

**ANNUAL PROCUREMENT PLAN FOR 2012
For Common-Use Supplies and Equipment**

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

1. 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.
2. Do not delete any field in the APP Form.
3. 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.
4. 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 or email at app@procurementsservice.org
5. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: AKLAN STATE UNIVERSITY
Region: VI
Address: AKLAN STATE UNIVERSITY
Banga, Aklan

Contact Person: DR. DANILO E. ABAYON
Position: SUC President II
E-mail :
Telephone/Mobile Nos: (036) 267-5801

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | ** PS Price Catalogue | Total Amount | | |
|----------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-----------------------|--------------|----------|---|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | | | Total | |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES | | | | | | | | | | | | | | | | | |
| COMMON ELECTRICAL SUPPLIES | | | | | | | | | | | | | | | | | |
| 1. BALLAST, 18 watts | piece | | | | | | | | | | | | | | 0 | 67.27 | - |
| 2. BALLAST, 1 x 40 watts | piece | | | | | | | | | | | | | | 0 | | - |
| 2. BALLAST, 36 watts | piece | | | | | | | | | | | | | | 0 | 72.54 | - |
| 3. BATTERY, size AA, alkaline, 2 pcs./packet | packet | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 4 | 4 | 38 | 36.40 | 1,383.20 | |
| 4. BATTERY, size AAA, alkaline, 2 pcs./packet | packet | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 24 | 14.56 | 349.44 | |
| 5. BATTERY, size D, alkaline, 2 pcs./packet | packet | | | | | | | | | | | | | 0 | 68.12 | - | |
| 6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W | set | | | | | | | | | | | | | 0 | 280.54 | - | |
| 7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W | set | 4 | | | | | | | | | | | | 4 | 368.94 | 1,475.76 | |
| 8. FLUORESCENT LAMP, tubular, 18 watts | piece | 5 | | | | | | | | | | | | 5 | 32.14 | 160.70 | |
| 9. FLUORESCENT LAMP, tubular, 36 watts | piece | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 15 | 33.85 | 507.75 | |
| 10. COMPACT FLUORESCENT LIGHT, 18 watts | piece | | | | | | | | | | | | | 0 | 103.79 | - | |
| 11. FUSE, 30 amperes | piece | | | | | | | | | | | | | 0 | 10.35 | - | |
| 12. FUSE, 60 amperes | piece | | | | | | | | | | | | | 0 | 25.48 | - | |
| 13. STARTER, 4-40 watts | piece | | | | | | | | | | | | | 0 | 3.73 | - | |
| 14. TAPE, electrical | roll | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 15 | 18.20 | 273.00 | |
| COMMON COMPUTER SUPPLIES/CONSUMABLES | | | | | | | | | | | | | | | | | |
| 1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 | box | | | | | | | | | | | | | 0 | 520.00 | - | |
| 2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 | box | | | | | | | | | | | | | 0 | 818.48 | - | |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | ** PS Price | Total | |
|------------------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-------------|----------|----------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total | Catalogue | Amount | |
| 3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box | box | | | | | | | | | | | | | | 0 | 581.67 | - |
| 4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 | box | | | | | | | | | | | | | | 0 | 951.08 | - |
| 5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box | box | 2 | | | | | | | | | | | | | 2 | 480.48 | 960.96 |
| 6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box | box | 4 | | | | | | | | | | | | | 4 | 778.96 | 3,115.84 |
| 7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box | box | | | | | | | | | | | | | | 0 | 338.00 | - |
| 8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box | box | | | | | | | | | | | | | | 0 | 722.80 | - |
| 9. COMPACT DISK CASE, 50 CDs capacity | piece | 3 | | | | | | | | | | | | | 3 | 50.84 | 152.52 |
| 10. COMPACT DISK DRIVE CLEANER | piece | 3 | | | | | | | | | | | | | 3 | 64.22 | 192.66 |
| 11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum | piece | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 60 | 8.79 | 527.40 |
| 12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes | piece | 15 | 15 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 6 | 126 | 16.62 | 2,094.12 |
| 13. DVD RECORDABLE, 16x speed, 4.7GB capacity | piece | 9 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 64 | 11.70 | 748.80 |
| 14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity | piece | 10 | 10 | 8 | 8 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 92 | 19.96 | 1,836.32 |
| 15. FLASH DRIVE, 4GB, USB 2.0, plug and play | piece | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | 11 | 292.08 | 3,212.88 |
| 16. FLASH DRIVE, 8GB, USB 2.0, plug and play | piece | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | 10 | 468.00 | 4,680.00 |
| 17. INK CARTRIDGE, HP 51645A (HP 45) | cart | | | | | | | | | | | | | | 0 | 1,216.86 | - |
| 18. INK CARTRIDGE, HP C6615DA (HP 15) | cart | | | | | | | | | | | | | | 0 | 1,149.54 | - |
| 19. INK CARTRIDGE, HP C1823DA (HP 23) | cart | | | | | | | | | | | | | | 0 | 1,489.20 | - |
| 20. INK CARTRIDGE, HP C6625A (HP 17) | cart | | | | | | | | | | | | | | 0 | 1,250.52 | - |
| 21. INK CARTRIDGE, HP C6578A/D (HP 78) | cart | | | | | | | | | | | | | | 0 | 1,352.52 | - |
| 22. INK CARTRIDGE, HP C6614D (HP 20) | cart | | | | | | | | | | | | | | 0 | 1,344.36 | - |
| 23. INK CARTRIDGE, HP C4844A (HP 10) | cart | | | | | | | | | | | | | | 0 | 1,402.50 | - |
| 24. INK CARTRIDGE, HP C8727AA (HP 27) | cart | | | | | | | | | | | | | | 0 | 743.58 | - |
| 25. INK CARTRIDGE, HP C8728AA (HP 28) | cart | | | | | | | | | | | | | | 0 | 873.12 | - |
| 26. INK CARTRIDGE, HP C6656AA (HP 56) | cart | | | | | | | | | | | | | | 0 | 810.90 | - |
| 27. INK CARTRIDGE, HP C6657AA (HP 57) | cart | | | | | | | | | | | | | | 0 | 1,352.52 | - |
| 28. INK CARTRIDGE, HP C9351AA (HP 21) | cart | | | | | | | | | | | | | | 0 | 615.06 | - |
| 29. INK CARTRIDGE, HP C9352AA (HP 22) | cart | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 12 | 708.90 | 8,506.80 |
| 30. INK CARTRIDGE, HP C8765WA (HP 94) | cart | | | | | | | | | | | | | | 0 | 820.08 | - |
| 31. INK CARTRIDGE, HP C8766WA (HP 95) | cart | | | | | | | | | | | | | | 0 | 984.30 | - |
| 32. INK CARTRIDGE, HP C9361WA (HP 93) | cart | | | | | | | | | | | | | | 0 | 787.44 | - |
| 33. INK CARTRIDGE, HP C9362WA (HP 92) | cart | | | | | | | | | | | | | | 0 | 588.54 | - |
| 34. INK CARTRIDGE, HP CB314A (HP 900), black | cart | | | | | | | | | | | | | | 0 | 256.02 | - |
| 35. INK CARTRIDGE, HP CB315A (HP 900), tri-color | cart | | | | | | | | | | | | | | 0 | 329.46 | - |
| 36. INK CARTRIDGE, Epson TO17 | cart | | | | | | | | | | | | | | 0 | | - |
| 37. INK CARTRIDGE, Epson TO18 | cart | | | | | | | | | | | | | | 0 | | - |
| 38. INK CARTRIDGE, Lexmark # 27, colored | cart | | | | | | | | | | | | | | 0 | 1,173.00 | - |
| 39. INK CARTRIDGE, Lexmark # 17, black | cart | | | | | | | | | | | | | | 0 | 984.30 | - |
| 40. INK CARTRIDGE, Epson TO38 | cart | | | | | | | | | | | | | | 0 | 482.46 | - |
| 41. INK CARTRIDGE, Epson TO39 | cart | | | | | | | | | | | | | | 0 | 755.82 | - |
| 42. MOUSE, optical, USB conection type | piece | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 10 | 197.60 | 1,976.00 |
| 43. TONER CARTRIDGE,HP C3906A | cart | | | | | | | | | | | | | | 0 | 3,063.06 | - |
| 44. TONER CARTRIDGE,HP C3903A | cart | | | | | | | | | | | | | | 0 | 3,588.00 | - |
| 45. TONER CARTRIDGE,HP C4092A | cart | | | | | | | | | | | | | | 0 | 2,657.10 | - |
| 46. TONER CARTRIDGE,HP C4096A | cart | | | | | | | | | | | | | | 0 | 4,112.64 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | ** PS Price | Total |
|----------------------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------|-------------|-------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total | Catalogue | Amount | |
| 47. TONER CARTRIDGE,HP C7115A | cart | | | | | | | | | | | | | | 0 | 2,523.48 | - |
| 48. TONER CARTRIDGE,HP 92298A | cart | | | | | | | | | | | | | | 0 | 4,498.20 | - |
| 49. TONER CARTRIDGE,HP C4127X | cart | | | | | | | | | | | | | | 0 | 5,451.90 | - |
| 50. TONER CARTRIDGE, HP Q2613X | cart | | | | | | | | | | | | | | 0 | 4,026.96 | - |
| 51. TONER CARTRIDGE,HP Q2612A | cart | | | | | | | | | | | | | | 0 | 2,866.20 | - |
| 52. TONER CARTRIDGE,HP Q5942A | cart | | | | | | | | | | | | | | 0 | 6,105.72 | - |
| 53. TONER CARTRIDGE, HP Q6511A | cart | | | | | | | | | | | | | | 0 | 5,077.56 | - |
| 54. TONER CARTRIDGE, HP C9720A | cart | | | | | | | | | | | | | | 0 | 6,436.20 | - |
| 55. TONER CARTRIDGE, HP C9721A | cart | | | | | | | | | | | | | | 0 | 8,710.80 | - |
| 56. TONER CARTRIDGE, HP C9722A | cart | | | | | | | | | | | | | | 0 | 8,710.80 | - |
| 57. TONER CARTRIDGE, HP C9723A | cart | | | | | | | | | | | | | | 0 | 8,881.60 | - |
| 58. TONER CARTRIDGE, HP Q1338A | cart | | | | | | | | | | | | | | 0 | 6,489.60 | - |
| 59. TONER CARTRIDGE, HP Q2610A | cart | | | | | | | | | | | | | | 0 | 4,882.18 | - |
| 60. TONER CARTRIDGE, HP Q3960A | cart | | | | | | | | | | | | | | 0 | 3,468.00 | - |
| 61. TONER CARTRIDGE, HP Q3961A | cart | | | | | | | | | | | | | | 0 | 4,187.10 | - |
| 62. TONER CARTRIDGE, HP Q3962A | cart | | | | | | | | | | | | | | 0 | 4,187.10 | - |
| 63. TONER CARTRIDGE, HP Q3963A | cart | | | | | | | | | | | | | | 0 | 4,187.10 | - |
| 64. TONER CARTRIDGE, HP Q5949A | cart | | | | | | | | | | | | | | 0 | 2,928.42 | - |
| 65. TONER CARTRIDGE, HP Q7553A | cart | | | | | | | | | | | | | | 0 | 3,301.74 | - |
| 66. TONER CARTRIDGE, Lexmark 34217HR(12A8400) | cart | | | | | | | | | | | | | | 0 | 4,621.62 | - |
| 67. TONER CARTRIDGE, Lexmark 1382920 | cart | | | | | | | | | | | | | | 0 | 14,198.40 | - |
| 68. TONER CARTRIDGE, Brother TN3060 | cart | | | | | | | | | | | | | | 0 | 4,559.40 | - |
| 69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810 | cart | | | | | | | | | | | | | | 0 | 3,843.84 | - |
| 70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500 | cart | | | | | | | | | | | | | | 0 | 2,843.56 | - |
| 71. TONER CARTRIDGE, Samsung ML-2250D5 | cart | | | | | | | | | | | | | | 0 | 4,029.00 | - |
| 72. TONER CARTRIDGE, Samsung ML-2010D3 | cart | | | | | | | | | | | | | | 0 | 2,958.00 | - |
| 73. TONER CARTRIDGE, Kyocera TK-120 | cart | | | | | | | | | | | | | | 0 | 5,254.02 | - |
| 74. RIBBON, Epson RN 8755 | cart | | | | | | | | | | | | | | 0 | 84.76 | - |
| 75. RIBBON, Epson RN 8750 | cart | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 18 | 76.75 | 1,381.50 | |
| 76. RIBBON, Epson RN 7754 | cart | | | | | | | | | | | | | | 0 | 127.50 | - |
| 77. RIBBON, Epson RN SO 15083/SO 15086 | cart | | | | | | | | | | | | | | 0 | 724.88 | - |
| 78. RIBBON, Epson RN SO 15327 | cart | | | | | | | | | | | | | | 0 | 328.44 | - |
| COMMON OFFICE SUPPLIES | | | | | | | | | | | | | | | | | |
| 1. ACETATE, gauge #3, 50m in length | roll | | | | | | | | | | | | | | 0 | 603.20 | - |
| 2. AIR FRESHENER, 280ml/can | can | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 69 | 92.56 | 6,386.64 | |
| 3. ALCOHOL, 70%, ethyl | bottle | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 8 | 8 | 8 | 8 | 104 | 37.70 | 3,920.80 | |
| 4. AUDIO CASSETTE TAPE, 90min. recording time | piece | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 20 | 16.12 | 322.40 | |
| 5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time | pack | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 36 | 91.50 | 3,294.00 | |
| 6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box | box | | | | | | | | | | | | | | 0 | 349.44 | - |
