

ANNUAL PROCUREMENT PLAN for 2019
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 Amount per item and the Grand Total.
2. Do not delete any field in the APP Form.
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.
4. Submit the duly accomplished APP form in one(1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office or email at app@procurementservice.org
5. Consistent with DBM Circular No. 2011-6
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: **PROVINCIAL GOVERNMENT OF DAVAO DEL NORTE**

Region: **XI**

Address: **Government Center, Mankilam, Tagum City**

Telephone/Mobile Nos: **(084) 216-6904**

Contact Person **ATTY. EDD MARK O. WAKAN**

Position: **Provincial General Services Officer**

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I T E M Code	ITEM & SPECIFICATIONS	UNIT	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL		
			Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec			

OFFICE SUPPLIES FOR PROCUREMENT SERVICES

11269	BOOKPAPER, LONG	RMS	200	182	182	150	714	250.00	178,500.00
11270	BOOKPAPER, SHORT	RMS.	20	20	0	0	40	200.00	8,000.00
10811	BROTHER INK,BT 5000 MAGENTA	PC	7	2	2	0	11	450.00	4,950.00
12148	CARBONLESS CCF 11X14 7/8 - 4PLY	BOX	5	0	0	0	5	1,300.00	6,500.00
11255	ID SLINGS	PC.	150	150	0	0	300	15.00	4,500.00
9419	MOSQUITO LOTION	PC.	36	0	0	0	36	140.00	5,040.00
9525	678 BLACK, CARTRIDGE	CART.	0	1	1	0	2	500.00	1,000.00
5542	ABSORBENT COTTON, 400 GM.	ROLL	10	10	0	0	20	144.21	2,884.20
9616	ACETATE, 100 SHEETS (FOR PROJECTOR) LONG	BOX	1	0	0	0	1	423.08	423.08

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6033	ADHESIVE	TUBE	5	0	5	0	10	52.88	528.80
9979	AIR FRESHENER (CAR)	PC.	154	32	9	7	202	145.00	29,290.00
7614	AIR FRESHENER, AEROSOL TYPE, 280ML./CAN	CAN	166	47	19	10	242	192.28	46,531.76
7576	ALCOHOL 70% ISOPROPHYL, 500ML	BOT	1226	272	234	108	1,840	70.00	128,800.00
963	ALCOHOL, RUBBING, ISOPROPHYL 70% 500ML W/ MOI	BOT.	344	218	219	146	927	93.74	86,896.98
4302	ARMAK CLOTH D-TAPE	ROLL.	12	0	0	0	12	228.34	2,740.08
10080	BACKPACK, HEAVY DUTY	UNIT	15	0	0	0	15	1,500.00	22,500.00
7919	BAG, SANDO, STANDARD SIZE, 100'S	PACK	2	0	0	0	2	148.50	297.00
3331	BALL POINT PEN PINE POINT RED	PC.	25	0	0	0	25	5.80	145.00
8705	BALLPEN 0.5 MM	PC	24	0	0	0	24	60.00	1,440.00
6148	BALLPEN 0.8 - BLACK	PC.	195	190	185	30	600	29.70	17,820.00
971	BALLPEN BLACK/BLUE,W/ GOOD QUALITY	PC.	545	540	90	115	1,290	13.75	17,737.50
8704	BALLPEN BP - 145 - F - L (RETRACTABLE)	PC.	217	40	25	25	307	65.00	19,955.00
10081	BALLPEN BP 145-F RED	PC	5	5	0	0	10	52.00	520.00
970	BALLPEN BP-S FINE	PC.	88	49	67	40	244	30.04	7,329.76
6524	BALLPEN, BLUE & BLACK	PC.	94	120	124	50	388	13.75	5,335.00
5995	BALLPEN, BP-145-F-B BALLPOINT, BLACK & BLUE	PC.	221	120	32	0	373	15.00	5,595.00
7974	BALLPEN, GRIP XP5	PC.	68	0	0	0	68	33.00	2,244.00
3134	BALLPOINT PEN PINE POINT RED	PC.	118	50	0	0	168	6.01	1,009.68
3504	BALLPOINT PEN, BP-S FINE (ASSORTED COLOR)	PC.	39	0	0	0	39	26.44	1,031.16
968	BALLPOINT PEN, FINE POINT BLACK/BLUE	PC.	530	190	90	30	840	6.01	5,048.40
972	BAND, RUBBER - SMALL	BOX	1	0	0	0	1	72.11	72.11
7776	BANDAGE SCISSOR	PC.	2	0	0	0	2	275.00	550.00
6155	BATTERY AAA RECHARGEABLE	PC.	12	0	0	0	12	220.00	2,640.00
974	BATTERY 9 VOLTS	PC.	10	10	10	0	30	68.97	2,069.10
8109	BATTERY 9V	PC	78	5	20	0	103	110.00	11,330.00
976	BATTERY AA NICAD (RECHARGEABLE)	PC.	4	0	0	0	4	124.39	497.56

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2135	BATTERY AA, ALKALINE, 2PCS/PACKET	PACK	14	2	3	1	20	24.04	480.80
2468	BATTERY AA, SUPER HEAVY DUTY	PC.	59	37	27	20	143	96.14	13,748.02
10079	BATTERY AA, SUPER HEAVY DUTY 4PCS/PACK	PC	62	45	34	0	141	84.00	11,844.00
7975	BATTERY AAA, SUPER HEAVY DUTY	PC.	129	55	57	36	277	30.80	8,531.60
4634	BATTERY CHARGER, BRANDED	PC.	1	0	0	0	1	1,201.75	1,201.75
3422	BATTERY SIZE AAA, ALKALINE, 2PCS/PACKET	PACK	50	50	20	20	140	91.33	12,786.20
8570	BATTERY, AA , RECHARGEABLE	PACK	8	8	0	0	16	320.00	5,120.00
7693	BATTERY, AA 4 PCS/PACK	PACK	21	0	1	10	32	220.00	7,040.00
6861	BATTERY, AAA	PACK	7	6	0	6	19	110.00	2,090.00
2582	BINDER PVC W/ RING 2 INCH.	PC.	55	0	0	0	55	194.69	10,707.95
8416	BISCUITS	PACK	10	0	10	0	20	41.80	836.00
10792	BOND PAPER - BLUE (LONG)	REAM	37	13	3	25	78	200.00	15,600.00
10791	BOND PAPER - BLUE (SHORT)	REAM	22	2	2	22	48	180.00	8,640.00
10262	BOND PAPER 8 ½ X 13	REAM	170	110	68	38	386	200.00	83,200.00
9478	BOND PAPER LONG HIGH QUALITY BRAND	REAM	78	45	13	9	145	450.00	65,250.00
4114	BOND PAPER SUB 16 LONG	REAM	60	60	40	5	165	156.23	25,777.95
4039	BOND PAPER SUB 20 (SHORT)	REAM	320	276	260	210	1,066	216.32	230,597.12
9531	BOND PAPER-PINK,500SHEETS 8½X13	REAM	2	0	0	0	2	200.00	400.00
4115	BOND, PAPER SUB. 16 SHORT	REAM	5	15	10	5	35	138.20	4,837.00
3663	BOOK PAPER SUB 24 LONG	REAM	801	292	317	228	1,638	300.44	492,120.72
3664	BOOK PAPER SUB 24 SHORT	REAM	626	268	271	225	1,390	276.41	384,209.90
1061	BOOK, COLUMNAR 3 COLUMNS	PC.	10	5	5	0	20	31.79	635.80
1063	BOOK, FIELD ENGINEERS	PC.	15	7	6	5	33	54.08	1,784.64
1066	BOOK, PLANNER (EXECUTIVE PLANNER)	PC.	5	3	0	0	8	255.40	2,043.20
1067	BOOK, RECORD #85 300 PAGES	PC.	54	50	40	8	152	326.88	49,685.76
1259	BOOK, RECORD #85 500 PAGES	PC.	49	25	15	0	89	396.58	35,295.62
1262	BOOK, RECORD 100 PAGES - SMALL W/ HARD BOUND	PC.	23	2	5	0	30	44.62	1,338.60

