

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

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
  - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
  - c. Surigao Del Norte - **Surigao Del Norte**
  - d. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at [app@procurementservice.org](mailto:app@procurementservice.org)
7. 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.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: Binangonan Campus  
 Region: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Contact Person: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 E-mail : \_\_\_\_\_  
 Telephone/Mobile Nos: \_\_\_\_\_

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																	
<b>COMMON ELECTRICAL SUPPLIES</b>																	
1. BALLAST, 18 watts	piece														0	67.27	-
2. BALLAST, 36 watts	piece														0	72.54	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	24	12	12	8	4	4	8	4	4	8	4	4	96	36.40	3,494.40	
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	1	1	1	1	1	1	1	1	1	1	1	1	12	14.56	174.72	
5. BATTERY, size D, alkaline, 2 pcs./packet	packet	1	1						1	1				4	68.12	272.48	
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set	2	2	2	2	2	2	2	2	2	2	2	2	24	280.54	6,732.96	
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	2	2	2	2	2	2	2	2	2	2	2	2	24	368.94	8,854.56	
8. FLUORESCENT LAMP, tubular, 18 watts	piece	4	4	4	4	4	4	4	4	4	4	4	4	48	32.14	1,542.72	
9. FLUORESCENT LAMP, tubular, 36 watts	piece	4	4	4	4	4	4	4	4	4	4	4	4	48	33.85	1,624.80	
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	103.79	2,490.96	
11. FUSE, 30 amperes	piece	1	1	1	1	1	1	1	1	1	1	1	1	12	10.35	124.20	
12. FUSE, 60 amperes	piece	1	1	1	1	1	1	1	1	1	1	1	1	12	25.48	305.76	
13. STARTER, 4-40 watts	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	3.73	89.52	
14. TAPE, electrical	roll	1	1	1	1	1	1	1	1	1	1	1	1	12	18.20	218.40	
<b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>																	

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
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	10	10	10	10	10	10	10	10	10	10	10	10	10	120	50.84	6,100.80
10. COMPACT DISK DRIVE CLEANER	piece	1	1	1	1	1	1	1	1	1	1	1	1	1	12	64.22	770.64
11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	3	3	3	3	3	3	3	3	3	3	3	3	3	36	8.79	316.44
12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	12	6	6	12	6	6	12	6	6	12	6	6	96	96	16.62	1,595.52
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	3	3	3	3	3	3	3	3	3	3	3	3	36	36	11.70	421.20
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	3	3	3	3	3	3	3	3	3	3	3	3	36	36	19.96	718.56
15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece	12	6	6	6	3	3	12	6	6	6	3	3	72	72	292.08	21,029.76
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece													0	0	468.00	-
17. INK CARTRIDGE, HP 51645A (HP 45)	cart													0	0	1,216.86	-
18. INK CARTRIDGE, HP C6615DA (HP 15)	cart													0	0	1,149.54	-
19. INK CARTRIDGE, HP C1823DA (HP 23)	cart													0	0	1,489.20	-
20. INK CARTRIDGE, HP C6625A (HP 17)	cart													0	0	1,250.52	-
21. INK CARTRIDGE, HP C6578A/D (HP 78)	cart													0	0	1,352.52	-
22. INK CARTRIDGE, HP C6614D (HP 20)	cart													0	0	1,344.36	-
23. INK CARTRIDGE, HP C4844A (HP 10)	cart													0	0	1,402.50	-
24. INK CARTRIDGE, HP C8727AA (HP 27)	cart													0	0	743.58	-
25. INK CARTRIDGE, HP C8728AA (HP 28)	cart													0	0	873.12	-
26. INK CARTRIDGE, HP C6656AA (HP 56)	cart													0	0	810.90	-
27. INK CARTRIDGE, HP C6657AA (HP 57)	cart													0	0	1,352.52	-
28. INK CARTRIDGE, HP C9351AA (HP 21)	cart													0	0	615.06	-
29. INK CARTRIDGE, HP C9352AA (HP 22)	cart													0	0	708.90	-
30. INK CARTRIDGE, HP C8765WA (HP 94)	cart													0	0	820.08	-
31. INK CARTRIDGE, HP C8766WA (HP 95)	cart													0	0	984.30	-
32. INK CARTRIDGE, HP C9361WA (HP 93)	cart													0	0	787.44	-
33. INK CARTRIDGE, HP C9362WA (HP 92)	cart													0	0	588.54	-
34. INK CARTRIDGE, HP CB314A (HP 900), black	cart													0	0	256.02	-
35. INK CARTRIDGE, HP CB315A (HP 900), tri-color	cart													0	0	329.46	-
36. INK CARTRIDGE, Epson TO17	cart													0	0		-
37. INK CARTRIDGE, Epson TO18	cart													0	0		-
38. INK CARTRIDGE, Lexmark # 27, colored	cart													0	0	1,173.00	-
39. INK CARTRIDGE, Lexmark # 17, black	cart													0	0	984.30	-

