

**ANNUAL PROCUREMENT PLAN FOR 2013  
FOR COMMON-USE SUPPLIES AND EQUIPMENT**

Department/Bureau/Office: PHILIPPINE SUGAR CORPORATION  
 Region: NCR  
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Item & Specifications	Unit of Measures	Quantity Requirement												Price Catalogue as of FY 2013	Total Amount			
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total		
<b>A. Available at Procurement Service Stores</b>																		
<b>COMMON ELECTRICAL SUPPLIES</b>																		
1 BALLAST, 18/20 watts	piece														0	67.27	-	
2 BALLAST, 36 watts	piece														0	72.54	-	
3 BATTERY, size AA, alkaline, 2 pcs./packet	packet														0	36.40	-	
4 BATTERY, size AAA, alkaline, 2 pcs./packet	packet	1			1				1					1	4	14.56	58.24	
5 BATTERY, size D, alkaline, 2 pcs./packet	packet														0	68.12	-	
6 FLUORESCENT LIGHTING FIXTURE, 1X20W	set							1							1	240.60	240.60	
7 FLUORESCENT LIGHTING FIXTURE, 1X40W	set														0	378.94	-	
8 FLUORESCENT TUBE, 18 watts	piece														0	32.14	-	
9 FLUORESCENT TUBE, 36 watts	piece														0	34.85	-	
10 COMPACT FLUORESCENT LIGHT. 17 watts	piece														0	104.79	-	
11 FUSE, 30 amperes	piece							2							2	10.90	21.80	
12 FUSE, 60 amperes	piece														0	26.48	-	
13 STARTER, 4-40 watts	piece														0	4.80	-	
14 TAPE, electrical	roll	1							1						1	3	19.50	58.50
<b>COMMON COMPUTERS SUPPLIES</b>																		
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11x9-1/2; 20	box										1				1	530.00	530.00	
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11x14-7/8;2	box														0	900.10	-	
3 COMPUTER CONTINUOUS FORMS, 2 PLY, 11x9-1/2'10	box														0	581.67	-	
4 COMPUTER CONTINUOUS FORMS, 2 PLY, 11"x14-7/6	box														0	913.60	-	
5 COMPUTER CONTINUOUS FORMS, 3ply 11x9-1/2",500	box														0	481.50	-	
6 CONTINUOUS FORMS, 3 ply 11"x14-7/8	box														0	778.96	-	
7 COMPUTER CONTINUOUS FROMS, 4ply, 11x9-1/2"250	box														0	407.68	-	
8 COMPUTER CONTINUOUS FORMS, 4ply, 11"x14-7/8	box														0	722.90	-	
9 COMPACT DISK CASE	piece														0	56.84	-	

