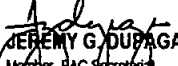


## Department of Budget and Management - Regional Office for Cordillera Administrative Region Annual Procurement Plan for FY 2021

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>Maintenance and Operating Expenses</b>												
<b>A. Training and Scholarship Expenses (5020201002)</b>								<b>234,000.00</b>	<b>234,000.00</b>			
A.1	Conduct regular in-house GAD-related trainings/briefings for all personnel.	FAD	Negotiated Procurement - Small Value Procurement	August	August	August	August	GoP	56,000.00	56,000.00		₱2,000.00/pax/day; 28 DBM Officials and Staff Meals and accomodation, Honoraria of four (4) Resource Speakers and other miscellaneous expenses. (venue, materials, transportation, communication, other supplies)
A.2	Conduct of Three (3) Day Year-End Assessment for CY 2021 including Strategic Planning for CY 2022	FAD	Negotiated Procurement - Small Value Procurement	December	December	December	December	GoP	178,000.00	178,000.00		₱2,000.00/pax/3 days plus 10,000.00 Contingency Fund; 28 DBM Officials and Staff
<b>B. Supplies and Materials Expenses (5020301002)</b>								<b>1,108,936.00</b>	<b>1,108,936.00</b>			
B.1	Common Use Office Supplies, (Regionwide)	FAD/ Technical Divisions A,B and C	Agency to Agency Procurement or Shopping (in case of non-availability from PS)	Quarterly	Quarterly	Quarterly	Quarterly	GoP	884,836.00	884,836.00		Various regular office supplies per PS Price Catalogue
B.2	Common Use Office Supplies (Not available in the PS)	FAD/ Technical Divisions A,B and C	Shopping (b)/Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	GoP	127,000.00	127,000.00		Various office supplies (see Annex B).
B.3	Digital Voice Recorder	FAD	Agency to Agency Procurement or Shopping (in case of non-availability from PS)	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	7,000.00	7,000.00		One Unit
B.4	Spare part for the repair of the Photocopier Machine INEO 215	FAD	Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	7,000.00	7,000.00		One fusing unit
B.5	Tires for the MV Toyota Hi-ace Grandia SLA 965	FAD	Negotiated Procurement - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	70,000.00	70,000.00		4 pieces
B.6	Supply and Delivery of Drinking Water	FAD	Negotiated Procurement - Small Value Procurement or Direct Contracting	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	13,100.00	13,100.00		5 gallons, 10 containers per week (depending on the actual consumption)
<b>C. General Services (5021299099)</b>								<b>1,100,052.00</b>	<b>1,100,052.00</b>			
C.1	Janitorial Services	FAD/ Technical Divisions A,B and C	Competitive Bidding	December 2019	December 2019	December 2019	December 2019	GoP	311,045.00	311,045.00		Renewal of contract covering January 1, 2021 to December 31, 2021
C.2	Security Services	FAD/ Technical Divisions A,B and C	Competitive Bidding	January 2020	January 2020	January 2020	January 2020	GoP	789,007.00	789,007.00		Renewal of contract covering January 1, 2021 to December 31, 2021
<b>D. Repairs and Maintenance</b>								<b>100,000.00</b>	<b>100,000.00</b>			
D.1	Preventive maintenance and Check-up for Generator Set (125KVA)	FAD	Direct Contracting	To be determined by the Driver				GoP	30,000.00	30,000.00		Oil filter, fuel filter, 15W Multi Grade Oil, Labor.