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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	12	6	6	12	6	6	12	6	6	12	6	6	96	76.75	7,368.00	
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	-
<b>COMMON OFFICE SUPPLIES</b>																	
1. ACETATE, gauge #3, 50m in length	roll	8	4	4	4	2	2	8	4	4	4	2	2	48	603.20	28,953.60	
2. AIR FRESHENER, 280mL/can	can	16	8	8	16	8	8	16	8	8	16	8	8	128	92.56	11,847.68	
3. ALCOHOL, 70%, ethyl	bottle	12	6	6	12	6	6	12	6	6	12	6	6	96	37.70	3,619.20	
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	-	

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6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box	2						2						4	349.44	1,397.76
7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	2						2						4	364.00	1,456.00
8. CARTOLINA, assorted color, 20s/pack	pack	2	1	1				2	1	1				8	72.80	582.40
9. CARTOLINA, white, 20s/pack	pack	2	1	1				2	1	1				8	57.20	457.60
10. CHALK, white, dustless, 100 pcs/box	box	24	12	12	12	6	6	24	12	12	12	6	6	144	34.81	5,012.64
11. CLIP, bulldog (3")	piece	2						2						4	8.42	33.68
12. CLIP, backfold, 25mm, 12s/box	box	2						2						4	15.60	62.40
13. CLIP, backfold, 50mm, 12s/box	box													0	43.68	-
14. CLIP, backfold, 19mm, 12s/box	box	2						2						4	7.54	30.16
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	12	6	6				12	6	6				48	9.82	471.36
22. DATA FILE BOX, (5"x9"x15-3/4")	box	2						2						4	64.47	257.88
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	6	3	3	6	3	3	6	3	3				36	67.07	2,414.52
24. ENVELOPE, documentary (10"x15"), 500s/box	box	2						2						4	560.56	2,242.24
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box													0	675.86	-
26. ENVELOPE, mailing white, 500s/box	box	3	1	1										5	159.78	798.90
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													0	39.81	-
30. ENVELOPE, documentary, A4, 500s/box	box													0	526.24	-
31. ERASER, blackboard/whiteboard	piece													0	11.44	-
32. ERASER, rubber	piece	12	6	6	2	1	1	6	3	3	2	1	1	44	4.68	205.92
33. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	6	3	3				6	3	3				24	83.20	1,996.80
34. FOLDER, pressboard, plain, legal, 100s/box	pack													0	851.64	-
35. FOLDER, tagboard, legal size, 100s/box	pack	6	3	3				4	2	2				20	413.92	8,278.40
36. FOLDER, tagboard, A4 size, 100s/box	pack													0	253.76	-
37. FOLDER, morocco/fancy, legal size, 50s/pack	pack													0	301.60	-
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle													0	312.00	-
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													0	228.80	-
41. GLUE, all purpose, 300 grams min.	jar	12	6	6				6	3	3				36	37.43	1,347.48
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece													0	32.97	-
43. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack	4	2	2	2	1	1	4	2	2	2	1	1	24	44.45	1,066.80
44. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack	1	1	1				1	1	1				6	99.84	599.04
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box	1	1	1				1	1	1				6	41.50	249.00
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	1	1	2	1	1	2	1	1	2	1	1	16	67.60	1,081.60
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	4	2	2	2	1	1	4	2	2				20	44.61	892.20