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8680	BOOK, RECORD 300 PAGES	PC	45	15	0	0	60	66.00	3,960.00
1059	BOOK,CLEAR	PC.	50	20	0	0	70	66.34	4,643.80
2792	BULB,CFL 14 W	PC.	2	0	2	0	4	240.35	961.40
8908	CALCULATOR MX12S, 12 DIGIT SOLAR	PC.	2	0	0	0	2	850.00	1,700.00
749	CALCULATOR, HL 122 TV, 12 DIGITS	PC.	2	9	2	6	19	600.88	11,416.72
6147	CALCULATOR, MS-470LB TWO WAY POWER 14 DIGITS	UNIT	2	0	0	0	2	1,045.00	2,090.00
8283	CALCULATOR, MX-120S TWO WAY POWER 12 DIGITS	UNIT	8	0	0	0	8	715.00	5,720.00
10082	CALCULATOR,AS-120 12 DIGITS	PC	8	0	0	0	8	350.00	2,800.00
752	CALCULATOR,SCIENTIFIC (FX - 991MS)	UNIT	0	3	0	0	3	1,201.75	3,605.25
4676	CANON LAID YELLOW & GREEN (SHORT) 8.5X11	BOX	37	11	10	10	68	360.53	24,516.04
8072	CAR WAX	CAN	2	0	0	0	2	275.00	550.00
9968	CARBON PAPER # 764 LEGAL	BOX	12	0	0	0	12	145.00	1,740.00
7399	CARBON PAPER , LEGAL SIZE	BOX	30	0	0	0	30	132.00	3,960.00
2138	CARBON PAPER ORDINARY, LEGAL 216MM X 330MM (BOX		8	8	8	8	32	144.21	4,614.72
2136	CARBON PAPER ORDINARY,210MM X 297MM (A-4), 1C BOX		1	0	0	0	1	90.13	90.13
7254	CARD, ID (AS PER SAMPLE)	PC	2000	2000	2000	1000	7,000	13.20	92,400.00
3513	CARD, INDEX 3X5	PC.	3000	0	0	0	3,000	0.10	300.00
2925	CARTOLINA (ASSORTED COLOR)	PC.	65	25	25	25	140	8.42	1,178.80
5864	CARTOLINA , ASSORTED COLORS	PC.	100	100	0	0	200	6.61	1,322.00
1281	CARTOLINA - NEON (ASSORTED COLORS)	PC.	44	24	0	0	68	8.29	563.72
1277	CARTOLINA - RED	PC.	50	20	20	0	90	7.61	684.90
7261	CARTOLINA, BLUE	PC	273	80	40	0	393	8.42	3,309.06
7260	CARTOLINA, GREEN	PC	70	40	40	0	150	8.42	1,263.00
7262	CARTOLINA, ORANGE	PC	70	80	40	0	190	8.42	1,599.80
7257	CARTOLINA, PINK	PC	70	40	40	20	170	8.42	1,431.40
7258	CARTOLINA, WHITE	PC	270	40	40	20	370	8.42	3,115.40
7259	CARTOLINA, YELLOW	PC	70	40	40	20	170	8.42	1,431.40

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6006	CCF 1 PLY (11 X 9½)	BOX	5	0	0	0	5	664.62	3,323.10
2366	CCF 3 PLY 11" X 14 7/8"(3 PLY)	BOX	26	0	0	0	26	1,069.56	27,808.56
2367	CCF 3 PLY 11" X 9 ½"	BOX	25	0	0	0	25	694.25	17,356.25
4226	CCF, SIZE 13 X 9 ½ (4 PLY)	BOX	15	0	0	0	15	1,378.41	20,676.15
4224	CCF, SIZE 11 X 9 ½ (2 PLY)	BOX	26	0	0	0	26	851.50	22,139.00
4127	CD (REWRITABLE) WITH CASE 700 MB	PC.	50	0	50	0	100	27.64	2,764.00
123	CHALK COLORED	BOX	32	22	0	2	56	16.83	942.48
6834	CLASS RECORD	PC.	20	20	0	0	40	32.45	1,298.00
8900	CLEAR BOOK W/ 40 PAGES FILLER	PC	19	0	0	0	19	200.00	3,800.00
2544	CLEAR BOOK, LONG	PC.	51	36	20	10	117	67.30	7,874.10
3501	CLEARBOOK, LONG (30 LEAVES)	PC.	20	0	0	0	20	180.27	3,605.40
3588	CLIP BACKFOLD, 19MM (3/4"), 12 PCS./BOX	BOX	12	1	0	0	13	12.02	156.26
3589	CLIP BACKFOLD, 25MM (1"), 12PCS/BOX	BOX	31	1	0	30	62	14.42	894.04
3593	CLIP DOUBLE/BINDER, 32MM(1-1/4""), 12 PCS/BOX	BOX	25	5	5	10	45	26.44	1,189.80
1291	CLIPBOARD	PC.	7	6	6	0	19	16.83	319.77
2478	COPY HOLDER CLAMP TYPE,W/ ADJUSTABLE ARM,9-1/2"	PC.	2	0	0	0	2	540.79	1,081.58
5551	CORK BOARD 18" X 24"	PC.	2	0	0	0	2	360.53	721.06
6535	CORK BOARD 4 X 3	PC.	10	5	0	0	15	880.00	13,200.00
1297	CORRECTION FLUID, WATER BASE 15ML (ORIGINAL) EF	PC.	5	5	5	5	20	24.04	480.80
7905	CORRECTION TAPE (HEAVY DUTY, 6M)	PC	357	208	152	68	785	38.50	30,222.50
9094	CORRECTION TAPE W/ GOOD QUALITY 12MTRS	PC	426	86	85	70	667	50.00	33,350.00
8616	COTTON BALLS X 100'S	PACK	1	0	0	0	1	38.50	38.50
6543	COTTON, ABSORBENT - 200G	PACK	2	0	0	0	2	107.80	215.60
4112	CRAYON, DOUBLE	BOX	40	20	0	0	60	30.04	1,802.40
2365	CUTTER HEAVY DUTY,RETRACTABLE (L500)	PC.	10	0	2	0	12	32.45	389.40
2481	CUTTER, BIG ,HEAVY DUTY	PC.	20	0	0	0	20	24.04	480.80
3606	DATA FOLDER (3" X 9" X 15") WITH RING FINGER BLACK	PC.	4	4	4	0	12	126.50	1,518.00

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3605	DATAFILE BOX (5"X9"X15-3/4") W/CLOSED ENDS BLAC BOX		56	2	0	0	58	156.23	9,061.34
10085	DATER	PC	3	0	0	0	3	35.00	105.00
6999	DATER WITH RECEIVED & NAME OF OFFICE	PC.	2	0	0	0	2	1,760.00	3,520.00
7264	DEODORANT, TELEPHONE	PC	4	0	0	0	4	33.00	132.00
247	DEODORIZER, TOILET 100G	PC.	91	56	21	6	174	38.70	6,733.80
6862	DISHWASHING PASTE	CAN	227	67	48	35	377	55.00	20,735.00
7979	DISINFECTANT SPRAY (KILLS FLU VIRUS) 510 GMS	CAN	28	7	1	0	36	528.00	19,008.00
2348	DOORMAT CLOTH, STANDARD SIZE	PC.	14	0	4	0	18	41.47	746.46
3178	DOUBLE ADHESIVE TAPE 2"	PC.	10	10	10	10	40	54.08	2,163.20
9953	DOUBLE SIDED ADHESIVE TAPE HEAVY DUTY	ROLL	8	0	0	0	8	250.00	2,000.00
8403	DOUBLE SIDED TAPE # 1	PC.	26	7	0	0	33	38.50	1,270.50
3349	DP BLACK DS14L 1000CC	CC.	0	10	0	0	10	1,742.54	17,425.40
192	DP MASTER ROLL, DR-675	PC.	3	0	0	0	3	4,118.40	12,355.20
8431	DUPLO INK DU14L BLACK	CART	4	1	0	0	5	3,300.00	16,500.00
4483	DUPLO, MASTER ROLL - DRS 55	ROLL	0	4	0	0	4	5,407.88	21,631.52
261	DUSTER, FEATHER	PC.	15	7	3	0	25	42.06	1,051.50
5675	DVD (REWRITABLE) WITH CASE 700MB	PC.	50	0	0	0	50	27.64	1,382.00
7577	EMPTY SACKS - GOOD AS NEW	PC	20	20	20	20	80	11.00	880.00
3612	ENVELOPE EXPANDING, PLASTIC, WITH RUBBER STRAP,	PC.	20	45	10	95	170	82.57	14,036.90
3613	ENVELOPE MAILING WHITE, ORD., (4"X9 1/2"), 500'S/	BOX	7	7	0	0	14	187.36	2,623.04
1314	ENVELOPE, BROWN - LONG	PC.	786	350	35	50	1,221	3.61	4,407.81
1317	ENVELOPE, BROWN - LONG EXPANDED	PC.	705	402	125	30	1,262	13.28	16,759.36
1319	ENVELOPE, BROWN - SHORT	PC.	2697	2500	2505	2050	9,752	2.41	23,502.32
3713	ENVELOPE, EXPANDING - SHORT	PC.	20	0	0	0	20	14.42	288.40
2309	ENVELOPE, MAILING - LONG, WHITE 500'S	BOX	45	7	2	0	54	300.44	16,223.76
2311	ENVELOPE, MAILING, LONG - WHITE	PC.	120	30	60	0	210	2.41	506.10
1322	ENVELOPE, PLASTIC (ACCORDION TYPE)	PC.	30	15	0	0	45	198.66	8,939.70

