

**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@procurement-service.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: ASU-Ibajay, Supply Office
Region: VI
Address: Ibajay, Aklan

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Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as	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	3			10										13	67.27	874.51
2. BALLAST, 1 x 40 watts	piece														0		-
2. BALLAST, 36 watts	piece					2									2	72.54	145.08
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet					5						5			10	36.40	364.00
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet														0	14.56	-
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		3							3					6	368.94	2,213.64
8. FLUORESCENT LAMP, tubular, 18 watts	piece	8													8	32.14	257.12
9. FLUORESCENT LAMP, tubular, 36 watts	piece					2									2	33.85	67.70
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece				2			3							5	103.79	518.95
11. FUSE, 30 amperes	piece														0	10.35	-
12. FUSE, 60 amperes	piece														0	25.48	-
13. STARTER, 4-40 watts	piece	4			6										10	3.73	37.30
14. TAPE, electrical	roll	3			5										8	18.20	145.60
															0		-
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box														0	520.00	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box														0	818.48	-
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 sets/box	box														0	951.08	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 9-1/2", 500 sets/box	box														0	480.48	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box														0	778.96	-
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	1							4	50.84	203.36
10. COMPACT DISK DRIVE CLEANER	piece														0	64.22	-
11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed,	piece	2		66				2				6		2	78	8.79	685.62
12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes	piece	12				20	6					56			94	16.62	1,562.28
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece														0	11.70	-
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece		10			10			10	10					40	19.96	798.40

