

Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
 Tacloban City

ANNUAL PROCUREMENT PROGRAM FOR CY 2012  
 For Common - Use and Equipment Available from the Procurement Service

Department/College: Administration  
 Office: Budget Section

Annex C  
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ITEM AND SPECIFICATIONS	UNIT	QTY	ESTIMATED PRICE PER UNIT	TOTAL	QUARTERLY QUANTITY REQUIREMENT							
					1 Quarter	Amount	2 Quarter	Amount	3 Quarter	Amount	4 Quarter	Amount
<b>COMMON COMPUTER SUPPLIES</b>												
1 HP Ink No. 21 (black)	piece	20	1,000.00	20,000.00	6	6,000.00	5	5,000.00	4	4,000.00	5	5,000.00
2 HP Ink No. 22 (colored)	piece	8	1,200.00	9,600.00	2	2,400.00	2	2,400.00	2	2,400.00	2	2,400.00
3 CIS for Brother Printer	bottle	32	75.00	2,400.00	8	600.00	8	600.00	8	600.00	8	600.00
<b>COMMON OFFICE EQUIPMENT</b>												
4 Desktop Computer Set	unit	2	25,000.00	50,000.00		0.00	1	25,000.00	1	25,000.00		0.00
5 Computer Printer	unit	1	7,000.00	7,000.00	1	7,000.00		-		0.00		0.00
6 Filing Cabinet	unit	1	5,500.00	5,500.00	1	5,500.00		-		0.00		0.00
7 Cellular phone	unit	1	15,000.00	15,000.00	1	15,000.00		-		0.00		0.00
<b>COMMON OFFICE SUPPLIES</b>												
8 Alcohol casino 70%	bottle	8	65.00	520.00	2	130.00	2	130.00	2	130.00	2	130.00
9 Ballpen - black	piece	12	5.00	60.00	3	15.00	3	15.00	3	15.00	3	15.00
10 Bond paper subs 20 - long	ream	20	150.00	3,000.00	5	750.00	5	750.00	5	750.00	5	750.00
11 Bond paper subs 20 -short	ream	8	130.00	1,040.00	2	260.00	2	260.00	2	260.00	2	260.00
12 Bond Paper - A4	ream	8	130.00	1,040.00	2	260.00	2	260.00	2	260.00	2	260.00
13 Book paper - long	ream	15	230.00	3,450.00	4	920.00	5	1,150.00	3	690.00	3	690.00
14 Book paper - short	ream	6	180.00	1,080.00	2	360.00	3	540.00	1	180.00		0.00
15 Book paper - colored	ream	8	220.00	1,760.00	2	440.00	2	440.00	2	440.00	2	440.00

16	Brown envelop - long	piec e	50	10.00	500.00	15	150.00	15	150.00	10	100.00	10	100.00
17	Brown envelop - short	piec e	30	13.00	390.00	10	130.00	10	130.00	5	65.00	5	65.00
18	Correction fluid	bottl e	4	12.00	48.00	2	24.00		-	2	24.00		0.00
19	Data filer	piec e	6	60.00	360.00	3	180.00		-	3	180.00		0.00
20	Elmer's glue - big	bottl e	4	47.00	188.00	1	47.00	1	47.00	1	47.00	1	47.00
21	Expanded folder - long	piec e	50	12.00	600.00	15	180.00	10	120.00	15	180.00	10	120.00
22	Expanded folder - short	piec e	50	10.00	500.00	10	100.00	10	100.00	10	100.00	20	200.00
23	Folder long	piec e	75	6.00	450.00	25	150.00	15	90.00	15	90.00	20	120.00
24	Folder short	piec e	50	5.00	250.00	15	75.00	15	75.00	10	50.00	10	50.00
25	Logbook 300 sheets	book	3	60.00	180.00	3	180.00		-		0.00		0.00
26	Logbook 500 sheets	book	1	90.00	90.00	1	90.00		-		0.00		0.00
27	Lysol spray - small size	bottl e	2	150.00	300.00	1	150.00		-	1	150.00		0.00
28	Mailing envelop - long	piec e	50	4.00	200.00	10	40.00	10	40.00	20	80.00	10	40.00
29	Masking tape 1 inch	roll	2	37.00	74.00	1	37.00		-	1	37.00		0.00
30	Masking tape 2 inches	roll	2	72.00	144.00	1	72.00		-	1	72.00		0.00
31	Morocco Folders - long	piec e	50	12.00	600.00	12	144.00	14	168.00	12	144.00	12	144.00
32	Morocco Folders - short	piec e	50	10.00	500.00	12	120.00	14	140.00	12	120.00	12	120.00
33	Paper fastener	box	4	81.00	324.00	2	162.00		-	2	162.00		0.00
34	Pencil mongol 2	box	3	60.00	180.00	1	60.00	1	60.00	1	60.00		0.00
35	Pentel pen - black	piec e	10	18.00	180.00	2	36.00	2	36.00	4	72.00	2	36.00
36	Ring Binder 1 inch	piec e	20	13.00	260.00	4	52.00	6	78.00	4	52.00	6	78.00
37	Ring Binder 3/4 inch	piec e	20	12.00	240.00	4	48.00	6	72.00	4	48.00	6	72.00
38	Rubber band	box	1	100.00	100.00	1	100.00		-		0.00		0.00
39	Scotch tape 1 inch	roll	2	16.00	32.00	1	16.00		-	1	16.00		0.00
40	Scotch tape 2 inches	roll	2	15.00	30.00	1	15.00		-	1	15.00		0.00
41	Sign pen - black 0.5	box	2	260.00	520.00	1	260.00		-	1	260.00		0.00
42	Stamping pad	piec e	1	22.00	22.00	1	22.00		-		0.00		0.00
43	Stamping pad ink	bottl e	1	23.00	23.00	1	23.00		-		0.00		0.00

44	Staple wire # 35	box	4	36.00	144.00	1	36.00	1	36.00	1	36.00	1	36.00
45	Vinyl paper clip - big	box	3	17.00	51.00	1	17.00	1	17.00	1	17.00		0.00
46	Vinyl paper clip - small	box	3	8.00	24.00	1	8.00	1	8.00	1	8.00		0.00
47	White wove - long	ream	4	150.00	600.00	2	300.00		-	2	300.00		0.00
48	Ruled pad	pad	12	20.00	240.00	3	60.00	3	60.00	3	60.00	3	60.00
<b>GRAND TOTAL</b>							<b>129,794.00</b>		<b>42,719.00</b>		<b>37,972.00</b>		<b>37,270.00</b>
													<b>11,833.00</b>

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