

Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
 Tacloban City

ANNUAL PROCUREMENT PROGRAM FOR C.Y. 2012
For Common - Use Supplies and Equipment Available from the Procurement Service

Department/College: VPAA

Office: REGISTRAR

Item No.	Item and Specification	Unit	Qty.	Estimated Price	TOTAL	Quarterly Quantity Requirement				4 Qtr	Amount		
						1 Qtr	Amount	2 Qtr	Amount			3 Qtr	Amount
						Per Unit							
1	Book paper (long)	reams	24	220.00	5,280.00	12	2,640.00	-	12	2,640.00	-	-	
2	Book paper (short)	reams	24	210.00	5,040.00	12	2,520.00	-	12	2,520.00	-	-	
3	Bond paper substance 20 (long)	reams	100	190.00	19,000.00	25	4,750.00	25	4,750.00	25	4,750.00	4,750.00	
4	Bond paper substance 20 (short)	reams	24	180.00	4,320.00	12	2,160.00	-	12	2,160.00	-	-	
5	Scotch tape 1"	rolls	24	30.00	720.00	6	180.00	6	180.00	6	180.00	180.00	
6	Scotch tape 2"	rolls	20	40.00	800.00	5	200.00	5	200.00	5	200.00	200.00	
7	Wite out (Quick dry)	pcs.	50	35.00	1,750.00	13	455.00	12	420.00	13	455.00	455.00	
8	Ball pen (black & blue)	pcs.	100	6.00	600.00	25	150.00	25	150.00	25	150.00	150.00	
9	Sign pen refill (my-gel)	pcs.	100	18.00	1,800.00	25	450.00	25	450.00	25	450.00	450.00	
10	Sign pen (my gel)	pcs.	9	30.00	270.00	9	270.00	-	-	-	-	-	
11	Paper clip (big)	boxes	15	20.00	300.00	5	100.00	-	5	100.00	-	100.00	
12	Paper clip (small)	boxes	15	10.00	150.00	5	50.00	-	5	50.00	-	50.00	
13	Paper paste	bottles	50	30.00	1,500.00	13	390.00	12	360.00	13	390.00	390.00	
14	Elmer's Glue	bottles	50	50.00	2,500.00	13	650.00	12	600.00	13	650.00	650.00	
15	Pencil (Mongol #2)	pcs.	24	7.00	168.00	12	84.00	-	12	84.00	-	-	

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16	Brown envelopes (long)	pcs.	2,000	7.00	14,000.00	500	3,500.00	500	3,500.00	500	3,500.00	500	3,500.00
17	Expanded envelope (long)	pcs.	24	15.00	360.00	12	180.00		-	6	.90	6	.90
18	Folders (long)	pcs.	200	5.00	1,000.00	50	250.00	50	250.00	50	0.25	50	.25
19	Paper fastener (TRI-A-70mm)	boxes	12	80.00	960.00	6	480.00		-	6	0.48		-
20	Typewriter ribbon	pcs.	24	180.00	4,320.00	12	2,160.00		-	12	2,160.00		-
21	Masking tape 1"	rolls	10	28.00	280.00	3	84.00	2	56.00	3	84.00	2	.56
22	Masking tape 2"	rolls	6	65.00	390.00	3	195.00		-	3	195.00		-
23	Pentel pen (black & blue) PILOT	pcs.	36	35.00	1,260.00	9	315.00	9	315.00	9	315.00	9	.315
24	Pentel pen ink (black & blue)	bottles	24	75.00	1,800.00	6	450.00	6	450.00	6	450.00	6	.45
25	Stamping pad (joy)	pcs.	4	100.00	400.00	4	400.00		-		-		-
26	Stamping pad ink (NATTO)	bottles	8	20.00	160.00	2	40.00	2	40.00	2	40.00	2	.4
27	Staple wire (big)	boxes	36	33.00	1,188.00	9	297.00	9	297.00	9	297.00	9	.297
28	Mailing envelope ordinary (long-500/box)	boxes	20	300.00	6,000.00	10	3,000.00		-	5	1,500.00	5	1,500.00
29	Puncher (big)	pcs.	2	200.00	400.00	2	400.00		-		-		-
30	Scissors	pcs.	8	150.00	1,200.00	8	1,200.00		-		-		-
31	Cannon paper (soft green)	boxes	40	900.00	36,000.00	10	9,000.00	10	9,000.00	10	9,000.00	10	9,000.00
32	HP 704 ink (black)	bottles	100	400.00	40,000.00	25	10,000.00	25	10,000.00	25	10,000.00	25	10,000.00
33	HP 704 ink (tri-colour)	bottles	50	400.00	20,000.00	13	5,200.00	12	4,800.00	13	5,200.00	12	4,800.00
34	Canon 811 ink (colored)	bottles	50	1000.00	50,000.00	13	13,000.00	12	12,000.00	13	13,000.00	12	12,000.00
35	Canon 810 ink (black)	bottles	100	800.00	80,000.00	25	20,000.00	25	20,000.00	25	20,000.00	25	20,000.00
36	Brother ink (black) refill	bottles	100	80.00	8,000.00	25	2,000.00	25	2,000.00	25	2,000.00	25	2,000.00
37	Brother ink (colored) refill	bottles	50	85.00	4,250.00	13	1,105.00	12	1,020.00	13	1,105.00	12	1,020.00
38	EPSON LX 300 ribbon	boxes	30	100.00	3,000.00	10	1,000.00	10	1,000.00	5	500.00	5	500.00

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39	HP 60 ink (black)	bots	100	720.00	72,000.00	25	18,000.00	25	18,000.00	25	18,000.00	25	18,000.00
40	HP 60 ink (tri-colour)	bots	50	800.00	40,000.00	13	10,400.00	12	9,600.00	13	10,400.00	12	9,600.00
41	Rubber band (M.O.) #18	boxes	12	160.00	1,920.00	3	480.00	5	800.00	2	320.00	2	320.00
42	Rubbing alcohol (big)	bots	18	60.00	1,080.00	9	540.00		-	9	540.00		-
43	Blank tape	pcs.	10	30.00	300.00	5	150.00		-	5	150.00		-
44	Continuous paper (2 ply) short	boxes	20	900.00	18,000.00	5	4,500.00	5	4,500.00	5	4,500.00	5	4,500.00
1	Computers flat screen with scanner & printer	sets	2	130,000.00	260,000.00	1	130,000.00		-	1	130,000.00		-
2	Open steel filing cabinets	pcs.	10	12,000.00	120,000.00		-	5	60,000.00		-	5	60,000.00
3	Table top glass	pcs.	9	1,500.00	13,500.00	3	4,500.00	3	4,500.00	3	4,500.00		-
4	Steel filing cabinets (ICS)	pcs.	10	12,000.00	120,000.00	5	60,000.00		-	5	60,000.00		-
5	Epson LX 300 Printer	units	3	11,000.00	33,000.00	1	11,000.00	1	11,000.00	1	11,000.00		-
6	Computer swivel chairs	units	7	3,000.00	21,000.00	3	9,000.00	2	6,000.00	2	6,000.00		-
7	Photocopying machine	unit	1	60,000.00	60,000.00		-	1	60,000.00		-		-
8	Dry seal	pcs.	3	3,500.00	10,500.00		-	3	10,500.00		-		-
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	GRAND TOTAL				1,090,466.00		337,875.00		256,738.00		330,355.00		165,498.00

Prepared & Submitted by:

GREGORIA C. DE LA CRUZ, MAIS

Acting, Registrar

Recommending Approval:

SEGUNDA A. LACABA

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