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51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece													0	49.56	-
52. MAP PIN, round head, 100s/box	box	2	1	1	2	1	1	2	1	1				12	36.40	436.80
53. MARKER, fluorescent, 3 colors/set	set	8	4	4				8	4	4				32	41.60	1,331.20
54. MARKING PEN, whiteboard, black	piece	24	12	12	12	6	6	24	12	12	12	6	6	144	15.08	2,171.52
55. MARKING PEN, whiteboard, blue	piece	2	1	1	2	1	1	2	1	1	2	1	1	16	15.08	241.28
56. MARKING PEN, whiteboard, red	piece	2	1	1	2	1	1	2	1	1	2	1	1	16	15.08	241.28
57. MARKER, permanent, black	piece	12	6	6	2	1	1	2	1	1	2	1	1	36	13.50	486.00
58. MARKER, permanent, blue	piece	2	1	1	2	1	1	2	1	1				12	13.50	162.00
59. MARKER, permanent, red	piece	6	3	3				2	1	1				16	13.50	216.00
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	4	2	2	4	2	2	4	2	2				24	36.40	873.60
63. NOTE PAD, (3"x4"), 100 sheets/pad	pad													0	52.00	-
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad	12	6	6	2	1	1	4	2	2				36	112.32	4,043.52
69. NOTE PAD, (2"x3"), 100 sheets/pad	pad													0	31.20	-
66. OIL, for general purpose, 120 mL	bottle	4	2	2				4	2	2				16	30.99	495.84
67. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream	24	12	12	6	3	3	24	12	12	6	3	3	120	104.80	12,576.00
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream													0	56.06	-
70. PAPER, mimeo,WhiteWove, 210mm x 297mm (A4)	ream	2	1	1	2	1	1	2	1	1	2	1	1	16	145.60	2,329.60
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream													0	144.35	-
72. PAPER, for Plain Paper Copier, 254mm x 356mm(B4), 70gsm	ream													0	194.66	-
73. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad	1	1					1	1					4	20.57	82.28
74. PAPER, thermal,210mmx30M, 1/2" core	roll													0	36.40	-
75. PAPER, thermal, 216mmx30M, 1/2" core	roll													0	37.44	-
76. PAPER,multicopy, 210mm x 297mm(A4), 80gsm	ream	16	8	8	4	2	2	16	8	8	4	2	2	80	139.32	11,145.60
77. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream	2	1	1				2	1	1				8	161.20	1,289.60
78.PAPER FASTENER, for paper, metal, 50 sets/box	box	12	6	6	6	3	3	6	3	3				48	82.04	3,937.92
79.. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	12	3	3	1	1	1	6	3	3				33	15.60	514.80
80. PAPER CLIP, gem type, 32mm, 100s/box	box	6	3	3										12	8.84	106.08
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	6	3	3	2	1	1	2	1	1				20	24.89	497.80
82. PENCIL, mechanical, for 0.5mm lead	piece													0	18.20	-
83. PUSH PIN, flat head type, assorted colors, 100s/box	box	6	3	3	2	1	1	4	2	2				24	30.00	720.00
84. RECORD BOOK, 300 pages, smyth sewn	book	2	2	2	2	2	2	2	2	2	2	2	2	24	50.44	1,210.56
85. RECORD BOOK, 500 pages, smyth sewn	book	24	12	12	4	2	2	4	2	2	2	1	1	68	88.40	6,011.20
86. RIBBON, nylon, manual typewriter	spool				45						45			90	15.81	1,422.90
87. RIBBON, nylon, for Kitano Bundy Clock	piece	1			1			1			1			4	644.80	2,579.20
88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													0	468.00	-
89. RING BINDER, (1/2"x44"), plastic	piece	35			3			6			3			47	4.37	205.39
90. RING BINDER, (3/4"x44"), plastic	piece	30												30	12.48	374.40
91. RING BINDER, (1" x 44"), plastic	piece	30												30	12.48	374.40
92. RING BINDER, (2" x 44"), plastic	piece	30												30	28.13	843.90
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	4	2	2				4	2	2				16	132.68	2,122.88
94. RULER, plastic, 300mm	piece	4	2	2				2	1	1				12	3.64	43.68
95. RULER, plastic, 450mm	piece													0	36.40	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
96. SIGN PEN, black	piece	30	15	15	12	6	6	12	6	6	12	6	6	132	41.48	5,475.36
97. SIGN PEN, blue	piece													0	41.48	-
98. SIGN PEN, red	piece	4	2	2				4	2	2				16	41.48	663.68
99. STAMP PAD INK, violet, 50mL	bottle	6	3	3	1	1	1	1	1	1	1	1	1	21	27.04	567.84
100. STAMP PAD, felt pad, min 60mm x 100mm	piece	12						4						16	24.96	399.36
101. STAPLE WIRE, standard, #35	box	24	6	3	2	1	1	2	1	1	2	1	1	45	25.98	1,169.10
102. TAPE, adding machine, GSP bond	roll													0	10.66	-
103. TAPE, masking, 24mm, 50 meters length	roll	12	6	6	2	2	2	2	2	2	2	2	2	42	41.60	1,747.20
104. TAPE, masking, 48mm, 50 meters length	roll	12	6	6				2	2	2				30	83.82	2,514.60
105. TAPE, transparent, 24mm, 50 meters	roll	12	6	6	1	1	1	2	2	2	1	1	1	36	10.87	391.32
106. TAPE, transparent, 48mm, 50 meters	roll	12	6	6				2	2	2				30	20.38	611.40
107. TAPE, packaging, 48mm, 50 meters length	roll	12	6	6				2	2	2				30	19.24	577.20
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	12	6	6	12	6	6	12	6	6	12	6	6	96	61.15	5,870.40
111. TWINE, plastic, one kilo per roll	roll													0	57.20	-
112. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll													0	166.40	-
<b>COMMON OFFICE DEVICES</b>																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	2	1	1				2	1	1				8	10.40	83.20
2. CUTTER, heavy duty	piece	4	2	2				2	1	1				12	27.04	324.48
3. PUNCHER, heavy duty	piece	4	2	2										8	114.40	915.20
4. SCISSORS, (6")	pair	12	6	6				4	2	2				32	18.72	599.04
5. SHARPENER, single cutterhead	piece	2	1	1				1	1					6	147.35	884.10
6. STAMPING DATER, self-inking stamp	piece	1												1	436.80	436.80
7. STAPLER, heavy duty, standard	piece	12	6	3	1	1	1	2	1	1				28	162.84	4,559.52
8. STAPLE REMOVER, twin jaws	piece	6	3	3				1	1	1				15	19.64	294.60
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	4	2	2										8	40.23	321.84
10. WASTE BASKET, plastic	piece	4	2	2				2	1	1				12	20.99	251.88
<b>COMMON JANITORIAL SUPPLIES</b>																
1. BATHROOM SOAP, 70gms.	piece	16	8	8	16	8	8	16	8	8	16	8	8	128	14.56	1,863.68
2. BROOM, soft (tambo)	piece	6	3	3	2	1	1	2	1	1	2	1	1	24	119.60	2,870.40
3. BROOM, STICK (tingting)	piece	4	2	2	2	1	1	2	1	1	2	1	1	20	19.76	395.20
4. CLEANSER, powder, 350gms.	canister	18	9	9	18	9	9	18	9	9	18	9	9	144	17.32	2,494.08
5. DETERGENT POWDER, all purpose, 500gms.	pouch	12	6	6	12	6	6	12	6	6	12	6	6	96	17.16	1,647.36
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar	6	3	3	6	3	3	6	3	3	6	3	3	48	23.92	1,148.16
7. DISINFECTANT SPRAY, 400 grams net content	can	12	6	6	12	6	6	12	6	6	12	6	6	96	239.20	22,963.20
8. DUST PAN, non-rigid plastic, with detachable handle	piece	18	9	9	18	9	9	18	9	9	18	9	9	144	26.00	3,744.00
9. FLOOR WAX, paste, natural, 2kgs.	can													0	306.80	-
10. FLOOR WAX, paste, red, 2kgs.	can	6	3	3	6	3	3	6	3	3	6	3	3	48	306.80	14,726.40
11. FLOOR WAX, liquid type, 3.75L	can	12	6	6	12	6	6	12	6	6	12	6	6	96	331.50	31,824.00
12. FURNITURE CLEANER, 300mL/can min	can	6	3	3	6	3	3	6	3	3	6	3	3	48	112.32	5,391.36
13. INSECTICIDE, 600mL (420g) /can	can	6	3	3	6	3	3	6	3	3	6	3	3	48	116.48	5,591.04
14. MOPHANDLE, screw type, wooden handle	piece	4	2	2	4	2	2	4	2	2	4	2	2	32	83.20	2,662.40