15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece			1			2						3	292.08	876.24
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	3	1			6	2						12	468.00	5,616.00
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					12				4			16	743.58	11,897.28
25. INK CARTRIDGE, HP C8728AA (HP 28)	cart					5				2			7	873.12	6,111.84
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					10				6			16	615.06	9,840.96
29. INK CARTRIDGE, HP C9352AA (HP 22)	cart	1		1		4		1	4				11	708.90	7,797.90
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												0	197.60	-
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	-
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														0	76.75	-
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	-
															0	-	-
COMMON OFFICE SUPPLIES																	
1. ACETATE, gauge #3, 50m in length	roll														0	603.20	-
2. AIR FRESHENER, 280mL/can	can	1	5	2		13	2			5	13				41	92.56	3,794.96
3. ALCOHOL, 70%, ethyl	bottle	9	5	2	2	47	14		2	5	23	2			111	37.70	4,184.70
4. AUDIO CASSETTE TAPE, 90min. recording time	piece														0	16.12	-
5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time	pack														0	91.50	-
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box					1									1	349.44	349.44
7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box					1									1	364.00	364.00
8. CARTOLINA, assorted color, 20s/pack	pack		1		5	52		5		1	4				68	72.80	4,950.40
9. CARTOLINA, white, 20s/pack	pack	3				8		5			1				17	57.20	972.40
10. CHALK, white, dustless, 100 pcs/box	box	5			2	10	7	24							48	34.81	1,670.88
11. CLIP, bulldog (3")	piece					25									25	8.42	210.50
12. CLIP, backfold, 25mm, 12s/box	box					8					5				13	15.60	202.80
13. CLIP, backfold, 50mm, 12s/box	box					3									3	43.68	131.04
14 CLIP, backfold, 19mm, 12s/box	box														0	7.54	-
15. CLIP, backfold, 32mm, 12s/box	box														0	17.42	-
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	5		14	4	32		15	4		24				98	9.82	962.36
22. DATA FILE BOX, (5"x9"x15-3/4")	box	5	10		4	50		5		10	10				94	64.47	6,060.18
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece														0	67.07	-
26. DRAWING INK, black, 30ml.	bottle					1									1	-	-
24. ENVELOPE, documentary (10"x15"), 500s/box	box	2		1	1										4	560.56	2,242.24
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box				2	3					1				6	675.86	4,055.16
26. ENVELOPE, mailing white, 500s/box	box	1			1	1									3	159.78	479.34
27. ENVELOPE, mailing white with window, 500s	box														0	207.58	-
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box														0	119.60	-
29. ENVELOPE, expanding, plastic, legal size	piece	1		4											5	39.81	199.05
30. ENVELOPE, documentary, A4, 500s/box	box			1	1	1									3	526.24	1,578.72
31. ERASER, blackboard/whiteboard	piece	4		2	7	6	24				4	3			50	11.44	572.00
32. ERASER, rubber	piece					15									15	4.68	70.20
33. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece					4			2						6	83.20	499.20
34. FOLDER, pressboard, plain, legal, 100s/box	pack			2		1									3	851.64	2,554.92
35. FOLDER, tagboard, legal size, 100s/box	pack	2	2	1		13		1		2	2				23	413.92	9,520.16
36. FOLDER, tagboard, A4 size, 100s/box	pack	1	1	2	2	5		1		3	2				17	253.76	4,313.92
37. FOLDER, morocco/fancy, legal size, 50s/pack	pack	3				6		1			1	1			12	301.60	3,619.20
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle	1				2									3	312.00	936.00
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack														0	247.52	-
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	1				2									3	228.80	686.40
41. GLUE, all purpose, 300 grams min.	jar	4			5	20		11			11				51	37.43	1,908.93
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece					5									5	32.97	164.85
43. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack														0	44.45	-
44. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack														0	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														0	67.60	-
48. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube						3								3	11.44	34.32
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		15			2	2	4		15				38	44.61	1,695.18
51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece						3							3	49.56	148.68
52. MAP PIN, round head, 100s/box	box													0	36.40	-
53. MARKER, fluorescent, 3 colors/set	set	4	2		2	11			1	1		9		30	41.60	1,248.00
54. MARKING PEN, whiteboard, black	piece	7			20	9		5				5	2	48	15.08	723.84
55. MARKING PEN, whiteboard, blue	piece					7		6				10		23	15.08	346.84
56. MARKING PEN, whiteboard, red	piece					5		6				5		16	15.08	241.28
57. MARKER, permanent, black	piece	18		3	17	25	5	12				11	5	96	13.50	1,296.00
58. MARKER, permanent, blue	piece					8		12						20	13.50	270.00
59. MARKER, permanent, red	piece			2		4		12						18	13.50	243.00
60. MARKING PEN, for transparency	set													0	84.24	-
61. NOTE BOOK, stenographer's, 40 leaves	piece													0	7.49	-
62. NOTE PAD, (3"x3"), 100 sheets/pad	pad													0	36.40	-
63. NOTE PAD, (3"x4"), 100 sheets/pad	pad													0	52.00	-
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad													0	112.32	-
69. NOTE PAD, (2"x3"), 100 sheets/pad	pad													0	31.20	-
66. OIL, for general purpose, 120 mL	bottle					1								1	30.99	30.99
67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream	4		5	8	25	10	12		4		15		83	104.80	8,698.40
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream										6			6	56.06	336.36
70. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)	ream	2				15		8				15		40	145.60	5,824.00
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream					20								20	144.35	2,887.00
72. PAPER, for Plain Paper Copier, 254mm x 356mm (B4), 70gsm	ream	2			2	10	2		2			12		30	194.66	5,839.80
73. PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad	pad				3	3								6	20.57	123.42
74. PAPER, thermal, 210mm x 30M, 1/2" core	roll													0	36.40	-
75. PAPER, thermal, 216mm x 30M, 1/2" core	roll													0	37.44	-
76. PAPER, multicopy, 210mm x 297mm (A4), 80gsm	ream	5	10		5	19				5		13		57	139.32	7,941.24
80. TRACING PAPER, in rolls, 43" x 20" yards	roll													0		-
77. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack	ream					3								3	161.20	483.60
78. PAPER FASTENER, for paper, metal, 50 sets/box	box	5	5	2	6	19	3	4		12		4	1	61	82.04	5,004.44
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	3			2	10						5		20	15.60	312.00
80. PAPER CLIP, gem type, 32mm, 100s/box	box	3		2	10	10	2		5			3		35	8.84	309.40
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	1	1		7	11	3		3	1				27	24.89	672.03
82. PENCIL, mechanical, for 0.5mm lead	piece					20								20	18.20	364.00
83. PUSH PIN, flat head type, assorted colors, 100s/box	box							3						3	30.00	90.00
84. RECORD BOOK, 300 pages, Smyth sewn	book	1	2			13				1		4		21	50.44	1,059.24
85. RECORD BOOK, 500 pages, Smyth sewn	book	1			9	2		3	2			2		19	88.40	1,679.60
86. RIBBON, nylon, manual typewriter	spool													0	15.81	-
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				15	13				10				38	4.37	166.06
90. RING BINDER, (3/4"x44"), plastic	piece				15	13				10				38	12.48	474.24
91. RING BINDER, (1" x 44"), plastic	piece				15	10				10				35	12.48	436.80
92. RING BINDER, (2" x 44"), plastic	piece				15	10				10				35	28.13	984.55
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx	box					6								6	132.68	796.08
94. RULER, plastic, 300mm	piece		3		3	5				6	6			23	3.64	83.72
95. RULER, plastic, 450mm	piece					1								1	36.40	36.40
96. SIGN PEN, black	piece	7			16	22	1	3	17			9	1	76	41.48	3,152.48
97. SIGN PEN, blue	piece				8	17	5		8			11		49	41.48	2,032.52
98. SIGN PEN, red	piece				8				3					11	41.48	456.28
99. STAMP PAD INK, violet, 50mL	bottle	1												1	27.04	27.04
100. STAMP PAD, felt pad, min 60mm x 100mm	piece	1												1	24.96	24.96
101. STAPLE WIRE, standard, #35	box	6		1	5	32	1		7			4	2	58	25.98	1,506.84
108. STENCIL PAPER, ordinary, universal	quire													0		-
109. STENCIL INK, # 217, 400ml.	tube													0		-
102. TAPE, adding machine, GSP bond	roll					2								2	10.66	21.32
103. TAPE, masking, 24mm, 50 meters length	roll	3	5	2		31	3		3	5	5		1	58	41.60	2,412.80
104. TAPE, masking, 48mm, 50 meters length	roll					13			3	4	5			25	83.82	2,095.50
105. TAPE, transparent, 24mm, 50 meters	roll		2			10	25			11		5		53	10.87	576.11