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
D.2	Repair and general preventive maintenance and check-up of Motor Vehicles	FAD	Direct Contracting/Negotiated Procurement - Small Value Procurement	To be determined by the Driver				GoP	70,000.00	70,000.00		Change oil, other lubricants & maintenance check-up for the Toyota Innova SAA 3746, Toyota Hi-Ace Grandia SLA 965, and Isuzu Sportivo LMC 791
<b>E. Other Maintenance and Operating Expenses (5029999000)</b>								<b>118,500.00</b>	<b>118,500.00</b>			
E.1	Conduct of Two (2)-Day Year-End Inventory Count of Supplies and PPE	FAD	Negotiated Procurement - Small Value Procurement	December	December	December	December	GoP	6,000.00	6,000.00		Meals for the Inventory Team
E.2	FY 2021 DBM Personnel Medical Check-up	FAD/ Technical Divisions A,B and C	Negotiated Procurement - Small Value Procurement	3rd Qtr	3rd Qtr	3rd Qtr	3rd Qtr	GoP	98,000.00	98,000.00		Medical laboratory examination package for 28 pax at ₱ 3,500.00/pax
E.3	Pest Control Services	FAD	Negotiated Procurement - Small Value Procurement	December	December	December	December	GoP	6,000.00	6,000.00		Coverage: DBM Building, Gazebo, Guard house and DBM Dormitory; includes surface spraying/misting; pesticide: colorless, odorless and non-staining
E.4	Refill of 11 pieces, 10 lbs and 2 pieces, 2.2 pounds Fire Extinguishers	FAD	Negotiated Procurement - Small Value Procurement	September	September	September	September	GoP	5,500.00	5,500.00		13 pieces
E.5	Replacement of Fire Extinguisher hose	FAD	Negotiated Procurement - Small Value Procurement	September	September	September	September	GoP	3,000.00	3,000.00		11 pieces
<b>Capital Outlays</b>												
<b>F. Machinery and Equipment Outlay (1060501000)</b>								<b>55,000.00</b>	<b>-</b>	<b>55,000.00</b>		
F.1	Digital Single-Lens Reflex Camera	FAD	Negotiated Procurement - Small Value Procurement	1st Quarter	1st Quarter	1st Quarter	1st Quarter	GoP	55,000.00		55,000.00	One Unit
								<b>2,716,488.00</b>	<b>2,661,488.00</b>	<b>55,000.00</b>		
<b>CONTINGENCY (4%)</b>								<b>106,459.52</b>	<b>106,459.52</b>			
<b>TOTAL</b>								<b>2,822,947.52</b>	<b>2,767,947.52</b>	<b>55,000.00</b>		

PREPARED BY:  
  
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RECOMMENDING APPROVAL:  
  
