

**ANNUAL PROCUREMENT PLAN FOR 2017  
For Common-Use Supplies and Equipment**

Department/Bureau/Office: **SOUTHERN LEYTE STATE UNIVERSITY-MAIN CAMPUS**  
Region: **Region VIII**  
Address: **San Roque, Sogod, Southern Leyte**

Organization Code: 080810000000

Contact Person: **MIGUEL M. BIDON**  
Position: **Supply Officer III**  
E-mail : **None**  
Telephone/Mobile Nos: **053-382-2523/09235649808**

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																								
<b>COMMON ELECTRICAL SUPPLIES</b>																								
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack	76	0	0	76	1323.9	10	0	0	10	174.2	36	0	0	36	627.12	25	0	0	25	435.5	147	17.42	2,560.74
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	30	0	0	30	450.9	14	0	0	14	210.42	36	0	0	36	541.08	10	0	0	10	150.3	90	15.03	1,352.70
3 BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0				0	0				0	0				0	0	0	77.56	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0	0				0	0				0	0				0	0	0	114.40	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0	0				0	0				0	0				0	0	0	280.80	-
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0	0				0	0				0	0				0	0	0		-
7 TAPE, electrical	roll				0	0				0	0				0	0				0	0	0	18.20	-
<b>COMMON OFFICE SUPPLIES</b>																								
1 ACETATE, gauge #3, 50m per roll	roll	16	0	0	16	9984	5	0	0	5	3120	8	0	0	8	4992	5	0	0	5	3120	34	624.00	21,216.00
2 AIR FRESHENER, 280mL/150g min	can	3	0	0	3	249.6	1	0	0	1	83.2	5	0	0	5	416	5	0	0	5	416	14	83.20	1,164.80
3 ALCOHOL, 70%, ethyl, 500ml	bottle	16	0	0	16	765.12	32	0	0	32	1530.2	31	0	0	31	1482.4	10	0	0	10	478.2	89	47.82	4,255.98
4 CARBON FILM, A4 size, 100 sheets per box	box	4	0	0	4	790.32	2	0	0	2	395.16	4	0	0	4	790.32	4	0	0	4	790.32	14	197.58	2,766.12
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0				0	0				0	0				0	0	0	202.80	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack	3	0	0	3	193.44	3	0	0	3	193.44	3	0	0	3	193.44	2	0	0	2	128.96	11	64.48	709.28
7 CHALK, white, enamel, 100 pieces per box	box	20	0	0	20	517.2	15	0	0	15	387.9	20	0	0	20	517.2	12	0	0	12	310.32	67	25.86	1,732.62

8	CLEARBOOK, A4 size	piece				0	0				0	0				0	0			0	0	0	39.52	-	
9	CLEARBOOK, Legal size	piece	0	0	0	0	0	10	0	0	10	436.8	0	0	0	0	0	5	0	0	5	218.4	15	43.68	655.20
10	CLIP, backfold, 19mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	7.28	-	
11	CLIP, backfold, 25mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	10.40	-	
12	CLIP, backfold, 32mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	19.12	-	
13	CLIP, backfold, 50mm, 12 pieces per box	box				0	0				0	0				0	0			0	0	0	36.38	-	
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				0	0				0	0				0	0			0	0	0	31.20	-	
15	DATA FILE BOX, made with chipboard, with closed ends	box	160	0	0	160	11165	35	0	0	35	2442.3	25	0	0	25	1744.5	15	0	0	15	1046.7	235	69.78	16,398.30
16	DATA FOLDER, made with chipboard, taglia lock	piece				0	0				0	0				0	0			0	0	0	68.64	-	
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	1	0	0	1	381.54	1	0	0	1	381.54	1	0	0	1	381.54	1	0	0	1	381.54	4	381.54	1,526.16
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	1	0	0	1	507.4	1	0	0	1	507.4	1	0	0	1	507.4	1	0	0	1	507.4	4	507.40	2,029.60
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	2	0	0	2	1243.4	2	0	0	2	1243.4	3	0	0	3	1865.1	1	0	0	1	621.71	8	621.71	4,973.68
20	ENVELOPE, EXPANDING, plastic	piece				0	0				0	0				0	0			0	0	0	27.61	-	
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	2	0	0	2	998.4	5	0	0	5	2496	6	0	0	6	2995.2	2	0	0	2	998.4	15	499.20	7,488.00
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	0				0	0				0	0			0	0	0	561.60	-	
23	ERASER, felt, for blackboard/whiteboard	piece	10	0	0	10	111.1	5	0	0	5	55.55	5	0	0	5	55.55	12	0	0	12	133.32	32	11.11	355.52
24	ERASER, plastic or rubber	piece	3	0	0	3	6.87	4	0	0	4	9.16	12	0	0	12	27.48	5	0	0	5	11.45	24	2.29	54.96
25	FASTENER, for paper, metal, 50 sets per box	box	45	0	0	45	2569.1	28	0	0	28	1598.5	55	0	0	55	3140	12	0	0	12	685.08	140	57.09	7,992.60
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0				0	0				0	0			0	0	0	70.67	-	
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0	0				0	0				0	0			0	0	0	12.48	-	
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0	0				0	0				0	0			0	0	0	16.64	-	
29	FOLDER, Fancy, A4, 50s/ bundle	bundle	2	0	0	2	468	1	0	0	1	234	2	0	0	2	468	2	0	0	2	468	7	234.00	1,638.00
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	3	0	0	3	873.6	7	0	0	7	2038.4	9	0	0	9	2620.8	5	0	0	5	1456	24	291.20	6,988.80
31	FOLDER, L-type, A4, 50 pieces pack	pack				0	0				0	0				0	0			0	0	0	166.40	-	

