

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				
COMMON OFFICE SUPPLIES																						
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0				0	0	658.32	-		
2 AIR FRESHENER, 280mL/can	can		12	12	24	12	12	10	34	12	10	34	12	12	10	34	126	85.58	10,783.28			
3 ALCOHOL, 70%, ethyl, 500ml	bottle		30	16	46	16	20	15	51	16	20	51	18	20	15	53	201	45.51	9,148.05			
4 CARBON FILM, A4 size, 100 sheets per box	box		6	5	11				0	6	5	11					0	22	235.90	5,189.76		
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box		6	3	9				0	6	3	9					0	18	267.89	4,821.94		
6 CARTOLINA, assorted color, 20 pieces per pack	pack		12	9	21	9	5		14	9	6	15	9	5		14	64	74.38	4,760.16			
7 CHALK, white, dustless, 100 pieces per box	box				0				0			0					0	0	27.28	-		
8 CLEARBOOK, A4 size	piece				0	2			2		2	2					0	4	39.50	158.00		
9 CLEARBOOK, Legal size	piece		5	5	10	5	5		10		5	5	10	5	5		10	40	43.89	1,755.52		
10 CLIP, backfold, 19mm, 12 pieces per box	box		12	8	20	12	8		20	12		8	20	12			12	72	7.68	552.99		
11 CLIP, backfold, 25mm, 12 pieces per box	box		12	9	10	10	8		18	10		8	18	10			10	56	17.56	983.09		
12 CLIP, backfold, 32mm, 12 pieces per box	box		12	8	20	10	8		18		8	10	18	10	8		18	74	21.82	1,614.49		
13 CLIP, backfold, 50mm, 12 pieces per box	box		18	12	30	12	10	10	32	12	10	34	12	12		24	120	46.08	5,529.89			
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece		77	50	127	50	38	30	118	50	37	30	117	50	30	36	116	478	43.34	20,716.23		
15 DATA FILE BOX, made with chipboard, with closed ends	box		50	50	100				50	30							0	180	73.57	13,241.73		
16 DATA FOLDER, made with chipboard, taglia lock	piece			25	25		25		25		15		15	15			15	80	81.18	6,494.58		
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box			8	8		5		5		8		8		5		5	26	425.71	11,068.55		
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces	box			8	8		6		6		6		6		6		6	26	535.31	13,917.98		
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box		15	6	21	8	8	8	24	8	8	8	24	8	8	8	24	93	655.90	60,999.08		
20 ENVELOPE, EXPANDING, plastic	piece			100	100		80		80				0				0	180	36.96	6,652.20		
21 ENVELOPE, MAILING, 500 pieces per box	box		20	5	25	20	5		25	20	5		25	10	5		15	90	147.02	13,232.23		
22 ENVELOPE, MAILING, with window, 500 pieces per box	box		2	2	4		2	2	4	2	2		4		2		2	14	206.10	2,885.47		
23 ERASER, felt, for blackboard/whiteboard	piece		10		10		6		6		6		6	3			3	25	10.62	265.60		
24 ERASER, plastic or rubber	piece		24	24	48	24	24		48	24	24		48	24	24		48	192	2.28	437.53		
25 FASTENER, for paper, metal, 50 sets per box	box		30	30	60	30	30		60	3	20	20	43	30	20		50	213	60.23	12,828.98		
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece			50	50		25		25				0				0	75	87.43	6,557.09		
27 FILE TAB DIVIDER, A4, five (5) colors per set	set			10	10		10		10		10		10		10		10	40	13.17	526.66		
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set			10	10		10		10		10		10		10		10	40	17.56	702.21		
29 FOLDER, Fancy, A4, 50s/ bundle	bundle			3	3		3		3		3		3		3		3	12	246.87	2,962.44		
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle			5	5		5		5		5		5		5		5	20	307.22	6,144.32		
31 FOLDER, L-type, A4, 50 pieces pack	pack			1	1		1		1		1		1		1		1	4	175.55	702.21		
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack			1	1		1		1		1		1		1		1	4	192.01	768.04		
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box		24	24	48	24	20	10	54	10	12	10	32	10	10		20	154	987.36	152,054.05		
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack		12	12	24	12	10	10	32	12	8	8	28	8	8		16	100	262.23	26,223.08		
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack		30	30	60	30	30	30	90	20	20	20	60	20	20		40	250	316.48	79,119.73		
36 GLUE, all purpose, 300 grams min.	jar		80	40	120	30	30	30	90	30	30	30	90	35	35		70	370	51.57	19,080.31		
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box			12	12		12		12		12		12	12			12	48	53.64	2,574.54		
38 LOOSELEAF COVER, 50sets per bundle	bundle			2	2		2		2		2		2	2			2	8	569.45	4,555.57		
39 MAGAZINE FILE BOX, LARGE	piece			4	4		4		4		4		4				0	12	46.25	555.01		
40 MARKER, fluorescent, 3 colors per set	set		15	12	27	8	8	8	24	8	8	8	24	12	10		22	97	37.51	3,638.01		
41 MARKER, whiteboard, bullet type, black	piece		60	60	120	50	40	30	120	50	30	20	100	50	50		100	440	12.45	5,477.56		
42 MARKER, whiteboard, bullet type, blue	piece		48	24	72	48	24	18	90	24	24	10	58	24	24		48	268	12.45	3,336.33		
43 MARKER, whiteboard, bullet type, red	piece		24	24	48	12	12	12	36	12	12	12	36	12	12		24	144	12.45	1,792.66		
44 MARKER, permanent, bullet type, black	piece		120	120	240	80	80	40	200	80	24	24	128	48	24		72	640	10.18	6,515.68		