106. TAPE, transparent, 48mm, 50 meters	roll					17			5		3			25	20.38	509.50
107. TAPE, packaging, 48mm, 50 meters length	roll					10	25		5		3			43	19.24	827.32
116. TIME CARD, for Seiko Time Recorder,100s/bndl	bundle													0		-
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	5	2			15	4		10		12			48	61.15	2,935.20
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					3					2			5	57.20	286.00
112. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll													0	166.40	-
														0		-
														0		-
														0		-
COMMON OFFICE DEVICES														0		-
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack					6								6	10.40	62.40
2. CUTTER, heavy duty	piece				2	9					2			13	27.04	351.52
3. PUNCHER, heavy duty	piece		1			5	2							8	114.40	915.20
4. SCISSORS, (6")	pair	3				12					1			16	18.72	299.52
5. SHARPENER, single cutterhead	piece	1				5	1							7	147.35	1,031.45
6. STAMPING DATER, self-inking stamp	piece		2											2	436.80	873.60
7. STAPLER, heavy duty, standard	piece	2	1		1	5	5							14	162.84	2,279.76
8. STAPLE REMOVER, twin jaws	piece		1			6								7	19.64	137.48
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece		2			2								4	40.23	160.92
10. WASTE BASKET, plastic	piece					9								9	20.99	188.91
														0		-
														0		-
														0		-
COMMON JANITORIAL SUPPLIES														0		-
1. BATHROOM SOAP, 70gms.	piece	8				8			8					24	14.56	349.44
2. BROOM, soft (tambo)	piece	3		1		9	1		5			1		20	119.60	2,392.00
3. BROOM, STICK (tingting)	piece		2			8			65		4			79	19.76	1,561.04
4. CLEANSER, powder, 350gms.	canister	2				15			10		5			32	17.32	554.24
5. DETERGENT POWDER, all purpose, 500gms.	pouch	4			10	30					8			52	17.16	892.32
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar	5				23			8		7			43	23.92	1,028.56
7. DISINFECTANT SPRAY, 400 grams net content	can	2				7			2	1	2			14	239.20	3,348.80
8. DUST PAN, non-rigid plastic, with detachable handle	piece	3				14					3			20	26.00	520.00
9. FLOOR WAX, paste, natural, 2kgs.	can													0	306.80	-
10. FLOOR WAX, paste, red, 2kgs.	can	2				4					1			7	306.80	2,147.60
11. FLOOR WAX, liquid type, 3.75L	can					15								15	331.50	4,972.50
12. FURNITURE CLEANER, 300ml/can min	can	2				3					2			7	112.32	786.24
13. INSECTICIDE, 600mL (420g) /can	can													0	116.48	-
14. MOPHANDLE, screw type, wooden handle	piece	5				7			3		2			17	83.20	1,414.40
15. MOPHEAD, 100% rayon, 400g	piece	5				7					2			14	71.76	1,004.64
16. RAG, COTTON, (7") in diameter	kilo	5		3		9					2			19	43.68	829.92
17. SCOURING PAD, economy size	pack	3				3			3					9	131.96	1,187.64
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	6		1		6	1				6			20	62.40	1,248.00
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	6				6			5	1	2			20	33.28	665.60
20. TRASHBAG, plastic, black, (XL)	roll	2				4					2			8	103.79	830.32
														0		-
														0		-
														0		-
LEGAL SIZE PAPER														0		-
1. PAPER, bond, Premium Grade	ream	8		7	5	26	2	5	2	4	20			79	119.22	9,418.38
2. PAPER, mimeo, Groundwood	ream													0	91.52	-
3. PAPER, mimeo, Whitewove	ream	12	53	5		108	5	51	20	3	29	5		291	120.02	34,925.82
4. PAPER, for PPC	ream	2				15								17	173.33	2,946.61
5. PAPER, multicopy, legal, for laser printing	ream	8	15	11	6	31	3		3	15	21			113	174.72	19,743.36
														0		-
														0		-
														0		-
COMMON OFFICE EQUIPMENT														0		-
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			1	2									3	7,953.92	23,861.76
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit													0	9,399.52	-
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													0	925.60	-
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit				3			6						9	341.12	3,070.08
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit				6									6	161.08	966.48
10. CHAIR, monobloc, without armrest,beige/white	unit		25	30										55	239.20	13,156.00
11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS	unit													0	19,552.00	-
12. ELECTRIC FAN, orbit type	unit													0	1,346.26	-
13. ELECTRIC FAN, with stand	unit		2		5	4		3						14	764.40	10,701.60
14. ELECTRIC FAN, wall type	unit			1										1	745.68	745.68
15. INDUSTRIAL FAN, 18" metal blade	unit				1									1	934.84	934.84
16. FACSIMILE TRANSCIEVER, 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				3									3	4,451.20	13,353.60
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			1										1	1,130.48	1,130.48
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		2											2	24,939.20	49,878.40
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				2									2	7,124.00	14,248.00
25. PRINTER, laser, 20ppm printing speed, 1200 x	unit		1	1										2	4,139.20	8,278.40