| 7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box | box | 2 | 2 | 2 | 1 | | | | | | | | | 7 | 364.00 | 2,548.00 | |
| 8. CARTOLINA, assorted color, 20s/pack | pack | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 24 | 72.80 | 1,747.20 | |
| 9. CARTOLINA, white, 20s/pack | pack | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 20 | 57.20 | 1,144.00 | |
| 10. CHALK, white, dustless, 100 pcs/box | box | 1 | | | | | | | | | | | | 1 | 34.81 | 34.81 | |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | ** PS Price Catalogue | Total Amount | |
|----------------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------------------|--------------|--------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total | | | |
| 11. CLIP, bulldog (3") | piece | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 16 | 8.42 | 134.72 |
| 12. CLIP, backfold, 25mm, 12s/box | box | 2 | 2 | 2 | 1 | | | | | | | | | | 7 | 15.60 | 109.20 |
| 13. CLIP, backfold, 50mm, 12s/box | box | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 21 | 43.68 | 917.28 | |
| 14 CLIP, backfold, 19mm, 12s/box | box | 2 | | | | | | | | | | | | 2 | 7.54 | 15.08 | |
| 15. CLIP, backfold, 32mm, 12s/box | box | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 15 | 17.42 | 261.30 | |
| 16. COLUMNAR PAD, 4 cols, 50 gsm min. | pad | | | | | | | | | | | | | 0 | 21.84 | - | |
| 17. COLUMNAR PAD, 14 cols, 50 gsm min. | pad | | | | | | | | | | | | | 0 | 45.76 | - | |
| 18. COLUMNAR PAD, 16 cols, 50 gsm min. | pad | | | | | | | | | | | | | 0 | 45.76 | - | |
| 19. COLUMNAR PAD, 18 cols, 50 gsm min. | pad | | | | | | | | | | | | | 0 | 67.60 | - | |
| 20. COLUMNAR NOTEBOOK, 12 cols | piece | | | | | | | | | | | | | 0 | 19.64 | - | |
| 21. CORRECTION FLUID, water based, min 15mL. | bottle | 12 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 122 | 9.82 | 1,198.04 | |
| 22. DATA FILE BOX, (5"x9"x15-3/4") | box | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 21 | 64.47 | 1,353.87 | |
| 23. DATA FOLDER, w/ finger ring, (3" x 9" x 15") | piece | 9 | 9 | 9 | 9 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 100 | 67.07 | 6,707.00 | |
| 26. DRAWING INK, black, 30ml. | bottle | | | | | | | | | | | | | 0 | | - | |
| 24. ENVELOPE, documentary (10"x15"), 500s/box | box | 2 | | | | | | | | | | | | 2 | 560.56 | 1,121.12 | |
| 25. ENVELOPE, expanding, kraft, legal size, 100s/box | box | 3 | | | | | | | | | | | | 3 | 675.86 | 2,027.58 | |
| 26. ENVELOPE, mailing white, 500s/box | box | 3 | | | | | | | | | | | | 3 | 159.78 | 479.34 | |
| 27. ENVELOPE, mailing white with window, 500s | box | 3 | | | | | | | | | | | | 3 | 207.58 | 622.74 | |
| 28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box | box | | | | | | | | | | | | | 0 | 119.60 | - | |
| 29. ENVELOPE, expanding, plastic, legal size | piece | 18 | 18 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 206 | 39.81 | 8,200.86 | |
| 30. ENVELOPE, documentary, A4, 500s/box | box | 1 | | | | | | | | | | | | 1 | 526.24 | 526.24 | |
| 31. ERASER, blackboard/whiteboard | piece | 3 | | | | | | | | | | | | 3 | 11.44 | 34.32 | |
| 32. ERASER, rubber | piece | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 19 | 4.68 | 88.92 | |
| 33. FILE ORGANIZER, expanding, legal, plastic, assorted colors | piece | | | | | | | | | | | | | 0 | 83.20 | - | |
| 34. FOLDER, pressboard, plain, legal, 100s/box | pack | 2 | 2 | 2 | 2 | | | | | | | | | 8 | 851.64 | 6,813.12 | |
| 35. FOLDER, tagboard, legal size, 100s/box | pack | 4 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 17 | 413.92 | 7,036.64 | |
| 36. FOLDER, tagboard, A4 size, 100s/box | pack | 2 | 2 | 2 | 1 | | | | | | | | | 7 | 253.76 | 1,776.32 | |
| 37. FOLDER, morocco/fancy, legal size, 50s/pack | pack | 1 | | | | | | | | | | | | 1 | 301.60 | 301.60 | |
| 38. FOLDER, morocco/fancy, A4 size, 50s/pack | bundle | 2 | | | | | | | | | | | | 2 | 312.00 | 624.00 | |
| 39. FOLDER, clear plastic, L-type, A4 size, 50s/pack | pack | 1 | | | | | | | | | | | | 1 | 247.52 | 247.52 | |
| 40. FOLDER, clear plastic, L-type, legal size, 50s/pack | pack | 1 | | | | | | | | | | | | 1 | 228.80 | 228.80 | |
| 41. GLUE, all purpose, 300 grams min. | jar | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 21 | 37.43 | 786.03 | |
| 42. ILLUSTRATION BOARD, (30"x40"), 2 ply | piece | 2 | 2 | 2 | | | | | | | | | | 6 | 32.97 | 197.82 | |
| 43. INDEX CARD, 3"x 5", ruled both sides, 500s/pack | pack | 1 | | | | | | | | | | | | 1 | 44.45 | 44.45 | |
| 44. INDEX CARD, 5" x 8", ruled both side, 500s/pack | pack | 1 | | | | | | | | | | | | 1 | 99.84 | 99.84 | |
| 45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5") | box | | | | | | | | | | | | | 0 | 41.50 | - | |
| 46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8") | box | | | | | | | | | | | | | 0 | 56.68 | - | |
| 47. INDEX TAB, self-adhesive, 5 sets/box | box | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 15 | 67.60 | 1,014.00 | |
| 48. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube | tube | | | | | | | | | | | | | 0 | 11.44 | - | |
| 49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle | bundle | | | | | | | | | | | | | 0 | 493.54 | - | |
| 50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end | piece | 1 | 1 | 1 | 1 | | | | | | | | | 4 | 44.61 | 178.44 | |
| 51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end | piece | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | 8 | 49.56 | 396.48 | |
| 52. MAP PIN, round head, 100s/box | box | 2 | 2 | 2 | 1 | | | | | | | | | 7 | 36.40 | 254.80 | |
| 53. MARKER, fluorescent, 3 colors/set | set | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | | | 17 | 41.60 | 707.20 | |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | ** PS Price | Total |
|-------------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-------------|-----------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total | Catalogue | Amount |
| 54. MARKING PEN, whiteboard, black | piece | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 65 | 15.08 | 980.20 |
| 55. MARKING PEN, whiteboard, blue | piece | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 19 | 15.08 | 286.52 |
| 56. MARKING PEN, whiteboard, red | piece | 2 | 2 | 2 | | | | | | | | | | 6 | 15.08 | 90.48 |
| 57. MARKER, permanent, black | piece | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 4 | 4 | 4 | 4 | 56 | 13.50 | 756.00 |
| 58. MARKER, permanent, blue | piece | 4 | 4 | 4 | 4 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 30 | 13.50 | 405.00 |
| 59. MARKER, permanent, red | piece | 2 | 2 | 2 | 2 | 2 | | | | | | | | 10 | 13.50 | 135.00 |
| 60. MARKING PEN, for transparency | set | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 2 | 2 | 2 | 32 | 84.24 | 2,695.68 |
| 61. NOTE BOOK, stenographer's, 40 leaves | piece | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 2 | 1 | 1 | 30 | 7.49 | 224.70 |
| 62. NOTE PAD, (3"x3"), 100 sheets/pad | pad | 3 | | | | | | | | | | | | 3 | 36.40 | 109.20 |
| 63. NOTE PAD, (3"x4"), 100 sheets/pad | pad | 2 | 2 | 2 | 1 | | | | | | | | | 7 | 52.00 | 364.00 |
| 64. NOTE PAD, (2"x2"), 400 sheets/pad | pad | 3 | | | | | | | | | | | | 3 | 112.32 | 336.96 |
| 69. NOTE PAD, (2"x3"), 100 sheets/pad | pad | | | | | | | | | | | | | 0 | 31.20 | - |
| 66. OIL, for general purpose, 120 mL | bottle | | | | | | | | | | | | | 0 | 30.99 | - |
| 67. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm | ream | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 36 | 104.80 | 3,772.80 |
| 68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm | ream | | | | | | | | | | | | | 0 | 56.06 | - |
| 70. PAPER, mimeo,WhiteWove, 210mm x 297mm (A4) | ream | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 5 | 5 | 66 | 145.60 | 9,609.60 |
| 71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm | ream | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 48 | 144.35 | 6,928.80 |
| 72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm | ream | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 36 | 194.66 | 7,007.76 |
| 73. PAPER, ruled pad,216mmx330mm, 90 sheets/pad | pad | 3 | 3 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 18 | 20.57 | 370.26 |
| 74. PAPER, thermal,210mmx30M, 1/2" core | roll | | | | | | | | | | | | | 0 | 36.40 | - |
| 75. PAPER, thermal, 216mmx30M, 1/2" core | roll | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 2 | 2 | 2 | 2 | 40 | 37.44 | 1,497.60 |
| 76. PAPER,multicopy, 210mm x 297mm(A4), 80gsm | ream | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 96 | 139.32 | 13,374.72 |
| 80. TRACING PAPER, in rolls, 43" x 20" yards | roll | | | | | | | | | | | | | 0 | | - |
| 77. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack | ream | 2 | 2 | 2 | 1 | | | | | | | | | 7 | 161.20 | 1,128.40 |
| 78.PAPER FASTENER, for paper, metal, 50 sets/box | box | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 48 | 82.04 | 3,937.92 |
| 79.. PAPER CLIP, gem type,jumbo, 48mm, 100s/box | box | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 4 | 4 | 4 | 4 | 4 | 55 | 15.60 | 858.00 |
| 80. PAPER CLIP, gem type, 32mm, 100s/box | box | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 5 | 5 | 66 | 8.84 | 583.44 |
| 81. PENCIL, lead, w/eraser, one(1) dozen per box | box | 5 | 5 | 5 | 5 | 5 | 5 | 4 | 4 | 4 | 4 | 4 | 4 | 54 | 24.89 | 1,344.06 |
| 82. PENCIL, mechanical, for 0.5mm lead | piece | | | | | | | | | | | | | 0 | 18.20 | - |
| 83. PUSH PIN, flat head type, assorted colors, 100s/box | box | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 19 | 30.00 | 570.00 |
| 84. RECORD BOOK, 300 pages, smyth sewn | book | 8 | 8 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 86 | 50.44 | 4,337.84 |
| 85. RECORD BOOK, 500 pages, smyth sewn | book | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 3 | 3 | 3 | 45 | 88.40 | 3,978.00 |
| 86. RIBBON, nylon, manual typewriter | spool | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 18 | 15.81 | 284.58 |
| 87. RIBBON, nylon, for Kitano Bundy Clock | piece | | | | | | | | | | | | | 0 | 644.80 | - |
| 88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder | piece | | | | | | | | | | | | | 0 | 468.00 | - |
| 89. RING BINDER, (1/2"x44"), plastic | piece | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 4 | 4 | 4 | 4 | 56 | 4.37 | 244.72 |
| 90. RING BINDER, (3/4"x44"), plastic | piece | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 4 | 4 | 4 | 4 | 56 | 12.48 | 698.88 |
| 91. RING BINDER, (1" x 44"), plastic | piece | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 5 | 4 | 65 | 12.48 | 811.20 |
| 92. RING BINDER, (2" x 44"), plastic | piece | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 3 | 3 | 3 | 2 | 43 | 28.13 | 1,209.59 |
| 93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or | box | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 12 | 132.68 | 1,592.16 |
| 94. RULER, plastic, 300mm | piece | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 13 | 3.64 | 47.32 |
| 95. RULER, plastic, 450mm | piece | 4 | | | | | | | | | | | | 4 | 36.40 | 145.60 |
| 96. SIGN PEN, black | piece | 29 | 29 | 28 | 28 | 28 | 28 | 28 | 28 | 28 | 28 | 28 | 28 | 338 | 41.48 | 14,020.24 |
| 97. SIGN PEN, blue | piece | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 6 | 6 | 6 | 81 | 41.48 | 3,359.88 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | ** PS Price Catalogue | Total Amount | |
|---------------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------------------|--------------|--------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total | | | |
