

**ANNUAL PROCUREMENT PLAN FOR 2016
For Common-Use Supplies and Equipment**

Department/Bureau/Office: DEPARTMENT OF BUDGET AND MANAGEMENT
Region: VI
Address: 251-A GEN. HUGHES ST., ILOILO CITY

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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	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, size AA, alkaline, 2 pieces per blister pack	pack	4	2	2	8	2	2	2	6	2	2	2	6	2	2	2	6	26	18.00	467.92		
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	44		14	58			44	44			14	14		14		14	130	15.51	2,016.11		
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	80.26	-		
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	120.12	-		
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0				0				0				0	0	43.58	-		
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0				0	0	106.91	-		
7 TAPE, electrical	roll				0				0				0				0	0	19.11	-		
COMMON OFFICE SUPPLIES																						
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0				0	0	655.20	-		
2 AIR FRESHENER, 280ml/can	can	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	85.18	5,110.56		
3 ALCOHOL, 70%, ethyl, 500ml	bottle	22		22	44		22		22	22		22	44		22		22	132	45.30	5,979.20		
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0	234.78	-		
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0				0				0				0	0	266.62	-		
6 CARTOLINA, assorted color, 20 pieces per pack	pack	2			2				0	3			3				0	5	74.03	370.13		
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0				0	0	27.15	-		
8 CLEARBOOK, A4 size	piece				0				0				0				0	0	39.31	-		
9 CLEARBOOK, Legal size	piece				0				0				0				0	0	43.68	-		
10 CLIP, backfold, 19mm, 12 pieces per box	box				0				0				0				0	0	7.64	-		
11 CLIP, backfold, 25mm, 12 pieces per box	box				0				0				0				0	0	17.47	-		
12 CLIP, backfold, 32mm, 12 pieces per box	box				0				0				0				0	0	21.71	-		
13 CLIP, backfold, 50mm, 12 pieces per box	box				0				0				0				0	0	45.86	-		
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	18		6	24		6		6	14		6	20		6		6	56	43.13	2,415.50		
15 DATA FILE BOX, made with chipboard, with closed ends	box				0				0				0				0	0	73.22	-		
16 DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0				0	0	80.80	-		
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0				0				0				0	0	423.70	-		
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				0				0				0				0	0	532.77	-		
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0				0				0				0	0	652.80	-		
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0				0	0	36.78	-		
21 ENVELOPE, MAILING, 500 pieces per box	box				0				0				0				0	0	146.33	-		

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22 ENVELOPE, MAILING, with window, 500 pieces per box	box	1		1	2		1		1	1		1	2		1		1	6	205.13	1,230.77
23 ERASER, felt, for blackboard/whiteboard	piece				0				0				0					0	10.57	-
24 ERASER, plastic or rubber	piece	9			9			1	1			1	1				0	11	2.27	24.95
25 FASTENER, for paper, metal, 50 sets per box	box				0				0				0					0	59.94	-
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0					0	87.01	-
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0					0	13.10	-
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0					0	17.47	-
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0					0	245.70	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0					0	305.76	-
31 FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0					0	174.72	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0					0	191.10	-
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				0				0				0					0	982.68	-
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0				0					0	260.99	-
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	3			3				0				0					3	314.98	944.94
36 GLUE, all purpose, 300 grams min.	jar				0				0				0					0	51.32	-
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	41	1	1	43	1	1	1	3	1	1	1	3	1	1	1	3	52	53.38	2,775.86
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0					0	566.75	-
39 MAGAZINE FILE BOX, LARGE	piece				0				0				0					0	46.03	-
40 MARKER, fluorescent, 3 colors per set	set	13			13	5		3	8	10			10	5			5	36	37.33	1,343.79
41 MARKER, whiteboard, bullet type, black	piece				0				0				0					0	12.39	-
42 MARKER, whiteboard, bullet type, blue	piece				0				0				0					0	12.39	-
43 MARKER, whiteboard, bullet type, red	piece				0				0				0					0	12.39	-
44 MARKER, permanent, bullet type, black	piece	6	1	1	8	1	1	1	3	2	1	1	4	1	1	1	3	18	10.13	182.39
45 MARKER, permanent, bullet type, blue	piece	6	1	1	8	1	1	1	3	2	1	1	4	1	1	1	3	18	10.13	182.39
46 MARKER, permanent, bullet type, red	piece	6		1	7		1		1	2		1	3		1		1	12	10.13	121.59
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0				0				0					0	10.82	-
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0				0				0					0	32.76	-
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0				0				0					0	40.30	-
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0				0				0					0	56.76	-
51 PAD PAPER, Ruled	pad				0				0				0					0	18.34	-
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	18			18	9		5	14	13	5		18	9			9	59	14.20	837.56
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	27		5	32	4		10	14	12	5		17	4	5		9	72	7.10	511.06
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0					0	123.72	-
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0					0	138.62	-
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0				0					0	107.51	-
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0					0	120.61	-
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0				0				0					0	96.64	-
59 PAPER, Thermal, 216mm x 30m	roll	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	37.45	449.44
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				0				0				0					0	20.60	-
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0					0	314.50	-
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				0				0				0					0	63.34	-
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	5			5		5		5			5	5				0	15	91.19	1,367.89
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0					0	269.71	-
65 RUBBER BAND, 70mm min lay flat length (#18)	box	3			3	1			1	2			2	1		1	2	8	111.14	889.14
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0				0					0	16.38	-
67 SIGN PEN, black	piece	26	9	7	42	7	6	6	19	23	6	6	35	6	6	6	18	114	46.21	5,268.00
68 SIGN PEN, blue	piece	23	9	7	39	7	6	6	19	20	6	6	32	6	6	6	18	108	46.21	4,990.73
69 SIGN PEN, red	piece	13	1	1	15	1	1	1	3	13	1	1	15	1	1	1	3	36	46.21	1,663.58