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45 MARKER, permanent, bullet type, blue	piece		48	48	96	30	30	30	90	30	30	30	90	40	40		80	356	10.18	3,624.35	
46 MARKER, permanent, bullet type, red	piece		28	24	52	24	12	12	48	24	12	24	60	24	24		48	208	10.18	2,117.60	
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece		200	200	400	150	150	100	400		100		100				0	900	10.87	9,779.85	
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad		9	9	18	9	9		18	9	9		18	18			18	72	32.92	2,369.95	
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad		12	12	24	12	9		21	12	12		24	18			18	87	40.49	3,522.71	
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad		12	12	24	12	12		24	12	12		24	12			12	84	57.03	4,790.80	
51 PAD PAPER, Ruled	pad		15	15	30		10		10		15		15	12			12	67	18.43	1,234.87	
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box		30	30	60	30	30		60	35	35		70	30			30	220	14.26	3,137.99	
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box		35	35	70	35	30		65	35	30		65	50			50	250	7.13	1,782.95	
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream		40	40	80	40	40	40	120	40	40	40	120	40	40		80	400	124.31	49,724.26	
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream		40	40	80	40	40	40	120	40	40	40	120	40	40		80	400	139.28	55,712.44	
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream		30	3	33	3	30	30	63	30	30	30	90	30	30		60	246	108.02	26,573.28	
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream		30	30	60	30	30	30	90	30	20	20	70	30	30		60	280	121.19	33,932.60	
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream			3	3				0				0				0	3	97.10	291.31	
59 PAPER, Thermal, 216mm x 30m	roll		24	24	48	24		24	48	24	24		48	24	24		48	192	37.63	7,225.32	
60 PENCIL, lead, w/eraser, One(1) dozen per box	box		12	11	23	7	7	7	21	8	8	7	23	12	12		24	91	20.70	1,883.62	
61 PHILIPPINE NATIONAL FLAG	piece		12	6	18	8	6		14	8	8		16	8	4		12	60	315.99	18,959.62	
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book		30	30	60	20	20	20	60	20	20	20	60	30	30		60	240	63.64	15,273.02	
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book		48	36	84	36	24	25	85	30	30	22	82	30	30		60	311	91.63	28,495.92	
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle		18	18	36	10	13	10	33	10	13	10	33	17	16		33	135	271.00	36,584.71	
65 RUBBER BAND, 70mm min lay flat length (#18)	box			30	30	5	8		13	5	10		15	15			15	73	111.67	8,152.04	
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece			51	51		15		15		17		17	15			15	98	16.46	1,612.88	
67 SIGN PEN, black	piece		150	80	230	120	50	50	220	120	50	50	220	120	95		215	885	46.43	41,091.04	
68 SIGN PEN, blue	piece		60	60	120	60	60	60	180	60	60		120	60			60	480	46.43	22,286.66	
69 SIGN PEN, red	piece		15	15	30	15	15		30	15	15		30	15	15		30	120	46.43	5,571.67	
70 STAMP PAD INK, violet, 50mL	bottle		24	12	36	12	12	10	34	12	12	5	29	12	12		24	123	24.14	2,969.02	
71 STAMP PAD, felt pad, min 60mm x 100mm	piece		15	15	30	15	10		25	17	10		27	12			12	94	32.79	3,082.20	
72 STAPLE WIRE, Heavy duty, 23/13	box		3	3	6		3	3	6		3	3	6	3			3	21	32.09	673.96	
73 STAPLE WIRE, Standard	box		40	26	66	20	18	13	51	20	20	20	60	25	25		50	227	19.96	4,531.06	
74 TAPE, masking, 24mm, 50 meters length	roll		30	29	59	20	19	20	59	20	14	13	47	20	14	13	47	212	58.15	12,328.14	
75 TAPE, masking, 48mm, 50 meters length	roll		30	29	59	20	19	20	59	20	14	13	47	20	14	13	47	212	110.82	23,493.25	
76 TAPE, transparent, 24mm, 50 meters	roll		37	30	67	20	23	20	63	21	15	15	51	20	15	15	50	231	18.33	4,233.16	
77 TAPE, transparent, 48mm, 50 meters	roll		32	32	64	20	20	20	60	20	14	14	48	20	14	13	47	219	35.11	7,689.18	
78 TAPE, packaging, 48mm, 50 meters length	roll		18	18	36	20	18	18	56	20	12	12	44	20	12	12	44	180	35.11	6,319.87	
79 TOILET TISSUE, 12 rolls per pack	pack		12	10	22	10	6	6	22	10	6	6	22	10	6	6	22	88	79.73	7,015.92	
80 TWINE, plastic, one kilo per roll	roll		6	5	11	3	3	3	9	3	5	3	11	3	3	3	9	40	57.05	2,282.18	
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack		2	2	4	2	2		4	2	2		4	2	2		4	16	118.92	1,902.71	
COMMON OFFICE DEVICES																					
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube		6	4	10	3	3		6	5	5		10	3	3		6	32	8.28	265.02	
2 CUTTER KNIFE, heavy duty	piece		24	12	36	12	7		19	15	15	3	33	4			4	92	20.50	1,885.88	
3 DATING AND STAMPING MACHINE	piece			1	1	1	2		3	1			1				0	5	504.69	2,523.45	
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece		6		6		5		5	3			3	2			2	16	197.50	3,159.94	
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece		10	6	16	6	5		11	6			6	3			3	36	130.22	4,687.87	

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6 SCISSORS, (6")	pair		24	16	40	9			9	16			16	9			9	74	16.38	1,212.43
7 STAPLER, standard	piece		24	15	39	8	8		16	15	6		21	8	8		16	92	97.30	8,951.84
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece		2		2				0	2			2				0	4	1,118.05	4,472.19
9 STAPLE REMOVER, plier type	piece		37	20	57	4	4		8		8	8					0	73	18.60	1,357.77
10 TAPE DISPENSER, table top	piece		1		1	1			1				0	1			1	3	50.34	151.03
11 WASTE BASKET, non-rigid plastic	piece		24	13	37	12	7		19	12	10		22	12			12	90	32.37	2,913.07
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece		12	7	19	10	5	4	19	10	5	4	19	12	7		19	76	109.72	8,338.72
2 BROOM, stick (tingting)	piece		12	2	14	6	4	4	14	6	4	4	14	10	4		14	56	25.24	1,413.19
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle		30	24	54	24	16	14	54	24	16	14	54	24	16	14	54	216	43.89	9,479.81
4 CLEANSER, scouring powder, 350grams/can	can		24	17	41	24	12	5	41	24	12	5	41	24	12	5	41	164	19.20	3,148.96
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch		24	24	48	24	12	9	45	24	12	12	48	24	12	9	45	186	43.89	8,163.17
6 DISINFECTANT SPRAY, 400-550 grams	can		12	9	21	12	6	4	22	12	6	4	22	12	6	4	22	87	120.69	10,500.20
7 DUST PAN, non-rigid plastic	piece		6	6	12	1			1	5	5		10	1			1	24	38.28	918.61
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	241.38	-
9 FURNITURE CLEANER, aerosol, 300mL/can	can		1		1	1			1	1			1	1			1	4	89.42	357.69
10 INSECTICIDE, aerosol type, 600mL/can	can		6	4	10	6	4		10	6	4		10	6	4		10	40	123.98	4,959.34
11 MOPBUCKET	piece			1	1				0		1		1				0	2	1,974.96	3,949.92
12 MOPHANDLE, screw type, aluminum handle	piece		6	6	12	4	4		8	6	5		11		4		4	35	137.15	4,800.25
13 MOPHEAD, made of rayon	piece		7	7	14	7	7		14		7	7	14	7		7	14	56	104.23	5,837.10
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle		6	3	9		6	3	9		6	3	9		6	3	9	36	46.08	1,658.97
15 SCOURING PAD, 5 pieces per pack	pack		5		5		6		6		5		5	5			5	21	126.18	2,649.74
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll		12	12	24	12	5	6	23	12	6	5	23	12	6	2	20	90	147.57	13,281.61
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			1	1				0				0				0	1	10,970.90	10,970.90
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit			6	6	3			3	4	3		7	3			3	19	162.39	3,085.33
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit			6	6	3			3	3			3	3			3	15	436.69	6,550.28
4 CHAIR, monobloc, without armrest, beige	piece			12	12		12		12				0				0	24	296.24	7,109.86
5 CHAIR, monobloc, without armrest, white	piece			12	12		12		12				0				0	24	296.24	7,109.86
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit			2	2				0	1			1				0	3	6,572.23	19,716.68
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	26,552.24	-
8 ELECTRIC FAN, industrial	unit			1	1		1		1	1			1	1			1	4	1,206.92	4,827.68
9 ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,316.64	-
10 ELECTRIC FAN, stand type	unit			4	4				0	2			2				0	6	1,093.91	6,563.45
11 ELECTRIC FAN, wall type	unit			2	2				0				0				0	2	985.29	1,970.57