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1324	ENVELOPE, PLASTIC (LONG)	PC.	65	5	5	0	75	7.94	595.50			
3892	ERASER RUBBER SOFT, FOR PENCIL DRAFT/DRAFT WRITING	PC.	5	0	0	0	5	6.42	32.10			
3895	ERASER, BLACKBOARD 19MM (3/4") THICK FELT	PC.	2	2	1	0	5	9.20	46.00			
4630	ERASER, WHITEBOARD	PC.	13	6	0	0	19	36.06	685.14			
942	ETHYL ALCOHOL 70%, 500ML (CASINO)	BOT	20	20	20	20	80	78.11	6,248.80			
9666	EXTERNAL HDD 500GB	PC	2	0	0	0	2	4,000.00	8,000.00			
6582	FACE MASK (EARLOOP) 50'S	BOX.	5	1	2	0	8	302.50	2,420.00			
7980	FACEMASK (EARLOOP) 50'S	BOX	6	0	0	0	6	177.10	1,062.60			
2356	FASTENER, PAPER ORDINARY	BOX.	52	13	5	8	78	35.94	2,803.32			
8985	FILE CLIP 3 INCH BACKFOLD	PC.	10	10	0	0	20	15.00	300.00			
2754	FILE ORGANIZER EXPANDING (LEGAL SIZE)	PC.	8	0	0	0	8	100.95	807.60			
9476	FILING BOX LEGAL	PC	27	18	0	0	45	300.00	13,500.00			
3039	FILING TRAY (4 LAYERS, GREEN)	PC.	7	0	0	0	7	390.57	2,733.99			
1327	FINGERTIPS MOISTENER	PC.	10	10	10	10	40	42.06	1,682.40			
7645	FLASHLIGHT-BIG HEAVY DUTY	PC.	10	0	0	0	10	115.37	1,153.70			
9595	FLOURESCENT TUBE 40W	PC	24	0	10	0	34	90.00	3,060.00			
2358	FLUORESCENT MARKER,ASST. COLORS	PC.	3	0	0	6	9	29.72	267.48			
1330	FOLDER W/ METAL TAB PASSBOARD - SUB. 18 US	PC.	12	12	0	12	36	30.04	1,081.44			
7707	FOLDER W/ PRINT(DOJ FORM)	PC	200	0	200	0	400	22.00	8,800.00			
1332	FOLDER, BROWN - LONG	PC.	5567	2770	1839	1630	11,806	3.91	46,161.46			
1331	FOLDER, BROWN - SHORT	PC.	329	122	62	84	597	2.80	1,671.60			
8011	FOLDER, BROWN LONG	PC.	892	677	540	435	2,544	4.40	11,193.60			
8013	FOLDER, EXPANDABLE (GREEN)	PC.	1570	172	40	30	1,812	12.10	21,925.20			
2545	FOLDER, EXPANDABLE, GREEN, LONG	PC.	792	182	455	0	1,429	9.00	12,861.00			
1333	FOLDER, EXPANDED (LONG) W/OUT METAL TAB US	PC.	162	17	15	17	211	24.04	5,072.44			
3714	FOLDER, EXPANDING, GREEN - SHORT	PC.	20	0	0	0	20	12.02	240.40			
1334	FOLDER, FILING EXPANDED - LONG	PC.	36	100	100	100	336	13.48	4,529.28			

OFFICE SUPPLIES FOR PROCUREMENT SERVICES

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1335	FOLDER, FILING LONG - WHITE, CLASS A	PC.	638	150	350	0	1,138	6.01	6,839.38
3231	FOLDER, FILING LONG-WHITE W/ PLASTIC COVER	PC	70	100	100	100	370	26.44	9,782.80
1336	FOLDER, FILING SHORT (MOROCCO)	PC.	20	0	0	0	20	9.12	182.40
2184	FOLDER, FILING SHORT-WHITE	PC.	25	0	25	0	50	4.81	240.50
1337	FOLDER, GREEN LONG - EXPANDED	PC.	623	345	170	160	1,298	12.44	16,147.12
4471	FOLDER, MEMO W/ CLIP-PLASTIC LONG	PC.	2	0	0	0	2	60.09	120.18
4373	FOLDER, ORGANIZER (ACCORDION TYPE)	PC.	5	10	0	0	15	180.27	2,704.05
1338	FOLDER, PLASTIC LONG W/ SLIDER	PC.	76	140	152	140	508	6.97	3,540.76
8012	FOLDER, WHITE LONG	PC.	180	50	100	0	330	4.40	1,452.00
8119	FOLDER, WHITE W/PLASTIC FRONT COVER (LONG)	PC.	20	20	0	0	40	11.00	440.00
3232	FOLDER. FILING LONG MOROCCO	PC	30	30	30	0	90	14.42	1,297.80
9174	FRESHENER, AIR (IN CAN NOT SPRAY)	CAN	10	0	5	0	15	380.00	5,700.00
10135	FRESHENER, TOILET	PC	49	39	7	3	98	66.00	6,468.00
1714	FRESHENER,AIR,280ML. W/ GOOD/MILD SCENT	PC.	30	8	2	2	42	105.00	4,410.00
1715	FRESHENER,CAR (CITRUS AND LEMON SCENT)	CAN	30	11	17	0	58	138.20	8,015.60
8094	FURNITURE CLEANER, AEROSOL TYPE, 280ML	CAN	21	10	0	0	31	291.50	9,036.50
4561	GLASS CLEANER, BRANDED	PC.	51	15	7	7	80	240.35	19,228.00
3123	GLUE ALL PURPOSE, IN JAR W/ APPLICATOR MIN. OF 3(JAR.		30	30	30	0	90	58.83	5,294.70
7578	GLUE ALL PURPOSE, IN JAR W/APPLICATOR MIN. OF 30 JAR		5	5	0	0	10	59.40	594.00
848	GLUE GUN, BIG	PC.	2	0	0	0	2	360.53	721.06
849	GLUE GUN, SMALL	PC.	3	0	0	0	3	240.35	721.05
1340	GLUE, MULTI PURPOSE GLUE 130ML	BOT.	35	18	13	0	66	27.85	1,838.10
4469	GLUE, PADDING (RED) ¼ KL.	JAR.	2	0	0	0	2	72.11	144.22
1341	GLUE, STICK, BIG	PC.	20	20	0	0	40	8.29	331.60
1342	GLUE, STICK, SMALL	PC.	20	20	0	0	40	3.31	132.40
4116	GLUE,130G	PC.	21	14	5	0	40	54.08	2,163.20
1344	GUN TUCKER	PC.	13	0	0	0	13	1,084.88	14,103.44

I T E M Code	ITEM & SPECIFICATIONS	UNIT	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT
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9673	HAND SOAP W/ MOISTURIZER	BOT	58	18	9	4	89	100.00	8,900.00
7445	HIGHLIGHTER ASSTD. COLORS	PC	17	17	5	5	44	40.70	1,790.80
3935	INDEX CARD PLAIN, 76MM X 127MM (3" X 5"), 500'S/PACK		11	11	1	0	23	61.29	1,409.67
10021	INK BLACK DX 2430	PC	10	10	10	10	40	1,960.00	78,400.00
6610	INK CARTRIDGE # 703 COLOR	CART.	2	2	2	2	8	643.50	5,148.00
8003	INK CARTRIDGE CL-811 COLORED	CART	34	18	14	6	72	1,160.50	83,556.00
8000	INK CARTRIDGE PG-810 BLACK	CART	119	46	41	21	227	886.60	201,258.20
5944	INK, #704 COLORED	CART	10	0	0	0	10	643.50	6,435.00
10194	INK, BROTHER T700W MAGENTA	BOT	50	50	0	50	150	680.00	102,000.00
10066	INK, #678 COLORED	CART.	10	10	0	0	20	800.00	16,000.00
10065	INK, #680 BLACK	CART.	2	2	2	2	8	800.00	6,400.00
5943	INK, #704 BLACK	CART	10	10	9	2	31	650.00	20,150.00
10192	INK, BROTHER T700W BLACK	BOT	50	50	0	50	150	680.00	102,000.00
10195	INK, BROTHER T700W YELLOW	BOT	50	50	0	50	150	680.00	102,000.00
10193	INK, BROTHER T700W, CYAN	BOT	50	50	0	50	150	680.00	102,000.00
60	INK, CARTRIDGE CL-40 BLACK	CART	15	15	11	10	51	1,312.92	66,958.92
6858	INK, CARTRIDGE PG-40 BLACK	CART	0	0	1	0	1	1,210.00	1,210.00
59	INK, CARTRIDGE CL-41 COLORED	CART	5	4	4	2	15	1,630.77	24,461.55
125	INK, DESKJET 460 #94 BLACK	CART.	3	2	3	2	10	1,346.08	13,460.80
41	INK, DJ CART. C9352A #22 TRI-COLOR	CART.	0	2	0	0	2	1,035.12	2,070.24
9969	INK, L210 T6641-BLACK	PC.	15	15	15	15	60	320.00	19,200.00
9971	INK, L210 T6643-M	PC.	15	15	15	15	60	320.00	19,200.00
9972	INK, L210 T6644-Y	PC.	15	15	15	15	60	320.00	19,200.00
10196	INK, NO. 664 - BLACK	BOTS	54	54	54	39	201	425.00	85,425.00
10197	INK, NO. 664 - CYAN	BOT	19	17	15	8	59	425.00	25,075.00
10198	INK, NO. 664 - MAGENTA	BOTS	19	17	15	8	59	425.00	25,075.00
10199	INK, NO. 664 - YELLOW	BOTS	19	17	15	8	59	425.00	25,075.00

