

Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
 Tacloban City

ANNUAL PROCUREMENT PROGRAM FOR C.Y. 2012
GOODS

Department/College: **ADMINISTRATIVE SERVICES DIVISION**

Office: **ADMINISTRATIVE SERVICES OFFICE / MIS OFFICE / EXECUTIVE HOUSE**

Annex "E"

Item No.	ITEM AND SPECIFICATIONS	UNIT	QTY	ESTIMATED PRICE PER UNIT	TOTAL	Quarterly Quantity Requirement							
						1 QTR	AMOUNT	2 QTR	AMOUNT	3 QTR	AMOUNT	4 QTR	AMOUNT
	OFFICE SUPPLIES												
1	ALCOHOL	BOT	24	37.00	888.00	6	222.00	6	222.00	6	222.00	6	222.00
2	Battery Energizer (AA)	PCS	20	40.00	800.00	5	200.00	5	200.00	5	200.00	5	200.00
3	Battery Energizer (AAA)	PCS	20	40.00	800.00	5	200.00	5	200.00	5	200.00	5	200.00
4	BOND WHITE PAPER (9-1/2"x11")	RMS	24	110.00	2,640.00	6	660.00	6	660.00	6	660.00	6	660.00
5	BOND WHITE PAPER (9-1/2"x13")	RMS	50	121.70	6,085.00	13	1,582.10	13	1,582.10	12	1,460.40	12	1,460.40
6	BOOK PAPER (9-1/2"x11")	RMS	24	110.00	2,640.00	6	660.00	6	660.00	6	660.00	6	660.00
7	BOOK PAPER (9-1/2"x13")	RMS	24	121.70	2,920.80	6	730.20	6	730.20	6	730.20	6	730.20
8	BROWN ENVELOP (LONG)	PCS	100	3.50	350.00	25	87.50	25	87.50	25	87.50	25	87.50
9	BROWN ENVELOP (SHORT)	PCS	100	3.50	350.00	25	87.50	25	87.50	25	87.50	25	87.50
10	CANON PAPER (assorted colors)	RMS	8	200.00	1,600.00	2	400.00	2	400.00	2	400.00	2	400.00
11	CARTOLINA (assorted colors)	PCS	60	6.00	360.00	15	90.00	15	90.00	15	90.00	15	90.00
12	CELL PHONE LOADS (Smart/Globe)	PCS	72	300.00	21,600.00	18	5,400.00	18	5,400.00	18	5,400.00	18	5,400.00
13	CLEAR BOOK 27 HOLES LEGAL	PCS	12	110.00	1,320.00	3	330.00	3	330.00	3	330.00	3	330.00
14	CONTINUOUS (11 x 9-1/2) BOND PAPER (1 PLY)	BOXES	8	544.45	4,355.60	2	1,088.90	2	1,088.90	2	1,088.90	2	1,088.90
15	CONTINUOUS (11 x 9-1/2) BOND PAPER (3 PLY)	BOXES	24	999.00	23,976.00	6	5,994.00	6	5,994.00	6	5,994.00	6	5,994.00
16	COR (Certificate of Registration)	BOXES	30	3,000.00	90,000.00	30	90,000.00	0	-	0	-	0	-
17	CURTAIN CLOTH/ CLOTH	ROLLS	1	20,000.00	20,000.00	1	20,000.00		-		-		-
18	FASTENER (PLASTIC COATED)	BOXES	12	72.70	872.40	3	218.10	3	218.10	3	218.10	3	218.10
19	FOLDER (EXPANDABLE LONG)	BOXES	4	728.00	2,912.00	1	728.00	1	728.00	1	728.00	1	728.00
20	FOLDER (EXPANDABLE SHORT)	BOXES	4	728.00	2,912.00	1	728.00	1	728.00	1	728.00	1	728.00
21	FOLDER (LONG)	BOXES	4	830.00	3,320.00	1	830.00	1	830.00	1	830.00	1	830.00
22	FOLDER (SHORT)	BOXES	4	830.00	3,320.00	1	830.00	1	830.00	1	830.00	1	830.00
23	GLUE (SMALL)	PCS	12	41.50	498.00	3	124.50	3	124.50	3	124.50	3	124.50
24	LAMINATING FILM(THK250MC; 305mmX100mm)	ROLLS	2	3,950.00	7,900.00	1	3,950.00	1	3,950.00		-		-
25	MAILING ENVELOPE (LONG)	PCS	60	3.75	225.00	15	56.25	15	56.25	15	56.25	15	56.25
26	MASKING TAPE (1")	PCS	12	22.15	265.80	3	66.45	3	66.45	3	66.45	3	66.45
27	MASKING TAPE (2")	PCS	12	39.00	468.00	3	117.00	3	117.00	3	117.00	3	117.00
28	PAPER CLIP (BIG PLASTIC COATED)	BOXES	20	4.35	87.00	5	21.75	5	21.75	5	21.75	5	21.75
29	PAPER CLIP (SMALL PLASTIC COATED)	BOXES	20	4.35	87.00	5	21.75	5	21.75	5	21.75	5	21.75

