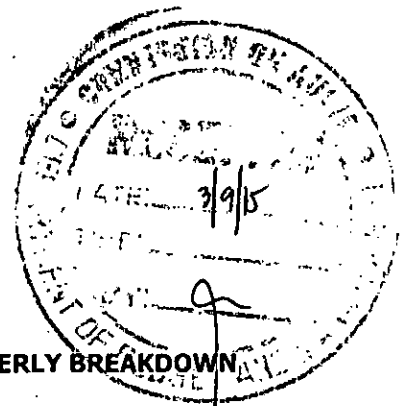


ANNUAL PROCUREMENT PROGRAM FOR 2015
For Common-Use Supplies and Equipment

Department: Department of Budget and Management
Region : X
Address: Zone 1 National Highway, Bulua,
Cagayan de Oro City



QUARTERLY BREAKDOWN

Item & Specifications	UNIT	1ST	2ND	3RD	4TH	TOTAL
COMMON OFFICE SUPPLIES						
BALLPEN, Blue	pc	38	37	35	37	147
BALLPEN, Black	pc	38	37	35	37	147
BALLPEN, Red	pc	3	0	0	0	3
Bulb, Encandescent, 18watts	pc	15	10	17	10	52
Battery, AA	pck	10	10	10	10	40
Clips, Backfold, 25mm, 12s/box, 1"	box	16	0	0	0	16
Clips, Backfold, 50mm, 12s/box, 2"	box	0	0	0	2	2
Correction Tape	pc	18	14	14	14	60
DATA FILE BOX	pc	182	10	12	10	214
ERASER, Rubber	pc	11	0	0	0	11
ENVELOPE, Expanding " Long Size "	pc	86	10	86	10	192
ENVELOPE, Brown, " Legal Size "	pc	85	55	87	55	282
ENVELOPE, Brown, " A4 Size "	pc	50	40	50	40	180
ENVELOPE, Mailing, White	box	2	0	0	0	2
ENVELOPE, Mailing, Window	box	1	0	0	0	1
FOLDER, Legal Size	pc	60	10	60	10	140
FOLDER, A4 Size	pc	10	10	19	35	74
FOLDER, Green w/ Tab	pc	195	70	125	70	460
FOLDER, Pressboard, Legal	pc	20	0	0	0	20
Glue	bot	8	0	0	0	8
INDEX CARD, 100s	pck	0	1	0	0	1
MARKING PEN, WB, Blue Color	pc	2	2	2	2	8
MARKING PEN, WB, Black Color	pc	2	2	2	2	8
MARKING PEN, WB, Red Color	pc	2	3	2	2	9
MARKING PEN, Blue Color	pc	10	2	5	2	19
MARKING PEN, Black Color	pc	9	2	5	2	18
MARKING PEN, Red Color	pc	7	2	2	2	13
MARKER, Highlighter	pc	11	7	4	162	184
MDS CHECKBOOKLET	stub	1	1	1	1	4
Toner for Kyocera Copier KM-1620	bot	2	2	2	2	8
TONER for konica Minolta Pagepro PP9100	tube	1	0	1	0	2
TONER for Kyocera FS-6970DN	bot	2	2	2	2	8
NOTEBOOK, Steno, 40 Leaves	pc	17	3	11	3	34
Note Pad (Stick Notes) 3 x 3	pad	0	0	2	0	2
Note Pad (Stick Notes) 2 x 2	pad	0	0	0	150	150
PAPER, Clips, Regular Size	box	5	3	3	3	14
PAPER, Clips, Big Size	box	3	3	3	3	12
PAPER FASTENER, Plastic	box	10	4	13	5	32
PAPER, Bond, A4 Size	rms	111	111	109	111	442
PAPER, Bond, Legal Size	rms	13	13	14	14	54