10	CD DRIVE CLEANER	piece					3						3	65.22	195.66
11	COMPACT DISK RECORDABLE, min. of 650MB, 70 min	piece											0	10.79	-
12	COMPACT DISK REWRITABLE, 650mb/74min capacity	piece										5	5	17.50	87.50
13	DVD RECORDABLE, 16x speed, 4.7GB capacity	piece											0	12.70	-
14	DVD RECORDABLE, 4x speed, 4.7GB capacity	piece											0	21.02	-
15	FLASH DRIVE, 4GB, USB 2.0 and play	piece			1				1			1	3	293.06	879.18
16	FLASH DRIVE, 8GB, USB 2.0 and play	piece						2					2	469.00	938.00
17	INK CARTRIDGE, HP 51645 A (HP 45)	cart											0	1,216.86	-
18	INK CARTRIDGE, HP C6615 A (HP 15)	cart											0	1,149.54	-
19	INK CARTRIDGE, HP C1823D (HP23)	cart											0	1,489.20	-
20	INK CARTRIDGE, HP C6625A (HP17)	cart											0	1,250.52	-
21	INK CARTRIDGE, HP C6578A/D (HP78)	cart											0	1,352.52	-
22	INK CARTRIDGE, HP C6614D (HP20)	cart											0	1,344.36	-
23	INK CARTRIDGE, HP C4844A (HP10)	cart											0	1,402.50	-
24	INK CARTRIDGE, HP C8727A (HP27)	cart	1		1				1			1	4	743.58	2,974.32
25	INK CARTRIDGE, HP C8728A (HP28)	cart											0	873.12	-
26	INK CARTRIDGE, HP C6656A (HP56)	cart											0	810.90	-
27	INK CARTRIDGE, HP C6657A (HP57)	cart											0	1,352.52	-
28	INK CARTRIDGE, HP C9351A (HP21)	cart	1		1				1			1	4	615.06	2,460.24
29	INK CARTRIDGE, HP C9352A (HP22)	cart											0	708.90	-
30	INK CARTRIDGE, HP C8765WA (HP94)	cart											0	820.08	-
31	INK CARTRIDGE, HP C8766WA 9HP95)	cart											0	984.30	-
32	INK CARTRIDGE, HP C9361WA (HP93)	cart											0	787.44	-
33	INK CARTRIDGE, HP C9362WA (HP92)	cart											0	588.54	-
34	INK CARTRIDGE, HP CB314A	cart											0	256.02	-
35	INK CARTRIDGE, HP CB315A	cart											0	329.46	-
36	INK CARTRIDGE, Epson TO17	cart											0	400.50	-
37	INK CARTRIDGE, Epson TO18	cart											0	356.21	-
38	INK CARTRIDGE, Lezmark #27, colored	cart											0	1,173.00	-
39	INK CARTRIDGE, Lexmark #17, black	cart											0	984.30	-
40	INK CARTRIDGE, Epson TO38	cart											0	482.46	-
41	INK CARTRIDGE, Epson TO39	cart											0	755.82	-
42	MOUSE, PS/2 type	cart					2					2	4	198.60	794.40
43	TONER CARTRIDGE, HP C3906A	cart											0	3,036.06	-
44	TONER CARTRIDGE, HP C3903A	cart											0	3,588.00	-
45	TONER CARTRIDGE, HP C4092A	cart											0	2,657.10	-
46	TONER CARTRIDGE, HP C4096A	cart											0	4,112.64	-
47	TONER CARTRIDGE, HP C7115A	cart											0	2,523.48	-

48	TONER CARTRIDGE, HP 922898A	cart																0	4,498.20	-
49	TONER CARTRIDGE, HPC4127X	cart																0	5,451.90	-
50	TONER CARTRIDGE, HP Q2613X	cart																0	4,026.96	-
51	TONER CARTRIDGE, HP Q2612A	cart																0	2,866.20	-
52	TONER CARTIDGE, HP Q5942A	cart																0	6,105.72	-
53	TONER CARTIDGE, HP Q6511A	cart																0	5,077.56	-
54	TONER CARTIDGE, HP C9720A	cart																0	6,436.20	-
55	TONER CARTIDGE, HP C9721A	cart																0	8,710.80	-
56	TONER CARTIDGE, HP C9723A	cart																0	8,710.80	-
57	TONER CARTIDGE, HP Q1338A	cart																0	8,881.60	-
58	TONER CARTRIDGE, HPQ1338A	cart																0	6,489.60	-
59	TONER CARTRIDGE, HP Q2610A	cart																0	4,882.18	-
60	TONER CARTRIDGE, HP Q3960A	cart																0	3,468.00	-
61	TONER CARTRIDGE, HP Q3961A	cart																0	4,187.10	-
62	TONER CARTRIDGE, HP Q3962A	cart																0	4,187.10	-
63	TONER CARTRIDGE, HP Q3963A	cart																0	4,187.10	-
64	TONER CARTRIDGE, HP Q5949A	cart																0	2,928.42	-
65	TONER CARTRIDGE, HP Q7553A	cart																0	3,301.74	-
66	TONER CARTRIDGE, Lexmark 3421HR(1248400)	cart																0	4,621.62	-
67	TONER CARTRIDGE, Lexmark 1382920	cart																0	14,198.40	-
68	TONER CARTRIDGE, Brother TN3060	cart																0	4,559.40	-
69	TONER, for Kyocera Mita KM-1505/1810	cart																0	3,813.84	-
70	TONER, TK 100 for Kyocera Mita KM-1500	cart																0	2,843.56	-
71	TONER CARTRIDGE, Samsung ML-2250D5	cart																0	1,029.00	-
72	TONER CARTRIDGE, Samsung ML-2010D3	cart																0	2,958.00	-
73	TONER CARTRIDGE, Kyocera TK-120	cart																0	5,254.02	-
74	RIBBON, Epson RN 8755	cart																0	84.76	-
75	RIBBON, Epson RN 8750	cart																0	76.75	-
76	RIBBON, Epson 7754	cart																0	127.50	-
77	RIBBON, Epson RN SO 15063/SO15086	cart															1	1	724.88	724.88
78	RIBBON, Epson RN SO 15327	cart																0	328.44	-
<b>COMMON OFFICE SUPPLIES</b>																				
1	ACETATE, gauge #3, 50m in length	roll																0	603.20	-
2	AIR FRESHENER, 280ml/can	can																0	92.56	-
3	ALCOHOL, 70% isopropyl	bottle	1	1	1			1	1			1			1	1	1	9	37.70	339.30