1200 dpi, with power cord, interface cable									0		-
software drivers and complete documentation, ML-2250									0		-
26. PRINTER, automatic data processing, impact	unit								0	30,992.00	-
dot matrix, 24-pins, 136 columns, complete w/									0		-
ribbons, cables and manual, Epson LQ-2190									0		-
27. PUNCHING/BINDING MACHINE, two(2) hand	unit								0	10,398.96	-
lever system, 34cm or 13" (24 holes) punching									0		-
width adjustable to any format, binds 425 sheets									0		-
or up to 2" thick, all metal construction									0		-
28. RADIO CASSETTE RECORDER, with AM/	unit		1						1	1,653.60	1,653.60
FM Radio									0		-
29. TIME RECORDER, (for attendance),	unit								0	6,188.00	-
electronic, stylish/compact design, large									0		-
display, 2-color ribbon, with dot matrix printer,									0		-
bell and buzzer, wall or desk mount, 220 volts									0		-
30. TYPEWRITER, manual, 15" carriage, pica/	unit								0		-
elite typecase, 46 keys, Philippine keyboard									0		-
metal casing, Olympia SG3N									0		-
31. TYPEWRITER, manual, 18" carriage, pica/	unit								0		-
elite typecase, 46 keys, Philippine keyboard									0		-
metal casing, Olympia SG3N									0		-
32. TYPEWRITER, manual, 24" carriage, pica/	unit								0		-
elite typecase, 46 keys, Philippine keyboard									0		-
metal casing, Olympia SG3N									0		-
30. UNINTERRUPTIBLE POWER SUPPLY(UPS)	unit		5						5	2,038.40	10,192.00
line interactive topology,with sealed maintenance									0		-
free batteries, 520VA-600VA									0		-
									0		-
									0		-
									0		-
									0		-
HANDBOOKS ON PROCUREMENT									0		-
HANDBOOK ON PUBLIC BIDDING DOCUMENTS,									0		-
8-1/2" x 11", offset printing, one color print, laminated									0		-
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								0	88.40	-
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th	piece								0	32.40	-
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece								0	13.52	-
HANDBOOK ON GENERIC PROCUREMENT	set								0	130.00	-
MANUAL (GPM), A-4 size(210mm x 297mm),									0		-
foldcote 12 w/ plastic lamination, one(1) set of four									0		-
(4) volumes as follows:									0		-
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		-
									0		-
OTHER CONSUMABLES									0		-
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						8											8	1,177.08	9,416.64
41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml	cart																	0	706.86	-
42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor, 11 ml	cart						4											4	1,374.96	5,499.84
43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet, 4 ml	cart																	0	589.86	-
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	3	1								3							7	984.30	6,890.10
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 LC67HYX, 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	-

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	-
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 EPL-5500	cart														0	3,112.02	-
178. TONER CARTRIDGE, Developer, Epson C13SO50010, for printer EPL-	cart														0	5,095.92	-
179. TONER CARTRIDGE, Developer, Epson C13SO50087, for printer EPL-	cart														0	5,194.86	-
180. TONER CARTRIDGE, Developer, Epson C13SO50166, 6K, for printer EPL-	cart														0	5,053.08	-
181. TONER CARTRIDGE, Developer, Epson C13SO50167, 3K, for printer EPL-	cart														0	3,211.98	-
182. TONER CARTRIDGE, Epson C13SO50440, Std Cap, for printer AL-	cart														0	5,389.68	-
183. TONER CARTRIDGE, Developer, Epson C13SO50520, 1.8K, for printer AL-	cart														0	3,542.46	-
184. TONER CARTRIDGE, Developer, Epson C13SO50521, 3.2K, for printer AL-	cart														0	5,241.78	-
185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model	cart														0	10,200.00	-