30	PASTE (Red Stone)	PCS	4	13.35	53.40	1	13.35	1	13.35	1	13.35	1	13.35
31	PENCIL	BOXES	4	46.80	187.20	1	46.80	1	46.80	1	46.80	1	46.80
32	PENTEL PEN (BLACK)	PCS	12	25.90	310.80	3	77.70	3	77.70	3	77.70	3	77.70
33	PENTEL PEN (BLUE)	PCS	12	25.90	310.80	3	77.70	3	77.70	3	77.70	3	77.70
34	PENTEL PEN INK (BLACK)	PCS	12	25.90	310.80	3	77.70	3	77.70	3	77.70	3	77.70
35	PENTEL PEN INK (BLUE)	PCS	12	25.90	310.80	3	77.70	3	77.70	3	77.70	3	77.70
36	PHOTO PAPER (LONG)	RMS	4	500.00	2,000.00	1	500.00	1	500.00	1	500.00	1	500.00
37	RECORD BOOK (300)	PCS	12	56.20	674.40	3	168.60	3	168.60	3	168.60	3	168.60
38	RUBBER BOND (BIG)	BOXES	4	76.75	307.00	1	76.75	1	76.75	1	76.75	1	76.75
39	SCOTCH TAPE (1")	PCS	24	6.20	148.80	6	37.20	6	37.20	6	37.20	6	37.20
40	SCOTCH TAPE (2")	PCS	12	14.55	174.60	3	43.65	3	43.65	3	43.65	3	43.65
41	SECURITY PAPER	RMS	100	300.00	30,000.00	25	7,500.00	25	7,500.00	25	7,500.00	25	7,500.00
42	SIGN PEN (BLACK)	DOZ	24	35.80	859.20	6	214.80	6	214.80	6	214.80	6	214.80
43	SIGN PEN (BLUE)	DOZ	12	35.80	429.60	3	107.40	3	107.40	3	107.40	3	107.40
44	STABILO (YELLOW)	PCS	12	53.05	636.60	3	159.15	3	159.15	3	159.15	3	159.15
45	STAMPAD INK (purple)	BTLS	4	26.00	104.00	1	26.00	1	26.00	1	26.00	1	26.00
46	STAMPING PAD	PCS	4	19.80	79.20	1	19.80	1	19.80	1	19.80	1	19.80
47	STAND ACRYLIC (12" X 4")	PCS	60	150.00	9,000.00	15	2,250.00	15	2,250.00	15	2,250.00	15	2,250.00
48	STAPLE WIRE	BOXES	12	13.35	160.20	3	40.05	3	40.05	3	40.05	3	40.05
49	STICKER GATE PASS	PCS	500	20.00	10,000.00	125	2,500.00	125	2,500.00	125	2,500.00	125	2,500.00
50	STICKER PAPER	RMS	4	500.00	2,000.00	1	500.00	1	500.00	1	500.00	1	500.00
51	TOWELETTES	PCS	36	50.00	1,800.00	18	900.00	18	900.00		-		-
52	TOWELS	PCS	12	400.00	4,800.00	6	2,400.00	6	2,400.00		-		-
53	WHITE BOARD MARKER	PCS	12	15.60	187.20	3	46.80	3	46.80	3	46.80	3	46.80
54	WHITE BOARD MARKER INK	PCS	12	30.00	360.00	3	90.00	3	90.00	3	90.00	3	90.00
55	WHITE OUT	PCS	12	11.25	135.00	3	33.75	3	33.75	3	33.75	3	33.75
56	YELLOW PAD	PAD	8	15.00	120.00	2	30.00	2	30.00	2	30.00	2	30.00
	SUB TOTAL				269,012.20		153,438.90		43,438.90		36,067.20		36,067.20
	OFFICE EQUIPMENT												
57	CALCULATOR HEAVY DUTY	PCS	3	2,500.00	7,500.00	1	2,500.00	1	2,500.00	1	2,500.00		-
58	PLASTIC CHAIRS	PCS	600	400.00	240,000.00	150	60,000.00	150	60,000.00	150	60,000.00	150	60,000.00
59	PLASTIC TABLES	PCS	24	900.00	21,600.00	6	5,400.00	6	5,400.00	6	5,400.00	6	5,400.00
60	PUNCHER HEAVY DUTY	PCS	3	1,500.00	4,500.00	1	1,500.00	1	1,500.00	1	1,500.00		-
61	STAPLER HEAVY DUTY	PCS	3	1,500.00	4,500.00	1	1,500.00	1	1,500.00	1	1,500.00		-
62	SUB TOTAL				278,100.00		70,900.00		70,900.00		70,900.00		65,400.00
	JANITORIAL SUPPLIES												
63	AIR FRESHNER (Bay Fresh)	PCS	50	150.00	7,500.00	13	1,950.00	13	1,950.00	12	1,800.00	12	1,800.00
64	AJAX (General purpose cleaners)	PCS	50	11.45	572.50	13	148.85	13	148.85	12	137.40	12	137.40
65	DOORMAT	PCS	8	25.00	200.00	2	50.00	2	50.00	2	50.00	2	50.00
66	DUSTPAN	PCS	2	20.30	40.60	1	20.30		-	1	20.30		-
67	FEATHER DUSTER	PCS	4	25.00	100.00	1	25.00	1	25.00	1	25.00	1	25.00
68	FERTILIZER	SACK	4	500.00	2,000.00	1	500.00	1	500.00	1	500.00	1	500.00
69	FLOWER POT	PCS	200	50.00	10,000.00	50	2,500.00	50	2,500.00	50	2,500.00	50	2,500.00
70	FLOWER VASE	PCS	40	500.00	20,000.00	10	5,000.00	10	5,000.00	10	5,000.00	10	5,000.00
71	GARDEN BOLO	PCS	20	40.00	800.00	5	200.00	5	200.00	5	200.00	5	200.00

