

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-philgeps.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 SUCsThe accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addressess:
 - 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/Offi

ZAMBOANGA CITY WATER DISTRICT

Region:

REGION IX

Address:

PILAR STREET, ZAMBOANGA CITY

Agency Account Code:

Contact Person:

LEE ROY T. DEPOSITARIO

Position:

SR. CORPORATE PLANNING ANALYST

E-mail :

Telephone/Mobile Nos:

(062) 991-1556

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	7		8	15	343	4	12	359	10	24	30	64	12			12	450	19.50	8,775.00	
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	7			7	25	4	12	41	11	24	8	43	12			12	103	18.46	1,901.38	
3	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0			6	6				0	6	88.40	530.40	
4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	-	
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	72.49	-	
6	TAPE, ELECTRICAL, 18mm x 16M min	roll				0	5			5				0				0	5	18.20	91.00	
COMMON OFFICE SUPPLIES																						
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				0				0	3			3	3	737.24	2,211.72	

2	AIR FRESHENER, aerosol, 280ml/150g min	can	20		32	52	31	24	15	70	13	38	34	85	12	26		38	245	85.28	20,893.60
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	27		184	211	67	24	52	143	176	128	42	346	63	52		115	815	47.82	38,973.30
4	CARBON FILM, PE, black, size 210mm x 297mm	box	1	3		4				0	1		6	7				0	11	197.58	2,173.38
5	CARBON FILM, PE, black, size 216mm x 330mm	box				0				0			6	6				0	6	202.80	1,216.80
6	CARTOLINA, assorted colors	pack	3	2		5				0				0				0	5	64.48	322.40
7	CHALK, molded, white, dustless, length: 78mm min	box	2			2				0				0				0	2	25.86	51.72
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	5		5	10				0				0	4			4	14	36.72	514.08
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	5		4	9				0				0	4			4	13	38.91	505.83
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	7		1	8	1	10		11	9			9	9			9	37	7.57	280.09
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box		5	5	10	6	10		16	12			12	9			9	47	13.40	629.80
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	5		5	10	5	10		15	11	3		14	9			9	48	19.12	917.76
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	5		3	8	5			5	10	5		15	9			9	37	39.52	1,462.24
14	CORRECTION TAPE, film base type, UL 6m min	piece	10	20	118	148	34	130	15	179	89	72	44	205	74	30		104	636	17.56	11,168.16
15	DATA FILE BOX, made of chipboard, with closed ends	box	5	12	19	36	10		5	15	21	16	12	49	54	1		55	155	69.78	10,815.90
16	DATA FOLDER, made of chipboard, taglia lock	piece	3	5		8	10		20	30	2	2		4	36			36	78	68.64	5,353.92
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	2	2	7	11	11			11	7		3	10	5			5	37	408.14	15,101.18
18	ENVELOPE, DOCUMENTARY, for legal size document	box	3	1	7	11	12			12	6		3	9	5			5	37	518.08	19,168.96
19	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	1	2	2	5	11	1		12	37		4	41	12			12	70	642.15	44,950.50
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	6	8		14	8			8			16	16	24	12		36	74	27.61	2,043.14
21	ENVELOPE, MAILING,white, 80gsm (-5%)	box	2			2		1		1	4		1	5	1			1	9	328.64	2,957.76
22	ENVELOPE, mailing, white, with window	box				0				0	4		2	6	1			1	7	410.80	2,875.60
23	ERASER, FELT, for blackboard/whiteboard	piece	3		1	4				0	4		4	8				0	12	11.11	133.32
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	6		2	8				0	18			18	48			48	74	5.99	443.26
25	FASTENER, METAL, 70mm between prongs	box	28	22	39	89	8	15		23	154		8	162	72	14		86	360	57.09	20,552.40
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	18		5	23	4			4	28		40	68	40	12		52	147	70.67	10,388.49

27	FILE TAB DIVIDER, bristol board, for A4	set	20			20	20			20	20			20	64			64	124	12.48	1,547.52
28	FILE TAB DIVIDER, bristol board, for legal	set	20		6	26	20			20	20			20	59			59	125	16.64	2,080.00
29	FOLDER, FANCY, for A4 size documents	bundle	1		6	7				0	2		4	6	34	2		36	49	248.56	12,179.44
30	FOLDER, FANCY, for legal size documents	bundle	2		6	8				0	1		4	5	34	2		36	49	291.20	14,268.80
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	1		3	4	24			24	2		4	6	34	2		36	70	171.08	11,975.60
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	1		9	10	20			20	2		4	6	34	2		36	72	213.72	15,387.84
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	4			4		2		2	4		3	7	36	1		37	50	746.72	37,336.00
34	FOLDER, TAGBOARD, for A4 size documents	pack	20	1	2	23	1			1	14		5	19	36	2		38	81	226.05	18,310.05
35	FOLDER, TAGBOARD, for legal size documents	pack	10	1	4	15	11			11	15		5	20	12	2		14	60	200.37	12,022.20
36	GLUE, all purpose, gross weight: 200 grams min	jar	5	6		11	3	2		5	8		8	16	11	2		13	45	47.82	2,151.90
37	INDEX TAB, self-adhesive, transparent	box				0				0			1	1				0	1	51.67	51.67
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0				0	12			12	12	650.00	7,800.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	4	20	27	51				0	29			29	24			24	104	41.60	4,326.40
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	10	5	64	79	5	10	4	19	16	15	8	39	15			15	152	35.55	5,403.60
41	MARKER, whiteboard, black, felt tip, bullet type	piece	10	8	15	33	17	12	10	39	25		40	65	10	5		15	152	9.65	1,466.80
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	10		15	25	17	12	5	34	10		40	50	10	5		15	124	9.65	1,196.60
43	MARKER, whiteboard, red, felt tip, bullet type	piece	10	3	14	27	13	12	5	30	4		24	28	8	4		12	97	9.65	936.05
44	MARKER, PERMANENT, bullet type, black	piece	20	10	174	204	29	24	4	57	70		36	106	15	5		20	387	10.28	3,978.36
45	MARKER, PERMANENT, bullet type, blue	piece	10		30	40	15	24	4	43	41		38	79	15	5		20	182	10.28	1,870.96
46	MARKER, PERMANENT, bullet type, red	piece	10		18	28	15	24	4	43	25		22	47	12	4		16	134	10.28	1,377.52
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	20	200		220				0	50			50	16			16	286	12.04	3,443.44
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	5		56	61		30	10	40	34		2	36	18			18	155	31.20	4,836.00
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	10			10		30	10	40	52		2	54	18			18	122	42.62	5,199.64
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	10		20	30		7	10	17	24		2	26	18			18	91	57.20	5,205.20
51	PAPER, PAD, ruled, size: 216mm x 330mm (±2mm)	pad	1	20	6	27				0	31		12	43	33			33	103	17.35	1,787.05

52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	10	20	38	68	16	20	72	108	58		10	68	34	49		83	327	6.64	2,171.28
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	30	16	38	84	8	20	72	100	56		10	66	6	287		293	543	13.50	7,330.50
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	65	139		204	42		24	66	150		48	198	104	324		428	896	132.37	118,603.52
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	70	109		179	42		24	66	143		48	191	104	64		168	604	154.75	93,469.00
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	79	33	254	366	6	100	45	151	123		29	152	186	16		202	871	114.51	99,738.21
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	69	3	220	292	11	200	45	256	131		13	144	1112	16		1128	1820	118.35	215,397.00
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream		5		5				0			4	4		4		4	13	114.51	1,488.63
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	15	20		35				0	4			4				0	39	32.97	1,285.83
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	17	5	7	29	13			13	24		5	29	3	9		12	83	19.62	1,628.46
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	6			6	108			108				0				0	114	306.80	34,975.20
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	12	45	58	115	48			48	38		39	77	21	33		54	294	60.32	17,734.08
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	12	43	73	128	46		10	56	40		64	104	26	24		50	338	93.60	31,636.80
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	2	2		4				0				0	17			17	21	256.87	5,394.27
65	RUBBER BAND, 70mm min lay flat length (#18)	box	2	26		28	1			1	26		1	27	15			15	71	93.31	6,625.01
66	RULER, plastic, 450mm (18"), width: 38mm min	piece			4	4		4		4	3		4	7	9			9	24	15.48	371.52
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	15	117	220	352	50	100	12	162	202	24	40	266	53	45		98	878	34.61	30,387.58
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	9	89	166	264	38	100		138	171	24	28	223	53	45		98	723	34.61	25,023.03
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	15	37	154	206		100	12	112	90	12	16	118	48	15		63	499	34.61	17,270.39
70	STAMP PAD INK, purple or violet	bottle	3	12	8	23	3			3	18		4	22	5	2		7	55	24.63	1,354.65
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	3	5	5	13	5			5	6			6	4			4	28	27.66	774.48
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	1	39		40				0	45		14	59	23			23	122	20.68	2,522.96
73	STAPLE WIRE, STANDARD, (26/6)	box	1	42		43		24		24	34		18	52	16	4		20	139	21.84	3,035.76
74	TAPE, MASKING, width: 24mm (±1mm)	roll	3	230	136	369	18	12		30	17		24	41	6	18		24	464	55.12	25,575.68
75	TAPE, MASKING, width: 48mm (±1mm)	roll		66		66	10			10	49		26	75	3	12		15	166	105.04	17,436.64
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	1	43	22	66		12	24	36	46		14	60				0	162	27.96	4,529.52

77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	8	21	32	61	12			12	36		20	56	8	2		10	139	10.92	1,517.88
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	1	20		21	4	30		34	24		6	30				0	85	26.52	2,254.20
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	8	42	65	115	19	12	62	93	125		36	161	59	5		64	433	67.60	29,270.80
80	TWINE, plastic, one (1) kilo per roll	roll		15		15				0	2		2	4				0	19	49.92	948.48
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0				0	6			6				0	6	128.84	773.04
82	Airline Travel	ticket				0				0				0				0	0	0.00	-
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, for heavy duty cutter	tube		2	29	31				0	21		8	29	26			26	86	9.83	845.38
2	CUTTER KNIFE, for general purpose	piece	2	7		9	2			2	15		8	23	15	2		17	51	19.76	1,007.76
3	DATING AND STAMPING MACHINE, heavy duty	piece		3		3				0	2			2	2			2	7	478.38	3,348.66
4	PENCIL SHARPENER, manual, single cutter head	piece		3		3				0	4		4	8	6			6	17	187.20	3,182.40
5	PUNCHER, paper, heavy duty, with two hole guide	piece		6		6				0	11		6	17	2	2		4	27	114.28	3,085.56
6	SCISSORS, symmetrical, blade length: 65mm min	pair	2	11	2	15		4		4	8		6	14	5	2		7	40	13.73	549.20
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece		10		10	3			3	12		6	18	3	4		7	38	82.16	3,122.08
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0	1		2	3	1			1	4	878.80	3,515.20
9	STAPLE REMOVER, PLIER-TYPE	piece	1	2		3				0	7		7	14	4	2		6	23	21.84	502.32
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece		1		1	1	2		3	15		2	17	2			2	23	49.59	1,140.57
11	WASTEBASKET, non-rigid plastic	piece		21	2	23				0	6		7	13		2		2	38	24.96	948.48
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece		77	3	80	12			12	4		4	8				0	100	88.40	8,840.00
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece		254	4	258				0	4		4	8				0	266	23.92	6,362.72
3	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle		35		35	36			36	5		20	25				0	96	41.60	3,993.60
4	CLEANSER, SCOURING POWDER, 350g min./can	can		10		10				0			24	24				0	34	21.27	723.18
5	DETERGENT POWDER, all purpose, 1kg	pouch	1	354		355	174			174	6		36	42	2			2	573	37.43	21,447.39
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can		102		102		3	3	6	8		28	36	2			2	146	120.38	17,575.48