4	AUDIO CASSETTE TAPE, 90min	piece													0	16.12	-
5	TAPE, blank, for micro-cassette recorded, 60 mins	pack													0	91.50	-
6	CARBON FILM, polvehviene, A-4 100s/box	box	1					1						1	3	349.44	1,048.32
7	CARBON FILM, 216mm x 330mm 100s/box	box													0	364.00	-
8	CARTOLINA, assorted color, 20s/pack	pack		1					1						2	72.80	145.60
9	CARTOLINA, white, 20s/pack	pack													0	57.20	-
10	CHALK, white, 20s/pack	box													0	34.81	-
11	CLIP, BULLDOG (3)	piece	1	1			2	1	4					2	11	8.42	92.62
12	CLIP, backfold, 25mm, 12s/box	box													0	10.42	-
13	CLIP, backfold, 50mm, 12s/box	box													0	43.68	-
14	CLIP, backfold, 19mm, 12s/box	box				1									1	7.54	7.54
15	CLIP, backfold, 32mm, 12s/box	box													0	17.42	-
16	COLUMNAR PAD, 4 cols. 55gsm	pad	1				1							1	3	21.84	65.52
17	COLUMNAR PAD, 14 cols. 55gsm	pad		2					2					1	5	45.76	228.80
18	COLUMNAR PAD, 16 cols. 55gsm	pad								1					1	45.76	45.76
19	COLUMNAR PAD, 18 cols. 55gsm	pad	1			1								1	3	67.60	202.80
20	COLUMNAR NOTEBOOK, 12 cols.	piece													0	19.64	-
21	CORRECTION FLUID, 15ml.	bottle	6				10		5					5	26	9.82	255.32
22	DATA FILE BOX, (5"x9"x15-3/4")	box				3								3	6	64.47	386.82
23	DATA FOLDER, w/finger ring (3"x9"x15)	piece													0	70.72	-
24	ENVELOPE, documentary (10"x15"), 500s/box	box													0	577.20	-
25	ENVELOPE, expanding kraft	box													0	675.86	-
26	ENVELOPE, mailing white with window, 500s/box	box													0	159.78	-
27	ENVELOPE, mailing white with windows, 500s	box													0	207.58	-
28	ENVELOPE, pay, kraft, (4"x7-1/2) 500s/box	box													0	196.04	-
29	ENVELOPE, expanding, plastic, legal size	piece													0	41.36	-
30	ENVELOPE, documentary, A4, 500s/box	box													0	526.24	-
31	ERASER, blackboard/whiteboard	piece													0	11.44	-
32	ERASER, rubber	piece													0	4.68	-
33	PILE ORGANIZER, expanding, legal, assorted colors	piece													0	83.20	-
34	FOLDER, pressboard, palin, legal, 100s/box	piece													0	851.64	-
35	FOLDER, tagboard, legal size, 100s/box	pack													0	416.92	-
36	FOLDER, tagboard, A4 size, 100s/box	pack													0	253.76	-
37	FOLDER, morocco/fancy, legal size, 50s/pack	pack													0	301.60	-
38	FOLDER, morocco/fancy, A4 size, 50s/pack	bundle													0	312.00	-
39	FOLDER, clear plastic, L-type, A4 size, 5s/pack	pack													0	247.52	-
40	FOLDER, clear plastic, L-type legal size, 50s/pack	pack													0	202.68	-
41	GLUE, all purpose, 300 grams, min.	jar							5						5	37.43	187.15