186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML-D3050	cart														0	6,987.00	-
187. TONER CARTRIDGE, Samsung Part No. ML T-D105L, for printer ML 2580n	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 ML	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 series	cart														0	1,142.40	-
193. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000	cart														0	1,129.14	-
194. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ	cart														0	119.34	-
195. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ	cart														0	344.76	-
196. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300	cart														0	1,224.00	-
197. RIBBON CARTRIDGE, Epson C13SO15577(#8766), for printer DFX-5000+/	cart														0	940.44	-
198. RIBBON CARTRIDGE, Epson C13SO15587, black for printer DLQ-	cart														0	1,030.20	-
199. RIBBON CARTRIDGE, Epson C13SO15589(S015337), for printer LQ-590	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)															0		-
Office Equipment and Accessories															0		-
1 Air Conditioning	unit					3									3	35,000.00	105,000.00
2 Front Desk Counter (Furniture)	unit								1						1	8,000.00	8,000.00
3 Wall Clock	pc		1												1	250.00	250.00
4 Book ends (Steel, Medium size)	pcs		10							10					20	100.00	2,000.00
5. Exhaust Fan/hood	unit	1						5							6	1,500.00	9,000.00
6. Cash Register Machine	unit	1													1	17,000.00	17,000.00
7. Water Dispenser	unit							3							3	5,000.00	15,000.00
8 Filing Tray Black	pcs						2								2	300.00	600.00
9.Photo copier Machine	unit	1													1	20,000.00	20,000.00
10.Multi-Tester (Analog)	unit									10					10	500.00	5,000.00
11. Screw Driver	set			1											1	120.00	120.00
12. Multi-Tester (Digital)	unit									10					10	300.00	3,000.00
															0		-
Office Supplies															0		-
1. Ink, Duplo	cart	19		3		1				3		3			29	1,535.16	44,519.64
2. Paper, master copier, 2 rolls/box	box	5													5	7,634.70	38,173.50
3. Double Sided Adhesive Tape 1"	pc					10									10	141.00	1,410.00
4 Laid Paper Canon Ivory Green 90gsm, legal	ream					2									2	500.00	1,000.00
5. Laid paper Canon Ivory Green 90 gsm short	ream					2									2	450.00	900.00
6 Ballpen, Panda, Black, 12s/box	box	4	5	2		6	2			2	1	2			24	75.00	1,800.00
7 Ballpen,Panda, Blue 12s/box	box	1				5									6	75.00	450.00
8 Paste redstone	tube					6						6			12	40.00	480.00
9 Correction Pen	pc		5			4				5					14	130.00	1,820.00
10. Ballpen, Panda Red 12s/box	box	2		2		2	2			2		2			12	75.00	900.00
11. Marker, Wyteboard refill ink	bot	2				4	2								8	135.00	1,080.00
12. Marker , Permanent twin tip	pc		5												5	70.00	350.00
13. Chalk, colored	box	8													8	55.00	440.00
14. Protractor	doz	2													2	120.00	240.00
15. Meter Stick	pc		4												4	60.00	240.00
16. Thumbtacks	box	20	3			55						150			228	10.00	2,280.00
16. Ruler Triangle	pc	24													24	15.00	360.00
17. Ballpen, Pilot, black, 12s/box	box		4												4	75.00	300.00
18. Cloth pin	pack	50				200						200			450	8.00	3,600.00

19. Compass Blackboard	pc		2										2	200.00	400.00
22. Corkboard with frame (18x24)	pc			1									1	285.00	285.00
Audio and visual presentation and composing equipment													0		-
1 Roll-up Projector Screen	unit					1							1	2,000.00	2,000.00
2. Lapel	unit								1				1	1,500.00	1,500.00
3. LCD	unit			1									1	5,000.00	5,000.00
4 Karaoke	unit			1									1	5,000.00	5,000.00
5. Microphone	unit			1									1	1,000.00	1,000.00
7													0		-
8													0		-
9													0		-
10													0		-
Photographic or filming or video equipment													0		-
1 Laminating Paper	roll	1											1	3,800.00	3,800.00
2 TV Set "	unit			1		1							2	10,000.00	20,000.00
3. DVD Player	unit			1									1	5,000.00	5,000.00
4													0		-
5													0		-
6													0		-
7													0		-
8													0		-
9													0		-
10													0		-
Cleaning Equipment and Supplies													0		-
1 Feather Duster	pc					6							6	20.00	120.00
2 Kiwi Glass Cleaner 250ml	bot		5			10			5				20	65.00	1,300.00
3 Toilet Bowl Brush	piece	3				5				10			18	17.60	316.80
4 Zonrox Bleach, non-colored	gal	2				5			1				8	130.00	1,040.00
5 Zonrox bleach, colored	gal	1				3			1				5	150.00	750.00
6 Downy Fabric conditioner,	pouch	5				5							10	32.00	320.00
7. Sponge	piece	3				5			2				10	15.00	150.00
8. Steel Wool	piece	3				5			2				10	15.00	150.00
9. Drain Cleaner	bottle	1				1							2	35.00	70.00
10. Dishwashing Liquid, Smart, big	pouch	20				20				10			50	17.00	850.00
11. Dishwashing Paste, Smart, big	canister	10				10				5			25	25.00	625.00
12. Vacuum Cleaner	unit					1							1	13,000.00	13,000.00
13. Wipe Computer Cleaning Cream	canister					8							8	250.00	2,000.00
14.Squeegee Glass Cleaner	pc					2							2	150.00	300.00
10													0		-
Paper Materials and Products													0		-
1 Class Card	pcs					30000							30000	0.60	18,000.00
2. Diploma	pcs					400							400	25.00	10,000.00
3. Registration Form	pcs					4000							4000	7.50	30,000.00
4. Transcript Form -Special Paper	pcs					3000							3000	7.50	22,500.00
5 Pre Cut Cartolina (red)	pack					50							50	9.00	450.00
6 Cut Cartolina (for card catalog)	reams	3								3			6	300.00	1,800.00
7. Certificates	pcs									100			100	20.00	2,000.00
8													0		-
9													0		-
10													0		-
Lighting and fixtures and accessories													0		-
1 Pryce Gas tank	unit	4				6			6				16	900.00	14,400.00
2. Electric Flat Iron	unit					1							1	500.00	500.00
3. Whiteboard	unit			5									5	1,950.00	9,750.00
4.													0		-
5													0		-

