

2015 ANNUAL PROCUREMENT PLAN FOR COMMON-USE SUPPLIES

Department/Bureau/Office:
Region:
Address:

SOUTHERN LEYTE STATE UNIVERSITY
VIII
Sogod, Southern Leyte

Contact Person: **MGUEL M. BIDON**
Position: **Administrative Officer V**
Email: **None**
Tel./Mobile #s: **063-383-2523**

Item and Specification	Unit of Measure	QUANTITY REQUIREMENT												Unit Price	Total Price	
		Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.			Total
COMMON OFFICE SUPPLIES																
Acetate	roll	0	0	0	1	0	0	6	0	0	3	0	0	10	603.20	603
Art paper	pcs	5	0	0	20	0	0	10	0	0	15	0	0	50	0.50	2
Ballpen (Black)	pcs	150	0	0	25	0	20	62	0	0	6	0	0	263	8.00	210
Ballpen (Blue)	pcs	36	0	0	25	0	0	60	0	0	6	0	0	127	8.00	101
Ballpen (ny gel)	pcs	5	0	0	10	0	0	10	0	0	10	0	0	35	25.00	87
Ballpen (Violet)	pcs	5	0	0	10	0	0	15	0	0	10	0	0	40	8.00	32
Ballpen (Red)	pcs	5	0	0	10	0	0	48	0	0	10	0	0	73	8.00	58
Ballpen (G-tech)	pcs	12	0	0	12	0	0	12	0	0	12	0	0	48	50.00	240
Blackboard Eraser	pcs	12	0	0	5	0	0	12	0	0	5	0	0	34	12.00	40
Bondpaper (Ordinary-short)	ream	40	0	0	40	0	0	50	0	0	15	0	0	145	155.00	2247
Bondpaper US-Short/A4	ream	60	0	0	70	0	0	50	13	0	30	0	0	223	104.80	2337
Bookpaper Subs 20 (short)	ream	20	0	0	10	0	0	92	0	0	30	0	0	152	185.00	2812
Brown Envelope (Long)	box	1	0	0	1	0	0	1	2	0	1	0	0	6	600.00	360
Brown Envelope (Short/A4)	box	1	0	0	1	0	0	1	2	0	1	0	0	6	600.00	360
Canon Paper (long)	ream	7	0	0	1	0	0	5	0	0	1	0	0	14	770.00	1078
Canon Paper (short)	ream	10	0	0	0	0	0	10	0	0	0	0	0	20	650.00	1300
Cartolina Ordinary (Assorted)	pck	5	0	0	3	0	0	25	0	0	10	0	0	43	71.00	305
Cartolina US (white)	pck	1	0	0	2	0	0	2	0	0	2	0	0	7	173.00	121
Cassette Blank Tape	pcs	1	0	0	5	0	0	5	0	0	5	0	0	16	58.50	93
Chalk (colored)	box	1	0	0	3	0	0	3	0	0	6	0	0	13	45.00	58
Chalk Ordinary	box	2	0	0	2	0	0	2	0	0	12	0	0	18	34.81	62
Cork Board	pcs	2	0	0	2	0	0	2	0	0	2	0	0	8	600.00	480
Correction Fluid/Pen 100 ml	pcs	24	0	0	30	0	0	60	0	0	30	0	0	144	100.00	1440
SUB-TOTAL																1448

received & 12/21/2014

Continuation..