42	ILLUSTRATION BOARD, (30X40) 2 PLY	piece											0	32.97	-	
43	INDEX CARD, 3'x5' ruled both sides 500s/pack	pack							1				1	44.45	44.45	
44	INDEX CARD, 5'x8", ruled both sides 500s/pack	pack							1				1	99.84	99.84	
45	INDEX CARD BOX, 4-3/8'5-5/8'x4	box										1	1	41.50	41.50	
46	INDEX CARD BOX, 5-3/8x8/7/8'x6'	box						2					2	56.68	113.36	
47	INDEX TAB, self-adhesive, 5 sets/box	box											0	67.60	-	
48	LEAD, for mechanical pencil, 0.5mm, 12pcs./tube	tube				2						1	3	11.44	34.32	
49	LOOSE (8-1.2'x14'), 50pc./pack	pack											0	493.54	-	
50	MAGAZINE FILE BOX, medium	piece	3					2				2	7	49.56	346.92	
51	MAGAZINE FILE BOX, large	piece											0	44.61	-	
52	MAPPIN, round head, 100s/box	box											0	36.40	-	
53	MARKER, fluorescent, 3 colors/set	set											0	41.60	-	
54	MARKER PEN, whiteboard, black	piece		1				1				1	3	15.08	45.24	
55	MARKER PEN, whiteboard, blue	piece											0	15.08	-	
56	MARKER PEN, whiteboard, red	piece											0	15.08	-	
57	MARKING PEN, permanent, black	piece											0	14.32	-	
58	MARKING PEN, permanent, blue	piece											0	14.32	-	
59	MARKING PEN, permanent, red	piece											0	84.24	-	
60	MARKING PEN, transparency film	piece											0	7.49	-	
61	NOTEBOOK, stenographer's	piece											0	36.40	-	
62	NOTEPAD, (3"X3")	pad											0	52.00	-	
63	NOTEPAD, (3"X4")	pad											0	112.32	-	
64	NOTEPAD, (2"x2"), 400sheets/pad	pad											0	31.22	-	
65	NOTEPAD, (2"x3")	pad											0	30.99	-	
66	OIL, 120ml., for typewriter	bottle	1								1		2	104.80	209.60	
67	PAPER, bond, Premium Grade, A4	ream											0	50.06	-	
68	PAPER, memo, Groundwood, A4	ream											0	102.44	-	
69	PAPER, memo, White Wove, A4	ream											0	144.35	-	
70	PAPER, PPC, A4	ream											0	194.66	-	
71	PAPER, PPC, B4	ream											0	20.57	-	
72	PAPER, ruled pad, 216mmx330mm, 100s/pad	pad											0	36.40	-	
73	PAPER, thermal, 210mmx30M	roll											0	37.32	-	
74	PAPER, thermal, 216mmx30M	roll											0	139.32	-	
75	PAPER, multicopy, A4	ream											0	161.20	-	
76	PARCHMENT PAPER, A4 size, 75 gsm, 100/ream	ream											0	82.04	-	
77	PAPER FASTENER, non-rust metal, 50 sets/box	box											0	15.60	-	
78	PAPER, gem type, jumbo, 48mm, 100s/box	box											0	8.84	-	
79	PAPER CLIP, gem type, 32mm. 100s/box	box	5					10					5	20	24.89	497.80