| 98. SIGN PEN, red | piece | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 24 | 41.48 | 995.52 |
| 99. STAMP PAD INK, violet, 50mL | bottle | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 19 | 27.04 | 513.76 |
| 100. STAMP PAD, felt pad, min 60mm x 100mm | piece | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 13 | 24.96 | 324.48 |
| 101. STAPLE WIRE, standard, #35 | box | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 6 | 6 | 6 | 81 | 25.98 | 2,104.38 | |
| 108. STENCIL PAPER, ordinary, universal | quire | 2 | | | | | | | | | | | | 2 | | | - |
| 109. STENCIL INK, # 217, 400ml. | tube | 2 | | | | | | | | | | | | 2 | | | - |
| 102. TAPE, adding machine, GSP bond | roll | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 12 | 10.66 | 127.92 | |
| 103. TAPE, masking, 24mm, 50 meters length | roll | 5 | 5 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 50 | 41.60 | 2,080.00 | |
| 104. TAPE, masking, 48mm, 50 meters length | roll | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 22 | 83.82 | 1,844.04 | |
| 105. TAPE, transparent, 24mm, 50 meters | roll | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 5 | 67 | 10.87 | 728.29 | |
| 106. TAPE, transparent, 48mm, 50 meters | roll | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 24 | 20.38 | 489.12 | |
| 107. TAPE, packaging, 48mm, 50 meters length | roll | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 2 | 2 | 33 | 19.24 | 634.92 | |
| 116. TIME CARD, for Seiko Time Recorder,100s/bndl | bundle | | | | | | | | | | | | | | | | - |
| 108. TIME CARD, for Amano Bundy Clock,100s/bndl | bundle | | | | | | | | | | | | | 0 | 97.76 | - | |
| 109. TIME CARD, for Kitano Time Recorder,100s/bndl | bundle | | | | | | | | | | | | | 0 | 87.36 | - | |
| 110. TOILET TISSUE, 12 rolls/pack | pack | 4 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | | | | 18 | 61.15 | 1,100.70 | |
| 120. TRANSPARENCY FILM, A4, 100s/box | box | | | | | | | | | | | | | 0 | | - | |
| 121. TRANSPARENCY FILM,colored,A4,100s/box | box | | | | | | | | | | | | | 0 | | - | |
| 111. TWINE, plastic, one kilo per roll | roll | | | | | | | | | | | | | 0 | 57.20 | - | |
| 112. WRAPPING PAPER, kraft, 65gsm, approx. 40m | roll | 2 | | | | | | | | | | | | 2 | 166.40 | 332.80 | |
| COMMON OFFICE DEVICES | | | | | | | | | | | | | | | | | |
| 1. BLADE, heavy duty cutter(L500), 10 pcs./pack | pack | 1 | | | | | | | | | | | | | 1 | 10.40 | 10.40 |
| 2. CUTTER, heavy duty | piece | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | | | | | 14 | 27.04 | 378.56 | |
| 3. PUNCHER, heavy duty | piece | 2 | 2 | 2 | 2 | | | | | | | | | 8 | 114.40 | 915.20 | |
| 4. SCISSORS, (6") | pair | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 17 | 18.72 | 318.24 | |
| 5. SHARPENER, single cutterhead | piece | 3 | | | | | | | | | | | | 3 | 147.35 | 442.05 | |
| 6. STAMPING DATER, self-inking stamp | piece | 4 | | | | | | | | | | | | 4 | 436.80 | 1,747.20 | |
| 7. STAPLER, heavy duty, standard | piece | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | | | | 15 | 162.84 | 2,442.60 | |
| 8. STAPLE REMOVER, twin jaws | piece | 2 | 2 | 2 | 2 | 2 | 1 | | | | | | | 11 | 19.64 | 216.04 | |
| 9. TAPE DISPENSER, heavy duty, for 24mm(1") | piece | 5 | | | | | | | | | | | | 5 | 40.23 | 201.15 | |
| 10. WASTE BASKET, plastic | piece | 2 | | | | | | | | | | | | 2 | 20.99 | 41.98 | |
| 11. Cutter, NT L450 diagonal | | 1 | | | | | | | | | | | | 1 | 250.00 | 250.00 | |
| COMMON JANITORIAL SUPPLIES | | | | | | | | | | | | | | | | | |
| 1. BATHROOM SOAP, 70gms. | piece | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 3 | 3 | 3 | 3 | 3 | 43 | 14.56 | 626.08 | |
| 2. BROOM, soft (tambo) | piece | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 1 | 34 | 119.60 | 4,066.40 | |
| 3. BROOM, STICK (tingting) | piece | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 1 | 1 | 42 | 19.76 | 829.92 | |
| 4. CLEANSER, powder, 350gms. | canister | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 3 | 1 | 1 | 41 | 17.32 | 710.12 | |
| 5. DETERGENT POWDER, all purpose, 500gms. | pouch | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 5 | 67 | 17.16 | 1,149.72 | |
| 6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar | bar | 7 | | | | | | | | | | | | 7 | 23.92 | 167.44 | |
| 7. DISINFECTANT SPRAY, 400 grams net content | can | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 14 | 239.20 | 3,348.80 | |
| 8. DUST PAN, non-rigid plastic, with detachable handle | piece | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 2 | 1 | 1 | 30 | 26.00 | 780.00 | |
| 9. FLOOR WAX, paste, natural, 2kgs. | can | 8 | | | | | | | | | | | | 8 | 306.80 | 2,454.40 | |
| 10. FLOOR WAX, paste, red, 2kgs. | can | | | | | | | | | | | | | 0 | 306.80 | - | |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | ** PS Price Catalogue | Total Amount | |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------------------|--------------|-----------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total | | | |
| 11. FLOOR WAX, liquid type, 3.75L | can | 2 | | | | | | | | | | | | | 2 | 331.50 | 663.00 |
| 12. FURNITURE CLEANER, 300mL/can min | can | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | | | | | 15 | 112.32 | 1,684.80 |
| 13. INSECTICIDE, 600mL (420g) /can | can | | | | | | | | | | | | | | 0 | 116.48 | - |
| 14. MOPHANDLE, screw type, wooden handle | piece | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | | 21 | 83.20 | 1,747.20 |
| 15. MOPHEAD, 100% rayon, 400g | piece | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 2 | 2 | 2 | | 32 | 71.76 | 2,296.32 |
| 16. RAG, COTTON, (7") in diameter | kilo | 2 | | | | | | | | | | | | | 2 | 43.68 | 87.36 |
| 17. SCOURING PAD, economy size | pack | 6 | | | | | | | | | | | | | 6 | 131.96 | 791.76 |
| 18. TOILET BOWL & URINAL CLEANER, 900ml | bottle | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 4 | 4 | | | 58 | 62.40 | 3,619.20 |
| 19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 | box | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | | | 71 | 33.28 | 2,362.88 |
| 20. TRASHBAG, plastic, black, (XL) | roll | 2 | | | | | | | | | | | | | 2 | 103.79 | 207.58 |
| 21. Diswashing liquid 500ml | bottle | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | 15 | 40.00 | 600.00 |
| 22. Diswashing sponge | pc | 3 | | | | | | | | | | | | | 3 | 5.00 | |
| 23. Floor wax, natural, 3kgs | can | 2 | | | | | | | | | | | | | 2 | 150.00 | |
| 23. Glass Cleaner 500ml | bottle | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | 11 | 87.00 | |
| 24. Pail plastic, big | pc | 1 | | | | | | | | | | | | | 1 | 75.00 | |
| 25. Dipper plastic | pc | 2 | | | | | | | | | | | | | 2 | 30.00 | |
| 26. Grass cutter blade | pc | 2 | | | | | | | | | | | | | 2 | 530.00 | |
| 27. Nylon cord grasscutter | kl | 6 | | | | | | | | | | | | | 6 | 420.00 | |
| LEGAL SIZE PAPER | | | | | | | | | | | | | | | 0 | | - |
| 1. PAPER, bond, Premium Grade | ream | 22 | 22 | 22 | 22 | 22 | 22 | 22 | 22 | 22 | 22 | 22 | 22 | | 264 | 119.22 | 31,474.08 |
| 2. PAPER, mimeo, Groundwood | ream | | | | | | | | | | | | | | 0 | 91.52 | - |
| 3. PAPER, mimeo, Whitewove | ream | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 3 | 3 | 3 | | 45 | 120.02 | 5,400.90 |
| 4. PAPER, for PPC | ream | 10 | 10 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | | 110 | 173.33 | 19,066.30 |
| 5. PAPER, multicopy, legal, for laser printing | ream | 22 | 22 | 22 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | | 246 | 174.72 | 42,981.12 |
| COMMON OFFICE EQUIPMENT | | | | | | | | | | | | | | | | | |
| 1. AIRPOT, 4.0 liters, w/ dispenser | unit | | | | | | | | | | | | | | 0 | 1,144.00 | - |
| 2. AUTOMATIC VOLTAGE REGULATOR, 500watts | unit | | | | | | | | | | | | | | 0 | | - |
| 2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24 | unit | 2 | 2 | 2 | | | | | | | | | | | 6 | 7,953.92 | 47,723.52 |
| 3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20 | unit | 2 | | | | | | | | | | | | | 2 | 9,399.52 | 18,799.04 |
| 4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20 | unit | | | | | | | | | | | | | | 0 | 13,497.12 | - |
| 5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20 | unit | | | | | | | | | | | | | | 0 | 12,155.52 | - |
| 6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon | unit | 1 | | | | | | | | | | | | | 1 | 1,892.80 | 1,892.80 |
| 7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor | unit | 1 | | | | | | | | | | | | | 1 | 925.60 | 925.60 |
| 8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case | unit | 2 | | | | | | | | | | | | | 2 | 341.12 | 682.24 |
| | | | | | | | | | | | | | | | 0 | | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | ** PS Price Catalogue | Total Amount |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------------------|--------------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total | | |
| 9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source | unit | 4 | | | | | | | | | | | | 4 | 161.08 | 644.32 |
| 10. CHAIR, monobloc, without armrest, beige/white | unit | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 30 | 239.20 | 7,176.00 |
| 11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS | unit | 1 | | | | | | | | | | | | 1 | 19,552.00 | 19,552.00 |
| 12. ELECTRIC FAN, orbit type | unit | | | | | | | | | | | | | 0 | 1,346.26 | - |
| 13. ELECTRIC FAN, with stand | unit | 3 | | | | | | | | | | | | 3 | 764.40 | 2,293.20 |
| 14. ELECTRIC FAN, wall type | unit | | | | | | | | | | | | | 0 | 745.68 | - |
| 15. INDUSTRIAL FAN, 18" metal blade | unit | | | | | | | | | | | | | 0 | 934.84 | - |
| 16. FACSIMILE TRANSCIVER, uses thermal paper 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover | unit | 1 | | | | | | | | | | | | 1 | 4,451.20 | 4,451.20 |
| 17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new | unit | 2 | | 2 | | 2 | | 2 | | | | | | 8 | 1,130.48 | 9,043.84 |
| 18. 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 | | | | | | | | | | | | | 0 | 4,726.80 | - |
| 19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution | unit | | | | | | | | | | | | | 0 | 24,939.20 | - |
| 20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications | unit | | | | | | | | | | | | | 0 | 8,838.96 | - |
| 21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight | unit | | | | | | | | | | | | | 0 | 6,238.96 | - |
| 22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190 | unit | | | | | | | | | | | | | 0 | 28,672.80 | - |
| 23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180 | unit | | | | | | | | | | | | | 0 | 35,859.20 | - |
| 24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+ | unit | 1 | | | | | | | | | | | | 1 | 7,124.00 | 7,124.00 |
| 25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250 | unit | | | | | | | | | | | | | 0 | 4,139.20 | - |
| 26. PRINTER, automatic data processing, impact | unit | | | | | | | | | | | | | 0 | 30,992.00 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | ** PS Price Catalogue | Total Amount | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-----------------------|--------------|-----------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | | | Total |
| dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190 | | | | | | | | | | | | | | 0 | | - |
| 27. 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 | 1 | | | | | | | | | | | | 1 | 10,398.96 | 10,398.96 |
| 28. RADIO CASSETTE RECORDER, with AM/ FM Radio | unit | | | | | | | | | | | | | 0 | 1,653.60 | - |
| 29. 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 | | | | | | | | | | | | | 0 | 6,188.00 | - |