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
70 STAMP PAD INK, violet, 50mL	bottle	7			7		4		4	1		4	5	1			1	17	24.02	408.41
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	5			5				0				0				0	5	32.63	163.17
72 STAPLE WIRE, Heavy duty, 23/13	box				0				0				0				0	0	31.94	-
73 STAPLE WIRE, Standard	box	10			10			10	10	6			6				0	26	19.87	516.52
74 TAPE, masking, 24mm, 50 meters length	roll				0				0				0				0	0	57.88	-
75 TAPE, masking, 48mm, 50 meters length	roll				0				0				0				0	0	110.29	-
76 TAPE, transparent, 24mm, 50 meters	roll	8	2	3	13	2	3	2	7	8	2	3	13	2	3	2	7	40	18.24	729.54
77 TAPE, transparent, 48mm, 50 meters	roll				0				0				0				0	0	34.94	-
78 TAPE, packaging, 48mm, 50 meters length	roll				0				0				0				0	0	34.94	-
79 TOILET TISSUE, 12 rolls per pack	pack	10	5	6	21	6	6	5	17	9	5	6	20	6	6	5	17	75	79.35	5,951.14
80 TWINE, plastic, one kilo per roll	roll				0				0				0				0	0	56.78	-
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	118.36	-
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0				0				0	0	8.24	-
2 CUTTER KNIFE, heavy duty	piece				0				0				0				0	0	20.40	-
3 DATING AND STAMPING MACHINE	piece				0				0				0				0	0	502.30	-
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0				0	0	196.56	-
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	1			1				0				0				0	1	129.60	129.60
6 SCISSORS, (6")	pair	2			2				0				0				0	2	16.31	32.61
7 STAPLER, standard	piece	5			5				0				0				0	5	96.84	484.21
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0				0				0				0	0	1,112.75	-
9 STAPLE REMOVER, plier type	piece	14			14				0				0				0	14	18.51	259.16
10 TAPE DISPENSER, table top	piece				0				0				0				0	0	50.11	-
11 WASTE BASKET, non-rigid plastic	piece				0				0				0				0	0	32.21	-
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece				0				0				0				0	0	109.20	-
2 BROOM, stick (tingting)	piece				0				0				0				0	0	25.12	-
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	43.68	-
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	19.11	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	43.68	524.16
6 DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	120.12	-
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	38.09	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	240.24	-
9 FURNITURE CLEANER, aerosol, 300mL/can	can				0				0				0				0	0	89.00	-
10 INSECTICIDE, aerosol type, 600mL/can	can				0				0				0				0	0	123.40	-
11 MOPBUCKET	piece				0				0				0				0	0	1,965.60	-
12 MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0	136.50	-
13 MOPHEAD, made of rayon	piece				0				0				0				0	0	103.74	-
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0	45.86	-
15 SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	125.58	-
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0	146.87	-