7	DUST PAN, non-rigid plastic, w/ detachable handle	piece		6		6				0	2		4	6				0	12	27.04	324.48
8	FLOOR WAX, PASTE, RED	can				0				0			4	4				0	4	269.36	1,077.44
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can		10		10			3	3			12	12				0	25	87.36	2,184.00
10	INSECTICIDE, aerosol type, net content: 600ml min	can	1	184	14	199			5	5	12		24	36				0	240	137.28	32,947.20
11	MOP BUCKET, heavy duty, hard plastic	piece		1		1				0			4	4				0	5	1,911.00	9,555.00
12	MOPHANDLE, heavy duty, aluminum, screw type	piece		10		10				0			4	4		6		6	20	142.48	2,849.60
13	MOPHEAD, made of rayon, weight: 400 grams min	piece		30		30				0			4	4		6		6	40	106.08	4,243.20
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	1			1				0	2		16	18		5		5	24	49.69	1,192.56
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack		10		10				0			12	12		4		4	26	102.96	2,676.96
16	TRASHBAG, plastic, transparent	roll		50		50	6			6			28	28				0	84	139.88	11,749.92
17	DETERGENT BAR, 140 grams as packed	bar				0				0				0				0	0	7.28	-
COMMON OFFICE EQUIPMENT																					
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0				0				0				0	0	10,400.00	-
2	CALCULATOR, compact, 12 digits	unit	1			1				0				0				0	1	135.20	135.20
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0			4	4				0	4	262.60	1,050.40
4	CHAIR,monobloc, white, with backrest, w/o armrest	piece				0				0				0				0	0	262.60	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0				0				0				0	0	6,565.52	-
6	DOCUMENT CAMERA, 3.2M pixels	unit				0				0				0				0	0	25,376.00	-
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0				0				0				0	0	1,049.36	-
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0				0				0				0	0	1,319.76	-
9	ELECTRIC FAN, STAND type, plastic blade	unit				0				0				0				0	0	967.10	-
10	ELECTRIC FAN, WALL type, plastic blade	unit				0				0				0				0	0	751.92	-
11	FACSIMILE MACHINE, uses thermal paper	unit				0				0				0				0	0	3,502.72	-
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0				0				0				0	0	1,080.56	-
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0				0	0	4,992.00	-

14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0				0				0				0	0	26,483.60	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0				0				0				0	0	8,088.08	-
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit				0				0				0				0	0	5,699.20	-
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0				0	0	18,709.60	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0				0	0	5,831.52	-
19	PRINTER, LASER, monochrome, network-ready	unit				0				0				0				0	0	715.52	-
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,323.92	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,326.00	-
22	Desktop Computer, branded	unit				0				0				0				0	0	34,507.20	-
23	Laptop Computer, branded	unit				0				0				0				0	0	35,916.40	-
COMMON COMPUTER SUPPLIES																					
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box			48	48		2	5	7	8			8				0	63	682.24	42,981.12
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0			10	13	8			8				0	21	1,029.60	21,621.60
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box		1	96	97			3	3	2			2				0	102	765.44	78,074.88
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0			5	5	4			4				0	9	1,300.00	11,700.00
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box			16	16				0				0				0	16	596.80	9,548.80
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0				0				0	0	1,034.80	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	1			1				0				0				0	1	21.79	21.79
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece				0				0	3			3	8	3		11	14	3,031.60	42,442.40
9	FLASH DRIVE, 16 GB capacity	piece	3	1		4		6	4	10	28		4	32	4	2		6	52	251.68	13,087.36
10	MOUSE, optical, USB connection type	unit				0				0			4	4	3			3	7	127.80	894.60
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK (RA 9184), 7th Edition	piece	1	8		9				0				0				0	9	46.28	416.52
CONSUMABLES																					
1	DRUM CART, BROTHER DR-3455	cart				0				0				0				0	0	7,138.56	-

2	INK CART, CANON CL-741, Col.	cart				0				0				0				0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart		17		17				0		12		12				0	29	1,070.78	31,052.62
4	INK CART, CANON PG-740, Black	cart				0				0				0				0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart		20		20				0		12		12				0	32	811.20	25,958.40
6	INK CART, EPSON C13T664100 (T6641), Black	cart	2	31	65	98	10	5	5	20	31		36	67	2			2	187	264.99	49,553.13
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart	2	27	32	61	8	5	4	17	24		24	48	2			2	128	264.99	33,918.72
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart	2	27	32	61	8	5	4	17	24		24	48	2			2	128	264.99	33,918.72
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart	2	27	32	61	8	5	4	17	24		24	48	2			2	128	264.99	33,918.72
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		8		8	12			12	23			23	4			4	47	665.18	31,263.46
22	INK CART, HP CC643WA, (HP60), Tri-color	cart		8		8	12			12	19			19	4			4	43	784.16	33,718.88
23	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0	4			4	4	373.15	1,492.60
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0	4			4	4	373.15	1,492.60
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	16	16	12	44			48	48	7			7	8	45		53	152	373.15	56,718.80
40	INK CART, HP CN693AA, (HP704), Tri-color	cart	16	16	8	40			48	48	5			5	8	45		53	146	373.15	54,479.90
41	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	379.64	-
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 LoS6oAA (HP955) Black Original	cart				o				o				o				o	o	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				o				o				o				o	o	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				o				o				o				o	o	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				o				o				o				o	o	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				o				o				o				o	o	0.00	-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				o				o				o				o	o	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				o				o				o				o	o	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				o				o				o				o	o	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				o				o				o				o	o	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				o				o				o				o	o	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				o				o				o				o	o	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				o				o				o				o	o	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				o				o				o				o	o	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				o				o				o				o	o	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				o				o				o				o	o	753.88	-
67	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart			18	18				o				o				o	18	78.96	1,421.28
68	TONER CART, BROTHER TN-2025, Black	cart				o				o				o				o	o	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				o				o				o				o	o	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				o				o				o				o	o	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				o				o				o				o	o	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				o				o				o				o	o	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				o				o				o				o	o	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				o				o				o				o	o	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				o				o				o				o	o	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				o				o				o				o	o	3,239.39	-

77	TONER CART, HP CE285A (HP85A), Black	cart				0				0				0				0	0	3,009.01	-
78	TONER CART, HP CE310A, Black	cart				0				0				0				0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0				0				0				0	0	2,590.43	-
80	TONER CART, HP CE312A, Yellow	cart				0				0				0				0	0	2,590.43	-
81	TONER CART, HP CE313A, Magenta	cart				0				0				0				0	0	2,590.43	-
82	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	2,968.99	-
83	TONER CART, HP CE321A, Cyan	cart				0				0				0				0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0				0				0				0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart				0			2	2				0				0	2	3,942.43	7,884.86
92	TONER CART, HP CE411A, (HP305), Cyan	cart				0			1	1				0				0	1	5,618.91	5,618.91
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0			1	1				0				0	1	5,618.91	5,618.91
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0			1	1				0				0	1	5,618.91	5,618.91
95	TONER CART, HP CE505A, Black	cart				0				0				0				0	0	4,158.75	-
96	TONER CART, HP CE505X, Black, high cap	cart				0				0				0				0	0	7,349.47	-
97	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0				0				0				0	0	0.00	-
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0				0				0				0	0	0.00	-
99	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0				0				0				0	0	0.00	-
100	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0				0				0				0	0	0.00	-
101	TONER CART, HP CF280XC	cart				0				0				0				0	0	7,241.31	-

102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0				0				0				0	0	0.00	-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0				0				0				0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0				0				0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0				0				0				0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0				0				0				0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0				0				0				0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0				0				0				0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0				0				0				0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0				0				0				0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0				0				0				0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0				0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0				0				0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0				0				0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0				0				0				0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0				0				0				0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0				0				0				0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0				0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0				0				0				0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0				0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0				0				0				0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0				0				0				0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0				0				0				0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0				0				0				0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0				0				0				0	0	0.00	-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0				0				0				0	0	0.00	-

127	TONER CART, HP CF410A (HP410A) black	cart				0				0				0				0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0				0				0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart				0				0				0				0	0	0.00	-
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0				0				0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart				0				0				0				0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0				0				0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart				0				0				0				0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart				0				0				0				0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart				0				0				0				0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart				0				0				0				0	0	7,782.11	-
137	TONER CART, HP Q7553A, Black	cart				0				0				0				0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart				0				0				0				0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	9,572.16	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				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	0	6,312.22	-

152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0				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	Battery, 9 volts	piece	7			7				0				0				0	7	150.00	1,050.00
2	BALLAST, 36 watts	piece		20		20				0				0				0	20	72.62	1,452.40
3	Battery, AA, alkaline, Rechargeable, 2pcs/packet	packs				0	10			10				0				0	10	267.30	2,673.00
4	COMPACT FLORESCENT LAMP	pieces				0	36			36				0				0	36	93.29	3,358.44
5	Flourescent Lamp - 20 watts	pieces				0				0	4			4				0	4	165.00	660.00
6	Pin light - 18 watts	pieces				0				0	15			15				0	15	143.00	2,145.00
7	Electrical wires, plywood, nails & other construction materials	lot				0				0	1			1				0	1	5,000.00	5,000.00
8	BATTERY, size AA, rechargeable, 4 pieces per pack	pack				0				0				0	2			2	2	1,000.00	2,000.00
9	Battery AA (Energizer)	pcs.				0				0				0		15		15	15	150.00	2,250.00
10	Battery AA (energizer)	pcs.				0				0				0		15		15	15	100.00	1,500.00
11	Flourecent Highligther Pen	pcs				0				0				0		5		5	5	35.55	177.75
12	Pen Light Bulb 18 watts	pcs.				0				0				0		20		20	20	150.00	3,000.00
13	Flourecent Lamp 40 watts	sets				0				0				0		15		15	15	345.00	5,175.00
14	Flourecent Lamp 20 watts	sets				0				0				0		15		15	15	288.00	4,320.00
15						0				0				0				0	0		-
16						0				0				0				0	0		-
17						0				0				0				0	0		-
18						0				0				0				0	0		-
19						0				0				0				0	0		-
20						0				0				0				0	0		-
21						0				0				0				0	0		-
22						0				0				0				0	0		-
COMMON OFFICE EQUIPMENT																					
1	CALCULATOR, scientific, pocket size with casedot matrix, two power source (solar/cell type)	unit		1		1				0			2	2				0	3	258.84	776.52
2	Calculator	unit			3	3				0				0				0	3	436.69	1,310.07
3	Cutter	pc			10	10				0				0				0	10	20.50	205.00
4	Heavy Duty Cutter	pc			15	15				0				0				0	15	100.00	1,500.00
5	Paper Cutter, Heavy Duty (Big)	pieces				0	2			2				0				0	2	22.25	44.50
6	PAPER TREAMERS/CUTTERS,talbe, 6" x 8"	piece				0	1			1				0				0	1	800.00	800.00
7	Paper Cutter Blade (Big)	tubes				0	5			5				0				0	5	9.19	45.95
8	Perforator (Puncher)	pieces				0	2			2				0				0	2	114.28	228.56
9	Calculator, scientific,10 digits, Scientific w/ case	units				0	2			2				0				0	2	328.64	657.28
10	Paper Cutter	unit				0				0	1			1				0	1	2,000.00	2,000.00
11	Calculator	unit				0				0	1			1				0	1	1,000.00	1,000.00
12	Calculator - 12 digits	units				0				0	2			2				0	2	550.00	1,100.00

