

**ANNUAL PROCUREMENT PLAN FOR 2014  
For Common-Use Supplies and Equipment**

**INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:**

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
  - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
  - c. Surigao Del Norte - **Surigao Del Norte**
  - d. Camiguin - **Camiguin**
3. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at [philgeps.gov.ph](http://philgeps.gov.ph) and; b) correct format but fields were deleted and inserted in Portion A of the APP. The agency will be informed by e-mail if the submission is incorrect.**
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office AND email at [app@procurementservice.org](mailto:app@procurementservice.org) or at [app.psdmb@yahoo.com](mailto:app.psdmb@yahoo.com).
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2014 must be submitted on or before November 15, 2013.
8. Rename your APP file in the following format: APP2014- Name of Agency- Region (e.g. APP2014 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **BENGUET STATE UNIVERSITY**  
 Region: **CORDILLERA ADMINISTRATIVE REGION**  
 Address: **KM 6, BETAG, LA TRINIDAD, BENGUET**

Contact Person: **CARMEN H. SALVADOR**  
 Position: **Procurement Officer**  
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Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																	
<b>COMMON ELECTRICAL SUPPLIES</b>																	
1. BALLAST, 18 watts	piece														0	68.44	-
2. BALLAST, 36 watts	piece							10		3		2		15	72.81	1,092.09	
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	26	5	31	6	5	36	9	3	28	7	16	12	184	20.62	3,794.63	
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	5	1	5	1	6	16	3		1	2	1		41	15.46	633.74	
5. BATTERY, size D, alkaline, 2 pcs./packet	packet													0	76.75	-	
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set	7	3	1	1	1	1	1	1	1	1	1	1	20	319.80	6,396.00	
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	12	1	16	4	1	3	1	1	1	1	1	1	43	373.10	16,043.30	
8. FLUORESCENT LAMP, tubular, 18 watts	piece	17	2	12	2	2	2	2	2	2	12	2	2	59	36.24	2,138.40	
9. FLUORESCENT LAMP, tubular, 36 watts	piece	30		18							8	10		66	37.31	2,462.46	

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10. COMPACT FLUORESCENT LIGHT, 18 watts	piece	2		14		2		2		2				22	103.30	2,272.59	
11. FUSE, 30 amperes	piece	8	2	2	2	2	2	2	2	2	2	2	2	30	12.79	383.76	
12. FUSE, 60 amperes	piece	6	4					4						14	25.58	358.18	
13. STARTER, 4-40 watts	piece	31		31	2	1	4	5		1	2	1		78	3.59	279.83	
14. TAPE, electrical	roll	8	7	6				2						23	19.72	453.58	
<b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>																	
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	1		1		1		1		1		1		6	456.78	2,740.69	
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	1	1	1	1	1	1	1	1	1	1	1	1	12	530.65	6,367.83	
9. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	135		50	10		50	95			10			350	9.76	3,415.30	
10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	151	2	96	90	44	129	110	12	15	22	7	5	683	16.47	11,250.21	
11. COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure	piece	55	1	20	30	40	57	20	10	10	10	5		258	56.16	14,489.22	
14. 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, Systems Requirements: USB 3.0: Windows XP/Vista/7; MacOSx 10.4 or above, with USB 3.0 cable and product guide.	piece	7	5	7	2			1						22	4,006.03	88,132.62	
15. EXTERNAL HARD DRIVE, 500GB, 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	6		9										15	2,726.83	40,902.42	
16. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	75			20			50			20			165	9.96	1,643.90	
17. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	125		40	30	20	12	85	5	30	35	20	5	407	20.42	8,310.13	
18. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	82	3	13	4	2	3	1	3					111	517.01	57,388.11	
19. INK CARTRIDGE, Canon Part No. CL-811, colored	cart	38	3	10	10	5	11	28	3	5	15	5	5	138	983.92	135,780.68	
20. INK CARTRIDGE, Canon Part No. PG-810, colored	cart	44	6	16	12	8	20	28	6	8	17	8	8	181	738.21	133,615.11	
21. . INK CARTRIDGE, HP 51645A (HP 45), black, for HP Deskjet 710c, 720c, 820cxi, 830c, 850c, 870cxi, 880c, 890c, 895cxi, 930c, 950c, 960c, 970cxi, 990cxi, 1000cxi, 1120c, 1125c, 1180c, 1220c, 1600c, 1600cm, 6122, 9300, HP Officejet G55, G85, G95, K60, K80, r45, r65, t45, t65 All-in-One HP Officejet Pro 1150c, 1170c, 1175c All-in-One, HP Photosmart P1000, P1100, P1215, P1218	cart	2	5					7						14	1,343.16	18,804.24	
22. INK CARTRIDGE, HP C6615DA (HP 15), black, for HP Deskjet 810c, 840c, 845c, 920c, 948c, 3820, HP Officejet 5110, v40 All-in-One, HP PSC 500, 750, 950 All-in-One	cart	8												8	1,268.54	10,148.32	
24. INK CARTRIDGE, HP C6625A (HP 17), tricolor, for HP Deskjet 840c, 845c	cart	8												8	1,380.47	11,043.76	

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25. INK CARTRIDGE, HP C6578A/D (HP 78), tricolor, for HP Deskjet 920c, 930c, 948c, 950c, 960c, 970cxi, 990cxi, 1180c, 1220c, 3820, 6122, 9300 HP Officejet 5110, G55, G85, G95, K60, K80, v40 All-in-One, HP PSC 750, 950 All-in-One, HP Photosmart P1000, P1100, P1215, P1218	cart	2	5					7						14	1,492.40	20,893.60
28. INK CARTRIDGE, HP C8727AA (HP 27), black, 10mL, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845 HP PSC 1110, 1210, 1315 All-in-One	cart		10	3			3	5		3			3	27	820.82	22,162.14
29. INK CARTRIDGE, HP Q8893AA (C8728AA) (HP 28), tri-color, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845, HP Officejet 4110, 4255 All-in-One, HP PSC 1110, 1210, 1315 All-in-One	cart		10					5						15	912.50	13,687.44
30. INK CARTRIDGE, HP C6656AA (HP 56), black, for HP Deskjet 840c, 845c	cart	2						1						3	895.44	2,686.32
31. INK CARTRIDGE, HP C6657AA (HP 57), tri-color, for HP Deskjet 450 printer series, 5160, 5550, 5650, 5652, 9650, 9680 HP Officejet 4110, 4255, 5510, 6110 All-in-One, HP PSC 1110, 1210, 1315, 1350, 2110, 2210, 2310 All-in-One, HP PSC 2410, 2510, Photosmart All-in-One, HP Photosmart 7150, 7260, 7268, 7450, 7550, 7660, 7760, 7960	cart	1						1						2	1,492.40	2,984.80
32. INK CARTRIDGE, HP C9351AA (HP 21), black, for HP Deskjet 3920, 3940, HP PSC 1410, 1402	cart	23	17	7	7	2	2	37	2	7	7	2	2	115	642.80	73,921.77
33. INK CARTRIDGE, HP C9352AA (HP 22), tri-color, for HP Deskjet 3920, 3940, HP Officejet 5610, HP PSC 1410, 1402	cart	27	15	5	6			30		5	6			94	740.87	69,641.78
38. INK CARTRIDGE, HP CB314A (HP 900), black, for HP Deskjet 900, 910, 915	cart	10	5	1	11	1	1	16	1	1	11	1		59	267.57	15,786.39
39. INK CARTRIDGE, HP CB315A (HP 900), tri-color, for HP Deskjet 900, 910, 915	cart	10	5		10			15			10			50	344.32	17,215.90
82. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart	30	19	4	6	4	9	16	4	4	6	4	4	110	615.08	67,659.02
83. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart	15		15			15			15				60	1,295.19	77,711.40
84. INK CARTRIDGE, HP CC643WA (HP 60), tricolor, 13 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart	33	17	20	4	2	19	18	2	17	4	2	2	140	738.74	103,423.32
89. INK CARTRIDGE, HP CD887AA (HP703), black deskjet, for HP Deskjet D730, F735 All-in-One	cart	10	1	1	1	1	1	11	1	1	1	1		30	336.86	10,105.68
90. INK CARTRIDGE, HP CD888AA (HP 703), tricolor deskjet, for HP Deskjet D730, F735 All-in-One	cart	10	1		1		2	10	1		1			26	336.86	8,758.26
96. INK CARTRIDGE, HP CH561WA (HP 61), black	cart	2												2	724.88	1,449.76
97. INK CARTRIDGE, HP CH562WA (HP 61), color ink	cart	2												2	916.76	1,833.52
98. INK CARTRIDGE, HP CN692AA (HP 704), black, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart	25		15	10			15		15				80	336.86	26,948.48
99. INK CARTRIDGE, HP CN693AA (HP704), tricolor, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart	25		15	5			15		15				75	336.86	25,264.20
106. INK CARTRIDGE, HP CZ107AA, (HP 78), black	cart	21	2	2	10	2	2	16	2	2	10	2	2	73	392.29	28,637.02
107. INK CARTRIDGE, HP CZ108AA, (HP 678), tricolor	cart	20	1	1	9	1	1	15	1	1	9	1	1	61	392.29	23,929.57

