

ANNUAL PROCUREMENT PLAN FOR 2018
For Common-Use Supplies and Equipment

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

1. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-phileps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. 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.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs
 The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/O	EASTERN VISAYAS STATE UNIVERSITY - MAIN CAMPUS	Agency Account Code:	No Code	Contact Person:	Sheryl Rubio
Region:	VIII - Tacloban			Position:	BAC Secretariat
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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	17	31	12	60	13	14	11	38	11	14	5	30	8	14		22	150	20.28	3,042.00	
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	2	8	5	15	12		10	22		1	5	6			1	1	44	19.20	844.80	
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-	
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	10	15	20	45	20	5		25		5		5		5		5	80	40.97	3,277.60	
5 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece	30	20	5	55	56	5	5	66	6	5	5	16		5		5	142	75.39	10,705.38	
6 TAPE, ELECTRICAL, 18mm x 16M min	roll	50	60	10	120	1			1				0				0	121	18.93	2,290.53	
COMMON OFFICE SUPPLIES																					
1 ACETATE, thickness: 0.075mm min (gauge #3)	roll	3	5	1	9	10	1		11		1		1				0	21	766.73	16,101.33	
2 AIR FRESHENER, aerosol, 280ml/150g min	can	67	56	29	152	15	30	9	54	15	23	16	54	12	24	9	45	305	88.69	27,050.45	
3 ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	191	96	72	359	114	65	26	205	68	62	12	142	21	14	2	37	743	49.73	36,949.39	
4 CARBON FILM, PE, black, size 210mm x 297mm	box				0				0				0				0	0	205.48	-	

5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0				0			0	0	210.91	-	
6	CARTOLINA, assorted colors	pack	236	154	50	440	45	26	65	136	61	16	22	99	61	52	62	175	850	67.06	57,001.00
7	CHALK, molded, white, dustless, length: 78mm min	box	10	200	2	212	5	4		9	30	2		32	2			2	255	26.89	6,856.95
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0				0				0				0	0	38.19	-
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	4	2	2	8	4	2	2	8	4	2	2	8	4			4	28	40.47	1,133.16
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	35			35	14			14	6			6	10			10	65	7.87	511.55
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	9		1	10	5			5				0				0	15	13.94	209.10
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	29	6	10	45	8			8	9			9	3			3	65	19.88	1,292.20
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	28	6	1	35	9			9	15			15	9			9	68	41.10	2,794.80
14	CORRECTION TAPE, film base type, UL 6m min	piece	126	154	68	348	17	67	84	168	63	66	26	155	96	38	26	160	831	18.26	15,174.06
15	DATA FILE BOX, made of chipboard, with closed ends	box	201	110	52	363	12	5	20	37		5		5	25			25	430	72.57	31,205.10
16	DATA FOLDER, made of chipboard, taglia lock	piece				0				0				0				0	0	71.39	-
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	2	2		4		2		2				0				0	6	424.47	2,546.82
18	ENVELOPE, DOCUMENTARY, for legal size document	box	52	56	40	148	4	2		6	52	120		172				0	326	538.80	175,648.80
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	28	45	53	126	13	2	25	40	1	1	2	4				0	170	667.84	113,532.80
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	30			30	30			30	30			30	30			30	120	28.71	3,445.20
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	12	11	1	24	1	2		3				0				0	27	341.79	9,228.33
22	ENVELOPE, mailing, white, with window	box				0				0				0				0	0	427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece	30	213	10	253	12			12				0				0	265	11.55	3,060.75
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	63	56	10	129	20	12		32			25	25	25	25	25	75	261	6.23	1,626.03
25	FASTENER, METAL, 70mm between prongs	box	88	23	49	160	18	14	44	76	8	17	13	38	8	6	9	23	297	59.37	17,632.89
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	22	1		23		12		12	10			10				0	45	73.59	3,311.55
27	FILE TAB DIVIDER, bristol board, for A4	set				0				0				0				0	0	12.98	-
28	FILE TAB DIVIDER, bristol board, for legal	set				0				0				0				0	0	17.31	-
29	FOLDER, FANCY, for A4 size documents	bundle	1	1		2				0				0				0	2	258.50	517.00
30	FOLDER, FANCY, for legal size documents	bundle	25	1		26	25			25				0				0	51	302.85	15,445.35
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0				0				0				0	0	177.92	-
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0				0				0				0	0	222.27	-

33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box		1		1				0				0			0	1	776.59	776.59	
34	FOLDER, TAGBOARD, for A4 size documents	pack		4		4		1		1	2	1	2	5		1		1	226.05	2,486.55	
35	FOLDER, TAGBOARD, for legal size documents	pack	28	44	43	115	2	3	10	15	5	1	2	8	1	1		2	140	208.38	29,173.20
36	GLUE, all purpose, gross weight: 200 grams min	jar	127	63	68	258	15	13	22	50	37	15	1	53	15	2	8	25	386	49.73	19,195.78
37	INDEX TAB, self-adhesive, transparent	box	115	88	25	228	6	15	15	36	18	40		58	6			6	328	53.74	17,626.72
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0								0				0	0	676.00	-
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0			50	50				0				0	50	43.26	2,163.00
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	62	65	35	162	8	24	3	35	21	4	15	40	1	2		3	240	36.97	8,872.80
41	MARKER, whiteboard, black, felt tip, bullet type	piece	134	95	773	1002	66	18	25	109	17	49	35	101	31	35	44	110	1322	10.69	14,132.18
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	60	44	360	464	3	3	12	18	3		10	13	3	15	23	41	536	10.69	5,729.84
43	MARKER, whiteboard, red, felt tip, bullet type	piece	81	21	360	462		5	12	17			3			18	3	21	503	10.69	5,377.07
44	MARKER, PERMANENT, bullet type, black	piece	142	82	177	401	35	33	72	140	8	21	7	36	4	7	15	26	603	10.04	6,054.12
45	MARKER, PERMANENT, bullet type, blue	piece	78	10	120	208	7	9	60	76	4	8		12		6	12	18	314	10.04	3,152.56
46	MARKER, PERMANENT, bullet type, red	piece	66	12	126	204	5	5		10	3	5		8	3	3	5	11	233	10.04	2,339.32
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0							25	25	25	25	25	75	100	12.52	1,252.00
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	154	2		156	40			40	40			40	40			40	276	32.45	8,956.20
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	1	25		26	1			1	26			26	1			1	54	44.32	2,393.28
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	3			3				0				0				0	3	59.49	178.47
51	PAPER, PAD, ruled, size: 216mm x 330mm (±2mm)	pad				0				0				0				0	0	18.99	-
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	77	86	50	213	2	26	51	79	11	11	48	70		5	1	6	368	6.91	2,542.88
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	112	91	66	269	27	15	51	93	40	21	37	98	26	5	6	37	497	14.04	6,977.88
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream		30		30				30	30			10	10			0	70	137.66	9,636.20
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream		30		30				30	30			10	10			0	70	160.94	11,265.80
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	61	59	72	192	99	46	16	161	109	52	52	213	43	17	14	74	640	119.09	76,217.60
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	568	392	541	1501	116	126	197	439	264	107	42	413	92	76	33	201	2554	123.08	314,346.32
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream		9		9		5		5		5		5		5	110	115	134	95.18	12,754.12
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll		7		7		2		2		7		7		2		2	18	34.29	617.22
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	49	34	39	122	15	32	15	62	7	9	26	42	26	26	26	78	304	20.40	6,201.60

61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	13	4	1	18				0		2		2				0	20	319.07	6,381.40
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	18	29	56	103	6	8	13	27	23	9	8	40	9	15	20	44	214	62.73	13,424.22
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	30	45	17	92	13	13	2	28	8	6	2	16	9		20	29	165	97.34	16,061.10
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	2	30		32				0				0				0	32	267.14	8,548.48
65	RUBBER BAND, 70mm min lay flat length (#18)	box	19	2	2	23	3	2	1	6	4	4	1	9			1	1	39	97.04	3,784.56
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	8	5	22	35	2	12		14	2			2				0	51	16.10	821.10
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	237	275	170	682	78	65	156	299	138	64	57	259	38	37	35	110	1350	35.99	48,586.50
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	108	36	25	169	28	1		29	34	12		46	4			4	248	35.99	8,925.52
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	56	106	12	174	22	1	6	29	4	2		6	4			4	213	35.99	7,665.87
70	STAMP PAD INK, purple or violet	bottle	16	24	12	52	4	2	2	8	2	3	1	6				0	66	25.62	1,690.92
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	29	28	14	71	2			2		3		3	4			4	80	28.77	2,301.60
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	43	62	45	150	13	20	10	43	10	11		21				0	214	21.51	4,603.14
73	STAPLE WIRE, STANDARD, (26/6)	box	81	88	50	219	70	34	13	117	27	12	36	75	52	25	25	102	513	19.68	10,095.84
74	TAPE, MASKING, width: 24mm (±1mm)	roll	31	64	45	140	15	16	50	81	12	15	12	39	8	5	9	22	282	57.32	16,164.24
75	TAPE, MASKING, width: 48mm (±1mm)	roll	42	72	45	159	18	18	12	48	11	27	47	85	5	12	10	27	319	109.24	34,847.56
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	18	22	22	62	3	10	9	22	5	5	3	13	8	1		9	106	29.08	3,082.48
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	42	59	43	144	38	9	20	67	11	14	8	33	10	5	48	63	307	11.36	3,487.52
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	19	62	38	119	36	7	22	65	15	9	7	31	8	15	48	71	286	27.58	7,887.88
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	68	82	122	272	58	17	32	107	32	68	4	104	13	3	10	26	509	70.30	35,782.70
80	TWINE, plastic, one (1) kilo per roll	roll	4			4				0				0				0	4	51.92	207.68
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0				0				0				0	0	133.99	-
82	Airline Travel	ticket				0				0				0				0	0	0.00	-

