUSTRATION BOARD, 20x30"	pcs				0				0	40			40				0	40	191.00	7,640.00
26	PAPER FASTENER, plastic, 8"	box	70	30	42	142				0	49			49				0	191	146.00	27,886.00
27	Laid (special) Paper, 8.5x13 (short) Light Blue Color	ream		5		5				0	5			5				0	10	60.00	600.00
28	ID JACKET, 3" x 4", with string	pcs	1350	60	930	2340			1650	1650				0				0	3990	11.00	43,890.00
29	PAPER CUTTER,18"x15" inch, metal, heavy duty, anti-slip for easy cutting, ergonomic handle for comfort cutting, adjustable paper guide	unit	1			1				0				0				0	1	2,000.00	2,000.00
30	PAGE MARKER, 671-4AU 4 colors 3/ 4 x 2 in, 50 sheets/pad, 4 pads/pack	pack			6	6				0				0				0	6	214.00	1,284.00
31	MARKER PEN, permanent, broad, black	pcs	69	15	224	308	41			41	10			10				0	359	43.00	15,437.00
32	BOOK PAPER, ansi B white A4 size sub-20	ream	24	70	21	115				0	20			20				0	135	198.00	26,730.00
33	ENVELOPE, plastic, accordion style	pcs	26			26				0				0				0	26	151.00	3,926.00
34	FOLDER, plastic w/ slider, long size	pcs	430	200	122	752	112			112	100		102	202				0	1066	7.00	7,462.00
35	DESK ORGANIZER, four layered multicolored	pcs		1		1				0				0				0	1	1,500.00	1,500.00
36	STICKY NOTES, 1.5x2 in Pack	pack		38		38				0	30		15	45				0	83	82.00	6,806.00
37	HP GT52 (MOH 55AA), Magenta	btl	10			10				0				0				0	10	400.00	4,000.00
38	RUBBER BAND, small, 200 grms	box	15	75		90	1	75		76				0				0	166	94.00	15,604.00
39	HP GT51 (MOH 57AA), Black	btl	10			10				0				0				0	10	400.00	4,000.00
40	FOLDER, morocco/fancy, legal size, 50s/pack	pack	8	5		13			2	2			2	2				0	17	540.00	9,180.00
41	STICKY NOTES, 0.47 inches x 1.7 inches (11, 9mm x 43, 2mm)	pack	1	4	2	7				0	1			1				0	8	244.00	1,952.00
42	CERTIFICATE HOLDER, A4 size, hard bound	pcs		16	317	333		12	1475	1487				0				0	1820	49.00	89,180.00
43	RUBBER BAND, #18, approximately 445gms/box	box	104	3	1	108	3			3	1			1				0	112	275.00	30,800.00
44	BALLPEN, violet, good quality	pcs	100	48		148	63			63	48			48				0	259	19.00	4,921.00
45	PLASTIC ENVELOPE, with handle, transparent, legal size	pcs	40	65	148	253	50	20	24	94	50		30	80				0	427	78.00	33,306.00
46	TAPE, packaging, 3", 100 yards	roll	30	54	1	85	46		1	47	43		1	44				0	176	74.00	13,024.00
47	STICKER PAPER, 8.5" x 11", white, 20 sheets per pack	pack	6	5		11	10			10				0				0	21	84.00	1,764.00
48	NOTEBOOK, best quality, 60 leaves	pcs	20	12	758	790				0	20			20				0	810	45.00	36,450.00
49	BALLPEN, green, good quality	pcs	50	66		116				0	68			68	20			20	204	19.00	3,876.00
50	PHILIPPINE NATIONAL FLAG, Type I, 1828mm x 914.4mm, 100% cotton	pcs		4	18	22	2			2				0				0	24	377.00	9,048.00
51	GLUE, instant, 3 grams	pcs	90	22		112			7	7				0				0	119	58.00	6,902.00
52	BALLPEN, black, good quality	pcs	1464	613	1651	3728	444	125	162	731	393	82	75	550			12	12	5021	19.00	95,399.00
53						0				0				0				0	0		-
54						0				0				0				0	0		-
55						0				0				0				0	0		-
56						0				0				0				0	0		-
57						0				0				0				0	0		-
58						0				0				0				0	0		-
59						0				0				0				0	0		-
60						0				0				0				0	0		-
61						0				0				0				0	0		-
62						0				0				0				0	0		-
63						0				0				0				0	0		-