13	Paper Cutter	pc				0				0	1			1				0	1	38.50	38.50
14	Wall Clock	unit				0				0	1			1				0	1	440.00	440.00
15	Paper Cutter	pcs				0				0	2			2				0	2	35.00	70.00
16	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	pcs				0				0	4			4				0	4	170.85	683.40
17	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	pcs				0				0	4			4				0	4	169.31	677.25
18	CALCULATOR, MINI-PRINTING, 1 unit per box	pcs				0				0	4			4				0	4	950.30	3,801.20
19	CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0	3			3	3	1,000.00	3,000.00
20	Hook Screw (Various Sizes)	boxes				0				0				0	2			2	2	96.38	192.76
21	3-in-1 Continuous Ink Printer (EPSON All in Printer)	unit				0				0				0		1		1	1	8,000.00	8,000.00
22	Printer (HP Deskjet Ink Advatage 2060)	unit				0				0				0		1		1	1	4,500.00	4,500.00
23						0				0				0				0	0		-
24						0				0				0				0	0		-
25						0				0				0				0	0		-
COMMON OFFICE SUPPLIES																					
1	12 x 18" glossy, coated paper	ream	20			20				0	15			15				0	35	2,500.00	87,500.00
2	12x18" krome kote # 189, 250 gsm	ream	4			4				0	2			2				0	6	3,500.00	21,000.00
3	Ball Pen Pilot BP-S Fine (Black)	piece	13			13				0	10			10				0	23	5.00	115.00
4	Ball Pen Pilot BP-S Fine (Blue)	piece	13			13				0	10			10				0	23	5.00	115.00
5	Ball Pen Pilot BP-S Fine (Red)	piece	13			13				0	10			10				0	23	5.00	115.00
6	Document Tray, 3-layer, metal	piece	1			1				0				0				0	1	400.00	400.00
7	EDP Binder, plastic, asstd. colors, spring rod, for size 11x14-7/8 computer forms	piece	1			1				0				0				0	1	45.00	45.00
8	Folder, Transparent (A4), 50 pcs/pack	pack	1			1				0	1			1				0	2	168.00	336.00
9	Folder, Transparent (Legal), 50 pcs/pack	pack	1			1				0	1			1				0	2	205.00	410.00
10	Manila Paper	piece	6			6				0	5			5				0	11	5.00	55.00
11	Mimeographing Paper (A4)	ream	15			15	10			10	15			15	10			10	50	90.00	4,500.00
12	Mimeographing Paper (Legal)	ream	15			15	10			10	15			15	10			10	50	100.00	5,000.00
13	Nameplate, plastic, 12cm x 13cm	piece	2			2				0				0				0	2	500.00	1,000.00
14	PAPER CLIP, gem type, 50mm, 100 pieces per box	box	5			5				0				0				0	5	13.50	67.50
15	Paper, ordinary, A3	ream	3			3				0	2			2				0	5	400.00	2,000.00
16	Push Pins	case	2			2				0				0				0	2	27.00	54.00
17	Rubber Band (Small)	box	13			13				0	13			13				0	26	52.00	1,352.00
18	CLIP, bulldog, 73mm (3")	piece		43		43				0				0				0	43	8.80	378.40
19	STAPLE WIRE, Heavy duty, 23/17	box		7		7				0				0				0	7	41.48	290.36
20	TIME CARD, for Amano Bundy Clock,100 pieces bundle	bundle		150		150				0				0				0	150	69.47	10,420.50
21	Envelope , documentary A4 500 pcs	piece		6		6				0				0				0	6	0.76	4.56
22	ENVELOPE,expanding, kraftboard, for legal size	piece		10		10				0				0				0	10	6.51	65.10

23	FOLDER, pressboard, size: 240mm x 370mm, 100pcs/box	piece		10		10			0				0				0	10	7.83	78.30
24	Ballpen Black	piece		15		15			0				0				0	15	6.00	90.00
25	Ballpen Red	piece		15		15			0				0				0	15	6.00	90.00
26	Ruler	piece		2		2			0				0				0	2	20.00	40.00
27	TAPE, transparent, width: 24mm (1")	piece		4		4			0				0				0	4	11.45	45.80
28	Bundy Clock Ribbon CE-315250	piece		12		12			0				0				0	12	360.00	4,320.00
29	PHILIPPINE NATIONAL FLAG, 100% polyester	piece		6		6			0				0				0	6	280.00	1,680.00
30	PAPER, mimeo, Groundwood, legal, 480sheets/ream	piece		12		12			0				0				0	12	95.90	1,150.80
31	Ballpen, black	piece		12		12			0				0				0	12	9.00	108.00
32	Ballpen, blue	piece		12		12			0				0				0	12	9.00	108.00
33	Staple wire #35	piece		2		2			0				0				0	2	23.94	47.88
34	Record Book, 150 pages	piece		8		8			0				0				0	8	66.00	528.00
35	Plastic clip board with cover	piece		8		8			0				0				0	8	126.72	1,013.76
36	Expanded Folder, long	piece		20		20			0				0				0	20	11.83	236.64
37	TAPE, transparent, width: 24mm (1")	piece		4		4			0				0				0	4	17.89	71.56
38	Stapler, #35	Pc		1		1			0				0				0	1	650.00	650.00
39	Staple Wire #35	Boxes		2		2			0				0				0	2	25.00	50.00
40	Pencil	pcs		3		3			0				0				0	3	10.00	30.00
41	Data Folder with finger ring	pcs		5		5			0				0				0	5	90.00	450.00
42	Expanded Folder, Long	Pcs		15		15			0				0				0	15	12.00	180.00
43	Folder, Long	Pcs		10		10			0				0				0	10	3.00	30.00
44	Folder, Short	Pcs		5		5			0				0				0	5	2.50	12.50
45	Clip Board w/ Cover	Pcs		10		10			0				0				0	10	100.00	1,000.00
46	Correction Fluid	Tube		3		3			0				0				0	3	26.68	80.04
47	PAPER, mimeo, Groundwood, legal,480sheets/ream,	reams		5		5			0				0				0	5	95.90	479.50
48	Riso Services Back to Back	reams		6		6			0				0				0	6	385.00	2,310.00
49	Ball Point Pen, Black/Blue	boxes		2		2			0				0				0	2	300.00	600.00
50	Folder, morocco/fancy, Legal	pcs		30		30			0				0				0	30	6.00	180.00
51	Folder, Fancy, A4	pcs		30		30			0				0				0	30	5.00	150.00
52	Marking Pen, black	pcs		15		15			0				0				0	15	11.00	165.00
53	Rubber Band, (#14)	boxes		8		8			0				0				0	8	85.00	680.00
54	Staple Wire, Heavy duty, 23/17	boxes		20		20			0				0				0	20	20.00	400.00
55	Staple Wire, Standard, #35	boxes		18		18			0				0				0	18	18.00	324.00
56	Storage Box, Corrugated	boxes		15		15			0				0				0	15	115.00	1,725.00
57	STAPLE WITH STAPLER REMOVER	unit		1		1			0				0				0	1	878.00	878.00
58	BALL PEN	PIECE		15		15			0				0				0	15	5.50	82.50
59	PAD PAPER	PAD		6		6			0				0				0	6	20.00	120.00
60	CORRUGATED STORAGE BOX	BOX		10		10			0				0				0	10	103.80	1,038.02
61	FOLDER, LONG EXPANDING	PIECE		25		25			0				0				0	25	16.00	400.00
62	TAPE, transparent, width: 24mm (1")	ROLL		5		5			0				0				0	5	11.45	57.25
63	ENVELOPE, documentary, A4,	pcs		20		20			0				0				0	20	0.83	16.62
64	ENVELOPE, documentary,Legal,	pcs		20		20			0				0				0	20	1.00	20.00
65	FOLDER, tagboard for Legal size document,	pcs		20		20			0				0				0	20	8.00	160.00
66	FOLDER, Tagboard for size A4 documents,	pcs		20		20			0				0				0	20	5.00	100.00
67	Paper mimeo groundwood legal	ream		20		20			0				0				0	20	95.90	1,918.00
68	Paper mimeo groundwood A4	ream		15		15			0				0				0	15	86.30	1,294.50