COMMON OFFICE DEVICES

1	CUTTER BLADE, for heavy duty cutter	tube	3	2	1	6	3	2		5	3	2		5	9	2		11	27	10.22	275.94
2	CUTTER KNIFE, for general purpose	piece	28	4	3	35	1	2	2	5		2	2	4		2		2	46	20.55	945.30
3	DATING AND STAMPING MACHINE, heavy duty	piece	8	4	3	15	3	2	1	6				0				0	21	497.52	10,447.92
4	PENCIL SHARPENER, manual, single cutter head	piece	7	8	4	19	2	1		3				0				0	22	194.69	4,283.18
5	PUNCHER, paper, heavy duty, with two hole guide	piece	23	13	4	40	1			1	1			1				0	42	123.42	5,183.64

6	SCISSORS, symmetrical, blade length: 65mm min	pair	23	14	13	50	12	4	3	19	7	3	2	12				0	81	14.28	1,156.68
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	28	28	22	78	5	12	4	21	1	3	3	7	8	3		11	117	85.45	9,997.65
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	2	1	4	7	2	1		3				0				0	10	913.95	9,139.50
9	STAPLE REMOVER, PLIER-TYPE	piece	2			2				0				0				0	2	18.91	37.82
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	1			1				0				0				0	1	51.57	51.57
11	WASTEBASKET, non-rigid plastic	piece				0				0				0				0	0	25.96	-
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece	112	64	25	201	64	6	21	91	60	9	5	74	60	6	4	70	436	91.94	40,085.84
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	12	24	4	40	7			7	5	2		7	5			5	59	24.88	1,467.92
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	26	44	10	80	8	7	4	19	1	15		16		8		8	123	43.26	5,320.98
4	CLEANSER, SCOURING POWDER, 350g min./can	can	33	14	13	60	13	15	15	43	3	8	2	13	4	3		7	123	24.88	3,060.24
5	DETERGENT POWDER, all purpose, 1kg	pouch	374	69	166	609	255	26	7	288	302	23	20	345	253	9	4	266	1508	38.93	58,706.44
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	13	1	6	20	6	12	6	24	1	18	4	23				0	67	125.20	8,388.40
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	22	12	7	41	5		3	8	7		1	8	5			5	62	28.12	1,743.44
8	FLOOR WAX, PASTE, RED	can	43	50	6	99	3	30	1	34	3	1		4	2	1		3	140	280.13	39,218.20
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	14	2	4	20	2	1	4	7	2	4	2	8	4	1		5	40	90.85	3,634.00
10	INSECTICIDE, aerosol type, net content: 600ml min	can	105	32	26	163	24	10	7	41	25	12	7	44	15	11	15	41	289	142.77	41,260.53
11	MOP BUCKET, heavy duty, hard plastic	piece		3		3				0				0				0	3	1,987.44	5,962.32
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	2	6	6	14	2	2		4		2		2				0	20	148.18	2,963.60
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	16	6	6	28	8	2		10		8		8				0	46	110.32	5,074.72
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	11	31	5	47			1	1	25		5	30			1	1	79	51.68	4,082.72
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	3	4		7	13			13		3		3				0	23	107.08	2,462.84
16	TRASHBAG, plastic, transparent	roll	27	6	54	87	11	11	2	24	5	14	3	22	4	6		10	143	145.48	20,803.64
17	DETERGENT BAR, 140 grams as packed	bar		6		6		6		6		6		6		6		6	24	7.57	181.68
COMMON OFFICE EQUIPMENT																					
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0	1			1		1		1				0	2	10,816.00	21,632.00
2	CALCULATOR, compact, 12 digits	unit	18	60	6	84	1	2	1	4			26	26	25	25	25	75	189	140.61	26,575.29

3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece			100	100	50			50				0			0	150	273.10	40,965.00
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece	62	700	100	862	50		12	62				0			0	924	273.10	252,344.40
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	3	1		4				0	1	1		2			0	6	6,828.14	40,968.84
6	DOCUMENT CAMERA, 3.2M pixels	unit				0				0				0			0	0	26,391.04	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	3			3				0				0			0	3	1,091.33	3,273.99
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	100	10		110				0				0			0	110	1,372.55	150,980.50
9	ELECTRIC FAN, STAND type, plastic blade	unit	14	2	9	25			2	2			2	2			2	31	1,046.65	32,446.15
10	ELECTRIC FAN, WALL type, plastic blade	unit	126	20		146			6	6				0			0	152	782.00	118,864.00
11	FACSIMILE MACHINE, uses thermal paper	unit	1			1	1			1				0			0	2	3,642.83	7,285.66
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	8	5		13				0				0			0	13	1,123.78	14,609.14
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0			0	0	5,191.68	-
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0				0			0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	1			1				0				0			0	1	8,411.60	8,411.60
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	3	1	1	5	1	1	1	3		1		1			0	9	5,927.17	53,344.53
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0			0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0			0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit			1	1				0				0			0	1	744.14	744.14
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	2		400	402				0				0			0	402	1,379.04	554,374.08
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0				0			0	0	1,379.04	-
22	Desktop Computer, branded	unit	31	5	2	38	1			1	1			1			0	40	35,887.49	1,435,499.60
23	Laptop Computer, branded	unit	6	2	1	9		2		2				0			0	11	36,587.28	402,460.08
COMMON COMPUTER SUPPLIES																				
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0				0			0	0	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	20			20				0				0			0	20	1,070.78	21,415.60
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box		3		3				0	3			3			0	6	796.06	4,776.36
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box		1		1				0	1			1			0	2	1,352.00	2,704.00
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	20			20				0				0			0	20	620.67	12,413.40
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	10			10				0				0			0	10	1,076.19	10,761.90

7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	240	160		400		30		30		30		30		0	460	22.66	10,423.60
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	13	4	3	20	4	2	2	8	4			4		0	32	3,152.86	100,891.52
9	FLASH DRIVE, 16 GB capacity	piece	10	3	5	18				0				0		0	18	261.75	4,711.50
10	MOUSE, optical, USB connection type	unit	58	4	8	70	4	2	5	11				0		0	81	140.39	11,371.59
HANDBOOK ON PROCUREMENT																			
1	HANDBOOK (RA 9184), 7th Edition	piece	1			1				0				0		0	1	48.13	48.13
CONSUMABLES																			
1	DRUM CART, BROTHER DR-3455	cart				0	1			1		1		1		1	3	7,138.56	21,415.68
2	INK CART, CANON CL-741, Col.	cart				0				0				0		0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0				0				0		0	0	1,070.78	-
4	INK CART, CANON PG-740, Black	cart				0				0				0		0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart				0				0				0		0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), Black	cart				0				0				0		0	0	264.99	-
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0				0		0	0	264.99	-
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0				0		0	0	264.99	-
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0				0		0	0	264.99	-
10	INK CART, HP C2P04AA (HP62) Black	cart				0				0				0		0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0				0		0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				0				0				0		0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0				0		0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0		0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0				0		0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0				0		0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0				0		0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0				0		0	0	0.00	-
19	INK CART, HP C9401A (HP72) 69ml Gray	cart				0				0				0		0	0	0.00	-
20	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0				0				0		0	0	0.00	-