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130. INK CARTRIDGE, Lexmark # 17, black, PN 10N0217	cart	2			2			2			2			8	1,028.69	8,229.52	
131. INK CARTRIDGE, Lexmark # 27, colored, PN 10N0227	cart	2			2			2			2			8	1,225.90	9,807.20	
167. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart	4	3	3	4	3	3	4	3	3	4	3	3	40	443.46	17,738.24	
168. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart	1			1			1			1			4	443.46	1,773.82	
169. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart	4	2	3	3	3	2	4	2	3	3	3	2	34	443.46	15,077.50	
170. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart	4	2	3	3	3	2	4	2	3	3	3	2	34	443.46	15,077.50	
187. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141	cart			4				4			4			12	316.60	3,799.22	
188. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141	cart			3				3			3			9	349.20	3,142.77	
189. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141	cart			3				3			3			9	356.15	3,205.32	
190. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141	cart			3				3			3			9	349.20	3,142.77	
202. TONER CARTRIDGE, HP Q2612A, black, for HP Laserjet 1010, 1012, 1015, 1018, 1020, 1022, 3015, 3020, 3030, 3050, 3052, 3055, M1005, M1319f MFP Printer	cart		2					2						4	3,067.21	12,268.84	
203. TONER CARTRIDGE, HP Q5942A, black, for HP Laserjet 4250, 4350 printer series	cart													0	6,381.08	-	
204. TONER CARTRIDGE, HP Q6511A	cart	1	1					1						3	5,306.55	15,919.64	
230. TONER CARTRIDGE, HP CB435A, black, for HP Laserjet P1005, P1006 printer series	cart	5	2		5			5			5			22	2,604.24	57,293.24	
231. TONER CARTRIDGE, HP CB436A, black, for HP Laserjet P1505 printer series	cart	18		1	3	2		14	1	1	5	1	1	47	3,056.22	143,642.43	
232. TONER CARTRIDGE, HP CB540A, black, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart	12		2	1	2	10	8		2	1	2		40	3,016.78	120,671.20	
233. TONER CARTRIDGE, HP CB541A, cyan, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart	7	1		2		11	6	1		2			30	2,771.60	83,148.00	

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234. TONER CARTRIDGE, HP CB542A, yellow, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart	7	2		2		11	6	1		3			32	2,771.60	88,691.20	
235. TONER CARTRIDGE, HP CB543A, magenta, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart	7	2		2		11	6	1		3			32	2,771.60	88,691.20	
256. TONER CARTRIDGE, HP CE278A, black, for HP LaserJet P1566, P1606dn, M1536dnf printer	cart	1		1		1		1		1		1		6	3,146.83	18,880.99	
257. TONER CARTRIDGE, HP CE285A, black, for HP LaserJet P1102, P1102w, printer	cart		8				7							15	2,774.80	41,621.97	
262. TONER CARTRIDGE, HP CE320A, black, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart		4											4	2,965.61	11,862.45	
263. TONER CARTRIDGE, HP CE321A, cyan, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart		4											4	2,815.31	11,261.22	
264. TONER CARTRIDGE, HP CE322A, yellow, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart		4											4	2,815.31	11,261.22	
265. TONER CARTRIDGE, HP CE323A, magenta, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart		4											4	2,815.31	11,261.22	
282. TONER CARTRIDGE, HP CF210A, (#131), black	cart	5						3						8	3,571.10	28,568.80	
283. TONER CARTRIDGE, HP CF211A, (#131), Cyan	cart	5						3						8	4,349.28	34,794.24	
284. TONER CARTRIDGE, HP CF212A, (#131), Yellow	cart	5						3						8	4,349.28	34,794.24	
285. TONER CARTRIDGE, HP CF213A, (#131), Magenta	cart	5						3						8	4,349.28	34,794.24	
289. TONER CARTRIDGE, HP Q6000A, black, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart		4											4	3,255.56	13,022.26	
290. TONER CARTRIDGE, HP Q6001A, cyan, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart		2											2	3,548.71	7,097.43	
291. TONER CARTRIDGE, HP Q6002A, yellow, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart			2										2	3,548.71	7,097.43	
292. TONER CARTRIDGE, HP Q6003A, magenta, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart			2										2	3,548.71	7,097.43	
323. TONER CARTRIDGE, Fuji Xerox CT350670, for DP-3300DX Full Color Laser Printer, black (6k pages, standard yield)	cart	1												1	5,990.92	5,990.92	
341. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND	cart	3			3			3			3			12	4,887.71	58,652.55	
346. TONER CARTRIDGE, Samsung MLTD101S	cart	3						2						5	2,665.00	13,325.00	
366. RIBBON, Epson RN 8755	cart	1			1		1			1			1	5	86.88	434.40	
367. RIBBON, Epson RN 8750	cart	2			1	1	1			2			1	8	78.67	629.35	
368. RIBBON, Epson RN 7754	cart	1			1		1			1			1	5	133.25	666.25	
382. MOUSE, optical, USB connection type	piece	45		20	5	1		4	2					77	147.64	11,368.36	
<b>COMMON OFFICE SUPPLIES</b>																	
1. ACETATE, gauge #3, 50m in length	roll	1	4											5	575.64	2,878.20	
2. AIR FRESHENER, 280ml/can	can	84	5	9	84	27	28	110	20	36	57	4	3	467	91.68	42,812.69	