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OFFICE SUPPLIES FOR PROCUREMENT SERVICES									
1352	INK, NUMBERING MACHINE	BOT.	15	15	15	15	60	205.65	12,339.00
1353	INK, PENTEL PEN (BLUE & BLACK)	BOT.	11	1	0	0	12	105.03	1,260.36
6521	INK, PIXMA PG-40	CART.	1	0	1	0	2	1,375.00	2,750.00
9970	INK, REFILL T6642 - CYAN	REFIL	20	0	0	0	20	320.00	6,400.00
6902	INK, REFILL T6641 - BLACK	REFIL	38	0	0	0	38	320.00	12,160.00
6904	INK, REFILL T6643- MAGENTA	REFIL	30	0	0	0	30	320.00	9,600.00
6905	INK, REFILL T6644- YELLOW	REFIL	30	0	0	0	30	320.00	9,600.00
10086	INK, STAMP PAD(30ML)	PC	0	3	0	0	3	19.00	57.00
1355	INK, STAMPING PAD	PC.	9	5	5	5	24	20.90	501.60
6007	INK, STAMPING PAD 30ML (PURPLE)	BOT.	8	0	3	0	11	20.90	229.90
126	INK,DESKJET #95 TRICOLOR	CART.	3	0	3	0	6	1,595.00	9,570.00
4092	INSECTICIDE SPRAY	BOT.	7	2	0	0	9	300.44	2,703.96
8396	INSECTICIDE SPRAY	BOT.	10	2	0	0	12	302.50	3,630.00
9625	INSECTICIDE, AEROSOL TYPE 600 ML. (420G.)	CAN	20	15	5	5	45	179.00	8,055.00
1385	LEAD, MECH'L. PEN 0.5 HEAVY DUTY W/ BRAND	TUBE	20	0	0	0	20	14.42	288.40
4091	LYSOL DISINFECTANT SPRAY	BOT.	50	10	1	10	71	240.35	17,064.85
2541	MANILA PAPER	PC.	174	102	26	20	322	4.21	1,355.62
3348	MARKER, FLOU., ASSTD. COLORS, 3 COLORS PER SET	SET	44	0	5	0	49	112.97	5,535.53
5978	MARKER, FLOURESCENT(3 COLORS PER SET)	PC.	4	2	2	0	8	112.00	896.00
8031	MARKER, WYTEBOARD (BLACK)	PC.	91	51	0	0	142	44.00	6,248.00
2377	MARKING PEN PERMANENT FELT TIP .MEDIUM POINT	PC.	17	0	0	0	17	43.26	735.42
3946	MARKING PEN WB, BLACK	PC.	50	20	20	20	110	19.40	2,134.00
3947	MARKING PEN WB, RED	PC.	20	20	20	20	80	19.40	1,552.00
3065	MASKING TAPE 1 INCH BIG	ROLL.	16	0	0	0	16	63.10	1,009.60
7579	MASKING TAPE 2"	ROLL	6	2	1	0	9	63.80	574.20
10022	MASTER FOR DX 2430	PC	10	10	10	0	30	1,750.00	52,500.00
8666	MASTER ROLL CPMT 21	ROLL	3	3	0	0	6	1,870.00	11,220.00

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OFFICE SUPPLIES FOR PROCUREMENT SERVICES									
8032	MIGHTY BOND	PC.	27	2	2	2	33	61.60	2,032.80
7580	MIGHTY BOND 3 GMS.	TUBE	5	0	5	0	10	220.00	2,200.00
8033	MOSQUITO KILLER, WATER BASE 500ML	BOT.	20	2	2	2	26	324.50	8,437.00
6608	MOSQUITO SPRAY 500 ML	PC.	23	1	1	1	26	195.80	5,090.80
139	MOUSE,OPTICAL	PC.	22	10	0	0	32	462.00	14,784.00
7511	NOTE BOOK	PC	175	150	25	0	350	16.50	5,775.00
8040	NOTE PAD 2 X 3 (YELLOW)	PAD	123	18	16	10	167	27.50	4,592.50
8042	NOTE PAD 3 X 3 (YELLOW)	PC.	17	8	14	8	47	38.50	1,809.50
3950	NOTE PAD 76MM X 76MM (3"X3")	PAD	2	1	0	0	3	54.08	162.24
5615	NOTEBOOK 50 LEAVES	PC	50	400	0	0	450	14.42	6,489.00
6156	NOTEBOOK 50 PAGES	PC.	0	175	20	0	195	44.00	8,580.00
3951	NOTEBOOK STENOGRAPHER'S, WHITE BOND, 40 LVS.	PAD	2	1	0	0	3	16.83	50.49
1405	NOTEBOOK, SPRING 100 LVS. 5" X 7"	PC.	230	10	30	0	270	16.24	4,384.80
2924	NOTEBOOK, SPRING 80 LEAVES	PC.	200	500	0	0	700	12.02	8,414.00
4470	NOTEBOOK, W/O SPRING 40LVS	PC	0	500	0	0	500	7.82	3,910.00
2738	NOTEPAD 75MM X 102MM (3" X 4")	PAD.	5	5	2	0	12	58.64	703.68
4584	NOTEPAD, (2 X 3)	PAD.	10	5	5	0	20	90.13	1,802.60
1412	NOTEPADS, 3 X 5	PC.	2	0	2	0	4	89.83	359.32
8043	OPTICAL MOUSE	PC.	2	0	0	0	2	202.40	404.80
1426	ORGANIZER (PLANNER)	PC.	3	0	0	0	3	250.84	752.52
3659	PACKAGING TAPE 4"	ROLL	31	0	0	0	31	114.17	3,539.27
2333	PACKAGING TAPE, 2"	ROLL	30	10	2	0	42	24.04	1,009.68
1454	PAD, PLANNER	PC.	4	0	0	0	4	163.98	655.92
2681	PAPER BOND, PG,LEGAL 216MM X 330MM (8½" X 13")	RM.	12	20	0	0	32	222.32	7,114.24
9479	PAPER BOND,PG (PREMIUM GRADE) A4 SIZE	REAM	36	12	5	10	63	107.80	6,791.40
8044	PAPER BOOK (LONG) 70GSM, HIGH WHITE	RM	427	268	114	48	857	209.00	179,113.00
8046	PAPER BOOK (SHORT) 70GSM, HIGH WHITE SUB.20	RM	106	52	45	5	208	140.00	29,120.00

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9951	PAPER BOOK A3 SIZE	REAM	3	0	3	0	6	500.00	3,000.00
10052	PAPER BOOK A4	RM	92	65	50	30	237	145.00	34,365.00
9610	PAPER CLAMP 1"	PC	120	50	35	25	230	15.00	3,450.00
9611	PAPER CLAMP 2"	PC	77	2	12	2	93	40.00	3,720.00
7565	PAPER CLAMP, BIG	PC	10	0	0	0	10	165.00	1,650.00
7564	PAPER CLAMP, SMALL	PC	20	0	10	0	30	110.00	3,300.00
8047	PAPER CLIP (JUMBO SIZE, VINYL COATED)	BOX	149	108	54	32	343	24.04	8,245.72
3632	PAPER CLIP, SMALL	BOX.	108	76	21	17	222	36.06	8,005.32
8050	PAPER FASTENER	BOX	193	40	25	5	263	36.48	9,594.24
8706	PAPER FASTENER VINYL COATED SIZE 8	BOX	45	43	5	2	95	40.00	3,800.00
8664	PAPER FASTENER METAL WITH PLASTIC COATING	BOX	26	20	0	0	46	36.48	1,678.08
3958	PAPER FASTENER NON-RUST METAL, HOLDS 25MM TH	BOX	7	7	5	5	24	101.79	2,442.96
1430	PAPER FASTENER, VINYL COATED	BOX	42	23	15	0	80	36.48	2,918.40
4864	PAPER GLUE (ELMER'S GLUE 130G)	PC.	56	26	25	2	109	54.08	5,894.72
7663	PAPER GRADE 1	PAD	200	0	0	0	200	12.10	2,420.00
8051	PAPER LEGAL 8½" X 13", MIN. 80GSM	RM.	30	20	30	20	100	220.00	22,000.00
319	PAPER, TISSUE, 2 PLY	ROLL	312	79	85	55	531	14.42	7,657.02
1459	PAPER, BOND (CANON LAID) - LONG	RM.	2	0	0	0	2	995.05	1,990.10
1462	PAPER, BOND CANON LAID (IVORY 85 GSM) LONG	RM.	3	0	2	0	5	953.59	4,767.95
1461	PAPER, BOND CANON LAID (IVORY) SHORT	RM.	1	0	0	0	1	851.32	851.32
1463	PAPER, BOND COLORED (PINK) LONG	RM.	3	0	0	0	3	234.95	704.85
3116	PAPER, BOND COLORED - GREEN	RM	2	0	0	0	2	234.34	468.68
3078	PAPER, BOND, COLORED - BLUE LONG	RM.	2	0	0	0	2	234.34	468.68
2323	PAPER, BOND, COLORED - YELLOW - LONG	RM.	4	0	0	0	4	234.95	939.80
4370	PAPER, BOOK A4 SIZE	RM.	36	25	25	25	111	190.00	21,090.00
10147	PAPER, BOOK A4 SIZE	RM	4	0	3	0	7	180.00	1,260.00
1464	PAPER, BOOK LONG # 80 LBS. (8 ½ X 13)	RM.	8	8	8	4	28	248.77	6,965.56