21	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0			0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0			0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0			0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0			0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0			0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0			0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0			0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0			0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0			0	0	670.59	-
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0			0	0	859.87	-
31	INK CART, HP CH565A (HP82) Black	cart				0				0				0			0	0	0.00	-
32	INK CART, HP CH566A (HP82) Cyan	cart				0				0				0			0	0	0.00	-
33	INK CART, HP CH567A (HP82) Magenta	cart				0				0				0			0	0	0.00	-
34	INK CART, HP CH568A (HP82) Yellow	cart				0				0				0			0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0			0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0			0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0			0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL). Yellow	cart				0				0				0			0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart	6			6	6			6	6			6	6		6	24	373.15	8,955.60
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	6			6	6			6	6			6	6		6	24	373.15	8,955.60
41	INK CART, HP CZ107AA, (HP678), Black	cart		35		35				0		35		35			0	70	379.64	26,574.80
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart		40		40				0		40		40			0	80	379.64	30,371.20
43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0			0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0			0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0			0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0			0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0			0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0			0	0	0.00	-

49	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0				0				0			0	0	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0				0				0			0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0				0				0			0	0	0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart				0				0				0			0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0			0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0			0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0			0	0	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0				0			0	0	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0			0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0			0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0			0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0			0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0			0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0			0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0				0			0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0			0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0				0				0			0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0			0	0	753.88	-
67	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart	5			5				0				0			0	5	78.96	394.80
68	TONER CART, BROTHER TN-2025, Black	cart				0				0				0			0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0				0				0			0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0				0			0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0				0			0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0				0			0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0				0				0			0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0				0				0			0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0				0			0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0				0			0	0	3,239.39	-

77	TONER CART, HP CE285A (HP85A), Black	cart				o				o				o			o	o	3,009.01	-
78	TONER CART, HP CE310A, Black	cart				o				o				o			o	o	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				o				o				o			o	o	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				o				o				o			o	o	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				o				o				o			o	o	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				o				o				o			o	o	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				o				o				o			o	o	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				o				o				o			o	o	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				o				o				o			o	o	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				o				o				o			o	o	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				o				o				o			o	o	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				o				o				o			o	o	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				o				o				o			o	o	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				o				o				o			o	o	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart				o				o				o			o	o	3,942.43	-
92	TONER CART, HP CE411A, (HP305), Cyan	cart				o				o				o			o	o	5,618.91	-
93	TONER CART, HP CE412A, (HP305), Yellow	cart				o				o				o			o	o	5,618.91	-
94	TONER CART, HP CE413A, (HP305), Magenta	cart				o				o				o			o	o	5,618.91	-
95	TONER CART, HP CE505A, Black	cart				o				o				o			o	o	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				o				o				o			o	o	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				o				o				o			o	o	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				o				o				o			o	o	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				o				o				o			o	o	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				o				o				o			o	o	0.00	-
101	TONER CART, HP CF280XC	cart				o				o				o			o	o	7,241.31	-
102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				o				o				o			o	o	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				o				o				o			o	o	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				o				o				o			o	o	0.00	-

105	TONER CART, HP CF287A (HP87) black	cart				o				o				o			o	o	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				o				o				o			o	o	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				o				o				o			o	o	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				o				o				o			o	o	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				o				o				o			o	o	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				o				o				o			o	o	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				o				o				o			o	o	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				o				o				o			o	o	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				o				o				o			o	o	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				o				o				o			o	o	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				o				o				o			o	o	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				o				o				o			o	o	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				o				o				o			o	o	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				o				o				o			o	o	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				o				o				o			o	o	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				o				o				o			o	o	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				o				o				o			o	o	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				o				o				o			o	o	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				o				o				o			o	o	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				o				o				o			o	o	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				o				o				o			o	o	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				o				o				o			o	o	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart				o				o				o			o	o	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				o				o				o			o	o	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				o				o				o			o	o	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				o				o				o			o	o	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				o				o				o			o	o	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				o				o				o			o	o	0.00	-

133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0				0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0				0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0				0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0	0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart				0				0				0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				0				0	0	13,935.33	-

B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON ELECTRICAL SUPPLIES

1	Electrical Materials (assorted)	set	40			40				0				0	40	13,500.00	540,000.00
2	Extension Cord (6 gang)	pcs	3	3		6				0				0	6	670.00	4,020.00
3	Extension Wire, 3 gang @ 5mtrs	pcs	10	3	2	15	20			20				0	35	250.00	8,750.00
4	Extension Wire, 4 gang	unit	5	2	20	27	5		20	25		10	10		62	1,000.00	62,000.00
5						0				0				0	0		-

COMMON OFFICE EQUIPMENT

1	Aircon (1hp)	unit	2			2	1			1				0	3	15,000.00	45,000.00
2	Aircon Floor Mounted type w/ Installation	unit	1			1				0				0	1	65,000.00	65,000.00
3	Aircon Window Type, 2.5hp	unit	14	4	5	23	3			3		1	1		27	40,000.00	1,080,000.00
4	Camera	unit	1	1		2				0				0	2	65,000.00	130,000.00
5	Capacitor (for aircon)	pcs	4			4				0				0	4	1,500.00	6,000.00
6	Computer LCD Monitor	pc				0			1	1				0	1	8,000.00	8,000.00

7	Continous Paper 3 PLY 11x9.5 (Carbonless)	boxes	50			50				0						0	50	660.00	33,000.00		
8	Desktop Computer	unit	25	160	4	189	2	1	1	4	1	2	3	6	1	20	21	220	35,000.00	7,700,000.00	
9	Desktop Computer w/ LCD Monitor & printer	sets	6	1		7				0				0			0	7	45,000.00	315,000.00	
10	Executive Desk/ Office Table w/ 3/4 drawers	units	6	1		7				0				0			0	7	15,000.00	105,000.00	
11	Executive Swivel Chair	pc	7	5	6	18	1	20	2	23				0			0	41	12,000.00	492,000.00	
12	Filling Cabinets	pcs	6			6				0				0			0	6	2,000.00	12,000.00	
13	Flashdrive 32gb	units	17	6	20	43	5	3	2	10	10	3		13			0	66	700.00	46,200.00	
14	Flatbed Scanner	unit			1	1				0				0			0	1	39,000.00	39,000.00	
15	High back Executive Office Chair	units	4			4				0				0			0	4	11,000.00	44,000.00	
16	High Back Mech Chairs w/ Headrest	pcs	3			3				0				0			0	3	7,400.00	22,200.00	
17	High Resolution Printer	unit	7	4	2	13	2	1	1	4				0			0	17	50,000.00	850,000.00	
18	Inkjet Printer w/ Refill Tank System	unit			2	2	3			3				0			0	5	7,500.00	37,500.00	
19	L shape table	unit	1	1		2				0				0			0	2	40,000.00	80,000.00	
20	Laptop	units	8	22	2	32	1	1	4	6			1	1			0	39	36,000.00	1,404,000.00	
21	Laptop w/ OS	units	6	2	3	11	2			2				0			0	13	55,000.00	715,000.00	
22	Laser Printer	unit				0			1	1				0			0	1	50,000.00	50,000.00	
23	LCD Infocus	unit	3	1		4				0			1	1			0	5	20,000.00	100,000.00	
24	Mobile Phone Plan	units		2		2				0				0			0	2	18,000.00	36,000.00	
25	Multi-media Projector	units	8	15	8	31	1	3		4	1			1	1		1	37	20,000.00	740,000.00	
26	Note Book PC	units	6	7		13				0				0			0	13	20,000.00	260,000.00	
27	Office Cabinet	piece				0	3			3				0			0	3	2,500.00	7,500.00	
28	Office Chair	piece	5	10	3	18	16			40	56			0			0	74	500.00	37,000.00	
29	Office table with Chair	units	4			4				0				0			0	4	6,200.00	24,800.00	
30	Office Tables	piece	18	8	14	40	5	1	22	28				0			0	68	3,000.00	204,000.00	
31	OTG Flash Drive, 64gb, USB 2.0 & play, PD	pcs	13	2	4	19	4	5		9	2			2			0	30	1,200.00	36,000.00	
32	Printer	unit	36	18	4	58	5	1	1	7	1	1	1	3			0	68	8,000.00	544,000.00	
33	Printer LQ310	sets	2			2				0				0			0	2	11.00	22.00	
34	Printer LX300+II	unit				0		1		1				0			0	1	18,000.00	18,000.00	
35	Printer with Scanner (continous)	piece	2	1	3	6	4			4				0			0	10	5,800.00	58,000.00	
36	Projector Screen	unit		1		1				0				0			0	1	15,000.00	15,000.00	
37	Ring Binding Machine (Heavy Duty)	unit	1	1	1	3				0				0			0	3	5,500.00	16,500.00	
38	Scanner	unit	2		2	4	1			1				0			0	5	60,000.00	300,000.00	
39	Scanner	unit	1	1		2				0				0			0	2	15,000.00	30,000.00	
40	Signages	pcs		10		10				0				0			0	10	1,500.00	15,000.00	
41	Split-type Aircon 2hp	units	17	2	1	20	1			1			1	1			0	22	16,500.00	363,000.00	
42	Steel Cabinet	piece	10	5	2	17	2	3	6	11	6			6	2		2	36	1,200.00	43,200.00	
43	Steel Cabinet (4 drawers)	units	26	4	2	32			2	2	2			0	2		2	36	10,000.00	360,000.00	
44	Steel Cabinet (horizontal)	pcs	4			4				0				0			0	4	8,000.00	32,000.00	
45	Steel Cabinet w/ Volt (4 drawers)	unit				0			1	1				0			0	1	16,000.00	16,000.00	
46	Steel Cabinet, 3 drawers	units				0			2	2				0			0	2	7,600.00	15,200.00	
47	Steel File Cabinet with Glass	unit	1			1				0				0			0	1	17,000.00	17,000.00	
48	Steel Filling Cabinet Lateral type (3 drawers)	units	8	2		10			1	1				0	1		1	12	16,000.00	192,000.00	
49	Toner Kit (TK-439) for 221/220/181/180	boxes	6			6				0				0			0	6	7,200.00	43,200.00	
50	Visitors Chair	unit	7	6	10	23	6	4	4	14				0			0	37	2,900.00	107,300.00	
51	Visitors Lounge	set				0			1	1				0			0	1	15,000.00	15,000.00	
52	Window Type Aircon & Installation 2Hp	units	2		2	4				0				0			0	4	30,000.00	120,000.00	
53	Xerox Documate	unit	1	1	1	3				0				0			0	3	55,000.00	165,000.00	
54	Xerox/Photocopier Machine	units	5			5		1		1				0			0	6	94,500.00	567,000.00	
55						0				0				0			0	0		-	
COMMON OFFICE SUPPLIES																					
1	12 x 12 Bulletin Cork Board	unit	3			3				0				0			0	3	6,000.00	18,000.00	
2	4ft x 8ft Formica magnetic writable white Board	units	2			2				0				0			0	2	6,000.00	12,000.00	
3	A3 Book 70	reams	9	17	4	30	8	3	2	13	3	2	1	6	3	51	2	56	105	850.00	89,250.00
4	Arch File	pcs	50	100		150				0				0			0	150	324.00	48,600.00	
5	Back-back whiteboard with stand	pc	2			2				0		1		1			0	3	10,000.00	30,000.00	
6	Ballpen	pcs	400	110	120	630	20		20	40		220	20	240	100		10	110	1020	12.00	12,240.00
7	Ballpen Red	pcs	38	24	120	182	64	26	24	114		2		2			0	298	20.00	5,960.00	
8	Ballpen Black	box	29	24	25	78	15	7	11	33	16	2	6	24	1		1	136	240.00	32,640.00	
9	Ballpen Blue	box	15	7	10	32	16	5		21	5	1		6			0	59	240.00	14,160.00	
10	Binder clips, assorted size	pcs	24	155	24	203				0	5			5			0	208	385.00	80,080.00	