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3. ALCOHOL, 70%, ethyl	bottle	98	81	67	76	29	86	48	23	37	41	62	30	678	39.18	26,560.99	
4. AUDIO CASSETTE TAPE, 90min. recording time	piece													0	22.02	-	
5. BINDER, 3-ring, D-type, A4, 64mm(2.5"), with insert clear-view pocket on front, back and spine for label	pair	48					10	2						60	111.93	6,715.80	
6. BINDER, 3-ring, D-type, legal, 64MM(2.5"), with insert clear-view pocket on front, back and spine for label	pair	43						2						45	117.26	5,276.70	
7. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box	2												2	335.79	671.58	
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	1												1	298.14	298.14	
9. CARTOLINA, assorted color, 20s/pack	pack	60		5	17	4	1	25	2	1	15	3		133	72.49	9,640.90	
10. CARTOLINA, white, 20s/pack	pack	35			5			5			5			50	46.80	2,340.08	
11. CHALK, white, dustless, 100 pcs/box	box	33	3	2	22	2	3	32	2	2	23	2	2	128	28.73	3,677.54	
12. CLEARBOOK, A4 SIZE, for 210mm x 297mm (A4 size) documents, refillable, plastic, overall size (min) of cover 302mm(L x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pockets	piece	29		10	3		5	27						74	79.95	5,916.30	
13. CLEARBOOK, LEGAL SIZE, for 216mm x 330mm (legal size) documents, refillable, plastic, overall size(min) of cover 353mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pocket	piece	45		11	2			29			5			92	85.28	7,845.76	
14. CLIP, bulldog (3")	piece	124	25	11	5	1	10	54	5	1		1		237	7.36	1,744.20	
15. CLIP, backfold, 25mm, 12s/box	box	46	6	6	9		6	39			8			120	11.19	1,343.16	
16. CLIP, backfold, 50mm, 12s/box	box	50	6	7	8	5	6	39			7			128	42.64	5,457.92	
17. CLIP, backfold, 19mm, 12s/box	box	56	6	6	8		6	38			7			127	7.78	988.03	
18. CLIP, backfold, 32mm, 12s/box	box	57	6	13	4	5	8	25		2	3	2		125	18.12	2,265.25	
19. COLUMNAR PAD, 14 cols, 50 gsm min.	pad	4	2	2	3	2	2	2	4	2	2	2	2	29	43.71	1,267.47	
20. COLUMNAR PAD, 16 cols, 50 gsm min.	pad													0	43.71	-	
21. COLUMNAR PAD, 18 cols, 50 gsm min.	pad													0	56.50	-	
22. COLUMNAR NOTEBOOK, 12 cols	piece	20						20						40	20.25	810.16	
23. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	196	72	93	101	47	74	191	37	77	98	71	38	1095	13.33	14,590.88	
24. DATA FILE BOX, (5"x9"x15-3/4")	box	176	6				5	50						237	62.89	14,905.88	
25. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	64	26				25	50						165	63.96	10,553.40	
26. EDP BINDER, TB, for 11" X 9-1/2" CCF	piece	9												9	47.87	430.81	
27. EDP BINDER, TB, for 11" X 14-7/8" CCF, plastic, spring rod type, assorted colors	piece	8												8	35.71	285.69	
28. ENVELOPE, documentary (10"x15"), 500s/box	box	55		1	2			3			1			62	508.82	31,546.86	
29. ENVELOPE, expanding, kraft, legal size, 100s/box	box	48	4	5	2		7	14		1	1		1	83	591.63	49,105.29	
30. ENVELOPE, mailing white, 500s/box	box	12	3	3		1	2	4		2	1	1		29	142.72	4,138.91	
31. ENVELOPE, mailing white with window, 500s	box	9		1				2						12	187.49	2,249.92	

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
32. ENVELOPE, pay, kraft, (4"x7-1/2"), 496s/box	box	7					1	1						9	107.24	965.12
33. ENVELOPE, expanding, plastic, legal size	piece	166	5	40	5		25	74			5			320	35.59	11,388.16
34. ENVELOPE, documentary, A4, 500s/box	box	3		1	12			2	16		2	1		37	413.61	15,303.50
35. ERASER, blackboard/whiteboard	piece	54	2	6	3	1		34		1	1	1		103	12.77	1,315.46
36. ERASER, rubber	piece	63	5	11	4	3	6	25			4	3		124	3.20	396.55
37. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	52	52	8			50	33						195	78.23	15,254.46
38. FILE TAB DIVIDER, A4, for 210mm x 297mm (A4 size) documents, bristol board, 297mm x 210mm Leaf Size(min), 65mm x 12mm Tab Size, 153 gsm., 0.22mm (min) thickness, five (5) colors per set	set	37	2	9	2		15	21						86	12.79	1,100.11
39. FILE TAB DIVIDER, LEGAL SIZE, for 216mm x 330mm (legal size) documents, bristol board, 330mm x 2216mm Leaf size, 68mm x 15mm Tab size, 153 GSM. 0.22mm (min) thickness, five(5) colors per set	set	38	2	9	2	2	10	22						85	13.33	1,132.63
40. FOLDER, pressboard, plain, legal, 100s/box	pack	44	6	28		1	6	20		1	2			108	863.46	93,253.68
41. FOLDER, tagboard, legal size, 100s/box	pack	48	14	56		2	31	59		2	3		1	216	241.98	52,268.11
42. FOLDER, tagboard, A4 size, 100s/box	pack	41	8	54	4	1	29	59		2	3		1	202	303.81	61,369.62
43. FOLDER, morocco/fancy, legal size, 50s/pack	pack	37	25	27	1	3	1	48		3	2			147	344.95	50,708.16
44. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle	32	25	28		3	2	47		3				140	291.87	40,861.63
45. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	30	9	2	3	6		5		6	1			62	185.15	11,479.04
46. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	47	9	4	21			6		21	1			109	206.47	22,504.77
47. GLUE, all purpose, 300 grams min.	jar	72	11	9	13	9	13	39	5	9	8	8	5	201	53.28	10,709.18
48. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	51	5				7	34						97	39.98	3,877.58
49. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack	5	2											7	48.50	339.52
50. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack	8	2				2							12	132.18	1,586.21
51. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box	5	2											7	37.31	261.17
52. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box	5	8											13	53.30	692.90
53. INDEX TAB, self-adhesive, 10 pcs/box	box	47	2	6	5		2	78		1		1		142	53.30	7,568.60
54. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube	13												13	9.59	124.72
55. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle		1											1	533.00	533.00
56. MANILA PAPER, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves	sleeve	81	16	50	21	3	65	45	53	1	22	50		407	26.65	10,846.55
57. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece	59	27	15		27	16	53	2		2			201	41.74	8,389.34
58. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece	84	25	11			25	50	3					198	37.31	7,387.38
59. MAP PIN, round head, 100s/case	case	24	2	2				10			2			40	42.64	1,705.60
60. MARKER, fluorescent, 3 colors/set	set	55	25	26	4	3	43	16		11	18	11		212	37.84	8,022.72
61. MARKING PEN, whiteboard, black	piece	197	19	43	50	15	62	125	13	37	50	12	15	638	12.58	8,023.97
62. MARKING PEN, whiteboard, blue	piece	135	9	14	22	7	6	85	5	6	15	1	3	308	12.58	3,873.64
63. MARKING PEN, whiteboard, red	piece	103	9	11	13	5	9	53	3	6	4	1	3	220	12.58	2,766.89