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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			1	1				0				0				0	1	3,695.37	3,695.37		
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			3	3				0				0				0	3	1,367.11	4,101.33		
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	4,156.19	-		
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit			2	2				0				0				0	2	43,378.12	86,756.24		
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	8,393.58	-		
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit			1	1				0				0				0	1	5,793.22	5,793.22		
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit			1	1				0				0				0	1	19,430.11	19,430.11		
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	6,152.25	-		
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit			1	1				0				0				0	1	10,550.00	10,550.00		
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit			1	1				0				0				0	1	1,744.55	1,744.55		
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0	1			1				0				0	1	1,300.18	1,300.18		
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0	1			1				0				0	1	1,301.24	1,301.24		
COMMON COMPUTER SUPPLIES																						
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	635.00	-		
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	930.97	-		
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box		12	10	22	12	10	5	27	12	10	5	27	12	10		22	98	721.08	70,666.03		
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	1,002.84	-		
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box		12	12	24	12	6	6	24	12	6	6	24	12	12		24	96	602.31	57,821.76		
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	960.05	-		
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece		120	120	240	120	50		170	120	120		240				0	650	22.55	14,654.48		
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			4	2	1			1	1			1	1			1	5	3,263.07	16,315.36		
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece		24	14	38		6		6		6		6		6		6	56	246.87	13,824.72		
10 MOUSE, optical, USB connection type	unit		12	12	24		6	4	10		6	4	10	3	3		6	50	144.83	7,241.52		
HANDBOOK ON PROCUREMENT																						

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		
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece		15		15				0				0				0	15	30.49	457.34
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	471.80	-
3 INK CART, BROTHER LC39M, Magenta	cart				0				0				0				0	0	471.80	-
4 INK CART, BROTHER LC39Y, Yellow	cart				0				0				0				0	0	471.80	-
5 INK CART, BROTHER LC67B, Black	cart				0				0				0				0	0	960.05	-
6 INK CART, BROTHER LC67C, Cyan	cart				0				0				0				0	0	576.03	-
7 INK CART, BROTHER LC67M, Magenta	cart				0				0				0				0	0	576.03	-
8 INK CART, BROTHER LC67Y, Yellow	cart				0				0				0				0	0	576.03	-
9 INK CART, BROTHER LC67HYBK, Black	cart				0				0				0				0	0	1,689.69	-
10 INK CART, BROTHER LC67HYC, Cyan	cart				0				0				0				0	0	916.16	-
11 INK CART, BROTHER LC67HYM, Magenta	cart				0				0				0				0	0	916.16	-
12 INK CART, BROTHER LC67HYY, Yellow	cart				0				0				0				0	0	916.16	-
13 INK CART, CANON PG-810, Black	cart				0				0				0				0	0	653.93	-
14 INK CART, CANON PG-740, Black	cart				0				0				0				0	0	740.61	-
15 INK CART, CANON PGI-725, Black	cart				0				0				0				0	0	518.98	-
16 INK CART, CANON CLI-726, Black	cart				0				0				0				0	0	490.45	-
17 INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	864.59	-
18 INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	864.59	-
19 INK CART, CANON CLI-726, Cyan	cart				0				0				0				0	0	565.06	-
20 INK CART, CANON CLI-726, Magenta	cart				0				0				0				0	0	565.06	-
21 INK CART, CANON CLI-726, Yellow	cart				0				0				0				0	0	565.06	-
22 INK CART, EPSON C13T038190 (T0 38), Black	cart				0				0				0				0	0	518.98	-
23 INK CART, EPSON C13T039090 (T0 39), Colored	cart				0				0				0				0	0	813.03	-
24 INK CART, EPSON C13T105190(73N)/(91N),Black	cart				0				0				0				0	0	449.85	-
25 INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart				0				0				0				0	0	449.85	-
26 INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart				0				0				0				0	0	449.85	-
27 INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart				0				0				0				0	0	449.85	-
28 INK CART, EPSON C13T6664100 (T6641), Black	cart		12	12	24	12	12	10	34	12	10	10	32	10	8		18	108	268.81	29,031.91
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart		8	8	16	8	5	5	18	8	6	7	21	8	4		12	67	268.81	18,010.54
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart		8	8	16	8	5	5	18	8	6	7	21	8	4		12	67	268.81	18,010.54
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart		8	8	16	8	5	5	18	8	6	7	21	8	4		12	67	268.81	18,010.54
32 INK CART, HP 51645A, (HP45), Black	cart				0				0				0				0	0	1,382.47	-
33 INK CART, HP C1823A, (HP23), Tri-color	cart				0				0				0				0	0	1,700.66	-
34 INK CART, HP C4844A, (HP10), Black	cart				0				0				0				0	0	1,574.48	-
35 INK CART, HP C4906AA, (HP940XL), Black	cart				0				0				0				0	0	1,607.40	-
36 INK CART, HP C4907AA, (HP940XL), Cyan	cart				0				0				0				0	0	1,086.23	-
37 INK CART, HP C4908AA, (HP940XL), Magenta	cart				0				0				0				0	0	1,086.23	-
38 INK CART, HP C4909AA, (HP940XL), Yellow	cart				0				0				0				0	0	1,086.23	-
39 INK CART, HP C4936A, (HP18), Black	cart				0				0				0				0	0	940.30	-
40 INK CART, HP C4937A, (HP18), Cyan	cart				0				0				0				0	0	709.89	-
41 INK CART, HP C4938A, (HP18), Magenta	cart				0				0				0				0	0	709.89	-
42 INK CART, HP C4939A, (HP18), Yellow	cart				0				0				0				0	0	709.89	-
43 INK CART, HP C6578DA, (HP78), Tri-color	cart				0				0				0				0	0	1,596.43	-