32	FOLDER, L-type, Legal size, 50 pieces per pack	pack			0	0				0	0				0	0			0	0	0	203.84	-		
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box			0	0				0	0				0	0			0	0	0	746.72	-		
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack			0	0				0	0				0	0			0	0	0	179.28	-		
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack			0	0				0	0				0	0			0	0	0	200.37	-		
36	GLUE, all purpose, 300 grams min.	jar	34	0	0	34	1502.1	12	0	0	12	530.16	29	0	0	29	1281.2	25	0	0	25	1104.5	100	44.18	4,418.00
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	92	0	0	92	4406.8	55	0	0	55	2634.5	50	0	0	50	2395	0	0	0	0	0	197	47.90	9,436.30
38	LOOSELEAF COVER, 50sets per bundle	bundle			0	0				0	0				0	0			0	0	0	539.76	-		
39	MAGAZINE FILE BOX, LARGE	piece			0	0				0	0				0	0			0	0	0	41.60	-		
40	MARKER, fluoresent, 3 colors per set	set			0	0				0	0				0	0			0	0	0	35.55	-		
41	MARKER, whiteboard, bullet type, black	piece	27	0	0	27	277.56	38	0	0	38	390.64	40	0	0	40	411.2	12	0	0	12	123.36	117	10.28	1,202.76
42	MARKER, whiteboard, bullet type, blue	piece	26	0	0	26	267.28	37	0	0	37	380.36	40	0	0	40	411.2	12	0	0	12	123.36	115	10.28	1,182.20
43	MARKER, whiteboard, bullet type, red	piece			0	0				0	0				0	0			0	0	0	10.28	-		
44	MARKER, permanent, bullet type, black	piece	8	0	0	8	77.2	13	0	0	13	125.45	22	0	0	22	212.3	10	0	0	10	96.5	53	9.65	511.45
45	MARKER, permanent, bullet type, blue	piece	8	0	0	8	77.2	13	0	0	13	125.45	22	0	0	22	212.3	10	0	0	10	96.5	53	9.65	511.45
46	MARKER, permanent, bullet type, red	piece			0	0				0	0				0	0			0	0	0	9.65	-		
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece			0	0				0	0				0	0			0	0	0	10.40	-		
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad			0	0				0	0				0	0			0	0	0	31.20	-		
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad			0	0				0	0				0	0			0	0	0	40.54	-		
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	5	0	0	5	270.3	0	0	0	0	3	0	0	3	162.18	5	0	0	5	270.3	13	54.06	702.78	
51	PAD PAPER, Ruled	pad			0	0				0	0				0	0			0	0	0	18.26	-		
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box	42	0	0	42	539.7	39	0	0	39	501.15	43	0	0	43	552.55	12	0	0	12	154.2	136	12.85	1,747.60
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box	41	0	0	41	263.63	16	0	0	16	102.88	18	0	0	18	115.74	30	0	0	30	192.9	105	6.43	675.15
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	120	0	0	120	16890	65	0	0	65	9148.8	95	0	0	95	13371	50	0	0	50	7037.5	330	140.75	46,447.50
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	145	0	0	145	24206	65	0	0	65	10851	155	0	0	155	25876	25	0	0	25	4173.5	390	166.94	65,106.60
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	110	0	0	110	14322	110	0	0	110	14322	135	0	0	135	17577	82	0	0	82	10676	437	130.20	56,897.40

57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	135	0	0	135	18972	105	0	0	105	14756	155	0	0	155	21782	78	0	0	78	10961	473	140.53	66,470.69
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	3	0	0	3	265.2	0	0	0	0	0	8	0	0	8	707.2	0	0	0	0	0	11	88.40	972.40
59	PAPER, Thermal, 216mm x 30m	roll	4	0	0	4	124.6	3	0	0	3	93.45	0	0	0	0	0	2	0	0	2	62.3	9	31.15	280.35
60	PENCIL, lead, w/eraser, one(1) dozen per box	box	5	0	0	5	98.1	3	0	0	3	58.86	3	0	0	3	58.86	3	0	0	3	58.86	14	19.62	274.68
61	PHILIPPINE NATIONAL FLAG	piece				0	0				0	0				0	0				0	0	0	278.72	-
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	26	0	0	26	1568.3	10	0	0	10	603.2	19	0	0	19	1146.1	15	0	0	15	904.8	70	60.32	4,222.40
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	26	0	0	26	2258.1	14	0	0	14	1215.9	10	0	0	10	868.5	20	0	0	20	1737	70	86.85	6,079.50
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	20	0	0	20	5137.4	0	0	0	0	0	5	0	0	5	1284.4	0	0	0	0	0	25	256.87	6,421.75
65	RUBBER BAND, 70mm min lay flat length (#18)	box	7	0	0	7	653.17	15	0	0	15	1399.7	9	0	0	9	839.79	5	0	0	5	466.55	36	93.31	3,359.16
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece	5	0	0	5	77.4	0	0	0	0	0	5	0	0	5	77.4	5	0	0	5	77.4	15	15.48	232.20
67	SIGN PEN, black	piece	30	0	0	30	1143	10	0	0	10	381	10	0	0	10	381	10	0	0	10	381	60	38.10	2,286.00
68	SIGN PEN, blue	piece	48	0	0	48	1828.8	27	0	0	27	1028.7	55	0	0	55	2095.5	20	0	0	20	762	150	38.10	5,715.00
69	SIGN PEN, red	piece				0	0				0	0				0	0				0	0	0	38.10	-
70	STAMP PAD INK, violet, 50mL	bottle	19	0	0	19	467.97	5	0	0	5	123.15	8	0	0	8	197.04	8	0	0	8	197.04	40	24.63	985.20
71	STAMP PAD, felt pad, min 60mm x 100mm	piece	4	0	0	4	110.64	0	0	0	0	0	4	0	0	4	110.64	4	0	0	4	110.64	12	27.66	331.92
72	STAPLE WIRE, Heavy duty, 23/13	box	34	0	0	34	795.6	16	0	0	16	374.4	30	0	0	30	702	24	0	0	24	561.6	104	23.40	2,433.60
73	STAPLE WIRE, Standard	box	45	0	0	45	851.4	51	0	0	51	964.92	48	0	0	48	908.16	12	0	0	12	227.04	156	18.92	2,951.52
74	TAPE, masking, 24mm, 50 meters length	roll				0	0				0	0				0	0				0	0	0	55.12	-
75	TAPE, masking, 48mm, 50 meters length	roll	12	0	0	12	1260.5	15	0	0	15	1575.6	24	0	0	24	2521	15	0	0	15	1575.6	66	105.04	6,932.64
76	TAPE, transparent, 24mm, 50 meters	roll	50	0	0	50	546	30	0	0	30	327.6	45	0	0	45	491.4	15	0	0	15	163.8	140	10.92	1,528.80
77	TAPE, transparent, 48mm, 50 meters	roll	20	0	0	20	530.4	25	0	0	25	663	20	0	0	20	530.4	16	0	0	16	424.32	81	26.52	2,148.12
78	TAPE, packaging, 48mm, 50 meters length	roll	15	0	0	15	491.1	3	0	0	3	98.22	15	0	0	15	491.1	10	0	0	10	327.4	43	32.74	1,407.82
79	TOILET TISSUE, 12 rolls per pack	pack	22	0	0	22	1487.2	22	0	0	22	1487.2	22	0	0	22	1487.2	20	0	0	20	1352	86	67.60	5,813.60
80	TWINE, plastic, one kilo per roll	roll				0	0				0	0				0	0				0	0	0	49.92	-
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack				0	0				0	0				0	0				0	0	0	128.84	-
82	Software					0	0				0	0				0	0				0	0	0		-