80	PENCIL, lead, w/eraser	dozen													0	18.20	-
81	PENCIL, mechanical, 0.5mm lead														0	30.00	-
82	PUSH PIN, hammer head type, 100s/box	box		1				1				1			3	50.44	151.32
83	RECORD BOOK, 300 pages	book				1						1			2	77.98	155.96
84	RECORD BOOK, 500 pages	book						1							1	15.81	15.81
85	RIBBON, nylon, manual typewriter	spool													0	644.80	-
86	RIBBON, nylon, for Kitano Handy Clock	piece													0	468.00	-
87	RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													0	4.37	-
88	RING BINDER, (1/2"x44") plastic	piece													0	12.48	-
89	RING BINDER, (3/4"x44"), plastic	piece													0	12.48	-
90	RING BINDER, (1"x44"), plastic	piece			1							1			2	28.13	56.26
91	RING BINDER (2"x44"), plastic	piece													0	132.68	-
92	RUBBER BAND, #18,min. 445 gsm/box	piece						1						1	2	3.64	7.28
93	RULER, plastic, 12"	box													0	36.40	-
94	RULER, plastic, 18"	piece		7											7	41.48	290.36
95	SIGN PEN, black	piece	3					5					5		13	41.48	539.24
96	SIGN PEN, blue	piece		3			3			3			3		12	41.48	497.76
97	SIGN PEN, red	piece						5							5	41.48	207.40
98	STAMP PAD INK, violet, 50ml.	bottle			2										2	27.04	54.08
99	STAMP PAD, felt pad	piece										2			2	24.96	49.92
100	STAPLE WIRE, standard, #35	box		5				5					5		15	25.98	389.70
101	TAPE, adding machine	roll													0	10.66	-
102	TAPE, masking (1"), 24mm, 50 m. length	roll													0	41.60	-
103	TAPE, masking (2'), 24mm, 50meters	roll													0	83.82	-
104	TAPE, transparent, (1"), 24mm, 50meters	roll													0	41.60	-
105	TAPE, transparent, (2"), 48mm. 50meters	roll													0	20.38	-
106	TAPE, packeging, 48mm. 50 m. length	roll													0	19.24	-
107	TIME CARD, for Amano Bundy Clock, 100s/bundle	bundle			1							1			2	97.76	195.52
108	TIME CARD, for Kitano Time Recorded, 100s/bundle	bundle													0	87.36	-
109	TOILE TISSUE, 12 rolls/pack	pack													0	61.15	-
110	TWINE, plastic, one kilo per roll	roll													0	57.20	-
111	WRAPPING PAPER, kraft, 65gsm, approx. 40M.	roll													0	166.40	-
<b>COMMON OFFICE DEVICES</b>																	
1	BLADE, heavy duty cutter (L500), 10pcs./pack	pack								2					2	10.40	20.80
2	CUTTER, heavy duty	piece						3							3	27.04	81.12

3	PUNCHER, heavy duty	piece				1						1	2	114.40	228.80	
4	SCISSORS, (6)	pair	4										4	18.72	74.88	
5	Sharpener, single cutterhead	piece							2				2	147.35	294.70	
6	STAMPING DATER, self-inking stamp	piece											0	436.80	-	
7	STAPLER, heavy duty, standard	piece						1					1	162.84	162.84	
8	STAPLE REMOVER, twin jaws	piece											0	19.64	-	
9	TAPE DISPENSER, heavy duty, for 25mm(1")	piece				1							1	40.23	40.23	
10	WASTE BASKET, plastic	piece										2	2	20.99	41.98	
<b>COMMON JANITORIAL SUPPLIES</b>																
1	BATHROOM SOAP, 70gms.	piece			1	1			1				1	4	14.56	58.24
2	BRROM, soft (tambo)	piece	1										1	119.60	119.60	
3	BROOM STICK (tingting)	piece											0	19.76	-	
4	CLEANSER, powder, 350 gms.	canister		2	2			2			2		1	9	17.32	155.88
5	DETERGENT POWDER, 500gms.	pouch											0	18.61	-	
6	DETERGENT BAR	bar											0	18.72	-	
7	DISINFECTANT SPRAY, 340 gm	can											0	190.63	-	
8	DUST PAN, plastic with handle, large	piece											0	26.00	-	
9	FLOOR WAX, paste, natural, 2 kg.	can											0	218.40	-	
10	FLOOR WAX, paste, red, 2kg	can											0	306.80	-	
11	FLOOR WAX, liquid type, 3.75	can											0	331.50	-	
12	FURNITURE CLEANER, 400ml/can	can		1						1			2	122.72	245.44	
13	INSECTICIDE, 600ml (420G) can	can											0	116.48	-	
14	MOPHANDLE, screw type, wooden handle	piece											0	83.20	-	
15	MORPHEAD, 100% rayon, 400g	piece											0	71.76	-	
16	RAG COTTON, (7") in diameter	kilo											0	43.68	-	
17	SCOURING PAD, economy size	pack											0	131.96	-	
18	TOILET BOWL & URINAL CLEANER, 900ml	bottle								1			1	62.40	62.40	
19	TOILET DEODORANT CAKE, 99%, 520gms.	box											0	33.28	-	
20	TRASHBAG, plastic, black (XL)	roll		1				1	1				3	103.79	311.37	
<b>LEGAL SIZE PAPER</b>																
1	PAPER, bond, Premium Grade	ream											0	119.22	-	
2	PAPER, mimeo, Groundwood	ream											0	91.52	-	
3	PAPER, mimeo, Whitewove	ream											0	120.02	-	