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 BAC Chairperson

  
**MAYNA M. CAYMO**  
 BAC Vice Chairperson

  
**EMILY A. LUMPIO**  
 Member

  
**NOEMI P. HUMILDE**  
 Member

  
**IRENE B. CAHID**  
 Director IV

Approved

Disapproved

Schedule of Common Use Supplies and Materials Available at Procurement Services

Annex A

Item & Specifications	Unit of Measure	Unit Cost	Quantity					Financial Requirement				TOTAL
			Q1	Q2	Q3	Q4	Total Quantity	Q1	Q2	Q3	Q4	
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>												
<b>COMMON ELECTRICAL SUPPLIES</b>												
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack	20.28	12				12	243.36	0.00	0.00	0.00	243.36
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	19.20	12				12	230.38	0.00	0.00	0.00	230.38
3 LED Linear Tube, 18 watts individually wrapped in	tube	40.97	20				20	819.31	0.00	0.00	0.00	819.31
4 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece	75.39	10				10	753.90	0.00	0.00	0.00	753.90
5 TAPE, electrical	roll	18.93	2				2	37.86	0.00	0.00	0.00	37.86
<b>Subtotal</b>								<b>2,084.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,084.80</b>
<b>COMMON OFFICE SUPPLIES</b>												
1 AIR FRESHENER, 280mL/150g min	can	88.69	8				8	709.52	0.00	0.00	0.00	709.52
2 CARTOLINA, assorted color, 20 pieces per pack	pack	67.06	2				2	134.12	0.00	0.00	0.00	134.12
3 CLIP, backfold, 19mm, 12 pieces per box	box	7.87	20		20		40	157.40	0.00	157.40	0.00	314.80
4 CLIP, backfold, 25mm, 12 pieces per box	box	13.94	12	5	11		28	167.28	69.70	153.34	0.00	390.32
5 CLIP, backfold, 32mm, 12 pieces per box	box	19.88	5	2	5		12	99.40	39.76	99.40	0.00	238.56
6 CLIP, backfold, 50mm, 12 pieces per box	box	41.10	7	4	7		18	287.70	164.40	287.70	0.00	739.80
7 CORRECTION TAPE, 6 meters(min), 1 piece in	piece	18.26	15	14	14		43	273.90	255.64	255.64	0.00	785.18
8 DATA FILE BOX, made with chipboard, with closed	box	72.57	18	17	13	12	60	1,306.26	1,233.69	943.41	870.84	4,354.20
9 DATA FOLDER, made with chipboard, taglia lock	piece	71.39	17	7	12	7	43	1,213.63	499.73	856.68	499.73	3,069.77
10 ENVELOPE, DOCUMENTARY, for A4 size document,	box	424.47	1		1		2	424.47	0.00	424.47	0.00	848.94
11 ENVELOPE, DOCUMENTARY, for Legal size document,	box	538.80	1		1		2	538.80	0.00	538.80	0.00	1,077.60
12 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size	box	667.84	2		2		4	1,335.68	0.00	1,335.68	0.00	2,671.36
13 ENVELOPE, MAILING, white, 8ogsm	box	341.79	1		1		2	341.79	0.00	341.79	0.00	683.58
14 ERASER, felt, for blackboard/whiteboard	piece	11.55	1		1		2	11.55	0.00	11.55	0.00	23.11
15 ERASER, plastic or rubber	piece	6.23	10				10	62.30	0.00	0.00	0.00	62.30
16 FASTENER, for paper, metal, 50 sets per box	box	59.37	4	3	4	3	14	237.49	178.12	237.49	178.12	831.23
17 FILE ORGANIZER, expanding, plastic, 12 pockets	box	73.59	3	3	3	3	12	220.77	220.77	220.77	220.77	883.08
18 FOLDER, Fancy, A4, 50s/ bundle	bundle	258.50	2				2	517.00	0.00	0.00	0.00	517.00
19 FOLDER, Fancy, Legal, 50s/ bundle	bundle	302.85	1				1	302.85	0.00	0.00	0.00	302.85
20 FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box	776.59	3		3		6	2,329.77	-	2,329.77	-	4,659.54
21 FOLDER, Tagboard, A4, 100 pieces per pack	pack	226.05	1		1	1	3	226.05	-	226.05	226.05	678.15
22 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	208.38	1		1		2	208.38	-	208.38	-	416.76
23 GLUE, all purpose, 200 grams min.	jar	49.73			2		2	0.00	0.00	99.46	0.00	99.46
24 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	53.74	4	4	2	2	12	214.96	214.96	107.48	107.48	644.88
25 MARKER, fluorescent, 3 colors per set	set	36.97	3	4	3	3	13	110.92	147.89	110.92	110.92	480.64
26 MARKER, whiteboard, bullet type, black	piece	10.69	2	3	2	2	9	21.38	32.07	21.38	21.38	96.22
27 MARKER, permanent, bullet type, black	piece	10.04	3	5	3	2	13	30.11	50.18	30.11	20.07	130.47
NOTE BOOK, stenographer's, 40 leaves, spiral	piece	12.52	12	7	6	6	31	150.24	87.64	75.12	75.12	388.12
NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	44.32	21	16	15	20	72	930.72	709.12	664.80	886.40	3,191.04
NOTE PAD, Ruled	pad	18.99	2				2	37.98	0.00	0.00	0.00	37.98