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6009	PAPER, BOOK LONG SUBS. 20 (70GSM)	RM.	329	283	228	123	963	261.25	251,583.75
1468	PAPER, BOOK SHORT SUBS. 20	RM.	29	25	5	5	64	216.32	13,844.48
1467	PAPER, BOOK SHORT SUBS. 20 (70GSM)	RM.	101	91	39	26	257	215.59	55,406.63
1475	PAPER, CARBON - LONG, CLASS A	BOX	3	3	0	0	6	787.75	4,726.50
1286	PAPER, CLIP GEM TYPE 50MM JUMBO 100S/BOX	BOX	99	10	5	10	124	24.04	2,980.96
2113	PAPER, CLIP, GEM TYPE 33MM VINYL COATED 100S/BC BOX		32	38	8	0	78	30.04	2,343.12
4577	PAPER, CLIP, GEM TYPE 50MM VINYL COATED 100S/BC BOX.		16	14	8	0	38	36.06	1,370.28
1480	PAPER, COLORED - GLOSSY	PC.	20	0	0	0	20	9.02	180.40
142	PAPER, GLOSSY PHOTO PAPER - GP301/A420	PC.	44	24	0	0	68	11.06	752.08
1487	PAPER, MANILA	PC.	5	0	0	0	5	3.60	18.00
5686	PAPER, MIMEO, LONG, COLORED, BLUE	RM.	10	5	0	0	15	232.54	3,488.10
5685	PAPER, MIMEO, LONG, COLORED, GREEN	RM.	10	0	0	0	10	232.54	2,325.40
5684	PAPER, MIMEO, LONG, COLORED, PINK	RM.	10	5	0	0	15	232.54	3,488.10
5683	PAPER, MIMEO, LONG, COLORED, YELLOW	RM.	10	10	0	0	20	232.54	4,650.80
2334	PAPER, MIMEO, WW - SHORT	REAM	56	20	20	0	96	168.25	16,152.00
2332	PAPER, MIMEO, WW -LONG	REAM	178	132	30	0	340	198.29	67,418.60
8052	PAPER, MIMEO, WW SHORT	RM.	25	25	0	0	50	121.00	6,050.00
1494	PAPER, PHOTO, HIGH GLOSS,A4, 10 PCS./PK	PACK	23	5	0	0	28	360.53	10,094.84
3836	PAPER, SPECIALTY LONG 10'S	PACK	2	0	0	0	2	54.08	108.16
1491	PAPER, THERMAL 210MM X 30MM	ROLL	20	0	10	0	30	82.92	2,487.60
4014	PAPER, THERMAL 216MM X 30M, 12MM (1/2") CORE	ROLL	50	50	50	50	200	47.48	9,496.00
2283	PAPER, TISSUE 3 PLY	ROLL	260	170	170	170	770	27.50	21,175.00
4371	PAPER, TISSUE(FACIAL)	BOX.	46	8	0	0	54	78.11	4,217.94
8053	PAPER, YELLOW (PAD)	PAD	22	32	17	0	71	20.90	1,483.90
5957	PAPER,NEWSPRINT - LONG	REAM	20	45	0	0	65	180.27	11,717.55
3341	PASTE SOLID, W/ WATER WELL AND APPLICATOR,200G JAR		30	0	0	0	30	28.60	858.00
1495	PASTE, MUCILAGE	PC.	30	20	10	0	60	34.83	2,089.80

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OFFICE SUPPLIES FOR PROCUREMENT SERVICES														
6034	PASTE, DISHWASHING 400G. W/ FOAM	PC.	26		0		6		0		32	53.48	1,711.36	
1499	PEN, PENTEL ASSORTED COLORS	PC.	28		20		10		13		71	41.47	2,944.37	
3166	PEN, PENTEL BLACK (FINE)	PC.	191		106		66		31		394	48.07	18,939.58	
3169	PEN, PENTEL BLUE (FINE)	PC.	18		10		16		0		44	48.07	2,115.08	
1500	PEN, PENTEL BROAD - BLACK	PC.	102		53		25		25		205	41.47	8,501.35	
3170	PEN, PENTEL GREEN (FINE)	PC.	20		20		0		0		40	48.07	1,922.80	
5601	PEN, PENTEL PEN BROAD (BLUE & BLACK)	PC.	9		8		8		3		28	41.47	1,161.16	
3171	PEN, PENTEL RED (FINE)	PC.	14		0		0		0		14	48.07	672.98	
2547	PEN, PENTEL, BROAD, JUMBO SIZE, BLACK	PC.	1		0		0		0		1	42.06	42.06	
3508	PEN, SIGN 6-1 (0.5) BLACK	PC.	161		47		36		12		256	55.29	14,154.24	
8103	PEN, SIGN, 0.7, - BLACK	PC.	67		37		17		12		133	29.26	3,891.58	
1502	PEN, SIGNING - BLACK, 0.5	PC.	212		228		142		130		712	27.50	21,645.00	
7901	PEN, SIGNING - GREEN, 0.5	PC.	106		100		100		100		406	27.50	11,165.00	
8104	PEN, SIGNING - RED, 0.5	PC.	6		0		0		0		6	27.50	165.00	
8667	PEN, SIGNING -V7 BLACK,	PC.	54		0		0		0		54	71.50	3,861.00	
2552	PEN, SIGNING - BLUE, 0.5	PC.	111		60		21		0		192	27.50	5,280.00	
1501	PEN, SIGNING G-TECH C4 (BLACK)	PC.	142		18		42		16		218	93.97	20,485.46	
1503	PEN, SIGNING V5 - BLUE & BLACK	PC.	78		42		34		10		164	72.11	11,826.04	
5602	PEN, SIGNPEN .3	PC.	83		38		68		3		192	60.09	11,537.28	
8708	PEN, WHITEBOARD MARKER	PC.	81		44		44		14		183	35.00	6,405.00	
1513	PEN, WYTEBOARD MARKER	PC.	50		0		7		0		57	74.64	4,254.48	
3955	PENCIL LEAD, WITH ERASER, MEDIUM SIZE	DOZEN	8		0		0		0		8	31.19	249.52	
3262	PENCIL MECHANICAL LEAD 0.5	PC.	2		0		0		0		2	30.04	60.08	
1514	PENCIL, #2	PC.	537		86		52		0		675	8.42	5,683.50	
6642	PENCIL, EF 842	PC.	24		24		0		0		48	7.70	369.60	
5874	PENCIL, LEAD PENCIL #2	BOX	64		47		31		20		162	84.13	13,629.06	
2823	PENCIL, MECHANICAL, HEAVY DUTY, 0.5MM LEAD	PC.	15		10		5		0		30	180.27	5,408.10	