72	GARDEN HOSE	MTRS	50	400.00	20,000.00	50	20,000.00		-		-		-
73	GARDEN SOIL	CU M	12	1,500.00	18,000.00	3	4,500.00	3	4,500.00	3	4,500.00	3	4,500.00
74	GLASS CLEANER	BOTS	12	500.00	6,000.00	3	1,500.00	3	1,500.00	3	1,500.00	3	1,500.00
75	JUNGLE BOLO	PCS	20	350.00	7,000.00	5	1,750.00	5	1,750.00	5	1,750.00	5	1,750.00
76	MOP HEAD	PCS	4	50.00	200.00	1	50.00	1	50.00	1	50.00	1	50.00
77	MURIATIC ACID	BOT	8	15.00	120.00	2	30.00	2	30.00	2	30.00	2	30.00
78	ORNAMENTAL PLANTS	PCS	120	100.00	12,000.00	30	3,000.00	30	3,000.00	30	3,000.00	30	3,000.00
79	PAINT BRUSH 4"	PCS	12	20.00	240.00	3	60.00	3	60.00	3	60.00	3	60.00
80	SOFT BROOM	PCS	10	100.00	1,000.00	5	500.00	0	-	5	500.00	0	-
81	SPRINKLERS	PCS	10	75.00	750.00	10	750.00						
82	TOILET BRUSH W/ HANDLE	PCS	6	45.00	270.00	3	135.00	0	-	3	135.00	0	-
83	TOILET PAPER	ROLLS	100	35.00	3,500.00	25	875.00	25	875.00	25	875.00	25	875.00
84	TRASH BOX (Big)	PCS	4	500.00	2,000.00	1	500.00	1	500.00	1	500.00	1	500.00
85	ZONROX	BOTS	4	15.00	60.00	1	15.00	1	15.00	1	15.00	1	15.00
	SUB TOTAL				112,353.10		44,059.15		22,653.85		23,147.70		22,492.40
	IT SUPPLIES												
86	BATTERY PACK (Battery Module Rechargeable Li-ion Battery Rating: 11.1V type T114C Capacity 56Wh)	UNIT	1	4,000.00	4,000.00	1	4,000.00		-		-		-
87	BELDEN UTP CABLE CAT 6	BOXES	4	5,000.00	20,000.00	2	10,000.00		-	2	10,000.00		-
88	CABLE CLIP	BOXES	12	100.00	1,200.00	6	600.00		-	6	600.00		-
89	Canon BCI-15 Black Ink Cartridge for Canon PIXMA IP90 Printer	PCS	4	1,000.00	4,000.00	2	2,000.00		-	2	2,000.00		-
90	CDR BLANK	SPOOL	2	1,000.00	2,000.00	1	1,000.00		-	1	1,000.00		-
91	CDR DISK CLEANER	PCS	4	200.00	800.00	2	400.00		-	2	400.00		-
92	DVD RW DISK	SPOOL	2	1,000.00	2,000.00	1	1,000.00		-	1	1,000.00		-
93	Epson ink cartridge 73 Black	PCS	6	449.00	2,694.00	3	1,347.00		-	3	1,347.00		-
94	Epson ink cartridge 73 Cyan	PCS	4	449.00	1,796.00	2	898.00		-	2	898.00		-
95	Epson ink cartridge 73 Magenta	PCS	4	449.00	1,796.00	2	898.00		-	2	898.00		-
96	Epson ink cartridge 73 Yellow	PCS	4	449.00	1,796.00	2	898.00		-	2	898.00		-
97	Epson ink cartridge T0631 Black	PCS	24	500.00	12,000.00	12	6,000.00		-	12	6,000.00		-
98	Epson ink cartridge T0632 Cyan	PCS	8	450.00	3,600.00	4	1,800.00		-	4	1,800.00		-
99	Epson ink cartridge T0633 Magenta	PCS	8	450.00	3,600.00	4	1,800.00		-	4	1,800.00		-
100	Epson ink cartridge T0634 Yellow	PCS	8	450.00	3,600.00	4	1,800.00		-	4	1,800.00		-
101	EPSON LQ-300+ RIBBON CARTRIDGE	PCS	100	80.00	8,000.00	25	2,000.00	25	2,000.00	25	2,000.00	25	2,000.00
102	EXTERNAL HARD DRIVE	PCS	2	3,500.00	7,000.00	2	7,000.00		-		-		-
103	FLASH DRIVE	PCS	6	600.00	3,600.00	3	1,800.00		-	3	1,800.00		-
104	INK FOR CONTINOUS INK REFILL 100ml ink Black	BOT	12	80.00	960.00	6	480.00		-	6	480.00		-
105	INK FOR CONTINOUS INK REFILL 100ml ink Cyan	BOT	6	80.00	480.00	3	240.00		-	3	240.00		-
106	INK FOR CONTINOUS INK REFILL 100ml ink Magenta	BOT	6	80.00	480.00	3	240.00		-	3	240.00		-
107	INK FOR CONTINOUS INK REFILL 100ml ink Yellow	BOT	6	80.00	480.00	3	240.00		-	3	240.00		-
108	Memory Stick SD Card 4GB	PCS	8	500.00	4,000.00	2	1,000.00	2	1,000.00	2	1,000.00	2	1,000.00
109	RJ 45 Connector	PCS	100	7.00	700.00	50	350.00		-	50	350.00		-