69	paper ruled pad 100 sheets	pad		5		5				0				0				0	5	18.26	91.30
70	ballpen blue and black assorted	pcs		20		20				0				0				0	20	9.00	180.00
71	special paper	pack		50		50				0				0				0	50	24.50	1,225.00
72	rubber band #16	box		10		10				0				0				0	10	30.00	300.00
73	staple standard	PIECE		1		1				0				0				0	1	106.81	106.81
74	Ballpen Black	tube		15		15				0				0				0	15	16.53	247.95
75	folder expanding palin long	boxes		3		3				0				0				0	3	990.00	2,970.00
76	Ball Pen (High Quality, Assorted Colors)	doz.		42		42				0				0				0	42	317.00	13,314.00
77	Ball Pen (High Quality, Assorted Colors)	box		2		2				0				0				0	2	84.00	168.00
78	BALLPEN, High Quality Black/Blue (12 pcs/box)	box		94		94				0				0				0	94	270.00	25,380.00
79	Brown Envelop Long	doz.		6		6				0				0				0	6	12.85	77.10
80	Brown Envelop Short	doz.		4		4				0				0				0	4	12.50	50.00
81	Carbon Film, PE, Black (8-12x13"),100shts/box	box			14	14				0				0				0	14	267.35	3,742.90
82	Carbon Paper-Long (100's)	box			13	13				0				0				0	13	235.90	3,066.70
83	Cartolina, 78gsm min., Blue	shts			1000	1000				0				0				0	1000	10.00	10,000.00
84	Cartolina, 78gsm min., Yellow	shts			80	80				0				0				0	80	10.00	800.00
85	Cartolina	sheet			936	936				0				0				0	936	10.00	9,360.00
86	Clamp	doz.			2	2				0				0				0	2	2.00	4.00
87	Clearbook, Legal size	pc			2	2				0				0				0	2	2.00	4.00
88	Correction Fluid	bot			10	10				0				0				0	10	10.00	100.00
89	Clip, bulldog, Joy brand	pc			4	4				0				0				0	4	8.80	35.20
90	Envelop, mailing white, Long, 500s/box	box			2	2				0				0				0	2	134.04	268.08
91	ENVELOPE, BROWN, for Legal size document,	doz.			2	2				0				0				0	2	96.00	192.00
92	Fastener (plastic)	box			1	1				0				0				0	1	38.75	38.75
93	Fastener, non-corrosive metal, 50sets/box	box			14	14				0				0				0	14	57.09	799.26
94	Record Books (200pp), Ledger Bond, Stk No. 1	pcs			16	16				0				0				0	16	190.00	3,040.00
95	Pilot Pen (Assorted Colors)	pc			400	400				0				0				0	400	10.28	4,112.00
96	Pilot Marker Ink	bot			20	20				0				0				0	20	80.50	1,610.00
97	Plastic Folder (Long) with Slider	pc			32	32				0				0				0	32	3.16	101.12
98	Plastic Folder (Short) with Slider	pc			32	32				0				0				0	32	2.62	83.84
99	PUSH PIN, flat head type, assorted colors, 100 pieces per case	case			1	1				0				0				0	1	26.33	26.33
100	Rubber Band #18	box			17	17				0				0				0	17	111.47	1,894.99
101	Rubber Band (small)	box			34	34				0				0				0	34	25.00	850.00
102	Ruler Steel 12"	pc			34	34				0				0				0	34	42.00	1,428.00
103	Scissors Heavy Duty 6in	pc			8	8				0				0				0	8	16.38	131.04
104	Scotch Tape 1"	roll			12	12				0				0				0	12	25.00	300.00
105	Scotch Tape 1/2"	roll			2	2				0				0				0	2	20.00	40.00
106	Staple Wire, standard,26/6	box			2	2				0				0				0	2	2.00	4.00

107	Staple Wire, HD,23/17	box			2	2				0				0				0	2	2.00	4.00
108	Staple Wire # 10	box			100	100				0				0				0	100	100.00	10,000.00
109	Staple Wire # 35	box			134	134				0				0				0	134	134.00	17,956.00
110	Staple Remover	pc			15	15				0				0				0	15	15.00	225.00
111	Stapler (High Quality)	unit			29	29				0				0				0	29	29.00	841.00
112	Tape, packaging, 48mm(2")	roll			5	5				0				0				0	5	33.28	166.40
113	Tape Dispenser, Table Top	each			3	3				0				0				0	3	47.72	143.16
114	Typewriter Ribbon	roll			18	18				0				0				0	18	17.01	306.18
115	White Board	sheet			1	1				0				0				0	1	1,500.00	1,500.00
116	Ball Pen (Black) 0.5mm (12pcs/box)	box				0	9			9				0				0	9	71.50	643.50
117	Ball Pen (Red) 0.5mm	boxes				0	4			4				0				0	4	71.50	286.00
118	Cork Board Pins	boxes				0	6			6				0				0	6	41.25	247.50
119	Cork Board, 2' x 3'	piece				0	1			1				0				0	1	1,980.00	1,980.00
120	Expanding Folder, Legal, 100 pieces/box	box				0	1			1				0				0	1	721.49	721.49
121	MANILA PAPER, 10sheets per pack	packs				0	20			20				0				0	20	102.30	2,046.00
122	Marker Pen, whiteboard, black refill ink, 30ml	bottles				0	4			4				0				0	4	102.30	409.20
123	Marker Pen, whiteboard, blue refill ink, 30ml	bottles				0	4			4				0				0	4	102.30	409.20
124	Marker Pen, whiteboard, red refill ink, 30ml	bottles				0	4			4				0				0	4	89.10	356.40
125	Pilot Pen Ink Refill (Black)	bottles				0	8			8				0				0	8	89.10	712.80
126	Pilot Pen Ink Refill (Blue)	bottles				0	5			5				0				0	5	89.10	445.50
127	Pilot Pen Ink Refill (Red)	bottles				0	5			5				0				0	5	41.80	209.00
128	Record Book, 150 pages	books				0	10			10				0				0	10	203.50	2,035.00
129	Ruler, stainless, 1m.	pieces				0	2			2				0				0	2	187.20	374.40
130	Sharpener, single cutterhead	piece				0	1			1				0				0	1		-
131	Staple Wire, standard, no.35, 5000s/box	boxes				0	10			10				0				0	10	18.92	189.20
132	CLIPBOARD, legal size	piece				0		6		6				0				0	6	90.00	540.00
133	CORRUGATED STORAGE BOX	piece				0		10		10				0				0	10	175.00	1,750.00
134	Dater	piece				0		5		5				0				0	5	96.00	480.00
135	FOLDER, morocco/fancy, for Legal size	bndl				0		2		2				0				0	2	291.20	582.40
136	Puncher; Heavy-Duty	unit				0		2		2				0				0	2	114.28	228.56
137	STAPLE WIRE, 23/10 (3/8")	box				0		5		5				0				0	5	45.00	225.00
138	Staple remover, Plier Type	unit				0		10		10				0				0	10	21.84	218.40
139	Stapler with built-in staple remover; heavy-duty	unit				0		4		4				0				0	4	82.16	328.64
140	Glue stick/ paste	pcs.				0			24	24				0				0	24	50.00	1,200.00
141	Pencil (Mongol)	pcs.				0			12	12				0				0	12	3.13	37.56
142	Record Book 500 pages	pcs.				0			10	10				0				0	10	95.00	950.00
143	Record Book 500 pages with "OFFICIAL RECORD BOOK"	pcs.				0			6	6				0				0	6	120.00	720.00
144	Pen - Ballpen (Assorted Colors- Black, blue and red)	pcs.				0			25	25				0				0	25	10.00	250.00

145	Pen - Sign Pens (Assorted colors- Black , blue and red)	pcs.				0			24	24				0				0	24	47.00	1,128.00
146	Sign Pen 0.7 (Assorted colors- Black , blue and red)	pcs.				0			12	12				0				0	12	100.00	1,200.00
147	Staple Wire #100	boxes				0			10	10				0				0	10	42.00	420.00
148	Tape Scotch 1"	rolls				0			20	20				0				0	20	18.00	360.00
149	Various Stamps	pcs.				0			5	5				0				0	5	300.00	1,500.00
150	Carbon Paper	box				0				0	12			12				0	12	235.90	2,830.80
151	Envelope Brown - short	pcs				0				0	72			72				0	72	5.00	360.00
152	Envelope Brown - Long	pcs				0				0	240			240				0	240	8.00	1,920.00
153	Epson Ribbon Cartridge for LX-310	pcs				0				0	24			24				0	24	80.10	1,922.40
154	Folder Short	pcs				0				0	36			36				0	36	5.00	180.00
155	Folder Long	pcs				0				0	36			36				0	36	8.00	288.00
156	Log Book	pcs				0				0	12			12				0	12	63.64	763.68
157	Ballpen Black	dozens				0				0	5			5				0	5	10.00	50.00
158	Ballpen Blue	dozens				0				0	5			5				0	5	10.00	50.00
159	Ballpen Red	dozens				0				0	5			5				0	5	10.00	50.00
160	Pilot Pen Black	pcs				0				0	36			36				0	36	10.18	366.48
161	Rubber Band small	boxes				0				0	24			24				0	24	22.00	528.00
162	Rubber Band big	boxes				0				0	24			24				0	24	30.00	720.00
163	Scotch Tape 1"	pcs				0				0	12			12				0	12	20.00	240.00
164	Staple Wire HD 3LS 10mm	boxes				0				0	12			12				0	12	50.00	600.00
165	Staple Wire #35	boxes				0				0	24			24				0	24	30.00	720.00
166	Staple Wire 17mm	boxes				0				0	12			12				0	12	60.00	720.00
167	Typewriter Ribbon	pcs				0				0	12			12				0	12	25.00	300.00
168	Stapler big heavy duty	unit				0				0	1			1				0	1	6,000.00	6,000.00
169	Ballpen (assorted colors)	pieces				0				0	288			288				0	288	8.00	2,304.00
170	Brown Envelope - long	pieces				0				0	30			30				0	30	9.00	270.00
171	Brown Envelope - short	pieces				0				0	30			30				0	30	8.00	240.00
172	Cartolina paper, 78gsm, 20s, / pack, assorted colors	pieces				0				0	30			30				0	30	9.35	280.50
173	Correction fluid	bottles				0				0	5			5				0	5	34.65	173.25
174	Corrugated box/storage box	pieces				0				0	55			55				0	55	148.50	8,167.50
175	Carbon paper - polyethylen, legal, 100s/ box	boxes				0				0	2			2				0	2	502.70	1,005.40
176	Expanding envelope - long	pieces				0				0	30			30				0	30	9.00	270.00
177	Expanding folder - long	pieces				0				0	30			30				0	30	9.35	280.50
178	Folder - long	pieces				0				0	20			20				0	20	4.40	88.00
179	Folder - short	pieces				0				0	20			20				0	20	3.85	77.00
180	Record book - 200 pages	books				0				0	6			6				0	6	44.00	264.00
181	Rubber bands - no.16, 50gms (small)	boxes				0				0	252			252				0	252	22.00	5,544.00
182	Expanded Brown Envelope - Long size	pcs				0				0	40			40				0	40	7.00	280.00