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		
44 INK CART, HP C6615DA, (HP15), Black	cart				0				0				0				0	0	1,305.67	-
45 INK CART, HP C6625AA, (HP17), Tri-color	cart				0				0				0				0	0	1,420.87	-
46 INK CART, HP C6656AA, (HP56), Black	cart				0				0				0				0	0	972.12	-
47 INK CART, HP C6657AA, (HP57), Tri-color	cart				0				0				0				0	0	1,547.05	-
48 INK CART, HP C8727AA, (HP27), Black	cart				0				0				0				0	0	844.84	-
49 INK CART, HP C8765WA, (HP94), Black	cart				0				0				0				0	0	932.62	-
50 INK CART, HP C8766WA, (HP95), Tri-color	cart				0				0				0				0	0	1,164.13	-
51 INK CART, HP C8767WA, (HP96), Black	cart				0				0				0				0	0	1,431.85	-
52 INK CART, HP C9351AA, (HP21), Black	cart		6	6	12	6	6	6	18	6	6		12	6	6		12	54	679.17	36,675.01
53 INK CART, HP C9352AA, (HP22), Tri-color	cart		4	4	8	4	4	5	13	4	4		8	4	4		8	37	793.28	29,351.20
54 INK CART, HP C9361WA, (HP93), Tri-color	cart				0				0				0				0	0	1,420.87	-
55 INK CART, HP C9362WA, (HP92), Black	cart				0				0				0				0	0	633.08	-
56 INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,572.29	-
57 INK CART, HP C9364WA, (HP98), Black	cart				0				0				0				0	0	855.82	-
58 INK CART, HP CB314A, (HP900), Black	cart				0				0				0				0	0	312.70	-
59 INK CART, HP CB315A, (HP900), Tri-color	cart				0				0				0				0	0	380.73	-
60 INK CART, HP CB335WA, (HP74), Black	cart				0				0				0				0	0	715.37	-
61 INK CART, HP CB336WA, (HP74XL), Black	cart				0				0				0				0	0	1,541.57	-
62 INK CART, HP CB337WA, (HP75), Tri-color	cart				0				0				0				0	0	822.90	-
63 INK CART, HP CB338WA, (HP75XL), Tri-color	cart				0				0				0				0	0	1,563.51	-
64 INK CART, HP CC640WA, (HP60), Black	cart		3	3	6	3	2	2	7	3	2	2	7	3	2	2	7	27	669.29	18,070.88
65 INK CART, HP CC641WA, (HP60XL), Black	cart				0				0				0				0	0	1,475.73	-
66 INK CART, HP CC643WA, (HP60), Tri-color	cart		3	3	6	2	2	2	6	2	2	2	6	2	2	2	6	24	788.89	18,933.28
67 INK CART, HP CC644WA, (HP60XL), Tri-color	cart				0				0				0				0	0	1,717.12	-
68 INK CART, HP CC653AA, (HP901), Black	cart				0				0				0				0	0	669.29	-
69 INK CART, HP CC656AA, (HP901), Tri-color	cart				0				0				0				0	0	1,031.37	-
70 INK CART, HP CC660AA, (HP702), Black	cart				0				0				0				0	0	1,059.90	-
71 INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	365.37	-
72 INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	365.37	-
73 INK CART, HP CD971AA, (HP 920), Black	cart				0				0				0				0	0	836.07	-
74 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	641.86	-
75 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	641.86	-
76 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	641.86	-
77 INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,206.92	-
78 INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	641.86	-
79 INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	794.37	-
80 INK CART, HP CNO45AA, (HP950XL), Black	cart				0				0				0				0	0	1,627.15	-
81 INK CART, HP CNO46AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,206.92	-
82 INK CART, HP CNO47AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,206.92	-
83 INK CART, HP CNO48AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,206.92	-
84 INK CART, HP CN692AA, (HP704), Black	cart		10	10	20	10	8	8	26	10	8	8	26	10	8	8	26	98	365.37	35,806.02
85 INK CART, HP CN693AA, (HP704), Tri-color	cart		10	10	20	6	6	6	18	6	6	6	18	6	6	6	18	74	365.37	27,037.20
86 INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	377.44	-
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	380.73	-
88 INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	384.02	-
89 INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	252.36	-

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		
90 INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	252.36	-
91 INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	252.36	-
92 INK CART, HP Q8893AA (C8728AA), (HP28), Colored	cart				0				0				0				0	0	965.54	-
93 INK CART, LEXMARK 10NO217 (#17), Black	cart				0				0				0				0	0	1,058.80	-
94 INK CART, LEXMARK 10NO227 (#27), Colored	cart				0				0				0				0	0	1,261.78	-
95 TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,696.92	-
96 TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,920.10	-
97 TONER CART, BROTHER TN-2150, Black	cart				0				0				0				0	0	3,017.30	-
98 TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,519.82	-
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU	cart				0				0				0				0	0	5,244.62	-
100 TONER CART, HP C4092A, Black	cart				0				0				0				0	0	2,892.22	-
101 TONER CART, HP C4096A, Black	cart				0				0				0				0	0	5,647.29	-
102 TONER CART, HP C7115A, Black	cart				0				0				0				0	0	3,134.70	-
103 TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,869.18	-
104 TONER CART, HP CB436A, Black	cart				0				0				0				0	0	3,231.25	-
105 TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,446.31	-
106 TONER CART, HP CB541A, Cyan	cart				0				0				0				0	0	3,133.60	-
107 TONER CART, HP CB542A, Yellow	cart				0				0				0				0	0	3,133.60	-
108 TONER CART, HP CB543A, Magenta	cart				0				0				0				0	0	3,133.60	-
109 TONER CART, HP CC364A, Black	cart				0				0				0				0	0	7,724.29	-
110 TONER CART, HP CC530A, Black	cart				0				0				0				0	0	5,447.60	-
111 TONER CART, HP CC531A, Cyan	cart				0				0				0				0	0	5,109.66	-
112 TONER CART, HP CC532A, Yellow	cart				0				0				0				0	0	5,109.66	-
113 TONER CART, HP CC533A, Magenta	cart				0				0				0				0	0	5,109.66	-
114 TONER CART, HP CE255A, Black	cart				0				0				0				0	0	6,704.99	-
115 TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,238.93	-
116 TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	2,856.01	-
117 TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,444.56	-
118 TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,611.34	-
119 TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,611.34	-
120 TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,611.34	-
121 TONER CART, HP CE320A, Black	cart				0				0				0				0	0	3,225.77	-
122 TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,105.08	-
123 TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,105.08	-
124 TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,105.08	-
125 TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,680.40	-
126 TONER CART, HP CE400A, Black	cart				0				0				0				0	0	6,958.44	-
127 TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	10,186.40	-
128 TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	10,186.40	-
129 TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	10,186.40	-
130 TONER CART, HP CE410A, (HP305), Black	cart				0				0				0				0	0	3,840.20	-
131 TONER CART, HP CE411A, (HP305), Cyan	cart				0				0				0				0	0	5,688.98	-
132 TONER CART, HP CE412A, (HP305), Yellow	cart				0				0				0				0	0	5,688.98	-
133 TONER CART, HP CE413A, (HP305), Magenta	cart				0				0				0				0	0	5,688.98	-
134 TONER CART, HP CE505A, Black	cart				0				0				0				0	0	3,862.14	-
135 TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,091.20	-