6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Electrical equipment and components and supplies														0		-
1 Extension wire	pc	1		1				1				1		4	150.00	600.00
2 Adaptors (Koten)	pc	2						2						4	60.00	240.00
3. PDX Wire	meter			48										48	35.00	1,680.00
4. CFL Bulb 18 watts	pcs			10										10	30.00	300.00
5														0		-
6														0		-
7			2											2		-
8														0		-
9														0		-
10														0		-
Computer Supplies														0		-
1 Ink cartridge, Canon Pixma PG810 black	cart	3		1		4						1		9	1,700.00	15,300.00
2 Ink Cartridge, Canon Pixma CL 811 color	cart	3				3						1		7	1,800.00	12,600.00
3 Ink Liquid Dye, Universal 1 liter black	bot	1	5	0		2						2		10	900.00	9,000.00
4. Ink Liquid Dye, Universal 1 liter, magenta	bot	1	2	0		1						2		6	900.00	5,400.00
5 Ink, Liquid Dye, Universal 1 liter, Cyan	bot	1	2	0		2						2		7	900.00	6,300.00
6 Ink liquid Dye, Universal, 1 liter , Yellow	bot	1	2	0		3						2		8	900.00	7,200.00
7. Ink Liquid Dye, 100ml, black	bot					5								5	100.00	500.00
8. Ink Liquid Dye, 100ml, Cyan	bot					5								5	100.00	500.00
9. Ink Liquid Dye, 100ml Yellow	bot					5								5	100.00	500.00
10. Ink Liquid Dye, 100ml Magenta	bot					5								5	100.00	500.00
11. Ink Cartridge Hp D2560 #60 black	cart		2			2			2	2				8	1,200.00	9,600.00
12 Ink Cartridge D2560 #60 tricolor	cart		2			1			1	1				5	1,500.00	7,500.00
13. Ink cartridge Ip2770 black	cart			5										5	1,000.00	5,000.00
14. Ink cartridge Ip2770 colored	cart			5										5	1,200.00	6,000.00
15. Ink Cartridge Hp 3325 colored	cart					1				1				2	1,800.00	3,600.00
16. INK CARTRIDGE, HP 3325 black	cart					2				2				4	1,500.00	6,000.00
17. Ink Refill, Inkman c 8728a black	boxes					6				6				12	400.00	4,800.00
18. Ink refill, Inkman c8728a colored	boxes					2				2				4	500.00	2,000.00
19. Ink Refill, Inkman C9351A #21 black	boxes		2											2	380.00	760.00
20. Ink Refill, Inkman C9352A #22 color	boxes		2											2	500.00	1,000.00
10														0		-
Computer Equipment and Accessories														0		-
1. Printer 3 in 1 (Copier-Scanner) Canon Pixma	unit	2		1	1	2			1					7	6,500.00	45,500.00
2 External Hardisk 1 TB	unit	1				1				1				3	3,500.00	10,500.00
3 Computer machine with accessories	set	1		0		2								3	30,000.00	90,000.00
4. Internet Connection /Installattion		1												1	5,000.00	5,000.00
5 Printer Canon 2700 series	unit	1												1	2,500.00	2,500.00
6 Computer Speaker	pc	2												2	700.00	1,400.00
7 Hp Deskjet D2460 Printer	unit													0	5,000.00	-
8. Memory	unit								2					2	800.00	1,600.00
9. Mother board	unit								1					1	2,500.00	2,500.00
10. Netbook	unit		2											2	15,000.00	30,000.00
11. Epson Printer LX 300+	unit				1									1	8,000.00	8,000.00
14. Laptop	unit			2										2	40,000.00	80,000.00
15. Computer system unit only with mouse , keyboard w/2gb DDR Amax	unit			20										20	11,500.00	230,000.00
16. Computer Keyboard	unit			10										10	500.00	5,000.00
17. Mouse	pc			10										10	250.00	2,500.00
18. 24 port Ethernet Hub Switch	unit			1										1	3,500.00	3,500.00
19. 40" LCD Monitor (Samsung/Sony)	unit			4										4	35,000.00	140,000.00
20. Breadborad with IC	unit			15										15	1,000.00	15,000.00