Item and Specification	Unit of Measure	QUANTITY REQUIREMENT												Unit Price	Total Pr	
		Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.			Total
SUB-TOTAL BROUGHT FORWARD																1448
Double Sided Tape	pcs	24	0	0	5	0	0	15	0	0	10	0	0	54	85.00	45
Elmers Glue (Big)	bot	25	0	0	12	0	0	12	0	0	25	0	0	74	100.00	74
Expandable Folder (long)	pck	10	0	0	5	0	0	5	0	0	5	0	0	25	893.00	223
Expanded Envelope(short/A4)	pck	15	0	0	10	0	0	10	0	0	0	0	0	35	650.00	227
Expanded Envelope (long)	pck	20	0	0	1	0	0	30	0	0	1	0	0	52	709.00	368
Fax Paper	roll	24	0	0	12	0	0	15	0	0	12	0	0	63	45.00	28
Fax Ribbon film	box	0	4	0	1	0	0	1	0	0	1	0	0	7	895.00	62
Folder (Morroco)(long)	pck	10	0	0	5	0	0	10	0	0	12	0	0	37	381.00	140
Folder US (A4)	box	5	0	0	3	0	0	1	0	0	1	0	0	10	266.00	26
Folder US (Long)	box	5	0	0	5	0	0	3	0	0	1	0	0	14	457.00	63
Glue (big)	bot	0	0	0	2	0	0	8	0	0	0	0	0	10	48.00	4
Illustration Board	pcs	15	0	0	12	0	0	10	0	0	10	0	0	47	16.00	7
Index Card 5"x8"	bo>	0	0	0	30	0	0	2	0	0	0	0	0	32	99.84	31
Index tabs	bo>	50	0	0	0	0	0	41	0	0	0	0	0	91	67.60	61
Mailing Envelope (long)	bo>	6	0	0	1	0	0	1	0	0	1	0	0	9	173.00	15
Mailing Envelope (short)	bo>	1	0	0	0	0	0	1	0	0	0	0	0	2	120.00	2
Manila Paper	pcs	5	0	0	5	0	0	5	0	0	50	0	0	65	3.00	1
Marker (Stabilo Boss Yellow)	pcs	2	0	0	6	0	0	32	0	0	15	0	0	55	62.00	34
Masking Tape .5	pcs	5	0	0	5	0	0	5	0	0	12	0	0	27	25.00	6
Masking Tape 1"	rolls	7	0	0	15	0	0	14	0	0	15	0	0	51	41.60	21
Mechanical Lead .5	pcs	3	0	0	3	0	0	5	0	0	5	0	0	16	25.00	4
Mimeo Paper (WW-A4)	ream	30	0	0	30	0	0	40	0	0	25	0	0	125	102.44	128
Newsprint (Long)	box	0	0	0	4	0	0	5	0	0	5	0	0	14	125.00	17
Packaging Tape 2"	rolls	0	0	0	12	0	0	14	0	0	22	0	0	48	15.00	7
Packaging Tape 3"	pcs	0	0	0	5	0	0	5	0	0	3	0	0	13	35.00	4
Paper Clip (big)	box	12	0	0	20	0	0	26	0	0	12	0	0	70	15.60	10
Paper Clip (small)	box	12	0	0	20	0	0	57	0	0	30	0	0	119	8.84	10
Paper Fastener (plastic)	box	20	0	0	48	0	0	26	0	0	12	0	0	106	80.00	84
Paper Sticker	pcks	10	0	0	10	0	0	10	0	0	10	0	0	40	45.00	18
Parchment Paper	pcs	600	0	0	50	0	0	25	0	0	15	0	0	690	12.00	82
Paste	tube	6	0	0	10	0	0	6	0	0	3	0	0	30	15.00	4
SUB-TOTAL																3270

Continuation..