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OFFICE SUPPLIES FOR PROCUREMENT SERVICES									
4139	PHOTO PAPER, GLOSSY - GP501/100 SHEETS	BOX	1	0	0	0	1	2,042.98	2,042.98
8056	PHOTO PAPER, LONG (20PCS./PACK)	PACK	57	30	20	0	107	93.50	10,004.50
5863	PHOTO PAPER, LONG 20 PCS./PACK	PACK	17	12	10	9	48	313.50	15,048.00
4148	PINS, PUSH FLAT HEAD	BOX.	5	0	0	0	5	42.06	210.30
1516	PLANNER, EXECUTIVE	PC.	25	0	0	0	25	285.04	7,126.00
6763	POLYPROPYLENE BAG , 2 X 4 THICK (10'S PACKS OF 10	BUNDL	30	0	0	0	30	165.00	4,950.00
5873	POST IT 3"X4" YELLOW	PAD	32	27	2	0	61	72.11	4,398.71
2359	PUNCHER, HEAVY DUTY	PC.	5	0	0	0	5	264.00	1,320.00
2759	PUNCHER, HEAVY DUTY W/ TWO HOLE GUIDE	PC.	4	0	0	0	4	117.78	471.12
3957	PUSH PINS HAMMER HEAD TYPE, ASSORTED COLORS,	BOX	6	0	0	0	6	28.18	169.08
8059	RECORD BOOK #85, 300 PAGES	PC.	76	30	9	0	115	220.00	25,300.00
8057	RECORD BOOK #85, 500 PAGES	PC.	45	27	2	2	76	253.00	19,228.00
2374	RECORD BOOK 300 PAGES, NON-BLOT, 215MM X 275MM	BOOK	13	10	10	0	33	88.69	2,926.77
3959	RECORD BOOK 500 PAGES, 215MM X 275MM, 55GSM	BOOK	4	0	0	0	4	117.90	471.60
6912	RECORD BOOK, 300 PAGES NO.85	PC.	25	3	5	2	35	220.00	7,700.00
6863	RECORD BOOK, 500 PAGES (NO.85)	PC.	5	0	5	0	10	308.00	3,080.00
1521	REFILL, BALLPEN BP-S FINE ASSORTED COLORS	PC.	0	0	45	0	45	20.57	925.65
2597	REFILL, BP-145-F-B BALLPOINT, BLACK & BLUE	PC.	12	0	0	0	12	19.86	238.32
7652	REFILL, INK FOR PENTEL PEN	BOT	5	0	0	0	5	220.00	1,100.00
2289	REFILL, INK FOR WYTEBOARD	BOT.	6	0	3	0	9	120.18	1,081.62
1525	REFILL, SIGNPEN - MY GEL	PC.	24	0	69	0	93	19.90	1,850.70
1526	REFILL, SIGNPEN G TECH - C4 (BLACK)	PC.	20	10	55	10	95	56.39	5,357.05
8976	RIBBON, PRINTER REFILL FOR EPSON FOR LQ-310	PC	50	0	0	0	50	27.64	1,382.00
9607	RIBBON, PRINTER W/ CARTRIDGE FOR LQ-310	PC	25	15	13	3	56	150.00	8,400.00
155	RIBBON, PRINTER W/ CARTRIDGE FOR LX-300	PC.	23	3	3	3	32	107.80	3,449.60
8783	RIBBON, PRINTER W/ CARTRIDGE FOR LX-310	PC	5	5	5	5	20	108.00	2,160.00
151	RIBBON, PRINTER W/ CARTRIDGE EPSON-LQ 300	PC.	10	5	15	0	30	146.50	4,395.00

I T E M Code	ITEM & SPECIFICATIONS	UNIT	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL		
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	150 RIBBON, PRINTER W/ CARTRIDGE LQ-2180	PC.	14	0	4	0	18	856.85	15,423.30
	3973 RUBBER BAND #18, TRANSPARENT, APPROX. 445G/BO	BOX	8	6	6	5	25	126.50	3,162.50
	1775 RUBBER BAND (BIG SIZE)	BOX	15	2	1	10	28	192.28	5,383.84
	9667 RUBBER BAND#16 TRANSPARENT	BOX	12	5	7	5	29	185.00	5,365.00
	1078 RUBBER ERASER SOFT, FOR PENCIL DRAFT/DRAFT WRI	PC.	3	0	0	0	3	12.02	36.06
	4558 RUBBER GLOVES, HEAVY DUTY	PAIR	8	0	1	0	9	186.27	1,676.43
	6070 RUBBING ALCOHOL W/ MOISTURIZER 500ML	BOT.	7	7	6	0	20	104.50	2,090.00
	10087 RULER 12"	PC	0	0	12	0	12	6.00	72.00
	3980 RULER PLASTIC, 305MM (12")	PC.	1	0	0	0	1	6.01	6.01
	3983 RULER PLASTIC, 457MM (18")	PC.	12	0	0	0	12	29.99	359.88
	1534 RULER, PLASTIC 24"	PC.	9	0	0	0	9	69.65	626.85
	313 SANITIZER, INSTANT 100ML	PC	27	12	12	10	61	82.92	5,058.12
	312 SANITIZER, INSTANT 75ML	PC	25	20	10	5	60	69.10	4,146.00
	1720 SCISSOR STRAIGHT STAINLESS MEDIUM (BIG)	PC.	3	0	0	0	3	300.00	900.00
	2735 SCISSOR, STAINLESS 8", HEAVY DUTY	PC.	40	14	0	0	54	74.80	4,039.20
	10149 SCISSOR, STAINLESS BIG, HEAVY DUTY	PC	13	1	2	0	16	50.00	800.00
	4009 SCISSORS, SIZE 15CM (6")	PC.	10	5	0	0	15	30.04	450.60
	3619 SHARPENER (PLASTIC)	PC.	5	0	1	0	6	60.09	360.54
	1543 SHARPENER, PENCIL HD	PC.	3	0	0	0	3	420.62	1,261.86
	10009 SIGN PEN -0.7MM BALL NEEDLE POINT (BLUE)	PC	12	0	12	0	24	80.00	1,920.00
	2739 SIGN PEN HIGH TECH PEN, BLACK	PC.	170	72	100	12	354	54.08	19,144.32
	5866 SIGN PEN, V5 HI TECHPOINT BX-V5, 0.5 (BLACK	PC.	98	20	3	3	124	96.14	15,766.96
	10008 SIGN PEN-0.5MM BALL NEEDLE POINT BLUE & BLACK	PC	20	20	0	0	40	50.00	2,000.00
	10137 SIGNPEN	PC	10	0	10	0	20	55.29	1,105.80
	1544 SPIRAL 1' Ø	LENGT	3	0	0	0	3	48.38	145.14
	6564 SPIRAL 1/8"	LENGT	5	0	0	0	5	33.00	165.00
	5955 SPIRAL 3/4"	LENGT	5	0	0	0	5	36.06	180.30

OFFICE SUPPLIES FOR PROCUREMENT SERVICES

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OFFICE SUPPLIES FOR PROCUREMENT SERVICES									
6562	SPIRAL ½ "	LENGT	20	10	0	0	30	38.50	1,155.00
6563	SPIRAL ¾"	LENGT	10	10	0	0	20	41.80	836.00
6857	SPRAY, MOSQUITO 500ML (ANTI-DEN)	BOT.	26	0	0	0	26	330.00	8,580.00
2761	STAMP PAD FELT PAD 70MM X 10MM	PC.	8	5	0	0	13	24.10	313.30
6255	STAMP PAD INK - VIOLET	BOT	4	6	4	0	14	55.00	770.00
3996	STAMP PAD INK BLACK, 50ML., W/ APPLICATOR	BOT.	11	2	1	0	14	54.08	757.12
732	STAMP, RUBBER (AS PER SAMPLE) MACHINE MADE	PC.	1	0	0	0	1	300.44	300.44
2475	STAMPING PAD MEDIUM	PC.	51	21	5	10	87	42.06	3,659.22
6850	STAPLE, WIRE B8	BOX	32	2	8	0	42	55.00	2,310.00
1565	STAPLER #10	PC.	6	0	1	0	7	82.92	580.44
3183	STAPLER NO. 35	BOX	6	3	3	3	15	50.00	750.00
1566	STAPLER W/ REMOVER H.D.	PC.	28	7	0	0	35	363.75	12,731.25
3517	STAPLER W/ REMOVER H.D. # 35	PC.	26	2	0	0	28	600.88	16,824.64
7646	STAPLER W/ REMOVER H.D. #35	PC.	2	4	0	0	6	600.88	3,605.28
2290	STAPLER WITH REMOVER HD-50/50R	PC.	22	1	1	0	24	384.56	9,229.44
1567	STAPLER, B-8 (W/ REMOVER) HEAVY DUTY	PC.	2	0	0	0	2	691.01	1,382.02
3109	STAPLER, HEAVY DUTY	PC.	5	5	0	0	10	317.26	3,172.60
5871	STAPLEWIRE, STANDARD, #35 -5M	BOX.	306	54	41	26	427	55.00	23,485.00
3014	STICKER	PC.	6	0	0	0	6	30.04	180.24
8404	STICKERS PAD	PAD	2	2	2	2	8	88.00	704.00
4011	TAPE ADDING MACHINE, 57MM (2 -1/4") WIDTH,WHIT	ROLL	12	0	0	0	12	21.03	252.36
3117	TAPE DISPENSER HEAVY DUTY FOR 24MM (1")WITH TR.	PC.	5	0	0	0	5	63.58	317.90
3460	TAPE ELECTRICAL, 19MM X 16M	ROLL	5	0	2	0	7	30.04	210.28
2392	TAPE MASKING 24MM 1" WIDTH	ROLL.	136	70	75	54	335	33.00	11,055.00
4012	TAPE MASKING, 48MM (2") WIDTH, USABLE LENGTH O	ROLL	4	1	1	1	7	90.67	634.69
1576	TAPE, DOUBLE SIDED 1"	ROLL	55	31	30	12	128	36.06	4,615.68
10139	TAPE, DUCT 2"	PC	21	11	11	1	44	120.00	5,280.00