Item & Specifications	Unit of Measure	Unit Cost						Financial Requirement				TOTAL
			Q1	Q2	Q3	Q4	Total Quantity	Q1	Q2	Q3	Q4	
32 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	14.04	7	6	6	5	24	98.28	84.24	84.24	70.20	336.96
33 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	6.91	7	4	6	3	20	48.37	27.64	41.46	20.73	138.20
34 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	137.66	150	150	150	150	600	20,649.72	20,649.72	20,649.72	20,649.72	82,598.88
35 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	160.94	25	20	30		75	4,023.50	3,218.80	4,828.20	0.00	12,070.50
36 PAPER, THERMAL, 55gsm	roll	34.29	5	5	5	5	20	171.45	171.45	171.45	171.45	685.80
37 PENCIL, lead, w/eraser, one(1) dozen per box	box	20.40	1	1		1	3	20.40	20.40	0.00	20.40	61.20
38 PHILIPPINE NATIONAL FLAG	piece	278.72	2				2	557.44	0.00	0.00	0.00	557.44
39 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	62.73	2	1	2	1	6	125.46	62.73	125.46	62.73	376.38
40 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	97.34	2	1	2		5	194.68	97.34	194.68	0.00	486.70
41 RUBBER BAND, 70mm min lay flat length (#18)	box	97.04	4				4	388.16	0.00	0.00	0.00	388.16
42 RULER, plastic, 450mm, 1 piece in individual plastic	piece	16.10	2				2	32.20	0.00	0.00	0.00	32.20
43 SIGN PEN, black	piece	35.99	36		36		72	1,295.64	0.00	1,295.64	0.00	2,591.28
44 SIGN PEN, blue	piece	35.99	72		72		144	2,591.28	0.00	2,591.28	0.00	5,182.56
45 SIGN PEN, red	piece	35.99	24		24		48	863.76	0.00	863.76	0.00	1,727.52
46 STAMP PAD INK, violet, 50mL	bottle	25.62	1		1		2	25.62	0.00	25.62	0.00	51.24
47 STAMP PAD, felt pad, min 60mm x 100mm	piece	28.77	1	2	1	1	5	28.77	57.54	28.77	28.77	143.85
48 STAPLE WIRE, Heavy duty, 23/13	box	21.51					-	0.00	0.00	0.00	0.00	-
49 STAPLE WIRE, Standard	box	19.68	6		6		12	118.08	0.00	118.08	0.00	236.16
50 TAPE, masking, 24mm, 50 meters length	roll	57.32	6		12		18	343.92	0.00	687.84	0.00	1,031.76
51 TAPE, masking, 48mm, 50 meters length	roll	109.24	6		6		12	655.44	0.00	655.44	0.00	1,310.88
52 TAPE, transparent, 24mm, 50 meters	roll	11.36	24	24	12	12	72	272.64	272.64	136.32	136.32	817.92
53 TAPE, transparent, 48mm, 50 meters	roll	27.58	4	3	4	3	14	110.32	82.74	110.32	82.74	386.12
54 TAPE, packaging, 48mm, 50 meters length	roll	29.08	2	2	2	2	8	58.16	58.16	58.16	58.16	232.64
55 TWINE, plastic, one kilo per roll	roll	51.92	1	1	1	1	4	51.92	51.92	51.92	51.92	207.68
56 WRAPPING PAPER, kraft, 50 sheets per pack	pack	124.80					-	0.00	0.00	0.00	0.00	-
Subtotal								45,327.64	28,758.99	42,455.96	24,570.02	141,112.60
<b>COMMON OFFICE SUPPLIES (COVID-19 ITEMS)</b>												0.00
1 ALCOHOL, 68%-72%, 1 Gallon	gallon	387.20	6	6	6	6	24	2,323.20	2,323.20	2,323.20	2,323.20	9,292.80
2 ALCOHOL, 70%, ethyl, 500ml	bottle	49.73	60	60	60	60	240	2,983.80	2,983.80	2,983.80	2,983.80	11,935.20
3 SURGICAL MASK, 3-PLY	piece	14.04	3,500	3,500	3,500	3,500	14,000	49,140.00	49,140.00	49,140.00	49,140.00	196,560.00
4 GLOVES, nitrile	piece	3.07	50	50	50	50	200	153.50	153.50	153.50	153.50	614.00
5 COVERALL, NON-STERILE, PROTECTIVE	piece	1,440.00	2		2		4	2,880.00	0.00	2,880.00	0.00	5,760.00
6 TOILET TISSUE, 12 rolls per pack	pack	70.30	24	24	24	24	96	1,687.20	1,687.20	1,687.20	1,687.20	6,748.80
Subtotal								59,167.70	56,287.70	59,167.70	105,427.74	280,050.84
<b>COMMON OFFICE DEVICES</b>												-
1 CUTTER BLADE, for heavy duty cutter	tube	10.22	1		1		2	10.22	0.00	10.22	0.00	20.44
2 CUTTER KNIFE, heavy duty	piece	20.55	2	2	1		5	41.10	41.10	20.55	0.00	102.75
3 DATING AND STAMPING MACHINE	piece	497.52	1		1		2	497.52	0.00	497.52	0.00	995.04
PENCIL SHARPENER, 1 piece in individual plastic case	piece	194.69		1			1	0.00	194.69	0.00	0.00	194.69
ANCHER, paper, heavy duty, with two hole guide, 1	piece	123.42	1		1		2	123.42	0.00	123.42	0.00	246.84
ANCHER, (6")	pair	14.28	12		12		24	171.36	0.00	171.36	0.00	342.72