18	FIRE EXTINGUISHER, pure HCFC123, w/fire rating of 1A, IBC class of future IBC for ABC class of fire, squeeze type, non-electrical conductor, 4.5kg. (10lbs), brand new	unit														0	4,726.80	-
19	MULTIMEDIA PROJECTOR, 200 ansi Lumens, 2000 hrs. lamp life, supports SVGA to SXGA (compressed) resolution	unit														0	24,939.20	-
20	PAPER TRIMMER/CUTTING MACHINE 350mm cutting size, 30 sheets cutting cap., automatic clamping, stationery blade guage, A4-A6 format indicators	unit														0	8,838.96	-
21	PAPER SHREDDER, 220mm feed opening, 4mm width, 0.06m/ sheet speed, 6-8 sheets performance, approx 5kg in weight	unit														0	6,238.96	-
22	PRINTER, automatic data processing, impact dot matrix, 9 pins, 136 cols. Complete w/ribbons, cables & manual, Epson FX-2190	unit														0	16,640.00	-
23	PRINTER, automatic data processing, impact dot matrix, 24-pins 136 cols. Complete w/ribbons, cables & manual, Epson LQ-2180	unit														0	18,156.32	-
24	PRINTER, impact dot matrix, 9-pin, 80 cols. w/ribbon, cables & manual, Epson LX-300+	unit														0	7,124.00	-
25	PRINTER, laser 20ppm printing speed, 1200dpi, w?power cord intercord, interface cable software drivers & complete documentation ML-2250	unit														0	4,139.20	-
26	PRINTER, automatic data processing, impact dot matrix, 20-pins, 136 cols. Complete w/ribbons, cables & manual, Epson LQ-2190															0	30,992.00	-
27	PUNCHING/BINDING MACHINE, 2 hand lever system 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction	unit														0	10,398.96	-
28	RADIO CASSETTE RECORDED, with AM?FM Radio	unit														0	1,653.60	-
29	TIME RECORDED, (for attendance), electronic, stylish/compact design large, display, 2-color ribbon, with dot matrix picture bell and buzzer, wall or desk mount, 220 volts	unit														0	6,188.00	-
30	UNINTERRUPTABLE POWER SUPPLY (UPS) line interactive topology with scaled maintenance free batteries, 520VA-600VA	unit														0	2,038.40	-
<b>HANDBOOK ON PROCUREMENT</b>																		
HANDBOOK ON PUBLIC BIDDING DOCUMENTS,																		