83	Airline Travel				0	0				0	0				0	0			0	0	0		-		
<b>COMMON OFFICE DEVICES</b>																									
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	3	0	0	3	27.57	2	0	0	2	18.38	6	0	0	6	55.14	3	0	0	3	27.57	14	9.19	128.66
2	CUTTER KNIFE, heavy duty	piece				0	0				0	0				0	0			0	0	0	19.76	-	
3	DATING AND STAMPING MACHINE	piece				0	0				0	0				0	0			0	0	0	478.38	-	
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece	0	0	0	0	0	2	0	0	2	374.4	0	0	0	0	0	0	0	0	0	0	2	187.20	374.40
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	9	0	0	9	1028.5	6	0	0	6	685.68	3	0	0	3	342.84	5	0	0	5	571.4	23	114.28	2,628.44
6	SCISSORS, (6")	pair	6	0	0	6	82.38	7	0	0	7	96.11	5	0	0	5	68.65	5	0	0	5	68.65	23	13.73	315.79
7	STAPLER, standard	piece	21	0	0	21	1725.4	10	0	0	10	821.6	6	0	0	6	492.96	10	0	0	10	821.6	47	82.16	3,861.52
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100	piece				0	0				0	0				0	0			0	0	0	878.80	-	
9	STAPLE REMOVER, plier type	piece	2	0	0	2	36.36	6	0	0	6	109.08	4	0	0	4	72.72	6	0	0	6	109.08	18	18.18	327.24
10	TAPE DISPENSER, table top	piece	5	0	0	5	238.6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	47.72	238.60	
11	WASTE BASKET, non-rigid plastic	piece				0	0				0	0				0	0			0	0	0	23.90	-	
<b>COMMON JANITORIAL SUPPLIES</b>																									
1	BROOM, soft (tambo)	piece	34	0	0	34	3005.6	30	0	0	30	2652	28	0	0	28	2475.2	6	0	0	6	530.4	98	88.40	8,663.20
2	BROOM, stick (tingting)	piece				0	0				0	0				0	0			0	0	0	23.92	-	
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	5	0	0	5	208	10	0	0	10	416	8	0	0	8	332.8	5	0	0	5	208	28	41.60	1,164.80
4	CLEANSER, scouring powder, 350grams/can	can				0	0				0	0				0	0			0	0	0	21.27	-	
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	35	0	0	35	1310.1	30	0	0	30	1122.9	20	0	0	20	748.6	25	0	0	25	935.75	110	37.43	4,117.30
6	DISINFECTANT SPRAY, 400-550 grams	can	3	0	0	3	358.8	10	0	0	10	1196	5	0	0	5	598	5	0	0	5	598	23	119.60	2,750.80
7	DUST PAN, non-rigid plastic	piece	7	0	0	7	174.72	2	0	0	2	49.92	0	0	0	0	0	5	0	0	5	124.8	14	24.96	349.44
8	FLOOR WAX, Paste, red	can				0	0				0	0				0	0			0	0	0	202.80	-	

9	FURNITURE CLEANER, aerosol, 300mL/can	can			0	0				0	0				0	0			0	0	0	84.76	-		
10	INSECTICIDE, aerosol type, 600mL/can	can	2	0	0	2	249.6	5	0	0	5	624	8	0	0	8	998.4	2	0	0	2	249.6	17	124.80	2,121.60
11	MOPBUCKET	piece			0	0					0	0				0	0			0	0	0	1,911.00	-	
12	MOPHANDLE, screw type, aluminum handle	piece	5	0	0	5	712.4	2	0	0	2	284.96	0	0	0	0	0	0	0	0	0	0	7	142.48	997.36
13	MOPHEAD, made of rayon	piece	7	0	0	7	691.6	7	0	0	7	691.6	7	0	0	7	691.6	10	0	0	10	988	31	98.80	3,062.80
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle			0	0					0	0				0	0			0	0	0	49.69	-	
15	SCOURING PAD, 5 pieces per pack	pack	0	0	0	0	0	0	0	0	0	0	2	0	0	2	205.92	3	0	0	3	308.88	5	102.96	514.80
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll	10	0	0	10	1398.8	15	0	0	15	2098.2	15	0	0	15	2098.2	10	0	0	10	1398.8	50	139.88	6,994.00
17	DISINFECTANT, bleaching solution	cont	15	0	0	15	1527.3	25	0	0	25	2545.5	18	0	0	18	1832.8	10	0	0	10	1018.2	68	101.82	6,923.76
																							7.28		
<b>COMMON OFFICE EQUIPMENT</b>																									
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	0			0	0	0	10,400.00	-	
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	11	0	0	11	1487.2	0	0	0	0	0	1	0	0	1	135.2	5	0	0	5	676	17	135.20	2,298.40
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit			0	0					0	0				0	0			0	0	0	258.84	-	
4	CHAIR, monobloc, without armrest, beige	piece			0	0					0	0				0	0			0	0	0	254.68	-	
5	CHAIR, monobloc, without armrest, white	piece			0	0					0	0				0	0			0	0	0	254.80	-	
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit			0	0					0	0				0	0			0	0	0	6,229.60	-	
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	0			0	0	0	25,272.00	-	
8	ELECTRIC FAN, industrial	unit			0	0					0	0				0	0			0	0	0	956.80	-	
9	ELECTRIC FAN, orbit type	unit			0	0					0	0				0	0			0	0	0	1,248.00	-	
10	ELECTRIC FAN, stand type	unit			0	0					0	0				0	0			0	0	0	967.10	-	
11	ELECTRIC FAN, wall type	unit			0	0					0	0				0	0			0	0	0	790.40	-	

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	0			0	0	0	3,502.72	-		
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	0			0	0	0	1,080.56	-		
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	0			0	0	0	4,992.00	-		
15	MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0	0				0	0				0	0			0	0	0	26,483.60	-		
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	0			0	0	0	7,488.00	-		
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0	0				0	0				0	0			0	0	0	5,699.20	-		
18	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0	0				0	0				0	0			0	0	0	18,709.60	-		
19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0	0				0	0				0	0			0	0	0	5,831.52	-		
20	PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0	0				0	0				0	0			0	0	0	10,000.00	-		
21	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0	0				0	0				0	0			0	0	0	1,237.60	-		
22	TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0	0				0	0				0	0			0	0	0	1,289.60	-		
23	TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0	0				0	0				0	0			0	0	0	1,289.60	-		
24	Desktop and Laptop	unit				0	0				0	0				0	0			0	0	0		-		
<b>COMMON COMPUTER SUPPLIES</b>																										
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	8	0	0	8	5046.1	10	0	0	10	6307.6	7	0	0	7	4415.3	4	0	0	4	2523	29	630.76	18,292.04	
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0	0				0	0				0	0			0	0	0	950.30	-		
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0	0				0	0				0	0			0	0	0	716.04	-		
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0	0				0	0				0	0			0	0	0	1,220.96	-		