Item & Specifications	Unit of Measure	Unit Cost						Financial Requirement				TOTAL
			Q1	Q2	Q3	Q4	Total Quantity	Q1	Q2	Q3	Q4	
7 STAPLER, standard	piece	85.45	5		2		7	427.25	0.00	170.90	0.00	598.15
8 STAPLE REMOVER, plier type	piece	18.91	15	3	3	3	24	283.65	56.73	56.73	56.73	453.84
9 TAPE DISPENSER, table top	piece	51.57	2		2		4	103.14	0.00	103.14	0.00	206.28
10 WASTE BASKET, non-rigid plastic	piece	25.96	6				6	155.76	0.00	0.00	0.00	155.76
<b>Subtotal</b>							-	<b>1,813.42</b>	<b>292.52</b>	<b>1,153.84</b>	<b>56.73</b>	<b>3,316.51</b>
<b>COMMON JANITORIAL SUPPLIES</b>												
1 BROOM, soft (tambo)	piece	91.94	2		2		4	183.88	0.00	183.88	0.00	367.76
2 BROOM, stick (tingting)	piece	24.88	3		3		6	74.64	0.00	74.64	0.00	149.28
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml	bottle	43.26	3		3		6	129.78	0.00	129.78	0.00	259.56
4 CLEANSER, scouring powder, 350grams/can	can	24.88	10				10	248.80	0.00	0.00	0.00	248.80
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	38.93	25		25		50	973.25	0.00	973.25	0.00	1,946.50
6 DISINFECTANT SPRAY, 400-550 grams	can	125.20	5	5	5	5	20	626.00	626.00	626.00	626.00	2,504.00
7 DUST PAN, non-rigid plastic	piece	27.96					-	0.00	0.00	0.00	0.00	-
8 FLOOR WAX, Paste, red	can	280.13	2	3	2	3	10	560.26	840.39	560.26	840.39	2,801.30
9 FURNITURE CLEANER, aerosol, 300mL/can	can	90.85	8	8	8	8	32	726.80	726.80	726.80	726.80	2,907.20
10 INSECTICIDE, aerosol type, 600mL/can	can	142.77	3	3	3	3	12	428.31	428.31	428.31	428.31	1,713.24
11 MOPBUCKET	piece	1,987.44				1	1	0.00	0.00	0.00	1,987.44	1,987.44
12 MOPHANDLE, screw type, aluminum handle	piece	148.18	3		3		6	444.54	0.00	444.54	0.00	889.08
13 MOPHEAD, made of rayon	piece	110.32	5	5	5	5	20	551.60	551.60	551.60	551.60	2,206.40
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle	51.68	20		15		35	1,033.60	0.00	775.20	0.00	1,808.80
15 SCOURING PAD, 5 pieces per pack	pack	107.08	10		10		20	1,070.80	0.00	1,070.80	0.00	2,141.60
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll	145.48	20		30		50	2,909.60	0.00	4,364.40	0.00	7,274.00
17 DISINFECTANT, bleaching solution	cont	101.82					-	0.00	0.00	0.00	0.00	-
18 DETERGENT BAR, 140g as packed	bar	7.57	10				10	75.70	0.00	0.00	0.00	75.70
<b>Subtotal</b>							-	<b>10,037.56</b>	<b>3,173.10</b>	<b>10,909.46</b>	<b>5,160.54</b>	<b>29,280.66</b>
<b>COMMON OFFICE EQUIPMENT</b>												
1 CALCULATOR, COMPACT, electronic, 12 digits cap, 1	unit	140.61	2				2	281.22	0.00	0.00	0.00	281.22
<b>Subtotal</b>							-	<b>281.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>281.22</b>
<b>COMMON COMPUTER SUPPLIES</b>												
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8",	box	1,070.78	2				2	2,141.56	0.00	0.00	0.00	2,141.56
2 FLASH DRIVE, 16gb	piece	261.75		10	10		20	0.00	2,617.50	2,617.50	0.00	5,235.00
3 MOUSE, optical, USB Connection type	unit	140.39	6				6	842.34	0.00	0.00	0.00	842.34
<b>Subtotal</b>							-	<b>2,983.90</b>	<b>2,617.50</b>	<b>2,617.50</b>	<b>0.00</b>	<b>8,218.90</b>