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15. MOPHEAD, 100% rayon, 400g	piece	12	6	6	12	6	6	12	6	6	12	6	6	96	71.76	6,888.96
16. RAG, COTTON, (7") in diameter	kilo	6	3	3	6	3	3	6	3	3	6	3	3	48	43.68	2,096.64
17. SCOURING PAD, economy size	pack	1	1	1	1	1	1	1	1	1	1	1	1	12	131.96	1,583.52
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	12	6	6	12	6	6	12	6	6	12	6	6	96	62.40	5,990.40
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	18	9	9	18	9	9	18	9	9	18	9	9	144	33.28	4,792.32
20. TRASHBAG, plastic, black, (XL)	roll	20	12	12	20	12	12	20	12	12	20	12	12	176	103.79	18,267.04
<b>LEGAL SIZE PAPER</b>																
1. PAPER, bond, Premium Grade	ream	40	20	20	10	10	10	10	10	10	10	10	10	170	119.22	20,267.40
2. PAPER, mimeo, Groundwood	ream													0	91.52	-
3. PAPER, mimeo, Whitewove	ream	12	6	6	2	1	1	12	6	6	2	1	1	56	120.02	6,721.12
4. PAPER, for PPC	ream													0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream	6	3	3	6	3	3	6	3	3	6	3	3	48	174.72	8,386.56
<b>COMMON OFFICE EQUIPMENT</b>																
1. AIRPOT, 4.0 liters, w/ dispenser	unit													0	1,144.00	-
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit													0	7,953.92	-
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	1												1	13,497.12	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	2						2						4	12,155.52	48,622.08
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													0	341.12	-
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit	6	3	3										12	161.08	1,932.96
10. CHAIR, monobloc, without armrest,beige/white	unit													0	239.20	-
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	2	2	2	2	2	2	2	2	2	2	2	2	24	1,346.26	32,310.24
13. ELECTRIC FAN, with stand	unit	2						2						4	764.40	3,057.60
14. ELECTRIC FAN, wall type	unit	2			2			2			2			8	745.68	5,965.44
15. INDUSTRIAL FAN, 18" metal blade	unit	4												4	934.84	3,739.36
16. FACSIMILE TRANSCIEIVER, uses thermal paper 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm,	unit													0	4,451.20	-