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		
136 TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,134.70	-
137 TONER CART, HP Q2613A, Black	cart				0				0				0				0	0	3,511.04	-
138 TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,680.40	-
139 TONER CART, HP Q5949A, Black	cart				0				0				0				0	0	3,724.99	-
140 TONER CART, HP Q5950A, Black	cart				0				0				0				0	0	8,064.42	-
141 TONER CART, HP Q5951A, Cyan	cart				0				0				0				0	0	11,441.60	-
142 TONER CART, HP Q5952A, Yellow	cart				0				0				0				0	0	11,441.60	-
143 TONER CART, HP Q5953A, Magenta	cart				0				0				0				0	0	11,441.60	-
144 TONER CART, HP Q6000A, Black	cart				0				0				0				0	0	3,500.07	-
145 TONER CART, HP Q6001A, Cyan	cart				0				0				0				0	0	3,812.77	-
146 TONER CART, HP Q6002A, Yellow	cart				0				0				0				0	0	3,812.77	-
147 TONER CART, HP Q6003A, Magenta	cart				0				0				0				0	0	3,812.77	-
148 TONER CART, HP Q6470A, Black	cart				0				0				0				0	0	5,830.52	-
149 TONER CART, HP Q6471A, Cyan	cart				0				0				0				0	0	5,797.60	-
150 TONER CART, HP Q6472A, Yellow	cart				0				0				0				0	0	6,166.26	-
151 TONER CART, HP Q6473A, Magenta	cart				0				0				0				0	0	6,166.26	-
152 TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	3,970.77	-
153 TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	9,362.41	-
154 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	10,160.07	-
155 TONER CART, SAMSUNG ML-D2850B, Black	cart				0				0				0				0	0	5,101.98	-
156 TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,743.00	-
157 TONER CART, SAMSUNG MLT-D103L, Black	cart				0				0				0				0	0	3,072.16	-
158 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	3,072.16	-
159 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,688.14	-
160 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	3,017.30	-
161 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,743.00	-
162 TONER CART, SAMSUNG MLT-D119S(ML-2010D3), Black	cart				0				0				0				0	0	3,291.60	-
163 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,680.40	-
164 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	5,815.16	-
165 TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,984.52	-
166 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	8,448.44	-
167 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	5,047.12	-
168 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,443.66	-
169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart		24	12	36	12	10	8	30	12	12	6	30	12	12	6	30	126	80.97	10,202.38
170 RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	764.75	-
171 RIBBON CART, EPSON C13S015584 (S015327), Black	cart				0				0				0				0	0	353.30	-
172 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0				0				0	0	80.10	-

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		6		6		6		6		6		6	6			6	24	78.89	1,893.43
2 FLUORESCENT LAMP, tubular, 14 watts	tube				0				0				0				0	0	93.26	-
3 FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set		6		6		6		6		6		6	6			6	24	384.02	9,216.48
COMMON OFFICE EQUIPMENT																				
1 CALCULATOR, MINI-PRINTING, 1 unit per box	unit			5	5				0		4		4				0	9	981.99	8,837.95