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OFFICE SUPPLIES FOR PROCUREMENT SERVICES

3233	TAPE, DUCT 2"X10M	ROLL	5	0	0	0	5	264.39	1,321.95
9952	TAPE, DUCT HIGH QUALITY 48MMX27.4M (PRO STRENI	ROLL	18	5	6	0	29	260.00	7,540.00
2111	TAPE, MASKING 1"	ROLL	6	16	0	0	22	40.15	883.30
4492	TAPE, MASKING 1" (BIG)	ROLL.	2	2	2	2	8	86.53	692.24
6231	TAPE, MASKING 2"	ROLL.	37	0	12	0	49	68.75	3,368.75
4149	TAPE, MASKING 4"	ROLL	3	10	7	0	20	120.18	2,403.60
2601	TAPE, PACKAGING 2"	ROLL	58	39	18	9	124	60.09	7,451.16
8064	TAPE, PACKAGING 2"	ROLL	6	15	5	0	26	27.50	715.00
1578	TAPE, SCOTCH 2"	ROLL	109	31	81	11	232	26.44	6,134.08
2110	TAPE, SCOTCH 1"	ROLL	230	157	149	89	625	17.00	10,625.00
3260	TAPE, SCOTCH ½"	ROLL.	5	5	0	0	10	18.03	180.30
4571	TAPE, TRANSPARENT, (½") WIDTH X 50M	ROLL.	0	5	5	0	10	24.04	240.40
4013	TAPE, TRANSPARENT, 24MM(1") WIDTH X 50M, USABL	ROLL	5	5	0	0	10	18.21	182.10
317	THREAD, CONE BIG (WHITE) FLAG	PC	3	3	3	0	9	138.20	1,243.80
4930	TIE BOX	ROLL	24	2	4	2	32	240.35	7,691.20
1023	TISSUE PAPER, 48 ROLLS	BOX	90	45	38	0	173	300.44	51,976.12
2560	TOILET BOWL & URINAL CLEANER BACTERICIDAL, 900 M BOT.		48	11	9	6	74	280.50	20,757.00
7581	TOILET TISSUE 250 TWIN PLY SHEETS, 12 ROLLS/PACK	PACK	56	34	29	26	145	145.20	21,054.00
224	TONER FOR 615/616/618/D/620/D/MP1500/1600LE/2	CART.	12	0	0	0	12	2,710.40	32,524.80
10023	TONER FOR MP2001	PC	10	5	5	0	20	2,420.00	48,400.00
9593	TONER FOR MP2501 - PHOTOCOPIER	CART.	14	5	0	0	19	2,710.40	51,497.60
8781	TONER LBP #6000	CART	2	1	1	1	5	2,900.00	14,500.00
158	TONER, CB435A - HP LASERJET P1006	CART.	3	1	0	0	4	3,977.44	15,909.76
1728	TONER, CE285A 85A	CART.	2	1	1	0	4	3,965.78	15,863.12
7937	TONER, DEVELOP TN116	CART.	5	5	0	0	10	4,400.00	44,000.00
6290	TONER, LASER-P1102	CART.	0	2	0	0	2	3,080.00	6,160.00
8068	TONER, PHOTOCOPIER DSM615/DSM618/DSM618D	CART	3	3	0	1	7	2,981.44	20,870.08

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OFFICE SUPPLIES FOR PROCUREMENT SERVICES									
10140	TONER, PHOTOCOPIER MP1500	CART	1	0	1	0	2	2,710.40	5,420.80
9962	TONER, TK - 479 (SF - 6525 MSP)	CART	2	2	1	0	5	9,000.00	45,000.00
8418	TOOTHPASTE 100ML.	TUBE	15	0	0	0	15	84.70	1,270.50
1590	TRAY, DESK (3 LAYER)	PC.	5	0	0	0	5	480.70	2,403.50
7013	TRODAT INK	BOT.	7	0	0	0	7	440.00	3,080.00
	329 WIPE OUT DIRT & STAIN REMOVER 250 GRAMS	PC	10	5	9	0	24	103.36	2,480.64
1730	WIRE, STAPLE #35	BOX	37	34	30	20	121	72.11	8,725.31
1595	WIRE, STAPLE B-8	BOX	3	1	0	0	4	64.90	259.60
1134	ALCOHOL 70% ISOPROPHYL 500ML	BOT.	889	611	376	147	2,023	90.13	182,332.99
6433	BETADINE SOLUTION 450 ML	BOT.	5	5	0	0	10	165.00	1,650.00
	906 COTTON 400GM	ROLL	10	5	5	0	20	180.27	3,605.40
8668	MEDICINE KIT	SET	5	0	0	0	5	275.00	1,375.00
8352	AIR FRESHENER	CAN	24	70	65	49	208	242.00	50,336.00
	882 ALCOHOL, RUBBING 70% ETHYL, 500 ML W/ MOISTUR	BOT.	187	80	80	80	427	70.00	29,890.00
10144	CHAMOIS, CAR	TUBE	3	1	1	1	6	500.00	3,000.00
6703	FRESHENER,AIR 320ML. - ORANGE SCENT	PC	19	16	14	9	58	242.00	14,036.00
8681	PAPER, TISSUE, 3 PLY	ROLL	126	111	91	74	402	20.00	8,040.00
9549	TOILET DISINFECTANT 1000 ML.	LITER	4	4	4	0	12	295.00	3,540.00
6704	TOILET TISSUE 250 TWIN PLY SHEETS, 12 ROLLS/PACK	PACK	45	20	20	20	105	145.20	15,246.00
9559	TRASH CAN WITH PEDAL	PC.	24	0	0	0	24	200.00	4,800.00
1677	WALL CLOCK	PC.	21	10	0	0	31	600.88	18,627.28
4631	ANTI BACTERIAL, LIQUID SOAP 500ML	BOT.	8	0	0	0	8	126.18	1,009.44
3333	BATHROOM SOAP	PC.	15	15	15	10	55	38.46	2,115.30
6335	BLEACH	GAL.	6	1	0	0	7	200.00	1,400.00
6078	BOND, MIGHTY ORD.	PC.	6	0	0	0	6	61.60	369.60
	231 BROOM, BAGUIO	PC.	67	43	40	5	155	90.13	13,970.15
5997	BROOM, SOFT, TAMBO, WOODEN OR RATTAN HANDLE	PC.	218	18	23	15	274	176.00	48,224.00

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OFFICE SUPPLIES FOR PROCUREMENT SERVICES									
2554	BROOM, STICK (TINGTING) STANDARD SIZE	PC.	243	38	52	7	340	20.32	6,908.80
232	BRUSH WITH HANDLE (FOR BOWL)	PC.	3	1	1	1	6	55.29	331.74
243	CHLOROX	GAL.	17	15	17	0	49	150.63	7,380.87
3506	DETERGENT BAR	BAR	45	35	15	5	100	23.01	2,301.00
3510	DETERGENT POWDER 500 GMS	PACK	634	93	33	63	823	36.42	29,973.66
6852	DETERGENT POWDER, 1 KL. ANTIBAC	PACK	112	88	85	32	317	220.00	69,740.00
2555	DETERGENT POWDER, 500 GRAMS	POUCH	4	0	0	0	4	44.00	176.00
7939	DETERGENT POWDER, 500GMS.	POUCH	23	22	0	0	45	52.80	2,376.00
7574	DETERGENT SOAP	BAR	30	30	30	30	120	38.50	4,620.00
251	DETERGENT, POWDER (BIG) 1KL W/ BLEACH PREF ARIE	BOX	100	112	0	0	212	109.19	23,148.28
1668	DISHWASHING PASTE (JUMBO SIZE)	KG.	17	20	9	3	49	37.00	1,813.00
5979	DISINFECTANT SPRAY	PC.	3	0	3	0	6	102.15	612.90
5674	DUST PAN W/ HANDLE LARGE, PLAIN SHEET	PC.	20	20	0	0	40	66.10	2,644.00
265	FABRIC CONDITIONER 30ML	SACHE	60	10	10	10	90	4.45	400.50
9638	FABRIC CONDITIONER 30ML	SACHE	200	190	190	100	680	9.90	6,732.00
3893	FABRIC CONDITIONER 500ML	BOT.	135	28	28	36	227	120.18	27,280.86
2557	FLOOR WAX PASTE, NATURAL, 2 KG./CAN-ORD.	CAN.	1	0	1	0	2	330.00	660.00
7909	FRESHENER, TOILET GEL	PC	24	13	14	13	64	149.50	9,568.00
6000	FURNITURE CLEANER AEROSOL TYPE, 280 ML	CAN.	6	6	6	0	18	183.92	3,310.56
3138	FURNITURE POLISH	BOT.	46	5	0	0	51	300.44	15,322.44
1723	GARBAGE BAG XXL SIZE, BLACK	PACK	54	3	0	0	57	300.44	17,125.08
3549	INSECTICIDE, AEROSOL TYPE, 500ML./CAN	CAN	10	0	0	10	20	179.48	3,589.60
5835	LIQUID DETERGENT - ANTIBACTERIAL	BOT.	10	12	0	0	22	72.11	1,586.42
6702	LIQUID HAND SOAP	LITER	10	0	0	0	10	1,650.00	16,500.00
273	LYSOL, PINESCENT	GAL	3	3	0	0	6	1,796.62	10,779.72
4636	MAT, PLASTIC (TOILET)	PC	6	0	6	0	12	120.18	1,442.16
278	MOP HANDLE, STEEL	PC	1	0	0	0	1	180.27	180.27