5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0	0				0	0				0	0			0	0	0	596.80	-			
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0	0				0	0				0	0			0	0	0	958.15	-			
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	8	0	0	8	174.32	2	0	0	2	43.58	3	0	0	3	65.37	10	0	0	10	217.9	23	21.79	501.17		
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	0			0	0	0	2,818.40	-			
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0	0				0	0				0	0			0	0	0	194.48	-			
10	MOUSE, optical, USB connection type	unit				0	0				0	0				0	0			0	0	0	127.80	-			
<b>HANDBOOK ON PROCUREMENT</b>																											
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0	0				0	0				0	0			0	0	0	61.83	-			
<b>CONSUMABLES</b>																											
1	INK CART, BROTHER LC39BK, Black	cart				0	0				0	0				0	0			0	0	0	681.20	-			
2	INK CART, BROTHER LC39C, Cyan	cart				0	0				0	0				0	0			0	0	0	447.20	-			
3	INK CART, BROTHER LC39M, Magenta	cart				0	0				0	0				0	0			0	0	0	447.20	-			
4	INK CART, BROTHER LC39Y, Yellow	cart				0	0				0	0				0	0			0	0	0	447.20	-			
5	INK CART, BROTHER LC67B, Black	cart				0	0				0	0				0	0			0	0	0	910.00	-			
6	INK CART, BROTHER LC67C, Cyan	cart				0	0				0	0				0	0			0	0	0	546.00	-			
7	INK CART, BROTHER LC67M, Magenta	cart				0	0				0	0				0	0			0	0	0	546.00	-			
8	INK CART, BROTHER LC67Y, Yellow	cart				0	0				0	0				0	0			0	0	0	546.00	-			
9	INK CART, BROTHER LC67HYBK, Black	cart				0	0				0	0				0	0			0	0	0	1,538.16	-			
10	INK CART, BROTHER LC67HYC, Cyan	cart				0	0				0	0				0	0			0	0	0	868.40	-			



11	INK CART, BROTHER LC67HYM, Magenta	cart				0	0				0	0				0	0			0	0	0	868.40	-	
12	INK CART, BROTHER LC67HYY, Yellow	cart				0	0				0	0				0	0			0	0	0	868.40	-	
13	INK CART, CANON PG-810, Black	cart	45	0	0	45	34866	29	0	0	29	22469	37	0	0	37	28668	15	0	0	15	11622	126	774.80	97,624.80
14	INK CART, CANON PG-740, Black	cart				0	0				0	0				0	0			0	0	0	754.00	-	
15	INK CART, CANON PGI-725, Black	cart				0	0				0	0				0	0			0	0	0	574.08	-	
16	INK CART, CANON CLI-726, Black	cart				0	0				0	0				0	0			0	0	0	534.56	-	
17	INK CART, CANON CL-811, Colored	cart	41	0	0	41	41915	23	0	0	23	23513	26	0	0	26	26580	12	0	0	12	12268	102	1,022.32	104,276.64
18	INK CART, CANON CL-741, Colored	cart				0	0				0	0				0	0			0	0	0	1,001.52	-	
19	INK CART, CANON CLI-726, Cyan	cart				0	0				0	0				0	0			0	0	0	535.60	-	
20	INK CART, CANON CLI-726, Magenta	cart				0	0				0	0				0	0			0	0	0	535.60	-	
21	INK CART, CANON CLI-726, Yellow	cart				0	0				0	0				0	0			0	0	0	535.60	-	
22	INK CART, EPSON C13T038190 (To 38), Black	cart				0	0				0	0				0	0			0	0	0	491.92	-	
23	INK CART, EPSON C13T039090 (To 39), Colored	cart				0	0				0	0				0	0			0	0	0	770.64	-	
24	INK CART, EPSON C13T105190(73N)(91N),Black	cart				0	0				0	0				0	0			0	0	0	426.40	-	
25	INK CART, EPSON C13T105290(73N)(91N),Cyan	cart				0	0				0	0				0	0			0	0	0	426.40	-	
26	INK CART, EPSON C13T105390(73N)(91N),Magenta	cart				0	0				0	0				0	0			0	0	0	426.40	-	
27	INK CART, EPSON C13T105490(73N)(91N),Yellow	cart				0	0				0	0				0	0			0	0	0	426.40	-	
28	INK CART, EPSON C13T6664100 (T6641), Black	cart	52	0	0	52	13250	19	0	0	19	4841.2	38	0	0	38	9682.4	10	0	0	10	2548	119	254.80	30,321.20
29	INK CART, EPSON C13T6664200 (T6642), Cyan	cart	31	0	0	31	7898.8	16	0	0	16	4076.8	23	0	0	23	5860.4	10	0	0	10	2548	80	254.80	20,384.00
30	INK CART, EPSON C13T6664300 (T6643), Magenta	cart	31	0	0	31	7898.8	17	0	0	17	4331.6	24	0	0	24	6115.2	10	0	0	10	2548	82	254.80	20,893.60
31	INK CART, EPSON C13T6664400 (T6644), Yellow	cart	31	0	0	31	7898.8	16	0	0	16	4076.8	25	0	0	25	6370	10	0	0	10	2548	82	254.80	20,893.60
32	INK CART, HP 51645A, (HP45), Black	cart				0	0				0	0				0	0			0	0	0	1,346.80	-	
33	INK CART, HP C1823A, (HP23), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,612.00	-	
34	INK CART, HP C4844A, (HP10), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-	
35	INK CART, HP C4906AA, (HP940XL), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-	

36	INK CART, HP C4907AA, (HP940XL), Cyan	cart				0	0				0	0				0	0			0	0	0	1,034.80	-	
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart				0	0				0	0				0	0			0	0	0	1,034.80	-	
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart				0	0				0	0				0	0			0	0	0	1,034.80	-	
39	INK CART, HP C4936A, (HP18), Black	cart				0	0				0	0				0	0			0	0	0	982.80	-	
40	INK CART, HP C4937A, (HP18), Cyan	cart				0	0				0	0				0	0			0	0	0	717.60	-	
41	INK CART, HP C4938A, (HP18), Magenta	cart				0	0				0	0				0	0			0	0	0	717.60	-	
42	INK CART, HP C4939A, (HP18), Yellow	cart				0	0				0	0				0	0			0	0	0	717.60	-	
43	INK CART, HP C6578DA, (HP78), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,606.80	-	
44	INK CART, HP C6615DA, (HP15), Black	cart				0	0				0	0				0	0			0	0	0	1,237.60	-	
45	INK CART, HP C6625AA, (HP17), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,346.80	-	
46	INK CART, HP C6656AA, (HP56), Black	cart				0	0				0	0				0	0			0	0	0	921.44	-	
47	INK CART, HP C6657AA, (HP57), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,466.40	-	
48	INK CART, HP C8727AA, (HP27), Black	cart	2	0	0	2	1653.6	0	0	0	0	0	2	0	0	2	1653.6	2	0	0	2	1653.6	6	826.80	4,960.80
49	INK CART, HP C8765WA, (HP94), Black	cart				0	0				0	0				0	0			0	0	0	930.80	-	
50	INK CART, HP C8766WA, (HP95), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,133.60	-	
51	INK CART, HP C8767WA, (HP96), Black	cart				0	0				0	0				0	0			0	0	0	1,430.00	-	
52	INK CART, HP C9351AA, (HP21), Black	cart	26	0	0	26	16900	30	0	0	30	19500	17	0	0	17	11050	24	0	0	24	15600	97	650.00	63,050.00
53	INK CART, HP C9352AA, (HP22), Tri-color	cart	10	0	0	10	7519.2	10	0	0	10	7519.2	2	0	0	2	1503.8	10	0	0	10	7519.2	32	751.92	24,061.44
54	INK CART, HP C9361WA, (HP93), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,346.80	-	
55	INK CART, HP C9362WA, (HP92), Black	cart				0	0				0	0				0	0			0	0	0	600.08	-	
56	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,492.40	-	
57	INK CART, HP C9364WA, (HP98), Black	cart				0	0				0	0				0	0			0	0	0	826.80	-	
58	INK CART, HP CB314A, (HP900), Black	cart				0	0				0	0				0	0			0	0	0	296.40	-	
59	INK CART, HP CB315A, (HP900), Tri-color	cart				0	0				0	0				0	0			0	0	0	379.60	-	
60	INK CART, HP CB335WA, (HP74), Black	cart				0	0				0	0				0	0			0	0	0	696.80	-	