Item and Specification	Unit of Measure	QUANTITY REQUIREMENT													Unit Price	Total Pri
		Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total		
SUB-TOTAL BROUGHT FORWARD																3270
Pencil (Mongol) #2	box	8	0	0	5	0	0	36	0	0	2	0	0	51	43.00	21
Pencil Eraser	pcs	3	0	0	5	0	0	10	0	0	8	0	0	26	6.00	1
Pentel Pen (Black, blue, red)	pcs	28	0	0	24	0	0	18	0	0	20	0	0	90	35.00	31
Pilot Ink (black, blue, red)	pcs	6	0	0	7	0	0	18	0	0	14	0	0	45	75.00	20
Push Pins	bxs	10	0	0	6	0	0	5	0	0	6	0	0	27	75.00	96
Record Book (250 and 500 pages)	pcs	36	0	0	36	0	0	36	0	0	20	0	0	128	77.98	99
Redstones Water Well Paste	pcs	0	0	0	2	0	0	1	0	0	1	0	0	4	42.00	1
Ring Binder (Assorted sizes)	pcs	24	0	0	24	0	0	500	0	0	30	0	0	578	25.00	144
Ring Holder No 1/2 inch	pcs	0	0	0	0	0	0	1	0	0	1	0	0	2	10.00	
Ring Holder No 1 inch	pcs	0	0	0	0	0	0	1	0	0	1	0	0	2	25.00	
Rubber band	box	3	0	0	3	0	0	24	0	0	5	0	0	35	132.68	46
Rubber Eraser	pcs	0	0	0	12	0	0	5	0	0	12	0	0	29	4.68	1
Scotch Tape (5")	pcs	5	0	0	5	0	0	5	0	0	5	0	0	20	90.00	18
Scotch Tape (1")	pcs	24	0	0	29	0	0	33	0	0	15	0	0	101	90.00	90
Scotch Tape (2")	pcs	2	0	0	29	0	0	10	0	0	5	0	0	46	100.00	46
Sharpener	pc	0	0	0	0	0	0	15	0	0	0	0	0	15	8.00	1
Sign Pen (Dong A Black)	pcs	24	0	0	48	0	0	14	20	0	10	0	0	116	25.00	29
Sign Pen (My gel-black)	pcs	2	0	0	5	0	0	15	0	0	15	0	0	37	25.00	9
Sign Pen (My gel-blue)	pcs	2	0	0	5	0	0	5	0	0	15	0	0	27	25.00	6
Sign Pen (Pilot G-Tech 1.5)	pcs	12	0	0	12	0	0	35	0	0	12	0	0	71	25.00	17
Sign Pen (Unipen)	pcs	5	0	0	6	0	0	15	0	0	15	0	0	41	55.00	22
Sign Pen Refill (P. G-Tech 1.5)	pcs	24	0	0	48	0	0	39	0	0	25	0	0	136	20.00	27
Sign Pen Refill (Dong A/black and blue)	pcs	24	0	0	0	0	0	24	0	0	12	0	0	60	25.00	15
Sign Pen Refillable (my gel/black/blue)	pcs	24	0	0	5	0	0	12	0	0	12	0	0	53	25.00	13
Sliding Folder (long)	pcs	25	0	0	50	0	0	36	0	0	24	0	0	135	7.00	9
Sliding Folder (short/A4)	pcs	0	0	0	100	0	0	24	0	0	24	0	0	148	6.00	8
Stamping Pad Ink (violet)	bot	3	0	0	24	0	0	30	0	0	6	0	0	63	27.04	17
Staple Wire # 10	box	42	0	0	38	0	0	63	0	0	12	0	0	155	5.50	8
Staple Wire # 35	box	25	0	0	24	0	0	36	0	0	12	0	0	97	25.98	25
Stick-on (100 sheets size 3"x3")	pad	3	0	0	5	0	0	15	0	0	5	0	0	28	24.00	6
Sticker paper matte finish (A4 plain)	pcs	10	0	0	20	0	0	21	0	0	20	0	0	71	12.00	8
Styrofoam 1/2"	pcs	32	0	0	12	0	0	42	0	0	10	0	0	93	30.00	28
SUB-TOTAL																4146

Continuation..