183	Expanded Folder - Long size	pcs				0				0	60			60				0	60	8.80	528.00
184	Expanded Folder - Short size	pcs				0				0	60			60				0	60	6.60	396.00
185	Folder - Long size	pcs				0				0	60			60				0	60	6.95	417.00
186	Folder - Short size	pcs				0				0	60			60				0	60	5.78	346.80
187	Folder w/ Fastener- colored long size	pcs				0				0	30			30				0	30	35.75	1,072.50
188	Envelope Brown - Long	pcs				0				0	50			50				0	50	7.00	350.00
189	Envelope Brown - Short	pcs				0				0	50			50				0	50	7.00	350.00
190	Glue Stick (8g)	bottles				0				0	8			8				0	8	30.00	240.00
191	Index Tabs	boxes				0				0	10			10				0	10	55.92	559.20
192	Scotch Tape (1" inch)	rolls				0				0	15			15				0	15	20.16	302.45
193	BOND PAPER A3	PCS				0				0	5			5				0	5	300.00	1,500.00
194	Spiral Binder	pcs				0				0	20			20				0	20	16.50	330.00
195	Stabilo Boss Marker	pcs				0				0	10			10				0	10	39.05	390.50
196	Staple Wire Remover	pc				0				0	2			2				0	2	20.46	40.92
197	Sticker Paper (Color White)	pcs				0				0	30			30				0	30	38.50	1,155.00
197	Yellow Pad	pads				0				0	6			6				0	6	20.27	121.62
197	Staple Wire # 35	boxes				0				0	6			6				0	6	19.96	119.76
197	Stapler - HD 50/50 HR	pcs				0				0	1			1				0	1	120.00	120.00
197	ENVELOPE, expanding, plastic, 0.5mm thickness min. 260mm x 380mm min. size. 30mm min	piece				0				0	1			1				0	1	35.03	35.03
197	Mechanical Pencil Lead 0.5mm	box				0				0	1			1				0	1	40.00	40.00
197	FOLDER, morocco/fancy, size Legal size paper/document	bndl				0				0	1			1				0	1	291.20	291.20
197	STAPLER, standard type, min. loading capacity of 200 staples, one time binding capacity of 2-20 sheets copy paper 70 gsm	piece				0				0	6			6				0	6	92.23	553.38
197	TAPE, packaging width: 48mm (2")	roll				0				0	24			24				0	24	33.28	798.72
197	STAPLE WIRE, Heavy duty, 23/17	box				0				0	1			1				0	1	41.48	41.48
197	SIGN PEN, green	piece				0				0	2			2				0	2	44.01	88.02
197	CUTTER BLADE, for heavy duty cutter, 18mm width, 0.38mm min thickness, w/ sharp cutting edges, 10pcs/tube	tube				0				0	1			1				0	1	9.19	9.19
197	STAPLE WIRE, standard, 26/6, 5000 wires/box	box				0				0	10			10				0	10	19.95	199.50
197	Masking Tape 1"	roll				0				0	20			20				0	20	60.00	1,200.00
197	STAPLE WIRE, Heavy duty, 23/17	box				0				0	1			1				0	1	41.48	41.48
197	ENVELOPE, PAY, 500 pieces per box	box				0				0	2			2				0	2	114.71	229.42
197	RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool				0				0	2			2				0	2	16.12	32.24
198	PEN, black, 12 pcs per box	boxes				0				0			27	27				0	27	190.00	5,130.00
199	PEN, blue, 12 pcs per box	boxes				0				0			22	22				0	22	190.00	4,180.00
200	PEN, red, 12 pcs per box	boxes				0				0			12	12				0	12	190.00	2,280.00
201	Ball Pen (Black)	boxes				0				0				0	2			2	2	269.88	539.76
202	Ball Pen (Blue)	boxes				0				0				0	2			2	2	269.88	539.76

203	Ball Pen (Red)	boxes			0			0			0	1			1	1	269.88	269.88
204	CARTOLINA, assorted color, 20 pieces per pack	pack			0			0			0	2			2	2	64.48	128.96
205	Clip Board (Long Size)	pcs			0			0			0	21			21	21	100.00	2,100.00
206	Correctional Fluid 15ml	bot			0			0			0	24			24	24	32.12	770.88
207	Cork Board Pins	boxes			0			0			0	32			32	32	37.50	1,200.00
208	Double Sided Tape (1")	pieces			0			0			0	12			12	12	46.00	552.00
209	Double Sided Tape (1/2")	pieces			0			0			0	12			12	12	32.00	384.00
210	ENGINEER'S FIELD BOOK	pieces			0			0			0	12			12	12	50.00	600.00
211	Filing Tray, 3-tier	pcs			0			0			0	9			9	9	495.00	4,455.00
212	Illustration Board (1/4)	pieces			0			0			0	36			36	36	18.00	648.00
213	TAPE, masking, 24mm, 50 meters length	roll			0			0			0	24			24	24	55.12	1,322.88
214	TAPE, masking, 48mm, 50 meters length	roll			0			0			0	12			12	12	110.82	1,329.81
215	TAPE, transparent, 24mm, 50 meters	roll			0			0			0	24			24	24	17.37	416.88
216	TAPE, transparent, 48mm, 50 meters	roll			0			0			0	24			24	24	26.52	636.48
217	Ballpen (Blue)	boxes			0			0			0		4		4	4	343.75	1,375.00
218	Ballpen (Black)	boxes			0			0			0		4		4	4	343.75	1,375.00
219	Ballpen (Red)	boxes			0			0			0		4		4	4	343.75	1,375.00
220	Pencil	boxes			0			0			0		4		4	4	229.25	917.00
221	Marker Pen (Apple Green)	boxes			0			0			0		4		4	4	343.75	1,375.00
222	Marker Pen (Orange)	boxes			0			0			0		4		4	4	343.75	1,375.00
223	Pilot Pen (Black)	boxes			0			0			0		4		4	4	343.75	1,375.00
224	Pilot Pen (Blue)	boxes			0			0			0		4		4	4	343.75	1,375.00
225	Pilot Pen (Red)	boxes			0			0			0		4		4	4	343.75	1,375.00
226	Folder (Long)	pcs.			0			0			0		42		42	42	34.26	1,439.00
227	Folder (Short)	pcs.			0			0			0		42		42	42	27.86	1,170.00
228	Expanded Folder (Long)	pcs.			0			0			0		30		30	30	53.57	1,607.00
229	Expanded Folder (Short)	pcs.			0			0			0		30		30	30	44.97	1,349.00
230	Scotch Tape (1/2" x 30 m.)	rolls			0			0			0		10		10	10	80.00	800.00
231	Scotch Tape (1" x 30 m.)	rolls			0			0			0		10		10	10	57.00	570.00
232	Maskin Tape (1/2" x 30 m.)	rolls			0			0			0		10		10	10	57.00	570.00
233	Maskin Tape (1" x 30 m.)	rolls			0			0			0		10		10	10	80.00	800.00
234	Correction Fluid	boxes			0			0			0		4		4	4	685.50	2,742.00
235	Standard Stapple Wire No. 35	boxes			0			0			0		4		4	4	64.25	257.00
236	Stapler (heavy duty)	pcs.			0			0			0		4		4	4	1,126.75	4,507.00
237	Carbon Paper Short	boxes			0			0			0		4		4	4	107.00	428.00
238	Ball Pen Black	boxes			0			0			0		15		15	15	100.00	1,500.00
239	Ball Pen Blue	boxes			0			0			0		15		15	15	100.00	1,500.00
240	Stabilo (High Light Pen) Green	pcs.			0			0			0		12		12	12	175.00	2,100.00

240	Stabilo (High Light Pen) Orange	pcs.				0				0				0		12		12	12	175.00	2,100.00
240	Stapler No. 35	unit				0				0				0		1		1	1	350.00	350.00
240	Staple Wire No. 35	boxes				0				0				0		9		9	9	75.00	675.00
240	Envelop Long	pcs.				0				0				0		20		20	20	25.00	500.00
240	Envelop Short	pcs.				0				0				0		20		20	20	20.00	400.00
240	Folder, Long	pcs.				0				0				0		20		20	20	25.00	500.00
240	Folder, Short	pcs.				0				0				0		20		20	20	18.00	360.00
240	Pentel Pen	pcs.				0				0				0		20		20	20	35.00	700.00
240	Pentel Pen Ink	bots.				0				0				0		4		4	4	125.00	500.00
240	White Board Marker	pcs.				0				0				0		12		12	12	30.00	360.00
240	White Board Marker Ink	bots.				0				0				0		4		4	4	80.00	320.00
240	Ballpen (Blue)	boxes				0				0				0		6		6	6	321.00	1,926.00
241	Ballpen (Black)	boxes				0				0				0		6		6	6	321.00	1,926.00
242	Ballpen (Red)	boxes				0				0				0		6		6	6	321.00	1,926.00
243	Marker Pen (Apple Green)	boxes				0				0				0		5		5	5	321.00	1,605.00
244	Marker Pen (Orange)	boxes				0				0				0		5		5	5	321.00	1,605.00
245	Pilot Pen (Black)	boxes				0				0				0		7		7	7	321.00	2,247.00
246	Pilot Pen (Blue)	boxes				0				0				0		7		7	7	321.00	2,247.00
247	Pilot Pen (Red)	boxes				0				0				0		7		7	7	321.00	2,247.00
248	Folder (Long)	pcs.				0				0				0		20		20	20	32.00	640.00
249	Folder (Short)	pcs.				0				0				0		20		20	20	26.00	520.00
250	Expanded Folder (Long)	pcs.				0				0				0		20		20	20	50.00	1,000.00
251	Expanded Folder (Short)	pcs.				0				0				0		20		20	20	42.00	840.00
252	Scotch Tape (1/2" x 30 m.)	rolls				0				0				0		20		20	20	74.95	1,499.00
253	Scotch Tape (1" x 30 m.)	rolls				0				0				0		20		20	20	53.00	1,060.00
254	Maskin Tape (1/2" x 30 m.)	rolls				0				0				0		20		20	20	53.00	1,060.00
255	Maskin Tape (1" x 30 m.)	rolls				0				0				0		20		20	20	74.95	1,499.00
256	Correction Fluid	box				0				0				0		6		6	6	640.00	3,840.00
257	Standard Stapple Wire No. 35	boxes				0				0				0		12		12	12	60.00	720.00
258	Stapler (heavy duty)	pcs.				0				0				0		4		4	4	1,052.00	4,208.00
259	Carbon Paper Short	boxes				0				0				0		1		1	1	100.00	100.00
260	Ball Pen	pcs				0				0				0		48		48	48	7.00	336.00
261	Staple Wire # 35	pcs				0				0				0		10		10	10	25.00	250.00
262	Computer Continous form (11" x 14"x 7/8"),4ply,(1000sets/box)	boxes				0				0				0		20		20	20	2,000.00	40,000.00
263	Cartolina various colors	pieces				0				0				0		500		500	500	12.00	6,000.00
264	Binding spring	pieces				0				0				0		300		300	300	40.00	12,000.00
265	BALLPEN, black	box				0				0				0		15		15	15	20.00	300.00
266	BALLPEN, blue	box				0				0				0		15		15	15	20.00	300.00