11	Binding Tape 1"	rolls		5	5					0		5		5			0	10	130.00	1,300.00	
12	Binding Tape 2"	rolls		5	5					0		5		5			0	10	155.00	1,550.00	
13	Black Hard Folder (2 holes)	pcs	40		40					0				0			0	40	550.00	22,000.00	
14	Board paper	packs	132	4	14	150				0	4			4			0	154	250.00	38,500.00	
15	Bond paper, short	ream	596	117	166	879	81	66	36	183	146	37	41	224	46	71	26	143	1429	200.00	285,800.00
16	Bond paper, whitewove, long	reams			20	20				0	30			30			0	50	180.00	9,000.00	
17	Bond paper, whitewove, short	reams			10	10				0	20			20			0	30	150.00	4,500.00	
18	Book paper, A4	ream	36	15	10	61	20		5	25				0		50	200	250	336	250.00	84,000.00
19	Book paper, A4	reams	15			15				0				0			0	15	250.00	3,750.00	
20	Book paper, long	ream	118	165	80	363	25	100	40	165	10	105		115	12	50	200	262	905	300.00	271,500.00
21	Book paper, short	ream	79	195	66	340	35	100	50	185	15	55	10	80	12	50	200	262	867	250.00	216,750.00
22	Box Filer w/ Cover (blue)	pcs	250	5		255		5		5				5			5	270	250.00	67,500.00	
23	Box Filer w/ Cover (green)	pcs	300	6	10	316				0				0			0	316	250.00	79,000.00	
24	Box Filer w/ Cover (maroon/red)	pcs	250			250				0				0			0	250	250.00	62,500.00	
25	Box Filer w/ Cover (yellow)	pcs	250			250				0				0			0	250	250.00	62,500.00	
26	Canon Board long, assorted colors	packs	1	40		41				0		40					0	81	40.00	3,240.00	
27	Canon Board short, assorted colors	packs	1	30		31				0		30					0	61	40.00	2,440.00	
28	Canon Laid bond 85g. Long, Green	ream	1			1	1			1		1					0	3	2,880.00	8,640.00	
29	Canon Paper (laid) short	reams	6			6				0				0			0	6	800.00	4,800.00	
30	Canon Paper , assorted colors	box	4			4		4						0			0	8	1,045.00	8,360.00	
31	Canon paper, A4	reams	10			10	5			5	3			3	2		2	20	165.00	3,300.00	
32	Canon paper, long	reams	85	22	3	110	5	10		15	9			9	2		2	136	400.00	54,400.00	
33	Canon paper, short	reams	21	18	3	42	5	10	10	25	9			9	2		2	78	400.00	31,200.00	
34	Certificate holder (short)	pcs	58		400	458			20	20				0			0	478	100.00	47,800.00	
35	Class Record	pcs	30	50		15	95			0				0			0	95	30.00	2,850.00	
36	Colored Bond paper (long)	reams	5	1	6	12			6	6				0			0	18	220.00	3,960.00	
37	Colored Bond paper (short), assorted	reams	10	2		12				0				0			0	12	350.00	4,200.00	
38	Cork Board	pcs	12	2	5	19				0	2			2			0	21	800.00	16,800.00	
39	Correction Fluid	pcs	36	5	27	68	8	24	6	38	2	24	3	29			0	135	55.00	7,425.00	
40	Correction Pen	pcs	30	9	15	54	30	3		33		9		9	3		3	99	90.00	8,910.00	
41	Document Filer	pcs	10	5		15				0		25		25			0	40	200.00	8,000.00	
42	Double Adhesive Tape, 0.5"	rolls	30	25		55				0				0			0	55	25.00	1,375.00	
43	Double Adhesive Tape, 1"	rolls	30	25	20	75	24	1		25				0			0	100	40.00	4,000.00	
44	Double Box filers (long)	pcs	48			48				0				0			0	48	148.50	7,128.00	
45	Double Side Tape	pcs	31	20	10	61	3	16	12	31	13	16		29	3		3	124	70.00	8,680.00	
46	Envelope, brown - long	pack	3	29	1	33		2	5	7		4		4			0	44	640.00	28,160.00	
47	Envelope, brown - short	pack	62	331	13	406	15	2	5	22	3	17		20			0	448	280.00	125,440.00	
48	Expanding Envelope, short	pcs		100		100				0				0			0	100	15.00	1,500.00	
49	File PVC folder	pcs	15			15	10			10				0			0	25	300.00	7,500.00	
50	Filers	pcs	20			20				0				0			0	20	150.00	3,000.00	
51	Folder, expanding green w/o tab long 16pts	box	8	203	7	218	6	1	2	9	1	2	1	4	1		1	232	1,180.00	273,760.00	
52	Folder, Expanding, tagboard, long	pcs			200	200				0				0			0	200	20.00	4,000.00	
53	Folder, short	pcs	2265	425	255	2945	30	150	100	280	150	130		280			0	3505	14.40	50,472.00	
54	Gel-ink Ballpoint Pen (black, blue, red)	box	5			5		5		5		6		6			0	16	1,478.40	23,654.40	
55	Glue Gun (big)	piece	16	2	3	21	1			1	1	2		3	1		1	26	300.00	7,800.00	
56	Glue Sticks	piece	100	30		130	30			30	30		10	40	30		30	230	10.00	2,300.00	
57	Hard Cover File Folder (long)	pcs	40			40				0				0			0	40	100.00	4,000.00	
58	Illustration Board (1/2)	pcs	12			12				0		15		15			0	27	20.00	540.00	
59	Illustration Board (whole)	pcs	80	35		115				0				0			0	115	50.00	5,750.00	
60	Kromekote paper	reams	1000			1000				0		1		1			0	1001	1,000.00	1,001,000.00	
61	Letters holder/ Rack	set	1			1				0				0			0	1	800.00	800.00	
62	Log Book	pcs	3	11	3	17				0				0			0	17	100.00	1,700.00	
63	Long Maroon Folder	pcs	300	300		600				0				0			0	600	20.00	12,000.00	
64	Manila paper	pcs	125	100	5	230			50	50				0			0	280	10.00	2,800.00	
65	Meta Cards	pack			40	40				0		30		30			0	70	120.00	8,400.00	
66	Mimeo Paper, long, whitewove	reams	5	50	20	75				0				0			0	75	150.00	11,250.00	
67	Mimeo Paper, short, whitewove	reams	5	50	20	75				0				0			0	75	140.00	10,500.00	
68	Morroco Sheets, short	pcs	20			20				0				0			0	20	19.80	396.00	
69	Paper Cutter	pcs	6	1		7				0				0			0	7	150.00	1,050.00	
70	Paste	jar	1			1	3	1		4			1	1			0	6	54.70	328.22	
71	Photo paper	sheets	225	35	50	310	5			5	5			5	5		5	325	5.00	1,625.00	
72	Photo paper A4	packs	19	22	16	57			13	13	10	1		11		1	1	82	350.00	28,700.00	