21. Breadboard Voltage Regulator	unit				5									5	1,500.00	7,500.00	
22. UTP Cable -Category 5	box				1									1	1,250.00	1,250.00	
23. RJ 45	box				1									1	500.00	500.00	
24.Computer Ink System	set				1									1	1,500.00	1,500.00	
	*Other Categories													0		-	
1. Chest Box GI sheet 12" x 16" x 30"	box								4					4	750.00	3,000.00	
2 Screw Flange #5 x 3" with nut	pcs								100					100	4.50	450.00	
3 Notarial Seal #24	box								6					6	120.00	720.00	
6 Soil Test Kit	set								3					3	1,500.00	4,500.00	
7. Vernier Caliper	pc								1	3			2	6	800.00	4,800.00	
8 Transect (50 m)	pcs								1					1	800.00	800.00	
9. Refractometer	pc								1					1	4,500.00	4,500.00	
10.Salinometer	pc								1					1	3,318.31	3,318.31	
11. Micrometer Caliper	pc	3								3				6	1,000.00	6,000.00	
12. Calibration of pH meter	pc									1				1	500.00	500.00	
13. Weighing Scale -50 kls	unit									5				5	150.00	750.00	
14. Sanitary Gloves	pc									20				20	10.00	200.00	
15. Mask	pc									25				25	10.00	250.00	
16. Moth Balls 75g	pack								16				16	32	12.00	384.00	
17. Top Loading Balance	unit	1												1	100,000.00	100,000.00	
18. pH Meter	unit		1						1					2	4,000.00	8,000.00	
19. Sodium Hydroxide	kg								10				10	20	90.00	1,800.00	
20. Essentials Oils	liter												2	2	300.00	600.00	
21. EDTA	kg												1	1	2,500.00	2,500.00	
22. Ethyl Alcohol	liter								2				2	4	500.00	2,000.00	
23. Methyl Alcohol	L								2				2	4	500.00	2,000.00	
24.Calcium Chloride	kg												1	1	1,000.00	1,000.00	
25.Copper (II) Sulfate Pentahydrate	kg								1					1	1,000.00	1,000.00	
26. Potassium Sodium Tartrate Tetra Hydrate	kg								1					1	1,000.00	1,000.00	
27.Anhydrous Sodium Carbonate	kg								1					1	1,000.00	1,000.00	
28.Sodium Citrate	kg				1									1	1,000.00	1,000.00	
29. Phenolphthallen	kg		1											1	1,500.00	1,500.00	
30. Dye (assorted)	kg											1		1	500.00	500.00	
31. Glacial Acetic Acid	liter											4		4	150.00	600.00	
32. Potassium Dichromate	kg								1					1	1,500.00	1,500.00	
33. Potassium Hydrogen Phthalate	kg								1					1	1,500.00	1,500.00	
34.Ormalin	L								1					1	1,500.00	1,500.00	
35. Plain Slide	boxes								1			1		2	500.00	1,000.00	
36. Cover Slip	boxes								1			1		2	120.00	240.00	
37. Disecting Set	set								1			1		2	2,000.00	4,000.00	
38. Prepared Slide	box								5		5		5	20	150.00	3,000.00	
39. Front Desk Counter (Furniture)	unit								1					1	8,000.00	8,000.00	
40. Graphing Board	unit	1												1	1,000.00	1,000.00	
41. Whiteboard 1x3x4	piece				1									1	800.00	800.00	
42. Conference table (wood)	unit				1									1	8,556.84	8,556.84	
43. Photocopying of documents	pcs	100	50	50	50	150	50	50	50	50	50	100	200	100	1000	2.00	2,000.00
44. Soup Spoons	piece	50				50								100	25.00	2,500.00	
45. Chaffing Dish	piece	1				1								2	3,000.00	6,000.00	
46. Colored Table napkins	piece	50												50	20.00	1,000.00	
47. Table Runners	piece	50												50	40.00	2,000.00	
48. Saucer	piece	50												50	35.00	1,750.00	
49. Soup Bowls	piece	50												50	50.00	2,500.00	
50. Bread & Butter plate	set	50												50	70.00	3,500.00	
51. Plate Rock	piece	10												10	250.00	2,500.00	
52. Glass Rack	piece	10												10	200.00	2,000.00	
53. High Ball Glass	piece	50												50	65.00	3,250.00	
54. Dessert Spoons	piece	50												50	15.00	750.00	
55. Dessert Pork	piece	50												50	15.00	750.00	