110	TARPAULINE PRINTER INKS	SETS	4	2,500.00	10,000.00	1	2,500.00	1	2,500.00	1	2,500.00	1	2,500.00
111	TARPAULINE ROLLS	SQ FT	2000	10.00	20,000.00	1000	10,000.00		-	1000	10,000.00		-
112	TELEPHONE SET	UNITS	3	1,500.00	4,500.00	1	1,500.00	1	1,500.00	1	1,500.00		-
	SUB TOTAL				125,082.00		61,791.00		7,000.00		50,791.00		5,500.00
	ELECTRICAL/FIRE EXTINGUISHER SUPPLIES												
113	COMPACT FLUORESCENT LIGHT	PCS	24	102.35	2,456.40	6	614.10	6	614.10	6	614.10	6	614.10
114	DUPLEX WIRE #14	ROLLS	4	1,350.00	5,400.00	2	2,700.00		-	2	2,700.00		-
115	ELECTRICAL STAPLE WIRE 1"	BOXES	10	100.00	1,000.00	5	500.00		-	5	500.00		-
116	ELECTRICAL TAPE BIG	ROLLS	4	50.00	200.00	1	50.00	1	50.00	1	50.00	1	50.00
117	MALE PLUG	PCS	24	30.00	720.00	6	180.00	6	180.00	6	180.00	6	180.00
118	RUBBER TAPE BIG	ROLLS	4	100.00	400.00	1	100.00	1	100.00	1	100.00	1	100.00
119	SOLDERING LEAD	ROLLS	1	250.00	250.00	1	250.00		-		-		-
120	CHRISTMAS DECORS	LOT	1	3,000.00	3,000.00		-		-		-	1	3,000.00
121	CHRISTMAS LIGHTS	PCS	100	50.00	5,000.00		-		-		-	100	5,000.00
122	CHRISTMAS ROPE LIGHTS	SPOOL	2	5,000.00	10,000.00		-		-		-	2	10,000.00
123	CHRISTMAS ROPE LIGHTS CONNECTORS	PCS	25	50.00	1,250.00		-		-		-	25	1,250.00
124	LIGHT BULB PEN LIGHT	PCS	30	300.00	9,000.00	15	4,500.00	15	4,500.00				
125	CONVENIENCE OUTLET SURFACE TYPE 3GANGS	PCS	8	50.00	400.00	4	200.00		-	4	200.00		-
126	CROWN PRO 1551 PA 500W	PCS	10	3,500.00	35,000.00			5	17,500.00	5	17,500.00		-
127	BATTERY CHARGER WITH RECHARGEABLE BATTERY (Sanyo 4HR-3U25HM-AA 2500mah)	PCS	2	2,500.00	5,000.00			1	2,500.00	1	2,500.00		-
	SUB TOTAL				79,076.40		9,094.10		25,444.10		24,344.10		20,194.10
	AUTOMOTIVE / VEHICLE PARTS ACCESSORIES / CONSUMABLES												
128	AIR CONDITION EVAPORATOR	UNIT	1	30,000.00	30,000.00			1	30,000.00				
129	BODY REPAINTING INNOVA	LOT	1	40,000.00	40,000.00			1	40,000.00				
130	BRAKE PAD	PCS	12	800.00	9,600.00	6	4,800.00	6	4,800.00				
131	BRAKE SHOE	PCS	12	800.00	9,600.00	6	4,800.00	6	4,800.00				
132	CAR TENT	UNITS	3	30,000.00	90,000.00	1	30,000.00	1	30,000.00	1	30,000.00		
133	EVAPORATOR	UNIT	1	3,800.00	3,800.00	1	3,800.00						
134	EXPANSION BULB	UNITS	2	3,600.00	7,200.00	1	3,600.00	1	3,600.00				
135	FARRER	UNITS	4	600.00	2,400.00	2	1,200.00	2	1,200.00				
136	FILTER DRIER	UNIT	1	800.00	800.00	1	800.00						
137	FITTINGS	UNITS	4	840.00	3,360.00	2	1,680.00	2	1,680.00				
138	FREON	UNIT	1	1,800.00	1,800.00	1	1,800.00						
139	GENERAL ENGINE OVERHAULING	LOT	1	50,000.00	50,000.00	1	50,000.00						
140	MINOR BODY REPAIR	LOT	1	15,000.00	15,000.00	1	15,000.00						
141	mitsubishi-pick-up body repair and re-painting and general accessories restoration	LOT	1	80,000.00	80,000.00	1	80,000.00						
142	Motolite Battery 12 volts, 13 Plates	units	3	9,000.00	27,000.00	3	27,000.00						
143	Motolite Battery 12 volts, 21 Plates	units	2	9,000.00	18,000.00	2	18,000.00						
144	Motolite Battery 12 volts, 9 Plates	PC	1	4,000.00	4,000.00	1	4,000.00						
145	OXCELIARY FAN	UNITS	2	3,000.00	6,000.00	2	6,000.00						