61	INK CART, HP CB336WA, (HP74XL), Black	cart				0	0				0	0				0	0			0	0	0	1,508.00	-	
62	INK CART, HP CB337WA, (HP75), Tri-color	cart				0	0				0	0				0	0			0	0	0	803.92	-	
63	INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,606.80	-	
64	INK CART, HP CC640WA, (HP60), Black	cart	3	0	0	3	1918.8	2	0	0	2	1279.2	2	0	0	2	1279.2	3	0	0	3	1918.8	10	639.60	6,396.00
65	INK CART, HP CC641WA, (HP60XL), Black	cart				0	0				0	0				0	0			0	0	0	1,445.60	-	
66	INK CART, HP CC643WA, (HP60), Tri-color	cart	3	0	0	3	2262	2	0	0	2	1508	2	0	0	2	1508	3	0	0	3	2262	10	754.00	7,540.00
67	INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0	0				0	0				0	0			0	0	0	1,658.80	-	
68	INK CART, HP CC653AA, (HP901), Black	cart	11	0	0	11	7035.6	11	0	0	11	7035.6	12	0	0	12	7675.2	10	0	0	10	6396	44	639.60	28,142.40
69	INK CART, HP CC656AA, (HP901), Tri-color	cart	4	0	0	4	4076.8	4	0	0	4	4076.8	3	0	0	3	3057.6	10	0	0	10	10192	21	1,019.20	21,403.20
70	INK CART, HP CC660AA, (HP702), Black	cart				0	0				0	0				0	0			0	0	0	1,086.80	-	
71	INK CART, HP CD887AA, (HP703), Black	cart	0	0	0	0	0	2	0	0	2	717.6	0	0	0	0	0	0	0	0	0	0	2	358.80	717.60
72	INK CART, HP CD888AA, (HP703), Tri-color	cart	4	0	0	4	1435.2	2	0	0	2	717.6	0	0	0	0	0	0	0	0	0	0	6	358.80	2,152.80
73	INK CART, HP CD971AA, (HP 920), Black	cart				0	0				0	0				0	0			0	0	0	792.48	-	
74	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0				0	0				0	0			0	0	0	629.20	-	
75	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0				0	0				0	0			0	0	0	629.20	-	
76	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0				0	0				0	0			0	0	0	629.20	-	
77	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0				0	0				0	0			0	0	0	1,242.80	-	
78	INK CART, HP CH561WA, (HP61), Black	cart	3	0	0	3	1934.4	5	0	0	5	3224	2	0	0	2	1289.6	3	0	0	3	1934.4	13	644.80	8,382.40
79	INK CART, HP CH562WA, (HP61), Tricolor	cart	1	0	0	1	826.8	5	0	0	5	4134	0	0	0	0	0	0	0	0	0	0	6	826.80	4,960.80
80	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0				0	0				0	0			0	0	0	1,554.80	-	
81	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0				0	0				0	0			0	0	0	1,175.20	-	
82	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0				0	0				0	0			0	0	0	1,180.40	-	
83	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0				0	0				0	0			0	0	0	1,180.40	-	
84	INK CART, HP CN692AA, (HP704), Black	cart	21	0	0	21	7534.8	10	0	0	10	3588	20	0	0	20	7176	10	0	0	10	3588	61	358.80	21,886.80
85	INK CART, HP CN693AA, (HP704), Tri-color	cart	15	0	0	15	5382	10	0	0	10	3588	15	0	0	15	5382	12	0	0	12	4305.6	52	358.80	18,657.60

86	INK CART, HP CZ107AA, (HP678), Black	cart				0	0				0	0				0	0			0	0	0	358.80	-	
87	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0				0	0				0	0			0	0	0	360.88	-	
88	INK CART, HP CZ121A (HP685A), Black	cart	10	0	0	10	3660.8	14	0	0	14	5125.1	24	0	0	24	8785.9	6	0	0	6	2196.5	54	366.08	19,768.32
89	INK CART, HP CZ122A (HP685A), Cyan	cart	12	0	0	12	2995.2	12	0	0	12	2995.2	20	0	0	20	4992	6	0	0	6	1497.6	50	249.60	12,480.00
90	INK CART, HP CZ123A (HP685A), Magenta	cart	10	0	0	10	2496	14	0	0	14	3494.4	14	0	0	14	3494.4	6	0	0	6	1497.6	44	249.60	10,982.40
91	INK CART, HP CZ124A (HP685A), Yellow	cart	9	0	0	9	2246.4	14	0	0	14	3494.4	14	0	0	14	3494.4	6	0	0	6	1497.6	43	249.60	10,732.80
92	INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0	0				0	0				0	0			0	0	0	930.80	-	
93	INK CART, LEXMARK 10NO217 (#17), Black	cart				0	0				0	0				0	0			0	0	0	1,003.60	-	
94	INK CART, LEXMARK 10NO227 (#27), Colored	cart				0	0				0	0				0	0			0	0	0	1,196.00	-	
95	TONER CART, BROTHER TN-2025, Black	cart				0	0				0	0				0	0			0	0	0	2,556.32	-	
96	TONER CART, BROTHER TN-2130, Black	cart				0	0				0	0				0	0			0	0	0	1,820.00	-	
97	TONER CART, BROTHER TN-2150, Black	cart				0	0				0	0				0	0			0	0	0	2,860.00	-	
98	TONER CART, BROTHER TN-3320, Black	cart				0	0				0	0				0	0			0	0	0	3,354.00	-	
99	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0				0	0				0	0			0	0	0	4,992.00	-	
100	TONER CART, HP C4092A, Black	cart				0	0				0	0				0	0			0	0	0	2,741.44	-	
101	TONER CART, HP C4096A, Black	cart				0	0				0	0				0	0			0	0	0	5,352.88	-	
102	TONER CART, HP C7115A, Black	cart				0	0				0	0				0	0			0	0	0	2,971.28	-	
103	TONER CART, HP CB435A, Black	cart				0	0				0	0				0	0			0	0	0	2,802.80	-	
104	TONER CART, HP CB436A, Black	cart				0	0				0	0				0	0			0	0	0	3,218.80	-	
105	TONER CART, HP CB540A, Black	cart				0	0				0	0				0	0			0	0	0	3,312.40	-	
106	TONER CART, HP CB541A, Cyan	cart				0	0				0	0				0	0			0	0	0	2,984.80	-	
107	TONER CART, HP CB542A, Yellow	cart				0	0				0	0				0	0			0	0	0	2,984.80	-	
108	TONER CART, HP CB543A, Magenta	cart				0	0				0	0				0	0			0	0	0	2,984.80	-	
109	TONER CART, HP CC364A, Black	cart				0	0				0	0				0	0			0	0	0	7,378.80	-	
110	TONER CART, HP CC530A, Black	cart				0	0				0	0				0	0			0	0	0	5,402.80	-	