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COMMON OFFICE EQUIPMENT																				
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0				0				0	0	10,918.91	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	5			5				0				0				0	5	161.62	808.08
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	434.62	-
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	294.84	-
5 CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	294.84	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0	6,541.08	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0				0				0	0	26,426.40	-
8 ELECTRIC FAN, industrial	unit				0				0				0				0	0	1,201.20	-
9 ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,310.40	-
10 ELECTRIC FAN, stand type	unit				0				0				0				0	0	1,088.72	-
11 ELECTRIC FAN, wall type	unit				0				0				0				0	0	980.62	-
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	unit				0				0				0				0	0	3,677.86	-
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0				0				0				0	0	1,360.63	-
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit				0				0				0				0	0	4,136.50	-
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0				0				0	0	43,172.54	-
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0				0	0	8,353.80	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0				0				0	0	5,765.76	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	19,338.03	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	6,123.10	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0				0	0	10,500.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	1,736.28	-
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,294.02	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,295.07	-
COMMON COMPUTER SUPPLIES																				

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1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	13			13	10			10	13			13	10			10	46	632.00	29,071.77		
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box	4			4	2			2	3			3	2			2	11	926.56	10,192.18		
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	717.66	-		
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	998.09	-		
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 9-1/2", 500 sets/box	box				0				0				0				0	0	599.46	-		
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	955.50	-		
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0				0				0				0	0	22.44	-		
8 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, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				0				0				0				0	0	3,247.61	-		
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0				0				0				0	0	245.70	-		
10 MOUSE, optical, USB connection type	unit				0				0				0				0	0	144.14	-		
HANDBOOK ON PROCUREMENT																						
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	0	30.35	-		
CONSUMABLES																						
1 INK CART, BROTHER LC39BK, Black	cart				0				0				0				0	0	698.23	-		
2 INK CART, BROTHER LC39C, Cyan	cart				0				0				0				0	0	469.56	-		
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	469.56	-		
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	469.56	-		
5 INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	955.50	-		
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	573.30	-		
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	573.30	-		
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	573.30	-		
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,681.68	-		
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	911.82	-		
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	911.82	-		
12 INK CART, BROTHER LC67HYY, Yellow	cart				0				0				0				0	0	911.82	-		
13 INK CART, CANON PG-810, Black	cart				0				0				0				0	0	650.83	-		
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	737.10	-		
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	516.52	-		
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	488.12	-		
17 INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	860.50	-		
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	860.50	-		
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	562.38	-		
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	562.38	-		
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	562.38	-		
22 INK CART, EPSON C13T038190 (To 38), Black	cart				0				0				0				0	0	516.52	-		
23 INK CART, EPSON C13T039090 (To 39), Colored	cart				0				0				0				0	0	809.17	-		