146	PRESURE SWITCH	UNIT	1	850.00	850.00	1	850.00						
147	RELAY	UNITS	2	500.00	1,000.00	2	1,000.00						
148	SHAFT HOSE	UNIT	3	285.00	855.00	3	855.00						
149	SHOCK ABSORBER FRONT TOYOTA INNOVA	PCS	2	6,000.00	12,000.00	2	12,000.00						
150	SHOCK ABSORBER REAR TOYOTA INNOVA	PCS	2	6,000.00	12,000.00	2	12,000.00						
151	TUBELESS TIRE 185/80 R14 MITSUBISHI ADVENTURE	UNITS	5	4,000.00	20,000.00	5	20,000.00						
152	TUBELESS TIRE YOKOHAMA 205/65 R15 FOR INNOVA	PCS	5	4,000.00	20,000.00	5	20,000.00						
153	WIPER ASSEMBLY	SETS	5	3,500.00	17,500.00	5	17,500.00						
	SUB TOTAL				482,765.00		336,685.00		116,080.00		30,000.00		-
	PEST CONTROL												
154	PEST CONTROL	LOT	1	100,000.00	100,000.00			1	100,000.00				
	SUB TOTAL				100,000.00				100,000.00				
	GRAND TOTAL				1,446,388.70		675,968.15		385,516.85		235,250.00		149,653.70

Approved by:

DORIS ANN S. ESPINA, CPA CSEE

Director, Administrative Services Division

CATALINO B. BELTRAN, Ph. D.

University President