111	TONER CART, HP CC531A, Cyan	cart				0	0					0	0					0	0	0	5,298.80	-
112	TONER CART, HP CC532A, Yellow	cart				0	0					0	0					0	0	0	5,298.80	-
113	TONER CART, HP CC533A, Magenta	cart				0	0					0	0					0	0	0	5,298.80	-
114	TONER CART, HP CE255A, Black	cart				0	0					0	0					0	0	0	6,754.80	-
115	TONER CART, HP CE278A, Black	cart				0	0					0	0					0	0	0	3,114.80	-
116	TONER CART, HP CE285A (HP85A), Black	cart				0	0					0	0					0	0	0	2,756.00	-
117	TONER CART, HP CE310A, Black	cart				0	0					0	0					0	0	0	2,386.80	-
118	TONER CART, HP CE311A, Cyan	cart				0	0					0	0					0	0	0	2,490.80	-
119	TONER CART, HP CE312A, Yellow	cart				0	0					0	0					0	0	0	2,490.80	-
120	TONER CART, HP CE313A, Magenta	cart				0	0					0	0					0	0	0	2,490.80	-
121	TONER CART, HP CE320A, Black	cart				0	0					0	0					0	0	0	3,166.80	-
122	TONER CART, HP CE321A, Cyan	cart				0	0					0	0					0	0	0	3,010.80	-
123	TONER CART, HP CE322A, Yellow	cart				0	0					0	0					0	0	0	3,010.80	-
124	TONER CART, HP CE323A, Magenta	cart				0	0					0	0					0	0	0	3,010.80	-
125	TONER CART, HP CE390A, Black	cart				0	0					0	0					0	0	0	7,690.80	-
126	TONER CART, HP CE400A, Black	cart				0	0					0	0					0	0	0	6,754.80	-
127	TONER CART, HP CE401A, Cyan	cart				0	0					0	0					0	0	0	9,978.80	-
128	TONER CART, HP CE402A, Yellow	cart				0	0					0	0					0	0	0	9,978.80	-
129	TONER CART, HP CE403A, Magenta	cart				0	0					0	0					0	0	0	9,978.80	-
130	TONER CART, HP CE410A, (HP305), Black	cart				0	0					0	0					0	0	0	3,790.80	-
131	TONER CART, HP CE411A, (HP305), Cyan	cart				0	0					0	0					0	0	0	5,402.80	-
132	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0					0	0					0	0	0	5,402.80	-
133	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0					0	0					0	0	0	5,402.80	-
134	TONER CART, HP CE505A, Black	cart				0	0					0	0					0	0	0	3,998.80	-
135	TONER CART, HP CE505X, Black, high cap	cart				0	0					0	0					0	0	0	7,066.80	-
136	TONER CART, HP Q2612A, Black	cart				0	0					0	0					0	0	0	3,104.40	-
137	TONER CART, HP Q2613A, Black	cart				0	0					0	0					0	0	0	3,328.00	-

138	TONER CART, HP Q5942A, Black	cart				0	0					0	0					0	0	0	7,482.80	-
139	TONER CART, HP Q5949A, Black	cart				0	0					0	0					0	0	0	3,530.80	-
140	TONER CART, HP Q5950A, Black	cart				0	0					0	0					0	0	0	7,644.00	-
141	TONER CART, HP Q5951A, Cyan	cart				0	0					0	0					0	0	0	10,845.12	-
142	TONER CART, HP Q5952A, Yellow	cart				0	0					0	0					0	0	0	10,845.12	-
143	TONER CART, HP Q5953A, Magenta	cart				0	0					0	0					0	0	0	10,845.12	-
144	TONER CART, HP Q6000A, Black	cart				0	0					0	0					0	0	0	3,317.60	-
145	TONER CART, HP Q6001A, Cyan	cart				0	0					0	0					0	0	0	3,614.00	-
146	TONER CART, HP Q6002A, Yellow	cart				0	0					0	0					0	0	0	3,614.00	-
147	TONER CART, HP Q6003A, Magenta	cart				0	0					0	0					0	0	0	3,614.00	-
148	TONER CART, HP Q6470A, Black	cart				0	0					0	0					0	0	0	5,526.56	-
149	TONER CART, HP Q6471A, Cyan	cart				0	0					0	0					0	0	0	5,495.36	-
150	TONER CART, HP Q6472A, Yellow	cart				0	0					0	0					0	0	0	5,844.80	-
151	TONER CART, HP Q6473A, Magenta	cart				0	0					0	0					0	0	0	5,844.80	-
152	TONER CART, HP Q7553A, Black	cart				0	0					0	0					0	0	0	3,894.80	-
153	TONER CART, LEXMARK E360H11P, Black	cart				0	0					0	0					0	0	0	8,874.32	-
154	TONER CART, LEXMARK T650A11P, Black	cart				0	0					0	0					0	0	0	9,630.40	-
155	TONER CART, SAMSUNG ML-D2850B, Black	cart				0	0					0	0					0	0	0	4,992.00	-
156	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0					0	0					0	0	0	2,600.00	-
157	TONER CART, SAMSUNG MLT-D103L, Black	cart				0	0					0	0					0	0	0	2,912.00	-
158	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0					0	0					0	0	0	2,912.00	-
159	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0					0	0					0	0	0	2,392.00	-
160	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0					0	0					0	0	0	2,704.00	-
161	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0					0	0					0	0	0	2,631.20	-
162	TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0	0					0	0					0	0	0	3,120.00	-

163	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0				0	0				0	0			0	0	0	7,280.00	-	
164	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0				0	0				0	0			0	0	0	4,368.00	-	
165	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0				0	0				0	0			0	0	0	9,464.00	-	
166	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0				0	0				0	0			0	0	0	8,736.00	-	
167	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0				0	0				0	0			0	0	0	4,888.00	-	
168	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0				0	0				0	0			0	0	0	4,212.00	-	
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart	2	0	0	2	153.5	6	0	0	6	460.5	4	0	0	4	307	2	0	0	2	153.5	14	76.75	1,074.50
170	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0				0	0				0	0			0	0	0	724.88	-	
171	RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0	0				0	0				0	0			0	0	0	334.88	-	
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0	0				0	0				0	0			0	0	0	75.92	-	