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
24 INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0				0	0	447.72	-
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0				0	0	447.72	-
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0				0	0	447.72	-
27 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0				0	0	447.72	-
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				0				0				0				0	0	267.54	-
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0				0	0	267.54	-
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0				0	0	267.54	-
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0				0	0	267.54	-
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,375.92	-
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,692.60	-
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,567.02	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,599.78	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,081.08	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,081.08	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,081.08	-
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	935.84	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	706.52	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	706.52	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	706.52	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,588.86	-
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,299.48	-
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,414.14	-
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	967.51	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,539.72	-
48 INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	840.84	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	928.20	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,158.61	-
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,425.06	-
52 INK CART, HP C9351AA, (HP21), Black	cart				0				0				0				0	0	675.95	-
53 INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0				0	0	789.52	-
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,414.14	-
55 INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	630.08	-
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,564.84	-
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	851.76	-
58 INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	311.22	-
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	378.92	-
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	711.98	-
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,534.26	-
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	819.00	-
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,556.10	-
64 INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	666.12	-
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,468.74	-
66 INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	785.15	-
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,708.98	-
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	666.12	-
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,026.48	-
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,054.87	-
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	363.64	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	363.64	-
73 INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	832.10	-
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	638.82	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	638.82	-
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	638.82	-
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,201.20	-
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	638.82	-
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	790.61	-
80 INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,619.44	-
81 INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,201.20	-
82 INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,201.20	-
83 INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,201.20	-
84 INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	363.64	-
85 INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	363.64	-
86 INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	375.65	-
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	378.92	-
88 INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	382.20	-
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	251.16	-
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	251.16	-
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	251.16	-
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	960.96	-
93 INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0				0	0	1,053.78	-
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,255.80	-
95 TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,684.14	-
96 TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,911.00	-
97 TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	3,003.00	-
98 TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,503.14	-
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CO-processor)	cart				0				0				0				0	0	5,219.76	-
100 TONER CART, HP C4092A, Black	cart				0				0				0				0	0	2,878.51	-
101 TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,620.52	-
102 TONER CART, HP C7115A, Black	cart				0				0				0				0	0	3,119.84	-
103 TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,855.58	-
104 TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,215.94	-
105 TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,429.97	-
106 TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	3,118.75	-
107 TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	3,118.75	-
108 TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	3,118.75	-
109 TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,687.68	-
110 TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,421.78	-
111 TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,085.44	-
112 TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,085.44	-
113 TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,085.44	-
114 TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,673.21	-
115 TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,223.58	-
116 TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	2,842.48	-
117 TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,432.98	-
118 TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,598.96	-
119 TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,598.96	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
120 TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,598.96	-
121 TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,210.48	-
122 TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,090.36	-
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,090.36	-
124 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,090.36	-
125 TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,644.00	-
126 TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,925.46	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	10,138.13	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	10,138.13	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	10,138.13	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,822.00	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,662.02	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,662.02	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,662.02	-
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,843.84	-
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,057.60	-
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,119.84	-
137 TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,494.40	-
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,644.00	-
139 TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,707.34	-
140 TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	8,026.20	-
141 TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	11,387.38	-
142 TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	11,387.38	-
143 TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	11,387.38	-
144 TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,483.48	-
145 TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,794.70	-
146 TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,794.70	-
147 TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,794.70	-
148 TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,802.89	-
149 TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,770.13	-
150 TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	6,137.04	-
151 TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	6,137.04	-
152 TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,951.95	-
153 TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	9,318.04	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	10,111.92	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	5,077.80	-
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,730.00	-
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	3,057.60	-
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	3,057.60	-
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,675.40	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	3,003.00	-
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,730.00	-
162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	3,276.00	-
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,644.00	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	5,787.60	-
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,937.20	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,408.40	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	5,023.20	-