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64. MARKER, permanent, black	piece	177	30	66	35	22	77	108	21	49	58	15	15	673	14.92	10,043.85	
65. MARKER, permanent, blue	piece	131	5	52	4	6	17	77			5		5	302	14.92	4,507.05	
66. MARKER, permanent, red	piece	118	15	25	14	16	26	56	11	10	15	10	10	326	14.92	4,865.22	
67. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece	194	25	30	14	20	25	144		30	14	20		516	8.31	4,289.38	
68. NOTE PAD, (3"x3"), 100 sheets/pad	pad	102	52	43	34	10	83	77	2	46	45	12	16	522	37.09	19,363.46	
69. NOTE PAD, (3"x4"), 100 sheets/pad	pad	57	30	33	28	13	30	42	25	36	26	13	18	351	53.18	18,665.13	
70. NOTE PAD, (2"x2"), 400 sheets/pad	pad	33	3	3	14	3	3	23	3	3	14	3	3	108	93.81	10,131.26	
71. NOTE PAD, (2"x3"), 100 sheets/pad	pad	37	15	3	4		15	33			4			111	33.05	3,668.11	
72. OIL, for general purpose, 120 mL	bottle	4	1	1			1	1			1			9	37.31	335.79	
73. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream	201	15	155	95	44	119	122	22	51	62	14	29	929	96.18	89,347.27	
74. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream	23			3	20		3		20	3			72	95.06	6,844.21	
75. PAPER, mimeograph, Whitewove, 210mm x 297mm, 70 gsm., 480 sheets ream	ream	109	11	16	43	86	41	33	16	36	93	26	6	516	96.18	49,626.69	
76. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream	303	46	105	197	111	93	188	66	97	202	88	46	1542	109.05	168,154.71	
77. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream	97	13	11	36	73	11	61	18	16	76	21	3	436	98.02	42,737.05	
78. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream	5	5	5	8	5	5	8	5	5	8	5	5	69	152.44	10,518.22	
79. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad	33	14	11	22	6	19	21	12	11	17	1	7	174	17.91	3,115.77	
80. PAPER, thermal,210mmx30M, 1/2" core	roll	12	20	17	9	3	23	5	2	20	2	3	2	118	35.18	4,151.00	
81. PAPER, thermal, 216mmx30M, 1/2" core	roll	10	15		5		15	5			5			55	35.71	1,964.11	
82. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream	28	6	3	6	1	7	11	5	1	2	5	1	76	126.73	9,631.56	
83. PAPER FASTENER, for paper, metal, 50 sets/box	box	39	22	1	7	1	3	27		1	7			108	66.99	7,235.35	
84. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	83	16	27	11	6	40	48	5	19	10	14	6	285	12.10	3,447.08	
85. PAPER CLIP, gem type, 32mm, 100s/box	box	91	8	31	9	6	44	44		11	13	9	16	282	6.81	1,919.29	
86. PENCIL, lead, w/eraser, one(1) dozen per box	box	123	4	24	28	4	20	66	1	9	15	1	16	311	24.42	7,593.22	
87. PENCIL, mechanical, for 0.5mm lead	piece	7			6			7		1		1		22	21.32	469.04	
88. PUSH PIN, flat head type, assorted colors, 100s/case	case	49	5	18	4	8	7	31	4	10	3	5	6	150	20.74	3,110.36	
89. RECORD BOOK, 300 pages, smythe sewn	book	110	4	46	11	3	41	32	12	26	7	15	3	310	51.17	15,862.08	
90. RECORD BOOK, 500 pages, smythe sewn	book	30	20	39	6	1	24	22	8	14	1	13		178	85.28	15,179.84	
91. RIBBON, nylon, manual typewriter	spool	9		4	4		2	2	1	4	2	1	1	30	15.99	479.70	
92. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													0	479.70	-	
93. RING BINDER, 6mm x 1.12m, plastic, 10 pcs/bundle	bundle	24						20						44	34.10	1,500.48	
94. RING BINDER, 8mm x 1.12m, plastic, 10 pcs/bundle	bundle	25						20						45	37.30	1,678.49	
95. RING BINDER, 10mm x 1.12m, plastic, 10 pcs/bundle	bundle	24						20						44	45.29	1,992.97	
96. RING BINDER, 11mm x 1.12m, plastic, 10 pcs/bundle	bundle	25						20						45	55.95	2,517.96	
97. RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	piece	80	5	48	21		28	50		28	15	8		283	5.43	1,537.40	
98. RING BINDER, 14mm x 1.12m, plastic, 10 pcs/bundle	bundle	25						20						45	76.21	3,429.39	
99. RING BINDER, 16mm x 1.12m, plastic, 10 pcs/bundle	bundle	45						21						66	101.26	6,683.14	
100. RING BINDER, 19mm x 1.12m(3/4"x44"), plastic	piece	100	5	63	46		18	21	30	23	40	3		349	11.67	4,074.49	



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101. RING BINDER, 22mm x 1.12m, plastic, 10 pcs/bundle	bundle	36			1			22			1			60	151.89	9,113.69	
102. RING BINDER, 25mm x 1.12m (1"x44"), plastic	piece	110	5	48	48		38	86		48	45	23		451	11.73	5,288.43	
103. RING BINDER, 28mm x 1.12m, plastic, 10 pcs/bundle	piece	34						21						55	232.91	12,810.09	
104. RING BINDER, 32mm x 1.12m, plastic, 10 pcs/bundle	piece	45						21						66	263.29	17,377.26	
105. RING BINDER, 50mm x 1.12m(2" x 44"), plastic	piece	56	3	28	1		6	50		16		3		163	26.65	4,343.95	
106. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	10	2	1	2		1	2			2			20	105.51	2,110.27	
107. RULER, plastic, 300mm	piece	18		12	2		1							33	2.33	76.78	
108. RULER, plastic, 450mm	piece	33						12						45	19.19	863.46	
110. SIGN PEN, black	piece	204	37	84	90	16	68	148	12	75	90	54	39	917	43.58	39,965.61	
111. SIGN PEN, blue	piece	120	9	31	47	18	19	100	9	28	47	28	23	479	43.58	20,876.26	
112. SIGN PEN, red	piece	74		17	30		17	58		17	30	6	5	254	43.58	11,070.08	
113. STAMP PAD INK, violet, 50mL	bottle	28		2	3			10			1			44	23.45	1,031.89	
114. STAMP PAD, felt pad, min 60mm x 100mm	piece	17	3	2	1		8	7		2	1			41	23.33	956.49	
115. STAPLE WIRE, standard, 5000 pcs/box	box	78	16	26	24	3	22	54	8	18	17	9	12	287	22.90	6,571.87	
116. STAPLE WIRE, HEAVY DUTY, 23/13, for use with heavy duty staplers, metal, non-rust, chisel point. 0.60mm thickness, 13mm width, 13mm leg length, 100 staples per strip, 1,000 staples per box, 40-90 sheets of 70gsm bond paper	box	13		2				1	12					28	31.71	887.98	
117. STAPLE WIRE, HEAVY DUTY, 23/17, for heavy duty staplers, metal, non-rust, chisel point, 0.60mm thickness, 13mm width, 17mm Leg Length, 100 staples per trip, 1,000 staples per box, 90-135 sheets of 70 gsm bond paper	box	12		2				12						26	41.45	1,077.73	
118. STENCIL PAPER, ordinary, universal, 24 pcs/quire	quire													0	186.55	-	
119. TAPE, adding machine, GSP bond	roll			1				1						2	8.90	17.79	
120. TAPE, masking, 24mm, 50 meters length	roll	83	1	26	47	8	28	60	2	15	38	12	19	339	49.04	16,623.20	
121. TAPE, masking, 48mm, 50 meters length	roll	58	3	13	29	4	24	34		14	17	6	10	212	98.07	20,791.26	
122. TAPE, transparent, 24mm, 50 meters	roll	115	17	62	88	11	72	97	4	48	65	15	45	639	15.77	10,080.07	
123. TAPE, transparent, 48mm, 50 meters	roll	51	3	17	42	3	33	35	4	13	23	5	19	248	31.76	7,877.66	
124. TAPE, packaging, 48mm, 50 meters length	roll	33		14	34		14	23	2	5	2		4	131	31.76	4,161.18	
125. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle						12							12	84.75	1,016.96	
126. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle													0	85.28	-	
127. TOILET TISSUE, 12 rolls/pack	pack	32	12	26	28	4	27	37	3	28	23	17	13	250	69.29	17,322.50	
128. TWINE, plastic, one kilo per roll	roll	27		2				11						40	42.62	1,704.78	
129. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll	3					2					2		7	152.44	1,067.07	
<b>COMMON OFFICE DEVICES</b>																	
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	41	4	11			10	22		6		2	1	97	8.51	825.23	
2. CUTTER, heavy duty	piece	52		17	1		9	22			2			103	30.36	3,127.13	