**B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)**

COMMON OFFICE SUPPLIES																									
1	Ballpen (Blue)	pcs	75	0	0	75	393.75	85	0	0	85	446.25	205	0	0	205	1076.3	60	0	0	60	315	425	5.25	2,231.25
2	Ballpen (Red)	pcs	10	0	0	10	52.5	10	0	0	10	52.5	10	0	0	10	52.5	10	0	0	10	52.5	40	5.25	210.00
3	Ballpen (black)	pcs	30	0	0	30	157.5	20	0	0	20	105	15	0	0	15	78.75	10	0	0	10	52.5	75	5.25	393.75
4	Bondpaper US, Short	rms	65	0	0	65	11570	10	0	0	10	1780	10	0	0	10	1780	15	0	0	15	2670	100	178.00	17,800.00
5	Bondpaper Ordinary, Short	rms	10	0	0	10	1150	10	0	0	10	1150	10	0	0	10	1150	20	0	0	20	2300	50	115.00	5,750.00
6	Bondpaper Ordinary, Long	rms	15	0	0	15	1875	5	0	0	5	625	5	0	0	5	625	5	0	0	5	625	30	125.00	3,750.00
7	Chalk (Colored)	bxs	8	0	0	8	264	6	0	0	6	198	10	0	0	10	330	6	0	0	6	198	30	33.00	990.00
8	Clear book, refill, plastic pockets long	pack	10	0	0	10	4000	10	0	0	10	4000	0	0	0	0	0	0	0	0	0	0	20	400.00	8,000.00
9	Correction Pen	pcs	40	0	0	40	4600	25	0	0	25	2875	50	0	0	50	5750	33	0	0	33	3795	148	115.00	17,020.00
10	Double Sided Tape 1"	pcs	11	0	0	11	291.5	22	0	0	22	583	31	0	0	31	821.5	15	0	0	15	397.5	79	26.50	2,093.50
11	Fastener (round head #3)	bxs	50	0	0	50	2750	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	55.00	2,750.00	
12	Highlightener	pcs	15	0	0	15	675	10	0	0	10	450	8	0	0	8	360	10	0	0	10	450	43	45.00	1,935.00
13	ID Laminating Pouch	bxs	25	0	0	25	5500	25	0	0	25	5500	0	0	0	0	0	0	0	0	0	50	220.00	11,000.00	
14	Illustration Board (30"x40")	pcs	0	0	0	0	0	2	0	0	2	73.6	0	0	0	0	0	0	0	0	0	0	2	36.80	73.60
15	Manila Paper, 10 sheets per pack	pack	5	0	0	5	136.5	25	0	0	25	682.5	10	0	0	10	273	15	0	0	15	409.5	55	27.30	1,501.50
16	Mechanical Lead (0.5)	tube	0	0	0	0	0	1	0	0	1	35	0	0	0	0	0	2	0	0	2	70	3	35.00	105.00
17	Mimeo paper (WW/A4)	rms	30	0	0	30	4170	20	0	0	20	2780	30	0	0	30	4170	25	0	0	25	3475	105	139.00	14,595.00
18	Mimeo paper (WW/Long)	rms	40	0	0	40	5400	45	0	0	45	6075	50	0	0	50	6750	25	0	0	25	3375	160	135.00	21,600.00
19	Mimeo paper (GW/Long)	rms	150	0	0	150	14310	75	0	0	75	7155	125	0	0	125	11925	50	0	0	50	4770	400	95.40	38,160.00
20	Morroco Folder (Long)	pcs	200	0	0	200	1920	200	0	0	200	1920	100	0	0	100	960	50	0	0	50	480	550	9.60	5,280.00
21	Paste with Spreader	jars	2	0	0	2	63.6	2	0	0	2	63.6	10	0	0	10	318	5	0	0	5	159	19	31.80	604.20
22	Pentel Pen Ink (black/blue)	bot	3	0	0	3	33	4	0	0	4	44	4	0	0	4	44	5	0	0	5	55	16	11.00	176.00
23	Photopaper	pcs	0	0	0	0	0	35	0	0	35	192.5	6	0	0	6	33	0	0	0	0	0	41	5.50	225.50
24	Picture Frame	pcs	13	0	0	13	1235	4	0	0	4	380	9	0	0	9	855	0	0	0	0	0	26	95.00	2,470.00