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<b>HANDBOOKS ON PROCUREMENT</b>																	
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated																	
kromcote cover, newsprint inside pages, perfect binding for:																	
a. Procurement of Goods & Services, 110-115 pages	piece													0	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 Edition), 6" x 9", 228 pages,	piece													0	32.40	-	
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece													0	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													0	130.00	-	
Volume I (103 pages) - white color																	-
Volume II (138 pages) - light blue color																	-
Volume III (124 pages) - light yellow color																	-
Volume IV (118 pages) - light green color																	-
<b>OTHER CONSUMABLES</b>																	
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	-

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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													0	1,177.08	-
41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml	cart													0	706.86	-
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	-
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 LC67HY, 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 C13T028091, black, for printer Stylus C60/CX3100	cart													0	1,138.32	-
71. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/ C50/ CX3100	cart													0	1,039.38	-

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72. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/ CX5100	cart													0	1,228.08	-
73. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80	cart													0	586.50	-
74. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80	cart													0	586.50	-
75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80	cart													0	586.50	-
76. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX	cart													0	482.46	-
77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)	cart													0	850.68	-
78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX	cart													0	755.82	-
79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100	cart													0	534.48	-
80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100	cart													0	534.48	-
81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100	cart													0	534.48	-
82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83	cart													0	614.04	-
83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83	cart													0	378.42	-
84. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83	cart													0	378.42	-
85. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83	cart													0	378.42	-
86. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67	cart													0	628.32	-
87. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	482.46	-
88. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
89. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900	cart													0	288.66	-
92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900	cart													0	288.66	-
93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900	cart													0	288.66	-
94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900	cart													0	288.66	-
95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW	cart													0	849.66	-

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96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW	cart													0	566.10	-
97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW	cart													0	566.10	-
98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW	cart													0	566.10	-
99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap	cart													0	566.10	-
100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack	cart													0	943.50	-
101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
109. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	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 - 141	cart													0	302.94	-
124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141	cart													0	302.94	-
125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143	cart													0	576.30	-
126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143	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	-

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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-5700L/5800	cart													0	5,095.92	-