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3. LASER POINTER, PEN TYPE, metal, for presentation, green and red color, 50mW laser power, beam light, continuous light, single-point, uses 2 x LR6 1.5V AA or AAA batteries, button switch, Sky brand	piece	11		3	1		3							18	563.79	10,148.24
4. PEA WHISTLE, STAINLESS STEEL, 40mm (min) length, sound ball made of plastic material, with attachment ring	piece													0	26.65	-
5. PUNCHER, heavy duty	piece	16		4				6						26	94.07	2,445.94
6. SCISSORS, (6")	pair	55	1	12		2	1	15		2				88	13.09	1,151.85
7. SHARPENER, single cutterhead	piece	25		2		1	1	12						41	181.22	7,430.02
8. STAMPING DATER, self-inking stamp	piece	5				1	1							7	485.03	3,395.21
9. STAPLER, heavy duty, standard	piece	22		8			1	12		1				44	114.91	5,056.16
10. STAPLE REMOVER, twin jaws	piece	33		12	2			4			2			53	17.59	932.22
11. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	14		2			1							17	47.63	809.74
12. TAPE DISPENSER, handheld, for 48mm width packaging tape	piece	10		1										11	41.24	453.59
13. WASTE BASKET, plastic	piece	55		10				20	3					88	26.65	2,345.20
<b>COMMON JANITORIAL SUPPLIES</b>																
1. BATHROOM SOAP, 70gms.	piece	118		7	4	5	2	114	2	5	6	5		268	23.45	6,285.14
2. BROOM, soft (tambo)	piece	48	3	6	36	7	9	64	11	5	28	9	4	230	90.61	20,840.30
3. BROOM, STICK (tingting)	piece	40	5	6	29	3	8	39	7	3	23	4	2	169	23.45	3,963.39
4. CLEANSER, powder, 350gms.	canister	34		9	24	1		34		1	22	3		128	15.83	2,025.73
5. DETERGENT POWDER, all purpose, 500gms.	pouch	64	1	33	63	1	8	64	7	5	85	3	3	337	22.92	7,723.70
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar	101		13	55	2	1	60	3	1	60	2	1	299	17.75	5,308.15
7. DISINFECTANT SPRAY, 400 grams net content	can	31	1	12	6	3	9	24	6	4	9		3	108	181.59	19,611.61
8. DUST PAN, non-rigid plastic, with detachable handle	piece	22	2	17	5		3	18	7	3			1	78	34.11	2,660.74
9. FLOOR WAX, paste, natural, 2kgs.	can	53	4	23	24	20	5	40	4	14	25	4	8	224	262.24	58,740.86
10. FLOOR WAX, paste, red, 2kgs.	can	80	7	13	57	7	9	67	8	7	48	2	2	307	223.86	68,725.02
11. FLOOR WAX, liquid type, 3.9L/ plastic container	container	21	10	1	15	11	1	11		10	16			96	379.76	36,457.20
12. FURNITURE CLEANER, 300mL/can min	can	7	2	5	30	1		6	2		31			84	101.27	8,506.68
13. INSECTICIDE, 600mL (420g) /can	can	36	5	6	34	5	1	31	1	1	28	1	1	150	117.26	17,589.00
14. MOPHANDLE, screw type, wooden handle	piece	10	1	17	16	16	2	14	1	2	21	1	1	102	95.94	9,785.88
15. MOPHEAD, 100% rayon, 400g	piece	41	2	19	13	25	3	26	1	15	12	5	2	164	85.28	13,985.92
16. RAG, COTTON, (7") in diameter	kilo	24	2	33	16	2	3	11	2	4	7	4	3	111	42.64	4,733.04
17. SCOURING PAD, economy size	pack	35	5	8	9	5	15	21	3	3	11	2	2	119	136.11	16,197.06
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	24	8	38	25	11	10	24	11	7	15	5	6	184	49.04	9,022.62
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	60	8	37	28	6	4	49	2	8	79	8	1	290	25.58	7,419.36
20. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll	109	16	33	36	15	19	82	17	19	48	19	15	428	147.86	63,282.48

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
<b>LEGAL SIZE PAPER</b>																	
1. PAPER, bond, Premium Grade	ream	211	126	39	158	20	133	141	25	20	151	14	12	1050	100.74	105,773.85	
2. PAPER, mimeograph, Groundwood	ream	8	8	8	8	8	8	8	8	8	8	8	5	93	83.03	7,721.33	
3. PAPER, mimeograph, Whitewove	ream	41	39	43	101	39	39	100	39	44	100	39	34	658	109.16	71,828.93	
4. PAPER, for Plain Paper Copier	ream	156	13	21	133	13	23	113	13	21	125	11	8	650	112.36	73,034.33	
5. PAPER, multicopy, legal, for laser printing	ream	313	53	98	216	46	125	245	57	108	205	98	72	1636	124.21	203,206.74	
<b>COMMON OFFICE EQUIPMENT</b>																	
1. AIRPOT, 4.0 liters, w/ dispenser	unit	5												5	1,332.50	6,662.50	
2. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display, AC power source, Canon	unit	1												1	2,110.68	2,110.68	
3. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit													0	954.07	-	
4. CALCULATOR, scientific, 10 digits, dot, matrix display, programmable, with case	unit	9		6										15	339.93	5,098.97	
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit	2												2	159.78	319.55	
6. CHAIR, monobloc, without armrest, beige/white	unit	260		150										410	255.84	104,894.40	
7. DIGITAL VOICE RECORDER, 4GB, memory, stereo channel, MP3, WMA, recording and playback format, with earphone jack, built-in microphone, with USB cable, rechargeable batteries, instructional manual, carrying pouch, hand strap, earphone	unit	4	1		1									6	6,342.70	38,056.20	
8. DOCUMENT CAMERA, w/ DVI port, four (4), reference points demarcate viewing area, 8 times, (800%) consecutive zoom, PC and Doc Cam VS	unit	5		1										6	21,106.80	126,640.80	
9. ELECTRIC FAN, orbit type	unit	5												5	1,220.57	6,102.85	
10. ELECTRIC FAN, with stand	unit	6	4	3	2									15	906.10	13,591.50	
11. ELECTRIC FAN, wall type	unit	5		5										10	797.37	7,973.68	
12. INDUSTRIAL FAN, 18" metal blade	unit	8												8	956.20	7,649.62	
13. FACSIMILE TRANSCIVER, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 208mm, document feeder holds 10 pages, with automatic, paper cutter, redial, and fax/tel switchover	unit	2	1											3	3,651.05	10,953.15	
14. FIRE EXTINGUISHER, dry chemical, for ABC class, of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit													0	1,117.17	-	
15. FIRE EXTINGUISHER, pure HCFC 123, with fire, rating of 1A, 1BC for ABC class of fire, squeeze type, non-electrical conductor, 4.5kg (10 lbs), brand new	unit	19						9						28	3,803.49	106,497.66	