Audio and visual presentation and composing equipment																				
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Photographic or filming or video equipment																				
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-

	Cleaning Equipment and Supplies																				
1	MOPHANDLE, plastic type	pcs		6	5	11				0			1	1				0	12	306.00	3,672.00
2	FEATHE DUSTER	pcs	33	18	12	63	50	12	2	64			2	2				0	129	26.00	3,354.00
3	MOSQUITO KILLER, spray 300ml	btl	19	16		35		10		10			10	10				0	55	187.00	10,285.00
4	DOORMAT, rubber, standard size	pcs	42	61	14	117	20	15	4	39			2	2				0	158	165.00	26,070.00
5	DISHWASHING LIQUID ANTI-BACTEIAL, 500ml / BTL. NON ANTIBAC	btl				0	6			6				0				0	6	82.00	492.00
6	CLOROX, disinfectant, 500ml	btl	54	56	3	113		50		50				0				0	163	62.00	10,106.00
7	SOAP, hand, liquid, 500ml	btl		24	30	54		18		18				0				0	72	169.00	12,168.00
8	TRASH BAG,plastic, black, size-medium (21 in 23 in 10pcs/packs	Pack	34		7	41				0				0				0	41	75.00	3,075.00
9	MURIATIC ACID, 1 liter per bottle	btl		12	20	32		12		12				0				0	44	50.00	2,200.00
10	GLASS CLEANER, 1000ml	Can	62	41	1	104	50	13	1	64			11	11			1	1	180	110.00	19,800.00
11	DISHWASHING LIQUID ANTI-BACTEIAL, 500ml / BTL. NON ANTIBAC	btl	242	18	180	440	250		2	252	12		7	19	2		2	4	715	82.00	58,630.00
12	FLOOR RUG	pcs	12	6	10	28				0				0				0	28	66.00	1,848.00
13	TOILET BRUSH, with handle	pcs	35	12	13	60	30	6		36			10	10				0	106	36.00	3,816.00
14	FLOOR BRUSH, with handle	pcs	10	18	4	32	10	6		16				0				0	48	114.00	5,472.00
15						0				0				0				0	0		-
16						0				0				0				0	0		-
17						0				0				0				0	0		-
18						0				0				0				0	0		-
19						0				0				0				0	0		-
20						0				0				0				0	0		-
	Paper Materials and Products																				
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
	Lighting and fixtures and accessories																				
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-