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of Sept 9,2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0					0	0	4,422.60	-
169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				0				0				0					0	0	80.59	-
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0					0	0	761.12	-
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0					0	0	351.62	-
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0				0					0	0	79.72	-
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
COMMON ELECTRICAL SUPPLIES																					
1 BALLAST, 36 watts	piece				0				0				0					0	0	78.52	-
2 FLUORESCENT LAMP, tubular, 14 watts	tube				0				0				0					0	0	92.82	-
3 FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set				0				0				0					0	0	382.20	-
COMMON OFFICE EQUIPMENT																					
1 CALCULATOR, MINI-PRINTING, 1 unit per box	unit				0				0				0					0	0	977.34	-
2 CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit				0				0				0					0	0	2,063.88	-
3 ELECTRONIC TIME RECORDER OR 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				0					0	0	3,481.30	-
4 MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color	unit				0				0				0					0	0	2,839.20	-
5 WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEEE 802.3u, IEEE 802.3, interface: 4 x 10/100 ports, 1 x 10/100 WAN port, LED Indicator: Power, WLAN, LAN(10/100), Internet Status, with patch cable and power adapter, warranty: one(1) year warranty, frequency band: 2.4 GHz, one(1) unit/box	unit				0				0				0					0	0	1,089.82	-
COMMON OFFICE SUPPLIES																					
1 CARTOLINA, white, 20 pieces per pack	pack				0				0				0					0	0	54.60	-
2 CLIP, bulldog, 73mm (3")	piece				0				0				0					0	0	8.74	-
3 COLUMNAR PAD, 18 cols, 50 gsm min.	pad				0				0				0					0	0	68.80	-
4 ENVELOPE, PAY, 500 pieces per box	box				0				0				0					0	0	120.45	-
5 ILLUSTRATION BOARD, (30"x40")	piece				0				0				0					0	0	36.80	-
6 INDEX CARD BOX, 3"x5"	piece				0				0				0					0	0	38.22	-
7 INDEX CARD BOX, 5"x8"	piece				0				0				0					0	0	57.88	-
8 INDEX CARD, 3"x5", 500 pieces per pack	pack				0				0				0					0	0	53.83	-
9 INDEX CARD, 5"x8", 500 pieces per pack	pack				0				0				0					0	0	146.31	-
10 MANILA PAPER, 10 sheets per pack	pack				0				0				0					0	0	27.30	-
11 MAP PIN, round head, 100 pieces per case	case				0				0				0					0	0	42.37	-
12 OIL, for general purpose lubricant, 120 mL	bottle				0				0				0					0	0	38.75	-
13 PAPER, Thermal, 210mm x 30m	roll				0				0				0					0	0	31.45	-
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case				0				0				0					0	0	26.21	-
15 RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool				0				0				0					0	0	16.93	-
16 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle				0				0				0					0	0	158.34	-
17 RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle				0				0				0					0	0	305.58	-
18 STAPLE WIRE, Heavy duty, 23/17	box				0				0				0					0	0	43.55	-