Item and Specification	Unit of Measure	QUANTITY REQUIREMENT													Unit Price	Total Pr
		Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total		
SUB-TOTAL BROUGHT FORWARD																4146
Styrofoam 1"	pcs	5	0	0	0	0	0	12	0	0	0	0	0	17	35.00	5
Thumbtacks	box	14	0	0	10	0	0	12	0	0	1	0	0	37	10.00	3
Transparency Film (long)	box	3	0	0	5	0	0	5	0	0	5	0	0	18	239.00	43
Typewriter Ribbon	pcs	3	0	0	6	0	0	40	0	0	30	0	0	79	20.00	15
White Board Ink (Blue, Black)	bot	36	0	0	38	0	0	50	0	0	30	0	0	154	125.00	192
White Board Pen refillable (Blue, Black)	pcs	52	0	0	52	0	0	36	0	0	24	0	0	164	55.00	90
Yellow Pad	pad	8	0	0	2	0	0	5	0	0	5	0	0	20	20.00	4
SUB-TOTAL																4601
COMMON OFFICE DEVICES																
SUB-TOTAL BROUGHT FORWARD																4601
Calculator (big)	pcs	2	0	0	2	0	0	22	0	0	2	0	0	28	300.00	84
Filing Box	pcs	10	0	0	5	0	0	40	0	0	10	0	0	65	64.47	41
Paper Cutter	pcs	2	0	0	5	0	0	7	0	0	5	0	0	19	45.00	8
Puncher (big)	pcs	1	0	0	1	0	0	2	0	0	1	0	0	5	350.00	17
Ruler Transparent 24"	pcs	8	0	0	2	0	0	7	0	0	5	0	0	22	55.00	12
Scissor	pcs	4	0	0	1	0	0	27	0	0	3	0	0	35	21.00	7
Stamping pad	pcs	3	0	0	4	0	0	15	0	0	8	0	0	30	50.00	15
Staple Remover	pcs	5	0	0	0	0	0	6	0	0	6	0	0	17	19.64	3
Stapler (Max HD-50/50R)	pcs	1	0	0	2	0	0	32	0	0	6	0	0	41	162.84	66
Trashbox with cover (big)	pcs	1	0	0	2	0	0	4	0	0	3	0	0	10	550.00	55
SUB-TOTAL																4812
COMMON JANITORIAL SUPPLIES																
SUB-TOTAL BROUGHT FORWARD																4812
Absorbent Cotton 90 gms	pcs	5	0	0	8	0	0	5	0	0	5	0	0	23	60.00	13
Air Freshener	pcs	13	0	0	5	0	0	8	0	0	3	0	0	29	92.56	26
Baygon/Lysol Spray	bot	3	0	0	2	0	0	2	0	0	0	0	0	7	245.00	17
Car Freshener	pcs	3	0	0	5	0	0	4	0	0	3	0	0	15	85.00	12
SUB-TOTAL																4883