| 30. TYPEWRITER, manual, 15" carriage, pica/ elite typecase, 46 keys, Philippine keyboard metal casing, Olympia SG3N | unit | 2 | | 2 | | 2 | 1 | | | | | | | 7 | | - |
| 31. TYPEWRITER, manual, 18" carriage, pica/ elite typecase, 46 keys, Philippine keyboard metal casing, Olympia SG3N | unit | | | | | | | | | | | | | 0 | | - |
| 32. TYPEWRITER, manual, 24" carriage, pica/ elite typecase, 46 keys, Philippine keyboard metal casing, Olympia SG3N | unit | | | | | | | | | | | | | 0 | | - |
| 30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology,with sealed maintenance free batteries, 520VA-600VA | unit | 2 | 2 | 2 | | | | | | | | | | 6 | 2,038.40 | 12,230.40 |
| | | | | | | | | | | | | | | 0 | | - |
| | | | | | | | | | | | | | | 0 | | - |
| HANDBOOKS ON PROCUREMENT | | | | | | | | | | | | | | | | |
| HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for: | | | | | | | | | | | | | | 0 | | - |
| a. Procurement of Goods & Services, 110-115 pages | piece | | | | | | | | | | | | | 0 | 32.24 | - |
| b. Procurement of Civil Works, 139-149 pages | piece | | | | | | | | | | | | | 0 | 37.65 | - |
| c. Procurement of Consulting Services, 139-149 pages | piece | | | | | | | | | | | | | 0 | 22.36 | - |
| d. Sample Forms, 8-1/4" x 11-3/4", 328 pages | piece | 1 | | | | | | | | | | | | 1 | 88.40 | 88.40 |
| HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th | piece | 1 | | | | | | | | | | | | 1 | 32.40 | 32.40 |
| HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages | piece | 1 | | | | | | | | | | | | 1 | 13.52 | 13.52 |
| HANDBOOK ON GENERIC PROCUREMENT MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows: | set | 1 | | | | | | | | | | | | 1 | 130.00 | 130.00 |
| Volume I (103 pages) - white color | | | | | | | | | | | | | | 0 | | - |
| Volume II (138 pages) - light blue color | | | | | | | | | | | | | | 0 | | - |
| Volume III (124 pages) - light yellow color | | | | | | | | | | | | | | 0 | | - |
| Volume IV (118 pages) - light green color | | | | | | | | | | | | | | 0 | | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | ** PS Price Catalogue | Total Amount | |
|----------------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------------------|--------------|-----------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total | | | |
| OTHER CONSUMABLES | | | | | | | | | | | | | | | | | |
| 1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml | cart | | | | | | | | | | | | | | 0 | 981.24 | - |
| 2. INK CARTRIDGE, HP C4815A(HP 13), cyan | cart | | | | | | | | | | | | | | 0 | 981.24 | - |
| 3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml | cart | | | | | | | | | | | | | | 0 | 981.24 | - |
| 4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml | cart | | | | | | | | | | | | | | 0 | 981.24 | - |
| 5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml | cart | | | | | | | | | | | | | | 0 | 1,332.12 | - |
| 6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml | cart | | | | | | | | | | | | | | 0 | 1,332.12 | - |
| 7. INK CARTRIDGE, HP C483A(HP 11) , yellow 28 ml | cart | | | | | | | | | | | | | | 0 | 1,332.12 | - |
| 8. INK CARTRIDGE, HP C4906AA (HP940), black | cart | | | | | | | | | | | | | | 0 | 973.08 | - |
| 9. INK CARTRIDGE, HP C4906AA(HP 940XL), black | cart | | | | | | | | | | | | | | 0 | 1,346.40 | - |
| 10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan | cart | | | | | | | | | | | | | | 0 | 973.08 | - |
| 11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta | cart | | | | | | | | | | | | | | 0 | 973.08 | - |
| 12. INK CARTRIDGE, HP C4909AA(HP 940XL), yellow | cart | | | | | | | | | | | | | | 0 | 973.08 | - |
| 13. INK CARTRIDGE, HP C4936A(HP 18), black | cart | | | | | | | | | | | | | | 0 | 809.88 | - |
| 14. INK CARTRIDGE, HP C4937A(HP 18) , cyan | cart | | | | | | | | | | | | | | 0 | 606.90 | - |
| 15. INK CARTRIDGE, HP C4938A(HP 18) , magenta | cart | | | | | | | | | | | | | | 0 | 606.90 | - |
| 16. INK CARTRIDGE, HP C4939A (HP18) , yellow | cart | | | | | | | | | | | | | | 0 | 606.90 | - |
| 17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml | cart | | | | | | | | | | | | | | 0 | 737.46 | - |
| 18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml | cart | | | | | | | | | | | | | | 0 | 1,230.12 | - |
| 19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml | cart | | | | | | | | | | | | | | 0 | 393.72 | - |
| 20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml | cart | | | | | | | | | | | | | | 0 | 393.72 | - |
| 21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml | cart | | | | | | | | | | | | | | 0 | 393.72 | - |
| 22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml | cart | | | | | | | | | | | | | | 0 | 393.72 | - |
| 23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml | cart | | | | | | | | | | | | | | 0 | 393.72 | - |
| 24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml | cart | | | | | | | | | | | | | | 0 | 1,365.78 | - |
| 25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml | cart | | | | | | | | | | | | | | 0 | 682.38 | - |
| 26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml | cart | | | | | | | | | | | | | | 0 | 973.08 | - |
| 27. INK CARTRIDGE, HP C9392A(HP 88XL), magenta 17 ml | cart | | | | | | | | | | | | | | 0 | 973.08 | - |
| 28. INK CARTRIDGE, HP C9393A(HP 88XL), yellow 17 ml | cart | | | | | | | | | | | | | | 0 | 973.08 | - |
| 29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml | cart | | | | | | | | | | | | | | 0 | 1,363.74 | - |
| 30. INK CARTRIDGE, HP CB316WA(HP 564), black | cart | | | | | | | | | | | | | | 0 | 467.12 | - |
| 31. INK CARTRIDGE, HP CB317WA(HP 564), photo | cart | | | | | | | | | | | | | | 0 | 390.66 | - |
| 32. INK CARTRIDGE, HP CB318WA(HP 564), cyan | cart | | | | | | | | | | | | | | 0 | 390.66 | - |
| 33. INK CARTRIDGE, HP CB319WA(HP 564), magenta | cart | | | | | | | | | | | | | | 0 | 390.66 | - |
| 34. INK CARTRIDGE, HP CB320WA (HP 564), yellow | cart | | | | | | | | | | | | | | 0 | 390.66 | - |
| 35. INK CARTRIDGE, HP CB335WA(HP74), black , 4.5 ml | cart | | | | | | | | | | | | | | 0 | 628.32 | - |
| 36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml | cart | | | | | | | | | | | | | | 0 | 1,232.16 | - |
| 37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml | cart | | | | | | | | | | | | | | 0 | 722.16 | - |
| 38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml | cart | | | | | | | | | | | | | | 0 | 1,365.78 | - |
| 39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml | cart | | | | | | | | | | | | | | 0 | 588.54 | - |
| 40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml | cart | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 24 | 1,177.08 | 28,249.92 |
| 41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml | cart | 8 | | | | | | | | | | | | | 8 | 706.86 | 5,654.88 |
| 42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml | cart | | | | | | | | | | | | | | 0 | 1,374.96 | - |
| 43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml | cart | | | | | | | | | | | | | | 0 | 589.86 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | ** PS Price | Total |
|---------------------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-------------|--------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total | Catalogue | Amount |
| 44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml | cart | | | | | | | | | | | | | 0 | 903.72 | - |
| 45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml | cart | | | | | | | | | | | | | 0 | 984.30 | - |
| 46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet | cart | | | | | | | | | | | | | 0 | 332.32 | - |
| 47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet | cart | | | | | | | | | | | | | 0 | 322.32 | - |
| 48. INK CARTRIDGE, HP CD971AA (HP 920), black | cart | | | | | | | | | | | | | 0 | 747.66 | - |
| 49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan | cart | | | | | | | | | | | | | 0 | 561.00 | - |
| 50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta | cart | | | | | | | | | | | | | 0 | 561.00 | - |
| 51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow | cart | | | | | | | | | | | | | 0 | 561.00 | - |
| 52. INK CARTRIDGE, HP CD975AA (HP920XL), black | cart | | | | | | | | | | | | | 0 | 1,122.00 | - |
| 53. INK CARTRIDGE, HP CN692AA(HP 704), black | cart | | | | | | | | | | | | | 0 | 332.32 | - |
| 54. INK CARTRIDGE, HP CN693AA (HP704), tricolor | cart | | | | | | | | | | | | | 0 | 332.32 | - |
| 55. INK CARTRIDGE, Brother LC67HYBK, black | cart | | | | | | | | | | | | | 0 | 1,550.40 | - |
| 56. INK CARTRIDGE, Brother LC67HYC, cyan | cart | | | | | | | | | | | | | 0 | 938.40 | - |
| 57. INK CARTRIDGE, Brother LC67HYM, magenta | cart | | | | | | | | | | | | | 0 | 938.40 | - |
| 58. INK CARTRIDGE, Brother LC67HYY, yellow | cart | | | | | | | | | | | | | 0 | 938.40 | - |
| 59. INK CARTRIDGE, Brother LC 39BK, black | cart | | | | | | | | | | | | | 0 | 681.36 | - |
| 60. INK CARTRIDGE, Brother LC 39Y, yellow | cart | | | | | | | | | | | | | 0 | 453.90 | - |
| 61. INK CARTRIDGE, Brother LC 39C, cyan | cart | | | | | | | | | | | | | 0 | 453.90 | - |
| 62. INK CARTRIDGE, Brother LC 39M, magenta | cart | | | | | | | | | | | | | 0 | 453.90 | - |
| 63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A | cart | | | | | | | | | | | | | 0 | 984.30 | - |
| 66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A | cart | | | | | | | | | | | | | 0 | 1,221.96 | - |
| 67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A | cart | | | | | | | | | | | | | 0 | 2,075.70 | - |
| 68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A | cart | | | | | | | | | | | | | 0 | 1,662.60 | - |
| 69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A | cart | | | | | | | | | | | | | 0 | 2,009.40 | - |
| 70. INK CARTRIDGE, Epson C13To28091, black, for printer Stylus | cart | | | | | | | | | | | | | 0 | 1,138.32 | - |
| 71. INK CARTRIDGE, Epson C13To29091, color, for printer Stylus C60/ | cart | | | | | | | | | | | | | 0 | 1,039.38 | - |
| 72. INK CARTRIDGE, Epson C13To32190, black, for printer Stylus | cart | | | | | | | | | | | | | 0 | 1,228.08 | - |
| 73. INK CARTRIDGE, Epson C13To32290, Cyan, for printer Stylus C80 | cart | | | | | | | | | | | | | 0 | 586.50 | - |
| 74. INK CARTRIDGE, Epson C13To32390, Magenta, for printer Stylus | cart | | | | | | | | | | | | | 0 | 586.50 | - |
| 75. INK CARTRIDGE, Epson C13To32490, Yellow, for printer Stylus C80 | cart | | | | | | | | | | | | | 0 | 586.50 | - |
| 76. INK CARTRIDGE, Epson C13To38190, black, for printer Stylus | cart | | | | | | | | | | | | | 0 | 482.46 | - |
| 77. INK CARTRIDGE, Epson C13TO38191, black, for printer Stylus | cart | | | | | | | | | | | | | 0 | 850.68 | - |
| 78. INK CARTRIDGE, Epson C13TO39090, color, for printer Stylus | cart | | | | | | | | | | | | | 0 | 755.82 | - |
| 79. INK CARTRIDGE, Epson C13To42290, Cyan, for printer Stylus | cart | | | | | | | | | | | | | 0 | 534.48 | - |
| 80. INK CARTRIDGE, Epson C13To42390, Magenta, for printer Stylus | cart | | | | | | | | | | | | | 0 | 534.48 | - |
| 81. INK CARTRIDGE, Epson C13To42490, Yellow, for printer Stylus | cart | | | | | | | | | | | | | 0 | 534.48 | - |
| 82. INK CARTRIDGE, Epson C13To46190, black, for printer Stylus | cart | | | | | | | | | | | | | 0 | 614.04 | - |
| 83. INK CARTRIDGE, Epson C13To47290, Cyan, for printer Stylus | cart | | | | | | | | | | | | | 0 | 378.42 | - |
| 84. INK CARTRIDGE, Epson C13To47390, Magenta, for printer Stylus | cart | | | | | | | | | | | | | 0 | 378.42 | - |
| 85. INK CARTRIDGE, Epson C13To47490, Yellow, for printer Stylus | cart | | | | | | | | | | | | | 0 | 378.42 | - |