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
19 TAPE DISPENSER, handheld	piece				0				0				0					0	0	30.56	-
20 TAPE, for adding machine	roll				0				0				0					0	0	8.52	-
21 TIME CARD, for Amano Bundy Clock, 100 pieces bundle	bundle				0				0				0					0	0	72.94	-
COMMON JANITORIAL SUPPLIES																					
1 FLOOR WAX, Liquid type, natural	can				0				0				0					0	0	389.03	-
2 FLOOR WAX, Paste type, natural	can				0				0				0					0	0	234.78	-
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece				0				0				0					0	0	23.48	-
CONSUMABLES																					
1 INK CART, EPSON C13T103190 (103), Black	cart				0				0				0					0	0	909.64	-
2 INK CART, EPSON C13T103290 (103), Cyan	cart				0				0				0					0	0	606.06	-
3 INK CART, EPSON C13T103390 (103), Magenta	cart				0				0				0					0	0	606.06	-
4 INK CART, EPSON C13T103490 (103), Yellow	cart				0				0				0					0	0	606.06	-
5 INK CART, EPSON C13T143190 (143), Black	cart				0				0				0					0	0	616.98	-
6 INK CART, EPSON C13T143290 (143), Cyan	cart				0				0				0					0	0	489.22	-
7 INK CART, EPSON C13T143390 (143), Magenta	cart				0				0				0					0	0	489.22	-
8 INK CART, EPSON C13T143490 (143), Yellow	cart				0				0				0					0	0	489.22	-
9 INK CART, EPSON C13T166190 (166XL), Black	cart				0				0				0					0	0	185.64	-
10 INK CART, EPSON C13T166290 (166XL), Cyan	cart				0				0				0					0	0	349.44	-
11 INK CART, EPSON C13T166390 (166XL), Magenta	cart				0				0				0					0	0	349.44	-
12 INK CART, EPSON C13T166490 (166XL), Yellow	cart				0				0				0					0	0	349.44	-
13 INK CART, HP C4836A, (HP11), Cyan	cart				0				0				0					0	0	1,611.79	-
14 INK CART, HP C4837A, (HP11), Magenta	cart				0				0				0					0	0	1,611.79	-
15 INK CART, HP C4838A, (HP11), Yellow	cart				0				0				0					0	0	1,611.79	-
16 RIBBON CART, LEXMARK 3070169 (11A3550)	cart				0				0				0					0	0	819.00	-
17 RIBBON CART., FUJITSU DL 3850	cart				0				0				0					0	0	469.56	-
18 TONER CART, BROTHER TN-150BK, Black	cart				0				0				0					0	0	3,401.58	-
19 TONER CART, BROTHER TN-150C, Cyan	cart				0				0				0					0	0	3,892.98	-
20 TONER CART, BROTHER TN-150M, Magenta	cart				0				0				0					0	0	3,892.98	-
21 TONER CART, BROTHER TN-150Y, Yellow	cart				0				0				0					0	0	3,892.98	-
22 TONER CART, BROTHER TN-155BK, Black	cart				0				0				0					0	0	4,804.80	-
23 TONER CART, FUJI XEROX CWAA0762, Black	cart				0				0				0					0	0	5,967.78	-
24 TONER CART, HP CE250A, Black	cart				0				0				0					0	0	5,678.40	-
25 TONER CART, HP CE251A, Cyan	cart				0				0				0					0	0	11,079.43	-
26 TONER CART, HP CE252A, Yellow	cart				0				0				0					0	0	11,079.43	-
27 TONER CART, HP CE253A, Magenta	cart				0				0				0					0	0	11,079.43	-
28 TONER CART, HP Q1338A, Black	cart				0				0				0					0	0	7,010.64	-
29 TONER CART, HP Q6511A, Black	cart				0				0				0					0	0	6,187.27	-
30 TONER CART, HP Q7551A, Black	cart				0				0				0					0	0	6,470.10	-
31 TONER CART, LEXMARK 34217HR, Black	cart				0				0				0					0	0	4,947.85	-
32 TONER CART, SAMSUNG ML-2250D5, Black	cart				0				0				0					0	0	5,023.20	-
33 TONER CART, SAMSUNG ML-D3050B, Black	cart				0				0				0					0	0	6,988.80	-
Office Equipment and Accessories																					
1 UPS Battery, 12 volts, 7.2 ah	unit	1		1	2			1		1		1	2			1		1	6	2,000.00	12,000.00
2					0								0						0		-
3					0								0						0		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9,2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
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 BALLPEN, (black)	piece	36	9	7	52	30	6	6	42	33	6	6	45	29	6	6	41	180	15.00	2,700.00	
2 BALLPEN, (blue)	piece	28	9	7	44	22	6	6	34	25	6	6	37	21	6	6	33	148	15.00	2,220.00	
3 BALLPEN, (red)	piece	18	2	2	22	14	2	2	18	18	2	2	22	4	2	2	8	70	15.00	1,050.00	
4 PENCIL, lead,with eraser,medium size	piece	7		4	11		5		5	5		2	7		2	2	4	27	25.00	675.00	
5 ENVELOPE, mailing white with window, 500s	box	1		1	2		1		1	1		1	2		1		1	6	350.00	2,100.00	
6 ENVELOPE, brown, long	piece	100			50	150		50		50		30		20		50		10	260	10.00	2,600.00
7 ENVELOPE, brown, short	piece	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	8.00	960.00	
8 Envelope, expandable, paper, colored, long	piece	20			20	10			10	10			10	10			10	50	15.00	750.00	
9 Envelope, expandable, paper, colored, short	piece	5			5		5		5			5	5				0	15	10.00	150.00	
10 PLASTIC ENVELOPE COVER, ready made	piece	20			20				0				0				0	20	20.00	400.00	
11 Expandable Folder, Specifications: Legal, hard, light green, piece	pack	400			400			25	25	100			100	25			25	550	40.00	22,000.00	
12 FOLDER, tagboard, legal size, 100s/box (green)	box	6			6				0				0				0	6	500.00	3,000.00	
13 FOLDER, tagboard, legal size, 100s/box (red)	pieces	30			30				0				0				0	30	500.00	15,000.00	
14 PAPER, book 20, letter size	ream	30			30	10			10	24			24	10			10	74	170.00	12,580.00	
15 PAPER, book 20, 8 1/2 x 13	ream	14		4	18		14		14	4		14	18		4		4	54	160.00	8,640.00	
16 PAPER, book 20, 8.3 x 11.7	ream	38	5	16	59	11	16	5	32	38	5	16	59	11	16	5	32	182	160.00	29,120.00	
17 PAPER, book 20, 8 1/2 x 14	ream	26	1	7	34	4	7	1	12	26	1	7	34	4	7	1	12	92	200.00	18,400.00	
18 Construction Paper, assorted color, 20's/ pack	pack	5			5			5	5				0				0	10	25.00	250.00	
19 Photo Paper, glossy, A4, 10's	pack	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	65.00	780.00	
20 Sticker Paper, A4, 10's	pack	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	45.00	540.00	
21 Yellow Paper (A4)	ream	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	390.00	28,080.00	
22 PAPER FASTENER, plastic ,50 sets/box	box	11			11	1		1	2	6	1		7	1		1	2	22	50.00	1,100.00	
23 CORRECTION FLUID, water base, white opaque, 15 ml.	bottle	9			9		1		1				1	1		1	1	12	35.00	420.00	
24 PUSH PIN, hammer head type, assorted colors, 100's/box,	box	2			2				0	2			2				0	4	50.00	200.00	
25 Glue, Multi-Purpose, 130g	bottle	6			6	2		1	3	3			1	4		1	1	14	70.00	980.00	
26 Rubber Stamp (Dater)	piece	3			3		3		3				3	3			0	9	135.00	1,215.00	
27 Rubber Stamp (Paid)	piece	1			1		1		1				1	1			0	3	135.00	405.00	
28 Rubber Stamp (Received)	piece	1			1		1		1				1	1			0	3	135.00	405.00	
29 Rubber Stamp (Released)	piece	1			1		1		1				1	1			0	3	135.00	405.00	
30 Ink, pentel pen, permanent, black	tle	1			1				0	1			1				0	2	110.00	220.00	
31 Ink, pentel pen, permanent, blue	tle	1			1				0	1			1				0	2	110.00	220.00	
32 Ink, pentel pen, permanent, red	tle	1			1				0	1			1				0	2	110.00	220.00	
33 Filing Box, Specifications: Magazine Box, Large, with cover	piece	200			200				0				0				0	200	300.00	60,000.00	
34					0				0				0				0	0			
CONSUMABLES																					
1 Canon PG 40, Black	piece	11	2	2	15	6	2	2	10	9	2	2	13	6	2	2	10	48	1,200.00	57,600.00	
2 Canon PG 41, Colored	piece	7	2	2	11	4	2	2	8	7	2	2	11	4	2	2	8	38	1,350.00	51,300.00	
3 HP Laserjet 80A	piece	1			1				0	1			1				0	2	6,250.00	12,500.00	
4 Printer Ink, HP CE505A/5A	piece	7		1	8	5	1		6	7		1	8	3	1		4	26	5,000.00	130,000.00	
5 INK CARTRIDGE, CANON (820PGBK)	piece	5	2	2	9	4	2	2	8	5	2	2	9	4	2	2	8	34	750.00	25,500.00	
6 INK CARTRIDGE, CANON (821BK)	piece	5	2	2	9	4	2	2	8	5	2	2	9	4	2	2	8	34	680.00	23,120.00	