267	Ledger Size Paper	reams				0				0				0		30		30	30	400.00	12,000.00
268						0				0				0				0	0		-
269						0				0				0				0	0		-
270						0				0				0				0	0		-
COMMON JANITORIAL SUPPLIES																					
1	MAP PIN, round head, 100 pieces per case	case	7			7				0				0				0	7	43.80	306.60
2	Fabric Softener (1000mL/pack)	pack		30		30				0				0				0	30	115.00	3,450.00
3	Bathroom Soap	box		145		145				0				0				0	145	30.00	4,350.00
4	TOILET DEODORANT CAKE,deodorizer/moth proofer, 50g per piece, assorted scents, 3	piece		250		250				0				0				0	250	25.75	6,437.50
5	Zonrox	bottle		20		20				0				0				0	20	45.00	900.00
6	Muriatic Acid	bottle		30		30				0				0				0	30	63.00	1,890.00
7	LiquidSosa (1 ltrs/bot)	pack		12		12				0				0				0	12	125.00	1,500.00
8	Doormat	piece		85		85				0				0				0	85	51.00	4,335.00
9	RAGS, all cotton, 32pcs per kilo per bundle	piece		10		10				0				0				0	10	103.55	1,035.50
10	FLOOR WAX, paste type, red, 2kg/can, SHINING STAR brand	can		25		25				0				0				0	25	212.55	5,313.75
11	Toilet Bowl Brush	piece		10		10				0				0				0	10	73.00	730.00
12	Rat Glue (jars)	piece		15		15				0				0				0	15	136.00	2,040.00
13	Fertilizer	piece		2		2				0				0				0	2	250.00	500.00
14	Pails & Dipper	piece		8		8				0				0				0	8	187.00	1,496.00
15	Tissue Rolls 200M 2 ply	pack		20		20				0				0				0	20	126.00	2,520.00
16	Liquid Soap Dispenser	pack		8		8				0				0				0	8	600.00	4,800.00
17	Liquid Soap Refill	pack		20		20				0				0				0	20	150.00	3,000.00
18	All-purpose washing liquid soap	pouch		12		12				0				0				0	12	192.50	2,310.00
19	Hanging hand towel	piece		10		10				0				0				0	10	49.50	495.00
20	Alcohol	piece		4		4				0				0				0	4	52.60	210.40
21	Albatross	pc			8	8				0				0				0	8	20.00	160.00
22	Dish Washing Soap-liquid	pc			6	6				0				0				0	6	65.00	390.00
23	Dustpan	pc			1	1				0				0				0	1	38.28	38.28
24	Floor mop	pc			4	4				0				0				0	4	144.00	576.00
25	Floor wax	can			5	5				0				0				0	5	50.00	250.00
26	Liquid Hand Soap / Sanitizer	pc			2	2				0				0				0	2	35.00	70.00
27	Muriatic Acid	pc			4	4				0				0				0	4	49.00	196.00
28	Mosquito Killer Spray	bottles			12	12				0				0				0	12	200.00	2,400.00
29	Soap powder	pack			5	5				0				0				0	5	75.00	375.00
30	Zonrox	bottles			13	13				0				0				0	13	18.75	243.75

31	Greenex Disinfectant Can	can			2	2				0				0				0	2	43.89	87.78
32	Waste basket, plastic	pieces				0	3			3				0				0	3	356.07	1,068.21
33	Wet Wipes (20 Cloth) 200mm x 150mm	packs				0	30			30				0				0	30	51.70	1,551.00
34	DUST PAN, non-rigid plastic	pieces				0	2			2				0				0	2	27.96	55.92
35	Detergent Dish Washing Paste (Big)	pouch				0	12			12				0				0	12	42.42	509.04
36	Bathroom Soap, regular size, 70 grams	pieces				0	72			72				0				0	72	25.95	1,868.40
37	hand Sanitizer	bottles				0			3	3				0				0	3	64.17	192.51
38	Floor mat	pieces				0				0	4			4				0	4	39.60	158.40
39	Glass cleaner - 500ml	bottles				0				0	5			5				0	5	198.00	990.00
40	Insecticide (Baygon) 500ml - water base	bottles				0				0	7			7				0	7	423.50	2,964.50
41	Mophead with stick	pieces				0				0	2			2				0	2	187.55	375.10
42	Trash can - w/o cover	pieces				0				0	2			2				0	2	88.00	176.00
43	Various Cleaning Materials	bot.				0				0	12			12				0	12	100.00	1,200.00
44	Trash Can	units				0				0	2			2				0	2	90.00	180.00
45	Hand Sanitizer	Bot.				0				0	12			12				0	12	100.00	1,200.00
46	SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece				0				0			24	24				0	24	23.59	566.16
46	Ethyl / Isopropyl Alcohol - 70% (500 ml bottle)	bottle				0				0			20	20				0	20	96.00	1,920.00
46	Denatured Alcohol (250ml bottle)	bottle				0				0			24	24				0	24	40.00	960.00
46	Absorbent Cotton	kgs.				0				0			2	2				0	2	300.00	600.00
46	Sando bag, large, 50pcs. Per pack	pack				0				0			16	16				0	16	100.00	1,600.00
46	Detergent Dish Washing Paste	pieces				0				0				0	60			60	60	41.33	2,479.80
46	Liquefied Nitrogen	gals.				0				0				0	5			5	5	1,846.90	9,234.50
46	Liquid Soap/Bath Soap (Family Size)	boxes				0				0				0	12			12	12	50.83	609.96
46	Alcohol, 70%, 500ml.	pcs.				0				0				0		15		15	15	108.00	1,620.00
46	Hand Sanitizer	pcs.				0				0				0		12		12	12	107.08	1,285.00
46	Toilet Paper	pcs.				0				0				0		10		10	10	16.00	160.00
46	Bath Soap	bars				0				0				0		5		5	5	30.00	150.00
46	Hand Sanitizer	pcs.				0				0				0		10		10	10	100.00	1,000.00
46	Toilet Paper	pcs.				0				0				0		5		5	5	15.00	75.00
46	Soap	pcs./bar/p				0				0				0		5		5	5	50.00	250.00
47	Door Mat	pcs				0				0				0		12		12	12	30.00	360.00
48	Powder Cleanser (500g)	box				0				0				0		12		12	12	40.00	480.00
49	WaterProof Red Floor Wax - 900 grams	can				0				0				0		10		10	10	300.00	3,000.00
50						0				0				0				0	0		-

CONSUMABLES

1	Develop Ineo + 364 printer toner (Black)	unit	4			4			0	4			4			0	8	10,000.00	80,000.00
2	Develop Ineo + 364 printer toner (Cyan)	unit	4			4			0	4			4			0	8	18,000.00	144,000.00
3	Develop Ineo + 364 printer toner (Magenta)	unit	4			4			0	4			4			0	8	18,000.00	144,000.00
4	Develop Ineo + 364 printer toner (Yellow)	unit	4			4			0	4			4			0	8	18,000.00	144,000.00
5	Kyocera TK-135 Toner for Kyocera KM-2820	toner	2			2			0	2			2			0	4	3,900.00	15,600.00
6	Kyocera TK-3134 Toner for Kyocera FS-4300DN	toner	3			3			0	2			2			0	5	9,000.00	45,000.00
7	Lexmark 52D3H0E Toner for Lexmark MS810DN	toner	1			1			0	1			1			0	2	21,000.00	42,000.00
8	Ink for Printer EpsonL110 series (4colors/set)	Bottles			3				0				0			0	3	1,012.00	3,036.00
9	Toner for Kyocera KM 2820 (TK-135)	unit		4		4			0				0			0	4	3,200.00	12,800.00
10	Toner for New Copier	unit		1		1			0				0			0	1	4,330.47	4,330.47
11	Kyocera toner ecosys FS-1135 MFP/L	unit		3		3			0				0			0	3	7,000.00	21,000.00
12	Toner TK1147	Units		3		3			0				0			0	3	6,800.00	20,400.00
13	Ink Toner, Kyocera Mita TK-479	cartridge		4		4			0				0			0	4	7,000.00	28,000.00
14	Kyocera TK 439	UNIT		3		3			0				0			0	3	8,000.00	24,000.00
15	HP Ink Cartridge # 27 Black (pcs.)	Cart		5		5			0				0			0	5	785.00	3,925.00
16	HP Ink Cartridge # 28 Color (pcs.)	Cart		4		4			0				0			0	4	925.00	3,700.00
17	Ink for Printer Epson L110 / L210 series (4 colors/set)	set		4		4			0				0			0	4	1,012.00	4,048.00
18	Ink Cartridge Epson L110 black	cart		6		6			0				0			0	6	300.00	1,800.00
19	Ink Cartridge Epson L110 cyan	cart		6		6			0				0			0	6	300.00	1,800.00
20	Ink Cartridge Epson L110 magenta	cart		6		6			0				0			0	6	300.00	1,800.00
21	Ink Cartridge Epson L110 yellow	cart		6		6			0				0			0	6	300.00	1,800.00
22	Ink Cartridge Epson L220 664 Black	cart		3		3			0				0			0	3	300.00	900.00
23	Ink Cartridge Epson L220 664 Cyan	cart		3		3			0				0			0	3	300.00	900.00
24	Ink Cartridge Epson L220 664 magenta	cart		3		3			0				0			0	3	300.00	900.00
25	Ink Cartridge Epson L220 664 yellow	cart		3		3			0				0			0	3	300.00	900.00
26	toner cart HP cc53 A black	cart		1		1			0				0			0	1	6,000.00	6,000.00
27	ribbon cart epso black LX 310	cart		5		5			0				0			0	5	80.00	400.00
28	toner cartridge tk 479 kyocera	cart		2		2			0				0			0	2	7,500.00	15,000.00
29	EPSON L210 Refill *70 ML-BLACK 6 BOTS-, RED, YELLOW, BLUE - 6 BOTS.	pc			24	24			0				0			0	24	300.00	7,200.00
30	EPSON Ribbon Cartridge # 8755/8750 (LX300 & LX300+II)	pc			24	24			0				0			0	24	80.97	1,943.28
31	EPSON Ribbon Cartridge (LX310) -S015632	pc			42	42			0				0			0	42	80.10	3,364.20
32	Ink Cart, Epson (C13T6664100)T6641-black	pc			12	12			0				0			0	12	268.81	3,225.72
33	FX -2175 Cartridge (RHC)	cart			24	24			0				0			0	24	470.00	11,280.00
34	HP Ink Cartridge #21 (Black)	pc			12	12			0				0			0	12	1,305.67	15,668.04
35	HP Ink Cartridge #22 (Colored)	pc			12	12			0				0			0	12	1,420.87	17,050.44
36	HP 305A Catridge Set	set			1	1			0				0			0	1	20,907.14	20,907.14
37	HP Laserjet Toner P1102 (CE285A)	cart			4	4			0				0			0	4	3,300.00	13,200.00
38	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart			24	24			0				0			0	24	76.75	1,842.00
39	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart			48	48			0				0			0	48	80.10	3,844.80
40	Tonner (for Photocopier)	unit			2	2			0				0			0	2	5,000.00	10,000.00
41	EPSON L565 Ink Refill, Black	bot			10		10		10				0			0	10	265.00	2,650.00
42	EPSON L565 Ink Refill, Cyan	bot			6		6		6				0			0	6	265.00	1,590.00
43	EPSON L565 Ink Refill, Magenta	bot			6		6		6				0			0	6	265.00	1,590.00
44	EPSON L565 Ink Refill, Yellow	bot			6		6		6				0			0	6	265.00	1,590.00
45	Ink Cartridge, C 40	cartridges				0	12		12				0			0	12	1,270.50	15,246.00
46	Ink Cartridge, C 41	cartridges				0	12		12				0			0	12	1,617.00	19,404.00
47	Kyocera TK-439	cartridges				0	2		2				0			0	2	8,180.70	16,361.40
48	Kyocera Part No. MK-460	drums				0	2		2				0			0	2	1,848.00	3,696.00