| 86. INK CARTRIDGE, Epson C13To62190, black, High Cap, for printer | cart | | | | | | | | | | | | | 0 | 628.32 | - |
| 87. INK CARTRIDGE, Epson C13To63190, black, Std Cap, for printer | cart | | | | | | | | | | | | | 0 | 482.46 | - |
| 88. INK CARTRIDGE, Epson C13To63290, Cyan, Std Cap, for printer | cart | | | | | | | | | | | | | 0 | 387.60 | - |
| 89. INK CARTRIDGE, Epson C13To63390, Magenta, Std Cap, for printer | cart | | | | | | | | | | | | | 0 | 387.60 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | ** PS Price Catalogue | Total Amount |
|-----------------------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|---|-----------------------|--------------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total | | | |
| 90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer | cart | | | | | | | | | | | | | | 0 | 387.60 | - |
| 91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color | cart | | | | | | | | | | | | | | 0 | 288.66 | - |
| 92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color | cart | | | | | | | | | | | | | | 0 | 288.66 | - |
| 93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus | cart | | | | | | | | | | | | | | 0 | 288.66 | - |
| 94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus | cart | | | | | | | | | | | | | | 0 | 288.66 | - |
| 95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus | cart | | | | | | | | | | | | | | 0 | 849.66 | - |
| 96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer | cart | | | | | | | | | | | | | | 0 | 566.10 | - |
| 97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus | cart | | | | | | | | | | | | | | 0 | 566.10 | - |
| 98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus | cart | | | | | | | | | | | | | | 0 | 566.10 | - |
| 99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, | cart | | | | | | | | | | | | | | 0 | 566.10 | - |
| 100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, | cart | | | | | | | | | | | | | | 0 | 943.50 | - |
| 101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus | cart | | | | | | | | | | | | | | 0 | 424.32 | - |
| 102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus | cart | | | | | | | | | | | | | | 0 | 424.32 | - |
| 103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus | cart | | | | | | | | | | | | | | 0 | 424.32 | - |
| 104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus | cart | | | | | | | | | | | | | | 0 | 424.32 | - |
| 105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ | cart | | | | | | | | | | | | | | 0 | 279.48 | - |
| 106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ | cart | | | | | | | | | | | | | | 0 | 279.48 | - |
| 107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ | cart | | | | | | | | | | | | | | 0 | 279.48 | - |
| 108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ | cart | | | | | | | | | | | | | | 0 | 279.48 | - |
| 109. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo | cart | | | | | | | | | | | | | | 0 | 940.44 | - |
| 110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo | cart | | | | | | | | | | | | | | 0 | 940.44 | - |
| 111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus | cart | | | | | | | | | | | | | | 0 | 940.44 | - |
| 112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus | cart | | | | | | | | | | | | | | 0 | 940.44 | - |
| 113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus | cart | | | | | | | | | | | | | | 0 | 940.44 | - |
| 114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer | cart | | | | | | | | | | | | | | 0 | 940.44 | - |
| 115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo | cart | | | | | | | | | | | | | | 0 | 656.88 | - |
| 116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo | cart | | | | | | | | | | | | | | 0 | 656.88 | - |
| 117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus | cart | | | | | | | | | | | | | | 0 | 656.88 | - |
| 118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus | cart | | | | | | | | | | | | | | 0 | 656.88 | - |
| 119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus | cart | | | | | | | | | | | | | | 0 | 656.88 | - |
| 120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer | cart | | | | | | | | | | | | | | 0 | 656.88 | - |
| 121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141 | cart | | | | | | | | | | | | | | 0 | 302.94 | - |
| 122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141 | cart | | | | | | | | | | | | | | 0 | 302.94 | - |
| 123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - | cart | | | | | | | | | | | | | | 0 | 302.94 | - |
| 124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - | cart | | | | | | | | | | | | | | 0 | 302.94 | - |
| 125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME | cart | | | | | | | | | | | | | | 0 | 576.30 | - |
| 126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office | cart | | | | | | | | | | | | | | 0 | 453.90 | - |
| 127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME | cart | | | | | | | | | | | | | | 0 | 453.90 | - |
| 128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office | cart | | | | | | | | | | | | | | 0 | 453.90 | - |
| 129. TONER CARTRIDGE, HP C3906F, black | cart | | | | | | | | | | | | | | 0 | 3,063.06 | - |
| 130. TONER CARTRIDGE, HP CB435A, black | cart | | | | | | | | | | | | | | 0 | 2,491.86 | - |
| 131. TONER CARTRIDGE, HP CB436A, black | cart | | | | | | | | | | | | | | 0 | 2,924.34 | - |
| 132. TONER CARTRIDGE, HP CB540A, black | cart | | | | | | | | | | | | | | 0 | 2,886.60 | - |
| 133. TONER CARTRIDGE, HP CB541A, cyan | cart | | | | | | | | | | | | | | 0 | 2,652.00 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | ** PS Price | Total |
|----------------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-------------|--------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total | Catalogue | Amount |
| 134. TONER CARTRIDGE, HP CB542A, yellow | cart | | | | | | | | | | | | | 0 | 2,652.00 | - |
| 135. TONER CARTRIDGE, HP CB543A, magenta | cart | | | | | | | | | | | | | 0 | 2,652.00 | - |
| 136. TONER CARTRIDGE, HP CC364A, black | cart | | | | | | | | | | | | | 0 | 6,324.00 | - |
| 137. TONER CARTRIDGE, HP CC530A, black | cart | | | | | | | | | | | | | 0 | 5,064.30 | - |
| 138. TONER CARTRIDGE, HP CC531A, cyan | cart | | | | | | | | | | | | | 0 | 4,750.14 | - |
| 139. TONER CARTRIDGE, HP CC532A, yellow | cart | | | | | | | | | | | | | 0 | 4,750.14 | - |
| 140. TONER CARTRIDGE, HP CC533A, magenta | cart | | | | | | | | | | | | | 0 | 4,750.14 | - |
| 141. TONER CARTRIDGE, HP CE250A, black | cart | | | | | | | | | | | | | 0 | 5,254.02 | - |
| 142. TONER CARTRIDGE, HP CE251A, cyan | cart | | | | | | | | | | | | | 0 | 10,348.92 | - |
| 143. TONER CARTRIDGE, HP CE252A, yellow | cart | | | | | | | | | | | | | 0 | 10,348.92 | - |
| 144. TONER CARTRIDGE, HP CE253A, magenta | cart | | | | | | | | | | | | | 0 | 10,348.92 | - |
| 145. TONER CARTRIDGE, HP CE255A, black | cart | | | | | | | | | | | | | 0 | 6,233.22 | - |
| 146. TONER CARTRIDGE, HP CE260A, black | cart | | | | | | | | | | | | | 0 | 6,157.74 | - |
| 147. TONER CARTRIDGE, HP CE261A, cyan | cart | | | | | | | | | | | | | 0 | 11,185.32 | - |
| 148. TONER CARTRIDGE, HP CE262A, yellow | cart | | | | | | | | | | | | | 0 | 11,185.32 | - |
| 149. TONER CARTRIDGE, HP CE263A, magenta | cart | | | | | | | | | | | | | 0 | 11,185.32 | - |
| 150. TONER CARTRIDGE, HP CE278A, black | cart | | | | | | | | | | | | | 0 | 3,011.04 | - |
| 151. TONER CARTRIDGE, HP CE285A, black | cart | | | | | | | | | | | | | 0 | 2,655.06 | - |
| 152. TONER CARTRIDGE, HP CE505A, black | cart | | | | | | | | | | | | | 0 | 3,590.40 | - |
| 153. TONER CARTRIDGE, HP CE505X, high cap, black | cart | | | | | | | | | | | | | 0 | 6,592.26 | - |
| 154. TONER CARTRIDGE, HP Q6000A, black | cart | | | | | | | | | | | | | 0 | 3,115.08 | - |
| 155. TONER CARTRIDGE, HP Q6001A, cyan | cart | | | | | | | | | | | | | 0 | 3,395.58 | - |
| 156. TONER CARTRIDGE, HP Q6002A, yellow | cart | | | | | | | | | | | | | 0 | 3,395.58 | - |
| 157. TONER CARTRIDGE, HP Q6003A, magenta | cart | | | | | | | | | | | | | 0 | 3,395.58 | - |
| 158. TONER CARTRIDGE, HP Q6470A, black | cart | | | | | | | | | | | | | 0 | 5,420.28 | - |
| 159. TONER CARTRIDGE, HP Q6471A, cyan | cart | | | | | | | | | | | | | 0 | 5,389.68 | - |
| 160. TONER CARTRIDGE, HP Q6472A, yellow | cart | | | | | | | | | | | | | 0 | 5,389.68 | - |
| 161. TONER CARTRIDGE, HP Q6473A, magenta | cart | | | | | | | | | | | | | 0 | 5,389.68 | - |
| 162. TONER CARTRIDGE, HP Q7581A, cyan | cart | | | | | | | | | | | | | 0 | 6,977.82 | - |
| 163. TONER CARTRIDGE, HP Q7582A, yellow | cart | | | | | | | | | | | | | 0 | 6,977.82 | - |
| 164. TONER CARTRIDGE, HP Q7583A, magenta | cart | | | | | | | | | | | | | 0 | 6,977.82 | - |
| 165. TONER CARTRIDGE, Brother TN-155BK, black | cart | | | | | | | | | | | | | 0 | 4,222.80 | - |
| 166. TONER CARTRIDGE, Brother TN-155M, magenta | cart | | | | | | | | | | | | | 0 | 5,661.00 | - |
| 167. TONER CARTRIDGE, Brother TN-155Y, yellow | cart | | | | | | | | | | | | | 0 | 5,661.00 | - |
| 168. TONER CARTRIDGE, Brother TN-155C, cyan | cart | | | | | | | | | | | | | 0 | 5,661.00 | - |
| 169. TONER CARTRIDGE, Brother TN-2025 | cart | | | | | | | | | | | | | 0 | 2,601.00 | - |
| 170. TONER CARTRIDGE, Brother TN-2130 | cart | | | | | | | | | | | | | 0 | 1,785.00 | - |
| 171. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN | cart | | | | | | | | | | | | | 0 | 3,264.00 | - |
| 172. TONER CARTRIDGE, Lexmark X340A11G | cart | | | | | | | | | | | | | 0 | 5,967.00 | - |
| 173. TONER CARTRIDGE, Lexmark E360H11P | cart | | | | | | | | | | | | | 0 | 11,776.92 | - |
| 174. TONER CARTRIDGE, Lexmark E450A11P | cart | | | | | | | | | | | | | 0 | 6,684.06 | - |
| 175. TONER CARTRIDGE, Lexmark T650A11P | cart | | | | | | | | | | | | | 0 | 9,445.20 | - |
| 176. TONER CARTRIDGE, Lexmark T650H11P | cart | | | | | | | | | | | | | 0 | 25,586.70 | - |
| 177. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer | cart | | | | | | | | | | | | | 0 | 3,112.02 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | ** PS Price Catalogue | Total Amount | |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-----------------------|--------------|-----------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | | | Total |
| 178. TONER CARTRIDGE, Developer, Epson C13S050010, for printer | cart | | | | | | | | | | | | | 0 | 5,095.92 | - |
| 179. TONER CARTRIDGE, Developer, Epson C13S050087, for printer | cart | | | | | | | | | | | | | 0 | 5,194.86 | - |
| 180. TONER CARTRIDGE, Developer, Epson C13S050166, 6K, for printer | cart | | | | | | | | | | | | | 0 | 5,053.08 | - |
| 181. TONER CARTRIDGE, Developer, Epson C13S050167, 3K, for printer | cart | | | | | | | | | | | | | 0 | 3,211.98 | - |
| 182. TONER CARTRIDGE, Epson C13S050440, Std Cap, for printer AL- | cart | | | | | | | | | | | | | 0 | 5,389.68 | - |
| 183. TONER CARTRIDGE, Developer, Epson C13S050520, 1.8K, for | cart | | | | | | | | | | | | | 0 | 3,542.46 | - |
| 184. TONER CARTRIDGE, Developer, Epson C13S050521, 3.2K, for | cart | | | | | | | | | | | | | 0 | 5,241.78 | - |
| 185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer | cart | | | | | | | | | | | | | 0 | 10,200.00 | - |
| 186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML- | cart | | | | | | | | | | | | | 0 | 6,987.00 | - |
| 187. TONER CARTRIDGE, Samsung Part No. ML T-D105L, for printer ML | cart | | | | | | | | | | | | | 0 | 2,805.00 | - |
| 188. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML | cart | | | | | | | | | | | | | 0 | 4,768.50 | - |