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		
2 CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit				0				0				0				0	0	2,073.71	-
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	3,497.87	-
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			1	1				0				0				0	1	2,852.72	2,852.72
5 WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEE 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			1	1				0				0				0	1	1,095.01	1,095.01
COMMON OFFICE SUPPLIES																				
1 CARTOLINA, white, 20 pieces per pack	pack			17	17	15	2		17	15	2		17	15	2		17	68	54.86	3,730.48
2 CLIP, bulldog, 73mm (3")	piece		100		100		100		100		100		100	100			100	400	8.78	3,511.04
3 COLUMNAR PAD, 18 cols, 50 gsm min.	pad			13	13		11		11	12			12	11			11	47	69.12	3,248.81
4 ENVELOPE, PAY, 500 pieces per box	box			4	4		3		3	3			3	3			3	13	121.02	1,573.25
5 ILLUSTRATION BOARD, (30"x40")	piece			6	6		3	3	6	3	3		6	3	3		6	24	36.98	887.47
6 INDEX CARD BOX, 3"x5"	piece		50	50	100	50	25	25	100	50	25	25	100	50	25	25	100	400	38.40	15,360.80
7 INDEX CARD BOX, 5"x8"	piece		50	50	100	50	25	25	100	50	25	25	100	50	25	25	100	400	58.15	23,260.64
8 INDEX CARD, 3"x5", 500 pieces per pack	pack			1	1		1		1		1		1	1			1	4	54.09	216.36
9 INDEX CARD, 5"x8", 500 pieces per pack	pack			1	1		1		1		1		1	1			1	4	147.00	588.01
10 MANILA PAPER, 10sheets per pack	pack		20	15	35	20	15		35	20	15		35	20			20	125	27.43	3,428.75
11 MAP PIN, round head, 100 pieces per case	case			13	13	6			6	13			13	6			6	38	42.57	1,617.63
12 OIL, for general purpose lubricant, 120 mL	bottle			6	6		2		2		6		6	2			2	16	38.93	622.87
13 PAPER, Thermal, 210mm x 30m	roll		24	22	46	24	12	12	48	24	12	12	48	24	12	12	48	190	31.60	6,003.48
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case		6	6	12	4	4		8	6	6		12	4	4		8	40	26.33	1,053.31
15 RIBBON, for manual typewriter, in box., with each spool individually wrapped in plastic	spool		12	9	21	12	9		21	12	9		21	12	9		21	84	17.01	1,428.55
16 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle			40	40		30		30		30		30				0	100	159.09	15,909.40
17 RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle			40	40		30		30		30		30				0	100	307.04	30,703.67
18 STAPLE WIRE, Heavy duty, 23/17	box			6	6		6		6		6		6	6			6	24	43.76	1,050.27
19 TAPE DISPENSER, handheld	piece			2	2				0				0				0	2	30.70	61.40
20 TAPE, for adding machine	roll			6	6		6		6		6		6	6			6	24	8.56	205.35
21 TIME CARD, for Amano Bundy Clock,100 pieces bundle	bundle		3		3		3		3		3		3	3			3	12	73.29	879.49
COMMON JANITORIAL SUPPLIES																				
1 FLOOR WAX, Liquid type, natural	can				0				0				0				0	0	390.88	-
2 FLOOR WAX, Paste type, natural	can				0				0				0				0	0	235.90	-
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece		24	24	48	24	10	10	44	24	10	10	44	24	10		34	170	23.59	4,010.27
CONSUMABLES																				
1 INK CART, EPSON C13T103190 (103), Black	cart				0				0				0				0	0	913.97	-
2 INK CART, EPSON C13T103290 (103), Cyan	cart				0				0				0				0	0	608.95	-
3 INK CART, EPSON C13T103390 (103), Magenta	cart				0				0				0				0	0	608.95	-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9,2015	TOTAL AMOUNT		
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4 INK CART, EPSON C13T103490 (103), Yellow	cart				0				0				0				0	0	608.95	-		
5 INK CART, EPSON C13T143190 (143), Black	cart				0				0				0				0	0	619.92	-		
6 INK CART, EPSON C13T143290 (143), Cyan	cart				0				0				0				0	0	491.55	-		
7 INK CART, EPSON C13T143390 (143), Magenta	cart				0				0				0				0	0	491.55	-		
8 INK CART, EPSON C13T143490 (143), Yellow	cart				0				0				0				0	0	491.55	-		
9 INK CART, EPSON C13T166190 (166XL), Black	cart				0				0				0				0	0	186.52	-		
10 INK CART, EPSON C13T166290 (166XL), Cyan	cart				0				0				0				0	0	351.10	-		
11 INK CART, EPSON C13T166390 (166XL), Magenta	cart				0				0				0				0	0	351.10	-		
12 INK CART, EPSON C13T166490 (166XL), Yellow	cart				0				0				0				0	0	351.10	-		
13 INK CART, HP C4836A, (HP11), Cyan	cart				0				0				0				0	0	1,619.47	-		
14 INK CART, HP C4837A, (HP11), Magenta	cart				0				0				0				0	0	1,619.47	-		
15 INK CART, HP C4838A, (HP11), Yellow	cart				0				0				0				0	0	1,619.47	-		
16 RIBBON CART, LEXMARK 3070169 (11A3550)	cart				0				0				0				0	0	822.90	-		
17 RIBBON CART., FUJITSU DL 3850	cart				0				0				0				0	0	471.80	-		
18 TONER CART, BROTHER TN-150BK, Black	cart				0				0				0				0	0	3,417.78	-		
19 TONER CART, BROTHER TN-150C, Cyan	cart				0				0				0				0	0	3,911.52	-		
20 TONER CART, BROTHER TN-150M, Magenta	cart				0				0				0				0	0	3,911.52	-		
21 TONER CART, BROTHER TN-150Y, Yellow	cart				0				0				0				0	0	3,911.52	-		
22 TONER CART, BROTHER TN-155BK, Black	cart				0				0				0				0	0	4,827.68	-		
23 TONER CART, FUJI XEROX CWAA0762, Black	cart				0				0				0				0	0	5,996.20	-		
24 TONER CART, HP CE250A, Black	cart				0				0				0				0	0	5,705.44	-		
25 TONER CART, HP CE251A, Cyan	cart				0				0				0				0	0	11,132.19	-		
26 TONER CART, HP CE252A, Yellow	cart				0				0				0				0	0	11,132.19	-		
27 TONER CART, HP CE253A, Magenta	cart				0				0				0				0	0	11,132.19	-		
28 TONER CART, HP Q1338A, Black	cart				0				0				0				0	0	7,044.02	-		
29 TONER CART, HP Q6511A, Black	cart				0				0				0				0	0	6,216.74	-		
30 TONER CART, HP Q7551A, Black	cart				0				0				0				0	0	6,500.91	-		
31 TONER CART, LEXMARK 34217HR, Black	cart				0				0				0				0	0	4,971.41	-		
32 TONER CART, SAMSUNG ML-2250D5, Black	cart				0				0				0				0	0	5,047.12	-		
33 TONER CART, SAMSUNG ML-D3050B, Black	cart				0				0				0				0	0	7,022.08	-		
Office Equipment and Accessories																						
1 TONER CARTRIDGE - For Xerox Machine - FUJI 1055/1085	cart		2		2		2		2		2		2	2			2	8	3,500.00	28,000.00		
2 DRUM CARTRIDGE - For Xerox Machine - fuji 1055/1085	cart		1		1		1		1		1		1	1			1	4	8,200.00	32,800.00		
3 Steel Cabinet - 4 drawers	unit			1	1		1		1		1		1				0	3	10,000.00	30,000.00		
4 Printer w/ CISS L210	unit			1	1		1		1		1		1				0	3	15,000.00	45,000.00		
5 UPS	unit			3	3		2		2	2		2	2				2	9	5,000.00	45,000.00		
6 Computer Deskstop Set	unit			1	1		1		1		1		0				0	2	25,000.00	50,000.00		
7 Photocopier	unit			1	1		0		0		0		0				0	1	80,000.00	80,000.00		
8 Portable Sound system	unit				0	7		7		7		0					0	7	25,000.00	175,000.00		
9 Labor code of the Philippines (Latest Edition)	pc.		7		7				0			0					0	7	1,000.00	7,000.00		
10 Steel cabinet 3 drawers	unit			1	1		1		1			0					0	2	8,500.00			
Office Supplies																						
1 Ballpen- Classique Gel Type - Black	pcs.		200	200	400	200	120	150	470	200	100	100	400	200	100	100	400	1670	4.85	8,099.50		
2 Paper. Canon Laid - Long	box			8	8	3	3	3	9	2		2	1				1	20	700.00	14,000.00		
3 Paper, Canon Laid - Short	box			8	8	3	2	2	7	2		2	4	1			1	20	650.00	13,000.00		