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179. TONER CARTRIDGE, Developer, Epson C13S050087, for printer EPL-5900/5900L	cart													0	5,194.86	-
180. TONER CARTRIDGE, Developer, Epson C13S050166, 6K, for printer EPL-6200	cart													0	5,053.08	-
181. TONER CARTRIDGE, Developer, Epson C13S050167, 3K, for printer EPL-6200/6200L	cart													0	3,211.98	-
182. TONER CARTRIDGE, Epson C13S050440, Std Cap, for printer AL-M2010D/DN	cart													0	5,389.68	-
183. TONER CARTRIDGE, Developer, Epson C13S050520, 1.8K, for printer AL-M1200	cart													0	3,542.46	-
184. TONER CARTRIDGE, Developer, Epson C13S050521, 3.2K, for printer AL-M1200	cart													0	5,241.78	-
185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545	cart													0	10,200.00	-
186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML-D3050 / ML-D3051	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 D2851ND	cart													0	4,768.50	-
189. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung ML 1660	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 300/300+II & 580	cart													0	119.34	-
195. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ 670/680/680Pro	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+/ 8000/8500 Black Ribbon (S015055)	cart													0	940.44	-
198. RIBBON CARTRIDGE, Epson C13SO15587, black for printer DLQ-3000/3000+/3500	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 6200/6200L	cart													0	3,391.50	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																
<b>Office Equipment and Accessories</b>																
Conference table with chairs	set	2					1							3	7000	21,000.00
High Chair	unit	4												4	1000	4,000.00
Office Table	sets	5					6							11	6000	66,000.00
Swivel Chair	unit	5					2							7	3000	21,000.00
whiteboard (2ftx4ft)	unit	2					4							6	800	4,800.00
Door Closer	pcs	2												2	1500	3,000.00
Door Knob	pcs	2												2	500	1,000.00
Visitor Chair							2							2	2500	5,000.00
														0		-
														0		-
<b>Office Supplies</b>																
Ballpoint Pen, Fine point,Black	bx.	2					2							4	100	400.00
Ballpoint Pen, Fine point,red	pcs.	24												24	5	120.00
Bookpaper(Metro) Long Substance 20	rms	30					30							60	200	12,000.00
Bookpaper(Metro) Short Substance 20	rms	30					30							60	200	12,000.00
Plastic envelope w/ self-metal locked	pcs.	28					100							128	28	3,584.00
Cartolina for class cards	pcs	750												750	5	3,750.00
Cartolina for Registration forms	pcs	750												750	5.5	4,125.00
Special paper, transcript of record	pcs	1000												1000	17.00	17,000.00
I.D Library	pcs	3000												3000	20.00	60,000.00
Colored Bond paper legal size (assorted)	ream	1												1		-
<b>Audio and visual presentation and composing equipment</b>																
Swivel Chair	unit	4												4	3,000.00	12,000.00
Teacher Tables	unit	6												6	1,000.00	6,000.00
Uniform Bookshelves	unit	6												6	4,000.00	24,000.00
Airconditioning Unit (2HP)	unit	6					6							12	25,000.00	300,000.00
TV Audio Visual	unit	2												2	10,000.00	20,000.00
DVD Audio Visual	unit	2												2	2,000.00	4,000.00
Desktop Computer, non branded Intel Processor	set				15						15			30	25,000.00	750,000.00
Open layer Six layer Steel Shelf	unit	2												2	8,000.00	16,000.00
Copier kyocera CFA18C	unit	2												2	80,000.00	160,000.00
														0		-
<b>Photographic or filming or video equipment</b>																
Laminating Films / Plastic	pcs	1000												1000	20.00	20,000.00
Laminating Machine	unit	1												1	2,000.00	2,000.00
3 rmg Folder/ binder legal size-	pcs	50												50	20.00	1,000.00
3 Hole puncher	pcs	2												2	1,000.00	2,000.00
Window Curtians	panels	6												6	500.00	3,000.00
														0		-



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														0		-
														0		-
														0		-
														0		-
<b>Cleaning Equipment and Supplies</b>																
Anti Termite Liquid (Ientrex)	btl	4						4						8	300.00	2,400.00
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
<b>Paper Materials and Products</b>																
Sticker paper	packs	40												40	400.00	16,000.00
Magazine File Box, Large, closed	pcs	80												80	150.00	12,000.00
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
<b>Lighting and fixtures and accessories</b>																
CANOPY for water proofing of windows and Hallways	set	6	3	3				6	3	3				24	25,000.00	600,000.00
CCTV 8 camera with 500gb disk storage	set	2												2	50,000.00	100,000.00
Refilling of Fireextinguisher ABC	pcs							26						26	400.00	10,400.00
Refilling of Fireextinguisher HCFC	pcs							3						3	700.00	2,100.00
Fire Extinguisher HCFC	pcs	5						5						10	7,000.00	70,000.00
Insulator for Computer Lab	roll				7									7	2,000.00	14,000.00
Ziphooning (pozonegro)		4			4			4				4		16	1,000.00	16,000.00
Anti termite Spraying								1						1	10,000.00	10,000.00
														0		-
														0		-
<b>Electrical equipment and components and supplies</b>																
Cable Raceway	pcs	10			10			10				10		40	500.00	20,000.00
														0		-
														0		-