Item and Specification	Unit of Measure	QUANTITY REQUIREMENT													Unit Price	Total Pri
		Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total		
SUB-TOTAL BROUGHT FORWARD																4883
Chlorine	kl	10	0	0	10	0	0	10	0	0	2	0	0	32	95.00	30
Detergent Powder	pouch	28	0	0	15	0	0	24	0	0	12	0	0	79	18.61	14
Detergent Soap	bar	6	0	0	6	0	0	6	0	0	2	0	0	20	18.72	3
Dust Pan	pcs	3	0	0	3	0	0	5	0	0	4	0	0	15	30.00	4
Dishwashing liquid/soap anti-bacterial 250ml	bot.	9	0	0	10	0	0	6	0	0	3	0	0	28	45.00	12
Disposable Drinking glass	pcs	250	0	0	250	0	0	0	0	0	0	0	0	500	2.00	10
Feather Duster	pcs	5	0	0	4	0	0	5	0	0	4	0	0	18	50.00	9
Floor Map Handle	pcs	5	0	0	0	0	0	5	0	0	5	0	0	15	53.00	7
Floor Mop	pcs	5	0	0	1	0	0	5	0	0	5	0	0	16	150.00	24
Floor Wax (red)	can	2	0	0	1	0	0	2	0	0	2	0	0	7	306.80	21
Floor Wax (natural)	can	2	0	0	1	0	0	2	0	0	2	0	0	7	218.40	15
Hacksaw Blade	pcs	0	0	0	24	0	0	5	0	0	12	0	0	41	55.00	22
Handsoap liquid anti-bacterial 750ml	bot	11	0	0	10	0	0	6	0	0	2	0	0	29	200.00	58
Handgloves (plastic)	pcs	10	0	0	8	0	0	8	0	0	4	0	0	30	40.00	12
Laundry Soap (powder)	pouch	10	0	0	0	0	0	2	0	0	1	0	0	13	102.00	13
Muriatic Acid	bot	3	0	0	3	0	0	6	0	0	2	0	0	14	35.00	4
Rubbing Alcohol	bot	12	0	0	12	0	0	15	0	0	12	0	0	51	75.00	38
Softbroom	pcs	24	0	0	24	0	0	13	0	0	6	0	0	67	119.60	80
Scrubbing pad	pcs	2	0	0	0	0	0	5	0	0	5	0	0	12	45.00	5
Toilet Bowl cleaner	bot	20	0	0	13	0	0	24	0	0	12	0	0	69	62.40	43
Toilet Bowl Suction pump	pcs	18	0	0	12	0	0	5	0	0	6	0	0	41	45.00	18
Toilet Brush	pcs	21	0	0	12	0	0	5	0	0	12	0	0	50	36.00	17
Toilet Cleaner	pcs	11	0	0	3	0	0	4	0	0	3	0	0	21	87.00	18
Toilet paper	roll	29	0	0	32	0	0	8	0	0	21	0	0	90	25.00	22
Zonrox	gal	4	0	0	4	0	0	4	0	0	2	0	0	14	154.00	21
SUB-TOTAL																5412
COMMON LEGAL SIZE PAPER																
SUB-TOTAL BROUGHT FORWARD																5412
Bond paper (Ordinary-long)	ream	40	0	0	40	0	0	50	0	0	5	0	0	135	175.00	236
Bondpaper US-Long	ream	80	0	0	70	0	0	50	10	0	30	0	0	240	175.00	420
Bookpaper Subs 20(Long)	ream	20	0	0	60	0	0	80	0	0	30	0	0	190	195.00	370
Mimeo Paper (GW-Long)	ream	10	0	0	30	0	0	80	0	0	50	0	0	170	91.52	155
Mimeo Paper (WW-Long)	ream	30	0	0	30	0	0	50	0	0	25	0	0	135	120.02	162
SUB-TOTAL																6757

Continuation.