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OFFICE SUPPLIES FOR PROCUREMENT SERVICES												
9639	MOP HANDLE, STEEL WITH PLASTIC HEAD	PC.	10		0		7		0	17	550.00	9,350.00
7948	MOP HEAD (RAYON) # 500	PC.	12		10		10		0	32	380.00	12,160.00
282	MOP HEAD, COTTON 500G	PC	17		3		3		2	25	121.62	3,040.50
6275	MOSQUITO KILLER, WATER BASE-500ML	BOT.	6		8		3		0	17	220.00	3,740.00
284	MURIATIC ACID	GAL.	14		10		2		0	26	88.45	2,299.70
3067	MURIATIC ACID,PURE	GAL.	4		7		2		1	14	378.55	5,299.70
287	PAD, SCRUBBING	PAD	7		7		6		0	20	33.65	673.00
290	PASTE, DISHWASHING 400GMS. W/ FOAM	PC	3		3		2		0	8	61.51	492.08
10148	POLYETHYLENE PLASTIC QUICKIE TRASH BAG 43" X 50", BUNDL		175		0		90		0	265	200.00	53,000.00
6430	POWDER SOAP	KILOS	93		8		3		13	117	99.00	11,583.00
2182	RUG (ASSORTED COLOR & SIZES)	PC.	10		5		0		0	15	120.18	1,802.70
3707	RUG,FLOOR	PC.	0		10		0		0	10	240.35	2,403.50
3523	RUG,TOWEL LIKE	PC.	0		15		0		0	15	120.18	1,802.70
3214	SCOTH BRITE / PAD SRUBBING	PC.	6		0		0		0	6	60.09	360.54
8425	SPONGE	PC.	16		5		0		0	21	40.00	840.00
9640	TOILET BOWL & URINAL CLEANER BACTERICIDAL 900M	BOT.	5		0		0		0	5	495.00	2,475.00
320	TOILET BOWL AND TILE CLEANER	GAL	10		1		2		2	15	1,021.49	15,322.35
9561	TOILET DEODORANT CAKE	BOX	2		0		0		0	2	260.00	520.00
2561	TOILET DEODORANT CAKE 50 GRAMS, 3 PCS./BOX	BOX	11		18		4		0	33	84.70	2,795.10
2394	TOILET TISSUE 250 TWIN PLY SHEETS, 12 ROLLS/PACK	PACK.	54		37		9		2	102	144.21	14,709.42
4703	TRASH BAG LARGE GREEN	PACK	41		39		19		15	114	60.09	6,850.26
4702	TRASH BAG LARGE YELLOW	PACK	41		39		19		21	120	60.09	7,210.80
4701	TRASH BAG MED. GREEN	PACK	2222		2170		2220		1150	7,762	48.07	373,119.34
4700	TRASH BAG MED. YELLOW	PACK	2232		2180		2230		1150	7,792	48.07	374,561.44
321	TRASH BAG, GARBAGE - LARGE	PACK	337		210		310		215	1,072	54.08	57,973.76
322	TRASH BAG, GARBAGE - MEDIUM	PACK	2087		2030		2030		1010	7,157	33.65	240,833.05
326	TRASH BAG, GARBAGE SMALL	PACK	45		10		0		0	55	45.61	2,508.55

I T E M Code	ITEM & SPECIFICATIONS	UNIT	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL		
			Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec			

OFFICE SUPPLIES FOR PROCUREMENT SERVICES

324	TRASH BAG, GARBAGE XL	PACK	1165	150	100	100	1,515	103.65	157,029.75
3577	TRASHBAG PLASTIC, BLACK, GUSSETED TYPE,10PCS/RO	ROLL	6	15	5	5	31	109.42	3,392.02
4020	TWINE PLASTIC, ONE KILO PER ROLL	ROLL	5	4	0	0	9	60.27	542.43
6487	WORKING GLOVES LARGE	BOX	2	0	0	0	2	550.00	1,100.00
3212	CONTINUOUS FORM 11 X 14 7/8, 3 PLY	BOX	2	2	0	0	4	1,021.49	4,085.96
7082	HP DESKJET ADVANTAGE # 704 - BLACK	CART.	10	0	10	0	20	429.00	8,580.00
7096	HP LASER JET 1102 TONER 85A	PC.	21	17	2	1	41	4,730.00	193,930.00
6747	INK , FINE CART., CL - 811 - COLORED	CART.	0	2	2	0	4	1,485.00	5,940.00
5868	INK CARTRIDGE PG-830 BLACK	CART.	15	0	0	0	15	1,021.49	15,322.35
5867	INK CARTRIDGE PG-831 COLORED	CART.	11	0	0	0	11	1,370.00	15,070.00
6950	INK, T6643 - MAGENTA	PC	3	3	3	3	12	154.00	1,848.00
9598	INK, CART. J100 - BLACK	CART.	15	15	15	15	60	430.00	25,800.00
5940	INK, IP2770 CL-811	CART	13	0	3	0	16	1,339.23	21,427.68
5939	INK, IP2770 PG-810	CART	3	0	3	0	6	1,002.74	6,016.44
6948	INK, T6641 - BLACK	PC	38	27	5	4	74	154.00	11,396.00
6949	INK, T6642 - CYAN	PC.	21	8	5	3	37	154.00	5,698.00
6951	INK, T6644 - YELLOW	PC	21	8	5	3	37	154.00	5,698.00
138	KEYBOARD, COMPUTER (USB PORT)	UNIT	6	1	1	0	8	570.83	4,566.64
141	MOUSE, COMPUTER W/NET SCROLL,USB PORT	UNIT	12	0	0	0	12	495.00	5,940.00
146	RIBBON, PRINTER - REFILL FOR EPSON LQ - 2170/2180	PC.	50	0	0	0	50	89.83	4,491.50
166	TONER, LASERJET Q2612A	CART.	44	2	2	0	48	3,759.07	180,435.36
9674	TONER, STUDIO-2506	CART	2	2	0	0	4	2,350.00	9,400.00
6052	USB 16GB	PC	8	5	0	0	13	1,442.10	18,747.30
2291	USB 8 GB	PC.	4	9	0	0	13	1,442.10	18,747.30
8409	USB 8 GB	PC.	0	5	0	0	5	600.00	3,000.00
4228	USB FLASH DISK DRIVE,16 GB	PC.	6	0	0	0	6	2,523.68	15,142.08
1379	USB MOUSE AND KEYBOARD	UNIT	3	0	0	0	3	850.84	2,552.52

I T E M Code	ITEM & SPECIFICATIONS	UNIT	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL		
			Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec			

OFFICE SUPPLIES FOR PROCUREMENT SERVICES

2790	FLUORESCENT TUBE 40W	PC	10	0	0	0	10	132.20	1,322.00
2112	TAPE, ELECTRICAL 1"	ROLL	2	0	0	0	2	30.04	60.08
10145	CONSTRUCTION GLOVES (COTTON W/ RUBBER ON PAL	PC	13	3	0	10	26	100.00	2,600.00
1614	BINDER FOR TAX MAP	PC.	130	0	0	0	130	386.97	50,306.10
1650	CERTIFICATE, FETAL DEATH - NATIOINAL PRINTING	PAD	10	5	5	5	25	365.55	9,138.75
1651	CERTIFICATE, LIVE BIRTH - NATIONAL PRINTING	PAD	10	10	10	10	40	420.13	16,805.20
6381	LETTERHEAD SHORT FOR ADMINISTRATOR'S	RM.	1	0	0	0	1	1,210.00	1,210.00
GRAND TOTAL:									8,992,975.65

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:

CERTIFIED FUNDS AVAILABLE:

APPROVED:

ATTY. EDD MARK O. WAKAN

Provincial General Services Officer/BAC Chairman

NORMA A. LUMAIN, CPA,MPA

Prov'l. Budget Officer

ANTONIO RAFAEL G. DEL ROSARIO

Governor

DATE PREPARED: _____