73	Pins	pads		53	50	103	3			3						0			0	106	15.00	1,590.00
74	Plastic, Binding Comb and Spine - assorted sizes	pcs		50		50	50			50	100					0			0	150	8.00	1,200.00
75	Puncher 3 holes,heavy duty	pc	1			1					0					0			0	1	1,634.00	1,634.00
76	Push Pins, Flat head type, assorted colors	case	32	28	37	97	30	1	2	33	37		5	42	30			0	202	35.00	7,070.00	
77	Push Pins, Hammer head type, 100s/ box	boxes	3	3	2	8	3			3						0			0	11	33.33	366.66
78	Ring binder .5"	pcs		10		10					0	10	10					0	20	48.00	960.00	
79	Ring binder 1"	pcs	5	10		15					0	10	10					0	25	50.00	1,250.00	
80	Ring binder 1.5"	pcs	5	16		21					0	10	10					0	31	55.00	1,705.00	
81	Ring binder 2"	pcs		10		10					0	10	10					0	20	65.00	1,300.00	
82	Ring binder 2.5"	pcs	10	10		20					0	10	10					0	30	75.00	2,250.00	
83	Ring Filer	pcs	10			10					0		0					0	10	300.00	3,000.00	
84	Ringbinder, assorted diameters	lengths	10			10					0		0					0	10	200.00	2,000.00	
85	Rubber Stamp	pcs	2			2					0		0					0	2	150.00	300.00	
86	Sign Pen	box	30			30		30			30							0	60	300.00	18,000.00	
87	Sign Pen (G-2 05)	boxes		1		1		1			1							0	2	750.00	1,500.00	
88	Sign Pen (refill, My Gel)	box	1	2	1	4		1			1	1						0	6	700.00	4,200.00	
89	Sign Pen, Green	pcs	6	25		31	9				9	6		6				0	46	58.00	2,668.00	
90	Single Box Filer (long)	pcs	53	50	20	123	5				5							0	128	95.00	12,160.00	
91	Sliding Folder with acetate	pcs		110		110					0							0	110	15.00	1,650.00	
92	Sliding Folder, long	pcs	20			20					0							0	20	20.00	400.00	
93	Sliding Folder, short	pcs	20			20					0							0	20	15.00	300.00	
94	Special Paper (blue,green,peach,marble)	ream	24			24	24				24	24						0	96	360.00	34,560.00	
95	Special Paper pink, lighter yellow & green long	packs		50		50					0							0	50	70.00	3,500.00	
96	Special pen eraser	pcs	20			20					0							0	20	50.00	1,000.00	
97	Specialty Board, long	reams		32		32					0	20		20				0	52	1,500.00	78,000.00	
98	Specialty Board, short	reams		10		10					0							0	10	1,250.00	12,500.00	
99	Specialty paper	sheets	420	20	1	441	50				50							0	491	5.24	2,571.90	
100	Specialty paper, long	reams	13		5	18	5				5	5						0	33	250.00	8,250.00	
101	Specialty paper, short	reams	5			5	5				5	5						0	20	45.00	900.00	
102	Steel Ruler	pc	1			1					0							0	1	200.00	200.00	
103	Sticker paper (long)	box	27	60	1	88		10			10		10		10			0	118	500.00	59,000.00	
104	Sticker paper (short)	boxes		2		2					0							0	2	270.00	540.00	
105	Sticky notes (1"x1" and 1"x2")	pads	16		10	26					0							0	26	5.00	130.00	
106	Sticky paper	pads	6	8		14					0	7		7				0	21	50.00	1,050.00	
107	Sticky Paper Book Marks	pads	1			1	1				1	1			1	1			1	4	260.00	1,040.00
108	Thumbtacks	boxes	24	20	5	49	10	3	1	14			5	5				0	68	30.00	2,040.00	
109	Transparencies A4 (PVC)	sheets	26	25		51					0							0	51	55.26	2,818.26	
110	Transparencies long (PVC)	boxes		5		5					0							0	5	630.00	3,150.00	
111	Transparencies short (PVC)	boxes		4		4					0							0	4	520.00	2,080.00	
112	White folder, long	pcs	405	5	5	415	5	5	5	15	5	5	5	15	5			0	450	16.80	7,560.00	
113	White folder, short	pcs	405	5	5	415	5	5	5	15	5	5	5	15	5			0	450	30.00	13,500.00	
114	White Woove (long)	reams			20	20					0							0	20	200.00	4,000.00	
115	Whiteboard	pc	11	10	3	24	5		1	6				0	10			0	40	1,500.00	60,000.00	
116	Yellow paper	ream	11	12	2	25	3	2	1	6	4			4				0	35	100.00	3,500.00	
117						0					0							0	0			-
COMMON JANITORIAL SUPPLIES																						
1	Bleeding Agent	gallon	2			2	2				2		2					0	6	720.00	4,320.00	
2	Deodorizer for Toilet (big)	pcs	27		12	39	12				12		12					0	63	864.00	54,432.00	
3	Dishwashing Liquid	bottle	48	13	2	63	3	24		13	40	5	3	1	9	10		0	123	200.00	24,600.00	
4	Disinfectant Liquid	bottle	3		5	8	3				3		3					0	14	360.00	5,040.00	
5	Door Mat	pcs	4	2	10	16	4				4		4					0	24	144.00	3,456.00	
6	Fabric Bleach	bottles	8	2	2	12	2	2	2	2	6	2	2	2	6	2	2		4	28	250.00	7,000.00
7	Fabric Conditioner	bottles		2	12	14	2	2	2	2	6	2	2	2	6	2	2		6	32	280.00	8,960.00
8	Feather Duster	pcs	12	10	10	32					0	10			10	5			5	47	80.00	3,760.00
9	Floor Mop	pcs	10	1	1	12	5				5	5			5	5			5	27	80.00	2,160.00
10	Floor PasteWax (colorless)	gallon	15			15					0				0				0	15	220.00	3,300.00
11	Glass Cleaner 150ml	bottles	4	2	4	10	2	1	4	7	2	4	2	8	4	1			5	30	180.00	5,400.00
12	Glass Cleaner 500ml	bottle	8			8	8				8			8					0	24	360.00	8,640.00
13	Hand Soap 500ml	bottles	5	4	12	21	12	2	2	16	6			6				0	43	300.00	12,900.00	
14	Large Albatross	pcs	75	40	25	140					0	50			50			0	190	60.00	11,400.00	