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
7 INK CARTRIDGE, CANON (821M)	piece	4	2	2	8	3	2	2	7	4	2	2	8	3	2	2	7	30	680.00	20,400.00		
8 INK CARTRIDGE, CANON (821C)	piece	4	2	2	8	3	2	2	7	4	2	2	8	3	2	2	7	30	680.00	20,400.00		
9 INK CARTRIDGE, CANON (821Y)	piece	4	2	2	8	3	2	2	7	4	2	2	8	3	2	2	7	30	680.00	20,400.00		
10 Canon Pixma 725 PGBK	piece				0				0				0				0	0	650.00	-		
11 Canon Pixma 725BK	piece				0				0				0				0	0	625.00	-		
12 INK CARTRIDGE, HP 704 TRI-COLOR (CN693AA)	piece	3	2	2	7	2	2	2	6	2	2	2	6	2	2	2	6	25	450.00	11,250.00		
13 INK CARTRIDGE, HP 704 BLACK CARTRIDGE (CN692AA)	piece	3	2	2	7	2	2	2	6	2	2	2	6	2	2	2	6	25	450.00	11,250.00		
14 Toner, Kyocera TK-454, black	piece	5		2	7	1	2		3	5		2	7	1	2		3	20	12,000.00	240,000.00		
15 Toner, Kyocera TK-584K	piece	3			3	3			3	4			4	2			2	12	7,000.00	84,000.00		
16 Toner, Kyocera TK-584C	piece	3			3	3			3	4			4	1			1	11	7,000.00	77,000.00		
17 Toner, Kyocera TK-584M	piece	3			3	3			3	4			4	1			1	11	7,000.00	77,000.00		
18 Toner, Kyocera TK-584Y	piece	4			4	4			4	4			4	1			1	13	7,000.00	91,000.00		
19 Printer Ink, HP 678 Black	piece				0				0	1			1				0	1	700.00	700.00		
20 Printer Ink, HP 678 Tri-Color	piece				0				0	1			1				0	1	700.00	700.00		
21 Canon Pixma IP 2770 Ink, 810 Black	piece	49		49	98		49		49	49		49	98		49		49	294	700.00	205,800.00		
22 Canon Pixma IP 2770 Ink, 811 Colored	piece	49		49	98		49		49	49		49	98		49		49	294	700.00	205,800.00		
23 RIBBON, Epson RN SO 15083/ SO 15086	ca	9			9	3			3	9			9	3			3	24	800.00	19,200.00		
24 RIBBON, Epson RN SO 15083/ SO 15086, refill	spool	7			7	1			1	7			7				0	15	400.00	6,000.00		
25 RIBBON, Epson RN SO 15632	piece	1			1	1			1	1			1				0	3	400.00	1,200.00		
26 RIBBON, Epson RN SO 15632, refill	piece	1			1	1			1	1			1				0	3	200.00	600.00		
27 TONER CARTRIDGE, Konika Minolta 9100 # 4563	piece	1			1				0	1			1				0	2	13,000.00	26,000.00		
28 Toner # AR 021FT	piece	1			1	1			1	1			1	1			1	4	9,000.00	36,000.00		
29 AR-205SD Developer, for Photocopying Machine	piece	1			1	1			1	1			1				0	3	3,000.00	9,000.00		
30 AR-205DR Drumkit, for Photocopying Machine	set	1			1	1			1	1			1				0	3	6,000.00	18,000.00		
31					0				0				0				0	0		-		
32					0				0				0				0	0		-		
33					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		-		