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4 Double Sided Tape - 1"	roll		24	20	44	24	10	10	44	24	10	10	44	24	20		44	176	20.00	3,520.00	
5 DTR - Form 48	piece		1500		1500	1500			1500	1500			1500	1500			1500	6000	0.35	2,100.00	
6 Paper Fastener Plastic	box		24	7	31	24	10	5	39	24	10	15	49	24	10	5	39	158	40.00	6,320.00	
7 Paste	bottle		12	12	24	12	12		24	12	5		17	15			15	80	38.00	3,040.00	
8 PVC Plastic - Long	box			4	4		2		2		3		3	2			2	11	650.00	7,150.00	
9 Sticker Paper - Long White	pack		30	30	60	30			30	30	30		60	30			30	180	45.00	8,100.00	
10 Specialty Board - Short	pack		15	10	25	15	15		30	15	15		30	25			25	110	35.00	3,850.00	
11 Rechargeable Battery - size AA	piece			4	4		4		4		4		4		4		4	16	150.00	2,400.00	
12 Specialty Board - Long	pack		10	10	20	10	10		20	10	10		20	10	10		20	80	50.00	4,000.00	
13 PVC Plastic -A4	box			3	3		2		2		1		1	1			1	7	600.00	4,200.00	
14 Calculator 14digits dual(solar & battery)	unit			3	3				0				0				0	3	3,000.00	9,000.00	
15 Sign pen .7	pcs.		12	12	24	12	12	12	36	12	12	12	36	12	12	12	36	132	40.00	5,280.00	
16 Sign Pen 1.0	pcs.		12	12	24	12	12	12	36	12	12	12	36	12	12	12	36	132	40.00	5,280.00	
17 Compoact Disk Rewritable, 700MB min. capacity	pcs.		150		150	100			100	50			50	50			50	350	15.00	5,250.00	
18 COLUMNAR PAD, 14 cols, 50 gsm min.	pad		3	3	6	3	3		6	3	3		6	3	3		6	24	30.00	720.00	
19 COLUMNAR PAD, 16 cols, 50 gsm min.	pad		3	3	6	3	3		6	3	3		6	3	3		6	24	30.00	720.00	
20 COLUMNAR Notebook, 12 cols.	piece		5	3	8	3	3		6	3	3		6	3	3		6	26	30.00	780.00	
21 PAPER, bond, Premium Grade, long	ream		18	12	30	12	10	10	32	12	10	10	32	12	8		20	114	30.00	3,420.00	
22 PAPER, mimeograph, A4, Whitewove	ream		12	15	27	12	12	8	32	12	12	8	32	12	10		22	113	105.00	11,865.00	
23 PAPER, mimeograph, Legal, Whitewove	ream		12	12	24	12	12	12	36	12	12	12	36	12	10		22	118	120.00	14,160.00	
24 Correction Fluid	piece		45	46	91	38	24	24	86	40	26	25	91	46	40		86	354	15.00	5,310.00	
25 PAPER, bond premium Short	ream		12	12	24	12	12		24	12	12		24	12	12		24	96	105.00	10,080.00	
26 Certificate Holder - Short	pcs.			300	300		150		150		150		150				0	600	75.00	45,000.00	
27 Comic Binder (3", 3 holes)	pcs.		15	15	30	15	10		25				0				0	55	350.00	19,250.00	
28 Envelope, expanding, plastic with handle	piece			200	200	100	100		200	150			150				0	550	75.00	41,250.00	
29 Seminar Bag (Cloth)	piece			200	200		100		100				0				0	300	150.00	45,000.00	
30 ID Jacket	piece			200	200		100		100				0				0	300	25.00	7,500.00	
31 Photo Paper	pack			3	3		3		3	3			3	3			3	12	75.00	900.00	
32 Ring Binder - Round 1"	piece			36	36		36		36	36			36	36			36	144	35.00	5,040.00	
33 Ring Binder - Round 2"	piece			36	36		36		36	36			36	36			36	144	35.00	5,040.00	
Audio and visual presentation and composing equipment																					
1 Television - flat screen for ARTA	unit			1	1				0				0				0	1	20,000.00	20,000.00	
2 Headset	unit			1	1				0				0				0	1	1,500.00	1,500.00	
3 Lavelier Mic	unit			2	2				0				0				0	2	2,500.00	5,000.00	
4					0				0				0				0	0	0.00	-	
5					0				0				0				0	0	0.00	-	
6					0				0				0				0	0	0.00	-	
7					0				0				0				0	0	0.00	-	
8					0				0				0				0	0	0.00	-	
9					0				0				0				0	0	0.00	-	
10																					
Photographic or filming or video equipment																					
1 DSLR Camera w/ Tripod	unit		6		6				0				0				0	6	50,000.00	300,000.00	
2 Wireless LAN Card	unit		20		20				0				0				0	20	1,500.00	30,000.00	
3 WIFI Booster	unit		2		2				0				0				0	2	2,500.00	5,000.00	
4 Video Camera	unit		1		1				0				0				0	1	40,000.00	40,000.00	
5					0				0				0				0	0	0.00	-	
6					0				0				0				0	0	0.00	-	

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7					0				0				0				0	0	0.00	-
8					0				0				0				0	0	0.00	-
9					0				0				0				0	0	0.00	-
10																				
Cleaning Equipment and Supplies																				
1 Glass Cleaner	bottle		6	6	12	6	6	5	17	6	6	5	17	6	6	5	17	63	175.00	11,025.00
2 Muratic Acid	bot.		6	6	12	6	6		12	6	6		12	6	6		12	48	80.25	3,852.00
3 Toilet deodorant cake, 99%paradichioberzene, 50gms.,3pcs./pck.	pcs.		6	6	12	6	6	5	17	6	6	5	17	6	6	5	17	63	45.50	2,866.50
4 Glass Wifer	pciece		5		5				0		5		5				0	10	200.00	2,000.00
5 Trash Cans for Waste segregation (Bio, Non-Bio and Toxic)	pices		3		3				0				0				0	3	1,200.00	3,600.00
6 Detergent Bar	bar		6	6	12	6	6	8	20	6	6	8	20	6	6		12	64	30.00	1,920.00
7 Diswashing liquid 350ml	bot		6	6	12	6	6		12	6	6		12	6	6		12	48	35.65	1,711.20
8					0				0				0				0	0	0.00	-
9					0				0				0				0	0	0.00	-
10																				
Paper Materials and Products																				
1 Risograph/Mimeo of LLCS Forms	rms		500		500				0				0				0	500	200.00	100,000.00
2 Risograph/Mimeo of SPES Forms	rms.		450		450				0				0				0	450	200.00	90,000.00
3 Risograph/Mimeo of Other Forms	rms.		40		40	13			13	13			13	10			10	76	200.00	15,200.00
4					0				0				0				0	0	0.00	-
5					0				0				0				0	0	0.00	-
6					0				0				0				0	0	0.00	-
7					0				0				0				0	0	0.00	-
8					0				0				0				0	0	0.00	-
9					0				0				0				0	0	0.00	-
10																				
Lighting and fixtures and accessories																				
1 BALLAST, 40 watts	piece		6		6	6	6		12		6	6	12	6			6	36	180.00	6,480.00
2 FLUORESCENT Bulb, 40 watts	piece		12	12	24		6		6		6		6	6			6	42	100.00	4,200.00
3 FLUORESCENT Bulb, 25watts	piece			12	12		6		6		6		6	12			12	36	80.00	2,880.00
4 FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set			12	12	12	12		24	12	12		24	12	12		24	84	120.00	10,080.00
5 Starter, 4-40watts	piece		16		16		13		13		16		16		12		12	57	30.00	1,710.00
6 RECHARABLE Battery AA	pack			5	5				0		5		5				0	10	150.00	1,500.00
7 FLOURESCENT LAMP, Tubular, 40watts	piece		6	6	12		6	6	12	6	6		12	6	5		11	47	150.00	7,050.00
8 COMPACT FLOURESCENT LAMP LED, 10 watts	piece		6		6	8			8		8		8	8			8	30	150.00	4,500.00
9 LED Light bulbs (18W)	piece		6	6	12	6	6		12	6	6		12	6	6		12	48	200.00	9,600.00
10																				
Electrical equipment and components and supplies																				
1 Electrical Wire (2mm), Solid (50mtrs. Length)	rll.		3		3	2			2	2			2				0	7	1,000.00	7,000.00
2 Screw driver - Big (Flat Screw)	piece		4		4				0				0				0	4	200.00	800.00
3 Screw Driver (Philip Screw)	piece		4		4				0				0				0	4	200.00	800.00
4 Pliers	piece		4		4				0				0				0	4	200.00	800.00
5 Long nose	piece		4		4				0				0				0	4	200.00	800.00
6 Pliers Cutter	piece		4		4				0				0				0	4	200.00	800.00
7 Wire Striper	piece		4		4				0				0				0	4	300.00	1,200.00
8 Bulb Socket	piece		11		11				0				0				0	11	100.00	1,100.00
9					0				0				0				0	0	0.00	-