15	Large size, Plastic Basin	pcs				0			2	2	2			2	2	2		4	8	300.00	2,400.00
16	Liquid Handwashing Soap	bottles	10			10				0		5		5				0	15	80.00	1,200.00
17	Medium size Plastic Pail	pcs	2	6	3	11				0	5			5	5			5	21	150.00	3,150.00
18	Mophead w/ wooden handle	pcs	3	10	1	14	3	2	3	8	3	2	3	8	3	3	3	9	39	150.00	5,850.00
19	Muriatic Acid gallon	gallon	29	22	20	71	1	12		13	10	1		11				0	95	504.00	47,880.00
20	Plastic Drum	bottles	2			2				0				0				0	2	1,800.00	3,600.00
21	Plastic Trashcan with cover	pcs	2	4		6	5		1	6	5			5	5			5	22	150.00	3,300.00
22	Rake Heavy Duty	pcs	10			10				0				0				0	10	1,500.00	15,000.00
23	Toilet bowl cleaner	bottles	5	12	2	19			1	1			1	1			1	1	22	500.00	11,000.00
24	Toilet Brush	packs	32	9	2	43	35	2	5	42	32	5	2	39	35	2	5	42	166	100.00	16,600.00
25	Toilet deodorant cake	pcs	20			20	12			12			12	12				0	44	35.00	1,540.00
26	Trash Can w/ Cover	units	19	10	5	34	1		1	2				0				0	36	350.00	12,600.00
27						0				0				0				0	0		-
CONSUMABLES																					
1	Art Retransfer	rolls	10			10				0				0				0	10	5,500.00	55,000.00
2	Black Ink (printer)	bottle	140	25	46	211	15	100	10	125	25	110	3	138	15	12	1	28	502	270.00	135,540.00
3	Cartridge ink (MFC-J3520), 4 colors	set	1			1				0				0				0	1	1,250.00	1,250.00
4	Cont. Ink Solution for Brother DCP-165C	sets	2	4		6				0				0				0	6	1,526.00	9,156.00
5	Cont. Ink Solution for Brother MFC-J3720W	sets	2	4		6				0				0				0	6	1,646.00	9,876.00
6	Cont. Ink Solution for EPSON-L365	sets	2	4		6				0				0				0	6	968.00	5,808.00
7	Continuous Ink for Printer - black	bottle	10	17	36	63	8	2	10	20	4	17		21	2			2	106	390.00	41,340.00
8	Continuous Ink for Printer - cyan	bottle	10	17	3	30	8	2	10	20		17		17	2			2	69	390.00	26,910.00
9	Continuous Ink for Printer - magenta	bottle	10	17	3	30	8	2	10	20		17		17	2			2	69	390.00	26,910.00
10	Continuous Ink for Printer - yellow	bottle	10	17	3	30	8	2	10	20		17		17	2			2	69	390.00	26,910.00
11	Cyan Ink (printer)	bottle	130	13	16	159	15	100	10	125	25	100	3	128	15		1	16	428	270.00	115,560.00
12	Developer DV116	unit	1			1				0				0				0	1	1,370.00	1,370.00
13	Epson Refill Ink	set	14		28	42	10			10				0				0	52	1,000.00	52,000.00
14	Epson, Black Ink, 100ml. For L360 Printer	bottle	16	108	31	155	15	6	21	42	1	10	8	19	1	7	1	9	225	144.00	32,400.00
15	Epson, Cyan Ink, 100ml. For L360 Printer	bottle	10	54	4	68	3	3	11	17	1	7	8	16	1	4	1	6	107	144.00	15,408.00
16	Epson,Magenta Ink,100ml. For L360 Printer	bottle	16	54	4	74	3	3	11	17	1	7	8	16	1	4	1	6	113	144.00	16,272.00
17	Epson,Yellow Ink,100ml. For L360 Printer	bottle	16	54	4	74	3	3	11	17	1	7	8	16	1	4	1	6	113	144.00	16,272.00
18	Hot Melt Glue	cls	5			5				0				0				0	5	1,400.00	7,000.00
19	Ineo 164 Toner	boxes	2	2		4				0	2			2				0	6	16,000.00	96,000.00
20	Ink (whiteboardmarker) black	bottle	18	40	30	88	5	24		29	20			20	5			5	142	100.00	14,200.00
21	Ink (whiteboardmarker) blue	bottle	18	25	30	73	5			5	5			5	5			5	88	100.00	8,800.00
22	Ink (whiteboardmarker) red	bottle	13	15	30	58				0				0				0	58	150.00	8,700.00
23	Ink Cartridge, HP 74	pcs	10			10				0				0				0	10	1,200.00	12,000.00
24	Ink Cartridge, HP 75	pcs	6			6				0				0				0	6	1,500.00	9,000.00
25	Ink Refill #76641	pcs			12	12				0				0				0	12	320.00	3,840.00
26	Ink Refill #76642	pcs			12	12				0				0				0	12	320.00	3,840.00
27	Ink Refill #76643	pcs			12	12				0				0				0	12	320.00	3,840.00
28	Ink Refill #76644	pcs			12	12				0				0				0	12	320.00	3,840.00
29	Ink, for brother MFC-J430W, black	bottle	12			12				0				0				0	12	500.00	6,000.00
30	Ink, for brother MFC-J430W, cyan	bottle	6			6				0				0				0	6	500.00	3,000.00
31	Ink, for brother MFC-J430W, magenta	bottle	12			12				0				0				0	12	500.00	6,000.00
32	Ink, for brother MFC-J430W, yellow	bottle	6			6				0				0				0	6	500.00	3,000.00
33	Ink-LC535XL, Black	pcs	3	6		9				0		6		6				0	15	400.00	6,000.00
34	Ink-LC535XL, Cyan	pcs	3	5		8				0		5		5				0	13	400.00	5,200.00
35	Ink-LC535XL, Magenta	pcs	3	5		8				0		5		5				0	13	400.00	5,200.00
36	Ink-LC535XL, Yellow	pcs	3	5		8				0		5		5				0	13	400.00	5,200.00
37	L-360 continuous ink	Liters	3			3				0				0				0	3	2,666.67	8,000.00
38	Magenta ink (printer)	bottle	130	13	16	159	15	100	10	125	25	100	3	128	15		1	16	428	270.00	115,560.00
39	Pentel Pen Ink, Permanent, black	bottle	10	10		20				0				0				0	20	50.00	1,000.00
40	Pentel Pen Ink, Permanent, blue	bottle	3	10		13				0				0				0	13	50.00	650.00
41	Pentel Pen Ink, Permanent, red	bottle	3	5		8				0				0				0	8	50.00	400.00
42	Photocopier Toner	tube	5			5	5			5	5			5	10			10	25	3,000.00	75,000.00
43	Refill Sign Pen my gel .5	pcs		12		12		12		12		12		12				0	36	55.00	1,980.00
44	Ribbon 1" wide (red, blue, cream)	roll	1			1				0				0				0	1	176.00	176.00
45	Ribbon 1/2" wide (red, blue, cream)	roll	1			1				0				0				0	1	132.00	132.00
46	Ribbon w/ Cartridge for LQ-300 EPSON	pcs	50			50	25			25				0				0	75	300.00	22,500.00

47	Ribbon w/ Cartridge for LQ-310 EPSON	pcs	50	200		250	25			25						0			275	300.00	82,500.00
48	Ribbon, EPSON FX-2175 printer	pcs	8			8				0						0			8	350.00	2,800.00
49	Ribbon, LX-300 RM 8750	pcs	5			5				0						0			5	200.00	1,000.00
50	Riso Ink Black	tube	12			12				0						0			12	1,400.00	16,800.00
51	RZ Master Roll 77	rolls	8			8				0						0			8	4,000.00	32,000.00
52	Toner Develop Ineo 85	sets	4	5	4	13	1		1	2			1	1	1	2			18	2,833.33	50,999.99
53	Toner for DCS 2011 xerox machine	bottles			2	2				0						0			2	3,600.00	7,200.00
54	Toner for Fuji Xerox	pcs	2	4	17	23	8	2	2	12	2	2	2	6	2	2	2	6	47	3,700.00	173,900.00
55	Toner for Sharp MX-B200 printer	bottles			2	2				0						0			2	5,500.00	11,000.00
56	Toner TN-114	boxes			4	4				0						0			4	6,500.00	26,000.00
57	Typewriter Ribbon	boxes	12			12				0						0			12	40.00	480.00
58	Universal Ink for Brother, black	bottle	74	19	34	127	16	24	4	44	17	7	2	26	17	3	7	27	224	100.00	22,400.00
59	Universal Ink for Brother, cyan	bottle	74	20	7	101	16		3	19	17	7	2	26	17	3	4	24	170	100.00	17,000.00
60	Universal Ink for Brother, magenta	bottle	74	20	7	101	16		3	19	17	7	2	26	17	3	4	24	170	100.00	17,000.00
61	Universal Ink for Brother, yellow	bottle	74	20	7	101	16		3	19	17	1	2	20	17	3	4	24	164	100.00	16,400.00
62	Whiteboard marker Ink (Black)	box	60			60		60		60						0			120	800.00	96,000.00
63	Whiteboard marker Ink (blue)	box	30			30		30		30						0			60	800.00	48,000.00
64	Xerox Machine Toner DCS2011	unit	2	10	4	16	2			2		8		8					26	3,400.00	88,400.00
65	XiDi Color Ribbon (YMCK) (1000 prints)	rolls	5			5				0						0			5	26,000.00	130,000.00
66	Yellow Ink (printer)	bottle	130	13	16	159	15	100	10	125	25	100	3	128	15		1	16	428	270.00	115,560.00
67						0				0						0			0		-
Office Equipment and Accessories																					
1	Blank Tapes	units	6			6				0						0			6	333.33	2,000.00
2	Camcorder	units				0			2	2						0			2	140,000.00	280,000.00
3	Diskettes	pcs	12			12				0						0			12	75.00	900.00
4	Drum DR114	unit	1			1				0						0			1	9,880.00	9,880.00
5	DSLR	units	2	1	1	4	1		2	3						0			7	50,000.00	350,000.00
6	Tape Recorders	units	2			2				0						0			2	2,000.00	4,000.00
7						0				0						0			0		-
8						0				0						0			0		-
9						0				0						0			0		-
10						0				0						0			0		-
Office Supplies																					
1	Columnar pad, 16 columns	pad	4			4				0						0			4	33.00	132.00
2	Columnar pad, 6 columns	pad	4			4				0						0			4	22.00	88.00
3	Fax Film	rolls	4	5		9				0						0			9	1,600.00	14,400.00
4						0				0						0			0		-
5						0				0						0			0		-
6						0				0						0			0		-
7						0				0						0			0		-
8						0				0						0			0		-
9						0				0						0			0		-
10						0				0						0			0		-
Audio and visual presentation and composing equipment																					
1	AC Plug Plastic Heavy Duty	pcs	2	1		3				0						0			3	35.00	105.00
2	Automatic Voltage Regulator 3000w	unit	1	1		2				0						0			2	12,000.00	24,000.00
3	AVR 3 KVA Servo Type with time delay	unit	1			1				0						0			1	8,000.00	8,000.00
4	C Clip (100 pcs/pack)	pack	1			1				0						0			1	260.00	260.00
5	Convenience Outlet 3G surface type	pcs	1			1				0						0			1	85.00	85.00
6	DB Audio Speaker w/ Built-in Amplifier 550w with microphone	set	1			1				0						0			1	15,840.00	15,840.00
7	Extension Wire 10 meters, gauge 16, w/ 3g Outlet & plastic plug	units	2			2				0						0			2	500.00	1,000.00
8	Extension Wire 10 meters, gauge 16, w/ 3g Outlet & plastic plug	units	2			2				0						0			2	400.00	800.00
9	Flatcord 16/2 (150m)	rolls	1			1				0						0			1	3,900.00	3,900.00
10	HDMI to VGA adapter 10 meters	unit	1			1				0						0			1	1,800.00	1,800.00