| 189. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung | cart | | | | | | | | | | | | | 0 | 2,978.40 | - |
| 190. RIBBON CARTRIDGE, for Fujitsu DL3850 | cart | | | | | | | | | | | | | 0 | 449.80 | - |
| 191. RIBBON CARTRIDGE, for OKI ML 1120 | cart | | | | | | | | | | | | | 0 | 7,124.00 | - |
| 192. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx | cart | | | | | | | | | | | | | 0 | 1,142.40 | - |
| 193. RIBBON CARTRIDGE, Epson C13S015505 for printer DFX-9000 | cart | | | | | | | | | | | | | 0 | 1,129.14 | - |
| 194. RIBBON CARTRIDGE, Epson C13S015506(7753) Fabric, for printer | cart | | | | | | | | | | | | | 0 | 119.34 | - |
| 195. RIBBON CARTRIDGE, Epson C13S015508(S015016), black, for | cart | | | | | | | | | | | | | 0 | 344.76 | - |
| 196. RIBBON CARTRIDGE, Epson C13S015568, Color, for printer LX-300 | cart | | | | | | | | | | | | | 0 | 1,224.00 | - |
| 197. RIBBON CARTRIDGE, Epson C13S015577(#8766), for printer DFX- | cart | | | | | | | | | | | | | 0 | 940.44 | - |
| 198. RIBBON CARTRIDGE, Epson C13S015587, black for printer DLQ- | cart | | | | | | | | | | | | | 0 | 1,030.20 | - |
| 199. RIBBON CARTRIDGE, Epson C13S015589(S015337), for printer LQ- | cart | | | | | | | | | | | | | 0 | 373.32 | - |
| 200. PRINTHEAD, HP 11, black, C4810A , 8 ml | cart | | | | | | | | | | | | | 0 | 1,365.78 | - |
| 201. PRINTHEAD, HP 11, cyan, 8 ml | cart | | | | | | | | | | | | | 0 | 1,365.78 | - |
| 202. PRINTHEAD, HP 11, magenta C4812A, 8 ml | cart | | | | | | | | | | | | | 0 | 1,365.78 | - |
| 203. PRINTHEAD, HP 11 yellow, 8 ml | cart | | | | | | | | | | | | | 0 | 1,365.78 | - |
| 204. Photoconductor Kit, Lexmark PN 12A8302 | cart | | | | | | | | | | | | | 0 | 4,120.80 | - |
| 205. Photoconductor Kit, Lexmark PN E260X22G | cart | | | | | | | | | | | | | 0 | 2,295.00 | - |
| 206. Photoconductor Kit, Lexmark PN E250X22G | cart | | | | | | | | | | | | | 0 | 2,295.00 | - |
| 207. PHOTOCONDUCTOR UNIT, Epson C13S051099, for printer EPL | cart | | | | | | | | | | | | | 0 | 3,391.50 | - |
| | | | | | | | | | | | | | | 0 | | - |
| B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) | | | | | | | | | | | | | | | | |
| Office Equipment and Accessories | | | | | | | | | | | | | | | | |
| 1. Photocopier Konica Toner TN101K (7118) | tube | 2 | | | | | | | | | | | | 2 | 4,078.50 | 8,157.00 |
| 2. Developer | packs | 1 | | | | | | | | | | | | 1 | 4,758.00 | 4,758.00 |
| 3 Drum | pc | 1 | | | | | | | | | | | | 1 | 6,085.00 | 6,085.00 |
| 4 Cleaning Blade | pc | 1 | | | | | | | | | | | | 1 | 793.00 | 793.00 |
| 5 Roller | pcs | 2 | | | | | | | | | | | | 2 | 72.00 | 144.00 |
| 6. Fax paper | pcs | 5 | | | | | | | | | | | | 5 | 196.00 | 980.00 |
| 6. Photo paper | pcs | 5 | | | | | | | | | | | | 5 | 196.00 | 980.00 |
| 6. Photo paper | packs | 5 | | | | | | | | | | | | 5 | 157.00 | 785.00 |
| 7. Brown envelop long | boxes | 9 | 9 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 9 | 9 | 100 | 200.00 | 20,000.00 |
| 8. Book paper short (s 20) | rms | 2 | 2 | 2 | 2 | 2 | | | | | | | | 10 | 3.00 | 30.00 |
| 9. Stabilo boss (green) | doz | 2 | | | | | | | | | | | | 2 | 120.00 | 240.00 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | ** PS Price | Total | |
|---------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-------------|-----------|-----------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total | Catalogue | Amount | |
| 10. Canon Comp. Ink PG 40 Black | pcs | 3 | | | | | | | | | | | | 3 | 900.00 | 2,700.00 | |
| 11. Canon Comp. PG 40 colored | pcs | 3 | | | | | | | | | | | | 3 | 1,200.00 | 3,600.00 | |
| 12. Class record | doz | 1 | | | | | | | | | | | | 1 | 45.00 | 45.00 | |
| 13. Specialty paper | packs | 2 | 2 | 2 | 2 | 2 | | | | | | | | 10 | 60.00 | 600.00 | |
| 10. Canon Comp. Ink PG 40 Black | pcs | 3 | | | | | | | | | | | | 3 | 900.00 | 2,700.00 | |
| 10. Canon Comp. Ink PG 40 colored | pcs | 3 | | | | | | | | | | | | 3 | 1,200.00 | 3,600.00 | |
| 20. Certificate frame | pcs | 5 | | | | | | | | | | | | 5 | 120.00 | 600.00 | |
| 21. Toner Gesterner MP 1900 | Cartoon | 2 | 2 | 2 | 2 | 2 | | | | | | | | 10 | 3,965.00 | 39,650.00 | |
| 22. Gestetner Toner 1312 | Cartoon | 6 | | | | | | | | | | | | 6 | 3,850.00 | 23,100.00 | |
| 23. Microphone | pc | 2 | | | | | | | | | | | | 2 | 1,800.00 | 3,600.00 | |
| 24. External Drive 10G | unit | 2 | | | | | | | | | | | | 2 | 10,000.00 | 20,000.00 | |
| 25. Tape Recorder Sony | unit | 2 | | | | | | | | | | | | 2 | 3,500.00 | 7,000.00 | |
| 26. Casette tape recorder 90 mins | pcs | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 24 | 24.00 | 576.00 | |
| 26. Wireless telephone, panasonic | unit | 2 | | | | | | | | | | | | 2 | 2,500.00 | 5,000.00 | |
| 27. Corkboard with wooden frame 18x24 | pc | 1 | | | | | | | | | | | | 1 | 500.00 | 500.00 | |
| 28. Whiteboard 4x5 size | pc | 1 | | | | | | | | | | | | 1 | 500.00 | 500.00 | |
| 29. Printer, canon 3 in 1 | unit | 1 | | | | | | | | | | | | 1 | 8,000.00 | 8,000.00 | |
| Office Supplies | | | | | | | | | | | | | | | | | |
| 1. Toner, DSM615 | tube | 2 | | | | | | | | | | | | 2 | 2,800.00 | 5,600.00 | |
| 2. Corona wire, xerox copier | pcs | 2 | | | | | | | | | | | | 2 | 600.00 | 1,200.00 | |
| 3. MT Toner | bot | 2 | | | | | | | | | | | | 2 | 3,500.00 | 7,000.00 | |
| 4. MT Toner (MP1900) | bot | | | | | | | | | | | | | 0 | | - | |
| 5. Gestetner toner 1312 | cartoon | | | | | | | | | | | | | 0 | | - | |
| 4. Copy Printer Ink, DX 2439 | bot | 2 | | | | | | | | | | | | 2 | 2,200.00 | 4,400.00 | |
| 5. Master, Gestetner copier | roll | 2 | | | | | | | | | | | | 2 | 5,000.00 | 10,000.00 | |
| 6. MT Toner, 204A | tubes | 2 | | | | | | | | | | | | 2 | 3,060.00 | 6,120.00 | |
| 7. Precut Cartolina long | packs | 7 | | | 7 | | | | | | | | | 14 | 54.00 | 756.00 | |
| 8. Precut Cartolina Short | packs | 7 | | | 7 | | | | | | | | | 14 | 44.00 | 616.00 | |
| 9. Advance Coupon bond Sub 20 long | reams | 6 | | 6 | | 6 | | 6 | | 6 | | 4 | | 32 | 180.00 | 5,760.00 | |
| 10. Advance Coupon bond Sub 20 short | reams | 6 | | 6 | | 6 | | 6 | | 6 | | 4 | | 32 | 180.00 | 5,760.00 | |
| 11. Ball (Faber Castel) | boxes | 3 | | | 3 | | | | | | | | | 6 | 144.00 | 864.00 | |
| 12. Coupon bond short (subs 20) | reams | 24 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 15 | 15 | 20 | 20 | 234 | 170.00 | 39,780.00 |
| 13. Coupon bond long (subs 20) | reams | 20 | 20 | 20 | 20 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 200 | 189.00 | 37,800.00 | |
| 14. Coupon bond A4 | reams | 10 | 10 | 10 | 10 | 10 | 8 | | 6 | | 10 | 6 | | 80 | 185.00 | 14,800.00 | |
| 14. Fax paper (advance 21mmx30m) | rolls | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | | 110 | 50.00 | 5,500.00 | |
| 15. Special paper (laid paper) short | packs | 5 | | | 5 | | | 5 | | | | | | 15 | 55.00 | 825.00 | |
| 16. Laid paper long (asstd. Color) | packs | 6 | | | 5 | | | 5 | | | | | | 16 | 65.00 | 1,040.00 | |
| 27. Double sided tape big 1" | roll | 3 | | | 2 | | | 2 | | | | | | 7 | 10,000.00 | 70,000.00 | |
| 28. Postage Stampsand LBC Courier | | | | | | | | | | | | | | 0 | 1,000.00 | - | |
| 29. Celluloid #5 | roll | 2 | | | | | | | | | | | | 2 | 550.00 | 1,100.00 | |
| 30. Ballpoint pen, panda black | boxes | 4 | | 4 | | 4 | | 4 | | 4 | | | | 20 | 125.00 | 2,500.00 | |
| 31. Bond paper short, cactus subs 20 | reams | 6 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 50 | 155.00 | 7,750.00 | |
| 32. Bond paper long, cactus Subs 20 | reams | 6 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 50 | 190.00 | 9,500.00 | |
| 31. Bond paper short subs 20 | reams | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 96 | 155.00 | 14,880.00 | |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | ** PS Price Catalogue | Total Amount |
|------------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----------------------|--------------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total | | |
| 32. Bond paper long Subs 20 | reams | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 96 | 190.00 | 18,240.00 |
| 33. Correction pen no. 304.9 ml | pcs | 5 | | | | | | | | | | | | 5 | 35.00 | 175.00 |
| 34. Double Adhesive tape 1" | roll | 5 | | | | | | | | | | | | 5 | 54.00 | 270.00 |
| 35. DVD RW (verbatim) | boxes | 5 | | | | | | | | | | | | 5 | 300.00 | 1,500.00 |
| 36. CD RW (verbatim) | boxes | 5 | | | | | | | | | | | | 5 | 250.00 | 1,250.00 |
| 37. Expanding envelop garterized | pcs | 30 | | | | | | | | | | | | 30 | 9.50 | 285.00 |
| 38. Expanding folder long | pcs | 30 | | | | 30 | | | | | | | | 60 | 12.00 | 720.00 |
| 39. Facsimille, signature of Dr. Wood | pc | 1 | | | | | | | | | | | | 1 | 50.00 | 50.00 |
| 40. Facsimillwe dater, wood | pc | 1 | | | | | | | | | | | | 1 | 50.00 | 50.00 |
| 40. Facsimille, receive wood | pc | 1 | | | | | | | | | | | | 1 | 50.00 | 50.00 |
| 41. Fastener plastic | box | 5 | | | | | | | | | | | | 5 | 26.50 | 132.50 |
| 42. Fax Paper | roll | 5 | 3 | 3 | 3 | 3 | | 3 | | 3 | | 3 | | 26 | 97.00 | 2,522.00 |
| 42. Fax Paper 216x30 | roll | 3 | 3 | 3 | 3 | 2 | | 2 | | 2 | | 2 | | 20 | 35.00 | 700.00 |
| 43. Folder white long | pc | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 26 | 686 | 3.95 | 2,709.70 |
| 44. Folder white short | pc | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 31 | | 631 | 3.40 | 2,145.40 |
| 45. Heavy duty, long arm stapler, max of 25 sheets | unit | 1 | | | | | | | | | | | | 1 | 480.00 | 480.00 |
| 46. Highlighter stabilo boss | pcs | 6 | | | | | | | | | | | | 6 | 33.00 | 198.00 |
| 47. Laminating film | roll | 3 | | | | | | | | | | | | 3 | 1,500.00 | 4,500.00 |
| 47. Laminating film | roll | 2 | | | | | | | | | | | | 2 | 1,800.00 | 3,600.00 |
| 48. Mailing envelop white long, 500s | bundle | 13 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 123 | 50.00 | 6,150.00 |
| 49. Max staple wire no. 10-1m | box | 5 | | | | | | | | | | | | 5 | 25.00 | 125.00 |
| 50. Max staple wire no. 35 | box | 4 | | | | | | | | | | | | 4 | 50.00 | 200.00 |
| 51. Microphone | unit | 2 | | | | | | | | | | | | 2 | 250.00 | 500.00 |
| 52. Rechargeable batteries, energizer eneloop sanyo "AA R6 | packs | 7 | | | | | | | | | | | | 7 | 250.00 | 1,750.00 |
| 52. Rechargeable batteries, size AA Energizer, 2 pc/pack | packs | 2 | | | | | | | | | | | | 2 | 450.00 | 900.00 |
| 53. Specialty paper long | packs | 30 | | | | | | | | | | | | 30 | 39.75 | 1,192.50 |
| 54. Speacilaty paper short | packs | 30 | | | | | | | | | | | | 30 | 32.75 | 982.50 |
| 55. Steamer | pc | 24 | | | | | | | | | | | | 24 | 320.00 | 7,680.00 |
| 56. Stripp tabbing, yellow KLEER-VIEW | boxes | 15 | | | | | | | | | | | | 15 | 69.75 | 1,046.25 |
| 57. Stripp tabbing, green KLEER-VIEW | boxes | 15 | | | | | | | | | | | | 15 | 69.75 | 1,046.25 |
| 58. Tarpaulin | pcs | 12 | | | | | | | | | | | | 12 | 600.00 | 7,200.00 |
| 59. Tissue paper 2 ply | rolls | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 9 | 119 | 10.00 | 1,190.00 |
| 60. Thumb tacks prince | box | 5 | | | | | | 5 | | | | | | 10 | 10.75 | 107.50 |
| 61. Folder long, red | pcs | 12 | | | | | | | | | | | | 12 | 5.50 | 66.00 |
| 62. Brown envelop long | pcs | 24 | | | 24 | | | 24 | | | 24 | | | 96 | 2.00 | 192.00 |
| 63. Brown envelop short | pcs | 24 | | 24 | | | | 18 | | | | | | 66 | 1.50 | 99.00 |
| 64. Correction pen Uni | pcs | 3 | | | | | | | | | | | | 3 | 85.00 | 255.00 |
| 65. Ball pen black (flair) | pcs | 6 | | | | | | | | | | | | 6 | 4.50 | 27.00 |
| 66. Ballpen red (flair) | pcs | 6 | | | | | | | | | | | | 6 | 4.50 | 27.00 |
| 67. Pentel pen refill ink (pilot) | ltr | 1 | | | | | | | | | | | | 1 | 80.00 | 80.00 |