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
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16. MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with buyilt-in siren, red or blue color	unit	3												3	2,547.74	7,643.22
17. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit	10					2							12	20,520.50	246,246.00
18. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit	5		1										6	9,061.00	54,366.00
19. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit	2		3			1							6	3,198.00	19,188.00
23. PRINTER, impact dot matrix, 24-pins, 136 columns, 465 cps print speed, parallel or USB interface, manual/tractor feeder paper handling, 220VAC/60Hz, with power cable, data cable, software driver (if any), manual and ribbon cartridge	unit	2												2	32,457.57	64,915.14
24. PUNCHING/BINDING 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	4	1											5	10,658.93	53,294.67
25. TABLE, monobloc, square, 36" X 36", white/ beige, four(4) seater, for indoor and outdoor use	unit	10		10										20	1,263.21	25,264.20
26. TIME RECORDER, (for attendance), electronic, stylish/compact design, large, display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit	1												1	4,261.87	4,261.87
27. WIRELESS-N ROUTER, 300 MBPS, 2.4GHz Frequency Band, Standard IEEE 802.11G, IEEE 802.11n, IEEE 802.3u, IEEE 802.3, Microsoft Windows 2000/XP/Vista/XP SP3/7 System Requirements, FCC Class B, Wifi Certification, 4 x 10/100 ports, 1 x 10/100 WAN port, WPA, WPA2, NAT, SPI, VPN pass thru,	unit	4					1							5	1,063.87	5,319.34
<b>HANDBOOKS ON PROCUREMENT</b>																
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:																
a. Procurement of Goods & Services, 110-115 pages	piece													0	33.05	-
b. Procurement of Civil Works, 139-149 pages	piece													0	38.59	-
c. Procurement of Consulting Services, 139-149 pages	piece													0	22.92	-
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece													0	90.61	-
e. for LGUs	piece													0	116.19	-
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(6th Edition), 6" x 9", 300 pages,	piece													0	40.51	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece													0	13.86	-
HANDBOOK ON GENERIC PROCUREMENT	set													0	133.25	-
MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:																
Volume I (103 pages) - white color																
Volume II (138 pages) - light blue color																
Volume III (124 pages) - light yellow color																
Volume IV (118 pages) - light green color																
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																
<b>Office Equipment and Accessories</b>																
1 Photocopier Machine	unit	1												1	50,000.00	50,000.00
2 Ceiling Exhaust Fan	pieces				4									4	1,350.00	5,400.00
3 Book Alarm System for CVM Library	unit				1									1	180,000.00	180,000.00
4 Water Dispenser with filter, stainless	unit	2												2	2,000.00	4,000.00
5 Steel Cabinets	unit	3												3	10,000.00	30,000.00
6 Office Executive Chair	pieces	2												2	5,000.00	10,000.00
7 Sofa	set	1												1	30,000.00	30,000.00
8 Filing Cabinet	unit	8	4											12	8,000.00	96,000.00
9 Photocopier	unit		1											1	150,000.00	150,000.00
10 Photocopier	unit	1												1	120,000.00	120,000.00
11 Sala Set	set	2												2	10,000.00	20,000.00
12														0		-
13														0		-
<b>Office Supplies</b>																
1 Paper Fastener, vinyl	boxes	10	1				5	1	1				1	19	40.00	760.00
2 Ballpen, black - pilot	pieces	26	1	22	4	22	1	26		22	5	22		151	21.50	3,246.50
3 Ballpen, blue-pilot	pieces	4	1	2	2	2	1	4	1	1	3	2		23	21.50	494.50
4 Ballpen, red - pilot	pieces	24	1	22	3	21	1	24	1	22	3	21		143	21.50	3,074.50
5. Ballpen, violet, pilot	pieces	2			2			2			2			8	21.50	172.00
5 Pencil # 2	pieces						2				2			4	5.50	22.00
6 Booktape, 1"	roll	3			3			3			3			12	30.00	360.00
7 Plastic Cover,thick	roll	2						3						5	1,000.00	5,000.00
8 Battery, 9 V	pieces	1	1	1		1	1	1	1	1	1	1	1	11	85.00	935.00
9 Transparency film, A4 size	boxes			1			1			1			1	4	203.00	812.00
10 Ark File, long	pieces				150									150	300.00	45,000.00
11 Correction Fluid, water based	pieces	1	1	1	1	1	1	1	1	1	1	1	1	12	25.00	300.00

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
12 Envelope , kraft, legal size	boxes			1			1			1			1	4	200.00	800.00	
13 Envelope , kraft, A4 size	boxes			1				1			1			1	4	200.00	800.00
14 Yellow pad, long	pad	1		1			1			1			1	6	21.00	126.00	
15 Parchment paper, legal size, 100s/pack	ream	1					1							1	4	126.73	506.92
16 Staple wire, # 10	boxes			1						1				1	4	22.90	91.60
17 Staple wire, no. 23/10 for etona	boxes			1						1				1	4	22.90	91.60
18 Staple wire, standard, 5000pcs/box # 26/6	boxes	1	1	1	1	1	1	1	1	1	1	1	1	12	22.90	274.80	
19 Double Sided Tape w/o foam, 1/2, white	roll	5			100			5			5			5	120	11.00	1,320.00
20 Double Sided tape, w/o foam, 1" white	roll	5			100			5			5			5	120	11.00	1,320.00
21 Acetate, Ordinary	boxes	1												1	550.00	550.00	
22 Cork Board	pieces	15						10						25	50.00	1,250.00	
23 Double Sided Tape	roll	25						25						50	35.00	1,750.00	
24 Felt Paper	pieces	30						20						50	55.00	2,750.00	
25 Medals	pieces	200												200	150.00	30,000.00	
26 Scissors	pairs	200												200	50.00	10,000.00	
27 Battery, size AA, alkaline 2/pcs/packet- rechargeable	packet	3							1					4	120.00	480.00	
28 Battery, size AAA, alkaline 2/pcs/packet- rechargeable	packet	3							1					4	120.00	480.00	
29 ID Cards for Students	pieces	10500												10500	35.00	367,500.00	
30 Personalize Business Envelope, mailing- long (with logo and address)	pcs	500												500	4.00	2,000.00	
31 Personalize Business Envelope, mailing- small (with logo and address)	pcs	500												500	4.00	2,000.00	
32 File Magazines, 15"x9 1/2x 4 1/2	pcs	100												100	75.00	7,500.00	
33 ID Holder with lace	pcs	5000												5000	36.50	182,500.00	
34 Validation Sticker- 1st sem, 2014-2015	pcs	9000												9000	12.00	108,000.00	
35 Validation Sticker- 2nd sem, 2014-2015	pcs	8500												8500	12.00	102,000.00	
36 Validation Sticker- Summer2015	pcs	3000												3000	12.00	36,000.00	
37 Diploma Cover	pcs	2500												2500	85.00	212,500.00	
38 Gold Seal, notarial without ribbon 40pcs/box	boxes	70												70	28.10	1,967.00	
39 Cheque Paper, OTR , lt green	pcs	50000												50000	1.50	75,000.00	
40 Cheque Paper, OTR , lt blue	pcs	30000												30000	1.50	45,000.00	
41 Double Clip, 1.5"	pieces	10			5			5			5			25	6.25	156.25	
42 Double Clip, 2"	pieces	10			5			5			5			25	8.75	218.75	
43 Sticker Paper 10s/pack	pack	5						5						10	30.00	300.00	
44 Photopaper	pack	2			1			1			1			5	30.00	150.00	
45														0		-	
46														0		-	
47														0		-	
<b>Audio and visual presentation and composing equipment</b>																	
1 LCD Projector	unit				1									1	25,000.00	25,000.00	
2 LCD Projector Screen (60")	set				2									2	3,000.00	6,000.00	