25	Puch pin, flat head, assorted color, 100pcs per case	case	8	0	0	8	209.68	11	0	0	11	288.31	18	0	0	18	471.78	6	0	0	6	157.26	43	26.21	1,127.03		
26	PVC Cover	pcs	1000	0	0	1000	10000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1000	10.00	10,000.00			
27	Ring Binder, plastic 25mm, 10 pcs per bundle	bundle	34	0	0	34	5383.6	27	0	0	27	4275.2	23	0	0	23	3641.8	10	0	0	10	1583.4	94	158.34	14,883.96		
28	Ring Binder, plastic 50mm, 10 pcs per bundle	bundle	9	0	0	9	2750.2	10	0	0	10	3055.8	10	0	0	10	3055.8	10	0	0	10	3055.8	39	305.58	11,917.62		
29	Signpen (refill)	pcs	50	0	0	50	725	40	0	0	40	580	31	0	0	31	449.5	37	0	0	37	536.5	158	14.50	2,291.00		
30	Sliding Folder (Short)	pcs	5	0	0	5	26.5	15	0	0	15	79.5	35	0	0	35	185.5	15	0	0	15	79.5	70	5.30	371.00		
31	Sliding Folder (long)	pcs	26	0	0	26	156	44	0	0	44	264	27	0	0	27	162	24	0	0	24	144	121	6.00	726.00		
32	Special paper (short) (500's)	reams	5	0	0	5	4250	1	0	0	1	850	3	0	0	3	2550	2	0	0	2	1700	11	850.00	9,350.00		
33	Special paper (long) (500's)	reams	6	0	0	6	5700	1	0	0	1	950	3	0	0	3	2850	2	0	0	2	1900	12	950.00	11,400.00		
34	Sticker paper	pcs	170	0	0	170	850	50	0	0	50	250	55	0	0	55	275	5	0	0	5	25	280	5.00	1,400.00		
35	Styrofoam 1/2	pcs	20	0	0	20	680	25	0	0	25	850	20	0	0	20	680	10	0	0	10	340	75	34.00	2,550.00		
36	Styrofoam 1	pcs	10	0	0	10	636.5	10	0	0	10	636.5	5	0	0	5	318.25	0	0	0	0	0	25	63.65	1,591.25		
37	Tabloid paper 11x7	reams	2	0	0	2	798	2	0	0	2	798	2	0	0	2	798	2	0	0	2	798	8	399.00	3,192.00		
38	Thumbtacks	bxs	2	0	0	2	16	2	0	0	2	16	5	0	0	5	40	2	0	0	2	16	11	8.00	88.00		
39	Transparency Film	bxs	1	0	0	1	600	1	0	0	1	600	1	0	0	1	600	0	0	0	0	0	3	600.00	1,800.00		
40	Typewriter ribbon	pcs	10	0	0	10	350	10	0	0	10	350	10	0	0	10	350	10	0	0	10	350	40	35.00	1,400.00		
41	Whiteboard Ink (blue/black)	jars	60	0	0	60	7464	80	0	0	80	9952	75	0	0	75	9330	25	0	0	25	3110	240	124.40	29,856.00		
<b>COMMON JANITORIAL SUPPLIES</b>																											
1	Chlorine	kgs	13	0	0	13	1040	10	0	0	10	800	10	0	0	10	800	10	0	0	10	800	43	80.00	3,440.00		
2	Detergent Bar	bars	28	0	0	28	562.8	10	0	0	10	201	10	0	0	10	201	5	0	0	5	100.5	53	20.10	1,065.30		
3	Dipper	pcs	5	0	0	5	60	5	0	0	5	60	5	0	0	5	60	5	0	0	5	60	20	12.00	240.00		
4	Dish Washing Liquid	bottles	2	0	0	2	117.8	2	0	0	2	117.8	2	0	0	2	117.8	2	0	0	2	117.8	8	58.90	471.20		
5	Drain Cleaner	ltrs	2	0	0	2	364	2	0	0	2	364	2	0	0	2	364	3	0	0	3	546	9	182.00	1,638.00		
6	Feather Duster	pcs	5	0	0	5	95	1	0	0	1	19	3	0	0	3	57	5	0	0	5	95	14	19.00	266.00		
7	Hand Brush	pcs	5	0	0	5	80	5	0	0	5	80	5	0	0	5	80	5	0	0	5	80	20	16.00	320.00		
8	Hand gloves (rubberized)	pcs	5	0	0	5	225	4	0	0	4	180	6	0	0	6	270	0	0	0	0	0	15	45.00	675.00		
9	Hand Soap (Bar)	bars	5	0	0	5	52.5	5	0	0	5	52.5	7	0	0	7	73.5	5	0	0	5	52.5	22	10.50	231.00		
10	Hand Soap (liquid)	bottles	6	0	0	6	558	5	0	0	5	465	3	0	0	3	279	5	0	0	5	465	19	93.00	1,767.00		
11	Muriatic Acid	bottles	8	0	0	8	792	8	0	0	8	792	5	0	0	5	495	5	0	0	5	495	26	99.00	2,574.00		
12	Pail	pcs	8	0	0	8	381.6	5	0	0	5	238.5	5	0	0	5	238.5	3	0	0	3	143.1	21	47.70	1,001.70		
13	Plastic Garbage Can	pcs	10	0	0	10	1431	5	0	0	5	715.5	7	0	0	7	1001.7	0	0	0	0	0	22	143.10	3,148.20		
14	Toilet Bowl Sunction Pump	pcs	8	0	0	8	352	10	0	0	10	440	5	0	0	5	220	5	0	0	5	220	28	44.00	1,232.00		
15	Toilet Brush	pcs	0	0	0	0	0	10	0	0	10	650	0	0	0	0	0	0	0	0	0	0	10	65.00	650.00		
<b>CONSUMABLES</b>																											
1	Ink Cart, HP #28 Black	cart	2	0	0	2	2010	2	0	0	2	2010	2	0	0	2	2010	2	0	0	2	2010	8	1,005.00	8,040.00		
2	Ink Cart, Lexmark #17	cart	3	0	0	3	3234	3	0	0	3	3234	4	0	0	4	4312	3	0	0	3	3234	13	1,078.00	14,014.00		
3	Ribbon Cart, Epson 300	pcs	25	0	0	25	4000	30	0	0	30	4800	19	0	0	19	3040	22	0	0	22	3520	96	160.00	15,360.00		
4	Ribbon Cart, Epson 310	pcs	18	0	0	18	2916	14	0	0	14	2268	30	0	0	30	4860	10	0	0	10	1620	72	162.00	11,664.00		
5	Ribbon Cart, Epson 590	pcs	27	0	0	27	12150	34	0	0	34	15300	20	0	0	20	9000	36	0	0	36	16200	117	450.00	52,650.00		
6	Ribbon Cart, Epson 2180	pcs	2	0	0	2	1540	6	0	0	6	4620	2	0	0	2	1540	2	0	0	2	1540	12	770.00	9,240.00		
7	Toner Cart, INEO 164 TN116	cart	27	0	0	27	92678	15	0	0	15	51488	20	0	0	20	68650	10	0	0	10	34325	72	3,432.50	247,140.00		
8	Toner Cart, INEO 164 TN114	cart	6	0	0	6	18750	6	0	0	6	18750	2	0	0	2	6250	6	0	0	6	18750	20	3,125.00	62,500.00		
9	Toner Cart, Gestetner 1312/888091	cart	2	0	0	2	7340	2	0	0	2	7340	2	0	0	2	7340	2	0	0	2	7340	8	3,670.00	29,360.00		



10	Toner Cart, Gestetner MP 1900-885474	cart	0	0	0	0	2	0	0	2	5420	2	0	0	2	5420	2	0	0	2	5420	6	2,710.00	16,260.00	
11	Toner Cart, Gestetner MP 2501	cart	3	0	0	3	8130	3	0	0	3	8130	3	0	0	3	8130	3	0	0	3	8130	12	2,710.00	32,520.00
12	Toner Cart, Samsung ML 1640	cart	2	0	0	2	6830	2	0	0	2	6830	0	0	0	0	0	2	0	0	2	6830	6	3,415.00	20,490.00
13	Toner Cart, Samsung ML 1610 D2	cart	0	0	0	0	0	2	0	0	2	6600	0	0	0	0	0	1	0	0	1	3300	3	3,300.00	9,900.00
<b>Office Equipment and Accessories</b>																									
1	Puncher, 3 holes, heavy duty	unit	1	0	0	1	950	2	0	0	2	1900	2	0	0	2	1900	2	0	0	2	1900	7	950.00	6,650.00
<b>Computer Supplies</b>																									
1	CD-RW with case	pcs	28	0	0	28	700	15	0	0	15	375	13	0	0	13	325	10	0	0	10	250	66	25.00	1,650.00
<b>*Other Categories</b>																									
1	Copy Printer Ink (Gestetner)	bottles	55	0	0	55	59413	16	0	0	16	17284	40	0	0	40	43210	20	0	0	20	21605	131	1,080.24	141,511.44
2	Master (Gestetner)	rolls	25	0	0	25	49000	8	0	0	8	15680	15	0	0	15	29400	10	0	0	10	19600	58	1,960.00	113,680.00
<b>C. TOTAL (A + B):</b>																						<b>2,097,922.42</b>			
<b>D. ADDITIONAL PROVISION FOR</b>																						209,792.24			
<b>E. GRAND TOTAL (C + D)</b>																						<b>2,307,714.66</b>			
<b>F. APPROVED BUDGET BY THE</b>																									
<b>G. MONTHLY CASH REQUIREMENTS</b>																									
G.1 Available at Procurement Service Stores					337607						237705													1023915.42	
G.2 Other Items not available at PS but					376895.21						238165														1074007
<b>TOTAL MONTHLY CASH</b>					714501.89						475870														2097922.42

\*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:

Certified Funds Available /  
Certified Appropriate Funds Available:

Approved by:

**MIGUEL MATIVO BIDON,MM**  
Property/Supply Officer

**CHRISTINE ALMA MAE M. DAGUPLO, MPA**  
Accountant /  
Local Budget Officer

**PROSE IVY G. YEPES, Ed.D**  
Head of Office/Agency

Date Prepared:

28-Nov-16