11	Headphone Driver unit 57mm diameter Dome; Impedance 64 ohms;Frequency;Response SHz to 30Khz; Maximum Power 3500mw; Magnet Nd Feb; Sensitivity 107db+/-3db;Cord Length 4m	unit	1		1				0				0			0	1	2,850.00	2,850.00
12	Microphone stand heavy duty 30" length	units	3		3				0				0			0	3	2,200.00	6,600.00
13	Portable Sound System	units	2		2				0				0			0	2	20,000.00	40,000.00
14	Power Sequencer (ORG PR280) 8 x 220V output, linkable; 2.2KW per channel	unit	1		1				0				0			0	1	9,800.00	9,800.00
15	Power Sequencer 8 ports	unit	1		1				0				0			0	1	7,000.00	7,000.00
16	Professional Mixer 10 mono mic/line inputs & 3 stereo Channels with 2-band EQ	unit	1		1				0				0			0	1	58,580.00	58,580.00
17	PVC Square Box 4 11/6" x 4 11/16'	pcs	4		4				0				0			0	4	340.00	1,360.00
18	Sound system with accessories (for studio room)	set	1		1				0				0			0	1	300,000.00	300,000.00
19	Speaker Tripod Stand	units	2	2	4				0				0			0	4	1,300.00	5,200.00
20	Stereo Shielded Cable	rolls	1		1				0				0			0	1	6,500.00	6,500.00
21	Wired Microphone	units	2	2	4				0				0			0	4	3,500.00	14,000.00
22	Wireless Microphone w/ receiver & 2 microphones	set	1		1				0				0			0	1	22,000.00	22,000.00
23					0				0				0			0	0		-

Photographic or filming or video equipment

1					0				0				0			0	0		-
2					0				0				0			0	0		-
3					0				0				0			0	0		-
4					0				0				0			0	0		-
5					0				0				0			0	0		-
6					0				0				0			0	0		-
7					0				0				0			0	0		-
8					0				0				0			0	0		-
9					0				0				0			0	0		-
10					0				0				0			0	0		-

Cleaning Equipment and Supplies

1					0				0				0			0	0		-
2					0				0				0			0	0		-
3					0				0				0			0	0		-
4					0				0				0			0	0		-
5					0				0				0			0	0		-
6					0				0				0			0	0		-
7					0				0				0			0	0		-
8					0				0				0			0	0		-
9					0				0				0			0	0		-
10					0				0				0			0	0		-

Paper Materials and Products

1					0				0				0			0	0		-
2					0				0				0			0	0		-
3					0				0				0			0	0		-
4					0				0				0			0	0		-
5					0				0				0			0	0		-
6					0				0				0			0	0		-
7					0				0				0			0	0		-
8					0				0				0			0	0		-
9					0				0				0			0	0		-
10					0				0				0			0	0		-

Lighting and fixtures and accessories

1					0				0				0			0	0		-
2					0				0				0			0	0		-
3					0				0				0			0	0		-
4					0				0				0			0	0		-
5					0				0				0			0	0		-

6						0				0					0	0		-
7						0				0					0	0		-
8						0				0					0	0		-
9						0				0					0	0		-
10						0				0					0	0		-
Electrical equipment and components and supplies																		
1						0				0					0	0		-
2						0				0					0	0		-
3						0				0					0	0		-
4						0				0					0	0		-
5						0				0					0	0		-
6						0				0					0	0		-
7						0				0					0	0		-
8						0				0					0	0		-
9						0				0					0	0		-
10						0				0					0	0		-
Computer Supplies																		
1	Anti Virus		1	3		4				0					0	4	2,500.00	10,000.00
2	Card Reader	pcs				0			1	1					0	1	150.00	150.00
3	CD rewritable/recordable, 4.7GB	pcs	10	72		82		5		5		5			0	92	24.20	2,226.40
4	CNAP Bundle	bundle		1		1				0					0	1	400,000.00	400,000.00
5	Computer Repair Tool kit	units	2			2				0					0	2	2,500.00	5,000.00
6	Dvd Recordable	boxes	3			3				0					0	3	240.00	720.00
7	External Hard drive 2TB	pc	4	3	5	12			1	1					0	13	3,500.00	45,500.00
8	External Hard drive 3TB	units	3	3		6	1			1		1			0	8	7,200.00	57,600.00
9	External Hard drive 4TB	pcs		3		3				0					0	3	14,000.00	42,000.00
10	Graphic Pen	units				0			2	2					0	2	15,000.00	30,000.00
11	Laminating Film	roll		1		1				0		2			0	3	1,200.00	3,600.00
12	Micro SD 64GB	pc		1		1				0					0	1	2,500.00	2,500.00
13	PC keyboard, PS2	pcs	7			7				0					0	7	300.00	2,100.00
14	PC keyboard, USB	pcs	55	6		61				0					0	61	300.00	18,300.00
15	PC mouse, PS2	pcs	10			10				0					0	10	300.00	3,000.00
16	Pocket wifi 4G	pcs	4			4				0					0	4	1,500.00	6,000.00
17	Portable Wifi	pc		2		2			1	1					0	3	1,500.00	4,500.00
18	RJ45 network wall jack faceplate	pcs	50	50		100				0					0	100	300.00	30,000.00
19	Software	lot		1		1				0					0	1	1,500,000.00	1,500,000.00
20	USB port (6 ports)	pcs				0			3	3					0	3	600.00	1,800.00
21						0				0					0	0		-
Computer Equipment and Accessories																		
1	BNC Connector	pcs				8	8			0					0	8	480.00	3,840.00
2	Cable Tie 8"(100pcs/pack)	packs				1	1			0					0	1	250.00	250.00
3	Camera digital video HD Infrared waterproof AMX 1080P AHD Camera Model: NK-612A3 (white) System: NTSC 3.6mm power rate	pcs				4	4			0					0	4	5,000.00	20,000.00
4	Computer AVR	pcs	3	3	1	7				0		1	1		0	8	4,000.00	32,000.00
5	Computer Monitor LED	unit	13	2		15	2			2	2				0	19	300.00	5,700.00
6	Computer set	set	15	1		16				0					0	16	20,000.00	320,000.00
7	Computer set	sets				10	10			0					0	10	6,000.00	60,000.00
8	Convertible laptops	units				0			3	3					0	3	70,000.00	210,000.00
9	Crimping tools	set				0			1	1					0	1	2,000.00	2,000.00
10	Desktop	set				0			2	2		1			0	3	110,000.00	330,000.00
11	Ethernet Switch, 8 port	pcs	2	5		5	12	3		3					0	15	1,250.00	18,750.00
12	Flash drive 8GB	pcs				3	3			0					0	3	150.00	450.00
13	HDMI Cable accessories	units	3	3		2	8			0					0	8	1,000.00	8,000.00
14	Memory Card 32gb	unit	1			1				0					0	1	3,000.00	3,000.00
15	Mouse Pad	pcs	2			2				0					0	2	300.00	600.00
16	PC solid state drive	units	2			2				0					0	2	4,000.00	8,000.00
17	Portable DVD writer	pcs	10			10				0					0	10	900.00	9,000.00