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
3 Wireless Laser Presenter with wand USB receiver	pieces					3								3	700.00	2,100.00	
4 DVD Player (HDMI)	set	2												2	6,000.00	12,000.00	
5 Heavy Duty Speaker	set	2												2	5,000.00	10,000.00	
6 TV, Flat Screen, 37"	set	1												1	50,000.00	50,000.00	
7 LCD Projector with screen	set	1												1	20,000.00	20,000.00	
8 LCD Bracket	set	1												1	2,000.00	2,000.00	
9 Lapel Mic	unit		2											2	6,000.00	12,000.00	
10 Speaker	unit		1											1	7,000.00	7,000.00	
11 Sound System with mic	set	1												1	41,000.00	41,000.00	
12														0		-	
13														0		-	
<b>Photographic or filming or video equipment</b>																	
1 DSLR Camera-	unit							1						1	57,998.00	57,998.00	
2 Video Camera	unit	1												1	15,000.00	15,000.00	
3														0		-	
4														0		-	
<b>Cleaning Equipment and Supplies</b>																	
1 Rubber Gloves	pairs	3	3	2	2	3	3	3	2	3	3	3	2	32	30.00	960.00	
2 Rubber Pump for toilet bowl	pieces	2	2	2	1	2	3	2	1	3	2	2	2	24	20.00	480.00	
3 Chlorox	gal	2	2	5	2	1	2	2	1	2	2	2	1	24	200.00	4,800.00	
4 Foot Rug/Mats	pieces	2	2	1	1	2	2	2	1	2	2	2	1	20	100.00	2,000.00	
5 Toilet Bowl Brush	pieces	2	2	2	2	1	3	2	1	3	2	2	2	24	130.00	3,120.00	
6 Laundry Powder, 55g	packs	2	2	1	2	1	2	2	1	2	2	2	1	20	13.00	260.00	
7 Push Brush, long handle, wooden	pieces			2			2		1		2	1		8	120.00	960.00	
8 Vacumm Cleaner	unit	1												1	10,000.00	10,000.00	
9 Muriatic Acid	gal	1	1	1	1	1	1	1	1	1	1	1	1	12	25.58	306.96	
10														0		-	
11														0		-	
<b>Paper Materials and Products</b>																	
1 Special Paper, 10s/pack	pack		10		10		5				75			100	50.00	5,000.00	
2 Specialty Card, A4, pre-cut	pieces	20	20	20	20	20	20	20	20	20	20	20	20	240	2.00	480.00	
3 Specialty card, legal, pre-cut	pieces	20	20	20	20	20	20	20	20	20	20	20	20	240	3.00	720.00	
4 Bond Paper, Short	ream	100						50						150	127.85	19,177.50	
5 Parchment, sheep skin for diploma	pcs	2500												2500	8.50	21,250.00	
6														0		-	
7														0		-	
<b>Lighting and fixtures and accessories</b>																	
1 1x28 w/ 220v flourescent lighth	set	14												14	380.00	5,320.00	
2 2x28 w/ 220 v flourescent light	set	4												4	1,930.00	7,720.00	
3														0		-	
4														0		-	

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<b>Electrical equipment and components and supplies</b>																	
1 Heavy Duty Extension Wire	unit						6							6	1,500.00	9,000.00	
2														0		-	
3														0		-	
<b>Computer Supplies</b>																	
1 Continuous Universal Ink, Cyan, 1 liter	unit	2					2							4	500.00	2,000.00	
2 Continuous Universal Ink, Yellow, 1 liter	unit	2					2							4	500.00	2,000.00	
3 Continuous Universal Ink, Magenta, 1 liter	unit	2					2							4	500.00	2,000.00	
4 Continuous Universal Ink, Black, 1 liter	unit	2					2							4	500.00	2,000.00	
5 Printer Ink, HP 60 Black, for HP Deskjet 2600 printer	cart	1	2		2	1	1		1	2		2		12	800.00	9,600.00	
6 Printer Ink, HP 60 Tri-color, for HP Deskjet 2600 printer	cart	1	2		2	1	1		1	2		2		12	1,020.00	12,240.00	
7 Ink Cartridges, Canon, PG-40 Black for Canon IP9800 Printer	cart	1	2	1	1	1	1	1	1	1	1	1	1	13	800.00	10,400.00	
8 Ink Cartridges, Canon, PG-40 Color for Canon IP9800 Printer	cart	1	2	1	1	1	1	1	1	1	1	1	1	13	1,020.00	13,260.00	
9 Toner for Photocopier, TN114	tube	2	1		40	1	1	2	1	1	2	1	2	54	3,200.00	172,800.00	
10 Toner for Photocopier, Gestetner MP 1500, black,	cart	2			2			2			2			8	3,500.00	28,000.00	
11 Master roll # 21 for Gestetner MP 1500	cart	1			1			1			1			4	3,000.00	12,000.00	
11 Toner for Photocopier, Gestetner CP6123, ink, CPI10	cart	3			3			3			3			12	3,500.00	42,000.00	
12 Ink Cartridge, HP 21 for HP deskjet D2460	cart	5	5	5	100	5	5	5	5	10	5	5	5	160	650.00	104,000.00	
13 Ink Cartridge, HP 22 for HP deskjet D2460	cart	5	5	5	100	5	5	5	5	10	5	5	5	160	750.00	120,000.00	
14 Ink Cartridge, HP 60, black, HP Deskjet D2460 All-in-one	cart	5	5	5	100	5	5	5	5	10	5	5	5	160	685.00	109,600.00	
15 Ink Cartridge, HP 60, colored, HP Deskjet D2460 All-in-one	cart	5	5	5	100	5	5	5	5	10	5	5	5	160	1,295.19	207,230.40	
16 Ink Cartidge, HP CZ107A, HP 678, black	cart	2			8	2		2		2		2		18	400.00	7,200.00	
17 Ink Cartidge, HP CZ108A, HP 678, tri-color	cart	2			8	2		2		2		2		18	329.29	5,927.22	
18 Ink Cartidge, Canon PG-88, fine cartridge, black	cart	35	35	35	400	35	35	35	35	35	35	35	35	785	635.00	498,475.00	
19 Ink Cartidge, Canon CL-98, fine cartridge, color	cart	35	35	35	400	35	35	35	35	35	35	35	35	785	725.00	569,125.00	
20 Ink Refill, Epson BK T6641, black, 70ml	bott	1	1	1	4	1	1	1	1	1	1	1	1	15	300.00	4,500.00	
21 Ink Refill, Epson BK T6642, cyan, 70ml	bott	1	1	1	4	1	1	1	1	1	1	1	1	15	300.00	4,500.00	
22 Ink Refill, Epson BK T6643, magenta, 70ml	bott	1	1	1	4	1	1	1	1	1	1	1	1	15	300.00	4,500.00	
23 Ink Refill, Epson BK T6644, yellow, 70ml	bott	1	1	1	4	1	1	1	1	1	1	1	1	15	300.00	4,500.00	
24 Ink Refill, black, 100ml	bott	18	18	18	68	18	18	18	18	18	18	18	18	266	60.00	15,960.00	
25 Ink Refill, cyan, 100ml	bott	18	18	18	68	18	18	18	18	18	18	18	18	266	60.00	15,960.00	
26 Ink Refill, magenta, 100ml	bott	18	18	18	68	18	18	18	18	18	18	18	18	266	60.00	15,960.00	
27 Ink Refill, yellow, 100ml	bott	18	18	18	68	18	18	18	18	18	18	18	18	266	60.00	15,960.00	
28 Ink, black, DX2430 for scanner	boxes	2	2	2	4	2	2	2	2	2	2	2	2	26	1,100.00	28,600.00	
29 Master roll for DX2430 for scanner	roll	2	2	2	4	2	2	2	2	2	2	2	2	26	1,100.00	28,600.00	
30 Ribbon, Epson RN 8755	cart	1			1		1			1			1	5	86.88	434.40	
31 Ink Cartidge, HP CB541A, Cyan	boxes	10		10		10			10		14			54	3,500.00	189,000.00	
32 Ink Cartidge, HP CB542A, Yellow	boxes	10		10		10			10		14			54	3,500.00	189,000.00	
33 Ink Cartidge, HP CB543A, Magenta	boxes	10		10		10			10		14			54	3,500.00	189,000.00	
34 Ink Cartidge, HP CB540A, Black	boxes	14		10		10			10		20			64	4,000.00	256,000.00	
35 Toner for Photocopier- Gestetner MP 2000Le	tube	1		1		1		1		1		1		6	2,700.00	16,200.00	