PAPER, Mimeo, A4 Size	rms	5	5	5	5	20
PAPER, Onion Skin, A4 Size	rms	1	0	0	0	1
PAPER, White Ruled Pad	pad	12	0	12	0	24
PAPER, Thermal, 210mm	roll	19	0	14	0	33
PAPER, Letterhead, A4 size	rm	9	4	5	2	20
PENCIL, Mechanical Lead	tube	10	5	8	5	28
PENCIL, w/ eraser	doz	1	0	1	0	2
PUNCHER	pc	1	0	0	0	1
RECORD BOOK, 300pgs	pc	6	2	2	2	12
RECORD BOOK, 500pgs	pc	10	0	10	0	20
RIBBON, Typewriter	spool	1	0	1	0	2
SIGNPEN, Blue, 0.5	pc	20	20	16	65	121
SIGNPEN, Black, 0.5	pc	18	18	16	63	115
SIGNPEN, Red, 0.5	pc	5	0	5	45	55
STAMP PAD INK, 50ml	bot	4	3	3	3	13
STAPLEWIRE #35	box	4	2	3	2	11
STAPLEWIRE #10	box	12	2	11	2	27
SCISSOR	pair	1	0	0	0	1
STAPLER	pc	1	0	0	0	1
TAPE, Masking, 1"	roll	8	0	0	0	8
TAPE, Masking, 2"	Roll	10	6	6	6	28
TAPE, Transparent 1"	Roll	16	12	20	12	60
TAPE, Packaging, 2"	Roll	13	12	12	12	49
CUTTER, Small	pc	2	0	0	0	2
CUTTER, Big	pc	2	0	0	0	2
CUTTER BLADE	pc	1	1	1	1	4

COMMON JANITORIAL SUPPLIES

AIRFRESHNER, gep type, 70g	can	50	50	50	50	200
AIRFRESHNER, Aerosol Type, 330ml	can	2	2	2	2	8
DETERGENT POWDER, 500g	each	9	9	9	9	36
DETERGENT BAR	each	6	6	6	6	24
DISINFECTANT SPRAY, 500ml	can	6	6	6	6	24
DISWASHING PASTE, 500g	can	6	6	6	6	24
INSECTICIDE, 600ml	can	6	6	6	6	24
FLOORWAX, Traffic Grade, Natural Color	gal	12	12	12	12	48
FLOOR STRIPPER, Step Off	gal	3	3	3	3	12
FURNITURE CLEANER, 330ml	can	12	12	12	12	48
GLASS CLEANER, 500ml	bot	6	6	6	6	24
MOPHEAD, Cotton	pc	2	2	2	2	8
MOPHANDLE	pc	4	0	4	0	8
POLISHING POD, 16"	pc	3	3	3	3	12
RAGS	kl	2	2	2	2	8
SCOURING PAD w/ SPONGE	pc	3	3	3	3	12
STRIPPING POD, 16"	pc	3	3	3	3	12
TOILET TISSUE, 2 Ply, 12s	pack	66	66	67	66	265
TOILET BOWL & URINAL CLEANER	lit	18	18	18	18	72
TOILET DEODORANT CAKE	pc	1	1	6	1	9
TRASHBAG	pack	15	15	15	15	60
LIQUID HAND SOAP	gal	0	1	0	1	2

COMMON COMPUTER SUPPLIES

DISKETTE, 3.25"	box	3	2	3	2	10
CD, Blank	pcs	8	0	10	0	18
DVD-RW	pcs	16	13	16	13	58
COMP. CONT. FORMS, 9 1/2 X 11, 1 Ply	box	12	8	3	8	31
COMP. CONT. FORMS, 9 1/2 X 11, 2 Ply	piece	5	3	10	3	21
COMP. CONT. FORMS, 9 1/2 X 11, 3 Ply	box	4	3	16	3	26
COMP. CONT. FORMS, 11 X 14 7/8 2 Ply	box	2	0	0	0	2
COMP. CONT. FORMS, 11 X 14 7/8 3 Ply	box	1	0	8	0	9
COMP. RIBBON, #SO15086 LQ2170/2180	pc	20	20	20	20	80
COMP. RIBBON, LQ-300+II	pc	10	10	10	10	40
HP Deskjet Ink#, D2660, 60L, Colored	pc	3	3	3	3	12
HP Deskjet Ink#, D2660, Black	pc	3	3	3	3	12
USB, 8GB	pc	1	1	1	46	49
Canon 98 Color	pc	1	1	1	1	4
Canon 88 Black	pc	1	1	1	1	4
Ink, CISS Refill	bot	4	0	4	0	8
Toner, Brother HL 5450DN	pc	3	4	4	4	15

MEDICINE:

Alcohol, 500ml	bot	20	1	20	1	42
Analgesic, 500mg	tab	30	30	30	30	120
Paracetamol, 500mg	tab	30	30	30	30	120
Band Aide	box	1	0	1	0	2
Betadine	bot	1	1	1	1	4
Cotton	pack	1	1	1	1	4
Decongestant, 500mg	tab	20	20	20	20	80
Loperamide	tab	15	15	15	15	60
Efficascent Oil	bot	1	1	1	1	4
Antacid	tab	20	20	20	20	80
Gauze Roll	roll	1	1	1	1	4
Antibacterial Ointment	tube	1	0	1	0	2