Item and Specification	Unit of Measure	QUANTITY REQUIREMENT													Unit Price	Total Pr
		Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total		
COMMON COMPUTER SUPPLIES																
SUB-TOTAL BROUGHT FORWARD																6757
Brother Ink LC40 (black)	pcs	3	0	0	3	0	0	2	0	0	0	0	0	6	1200	96
Brother Ink LC40 (black)	pcs	0	0	0	0	0	0	0	0	0	6	0	0	6	1200	72
Brother Ink LC40 (black)	pcs	0	0	0	0	0	0	0	0	0	6	0	0	6	1200	72
Brother Ink LC40 (black)	pcs	0	0	0	0	0	0	0	0	0	6	0	0	6	1200	72
Canon #40	pcs	0	0	0	1	0	0	1	0	0	1	0	0	3	802.00	24
Canon #41	pcs	0	0	0	1	0	0	2	0	0	2	0	0	5	845.00	42
Canon #810 (black)	pcs	20	0	0	12	0	0	30	0	0	15	0	0	77	745.00	573
Canon #810 (colored)	pcs	12	0	0	12	0	0	30	0	0	12	0	0	66	985.00	650
Canon #830 (black)	pcs	0	0	0	24	0	0	2	0	0	3	0	0	29	810.00	234
Canon #831 (colored)	pcs	0	0	0	0	0	0	2	0	0	2	0	0	4	920.00	36
Canon Ink #15 (black)	pcs	0	0	0	0	0	0	2	0	0	0	0	0	2	645.00	12
Canon Ink #16 (colored)	pcs	3	0	0	3	0	0	2	0	0	1	0	0	6	895.00	80
CD-R	pcs	0	0	0	0	0	0	25	0	0	5	0	0	30	25.00	7
CD-RW	pcs	252	0	0	0	0	0	20	0	0	10	0	0	282	40.00	112
Continuous Paper # 11 X 14 7/8, 2 ply	box	0	0	0	4	0	0	3	0	0	2	0	0	9	912.60	82
Continuous Paper (11 x 9.5) 2 ply	box	6	0	0	3	0	0	12	0	0	2	0	0	23	581.67	133
Diskette Floppy 3.5"	pcs	15	0	0	0	0	0	30	0	0	15	0	0	60	13.00	7
DVD-R (sony)	pcs	12	0	0	2	0	0	10	0	0	10	0	0	34	50.00	17
DVD-RW (sony)	pcs	15	0	0	2	0	0	20	0	0	12	0	0	49	300.60	147
Epson Stylus Ink (black)	pcs	9	0	0	12	0	0	17	0	0	12	0	0	50	400.00	200
Epson Stylus Ink (cyan)	pcs	11	0	0	6	0	0	17	0	0	12	0	0	46	400.00	184
Epson Stylus Ink (magenta)	pcs	11	0	0	6	0	0	17	0	0	12	0	0	46	400.00	184
Epson Stylus Ink (yellow)	pcs	11	0	0	6	0	0	17	0	0	12	0	0	46	400.00	184
Epson T6641 (black)	pcs	13	0	0	9	0	0	0	0	0	0	0	0	22	650.00	143
Epson T6642 (cyan)	pcs	8	0	0	6	0	0	10	0	0	10	0	0	34	650.00	221
Epson T6643 (magenta)	pcs	8	0	0	6	0	0	0	0	0	6	0	0	20	650.00	130
Epson T6644 (yellow)	pcs	8	0	0	6	0	0	0	0	0	6	0	0	20	650.00	130
HP Ink #61 (black)	pcs	4	0	0	4	0	0	15	0	0	12	0	0	35	640.00	224
HP Ink #61 (colored)	pcs	3	0	0	3	0	0	11	0	0	6	0	0	23	765.00	175
SUB-TOTAL																11008

Continuation..