8-1/2"x11",offset printing, one color print,laminated kromcote cover															
newsprint inside pages, perfect binding for:															
a. Procurement of Goods & Services, 110-115 pages	piece										0	32.24	-		
b. Procurement of Civil Works, 139-149 pages	piece										0	37.65	-		
c. Procurement of Consulting Services, 139-249 pages	piece										0	22.36	-		
d. Sample Forms, 81/4"x11-3/4", 328 pages	piece										0	88.40	-		
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT	piece										0	32.40	-		
HANDBOOK ON PUBLIC BIDDING CHECKLIST 6X9"70	piece										0	13.52	-		
HANDBOOK ON GENERIC PROCUREMENT	set										0	130.00	-		
MANUAL (gpm), A-4 size (210mmx297mm), foldcole 12 W/plastic lamination, one(1)set of four(4) volumes as follows:															
Volume I (203) pages)-white color															
Volume II (138pages) - light blue color															
Volume III (124 pages) - light yellow color															
Volume IV (118 pages) - light green color															
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (pls. specify)</b>															
<b>Office Equipment and Accessories</b>															
Authomatic door lock	piece										0	6,500.00	-		
Cisa door lock accessories	piece										0	1,307.50	-		
Coffeemaker	piece										0	3,575.00	-		
Thermos	piece										0	675.99	-		
FIRE EXTINGUISHER, pure HCFC123, with fire rating of 1A, IBC class	unit				2						2	1,600.00	3,200.00		
1BC for ABC class of fire, squeeze type, non-electrical conductor,															
<b>Office Supplies</b>															
Adding Machine Tape	pieces			5						5		10	22.00	220.00	
Ballpen black	pieces			3			2			4		4	13	55.00	715.00
Ballpenblue	pieces	2	2		3		4			2		2	15	54.00	810.00
Ballpen black, dong-a-u-kno	pieces									5			5	48.00	240.00
Board Eraser	pieces											1	1	26.50	26.50
Bond paper hardboard	pack				6							5	11	60.20	662.20
Bond paper Long "14" extra long	ream			10								10	25	165.00	4,125.00
Bond paper Long "13"	ream	5			5					10			30	159.00	4,770.00
Band paper A4	ream	5					5					6	16	148.00	2,368.00



Pentelpen	pieces						4						1	5	47.60	238.00	
Plstic cellophane	pieces					10						50		60	1.25	75.00	
Post it 3x3	pad	3								3			3	9	23.00	207.00	
Post it 2x3	pad			1							2			3	16.30	48.90	
Post it 100 leaves 5x5	pad						5							5	49.20	246.00	
Pencil mongol	boxes				1									1	40.91	40.91	
Pull back clips, 2" medium	pieces									20				20	2.00	40.00	
Pull back clips, large	pieces			20										20	4.00	80.00	
Puncher	pieces								2					2	242.00	484.00	
Refill signpen	pieces	5								3			3	11	20.85	229.35	
Stock cards	pad						100							100	0.44	44.00	
Stylus pen	pieces										1			1	90.20	90.20	
Scotch tape 500 24mmx	boxes				7								3	10	63.00	630.00	
Syringe Needle for Ink refill medium size	pieces	1		2		2		1		1			2	9	15.60	140.40	
Syringe Needle for Ink refill large size	pieces		1				2						2	5	11.50	57.50	
Touch N' Go	pieces								3					3	12.30	36.90	
Trashcan	pieces												1	1	152.00	152.00	
Type writer Ribbon (IBM 1299508)	pieces	2									2			4	500.00	2,000.00	
USB Flash Drive, 8 GB	pieces													0	800.00	-	
USB Flash Drive, 4 GB	pieces													0	500.00	-	
Yellow pad 100 leaves	pad						5							5	25.00	125.00	
<b>COMMON OFFICE DEVICES</b>																	
<b>PHOTOGRAPHIC FILMING OR VIDEO EQUIPMENT</b>																	
<b>OTHER SUPPLIES/CATEGORIES</b>																	
Bleach, tide powder filter	pack	2	1	1	1	1	1	1	1	1	1	2	1	1	14	112.00	1,568.00
Bucket	piece						1								1	526.85	526.85
Cottonballs	pack			1					1					1	3	25.00	75.00