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			
10																					
Computer Supplies																					
1					0				0				0				0	0	0.00	-	
2					0				0				0				0	0	0.00	-	
3					0				0				0				0	0	0.00	-	
4					0				0				0				0	0	0.00	-	
5					0				0				0				0	0	0.00	-	
6					0				0				0				0	0	0.00	-	
7					0				0				0				0	0	0.00	-	
8					0				0				0				0	0	0.00	-	
9					0				0				0				0	0	0.00	-	
10					0				0				0				0	0	0.00	-	
Computer Equipment and Accessories					0												0	0.00	-		
1	RIBBON, Epson RN2175	cart.	9	9	18	9	9		18	9	9		18	9	9		18	72	280.00	20,160.00	
2	Continuous Ink for Brother & Epson - Cyan, Magenta,Black & Yellow	sets	15	15	30	15	15		30	15	15		30	15	15		30	120	300.00	36,000.00	
3	Continuous Ink for Brother & Epson - Black	sets	12	8	20	12	8		20	12	9		21	9	9		18	79	70.00	5,530.00	
4	HP 131 A - Black Toner	cart.			0				0	1			1				0	1	5,000.00	5,000.00	
5	HP 131 A- Tri-color Toner	sets			0				0	1			1				0	1	15,000.00	15,000.00	
6	RIBBON, Epson LQ 2190	cart.	8		8		8		8		8		8		8		8	32	400.00	12,800.00	
7	HP Laser Jet Pro Cartridge 80A	cart	1		1				0		1		1				0	2	5,000.00	10,000.00	
8					0				0				0				0	0	0.00	-	
9					0				0				0				0	0	0.00	-	
10																					
*Other Categories																					
1	Swivel Chair	pcs.		1	1	1	1		2	1	1		2	1			1	6	4,500.00	27,000.00	
2	Executive Table	pcs.		2	2				0				0				0	2	4,000.00	8,000.00	
3	Aircondition 2.OHP	unit		1	1		1		1				0				0	2	20,000.00	40,000.00	
4	Executive Chair	unit		1	1	1		1	2	1		1	2	1			1	6	4,500.00	27,000.00	
5	Vaccination - for Flu to include Laboratory , check-up & PF	pax		75	75				0				0				0	75	1,300.00	97,500.00	
6	Blank Check - Accountable Forms	stubs		25	25				0				0				0	25	600.00	15,000.00	
7	Official Receipts - Accountable Forms	pads			0		50		50				0				0	50	150.00	7,500.00	
8	Outsourcing of Janitorial and Security Services	pax	18	18	18	54	18	18	18	54	18	18	18	54	18	18	18	54	216	9,850.00	2,127,600.00
9	Repair and Maintenance of Motor Vehicle	unit		1	1	2	1	1	2	1		1	2	1	1	1	3	9	7,500.00	67,500.00	
10	Repair and Maintenance of IT Equipments	units		1	1	2	1	1	3	1	1	1	3	1	1	1	3	11	4,000.00	44,000.00	
11	Advertising Expense	pcs.			1	1			0				0				0	1	7,000.00	7,000.00	
12	Printing and Publication Expense	pcs.			100	100			0				0				0	100	500.00	50,000.00	
13	General Cleaning and Repair of Aircondition	units		17		17		17		17		17			17		17	68	800.00	54,400.00	
14	Training /Seminar for ISO	pax			0	75			75				0				0	75	3,500.00	262,500.00	
15	Law Books	pcs.			0		5		5				0				0	5	1,000.00	5,000.00	
16	Printer 3n1 w/ CISS	units			2	2			0				0				0	2	9,000.00	18,000.00	
17	Engine Oil SAE40 (1000ml)	bot.		5		5		7	7		7		7		7		7	26	250.31	6,508.06	
18	Brake Fluid (500ml)	bot		5		5		7	7		7		7		7		7	26	250.30	6,507.80	
19	Tire Wrench	piece		2		2			0				0				0	2	1,500.00	3,000.00	
20	Hydraulock Jack	pices		2		2			0				0				0	2	1,500.00	3,000.00	
21	Side Cabinets	piece			4	4		4	4				0				0	8	500.00	4,000.00	
22	Repainting of Tables, Chairs, Cabinets	pices			30	30			0				0				0	30	350.00	10,500.00	
23	Roastroom	piece			1	1			0				0				0	1	1,500.00	1,500.00	
24	Set Cover, Faucet for Comfort Room	piece			6	6			0				0				0	6	500.00	3,000.00	
25	Sofa Repair	piece			6	6			0				0				0	6	500.00	3,000.00	

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26 Curtain	piece			36	36				0				0				0	36	500.00	18,000.00
27 Food Supplies and others	piece		20	20	40		40		40	42			42			42		42	450.00	73,800.00
C. TOTAL (A + B):																			6,500,000.02	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			650,000.00	
E. GRAND TOTAL (C + D)																			7,150,000.02	
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores	X			647691	X			481641	X			442335	X			324627	X			
G.2 Other Items not available at PS but regularly purchased from other sources				909142				350188				179088				76588.6				
TOTAL MONTHLY CASH REQUIREMENTS				1556833				831829				621423				401216				

*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:

SGD. IVY S. ARELLANO
Property/Supply Officer

SGD. MA. RENELIA GL. HAMOY
Accountant /
Local Budget Officer

SGD. SISINIO B. CANO, CESO IV
Head of Office/Agency

Date Prepared: November 25, 2014