18	Portable Speaker	unit	2	1	1	4	1			1				0			0	5	10,000.00	50,000.00	
19	Portable Speaker w/ belt in amp. & tri-pad stand	units	5			5				0				0			0	5	15,000.00	75,000.00	
20	Power Supply	unit	1			1				0				0			0	1	20,000.00	20,000.00	
21	Power Supply, 500 watts	units	12			12				0				0			0	12	583.33	7,000.00	
22	Powerbank 16000 mAh	pcs	2			2				0				0			0	2	3,500.00	7,000.00	
23	RG45 Connector	set	6000	10	50	6060	2		1	3				0			0	6063	600.00	3,637,800.00	
24	RG6 Coaxial Cable Class A (150m/roll)	roll			1	1				0				0			0	1	5,150.00	5,150.00	
25	Router (TP-Link) 4 ports single antenna	pc	6	1	1	8			1	1				0			0	9	2,000.00	18,000.00	
26	Screw drivers	set				0			1	1				0			0	1	1,000.00	1,000.00	
27	Sysytem Unit	pcs	20			20				0				0			0	20	6,000.00	120,000.00	
28	Tripod Video Camera	unit	1	1		2				0				0			0	2	3,300.00	6,600.00	
29	Unshielded Twisted Pair (UTP) cable	box				0			1	1				0			0	1	800.00	800.00	
30	UPS	unit	19	13	9	41	4	3	25	32	2	4		6			0	79	3,500.00	276,500.00	
31	UTP Cable	boxes	12	11	3	26				0				0			0	26	9,100.00	236,600.00	
32						0				0				0			0	0		-	
*Other Categories																					
1	32 inch Full HD LED Display panel	unit			2	2				0				0			0	2	20,000.00	40,000.00	
2	4TB Surveillance HDD WD Purple	unit		3		3				0				0			0	3	7,100.00	21,300.00	
3	Biometric Machine: Fingertec TA100C	untis		4		4				0				0			0	4	18,000.00	72,000.00	
4	CCTV	set			1	1				0				0			0	1	40,000.00	40,000.00	
5	Chargeable Flashlight (solar)	unit			5	5				0				0			0	5	600.00	3,000.00	
6	Charger w/ Rechargeable batteries	set				0			1	1				0			0	1	1,000.00	1,000.00	
7	Computer Desk	units	4			4			3	3				0			0	7	2,000.00	14,000.00	
8	Conference Table 6-seaters	unit		2		2				0				0			0	2	40,000.00	80,000.00	
9	Dental Chairs & Unit	set	1			1				0				0			0	1	540,000.00	540,000.00	
10	Emergency Radio Communication with License	unit	1			1				0				0			0	1	25,000.00	25,000.00	
11	Exhaust Fan	unit	1			1				0				0			0	1	2,160.00	2,160.00	
12	Frames (short)	pcs		24	20	44				0				0			0	44	100.00	4,400.00	
13	Gun Tucker	pc				0				0	1			1			0	1	1,800.00	1,800.00	
14	Gun Ticker Staples	box				0				0	1			1			0	1	600.00	600.00	
15	Handset Battery	pc				0		1		1				0			0	1	1,800.00	1,800.00	
16	I.D. lace & holder	pcs				0			250	250		120		120			0	370	70.00	25,900.00	
17	Imaging Unit/ OPC Drum, Cleaning Blade for TASK/ LFA 180	unit	1	1		2				0				0			0	2	19,500.00	39,000.00	
18	Labeler	unit				0		1		1				0			0	1	1,500.00	1,500.00	
19	Lanyard	pcs				0				0		30		30			0	30	66.67	2,000.00	
20	Lapel	units	6	1		7				0				0			0	7	14,500.00	101,500.00	
21	Li-Ion Battery (for Nikon D7100 DSLR)	pc	3			3			1	1				0			0	4	1,800.00	7,200.00	
22	Luminous Spray paints	pcs	25			25				0				0			0	25	250.00	6,250.00	
23	Mailing Stamp @1.00	pcs				0	3000			3000				0			0	3000	1.00	3,000.00	
24	Mailing Stamp @10.00	pcs				0	300			300				0			0	300	10.00	3,000.00	
25	Mailing Stamp @5.00	pcs				0	500			500				0			0	500	5.00	2,500.00	
26	Mailing Stamp @7.00	pcs				0	500			500				0			0	500	7.00	3,500.00	
27	Mailing Stamp @9.00	pcs				0	300			300				0			0	300	9.00	2,700.00	
28	Mat Anti Dengue w/ Machine	pcs	2			2	2			2		2		2			0	6	150.00	900.00	
29	Oil pastel	packs				0				0	10			10			0	10	100.00	1,000.00	
30	Pushcart	unit		1		1				0				0			0	1	5,000.00	5,000.00	
31	Refrigerator (2-Door)	unit	2			2				0				0			0	2	16,000.00	32,000.00	
32	Report Card - grade 10	pcs				0	160			160				0			0	160	20.00	3,200.00	
33	Report Card - grade 7	pcs				0	120			120				0			0	120	20.00	2,400.00	
34	Report Card - grade 8	pcs				0	120			120				0			0	120	20.00	2,400.00	
35	Report Card - grade 9	pcs				0	120			120				0			0	120	20.00	2,400.00	
36	RG8 wire	meters	10			10				0				0			0	10	1,500.00	15,000.00	
37	Roller Blinds	piece	10			10				0				0			0	10	350.00	3,500.00	
38	Signal Booster	unit		1		1				0				0			0	1	20,000.00	20,000.00	
39	Solar Battery 150 ah 12V	unit				0			1	1				0			0	1	15,000.00	15,000.00	
40	Solar Panel 1000 Watts 12V	panel				0			2	2				0			0	2	5,000.00	10,000.00	
41	Stand Fan Industrial Type 18" Stainless Blade	unit	19			19				0				0			0	19	4,320.00	82,080.00	
42	Storage box w/ cover	pcs			3	3				0				0			0	3	80.00	240.00	
43	Survielance Camera w/ accessories	set	1			1				0				0			0	1	150,000.00	150,000.00	

44	T.V. Monitor	unit	5	4	6	15	2	3	3	8	1			1			0	24	15,000.00	360,000.00	
45	Tarpaulin	pc.	87	12	7	106	6	8	8	22	6	4	4	14	6	32	2	40	182	850.00	154,700.00
46	Tarpaulin Printing		2	1		3				0				0				3	50,000.00	150,000.00	
47	Venetian Blinds	pcs	27	1	1	29				0				0	6			6	35	30,000.00	1,050,000.00
48	Wall clock	pcs	5	1	2	8	3			3				0				11	500.00	5,500.00	
49	Water Dispenser	unit	18	2	2	22	1	1	1	3			1	1				0	26	8,922.21	231,977.46
50	Wireless microphone	units	12	3	2	17			1	1				0				0	18	1,500.00	27,000.00
51	Wireless Telephone	unit	1			1	1			1				0				0	2	2,500.00	5,000.00
52						0				0				0				0	0		-
C. TOTAL (A + B):																			41,744,396.81		
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			4,174,439.68		
E. GRAND TOTAL (C + D)																			45,918,836.49		
F. APPROVED BUDGET BY THE AGENCY HEAD																					
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores					4E+06				511656				431735					153126		5094105.52	
G.2 Other Items not available at PS but regularly purchased from other sources					3E+07				4E+06				1E+06					1E+06		36650291.29	
TOTAL MONTHLY CASH REQUIREMENTS					3E+07				4E+06				2E+06					2E+06		41744396.81	


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

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:


SHERYL A. RUBIO
 Chairperson, BAC Secretariat

Recommending Approval:


LILIAN D. ESTORNINOS, DM
 VP-Admin/ BAC, Chairperson

Certified Funds Available/
 Certified Appropriate Funds Available:


CRESEÑCIA T. TAÑO
 Accountant/ Local Budget Officer

Approved by:


DOMINADOR O. AGUIRRE, JR., DM
 Head of Office/ Agency

Date Prepared March 28, 2018