	Electrical equipment and components and supplies																				
1	RUGBY GLUE, adhesive, all purpose, 300ml	btl	15	84		99		80		80			10	10				0	189	79.00	14,931.00
2	MALE PLUG, rubber, heavy duty	pcs		15	8	23				0				0				0	23	55.00	1,265.00
3	LED BULB, wecl-7w/e27, white	pcs		10		10				0				0				0	10	190.00	1,900.00
4	FLOURESCENT TUBE, 18 watts	pcs			4	4				0				0				0	4	77.00	308.00
5	OUTLET (flash type), 36 arc surface	pcs			2	2				0				0				0	2	726.00	1,452.00
6	LED BULB, wecl-9w/e27, white	pcs		9	22	31	5			5				0				0	36	254.00	9,144.00
7	LED BULB, lgu-5wa/gu10, white	pcs		19		19				0				0				0	19	292.00	5,548.00
8	FLOURESCENT TUBE, 36 watts	pcs		10		10				0				0				0	10	90.00	900.00
9						0				0				0				0	0		-
10						0				0				0				0	0		-
	Computer Supplies																				
1	COMPUTER CONTINUOUS FORM 3ply, 11"x14-7/8", 500 sets/ box	box	29			29				0				0				0	29	1,716.00	49,764.00
2	COMPUTER CONTINUOUS FORMS, 2 ply, 11"x9-1/2", plain, 1000 sets per box	box			3	3				0				0				0	3	1,368.00	4,104.00
3	INK CARTRIDGE EPSON L360, Yellow - Bottle	cart		20		20				0	20			20				0	40	400.00	16,000.00
4	INK CARTRIDGE EPSON L360, Cyan - Bottle	cart		20		20				0	20			20				0	40	400.00	16,000.00
5	INK CARTRIDGE EPSON L360, Black - Bottle	cart		20		20				0	20			20				0	40	400.00	16,000.00
6	INK CARTRIDGE EPSON L360, Magenta - Bottle	cart		10		10				0				0				0	10	296.00	2,960.00
7	FLASH DRIVE, 32gb, USB 2.0 plug and play	pcs	8	39	12	59	16	6		22	35			35				0	116	2,059.00	238,844.00
8	INK CARTRIDGE ESPSON L210, bottle ink black	cart	50	36		86				0				0				0	86	176.00	15,136.00
9	CISS INK CARTRIDGE, for epson L110 black	cart				0			6	6				0				0	6	354.00	2,124.00
10	POWER BANK, 10,000 mAh	pcs		16	2	18		4		4				0				0	22	3,600.00	79,200.00
11	Mini-DVD RW 10pcs per pack	pcs	85			85	100			100	38			38				0	223	400.00	89,200.00
12	TONER CARTRIDGE, HP laserjet (#85A) for p1002/p1102 CA285A	cart	17			17				0				0				0	17	4,290.00	72,930.00
13	RJ45 CONNECTOR for networking	pcs	200			200				0				0				0	200	10.00	2,000.00
14	USB HUB, minimum of 4 usb ports	pcs	8	32	9	49		6		6	15			15				0	70	594.00	41,580.00
15	RIBBON, for Epson FX 2175 S015584	cart			2	2				0				0				0	2	468.00	936.00
16	INK CARTRIDGE, HP 680 Black Original Ink Advantage Cartridge (F6V27AA)	cart	10			10				0				0				0	10	462.00	4,620.00
17	INK CARTRIDGE, Epson L210, bottle ink Yellow	cart		20		20				0				0				0	20	176.00	3,520.00
18	COMPUTER AVR, 500 watts	unit	2	13		15		2		2				0				0	17	528.00	8,976.00
19	INK CARTRIDGE, Epson L210, bottle ink Cyan	cart	20	20		40				0				0				0	40	176.00	7,040.00
20	INK CARTRIDGE, canon CLI-36 color	cart	10			10				0	10			10				0	20	1,313.00	26,260.00
21	USB AC ADAPTER	pcs		3		3				0				0				0	3	780.00	2,340.00
22	COMPUTER KEYBOARD, usb	pcs	5	3	3	11				0				0				0	11	515.00	5,665.00
23	INK CARTRIDGE, Epson L210, bottle ink Magenta	cart		20		20				0				0				0	20	176.00	3,520.00
24						0				0				0				0	0		-
25						0				0				0				0	0		-
26						0				0				0				0	0		-

	Computer Equipment and Accessories																				-
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
	*Other Categories																				-
1	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	pcs	5	15	11	31	5	3		8	6			6				0	45	5,015.00	225,675.00
2	PAPER, multicopy, legal size, for laser printing	ream		12	30	42				0				0				0	42	2,014.00	84,588.00
3	PAPER, mimeograph, Whitewove, Legal Size	ream			10	10				0				0				0	10	192.00	1,920.00
4	PAPER, bond, Premium Grade, Legal Size	ream	25	115	114	254	63	20	50	133				0				0	387	204.00	78,948.00
5	TONER CARTRIDGE, for canon LBP2900 monochrome laser printer Q2612A/CN303 (exclusive inke gse corp)	cart	4			4	2			2				0				0	6	1,600.00	9,600.00
6	TONER CARTRIDGE, FUJI XEROX (Docu Center S2011/S2320/S2520	cart	6			6				0	1			1				0	7	3,900.00	27,300.00
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-

C. TOTAL (A + B):		8,181,714.19
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		818,171.42
E. GRAND TOTAL (C + D)		8,999,885.61
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		
G. MONTHLY CASH REQUIREMENTS		

G.1 Available at Procurement Service Stores		942469		237048		152414		5771.88		1,337,702.59
G.2 Other Items not available at PS but regulary purchased from other sources		4378387		1555730		842850		67045		6,844,011.60
TOTAL MONTHLY CASH REQUIREMENTS		5320855		1792778		995264		72816.9		8,181,714.19

**Other categories that are not indicated herein*

***Prices are FOB Manila/Applicable for items under A.*

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

Prepared by:

MA. JULIANA A. TORIBIO
Property/Supply Officer

Date: 11-07-17

Certified Allotment Available / Certified Appropriate Allotment Available:

FE B. FABIAN
Accountant / Local Budget Officer

Approved by:

CONSTANCIO G. ALAMA
Head of Office/Agency