| 68. Fastener (metal-long) | boxes | 2 | | | | | | | | | | | | 2 | 75.00 | 150.00 |
| 69. Stamp pad ink(purple) | bottles | 1 | | | 1 | | | 1 | | | | | | 3 | 30.00 | 90.00 |
| 70. PVC Cover (trasparent) short | box | 1 | | | | | | | | | | | | 1 | 600.00 | 600.00 |
| 71. Folder, Orange long | pcs | 50 | | | 50 | | | | | | | | | 100 | 8.00 | 800.00 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | ** PS Price Catalogue | Total Amount | |
|--------------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-----------------------|--------------|-----------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | | | Total |
| 72. Folder, Orange Short | pcs | 30 | | | 30 | | | | | | | | | 60 | 7.00 | 420.00 |
| 73. Ballpen fine point (black) | pcs | 12 | | 12 | | 12 | | 12 | | 12 | | 12 | | 72 | 10.00 | 720.00 |
| 74. Ballpen fine point (blue) | pcs | 12 | 12 | 12 | 12 | 12 | 10 | 10 | 10 | 10 | 10 | 10 | | 120 | 15.00 | 1,800.00 |
| 75. Ballpen fine point (green) | pcs | 12 | 12 | 12 | 12 | 12 | 10 | 10 | 10 | 10 | 10 | 10 | | 120 | 15.00 | 1,800.00 |
| 74. Double sided tape | rolls | 5 | | | | | 5 | | | | | | | 10 | 15.00 | 150.00 |
| 75. Linen paper (cream/white/green) | packs | 10 | | | | | 10 | | | | | | | 20 | 30.00 | 600.00 |
| 76. Feather duster | pcs | 1 | | | | | | | | | | | | 1 | 30.00 | 30.00 |
| 77. Yelow pad | pad | 2 | | | | | | | | | | | | 2 | 35.00 | 70.00 |
| 78. Eveready battery AA (black) | pcs | 6 | | | | | 6 | | | | | | | 12 | 15.00 | 180.00 |
| 79. Mongol Pencil 32 | box | 1 | | | | | 1 | | | | | | | 2 | 60.00 | 120.00 |
| 80. Paper Fastener (2-pc clips) plastic | box | 4 | | | | | | | | | | | | 4 | 40.00 | 160.00 |
| 81. Paper Fastener (2-pc clips) metal | box | 5 | | | | | | | | | | | | 5 | 30.00 | 150.00 |
| 82. Sign pen green | pcs | 10 | | 10 | | 10 | | 10 | | 10 | | 10 | | 60 | 40.00 | 2,400.00 |
| 83. Folder, green, legal size | pcs | 12 | | | | | | | | | | | | 12 | 8.00 | 96.00 |
| 84. Folder, gold, legal size | pcs | 12 | | | | | | | | | | | | 12 | 8.00 | 96.00 |
| 85. Folder, blue, legal size | pcs | 12 | | | | | | | | | | | | 12 | 8.00 | 96.00 |
| 86. Folder, fuschia pink, legal size | pcs | 12 | | | | | | | | | | | | 12 | 8.00 | 96.00 |
| 87. Heavy duty Stapler No. 0399 | pcs | 1 | | | | | | | | | | | | 1 | 1,500.00 | 1,500.00 |
| 88. Alcohol big | bot | 2 | | 2 | | 2 | | 2 | | 2 | | 2 | | 12 | 80.00 | 960.00 |
| 89. Expanding envelop, long | pcs | 12 | | | 12 | | | 12 | | | | 12 | | 48 | 12.00 | 576.00 |
| 90. Elmers glue | bot | 1 | | | | | 1 | | | | | | | 2 | 64.00 | 128.00 |
| 91. Pentel pen, Pilot black | pcs | 1 | | | | | 1 | | | | 1 | | | 3 | 40.00 | 120.00 |
| 92. Plastic cover | mtrs | 10 | | | | | | | | | | | | 10 | 12.00 | 120.00 |
| 93. Scoth tape 1" | rolls | 2 | | | | | 2 | | | | | | | 4 | 30.00 | 120.00 |
| 94. Sharpener | pcs | 1 | | | | | | | | | | | | 1 | 150.00 | 150.00 |
| 95. Thumbtacks | box | 2 | | | | 2 | | | 2 | | | | | 6 | 15.00 | 90.00 |
| 89. Brown envelop 9"x6" for studen record | bot | | | | 500 | | | | | 500 | | | | 1000 | 5.00 | 5,000.00 |
| 90. Kiwi glass cleaner | bot | 1 | | | | | | | | | | | | 1 | 150.00 | 150.00 |
| Audio and visual presentation and composing equipment | | | | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | | | | |
| Photographic or filming or video equipment | | | | | | | | | | | | | | | | |
| 1. Canon Digital Camera 14 Mega Pixel PSA 320 | unit | 2 | | | | | | | | | | | | 2 | 7,950.00 | 15,900.00 |
| 2. TCM-200DV Sony Voice Recorder | unit | 1 | | | | | | | | | | | | 1 | 6,000.00 | 6,000.00 |
| Cleaning Equipment and Supplies | | | | | | | | | | | | | | | | |
| 1. Joy Diswashing liquid 500ml | bottle | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 24 | 60.00 | 1,440.00 |
| 2. Scoth Brite w/ foam reg. | pad | 2 | | 2 | | 2 | | 2 | | 2 | | 2 | | 12 | 35.00 | 420.00 |
| 3. Scoth Brite Scrub | pad | 2 | | 2 | | 2 | | 2 | | 2 | | 2 | | 12 | 42.00 | 504.00 |
| 4. Toilet paper | roll | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 120 | 14.50 | 1,740.00 |
| 5. Muriatic Acid | gal | 1 | | 1 | | 1 | | 2 | | 2 | | 2 | | 9 | 140.00 | 1,260.00 |
| 6. Hand Towel Large | pcs | 5 | | | 5 | | | 5 | | | | 5 | | 20 | 35.00 | 700.00 |
| 7. Cups and Saucer | doz | 3 | | | | | | | | | | | | 3 | 350.00 | 1,050.00 |
| 8. Drinking glass | pcs | 22 | | | | | | | | | | | | 22 | 14.00 | 308.00 |
| 9. Toilet bowl matrix | btl | 3 | | | | | 3 | | | | | | | 6 | 250.00 | 1,500.00 |
| 10. Furniture polish (Pledge) | btl | 1 | | | 1 | | | | 1 | | | | | 3 | 260.00 | 780.00 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | ** PS Price Catalogue | Total Amount | |
|----------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-----------------------|--------------|-----------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | | | Total |
| 11. Glass Cleaner | btl | 1 | | | | | | | | | | | | 1 | 250.00 | 250.00 |
| 12. Diswashing liquid joy | btl | 2 | | | 2 | | | 2 | | | | | | 6 | 60.00 | 360.00 |
| 13. Garbage Bag Small | packs | 2 | | | | | | | | | | | | 2 | 150.00 | 300.00 |
| 14. Dish Drainer big (Orocan) | pc | 1 | | | | | | | | | | | | 1 | 1,800.00 | 1,800.00 |
| 15. Toilet bowl brush | pc | 2 | | | | | | | | | | | | 2 | 38.00 | 76.00 |
| 16. Sack big | pc | 30 | | | | | | | | | | | | 30 | 15.00 | 450.00 |
| 17. Feather duster | pc | 2 | | | | | | | | | | | | 2 | 45.00 | 90.00 |
| 18. Plastic twine | pc | 2 | | | | | | | | | | | | 2 | 40.00 | 80.00 |
| 19. Doormat | pc | 2 | | | | | | | | | | | | 2 | 25.00 | 50.00 |
| 20. Zonrox bleach (floral) | pc | 6 | | | | | | | | | | | | 6 | 21.00 | 126.00 |
| Paper Materials and Products | | | | | | | | | | | | | | | | |
| 1. Tarpaulin | pcs | 5 | | | 5 | | | 5 | | | | | | 15 | 600.00 | 9,000.00 |
| 2. Streamer | pcs | 5 | | | 5 | | | 5 | | | | | | 15 | 320.00 | 4,800.00 |
| Lighting and fixtures and accessories | | | | | | | | | | | | | | | | |
| 1 Extension Wire | mtrs | 9 | | | | | | | | | | | | 9 | 25.00 | 225.00 |
| 2. Sala Seat Upholtered | set | 1 | | | | | | | | | | | | 1 | 10,000.00 | 10,000.00 |
| 3. Energy Saver bulb- Philips 25 watts | unit | 20 | | | | | | | | | | | | 20 | 55.00 | 1,100.00 |
| 4. Flourescent bulb 40 watts | pcs | 4 | | | | | | | | | | | | 4 | 400.00 | 1,600.00 |
| Electrical equipment and components and supplies | | | | | | | | | | | | | | | | |
| 1. COMPACT FLOURESCENT LAMP, 15 W | pcs | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 96 | 94.75 | 9,096.00 |
| 2. COMPACT FLOURESCENT LAMP, 26 W | pcs | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 48 | 163.75 | 7,860.00 |
| 3. FLOURESCENT LAMP, 28 W, T-5, S-TYPE | sets | | | 3 | | 3 | | | 3 | | | | 3 | 12 | 1,050.00 | 12,600.00 |
| 4. FLOURESCENT LAMP, 14 W, T-5, S-TYPE | sets | 6 | | | | | | | | | | | | 6 | 1,000.00 | 6,000.00 |
| 5. FLOURESCENT LAMP TUBE , 14 W, T-5 | pcs | 6 | | | | | | 6 | | | | | | 12 | 160.00 | 1,920.00 |
| 6. FLOURESCENT LAMP TUBE , 28 W, T-5 | pcs | 6 | | | | | | 6 | | | | | | 12 | 180.00 | 2,160.00 |
| 7. FLOURESCENT LAMP ELECTRONIC BALLASTS, 28 W | pcs | 6 | | | | | | | | | | | | 6 | 350.00 | 2,100.00 |
| 8. FLOURESCENT LAMP ELECTRONIC BALLASTS, 14 W | pcs | 6 | | | | | | | | | | | | 6 | 300.00 | 1,800.00 |
| 9. FLOURESCENT LAMP, 28W, T-5, BOX TYPE | pcs | 12 | | | | | | 12 | | | | | | 24 | 1,000.00 | 24,000.00 |
| 10. PLASTIC RECEPTACLE, 2" O | pcs | 10 | | | | | | 10 | | | | | | 20 | 28.00 | 560.00 |
| 11. RUBBER RECEPTACLE | pcs | 10 | | | | | | 10 | | | | | | 20 | 42.00 | 840.00 |
| 12. POLYACSR WIRE, # 16 | ln. M | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 600 | 15.00 | 9,000.00 |
| 13. SECONDARY CLEVIS, 2"O WITH INSULATOR | pcs | 6 | | | | | | | | | | | | 6 | 120.00 | 720.00 |
| 14. YPC CONNECTOR, # 6 - # 10 | pcs | 5 | 5 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 50 | 30.00 | 1,500.00 |
| 15. Extension wire complete | 25 mtrs | 1 | | | | | | | | | | | | 1 | 250.00 | 250.00 |
| 16. Oven Toaster | unit | 2 | | | | | | | | | | | | 2 | 2,000.00 | 4,000.00 |
| 17. Desk Top Computer | | | | | | | | | | | | | | 0 | | - |
| Intel Pentium E5800 series Dual core Processor (3.2 GHz) | unit | 1 | | | | | | | | | | | | 1 | 5,200.00 | 5,200.00 |
| Asrock motherboard (G4 IM-GS3) | unit | 1 | | | | | | | | | | | | 1 | 3,300.00 | 3,300.00 |
| Memory (2GB DDR3) | unit | 1 | | | | | | | | | | | | 1 | 2,500.00 | 2,500.00 |
| Hard Drive 500 GB SATA | unit | 1 | | | | | | | | | | | | 1 | 3,300.00 | 3,300.00 |
| PS2 keyboard (delux) | unit | 1 | | | | | | | | | | | | 1 | 1,020.00 | 1,020.00 |
| USB Optical Mouse (delux) | unit | 1 | | | | | | | | | | | | 1 | 610.00 | 610.00 |
| LCD Monitor '18.5" inches (ACER) | unit | 1 | | | | | | | | | | | | 1 | 6,200.00 | 6,200.00 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | ** PS Price Catalogue | Total Amount | |
|----------------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-----------------------|--------------|-----------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | | | Total |
| DVD+Rw burner (lite on) | unit | 1 | | | | | | | | | | | | 1 | 2,100.00 | 2,100.00 |
| Computer Case w/ power supply (550w) | unit | 1 | | | | | | | | | | | | 1 | 2,100.00 | 2,100.00 |
| Video Accelerate Nvidia 1GB | unit | 1 | | | | | | | | | | | | 1 | 4,500.00 | 4,500.00 |
| 18. Extension Cord 20m | pcs | 1 | | | | | | | | | | | | 1 | 550.00 | 550.00 |
| Computer Supplies | | | | | | | | | | | | | | | | |
| 1. Computer Printer, Cannon, latest model | cart | 4 | | | | | | | | | | | | 4 | 5,000.00 | 20,000.00 |
| 2. Print Cartridge for HP Laser jet 1010 | cart | 2 | | | | | | | | | | | | 2 | 4,000.00 | 8,000.00 |
| 3. Print Cartridge for HP Laser jet 1102 | cart | 3 | | | | | | | | | | | | 3 | 4,000.00 | 12,000.00 |
| 4. RIBBON CARTRIDGE,for Printer Epson FX 1170 | cart | 12 | | | | | | | | | | | | 12 | 175.00 | 2,100.00 |
| 5. RIBBON CARTRIDGE, for Printer Epson LX 300 | cart | 12 | | | | | | | | | | | | 12 | 150.00 | 1,800.00 |
| 6. Ink cartridge, Canon PIXMA 810 Black | cart | 7 | | | | | | | 7 | | | | | 14 | 785.00 | 10,990.00 |
| 7. Ink cartridge, Canon PIXMA 811 Colored | cart | 8 | | | | | | | | | | | | 8 | 1,030.00 | 8,240.00 |
| 8. Computer ink Canon PIXMA #40 | cart | 6 | | | | | | | | 6 | | | | 12 | 1,250.00 | 15,000.00 |
| 9. Computer ink Canon PIXMA #41 | cart | 6 | | | | | | | | | | | | 6 | 780.00 | 4,680.00 |
| 10. Continuous Ink for Canon (black) | li | 5 | | | | | | | | | | | | 5 | 792.00 | 3,960.00 |
| 12. Continuous Ink for Canon (yellow) | li | 3 | | | | | | | | | | | | 3 | 752.00 | 2,256.00 |
| 13. Continuous Ink for Canon (cyan) | li | 3 | | | | | | | | | | | | 3 | 792.00 | 2,376.00 |
| 14. Continuous Ink for Canon (magenta) | li | 3 | | | | | | | | | | | | 3 | 792.00 | 2,376.00 |
| 15. INK CARTRIDGE, Cannon PIXMA iP 2770, PG 810, black, 9ml | cart | 5 | | 5 | | | | 5 | | | | | 2 | 17 | 900.00 | 15,300.00 |
| 15. INK CARTRIDGE, Cannon PIXMA iP 2770, CL 811, colored, 9ml | cart | 6 | | 3 | | | | | | | | | | 9 | 1,050.00 | 9,450.00 |
| 15. INK CARTRIDGE, Cannon PIXMA iP 1980, PG 830, black, 11ml | cart | 9 | | | | | | | 9 | | | | | 18 | 875.00 | 15,750.00 |
| 15. INK CARTRIDGE, Cannon PIXMA iP 1980, CL 831, colored, 11ml | cart | 6 | | | | | | | | | | | | 6 | 1,150.00 | 6,900.00 |
| 59. INK CARTRIDGE, Brother LC 38BK, black | cart | 12 | | | | | | | | 12 | | | | 24 | 680.00 | 16,320.00 |
| 60. INK CARTRIDGE, Brother LC 38Y, yellow | cart | 8 | | | | | | | | | | | | 8 | 455.00 | 3,640.00 |
| 61. INK CARTRIDGE, Brother LC 38C, cyan | cart | 8 | | | | | | | | | | | | 8 | 455.00 | 3,640.00 |
| 62. INK CARTRIDGE, Brother LC 38M, magenta | cart | 8 | | | | | | | | | | | | 8 | 455.00 | 3,640.00 |