49	Kyocera fuser	unit				0	1			1				0				0	1	15,070.00	15,070.00
50	RIBBON CARTRIDGE, EPSON, for EPSON Dot Matrix, LX 300/300+	ca				0		25		25				0				0	25	195.00	4,875.00
51	RIBBON CARTRIDGE, EPSON, for EPSON Dot Matrix, LX 310 (SO15632); (C135015632)	ca				0		5		5				0				0	5	195.00	975.00
52	TONER CARTRIDGE, HP No. CE505A, black for HP Laserjet P2055/2035	ca				0		2		2				0				0	2	3,998.80	7,997.60
52	HP Laserjet M1522N MFP Replacement Drum (RX133OPC)	unit				0		2		2				0				0	2	2,000.00	4,000.00
52	Kyocera Ecosys M2530dn/M2535 Drum kit	unit				0		1		1				0				0	1	13,500.00	13,500.00
52	Kyocera KM 1500 Drum kit	unit				0		1		1				0				0	1	13,500.00	13,500.00
52	Kyocera TK 1147 Toner	ca				0		10		10				0				0	10	7,400.00	74,000.00
52	Kyocera TK100 Toner	ca				0		12		12				0				0	12	3,350.00	40,200.00
52	TONER CARTRIDGE, HP Part no. CB436A, black, for HP Laserjet P1505/M1522 2000 sheets/box	ca				0		12		12				0				0	12	3,800.00	45,600.00
52	*Toner for DEVELOP INEO 226 Photocopier	ca				0		6		6				0				0	6	3,500.00	21,000.00
52	*PC Drum for DEVELOP INEO 226 Photocopier	unit				0		1		1				0				0	1	10,000.00	10,000.00
52	*Developer for DEVELOP INEO 226 Photocopier	unit				0		1		1				0				0	1	1,500.00	1,500.00
52	Toner Kyocera for Photocopier Machine (TK 479)	cart.				0			6	6				0				0	6	4,000.00	24,000.00
52	HP Inkjet #27 Black	cart				0			12	12				0				0	12	940.00	11,280.00
52	Ink (for printer w/ continous ink system)	sets				0				0	6			6				0	6	450.00	2,700.00
52	Printer Calculator Ribbong (red & black)	rolls				0				0	36			36				0	36	27.00	972.00
52	Toner (Fuji xerox-Docu Print M355df)	pcs				0				0	6			6				0	6	7,000.00	42,000.00
53	Epson ribbon black cartridge #8750	boxes				0				0	325			325				0	325	93.50	30,387.50
54	Epson ribbon black cartridge for LX - 310	boxes				0				0	65			65				0	65	151.80	9,867.00
55	Epson ribbon black cartridge for FX - 2175	boxes				0				0	20			20				0	20	404.80	8,096.00
56	Epson ribbon black refill for #8750	spools				0				0	55			55				0	55	20.00	1,100.00
57	Toner - TK479	Boxes				0				0	6			6				0	6	9,350.00	56,100.00
58	HP Deskjet Ink- 131A CF210A	bottles				0				0	2			2				0	2	5,445.00	10,890.00
59	HP Deskjet Ink- 131A CF211A	bottles				0				0	2			2				0	2	6,050.00	12,100.00
60	HP Deskjet Ink- 131A CF212A	bottles				0				0	2			2				0	2	6,050.00	12,100.00
61	HP Deskjet Ink- 131A CF213A	bottles				0				0	2			2				0	2	6,050.00	12,100.00
62	KM Taskalfa 181 Toner - TK 439	cart				0				0	6			6				0	6	7,700.00	46,200.00
63	TONER CART, HP CE285A	cart				0				0	6			6				0	6	7,900.00	47,400.00
64	TONER CART, HP CF210A	cart				0				0	4			4				0	4	3,000.00	12,000.00
65	TONER CART, HP CF211A	cart				0				0	2			2				0	2	3,000.00	6,000.00
66	TONER CART, HP CF212A	cart				0				0	2			2				0	2	3,000.00	6,000.00
67	TONER CART, HP CF213A	cart				0				0	2			2				0	2	3,000.00	6,000.00
68	Kyocera Taskalfa 181 toner	cart				0				0	10			10				0	10	7,700.00	77,000.00
69	INK CARTRIDGE, HP Part no. CC641WA,(HP 60XL), black, for HP Deskjet D2560	ca				0				0	8			8				0	8	1,445.60	11,564.80
70	INK CARTRIDGE, HP Part no. CC644WA,(HP 60XL) tricolor, for HP Deskjet D2560	ca				0				0	8			8				0	8	1,658.80	13,270.40
71	RIBBON CARTRIDGE, EPSON, Part No. C13S015584(So 15327) for Epson Dot matrix	ca				0				0	20			20				0	20	334.88	6,697.60
72	RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool				0				0	2			2				0	2	16.12	32.24
73	Toner, HP cf210a	cart				0				0	8			8				0	8	4,500.00	36,000.00
74	Toner, HP cf211a	cart				0				0	4			4				0	4	5,000.00	20,000.00
75	Toner, HP cf212a	cart				0				0	4			4				0	4	5,000.00	20,000.00

76	Toner, HP cf213a	cart				0				0	4			4				0	4	5,000.00	20,000.00
77	Ink Refill, Epson L220, #664C	bottle				0				0	6			6				0	6	300.00	1,800.00
78	Ink Refill, Epson L220, #664M	bottle				0				0	6			6				0	6	300.00	1,800.00
79	Ink Refill, Epson L220, #664Y	bottle				0				0	6			6				0	6	300.00	1,800.00
80	Ink Refill, Epson L220, #664BK	bottle				0				0	12			12				0	12	300.00	3,600.00
81	Ink Refill, Epson L220, #664C	bottle				0				0	2			2				0	2	300.00	600.00
82	Ink Refill, Epson L220, #664M	bottle				0				0	2			2				0	2	300.00	600.00
83	Ink Refill, Epson L220, #664Y	bottle				0				0	2			2				0	2	300.00	600.00
84	Ink Refill, Epson L220, #664BK	bottle				0				0	5			5				0	5	300.00	1,500.00
85	RIBBON CARTRIDGE, EPSON, Part No. C13S015584 (S015222) for Epson Dot matrix (42mm) printer	ca				0				0	20			20				0	20	334.88	6,697.60
86	Cyan Toner (DEVELOP IMEO +221 MULTI-COPIER)	tube				0				0			1	1				0	1	16,500.00	16,500.00
87	Magenta Toner (DEVELOP IMEO +221 MULTI-COPIER)	tube				0				0			1	1				0	1	16,500.00	16,500.00
88	Black Toner (DEVELOP IMEO +221 MULTI-COPIER)	tube				0				0			1	1				0	1	10,500.00	10,500.00
89	Yellow Toner (DEVELOP IMEO +221 MULTI-COPIER)	tube				0				0			1	1				0	1	16,500.00	16,500.00
90	Computer Inks	assorted				0				0				0				0	0	8,000.00	8,000.00
91	HP 711 (Black), HP Designjet Eprint & Share	cartridges				0				0				0	20			20	20	2,689.50	53,790.00
92	HP 711 (Cyan), HP Designjet Eprint & Share	cartridges				0				0				0	10			10	10	1,468.50	14,685.00
93	HP 711 (Magenta), HP Designjet Eprint & Share	cartridges				0				0				0	10			10	10	1,468.50	14,685.00
94	HP 711 (Yellow), HP Designjet Eprint & Share	cartridges				0				0				0	10			10	10	1,468.50	14,685.00
95	Kyocera FK-460E, (Kyocera 181)	units				0				0				0	2			2	2	13,079.00	26,158.00
96	Kyocera MK-460, Maintenance Kit (Kyocera 181)	units				0				0				0	2			2	2	17,600.00	35,200.00
97	Kyocera MK-895A, Maintenance Kit (Kyocera FS-C8520MEP)	units				0				0				0	2			2	2	65,100.00	130,200.00
98	Kyocera MK-895B, Maintenance Kit (Kyocera FS-C8520MEP)	units				0				0				0	2			2	2	57,225.00	114,450.00
99	Kyocera TK- 439, Toner Kit (Kyocera 181)	tonner				0				0				0	10			10	10	7,300.00	73,000.00
100	Kyocera TK- 899 (Black), (Kyocera FS-C8520MEP)	tonner				0				0				0	10			10	10	5,128.00	51,280.00
101	Kyocera TK- 899 (Blue), (Kyocera FS-C8520MEP)	tonner				0				0				0	8			8	8	8,376.00	67,008.00
102	Kyocera TK- 899 (Magenta), (Kyocera FS-C8520MEP)	tonner				0				0				0	8			8	8	8,376.00	67,008.00
103	Kyocera TK- 899 (Yellow), (Kyocera FS-C8520MEP)	tonner				0				0				0	8			8	8	8,376.00	67,008.00
104	HP 680 Desk Jet (Black Ink)	pcs.				0				0				0		15		15	15	750.00	11,250.00
105	HP 680 Desk Jet (Colored Ink)	pcs.				0				0				0		15		15	15	800.00	12,000.00
106	Computer Ink "Colored" (Remii EPSON All in Printer)	units				0				0				0		15		15	15	150.00	2,250.00
107	Computer Ink, "Black" (Remii EPSON All in Printer)	units				0				0				0		15		15	15	110.00	1,650.00
108	HP 680 ink black	pcs.				0				0				0		20		20	20	450.00	9,000.00
109	HP 680 ink colored	pcs.				0				0				0		20		20	20	450.00	9,000.00
110	Computer Ink "Colored" (Remii EPSON All in Printer)	pcs.				0				0				0		15		15	15	400.00	6,000.00
111	Computer Ink, "Black" (Remii EPSON All in Printer)	pcs.				0				0				0		15		15	15	400.00	6,000.00
112	HP Ink 45	pcs.				0				0				0		5		5	5	1,200.00	6,000.00
113	HP Ink 78	pcs.				0				0				0		5		5	5	1,200.00	6,000.00
114	Continous printing ribbon cartridge	boxes				0				0				0		150		150	150	280.00	42,000.00
115						0				0				0				0	0		-
Office Equipment and Accessories																					
1	Hot melt (5 kg.) for binding machine	box	1			1				0				0				0	1	5,000.00	5,000.00
2	Wooden Cutter heavy duty	pc			2	2				0				0				0	2	1,000.00	2,000.00
3	Money detector (for counterfeit)	units				0				0	3			3				0	3	880.00	2,640.00