56. Table Cloth (round) white	piece	10										10	150.00	1,500.00
57. Pressure Cooker	unit	1										1	5,000.00	5,000.00
58. Pot Holder	piece	3			5				2			10	10.00	100.00
59. Three (3) Compartment sink	unit	1										1	6,500.00	6,500.00
60. Griddle	unit	1										1	3,500.00	3,500.00
61. Coffee percolator	unit	1										1	2,500.00	2,500.00
62. Kneader/Kneading Machine	unit				1							1	3,500.00	3,500.00
63. Chopping Board Plastic	piece	4			4				2			10	50.00	500.00
64. Heavy Duty Stove	unit	1										1	5,000.00	5,000.00
65. Hand Towel	piece	3			5					2		10	16.84	168.40
66. Stouchnaya	bottle				1							1	800.00	800.00
67. Tanduay Rhum	bottle				1							1	75.00	75.00
68. Gilbeys Gin	bottle				1							1	175.00	175.00
69. Tequila Sose Cuervo	bottle				1							1	600.00	600.00
70. Fundador Brandy	bottle				1							1	530.00	530.00
71. Johnny Walker Black	bottle				1							1	800.00	800.00
72. Malibu	bottle				1							1	600.00	600.00
73. Kahlua	bottle				1							1	600.00	600.00
74. Baileys	bottle				1							1	600.00	600.00
75. Lime Juice	bottle				1							1	150.00	150.00
76. Grenadine	bottle				1							1	200.00	200.00
77. Blue Curacao	bottle				1							1	200.00	200.00
78. Triple Sec	bottle				1							1	200.00	200.00
79. Carlo Rossi (red)	bottle				1							1	250.00	250.00
80. Carlo Rossi (white)	bottle				1							1	300.00	300.00
81. Novolino	bottle				1							1	250.00	250.00
82. Carrafe Carlo Rossi	bottle				1							1	300.00	300.00
83. Caraffe Carlo Rossi (w)	bottle				1							1	300.00	300.00
84. Flairing Bottles	bottle				4							4	450.00	1,800.00
85. Tonic H2O	bottle				10							10	20.00	200.00
86. Soda Hu	can				10							10	20.00	200.00
87. Orange Juice	pack				1							1	400.00	400.00
88. Mango Juice	pack				1							1	100.00	100.00
89. P/Apple Juice	pack				1							1	100.00	100.00
90. Strawberry Juice	pack				1							1	100.00	100.00
91. Nestea Powder, big	pack				1							1	170.00	170.00
92. Reservation Rack	piece	1										1	2,600.00	2,600.00
93. Key Rack	piece	2										2	293.60	587.20
94. Roomboy's Cart or Trolley	unit	1										1	17,570.00	17,570.00
95. Compartment Food tray	unit	50										50	150.00	7,500.00
96. Rice cooker, big	unit	1										1	5,000.00	5,000.00
97. Commercial Oven (Baking)	unit	1										1	30,000.00	30,000.00
98. Hot & Cold Kitchen -HRM Professional Courses Books	piece	2										2	500.00	1,000.00
99. Legal Aspect of Service -HRM Professional Courses Books	piece	2										2	500.00	1,000.00
100. Food Processing-HRM Professional Courses Books	piece	2										2	500.00	1,000.00
101. Curtain (yellow green/ Sky blue)	dozen			1						1		2	2,000.00	4,000.00
102. Amoxicillin 500mg	capsule	500			250				250			1000	8.00	8,000.00
103. Mefenamic Acid 5mg	capsule	500			500				500		500	2000	5.00	10,000.00
104. Paracetamol (Biogesic)	tablet	1000			1000				1000			3000	5.00	15,000.00
105. Buscupan	tablet	100			100				100			300	23.00	6,900.00
106. Decolgen	tablet	1000			500							1500	6.00	9,000.00
107. Antamin	tablet	200			100				100		100	500	3.50	1,750.00
108. Cefroxime 500mg	capsule	25			25				25			75	30.00	2,250.00
109. Claritin/Loratidine 10mg	tablet	100							100			200	28.00	5,600.00
110. Cloxacilling 500mg	capsule	100			100				100			300	28.00	8,400.00
111. Metronidazole 5mg	tablet	100										100	15.00	1,500.00
112. Cefalexin 500mg	capsule	300			300				200		200	1000	8.00	8,000.00

113. Cotrimoxazole forte	tablet	500							500				1000	6.00	6,000.00
114. Kremil-S	tablet	500				100			200			200	1000	6.00	6,000.00
115. Ambroxol 30mg	tablet	200				100			100			100	500	10.00	5,000.00
116. Carbocistiene 500mg	capsule	200				100			100			100	500	11.00	5,100.00
117. Catapres 75mg	tablet	25				25			25			25	100	22.00	2,200.00
118. Loperamide 2mg	tablet	200				300			300			200	1000	3.50	3,500.00
119. Celebrex(celecoxib) 200mg	capsule	25				25			25			25	100	38.00	3,800.00
120. Seretide/Symbicort Tubuhaler 160mcg//45mcg /Ventolin Inhaler	pc	2											2	1,700.00	3,400.00
121. Vitamic C	tablet					800			700				1500	5.50	8,250.00
122. Combivent Nebule	nebule	12											12	35.00	420.00
123. Omega Pain Killer 120ml	bottle	3				3			3			3	12	30.00	360.00
124. Sterilized gauge pad	box					1							1	500.00	500.00
125. Montelukast 10mg with Antihistamine	tablet	50				25			25				100	32.00	3,200.00
126. Vick Vaporub	pcs	3				3			3			3	12	30.00	360.00
127. Surgical Mask	box	1											1	500.00	500.00
128. Latex Examination Gloves (Small)	box	1											1	700.00	700.00
129. Mineral Water	gallon	6				6			6			6	24	60.00	1,440.00
130. Garment Case	unit					1							1	5,000.00	5,000.00
131. Trophies	pcs								50				50	150.00	7,500.00
132. Boysen Latex paint	gal								5				5	450.00	2,250.00
133. Boysen Enamel Paint	gal								5				5	500.00	2,500.00
134. Basketball Molten GG7	pcs								5				5	1,200.00	6,000.00
135. Volleyball Mikasa	pcs								10				10	2,000.00	20,000.00
136. Badminton Shuttle Cock	tube								5				5	500.00	2,500.00
137. Table Tennis Ball	pcs								21				21	20.00	420.00
138. Tennis Racket Prince	pcs								3				3	3,000.00	9,000.00
139. Cone Marker	dozen								2				2	1,500.00	3,000.00
140. Wheel Borrow	unit				3								3	2,000.00	6,000.00
141. Knapsack Sprayer	unit				2								2	2,500.00	5,000.00
142 Orocan Chest & Drawer(plastic)	unit					2							2	2,000.00	4,000.00
143. Grass Chopper	unit				1								1	10,000.00	10,000.00
144. Office Table	unit				2								2	1,500.00	3,000.00
															-

***GRAND TOTAL: 2,238,365.29
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 223,836.53
APPROVED BUDGET:

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

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by: HADJIE C. RUZGAL Property/Supply Officer
Certified Funds Available: NENA A. SALLADOR Accountant
Approved: DANILO E. ABAYON, PhD Head of Office/Agency

Date Prepared: October 28,2011