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SPORTS EQUIPMENTS	LOT	1													1	150,000.00	150,000.00
MEDICAL SUPPLIES	LOT	1						1							2	200,000.00	400,000.00
															0		-
															0		-
															0		-
															0		-
															0		-
<b>Computer Supplies</b>																	
Anit virus (karsperky)	pc	2													2	3500	7,000.00
Broad band (USB)	pcs	2													2	1000	2,000.00
Toner for Printer HP Laser Jet P1505	bxs.	2						2							4	4,500.00	18,000.00
Toner for Printer HP Laser Jet P1010	bxs.	2						2							4	4,500.00	18,000.00
Toner for Printer HP Laser Jet 1006	bxs.	5						5							10	4,500.00	45,000.00
Toner for Printer HP Laser Jet P1102	bxs.	5						5							10	4,500.00	45,000.00
Ink For prionter HP Desjet F2410(#60 Black)	pcs	10													10	1,000.00	10,000.00
Ink For prionter HP Desjet F2410(#60 Black)	pcs	5													5	1,000.00	5,000.00
Ink Epson T10 (black)	pcs	12	6	6				6	3	3					36		-
Ink Epson T10 (Colored)	pcs	12	6	6				6	3	3					36		-
<b>Computer Equipment and Accessories</b>																	
Cart Samsung ML2580N	cart	4	2	2				4	2	2					16	3,500.00	56,000.00
Ink HP2660 (black)	pcs	4	2	2				4	2	2					16	1,000.00	16,000.00
Ink HP2660 (colored)	pcs	4	2	2				4	2	2					16	1,000.00	16,000.00
Cart HP Laserjet P1006	cart	4	2	2				4	2	2					16	3,500.00	56,000.00
Cart HP Laserjet P1020	cart	4	2	2				4	2	2					16	3,500.00	56,000.00
Cart / Toner Kyocera KM1820	cart	6	3	3	2	1	1	6	3	3	2	1	1		32	3,000.00	96,000.00
Cart / Toner Kyocera CFA18C	cart	4	2	2	2	1	1	4	2	2	2	1	1		24	5,000.00	120,000.00
Ink For prionter HP Desjet F4150( Black)	pcs	2	1	1				2	1	1					8	1,000.00	8,000.00
Ink For prionter HP Desjet F4150(colored)	pcs	2	1	1				2	1	1					8	1,000.00	8,000.00
SERVER COMPUTER Intel processor	set	2													2	200,000.00	400,000.00
<b>*Other Categories</b>																	
Router w/ firewall and wifi (4 ports)	unit	2						2							4	3,000.00	12,000.00
Network Switch 16 ports	unit	2						2							4	3,000.00	12,000.00
CAT5E UTP cable	box	2						2							4	1,500.00	6,000.00
RJ45 Connector	pcs	500						500							1000	8.00	8,000.00
LCD / LED Monitor (17" or 18" wide)	unit	10													10	5,000.00	50,000.00
Mouse	pcs	10						10							20	200.00	4,000.00
Keyboard	pcs	10						10							20	200.00	4,000.00
Whiteboard (4ft x 8ft)	pcs	10						6							16	1,500.00	24,000.00
Power Cable for Computer and Monitors	pcs	20						20							40	100.00	4,000.00
Telecommunications Rack for Structured cabling	unit	2													2	150,000.00	300,000.00

\*\*\*GRAND TOTAL: .....

5,336,649.17

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....

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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: Marvin S. Baquiran

Certified Funds Available /  
Certified Appropriate Funds Available:

Approved:

\_\_\_\_\_  
Property/Supply Officer

\_\_\_\_\_  
Accountant /  
Local Budget Officer

\_\_\_\_\_  
Head of Office/Agency

Date Prepared: