

Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Angono, Rizal

SUMMARY OF ANNUAL PROCUREMENT PLAN FOR 2013
Angono Campus

MAINTENANCE & OTHER OPERATING EXPENSE (MOOE)

Common Office Supplies	Php	204,811.34
Common Office Furniture & Fixtures		2,625.17
Common Office Equipment		175,952.28
Instructional Supplies /Tools		519,703.00
Common Sports Equipment & Supplies		380,703.00
Textbook & Instructional Materials		270,000.00
Other Supplies Expenses		215,985.61
Drugs & Medicine Supplies		275,000.00
Graduation Expenses		79,770.00
Food Supplies Expenses		200,000.00
Repair & Maintenance		720,000.00
Total MOOE		3,044,550.40

PROPERTY, PLANT & EQUIPMENT (PPE)

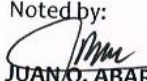
IT Equipment	Php	121,850.00
Office Equipment		212,000.00
Instructional Equipment		40,000.00
Electrical Equipment		175,000.00
Total PPE		548,850.00

Grand Total **Php** **3,593,400.40**

Prepared by:


SARA A. MACARAIG
Supply Officer

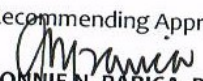
Noted by:


JUAN O. ABARRO, Ph.D.
Chancellor, Cluster III

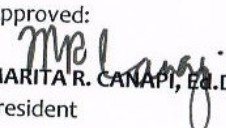
Budget Allotment Certified Available:


RENATO F. DE LEON, Ph.D.
University Budget Officer

Recommending Approval:


RONNIE N. PARICA, DPA
VP-Admin. & Finance

Approved:


MARITA R. CANAPI, Ed.D
President

ANNUAL PROCUREMENT PLAN FOR 2013
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 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
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: _____
Region: _____
Address: _____

Contact Person: _____
Position: _____
E-mail : _____
Telephone/Mobile Nos: _____

Item & Specifications		Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (09.12.2011)	Total Amount
			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
1. BALLAST, 18 watts	piece																
2. BALLAST, 36 watts	piece														0	67.27	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	5			5			5							0	72.54	-
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	3			3			3			5				20	36.40	728.00
5. BATTERY, size D, alkaline, 2 pcs./packet	packet										3				12	14.56	174.72
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set														0	68.12	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set														0	280.54	-
8. FLUORESCENT LAMP, tubular, 18 watts	piece														0	368.94	-
9. FLUORESCENT LAMP, tubular, 36 watts	piece														0	32.14	-
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece	5			5										0	33.85	-
11. FUSE, 30 amperes	piece				5			5							15	103.79	1,556.85
12. FUSE, 60 amperes	piece														0	10.35	-
13. STARTER, 4-40 watts	piece	10			10										0	25.48	-
14. TAPE, electrical	roll	5													20	3.73	74.60
															5	18.20	91.00
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	-

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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													0	50.84	-	
10. COMPACT DISK DRIVE CLEANER	piece													0	64.22	-	
11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece													0	8.79	-	
12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	5			5									10	16.62	166.20	
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece													0	11.70	-	
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece													0	19.96	-	
15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece	2			2			1						5	292.08	1,460.40	
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece													0	468.00	-	
17. INK CARTRIDGE, HP 51645A (HP 45)	cart													0	1,216.86	-	
18. INK CARTRIDGE, HP C6615DA (HP 15)	cart													0	1,149.54	-	
19. INK CARTRIDGE, HP C1823DA (HP 23)	cart													0	1,489.20	-	
20. INK CARTRIDGE, HP C6625A (HP 17)	cart													0	1,250.52	-	
21. INK CARTRIDGE, HP C6578A/D (HP 78)	cart													0	1,352.52	-	
22. INK CARTRIDGE, HP C6614D (HP 20)	cart													0	1,344.36	-	
23. INK CARTRIDGE, HP C4844A (HP 10)	cart													0	1,402.50	-	
24. INK CARTRIDGE, HP C8727AA (HP 27)	cart													0	743.58	-	
25. INK CARTRIDGE, HP C8728AA (HP 28)	cart													0	873.12	-	
26. INK CARTRIDGE, HP C6656AA (HP 56)	cart													0	810.90	-	
27. INK CARTRIDGE, HP C6657AA (HP 57)	cart													0	1,352.52	-	
28. INK CARTRIDGE, HP C9351AA (HP 21)	cart	2			2			2			2			8	615.06	4,920.48	
29. INK CARTRIDGE, HP C9352AA (HP 22)	cart	2			2			2			2			8	708.90	5,671.20	
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		-	
39. INK CARTRIDGE, Lexmark # 17, black	cart													0	1,173.00	-	
40. INK CARTRIDGE, Epson TO38	cart													0	984.30	-	
41. INK CARTRIDGE, Epson TO39	cart													0	482.46	-	
42. MOUSE, optical, USB conection type	piece													0	755.82	-	
43. TONER CARTRIDGE,HP C3906A	cart													0	197.60	-	
44. TONER CARTRIDGE,HP C3903A	cart													0	3,063.06	-	
45. TONER CARTRIDGE,HP C4092A	cart													0	3,588.00	-	
46. TONER CARTRIDGE,HP C4096A	cart													0	2,657.10	-	
47. TONER CARTRIDGE,HP C7115A	cart													0	4,112.64	-	
48. TONER CARTRIDGE,HP 92298A	cart													0	2,523.48	-	
														0	4,498.20	-	

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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	2			2			2						6	2,843.56	17,061.36	
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	-	
COMMON OFFICE SUPPLIES																	
1. ACETATE, gauge #3, 50m in length	roll	1												1	603.20	603.20	
2. AIR FRESHENER, 280mL/can	can	10			10			10			10			40	92.56	3,702.40	
3. ALCOHOL, 70%, ethyl	bottle	10			10			10			10			40	37.70	1,508.00	
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													0	349.44	-	
7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box													0	364.00	-	
8. CARTOLINA, assorted color, 20s/pack	pack	5			5			5						15	72.80	1,092.00	
9. CARTOLINA, white, 20s/pack	pack	5						5						10	57.20	572.00	
10. CHALK, white, dustless, 100 pcs/box	box	5			5			5						15	34.81	522.15	
11. CLIP, bulldog (3")	piece	10			10									20	8.42	168.40	
12. CLIP, backfold, 25mm, 12s/box	box	5			5			5			5			20	15.60	312.00	
13. CLIP, backfold, 50mm, 12s/box	box													0	43.68	-	
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	-	

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21. CORRECTION FLUID, water based, min 15mL.	bottle	5			5			5						15	9.82	147.30
22. DATA FILE BOX, (5"x9"x15-3/4")	box													0	64.47	-
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece													0	67.07	-
24. ENVELOPE, documentary (10"x15"), 500s/box	box													0	560.56	-
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box	1												1	675.86	675.86
26. ENVELOPE, mailing white, 500s/box	box	1			1									2	159.78	319.56
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	5						5						10	39.81	398.10
30. ENVELOPE, documentary, A4, 500s/box	box	1						1						2	526.24	1,052.48
31. ERASER, blackboard/whiteboard	piece	30			10			10						50	11.44	572.00
32. ERASER, rubber	piece													0	4.68	-
33. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	5			5									10	83.20	832.00
34. FOLDER, pressboard, plain, legal, 100s/box	pack													0	851.64	-
35. FOLDER, tagboard, legal size, 100s/box	pack	5						5						10	413.92	4,139.20
36. FOLDER, tagboard, A4 size, 100s/box	pack	5						5						10	253.76	2,537.60
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	10			10			5			5			30	37.43	1,122.90
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	3						3						6	32.97	197.82
43. INDEX CARD, 3"x5", ruled both sides, 500s/pack	pack	3			3									6	44.45	266.70
44. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack	3												3	99.84	299.52
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box	3			3									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													0	67.60	-
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													0	44.61	-
51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece	5			5									10	49.56	495.60
52. MAP PIN, round head, 100s/box	box													0	36.40	-
53. MARKER, fluorescent, 3 colors/set	set	5			10			5			5			25	41.60	1,040.00
54. MARKING PEN, whiteboard, black	piece	40			30			30			40			140	15.08	2,111.20
55. MARKING PEN, whiteboard, blue	piece	10			10									20	15.08	301.60
56. MARKING PEN, whiteboard, red	piece													0	15.08	-
57. MARKER, permanent, black	piece	24			24			24			24			96	13.50	1,296.00
58. MARKER, permanent, blue	piece	5			5			5			5			20	13.50	270.00
59. MARKER, permanent, red	piece	5			5									10	13.50	135.00
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	5			5			5			5			20	36.40	728.00
63. NOTE PAD, (3"x4"), 100 sheets/pad	pad													0	52.00	-
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad													0	112.32	-
65. NOTE PAD, (2"x3"), 100 sheets/pad	pad	5			5			5						15	31.20	468.00
66. OIL, for general purpose, 120 mL	bottle													0	30.99	-
67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream	10			5			5						20	104.80	2,096.00
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream													0	56.06	-
70. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)	ream	3			3									6	145.60	873.60

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71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream													0	144.35	-
72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream													0	194.66	-
73. PAPER, ruled pad, 216mmx330mm, 90 sheets/pad	pad	5			5									10	20.57	205.70
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	10			10			10			10			40	139.32	5,572.80
77. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack	ream	10			5									15	161.20	2,418.00
78. PAPER FASTENER, for paper, metal, 50 sets/box	box	10			5			5			5			25	82.04	2,051.00
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	5						5						10	15.60	156.00
80. PAPER CLIP, gem type, 32mm, 100s/box	box	5			10			5			5			25	8.84	221.00
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	10			10			5			5			30	24.89	746.70
82. PENCIL, mechanical, for 0.5mm lead	piece													0	18.20	-
83. PUSH PIN, flat head type, assorted colors, 100s/box	box	3			3			3			3			12	30.00	360.00
84. RECORD BOOK, 300 pages, Smyth sewn	book	10			5			5						25	50.44	1,261.00
85. RECORD BOOK, 500 pages, Smyth sewn	book	5						5						10	88.40	884.00
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	5			5									10	4.37	43.70
90. RING BINDER, (3/4"x44"), plastic	piece	10			50									60	12.48	748.80
91. RING BINDER, (1" x 44"), plastic	piece	20			50									70	12.48	873.60
92. RING BINDER, (2" x 44"), plastic	piece	5			30									35	28.13	984.55
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	2						2						4	132.68	530.72
94. RULER, plastic, 300mm	piece													0	3.64	-
95. RULER, plastic, 450mm	piece													0	36.40	-
96. SIGN PEN, black	piece	10			10			10			10			40	41.48	1,659.20
97. SIGN PEN, blue	piece													0	41.48	-
98. SIGN PEN, red	piece													0	41.48	-
99. STAMP PAD INK, violet, 50mL	bottle	5			3			3			3			14	27.04	378.56
100. STAMP PAD, felt pad, min 60mm x 100mm	piece	3			3			3						9	24.96	224.64
101. STAPLE WIRE, standard, #35	box	10			10			5			5			30	25.98	779.40
102. TAPE, adding machine, GSP bond	roll													0	10.66	-
103. TAPE, masking, 24mm, 50 meters length	roll	5						5						10	41.60	416.00
104. TAPE, masking, 48mm, 50 meters length	roll	5			5			5						15	83.82	1,257.30
105. TAPE, transparent, 24mm, 50 meters	roll	5			10			10			5			30	10.87	326.10
106. TAPE, transparent, 48mm, 50 meters	roll													0	20.38	-
107. TAPE, packaging, 48mm, 50 meters length	roll	5			5			5			5			20	19.24	384.80
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	10			10			10						40	61.15	2,446.00
111. TWINE, plastic, one kilo per roll	roll										10			0	57.20	-
112. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll													0	166.40	-
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack													0	10.40	-
2. CUTTER, heavy duty	piece	10			10			5			5			30	27.04	811.20
3. PUNCHER, heavy duty	piece	3			3									6	114.40	686.40
4. SCISSORS, (6")	pair	10			10			5						28	18.72	524.16
5. SHARPENER, single cutterhead	piece	2			2						3			4	147.35	589.40
6. STAMPING DATER, self-inking stamp	piece	2												2	436.80	873.60
7. STAPLER, heavy duty, standard	piece	2			5									7	162.84	1,139.88

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
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8. STAPLE REMOVER, twin jaws	piece	5			5									10	19.64	196.40
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	3			3									6	40.23	241.38
10. WASTE BASKET, plastic	piece	3			3			3						9	20.99	188.91
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece	3			3			3			3			12	14.56	174.72
2. BROOM, soft (tambo)	piece	3			3									6	119.60	717.60
3. BROOM, STICK (tingting)	piece	4												8	19.76	158.08
4. CLEANSER, powder, 350gms.	canister	5			5			5			5			20	17.32	346.40
5. DETERGENT POWDER, all purpose, 500gms.	pouch	5			5			5						15	17.16	257.40
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar													0	23.92	-
7. DISINFECTANT SPRAY, 400 grams net content	can	2			2			2						6	239.20	1,435.20
8. DUST PAN, non-rigid plastic, with detachable handle	piece	5						5						10	26.00	260.00
9. FLOOR WAX, paste, natural, 2kgs.	can													0	306.80	-
10. FLOOR WAX, paste, red, 2kgs.	can													0	306.80	-
11. FLOOR WAX, liquid type, 3.75L	can	2			2									4	331.50	1,326.00
12. FURNITURE CLEANER, 300mL/can min	can	1			1			1						3	112.32	336.96
13. INSECTICIDE, 600mL (420g) /can	can	5			5			5			5			20	116.48	2,329.60
14. MOPHANDLE, screw type, wooden handle	piece	3						3						6	83.20	499.20
15. MOPHEAD, 100% rayon, 400g	piece	10			5			10			5			30	71.76	2,152.80
16. RAG, COTTON, (7") in diameter	kilo	3			3			3			3			12	43.68	524.16
17. SCOURING PAD, economy size	pack	3			3			3						9	131.96	1,187.64
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	5			5			5			5			20	62.40	1,248.00
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	10			10			10			10			40	33.28	1,331.20
20. TRASHBAG, plastic, black, (XL)	roll	10			5			10			10			35	103.79	3,632.65
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream	20			20			10			10			60	119.22	7,153.20
2. PAPER, mimeo, Groundwood	ream													0	91.52	-
3. PAPER, mimeo, Whitewove	ream	5			5			5			10			25	120.02	3,000.50
4. PAPER, for PPC	ream	10			20			5						35	173.33	6,066.55
5. PAPER, multicopy, legal, for laser printing	ream	30			50			30			20			130	174.72	22,713.60
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit															
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit	2												0	1,144.00	-
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit	2			1									2	7,953.92	15,907.84
4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20	unit	2												3	9,399.52	28,198.56
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	13,497.12	26,994.24
6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit													0	1,892.80	-
7. CALCULATOR, desktop, mini-printer type, 12 digits, AC/DC power source, with ink roller & adaptor	unit													0	925.60	-

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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	2			2									4	161.08	644.32	
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													0	19,552.00	-	
12. ELECTRIC FAN, orbit type	unit	2			2			2						6	1,346.26	8,077.56	
13. ELECTRIC FAN, with stand	unit	2			2			2						6	764.40	4,586.40	
14. ELECTRIC FAN, wall type	unit	2			2			2						6	745.68	4,474.08	
15. INDUSTRIAL FAN, 18" metal blade	unit	2			2			2						6	934.84	5,609.04	
16. FACSIMILE TRANSCIVER, uses thermal paper 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit													0	4,451.20	-	
17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit	2			2			2						6	1,130.48	6,782.88	
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	unit													0	7,124.00	-	
25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250	unit													0	4,139.20	-	
26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190	unit													0	30,992.00	-	
27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction	unit	1												1	10,398.96	10,398.96	
28. RADIO CASSETTE RECORDER, with AM/ FM Radio	unit													0	1,653.60	-	

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29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit													0	6,188.00	-
30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology,with sealed maintenance free batteries, 520VA-600VA	unit													0	2,038.40	-
HANDBOOKS ON PROCUREMENT																
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:																
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																-
OTHER CONSUMABLES																
1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml	cart													0	981.24	-
2. INK CARTRIDGE, HP C4815A(HP 13), cyan	cart													0	981.24	-
3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml	cart													0	981.24	-
4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml	cart													0	981.24	-
5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml	cart													0	981.24	-
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	1,332.12	-
9. INK CARTRIDGE, HP C4906AA(HP 940XL), black	cart													0	973.08	-
10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan	cart													0	1,346.40	-
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	973.08	-
14. INK CARTRIDGE, HP C4937A(HP 18) , cyan	cart													0	809.88	-
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	606.90	-
18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml	cart													0	737.46	-
19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml	cart													0	1,230.12	-
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	-

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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	-	
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	-	

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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	-	
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	940.44	-	
116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-	
														0	656.88	-	

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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	656.88	-	
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	302.94	-	
126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143	cart													0	576.30	-	
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	453.90	-	
130. TONER CARTRIDGE, HP CB435A, black	cart													0	3,063.06	-	
131. TONER CARTRIDGE, HP CB436A, black	cart	1			1									0	2,491.86	-	
132. TONER CARTRIDGE, HP CB540A, black	cart													2	2,924.34	5,848.68	
133. TONER CARTRIDGE, HP CB541A, cyan	cart													0	2,886.60	-	
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	2,652.00	-	
137. TONER CARTRIDGE, HP CC530A, black	cart													0	6,324.00	-	
138. TONER CARTRIDGE, HP CC531A, cyan	cart													0	5,064.30	-	
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	4,750.14	-	
142. TONER CARTRIDGE, HP CE251A, cyan	cart													0	5,254.02	-	
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	10,348.92	-	
146. TONER CARTRIDGE, HP CE260A, black	cart													0	6,233.22	-	
147. TONER CARTRIDGE, HP CE261A, cyan	cart													0	6,157.74	-	
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	11,185.32	-	
151. TONER CARTRIDGE, HP CE285A, black	cart	3			3			3			3			0	3,011.04	-	
152. TONER CARTRIDGE, HP CE505A, black	cart											3		12	2,655.06	31,860.72	
153. TONER CARTRIDGE, HP CE505X, high cap, black	cart													0	3,590.40	-	
154. TONER CARTRIDGE, HP Q6000A, black	cart													0	6,592.26	-	
155. TONER CARTRIDGE, HP Q6001A, cyan	cart													0	3,115.08	-	
														0	3,395.58	-	

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		
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	1						1						2	2,601.00	5,202.00
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 C13S050005, for printer EPL-5500	cart													0	3,112.02	-
178. TONER CARTRIDGE, Developer, Epson C13S050010, for printer EPL-5700L/5800	cart													0	5,095.92	-
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	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
193. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000	cart													0	1,129.14	-
194. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300II & 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 C13SO151099, for printer EPL 6200/6200L	cart													0	3,391.50	-
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																
Office Equipment and Accessories																
1 Sala set/sofa																
2 Office table			1											1	15,000.00	15,000.00
3 Laptop Computer			1											2	5,000.00	10,000.00
4 Fax machine			1											1	30,000.00	30,000.00
5 Printer			2											1	5,000.00	5,000.00
6 Open shelves, 5 layer			3											2	5,000.00	10,000.00
7 Aircon Split type			1											3	9,000.00	27,000.00
8 Aircon, & .5 HP or .6HP			2											1	50,000.00	50,000.00
9 Aircon, 1.5 HP			1											2	10,000.00	20,000.00
10														1	15,000.00	15,000.00
Office Supplies																
1 Calculator, small	pcs		10											10	100.00	1,000.00
2 Stapler # 10	pcs		10											10	50.00	500.00
3 Stapler wire # 10	box		2											2	20.00	40.00
4 Certificate Holders / frames	pcs		40											40	80.00	3,200.00
5 Box/File Organizer	pcs		20											50	180.00	9,000.00
6 Ballpen	pcs		10											20	5.00	100.00
7 Tape corrector	pcs		20											10	35.00	350.00
8 Expanded folder, legal	pcs		3											20	15.00	300.00
9 Clip Board, legal size	pcs													3	90.00	270.00
10														0		-
Audio and visual presentation and composing equipment																
1 LED Video light, uses 160 pieces of LED lamps w/ 16 steps adjustment		1														
2 Lapel speaker & player, cd/usb port		1												1	5,000.00	5,000.00
														1	5,000.00	5,000.00

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		
3 DVD Player, Pioneer		1												1	5,000.00	5,000.00
4 Wireless mic		1												1	5,000.00	5,000.00
5 Sound system for small group/ karaoke or cassette														1	5,000.00	5,000.00
6														0	2,500.00	-
7														0		-
8														0		-
9														0		-
10														0		-
Photographic or filming or video equipment														0		-
1 CCTV Camera			1											1	90,000.00	90,000.00
2 Digital Camera			1											1	20,000.00	20,000.00
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Cleaning Equipment and Supplies														0		-
1 Dishwashing liquid			2			2			2					6	50.00	300.00
2 Brush w/ handle (for toilet bowl)			3			3			3					9	50.00	450.00
3 Brush			3			3			3					9	35.00	315.00
4 Pail, small			2			2			2					6	50.00	300.00
5 Paint Brush 2inches			6						6					12	75.00	900.00
6 Muriatic Acid														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Paper Materials and Products																
1 Specialty Paper, beige, legal	packs/10pcs		25			25								50	40.00	2,000.00
2 Double sided tape	roll		10											10	30.00	300.00
3 Long Sliding Folder w/ acetate	pcs		50			50								100	15.00	1,500.00
4 Sticker Paper, matt finish, A4 (10pcs/pck)	packs/10pcs		30			30								60	35.00	2,100.00
5 Manila Paper	pcs		25			25								50	5.00	250.00
6 Ribbon, blue (for graduation)	roll		5											5	100.00	500.00
7 Multi Colored Paper S-24 (pink, yellow, blue, for Reg. Forms)	reams		9			9								18	500.00	9,000.00
8 Vellum paper, for classcards	reams		10			10								20	350.00	7,000.00
9 Book paper, for Application for Graduation	reams		2											2	360.00	720.00
10 Special Paper (for Transcript of Records)	pcs		400											400	17.00	6,800.00
(Lighting and fixtures and accessories)																
11. Notarial Seal # 23, 50 pcs/pck	pck		15											15	40.00	600.00
12. Diploma holder	pcs.		300											300	100.00	30,000.00
13. Plaque	pcs		10											10	1,500.00	15,000.00
14. Medal	pcs.		20											20	100.00	2,000.00
15. Lei	pcs		10			10								20	100.00	2,000.00

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		
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Electrical equipment and components and supplies																
1 Soldering Iron 30 watts		1												1	300.00	300.00
2 Soldering Lead 1 roll		1												1	700.00	700.00
3 Sanwa Multi Tester		1												1	2,000.00	2,000.00
4 Crimping Tool for RJ 45		1												1	300.00	300.00
5 RJ45 Network Cable Tester		1												1	200.00	200.00
6 Angle Grinder		1												1	3,500.00	3,500.00
7 Hand Drill		1												1	3,500.00	3,500.00
8 Hand Tools & other Components		1												1	1,500.00	1,500.00
9		1												1		-
10														0		-
Computer Supplies																
1 Ink Toner TN 2060/ for HP 2140	unit	3												3	4,000.00	12,000.00
2 Toner for copier	unit	5												5	3,000.00	15,000.00
3 Toner for ID Printer Evolis w/ plastic cards	unit	1												1	40,000.00	40,000.00
4 TK 439, Toner for Taskalfa 220	unit	3			4			3			3			13	6,000.00	78,000.00
5 Ink, black for continous ink	bottle	3			3			3			3			12	400.00	4,800.00
6 Ink, cyan for continous ink	bottle	3			3			3			3			12	400.00	4,800.00
7 ink, magenta for continous ink	bottle	3			3			3			3			12	400.00	4,800.00
8														0		-
9														0		-
10														0		-
Computer Equipment and Accessories																
1 Computer set		2												2	35,000.00	70,000.00
2 TP-Link TL-SF 1024 24 port Network Switch		1												1	3,000.00	3,000.00
3 Samsung DVDRW SE-208 AB Slim External Optical Drive		1												1	2,000.00	2,000.00
4 Seagate 2TB Internal HDD SATA		1												1	6,000.00	6,000.00
5 Seagate External Drive 1 Tb 2.5"		1												1	5,000.00	5,000.00
6 Kingston 2GB PC3- 10600 DDR3 1333		1												1	600.00	600.00
7 Computer Power Cord		7												7	100.00	700.00
8 VGA Cord 1.5 meter		5												5	150.00	750.00
9 VGA Cord 10 meters		4												4	600.00	2,400.00
10 Orion/ Trendsonic 600W PSU		2												2	700.00	1,400.00
*Other Categories																
Instructional Supplies		1												1	312,000.00	312,000.00
Food Supplies Expenses		1												1	200,000.00	200,000.00
Drugs & Medicines Expenses		1												1	145,000.00	145,000.00
Medical, Dental & Lab. Supplies Exp.		1												1	130,000.00	130,000.00
Textbooks & Instructional Materials		1												1	120,000.00	120,000.00
Other Supplies Expenses		1												1	185,000.00	185,000.00
Printing & Binding Expenses		1												1	150,000.00	150,000.00
Repair & Maintenance		1												1	720,000.00	720,000.00

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			
Property, Plant & Equipment		1													1	587,109.00	587,109.00
															0		-
(Breakdown of MOOE & Property, Plant & Equipment)																	
OFFICE SUPPLIES EXPENSES (APP list above)																	
INSTRUCTIONAL SUPPLIES / TOOLS										451,000							
1 Piano, Clavinova, hi-resolution, stereo sampling; vibrant piano sound, appropriate for big venue (for concerts/musical performance)										Glasswares (rock glass 5 oz)							
2 Mechanical Metronome,																	
3 Acoustic Guitar																	
4 Brand New Metal Flutes, elegant 3pc metal flutes, nickel metal with silver plate, w/ hard case & cleaning rod										312,000							
5 Sound System (for small group)																	
6. HRM Lab/Kitchen Tools																	
Dinner Plates/ (correlle 10") 30 pcs	200.00	6000															
Glass wares (High ball glass 16 oz) 30 pcs	160.00	4800															
Glass wares (rock glass 5 oz) 30 pcs	130.00	3900															
Glass rack 5pcs.	1,000.00	5000															
Plate rack 5 pcs	1,500.00	7500															
Glasswares (water goblet 17.3 oz) 30	160.00	4800															
Coffee cup 30 pcs	50.00	1500															
Saucer 30 pcs	100.00	3000															
Stove with oven 1unit	14,000.00	14000															
7. Sports Supplies & Equipment																	
Volleyball, Mikasa - 4 pcs																	
Badminton Racket 2 pcs																	
Shuttle Cock 2 tube																	
Table Tennis Table 1 unit																	
Table Tennis Racket 2 pc																	
Softball Bat Mizuno 1 pc																	
Softball 1 pc																	
Baseball 1 box																	
Gymnastic Mat 10 pcs																	
Chess Board 5 pcs																	
Stopwatch Casio 2 pcs																	
Basketball 4 pcs																	
Chess Board 5 pcs																	
FOOD SUPPLIES EXPENSES																	
*For Campus Foundation, Art Month, University Foundation, Inter-Campus Athletic Meet, Graduation & Recognition Day										200,000							
DRUGS & MEDICINES EXPENSES (see the attached copy at the back)																	
MEDICAL, DENTAL & LAB. SUPPLIES EXP. (see the attached copy at the back)										145,000							
										130,000							
TEXTBOOKS & INSTRUCTIONAL MATERIALS (see tha attach copy)																	
OTHER SUPPLIES EXPENSES										120,000							
* Supplies for: , graduation. Orientation, cultural activities, arts exhibits & other programs)										185,000							
-Accreditatio; Supplies for Accreditors, Accommodation etc.																	
-Graduation & recognition; Plaque, Certificate, Lei, Medal, Invitation, etc.																	
-Orientation; program, etc																	
-Cultural activity; custume, other materials																	
-Foundation day; tarp, invitation					185												

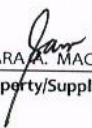
Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total				
-Art month: Tarpaulin, Costume rental, invitation, art materials, etc																		
-University Foundation, costume, tarp, other material																		
PRINTING & BINDING EXPENSES																		
*For different program/activities										150,000								
REPAIR & MAINTENANCE																		
- Building & Structures																		
*Placing Accordion Wall in Rm 213										720,000								
*Repair of Campus Canteen																		
*Wall partition, RM 214 Workshop Center and Music Rm																		
*Improvement of Research Office																		
*Establishment of HR & Chancellor's Office																		
*Improvement of Science Lab																		
*Repair of Ceiling																		
*Construction of Front Desk Office																		
- Office Equipment			720															
*Repair of aircon, electric fan, copier etc																		
-Furniture & Fixture																		
*Repair and install Hanging Cabinet for Registrar, Supply & OSDS offices																		
*Repair and install safety cabinet for HRM																		
-Other machineries & equipment -																		
* Repair and Retuning of Upright Piano																		
PROPERTY, PLANT & EQUIPMENT																		
-Land and land improvements, improvement of fence				250,000														
*Installation of new gate																		
* Proposed Construction of Benches situated at the stairways of URSA																		
-Building & structure outlay				250,000														
Rehabilitation of electrical system																		
* Circuit Breaker for Clinic																		
* Fabrication of Drawing Table for Fine Arts (25 table)																		
*Installation of new accordion walls in the Second floor of Tiamson building																		
*Improvement of Fine Arts Classroom			250															
*Repair of Fascia Board, painting of doors (CBA, Clinic & Supply) & Lavatory sink																		
*Rehabilitation of Comfort Rooms																		
* Fabrication of Couch & Cabinet for OSDS																		
Office Equipment, Furniture &																		
IT EQUIPMENT				300,000						680,000								
*Add'l Equip. for multi-media & speech lab., Computer etc.																		
*Software -																		
= AUTOCAD 2010 (for drafting students)	#####																	
= POWER DIRECTOR 11 ULTIMATE (for video editing)	4,430.00																	
= ADOBE LIGHTROOM 4 (photo enhancement)	6,056.86																	
= ADOBE PHOTOSHOP CS6 (photo editing)	28,414.40																	
= SKETCH UP Pro 8	20,121.79																	
= ADOBE ILLUSTRATOR CS6 (graphics editing)	24,349.40																	
	143,373.31																	
OFFICE EQUIPMENT				200,000		-	592,891	Amnt included in APP for PS etc. (above)										
*Fabrication of Hanging Cabinet & Couch (OSDS, Registrar & Supply Office)						=	87,109											

[illegible]

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	

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:


SARA A. MACARAIG
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available

RENATO F. DE LEMON, Ed. D
Accountant /
Local Budget Officer

Recommending Approval:

RONNIE N. PARICA
VP for Admin & Finance

Approved:

MARITA R. CANAPI, Ed. D.
Head of Office/Agency

Date Prepared: _____