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
9					0				0				0				0	0		-	
10					0				0				0				0	0		-	
Cleaning Equipment and Supplies																					
1	DISINFECTANT SPRAY, 340 gm.	can	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	400.00	24,000.00
2	FURNITURE CLEANER, 400ml/can	can	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	300.00	18,000.00
3	INSECTICIDE, 600ml.(420g)/can	can	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	350.00	21,000.00
4	Dishwashing Pad	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	40.00	2,400.00
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		-
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	COMPACT BULB, (Pinlight) 8 watts/11 watts	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	180.00	10,800.00
2	LED lights, 10 watts	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	140.00	8,400.00
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						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		-
Computer Supplies																					
1	FLASH DRIVE, 4GB, USB 2.0 and play	piece	4			4			4	4			2	2				0	10	350.00	3,500.00
2	FLASH DRIVE, 8GB, USB 2.0 and play	piece	2			2			1	1				0	1			1	4	600.00	2,400.00
3						0				0				0				0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9,2015	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity							
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							
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 Hand Wash, 225ml	bottle	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	75.00	5,400.00					
2 Cotton, 50g/ pack	pack	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	45.00	2,700.00					
3 Actate Dispenser	piece	1			1				0				0				0	1	200.00	200.00					
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							
C. TOTAL (A + B):																			1,898,719.03						
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				189,871.90					
E. GRAND TOTAL (C + D)																				2,088,590.94					
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				2,100,000.00					
G. MONTHLY CASH REQUIREMENTS																				175,000.00					
G.1 Available at Procurement Service Stores		X			31907.7			X			17008.1			X			23884.1			X			15614.2		
G.2 Other Items not available at PS but regularly purchased from other sources					503200						330920						518740						252865		
TOTAL MONTHLY CASH REQUIREMENTS					535108						347928						542624						268479		

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.

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		

Prepared by:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved by:


LEAH PAREDES-DESLATE
Property/Supply Officer


MARK DAVE M. CASCO
Accountant
Local Budget Officer


ALFONSO B. BEDONIA JR.
Head of Office/Agency

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