Item and Specification	Unit of Measure	QUANTITY REQUIREMENT													Unit Price	Total Pr
		Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total		
SUB-TOTAL BROUGHT FORWARD																1100
HP Inkjet #15	pcs	0	0	0	0	0	0	1	0	0	1	0	0	2	1149.54	22
HP Inkjet #21	pcs	22	0	0	22	0	0	35	0	0	24	0	0	103	615.06	633
HP Inkjet #22	pcs	6	0	0	12	0	0	20	0	0	12	0	0	50	708.90	354
HP Inkjet #27	pcs	3	0	0	3	0	0	5	0	0	5	0	0	16	743.58	118
HP Inkjet #28	pcs	6	0	0	3	0	0	5	0	0	5	0	0	13	873.12	113
HP Inkjet #45	pcs	2	0	0	2	0	0	5	0	0	5	0	0	14	1216.86	170
HP Inkjet #74	pcs	0	0	0	0	0	0	3	0	0	3	0	0	6	705.00	42
HP Inkjet #703 (Black)	pcs	20	0	0	20	0	0	6	0	0	3	0	0	49	750.00	367
HP Inkjet #703(Colored)	pcs	8	0	0	5	0	0	6	0	0	3	0	0	22	790.00	173
HP Inkjet #704 (black)	pcs	4	0	0	6	0	0	24	0	0	24	0	0	58	375.00	217
HP Inkjet #704 (colored)	pcs	0	0	0	4	0	0	12	0	0	12	0	0	28	380.00	106
HP Inkjet #75	pcs	0	0	0	0	0	0	2	0	0	0	0	0	2	855.00	17
HP Inkjet #78	pcs	2	0	0	2	0	0	2	0	0	2	0	0	8	1352.52	108
HP Inkjet #901 (Black)	pcs	6	0	0	6	0	0	4	0	0	4	0	0	20	850.00	170
HP Inkjet #901 (Colored)	pcs	0	0	0	2	0	0	2	0	0	2	0	0	6	900.00	54
HP Inkjet #92 (Black)	pcs	0	0	0	0	0	0	3	0	0	3	0	0	6	588.54	35
HP Inkjet #93 (colored)	pcs	0	0	0	0	0	0	2	0	0	2	0	0	4	787.44	31
HP Inkjet #94 (black)	pcs	0	0	0	0	0	0	2	0	0	2	0	0	4	820.08	32
HP Inkjet #95 (colored)	pcs	0	0	0	0	0	0	2	0	0	2	0	0	4	984.30	39
HP Laserjet Q6003A (black)	pcs	6	0	0	6	0	0	12	0	0	1	0	0	25	4500.00	1125
HP Laserjet Q6003A (cyan)	pcs	6	0	0	6	0	0	12	0	0	1	0	0	25	4500.00	1125
HP Laserjet Q6003A (magenta)	pcs	6	0	0	6	0	0	12	0	0	1	0	0	25	4500.00	1125
HP Laserjet Q6003A (yellow)	pcs	6	0	0	6	0	0	12	0	0	1	0	0	25	4500.00	1125
HP-810c (black Ink)	pcs	0	0	0	0	0	0	1	0	0	1	0	0	2	1200.00	24
HP-810c (colored Ink)	pcs	0	0	0	2	0	0	4	0	0	2	0	0	8	1300.00	104
Laser Color Printer Docu Print CP105B	Set	2	0	0	2	0	0	2	0	0	2	0	0	8	1500.00	120
Lexmark Z-25 #17 Black	pcs	20	0	0	21	0	0	6	0	0	5	0	0	52	984.30	511
Lexmark Z-25 #27 Colored	pcs	10	0	0	10	0	0	6	0	0	4	0	0	30	1173.00	351
LQ 2180 cartridge	pcs	4	0	0	4	0	0	12	0	0	4	0	0	24	800.00	192
LQ 2180 refill	pcs	0	0	0	4	0	0	6	0	0	3	0	0	13	135.00	17
LQ 300+ cartridge	pcs	0	0	0	15	0	0	23	0	0	12	0	0	50	130.00	65
SUB-TOTAL																19704

Continuation.

Item and Specification	Unit of Measure	QUANTITY REQUIREMENT													Unit Price	Total Pr
		Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total		
SUB-TOTAL BROUGHT FORWARD																19704
LQ 580 Cartridge	pcs	24	0	0	15	0	0	18	0	0	12	0	0	69	130.00	89
LQ 590 Cartridge	pcs	12	0	0	16	0	0	30	0	0	24	0	0	82	350.00	287
LX 300/300 + Cartridge	pcs	24	0	0	24	0	0	24	0	0	24	0	0	96	85.00	81
Toner Laser Jet	cart.	1	0	0	1	0	0	1	0	0	1	0	0	4	3800.00	152
GRAND TOTAL																20314
TOTAL																20314
Additional provision for inflation																406
Approved Budget																20720

We hereby warrant that the total amount reflected in this Annual Procurement Program to procure the the above listed supplies and materials has been included in or is within our approved budget for the year.

Prepared by:

for. *MM* 12/29/14
MIGUEL M. BIDON, MM
 Administrative Officer V

Certified Funds Available:

MM
CHRISTINE ALMA MAE M. DAGUPLO, CPA
 Accountant III

Approved:

VB
VALERIO B. CABALO, Ph.D
 VPAF