Item & Specifications	Unit of Measure	Unit Cost						Financial Requirement				TOTAL
			Q1	Q2	Q3	Q4	Total Quantity	Q1	Q2	Q3	Q4	
<b>CONSUMABLES</b>												
1 TONER CART, HP CB435A, Black	cart	2,914.91	4		4		8	11,659.64	0.00	11,659.64	0.00	23,319.28
2 TONER CART, HP CE285A, Black	cart	3,009.01	5		5		10	15,045.05	0.00	15,045.05	0.00	30,090.10
3 TONER CART, SAMSUNG MLT-D203L, Black	cart	4,802.30	8	8	8	8	32	38,418.40	38,418.40	38,418.40	38,418.40	153,673.60
4 TONER CART, BROTHER TN-3478 BLACK	cart	6,648.37	5	5	5	5	20	33,241.85	33,241.85	33,241.85	33,241.85	132,967.40
<b>Subtotal</b>								<b>98,364.94</b>	<b>71,660.25</b>	<b>98,364.94</b>	<b>71,660.25</b>	<b>340,050.38</b>
<b>Total</b>								<b>220,061.18</b>	<b>162,790.06</b>	<b>214,669.40</b>	<b>206,875.28</b>	<b>804,395.92</b>
10 % adjustment for inflation								22,006.12	16,279.01	21,466.94	20,687.53	80,439.59
								242,067.30	179,069.07	236,136.33	227,562.81	884,835.51

Schedule of Common Use Supplies and Materials Not Available at PS but Regularly Purchased from other Sources

Annex B

Ite	Unit of	Unit Cost						Financial Requirement				TOTAL	
			Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4		
<b>A. Shopping (b)</b>													
<b>Office Supplies</b>													
1	Ballpen, Blue	pcs	10.00	20				20	200.00	0.00	0.00	0.00	200.00
2	Ballpen, Black	pcs	10.00	20				20	200.00	0.00	0.00	0.00	200.00
3	Ballpen, Red	pcs	10.00	10				10	100.00	0.00	0.00	0.00	100.00
4	Envelope, Pay, Kraft	box	135.95	2				2	271.90	0.00	0.00	0.00	271.90
5	Specialty Paper	pack	50.00	40				40	2,000.00	0.00	0.00	0.00	2,000.00
	<b>Subtotal</b>							-	<b>2,771.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,771.90</b>
<b>Computer Supplies</b>													
1	INK, EPSON C13T664200 (T6642), CYAN	bottle	259.70	12		12		24	3,116.40	0.00	3,116.40	0.00	6,232.80
2	INK, EPSON C13T664300 (T6643), MAGENTA	bottle	259.70	12		12		24	3,116.40	0.00	3,116.40	0.00	6,232.80
3	INK, EPSON C13T664400 (T6644), YELLOW	bottle	259.70	12		12		24	3,116.40	0.00	3,116.40	0.00	6,232.80
4	INK, EPSON C13T664100 (T6641), BLACK	bottle	259.70	12		12		24	3,116.40	0.00	3,116.40	0.00	6,232.80
	<b>Subtotal</b>							-	<b>12,465.60</b>	<b>0.00</b>	<b>12,465.60</b>	<b>0.00</b>	<b>24,931.20</b>
	<b>Total</b>								<b>15,237.50</b>	<b>0.00</b>	<b>12,465.60</b>	<b>0.00</b>	<b>27,703.10</b>
<b>B. Direct Contracting</b>													
<b>Computer Supplies</b>													
1	Toner, Kyocera FS-C5150DN, TK584K, Black	cart	4,900.00			3		3	0.00	0.00	14,700.00	0.00	14,700.00
2	Toner, Kyocera FS-C5150DN, TK584C, Cyan	cart	5,250.00			2		2	0.00	0.00	10,500.00	0.00	10,500.00
3	Toner, Kyocera FS-C5150DN, TK584M, Magenta	cart	5,250.00			2		2	0.00	0.00	10,500.00	0.00	10,500.00
4	Toner, Kyocera FS-C5150DN, TK584Y, Yellow	cart	5,250.00			2		2	0.00	0.00	10,500.00	0.00	10,500.00
5	Risograph Ink, CZ Black	tube	1,335.00	8				8	10,680.00	0.00	0.00	0.00	10,680.00
6	Toner Cartridge (Toner TN 118)	cart	3,125.00	8				8	25,000.00	0.00	0.00	0.00	25,000.00
7	Risograph Master Roll	roll	2,780.00	6				6	16,680.00	0.00	0.00	0.00	16,680.00
	<b>Total</b>								<b>52,360.00</b>	<b>0.00</b>	<b>46,200.00</b>	<b>0.00</b>	<b>98,560.00</b>
<b>Grand Total</b>												<b>126,263.10</b>	