| 63. Hp 1102 | Cartoon | 8 | | | | | | | | | | | | 8 | 3,100.00 | 24,800.00 |
| 64. HP Ink No. 21 Black | boxes | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 96 | 715.00 | 68,640.00 |
| 65. HP Ink No. 22 Colored | Boxes | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 7 | 7 | 7 | 7 | 7 | 90 | 820.00 | 73,800.00 |
| 66. Canon Ink 1900 No. 40 Black | Boxes | 10 | 10 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 70 | 800.00 | 56,000.00 |
| 67. Canon Ink 1900 No. 41 Colored | boxes | 10 | 10 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 70 | 950.00 | 66,500.00 |
| 68. Computer Printer Canon | unit | 2 | | | | | | | | | | | | 2 | 4,000.00 | 8,000.00 |
| 69. Ink Cart. Canon iP2770 black | pcs | 2 | | | | | | | | | | | | 2 | 985.00 | 1,970.00 |
| 70. Ink Cart. Canon iP2770 colored | pcs | 2 | | | | | | | | | | | | 2 | 745.00 | 1,490.00 |
| 71. Ink Cart. Canon MP258, black | pcs | 2 | | | | | | | | | | | | 2 | 745.00 | 1,490.00 |
| 72. Ink Cart. Canon MP258 colored | pcs | 2 | | | | | | | | | | | | 2 | 985.00 | 1,970.00 |
| 73. Ink Cart. HP #60 black, hitman | pcs | 2 | | | | | | | | | | | | 2 | 660.00 | 1,320.00 |
| 74. Continuous ink rubber | pcs | 9 | | | | | | | | | | | | 9 | 30.00 | 270.00 |
| 75. UPS,APC 500VA, 300 watts | unit | 1 | | | | | | | | | | | | 1 | 2,000.00 | 2,000.00 |
| 76. HP Laser Jet P1102 (toner CE285A/85A) | Cartridge | 6 | | | | | | | | | | | | 6 | 3,000.00 | 18,000.00 |
| 77. Computer Ink Canon PIXMA 830 | pcs | 4 | | | | | | | | 4 | | | | 8 | 1,100.00 | 8,800.00 |
| 78. Computer Ink Canon PIXMA 831 | pcs | 4 | | | | | | | | 4 | | | | 8 | 1,200.00 | 9,600.00 |
| 79. Computer Ink HP 21 | pcs | | | | | | | | | | | | | 0 | 0.00 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | ** PS Price Catalogue | Total Amount | |
|---------------------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-----------------------|--------------|-----------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | | | Total |
| 80. Computer Ink HP 22 | pcs | | | | | | | | | | | | | 0 | 0.00 | - |
| 81. Inkjet Photopaper-glossy 200 GSM | packs | | | | | | | | | | | | | 0 | 0.00 | - |
| 82. Specialty board/paer Elit Ink jet friengly 220 GSM beige | packs | | | | | | | | | | | | | 0 | 0.00 | - |
| 83. Canon Li-ion Battery Pack NB 3-7V 840mAh | pcs | | | | | | | | | | | | | 0 | 0.00 | - |
| 84. Photocopying machince toner MP1900 | pcs | 2 | | | | | | | 2 | | | | | 4 | 3,800.00 | 15,200.00 |
| 85. Call bell | pcs | | | | | | | | | | | | | 0 | | - |
| 86. Continous Ink Canon black -500ml | bottle | 1 | | | | | | | | | | | | 1 | 600.00 | 600.00 |
| 87. Continous Ink Canon Yellow-500ml | bottle | 1 | | | | | | | | | | | | 1 | 600.00 | 600.00 |
| 88. Continous Ink Canon Blue- 500ml | bottle | 1 | | | | | | | | | | | | 1 | 600.00 | 600.00 |
| 89. Continous Ink Canon Red-500ml | bottle | 1 | | | | | | | | | | | | 1 | 600.00 | 600.00 |
| 90. Canon iP2770 with Continous ink flow system | unit | 2 | | | | | | | | | | | | 2 | 3,500.00 | 7,000.00 |
| 91. Ink Cartridge (HP 60 CC-640w black | cart | 7 | | | | | | | 7 | | | | | 14 | 1,000.00 | 14,000.00 |
| 92. Ink Cartridge (HP 60 CC-643w tricolor | cart | 4 | | | | | | | 4 | | | | | 8 | 1,200.00 | 9,600.00 |
| 93. Ink Catridge (LBP 3000) Canon 103/303/703 | cart | 4 | | | | | | | | | | | | 4 | 3,500.00 | 14,000.00 |
| 94. Optical Mouse | pc | 1 | | | | | | | | | | | | 1 | 480.00 | 480.00 |
| 95. Keyboard | pc | 1 | | | | | | | | | | | | 1 | 500.00 | 500.00 |
| 96. Canon compatible Professional Inkjet Ink (black) 500ml | bottle | 2 | | | | | | | | | | | | 2 | 550.00 | 1,100.00 |
| 97. Canon compatible Professional Inkjet Ink (cyan) 500ml | bottle | 2 | | | | | | | | | | | | 2 | 550.00 | 1,100.00 |
| 98. Canon compatible Professional Inkjet Ink (magenta) 500ml | bottle | 2 | | | | | | | | | | | | 2 | 550.00 | 1,100.00 |
| 99. Canon compatible Professional Inkjet Ink (yellow) 500ml | bottle | 2 | | | | | | | | | | | | 2 | 550.00 | 1,100.00 |
| 100. Epson compatible professional Inkjet Ink (black) 500ml | bottle | 2 | | | | | | | | | | | | 2 | 550.00 | 1,100.00 |
| 101. Epson compatible professional Inkjet Ink (cyan) 500ml | bottle | 2 | | | | | | | | | | | | 2 | 550.00 | 1,100.00 |
| 102. Epson compatible professional Inkjet Ink (magenta) 500ml | bottle | 2 | | | | | | | | | | | | 2 | 550.00 | 1,100.00 |
| 103. Epson compatible professional Inkjet Ink (yellow) 500ml | bottle | 2 | | | | | | | | | | | | 2 | 550.00 | 1,100.00 |
| 104. Ink Cartridge PG-810 (for Canon iP 2270 Printer) black | cart | 12 | | | 12 | | | | 12 | | | | | 36 | 830.00 | 29,880.00 |
| 105. Ink Cartridge CL-811 (for Canon iP 2770 Printer) 3 colors 9 ml | cart | 24 | | | 12 | | | | 24 | | | | | 60 | 925.00 | 55,500.00 |
| Computer Equipment and Accessories | | | | | | | | | | | | | | | | |
| 1. External Hard Disk | unit | 1 | | | | | | | | | | | | 1 | 4,000.00 | 4,000.00 |
| 2. Canon Continous Ink Flow (black) 500ml | bottle | 2 | | | | | | | | | | | | 2 | 550.00 | 1,100.00 |
| 3. Canon Continous Ink Flow (red) 500ml | bottle | 2 | | | | | | | | | | | | 2 | 550.00 | 1,100.00 |
| 4. Canon Continous Ink Flow (yellow) 500ml | bottle | 2 | | | | | | | | | | | | 2 | 550.00 | 1,100.00 |
| 5. Canon Continous Ink Flow (blue) 500ml | bottle | 2 | | | | | | | | | | | | 2 | 550.00 | 1,100.00 |
| 6. Computer mouse | pcs | 2 | | | | | | | | | | | | 2 | 500.00 | 1,000.00 |
| 7. CPU | unit | 1 | | | | | | | | | | | | 1 | 5,000.00 | 5,000.00 |
| 8. UPS | unit | 2 | | | | | | | | | | | | 2 | 1,800.00 | 3,600.00 |
| 9. AVR | unit | 1 | | | | | | | | | | | | 1 | 1,200.00 | 1,200.00 |
| 9. Canon IP2270 Printer | unit | 1 | | | | | | | | | | | | 1 | 2,500.00 | 2,500.00 |
| 10. Epson L100 Inkjet printer | unit | 1 | | | | | | | | | | | | 1 | 9,360.00 | 9,360.00 |
| 11. Sony digital Voice Recorder, Series UX,ICD-UX512 F/P | unit | 1 | | | | | | | | | | | | 1 | 7,600.00 | 7,600.00 |
| 12. Netbook emachine eMD355-N571ZG32ikk | unit | 1 | | | | | | | | | | | | 1 | 11,600.00 | 11,600.00 |
| 13. External portable hard dirve lacie 1TB, Rikki, USB | unit | 1 | | | | | | | | | | | | 1 | 5,600.00 | 5,600.00 |
| 14. Projector laser printer, Genius2.4 Ghz, wireless USB | unit | 1 | | | | | | | | | | | | 1 | 2,600.00 | 2,600.00 |
| 15. External hardisk small 500GB | unit | 1 | | | | | | | | | | | | 1 | 3,500.00 | 3,500.00 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | ** PS Price Catalogue | Total Amount | |
|-------------------------------------------------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-----------------------|--------------|-----------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | | | Total |
| 16. DDR3 Memory | pcs | 1 | | | | | | | | | | | | 1 | 1,800.00 | 1,800.00 |
| 17. Intel core 2 Dou Processor | pcs | 1 | | | | | | | | | | | | 1 | 3,000.00 | 3,000.00 |
| 18. imation AV link wireless link extender | unit | 1 | | | | | | | | | | | | 1 | 7,000.00 | 7,000.00 |
| *Other Categories | | | | | | | | | | | | | | | | |
| 1. Chainsaw blade | pcs | 3 | | | | | | | | | | | | 3 | 950.00 | 2,850.00 |
| 2. Roundfile (small) | pcs | 5 | | | | | | 5 | | | | | | 10 | 75.00 | 750.00 |
| 3. Round file (big) | pcs | 5 | | | | | | 5 | | | | | | 10 | 105.00 | 1,050.00 |
| 4. Armature | pcs | 1 | | | | | | | | | | | | 1 | 3,000.00 | 3,000.00 |
| 5. Carbon brass, # 50; Makita | sets | 5 | | | | | | | | | | | | 5 | 175.00 | 875.00 |
| 6. Planer blade, big, Makita | sets | 1 | | | | | | | | | | | | 1 | 1,000.00 | 1,000.00 |
| 7. Carbon brass, L-53, Makita | sets | 3 | | | | | | | | | | | | 3 | 150.00 | 450.00 |
| 8. Belt, Makita | pcs | 1 | | | | | | | | | | | | 1 | 1,500.00 | 1,500.00 |
| 9. Sharpening stone | pcs | 3 | | | | | | | | | | | | 3 | 150.00 | 450.00 |
| 10. Pull push rule | pcs | 3 | | | | | | | | | | | | 3 | 180.00 | 540.00 |
| 11. Screw driver | sets | 1 | | | | | | | | | | | | 1 | 450.00 | 450.00 |
| 12. MDS Checkbooks | pad | 12 | | | | | | | | | | | | 12 | 648.70 | 7,784.40 |
| 13. Check Disbursement Record Books | book | 6 | | | | | | | | | | | | 6 | 375.00 | 2,250.00 |
| 18. AMMO, .45 caliber | doz | 6 | | | | | | | | | | | | 6 | 1,300.00 | 7,800.00 |
| 19. AMMO, 9 mm | doz | 6 | | | | | | | | | | | | 6 | 1,300.00 | 7,800.00 |
| 20. AMMO, magazine | doz | 2 | | | | | | | | | | | | 2 | 1,000.00 | 2,000.00 |
| 21. Rain coats | pcs | 2 | | | | | | | | | | | | 2 | 300.00 | 600.00 |
| 24. Cashbook | pcs | 2 | | | | | | | | | | | | 2 | 285.00 | 570.00 |
| 25. Panda Ballpen (black) | box | 10 | | | | | | | 10 | | | | | 20 | 110.00 | 2,200.00 |
| 26. Panda Ballpen (red) | box | 10 | | | | | | | 10 | | | | | 20 | 110.00 | 2,200.00 |
| 27. Purified Drinking water | gal | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 240 | 40.00 | 9,600.00 |
| 28. Muriatic Acid | gal | 5 | | | | | | | | | | | | 5 | 350.00 | 1,750.00 |
| 29. Disinfectant (zonrox) | gal | 5 | | | | | | | 5 | | | | | 10 | 350.00 | 3,500.00 |
| 30. Illusion Ink, universal for epson/hp, black 1L | bottles | 2 | | | | | | | | | | | | 2 | 1,500.00 | 3,000.00 |
| 31. Illusion Ink, universal for epson/canon/hp yellow 1L | bottles | 2 | | | | | | | | | | | | 2 | 1,500.00 | 3,000.00 |
| 32. Illusion Ink, Universal for epson/canon/hp, magenta 1L | bottles | 2 | | | | | | | | | | | | 2 | 1,500.00 | 3,000.00 |
| 33. Illusion Ink, universal for epson/canon/hp, cyan 1L | bottles | 2 | | | | | | | | | | | | 2 | 1,500.00 | 3,000.00 |
| 34. Toner, gestetner, black 260g | bottles | 5 | | | | | | | | | | | | 5 | 2,710.00 | 13,550.00 |
| 35. Epson dot matrix LX-300+, colour fabric ribbon cartridge C11C294061 | bottles | | | | | | | | | | | | | 0 | | - |
| | pack | 6 | | | | | | | 6 | | | | | 12 | 300.00 | 3,600.00 |
| 36. Ink Cartridge HP deskjet 3940, combo pack color & black | pack | 5 | | | | | | | | | | | | 5 | 1,260.00 | 6,300.00 |
| 37. Cracked corn | kls | 300 | | | | | | | 300 | | | | | 600 | 45.00 | 27,000.00 |
| 38. Chick grower mash | sack | 0 | | | | | | | | | | | | 0 | | - |
| 39. Vitamin for chicken 250 gm | sachet | 36 | | | | | | | | | | | | 36 | 72.00 | 2,592.00 |
| 40. Vaccine for chicken 5 ml | bottle | 9 | | | | | | | | | | | | 9 | 380.00 | 3,420.00 |
| 41. Latigo-1000 Levamisole hydrochloride single dose | sachet | 15 | | | | | | | 15 | | | | | 30 | 65.00 | 1,950.00 |
| 42. Ambolong | pcs | 200 | | | | | | | | | | | | 200 | 18.00 | 3,600.00 |
| 43. Tarpaulin | | 6 | | | | | | | | | | | | 6 | 300.00 | 1,800.00 |
| 44. Streamer | | 5 | | | | | | | | | | | | 5 | 300.00 | 1,500.00 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | ** PS Price Catalogue | Total Amount | |
|-----------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-----------------------|--------------|----------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | | | Total |
| 45. Bamboo poles | pcs | 100 | | | | | | | | | | | | 100 | 60.00 | 6,000.00 |
| 46. Doorknob | pc | 1 | | | | | | | | | | | | 1 | 420.00 | 420.00 |
| 47. Water Dispenser | unit | 1 | | | | | | | | | | | | 1 | 9,900.00 | 9,900.00 |
| 48. Mineral | gal | 10 | | | | | | 10 | | | | | | 20 | 45.00 | 900.00 |
| 49. Stand Fan | unit | 1 | | | | | | | | | | | | 1 | 2,500.00 | 2,500.00 |
| 50. Executive chair | unit | 1 | | | | | | | | | | | | 1 | 7,658.48 | 7,658.48 |

***GRAND TOTAL: 2,103,744.73
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 2,314,119.20
APPROVED BUDGET: 2,314,328.23

**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:

FE M. ENRIQUEZ
Supply Officer III

Certified Funds Available:

REMEDIOS M. MARABE, CPA
Chief Administrative Officer-Finance

Approved:

DANILO E. ABAYON, Ph.D.
President