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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
36 Ink Cartiridge, HP CF210A, Black	boxes	10		10		10			10					40	4,000.00	160,000.00
37 Ink Cartiridge, HP CF210A, Yellow	boxes	10		10		10			10					40	3,500.00	140,000.00
38 Ink Cartiridge, HP CF212A, Black	boxes	10		10		10			10					40	3,500.00	140,000.00
39 Ink Cartiridge, HP CF213A, Magenta	boxes	10		10		10			10					40	3,500.00	140,000.00
40 Ink Cartiridge, HP CF21AA, Cyan	boxes	10		10		10			10					40	3,500.00	140,000.00
41 Ink Cartiridge, HP C2107 A, HP678, black	boxes	10		10		10			5					35	600.00	21,000.00
42 Ink Cartiridge, HP C2108, HP678	boxes	10		10		10			5					35	500.00	17,500.00
43 Genuine, Edisecure ribbon	boxes	24												24	12,000.00	288,000.00
44 Genuine, Edisecure HDP Transfer Film	boxes	15												15	7,500.00	112,500.00
45 Ink Cartridge, Canon PGI-725 Ink Tank 725, black	tube	10		10		10			10		5			45	550.00	24,750.00
46 Ink Cartridge, Canon PGI-726 Ink Tank 726, Yellow	tube	10		10		10			10		5			45	600.00	27,000.00
47 Ink Cartridge, Canon PGI-726 Ink Tank 726, black	tube	10		10		10			10		5			45	500.00	22,500.00
48 Ink Cartridge, Canon PGI-726 Ink Tank 726, Magenta	tube	10		10		10			10		5			45	600.00	27,000.00
49 Ink Cartridge, Canon PGI-726 Ink Tank 726, Cyan	tube	10		10		10			10		5			45	600.00	27,000.00
50 Risograph Ink, CR Black	pieces	1							1					2	1,350.00	2,700.00
51 Toner 114 for photocopier	boxes				1				1			1		3	2,800.00	8,400.00
52 Toner 414 for photocopier	boxes	1			1				1			1		4	4,900.00	19,600.00
53														0		-
54														0		-
<b>Computer Equipment and Accessories</b>																
1 Computer Headset	unit	1												1	350.00	350.00
2 Computer Video Camera, external USB	unit	1												1	1,000.00	1,000.00
3 Laptop	unit				1									1	35,000.00	35,000.00
4 VGA to TV converter	unit							2						2	1,500.00	3,000.00
5 4-port VGA Splitter	unit							2						2	2,500.00	5,000.00
6 VGA Extension cable (30 meters)	unit							2						2	1,000.00	2,000.00
7 Amplified Speaker for laptop	unit							1						1	1,500.00	1,500.00
8 Computer Desktop	unit	2												2	30,000.00	60,000.00
9 Laptop, complete set	unit	11												11	25,000.00	275,000.00
10 Printer with CISS	unit		2											2	6,000.00	12,000.00
11 Desktop Computer	unit	5	2						2					9	25,000.00	225,000.00
12 Netbook	unit	4							4					8	14,000.00	112,000.00
13														0		-
14														0		-
<b>*Other Categories</b>																
1 Telephone Connection/ Landline	unit	1												1	7,000.00	7,000.00
2 Gasoline, premium	liters										20	40	20	80	35.00	2,800.00
3 Motor oil for power sprayer	liters				2						3			5	250.00	1,250.00
4 Paint, white latex	gal										20			20	1,500.00	30,000.00
5 Lime for school grounds	sacks										50			50	120.00	6,000.00
6 Interlink wires	roll			15										15	3,000.00	45,000.00

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
7 Barbed wire	roll			15											15	2,500.00	37,500.00
8 Grand Cart	set	1													1	15,000.00	15,000.00
9 Urinals	set	7													7	5,000.00	35,000.00
10 2 T for mower	liters											5			5	300.00	1,500.00
11 Bathroom Weighing Scale	unit	6													6	550.00	3,300.00
12 Woodedn Frames, legal size	pieces	10													10	65.00	650.00
13 Styrofoam	pieces	10					10								20	65.00	1,300.00
14 Binding Services	books	150													150	200.00	30,000.00
15 Prepaid Load- 300, Smart and Globe	pcs	2	2	2	2	2	2	2	2	2	2	2	2	2	24	300.00	7,200.00
16 Prepaid Load- 100, Smart and Globe	pcs	2	2	2	2	2	2	2	2	2	2	2	2	2	24	100.00	2,400.00
17 BAR Stool	unit	6													6	255.84	1,535.04
18 Carding Cabinet	pcs	25													25	28,500.00	712,500.00
19															0		-
20															0		-

\*\*\*GRAND TOTAL: ..... **13,719,404.39**

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION ..... **15,091,344.83**

APPROVED BUDGET: .....

\*Other categories that are not indicated herein  
 \*\*Prices are FOB Manila/Applicable for items under A.  
 \*\*\*Grand total for items under A and B

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:  
 \_\_\_\_\_  
 (Sgd) CARMEN H. SALVADOR  
 Procurement Officer

Certified Funds Available /  
 Certified Appropriate Funds Available:  
 \_\_\_\_\_  
 (Sgd) IMELDA B. GALINATO / ESTRELLITA M. DACLAN  
 Accountant /  
 Local Budget Officer

Approved:  
 \_\_\_\_\_  
 (Sgd) BEN D. LADILAD  
 Head of Office/Agency

Date Prepared: November 4, 2013