4	Money detector ultraviolet bulb	pieces				0				0	5			5				0	5	133.10	665.50
5	Pad Locks	pieces				0				0	6			6				0	6	880.00	5,280.00
6	MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter. 16 watts(min). 300 meters(min).	unit				0				0			1	1				0	1	2,852.72	2,852.72
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Office Supplies																					
1	ALCOHOL, 70% ethly, 250ml	bottle	40			40				0				0				0	40	35.00	1,400.00
2	Backpack	bag	40			40				0				0				0	40	400.00	16,000.00
3	Clipboard	piece	42			42				0				0				0	42	40.00	1,680.00
4	Glue Stick	piece	2			2				0				0				0	2	60.00	120.00
5	Steel Tape	unit	40			40				0				0				0	40	40.00	1,600.00
6	ZCWD Pre-printed Water bills	ream	250			250				0	250			250				0	500	1,000.00	500,000.00
7	Sticker for Vehicles	lot		10		10				0				0				0	10	1,000.00	10,000.00
8	laminating pouches	boxes		6		6				0				0				0	6	750.00	4,500.00
9	photo paper A4	packs		20		20				0				0				0	20	77.00	1,540.00
10	sticker paper legal matte	packs		20		20				0				0				0	20	40.00	800.00
11	paper fastener plastic	boxes		2		2				0				0				0	2	60.23	120.46
12	wrapping paper	pack		2		2				0				0				0	2	130.00	260.00
13	folder expanding plain long	boxes		1		1				0				0				0	1	990.00	990.00
14	sticker paper legal matte	boxes		10		10				0				0				0	10	35.00	350.00
15	certificate holder a4 size	pieces		30		30				0				0				0	30	40.00	1,200.00
16	time card 3-3/8" x 7-1/2" 100 pack	packs		100		100				0				0				0	100	70.00	7,000.00
17	Contract Cards	pcs			10000	10000				0				0				0	10000	2.75	27,500.00
18	Field Books(Synthetic Leather Cover)	pcs			52	52				0				0				0	52	150.00	7,800.00
19	Expandable Folder long	pcs			70	70				0				0				0	70	12.00	840.00
20	FOLDER, L-type, short, 50 pieces pack	pack			8	8				0				0				0	8	307.22	2,457.76
21	Glue	jar			11	11				0				0				0	11	48.88	537.68
22	Mimeographing Services	cut/svcs			76	76				0				0				0	76	200.00	15,200.00
23	Mimeographing Paper- Short	pc			5	5				0				0				0	5	126.00	630.00
24	Mimeographing Paper- Long	ream			50	50				0				0				0	50	160.00	8,000.00
25	Mechanical Pencil (0.7)	pcs.			10	10				0				0				0	10	120.00	1,200.00
26	Mechanical Pencil Lead (0.7)	tubes			17	17				0				0				0	17	58.15	988.55
27	Whiteboard, 0.61m x 1.2m (2"x4")	pieces				0	1			1				0				0	1	1,336.50	1,336.50
28	Whiteboard, 1.2m x 2.4m (4"x8")	pieces				0	1			1				0				0	1	4,565.00	4,565.00

29	Mimeographing Paper, Long, subs. 20	reams				0	5			5				0				0	5	105.49	527.45
30	Mimeographing Paper, A4, subs. 20	reams				0	5			5				0				0	5	94.93	474.65
31	Bond Paper, Ledger 11" x 17", Sub. 20	reams				0	2			2				0				0	2	471.26	942.52
32	Filing Tray, 3-Tier	pieces				0	1			1				0				0	1	531.30	531.30
33	File Case, Plastic, #179, Legal Size	pieces				0	3			3				0				0	3	95.98	287.94
34	PAPER, mimeo, groundwood, legal	ream				0		30		30				0				0	30	125.00	3,750.00
35	PAPER, mimeo, groundwood, A4	ream				0		30		30				0				0	30	125.00	3,750.00
36	Adding Slip	rolls				0				0	50			50				0	50	50.00	2,500.00
37	Bank Cash Book No. 104	pcs				0				0	5			5				0	5	1,100.00	5,500.00
38	Cash box - medium	pieces				0				0	3			3				0	3	1,045.00	3,135.00
39	Padding glue - 250 grams	bottle				0				0	1			1				0	1	85.00	85.00
40	Mimeo Paper Whitewave Short	reams				0				0			44	44				0	44	142.25	6,259.00
41	Mimeo Paper Whitewave Long	reams				0				0			44	44				0	44	158.80	6,987.00
42	Mimeographing Paper - Long	reams				0				0				0	24			24	24	149.95	3,598.80
43	Mimeographing Paper - Short	reams				0				0				0	24			24	24	139.25	3,342.00
44	Mimeo Services (Risograph Printing)	reams				0				0				0		24		24	24	200.00	4,800.00
45						0				0				0				0	0		-
Audio and visual presentation and composing 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		-
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	PVC bookbinding cover (A4)	piece	1		1				0				0				0	1	10.00	10.00
2	PVC bookbinding cover (Legal)	piece	1		1				0				0				0	1	12.00	12.00
3	Special Paper, A4	pack	12		12				0	10			10				0	22	45.00	990.00
4	Special Paper, Long	pack	12		12				0	10			10				0	22	40.00	880.00
5	Sticker Paper, (Long)	pack	13		13				0				0				0	13	50.00	650.00
6	Sticker Paper, (Short)	pack	13		13				0				0				0	13	45.00	585.00
7	Vellum Board, 250 gsm, Officio II	pack	1		1				0				0				0	1	50.00	50.00
8	Computer Paper, 4 ply, A3, carbonless	boc		30	30				0				0				0	30	750.00	22,500.00

9	Preprinted SAS Forms	reams			45	45				0				0				0	45	375.00	16,875.00
10	risograph printing services	reams			20	20				0				0				0	20	200.00	4,000.00
11	Signages, tarpauline & printing svcs.	package			1	1				0				0				0	1	5,000.00	5,000.00
12	Thermal Paper (3") for portable printer (Read and Bill PSION)	pc			510	510				0				0				0	510	80.85	41,233.50
13	Thermal Roll for New Handheld Printer (@60,700Accounts)	pc			13500	13500				0				0				0	13500	100.00	1,350,000.00
14	Ring Binder 5/16"	pc			156	156				0				0				0	156	6.00	936.00
15	Ring Binder 3/8"	pc			156	156				0				0				0	156	7.00	1,092.00
16	Ring Binder 1/4"	pc			156	156				0				0				0	156	5.50	858.00
17	Ring Binder 1/2"	pc			156	156				0				0				0	156	11.25	1,755.00
18	Paper Multi - purpose A3	Rms.				0			3	3				0				0	3	330.00	990.00
19	Mimeographing Paper	Rms.				0			25	25				0				0	25	110.00	2,750.00
20	Adding slips - 57mm	rolls				0				0	120			120				0	120	17.60	2,112.00
21	Adding machine ribbon (black and red)	pieces				0				0	70			70				0	70	26.40	1,848.00
22	Binding spines, plastic, 1" diameter	lengths				0				0				0	12			12	12	36.20	434.40
23	Binding spines, plastic, 1/2" diameter	lengths				0				0				0	12			12	12	11.25	135.00
24	Binding spines, plastic, 1-1/2" diameter	lengths				0				0				0	12			12	12	49.70	596.40
25	Binding spines, plastic, 2" diameter	lengths				0				0				0	12			12	12	61.60	739.20
26	Binding spines, plastic, 3/8"	lengths				0				0				0	12			12	12	7.00	84.00
27	Binding spines, plastic, 5 x 17	lengths				0				0				0	12			12	12	5.75	69.00
28	Binding spines, plastic, 5x 8	lengths				0				0				0	12			12	12	18.00	216.00
29	Binding spines, wire, pitch twin loop, 1" diameter	lengths				0				0				0	12			12	12	64.79	777.48
30	Binding spines, wire, pitch twin loop, 1/4" diameter	lengths				0				0				0	12			12	12	37.49	449.88
31	Binding spines, wire, pitch twin loop, 1-1/2" diameter	lengths				0				0				0	12			12	12	77.74	932.88
32	Binding spines, wire, pitch twin loop, 2" diameter	lengths				0				0				0	12			12	12	93.29	1,119.48
33	Binding spines, wire, pitch twin loop1/2" diameter	lengths				0				0				0	12			12	12	44.99	539.88
34	Binding spines, wire,pitch twin loop, 3/4" diameter	lengths				0				0				0	12			12	12	53.99	647.88
35	Book Cover (For Hardbound)	yards				0				0				0	6			6	6	75.00	450.00
36	Diazo Paper (20" x 30")	reams				0				0				0	5			5	5	1,365.65	6,828.25
37	Diazo Paper (24" x 36")	reams				0				0				0	19			19	19	1,465.72	27,848.62
38	PAPER, Multi-Purpose (COPY), Ledger Size	ream				0				0				0	96			96	96	428.42	41,128.32
39	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0	40			40	40	114.35	4,574.00

40	Tracing Paper 40-inch, 70-75g/m2	rolls				0				0				0	5			5	5	870.00	4,350.00
41	Tracing Paper 42" x 20 yards (70-75 gsm)	rolls				0				0				0	36			36	36	870.00	31,320.00
42						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	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		-
Electrical equipment and components 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		-
Computer Supplies																					

1	MOUSE PAD with arm rest	piece	6			6				0				0				0	6	100.00	600.00
2	MOUSE, optical, USB connection type; heavy duty	units	3			3				0				0				0	3	400.00	1,200.00
3	Flash Drive, 64GB Capacity, USB version 2.0 port compatible, plug n play, with light indicator, with data & image save & retrieval, with durable	unit	1			1				0				0				0	1	1,800.00	1,800.00
4	USB 16 GB	units				0				0				0		5		5	5	1,500.00	7,500.00
5	500 GB 2.5" SATA hard drive	units				0				0				0		1		1	1	2,990.00	2,990.00
6	500 GB 3.5" SATA hard drive	units				0				0				0		1		1	1	2,990.00	2,990.00
7						0				0				0				0	0		-
Computer Equipment 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	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		-
*Other Categories																					
1	Flashlight	unit	40			40				0				0				0	40	25.00	1,000.00
2	Food dye	piece	40			40				0				0				0	40	90.00	3,600.00
3	Gloves, plastic, 100 pcs per box	box	2			2				0				0				0	2	100.00	200.00
4	Hand towel	piece	40			40				0				0				0	40	20.00	800.00
5	Measuring Cup, graduated,1 liter	cup	40			40				0				0				0	40	200.00	8,000.00
6	Powder, talcum	piece	40			40				0				0				0	40	40.00	1,600.00
7	Nylon (for bushcutter)	piece	10			10				0				0				0	10	400.00	4,000.00
8	Flash light, heavy duty	unit	1			1				0				0				0	1	93.59	93.59
9	Battery AA(for handheld back up)	pcs.	24			24				0				0				0	24	100.00	2,400.00
10	Cross Body Bag for Men	units	6			6				0				0				0	6	800.00	4,800.00
11	Waist Bag/Sling Bag	pc			38	38				0				0				0	38	600.00	22,800.00
12	Safety Gloves	set			12	12				0				0				0	12	500.00	6,000.00

D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)									P	798,069.66
E. GRAND TOTAL (C + D)									P	8,778,766.27
F. APPROVED BUDGET BY THE AGENCY HEAD										
G. MONTHLY CASH REQUIREMENTS										
G.1 Available at Procurement Service Stores		668,631.42		343,062.98		476,393.83		500,592.33	P	1,988,680.56
G.2 Other Items not available at PS but regularly purchased from other sources		2,773,683.70		402,462.39		1,575,176.02		1,216,070.69	P	5,967,392.81
TOTAL MONTHLY CASH REQUIREMENTS		3,442,315.12		745,525.37		2,051,569.85		1,716,663.02	P	7,956,073.37

*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:

SAHID S. ABDULLA JR.

Property/Supply Officer

Date:

NOV 29 2017

Certified Funds Available / Certified Appropriate Funds Available:

ROBERTO R. MENDOZA

Accountant / Local Budget Officer

Approved by:

LEONARDO REYES VASQUEZ, GM

Head of Office/Agency