Bond paper short	ream		15		15				15			15	60	135.00	8,100.00	
Calculator ribbon	pieces				5					5			10	13.00	130.00	
CALCULATOR, compact, electronic, LCD, desktop display, 12 digits	unit												0	162.08	-	
CALCULATOR, desktop, heavy duty printing 12 digits, two (2)	unit												0	1,798.50	-	
CD blank	pieces			5						5			10	59.60	596.00	
Columnar pad, 4 columns	pad	3											3	21.00	63.00	
Columnar pad, Notebook 12 columns	pad							5					5	8.50	42.50	
Columnar pad, 6 columns	pad	3											3	21.00	63.00	
Columnar pad, 8 columns	pad					2							3	5	12.75	63.75
Columnar pad, 10 columns	pad											20	20	20.00	400.00	
Columnar pad, 12 columns	pad						5						5	30.32	151.60	
Columnar pad, 16 columns	pad									5			5	32.50	162.50	
Double sided tape	pieces			1									1	2	40.20	80.40
Envelop Brown, short	pieces	100											20	120	1.20	144.00
Envelop Brown, Long	pieces		50					50					50	150	2.00	300.00
Envelop, expanding, plastic, legal size	pieces												20	20	43.30	866.00
Eraser P51	pieces								10					10	2.50	25.00
Folder Long, green	pieces		5		5	5				10			10	35	24.50	857.50
Folder long, ordinary	pieces	50						60					50	160	5.30	848.00
Fax paper 216mmx30	roll							5						5	52.90	264.50
Fastener	boxes			5					5				5	15	25.00	375.00
Highlighter stabilo	pieces		3										5	8	30.20	241.60
Index tab plain	boxes							25						25	17.50	437.50
Journal cards 2 columns	pieces												500	500	0.50	250.00
Journal cards 3 columns	pieces									200				200	0.60	120.00
Ledger	pad					2								2	268.50	537.00
Letter envelop plain 500pcs	boxes													0	583.00	-
Lift off tape	pieces	5						5					10	20	14.50	290.00
Letter Envelop with logo 500pcs	boxes									1				1	795.20	795.20
Liquid paper eraser	bottle												15	15	36.00	540.00
Logbook 150 pages	pieces													0	51.45	-
Magazine Lock	pieces													0	203.00	-
Magnifying glass	pieces				1					1				2	209.30	418.60
Momo pad 100 sheets	pad												10	10	60.63	606.30
NT Cutter Blade	pieces												10	10	3.80	38.00
Paste	bottle	10								10				20	15.23	304.60
Pencil mechanical .07mm lead	cube			1		1				1			1	4	63.25	253.00
Pencil lead No. PL-5eno PI	cube		1			1				1			1	4	27.56	110.24





LIGHTING AND FIXTURES AND ACCESSORIES													
											0	-	
											0	-	
												-	
ELECTRICAL EQUIPMENT AND COMPONENTS AND SUPPLIES													
Lightbulb 14w, daalight	piece	2			1		1		2		6	125.30	751.80
Tape, electrical	piece						2				2	42.00	84.00
Starter G.E 5.50w	box				1					1	2	27.00	54.00
Omni starter	piece			1					1		2	20.00	40.00
COMPUTER SUPPLIES													
Computer Ink refill	bottle	1			1			1		1	4	950.00	3,800.00
Cablewire computer	pieces									1	1	156.00	156.00
Computer battery	pieces									2	2	562.30	1,124.60
INK CARTRIDGE, HP colored (HP704)	cart	3			4			3		3	13	367.50	4,777.50
InK CARTRIDGE, HP colored (HP27)	cart								1		1	1,025.55	1,025.55
INK CARTRIDGE, HP BLACK (HP704)	cart	3			3			3		2	11	351.45	3,865.95
INK CARTRIDGE, HP colored (HP21)	cart			1							1	1,012.30	1,012.30
Toner xerox machine panasonic 1816P	bottle				1						1	5,500.00	5,500.00



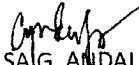
COMPUTER EQUIPMENT AND ACCESSORIES														
Computer Acer	unit										1	2	21,500.00	43,000.00
Printer HP Deskjet k010A	unit											2	3,250.00	6,500.00
Scanner	unit										1	1	58,000.00	58,000.00
Electric checkwriter	unit											1	5,250.00	5,250.00
Projector	unit											0	23,250.00	-

**\*\*\*GRAND TOTAL:** 211,746.44  
 TOTAL W/10% ADDITIONAL PROVISION FOR INFLAMATION -  
 APPROVED BUDGET: 211,750.00

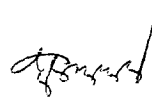
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We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Program to procure the listed common-use supplies, materials and equipment has benn included in or is within our approved budget for the year.


Prepared by:

  
 CELSA G. ANDALIZA  
 Supervising Budget Specialist

Certified Funds Available:

  
 THELMA R. BUGAYONG  
 Accountant V

Approved:

  
 RENATO B. SALVATIERRA  
 President